



Louisiana  
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## GENERAL CIRCULAR NUMBER 2016-018

**DATE:** July 7, 2016

**TO:** Heads of State Agencies and Human Resources Directors

**SUBJECT:** Evaluation of Westaff for Temporary Staffing Needs

The purpose of this general circular is to obtain feedback on the state contract for temporary personnel services. Westaff has held the contract for temporary personnel services with the state since 1998. Use of this contract is one of several ways an agency may meet its temporary staffing needs. Westaff must be used for temporary staffing needs in the following sub-professional categories:

- 1) Office/clerical;
- 2) Trades/maintenance;
- 3) Custodial; and
- 4) Food service

The Department of State Civil Service relies on agency Human Resources personnel to assist us in monitoring the quality of services provided by Westaff for the use of private sector "temps." In this capacity, we ask you to complete a brief survey, which can be accessed online at <https://www.surveymonkey.com/r/WESTAFF2016>.

This request is being made of all agencies that have used Westaff employees in the past year. If you have not used Westaff in the past year, please send an email to Makayla Weber-Harris at [Makayla.Harris@la.gov](mailto:Makayla.Harris@la.gov) indicating that your agency has not used Westaff.

Your responses are a valuable tool in assisting State Civil Service with monitoring the Westaff Contract. Please complete the survey by Friday, July 29, 2016. Thank you for your assistance.

Sincerely,

s/Byron P. Decoteau, Jr.  
Director