

**(Department Letterhead)**

TO: Barbara Goodson  
Assistant Commissioner of Management and Finance

FROM: \_\_\_\_\_  
(section head)

DATE:

RE: **FILLING A POSITION UNDER C. S. RULE 8.2.1**

In accordance with Civil Service Rule 8.2.1, I am requesting to hire the following individual within the \_\_\_\_\_:  
(section)

Name: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Position No.: \_\_\_\_\_  
Pay Level: \_\_\_\_\_

I would like to hire \_\_\_\_\_ based on the following justification:  
(applicant)

(JUSTIFICATION)

Your consideration of this request is greatly appreciated.

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
Barbara Goodson

**NOTE:** Please forward your request to:  
ATTN: Sandra Guy  
Office of Human Resources  
Claiborne Building  
1201 North Third Street, Suite 3-130  
Baton Rouge, LA 70804