

Viewing Biographical Data Form for Drug Screening Entry

Once the candidate signs the required documents including the drug screening form (if applicable), the department point of contact receives an email notification.

From the applicant progress board, click on the applicant's name to open the 'applicant card'.

Click on 'view' under 'Form' to access the biographical data form which includes the social security number and date of birth needed for i3Screen entry. Include chart string in the comments box in i3Screen system.

Click on 'biographical data form'

Offer Accepted - Next Steps for Training Human Resource Analyst A, Human Resource Management (NO16740)



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To • Hopkins, Madison C.

Follow up. Completed on Monday, July 20, 2026.

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Shauna Caputo (Shauna)

New Orleans

496316 - Training Human Resource Analyst A

Date submitted

Jan 30, 2026

Applied via

SHRM

Resume

View

Form

View

The following forms have been completed:

Primary application form - Unclassified Application form

Annual Leave Election Form

Current Retirement Status

Biographical Data Form

Primary application form - Unclassified Application form

Question & response

Date of Birth:

9 Jan 2002

Social Security Number (xxx-xx-xxxx):

456-12-8888

Marital Status: