



**SECTION 1: AGENCY AND POSITION INFORMATION**

AGENCY NAME/PERSONNEL AREA:	
JOB TITLE(S):	
JOB POSTING NUMBER:	
AGENCY CONTACT NAME:	
AGENCY CONTACT PHONE/EMAIL:	
DATE OF SUBMISSION:	

**SECTION 2: POSITION AND RECRUITMENT ACTIVITY**

*The agency may attach a separate document if additional space is needed.*

**A. Position Snapshot**

Provide current vacancy rates for each job title included in this request.

Job Title	Total Positions	Filled Positions	Vacant Positions	Vacancy Rate

**B. Posting Activity**

Provide recruitment data during the previous twelve (12) months from the date of submission.

Posting #	Date Advertised	Applicants on Eligible List	Applicants Interviewed	Applicants Hired

**C. Turnover Data**

Provide turnover data during the previous twelve (12) months from the date of submission.

Job Title	Voluntary Separations	Total Positions	Turnover Rate (%)

**Turnover Rate Formula:  $Voluntary\ Separations \div Total\ Positions$**

### SECTION 3: JUSTIFICATION FOR CONTINUOUS POSTING

Based on the data provided above, explain why a continuous posting is necessary for the job title(s) listed. Please address the current vacancy impact on operations, recruitment challenges demonstrated by posting data, turnover trends affecting service delivery, and any urgency related to mission-critical functions.

High vacancy rate

Explanation:

High turnover rate

Explanation:

Repeated Postings with limited hiring results

Explanation:

Other (See below)

### SECTION 4: ADDITIONAL INFORMATION

Identify any additional barriers affecting recruitment and retention that may not have been previously addressed. (i.e., salary competitiveness, location, working conditions, client population, licensure requirements, etc.). Provide a detailed explanation.

### SECTION 5: FORM SUBMISSION

Attach this completed questionnaire to the draft exam plan in Louisiana Jobs prior to submission of the Job Posting Request (JPR).