



- **Announcements**

- **Granting a Test Exemption for the Person Hired**

- If a test exemption was granted to the person hired, it is a good practice to place a comment in the Notes section of the Exam Plan or in the Comments section of the hire authorization form in LA Careers stating the type of test exemption given to the new hire.

- **Post Announcement**

- In order to cut down on calls from applicants, once an eligible list is created and the position has been filled, you should edit/update the 'display candidate status as' field on the test step (if applicable), MQ step, Eligible List, and Referral List. This will notify applicants that the position has been filled without having to send a notice. You will not be able to do this on a continuous announcement.
- It is a good practice to make your final entry authorizing the hire in Insight after the employee is on board in case you need to change something. Once authorized, changes cannot be made.
- Agency HR offices seem to receive more inquiries about job postings since the implementation of LA Careers. Some departments have found it helpful to compile a document with a list of common questions and answers that they can send back to applicants by email.

- **Cancelled Announcements**

- After you cancel the requisition and the posting is either closed or inactivated, it is a good business practice to notify the candidates who applied that the announcement has been canceled. If the vacancy is re-announced, it would be a good idea to include that in the notification.
- In addition to notifying the applicants via email, editing the 'display candidate status as' field to read 'announcement cancelled' may also reduce the number of inquiries about the vacancy status. You are not required to notify candidates but it is a best practice.
- For additional information, please see the [Cancelling a Recruitment Quick Sheet](#).

- **Notice Templates**

Please keep in mind that this bank cannot be locked down for an individual agency. The information stored is a collection of notice templates by the entire HR community.

- Please keep the development of templates to generic information.
- Some templates have been developed to tell applicants that they are being placed on the eligible list. This is an unnecessary step as an advantage to the system is that an applicant can easily access status information on all applications submitted through the applicant portal.
- The system generates a notice depending on the reject reason selected. If you create a notice template, you should leave the reject reason as **==select==**. This will allow you to instead choose your template from a drop down list instead of the system randomly pulling in a template. Additionally, you should always review the information in your generated notice to make sure it states what you want it to say

prior to sending it to candidates. Please do not edit the generic MQ template created by Civil Service.

- Civil Service will monitor notices in the bank and may remove notices that are not appropriate.
- **Interviewing**
  - Article X of the Louisiana State Constitution and Civil Service [Rule 23.1](#) require that permanent appointments in the classified state service be based upon “merit, efficiency, fitness and length of service, as ascertained by examination which, so far as practical, shall be competitive.”
  - Civil Service [Rule 22.6\(a\)](#) defines the job interview as an examination. The LA Careers system and recently enacted Civil Service rules in Chapters 22 and 23 delegate much of the competitive evaluation process in hiring to agencies and the job interview is a vital part of that competitive process. Therefore, so far as practical, agencies should take steps to make the interview process competitive for vacancies which require public announcement under Civil Service [Rule 22.3\(a\)](#).
  - The Department of Civil Service therefore issues the following best practice guideline:
    - For vacancies requiring public announcement under Civil Service [Rule 22.3\(a\)](#), it is a best practice guideline that at least three persons whose names appear on the referral list be scheduled for interview. If fewer than three names appear on the referral list, all should be scheduled for interview. However, agencies need not schedule for interview a person who has been previously interviewed for the same job title or equivalent position within the past year.
    - This guideline is intended to insure that at least three applicants are seriously considered, thereby satisfying the Constitutional requirement that appointments be made as competitive as is practical. Obviously, interviewing more applicants would be even better; three is presented as a minimum guideline.
    - Since this is a best practice guideline and not a Civil Service Rule or policy, the SCS Accountability Division will not cite agencies for failure to follow this guideline. However, agencies that do follow it may be recognized for best practices in Accountability Division reports.
- **Reporting**
  - For EEO reporting to record properly, you must move each candidate who has been interviewed but not selected through the interview and reject steps in the OHC. The candidate selected must be moved through the interview and hire steps. All candidates remaining in the “referred” step will be regarded as “considered”.
  - For EEO reporting, refer to [Custom EEO \(Applicant Flow\) Report Quick Sheet](#).