

**Instructions to Submitting a Job Posting**

1. Visit [Job Posting Link](https://intranet.lsuhsc.edu/hrm/jobposting/) for submitting a job posting
2. Click **Job Postings**
3. Click **Initiate New Posting**
   * **Location** (default is New Orleans) change if necessary
   * **Position Type** (default is Civil Service) change if necessary
   * **PeopleSoft Position Number** – Enter the PS position number; if there is not PS position number enter

eight-zero’s

* + **Position Title** – Use the ‘working title’ associated with the PER-1 or Position Description
  + **PS Department** – Use the look-up and select the appropriate department for the position being posted
  + **Department Display Name** – will default from PS Department, please update if needed (this is what will display on the Career Opportunities Page)
  + Click **Save** or **Save and Next**

1. **Contacts Tab**
   * The user creating the job posting will automatically be assigned as a contact with full permissions
   * Click **‘Add New Contact’** to add other users and indicate which roles apply to the user being added
   * Click **Save** or **Save and Next**
2. **Pre-Screening Questions Tab**
   * Click **‘Add Questions’**
   * Select questions to ask the applicants that pertain to the job requirement(s)
   * Click **Save** or **Save and Next**
3. **Details Tab**
   * **Position Summary/Responsibilities -** Body of Ad to include duties, mission, or description of position
   * **Minimum Qualifications -** List the requirements of the position; must match the PD, if applicable
   * **Preferred Qualifications -** List the qualities that are beyond the required qualifications, if applicable
   * **Additional Position Information -** other relevant information regarding the position
   * **About the School/Department -** other relevant information or links to the school/department
   * **Special Instructions to Applicants -** instructions on what the applicant should provide to be considered
   * Click **Save** or **Save and Next**
4. **Media Tab**
   * **Chart Strings -** Enter the media source that will be used when HR places ads
   * Click **‘Add New Media’** to add other media sources that the ad will be placed with other than LSUHSC’s Career Opportunities page. Another media source is required unless your posting is approved for Internal Placement Only. If HR is placing the ad, please include the run day(s), payment type, and any attachments of the ad you would like placed. **Cost will be entered by HRM.**
   * **LSUHSC Career Opportunity Page:** Add the dates you will run the posting; must be at least 14 days, unless approval was given to a shorter period of time
   * Click **Save**
   * Click **Submit**

**Email confirmation will be sent to contact(s) email regarding job posting submission. Email notifications will be sent to contact(s) as the job posting status changes. If you have any questions, please contact HRM at** [**recruittalent@lsuhsc.edu**](mailto:recruittalent@lsuhsc.edu) **or 504-568-4834.**