



For instructions on running a report in LA Careers, please refer to the [Quick Sheets](#).

Definition: Applicant flow tracks information about applicants from when they first apply (who applied), through the conclusion of the hiring process (who was appointed).

- Agency must show documentation of all steps of the selection process for selected positions
 - How the vacancy was advertised
 - Who applied
 - Applicants failing to meet Minimum Qualifications (race/sex)
 - Applicants forwarded to hiring manager for consideration
 - Applicants interviewed
 - Applicants appointed

MINIMUM DOCUMENTATION REQUIRED BY CIVIL SERVICE

- Sex, Race and Ethnicity categories for all applicants, including those who did not meet the Minimum Qualifications.
- Applicant flow for all Probational Appointments, Job Appointments and Promotions (recommended, but not required for Classified WAE).
- Applicants to jobs for which the agency does continuous recruitment (for practicality, these may be reported as annual totals).
 - Applicants received (by race/sex/ethnicity)
 - Applicants rejected for lack of Minimum Qualifications (by race/sex/ethnicity).
 - Race/sex/ethnicity of applicants referred to hiring manager for consideration.
 - Applicants interviewed (by race/sex/ethnicity).
 - Applicants appointed (by race/sex/ethnicity)

Agencies are required to maintain the application of appointee and any supporting documents used to verify qualifications as well as documentation of who verified the qualifications and supporting documents. The Accountability division allows for the documents that must be maintained by the agency to be stored in paper or electronic format. For documentation of who verified the qualifications and supporting documents, the Accountability division accepts the LA Careers system assignment of the requisition to an Analyst for processing as the proper verification. If the posting is assigned to more than one analyst, the HR employee verifying qualifications should type their initials into the comments section when changing an applicant's disposition. This will indicate that someone other than the assigned individual reviewed the minimum qualifications.