

## LINKEDIN ADVERTISING REQUEST FORM

### REQUESTOR INFORMATION

Requestor Name: \_\_\_\_\_

Office/Program: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### POSITION INFORMATION

Position Title: \_\_\_\_\_

Job Posting Number: \_\_\_\_\_

Posting Open Date: \_\_\_\_\_

Posting Close Date: \_\_\_\_\_

### ADVERTISEMENT INFORMATION

Please provide a brief position highlight (2–3 sentences) that can be used for recruitment advertising.

### ADDITIONAL COMMENTS OR INSTRUCTIONS

### IMPORTANT

The position should be posted on Louisiana Jobs before additional recruitment advertising is requested. Please submit requests as early as possible to allow sufficient processing time and ensure advertisements run while the position is actively posted.

Return completed forms to [Shea.Malbreagh@la.gov](mailto:Shea.Malbreagh@la.gov).