



CONTINUOUS POSTINGS

- Continuous postings are active job postings that have not been assigned a closing date, which allows agencies to have a continuous applicant pool without constantly re-announcing a job each time a position is vacant.
- Applications may be accepted at any time during the duration of the job posting, and processed to the eligible list as they come in, or in batches when there is a vacancy.

ELIGIBILITY CRITERIA

- Effective 9/1/2023, agencies will be required to submit the following information to justify the use of continuous postings for specific job titles:
 - the turnover rate for the job title for the previous 12 months;
 - the current total number of vacancies for the job title;
 - the vacancy rate of the job title (the total number of vacancies divided by the total number of positions);
 - any recruitment data for the previous 12 months (number of qualified applicants; processed by SCS in the last year and the number the agency hired); and
 - specific information about the recruiting and retention difficulties of the job which may impact the size of the applicant pool (i.e., location, difficult work environment, specific client population, etc.)
- This information shall be submitted to SCS by attaching the [Continuous Posting Questionnaire](#) to the draft exam plan in NeoGov prior to submission in the Job Posting Request (JPR) system.
- Continuous postings will be limited to a one-year open period. After one year, the posting will be canceled, and the agency may be required to resubmit the required information to justify the ongoing need for continuous recruitment.
- The following job titles will automatically be eligible for continuous recruitment based on turnover data as reported in the most recent *Annual Turnover Report* prepared each year by State Civil Service and will be exempt from eligibility criteria:

JOB TITLES		
Admin Assistant 1-4	Maintenance Repairer 1-Master	Professional Counselor 1-4
Child Welfare Specialist Trainee, 1-3	Medicaid Analyst 1-3	Psychiatric Aide 1-3
Corrections Cadet-Corrections Master Sgt	Mobile Equipment Operator 1-2	Registered Nurse 1-4
Corrections Guard/Therapeutic Custodian 1-3	Motor Vehicle Comp Analyst 1-4	Residential Services Spec 1-4
Engineering Technician 1-4	Nursing Assistant 1-2	Social Services Analyst 1-3
Guard	Police Officer 1A-3A	Social Services Counselor 1-4A
Juvenile Justice Specialist 1-3	Practical Nurse-Licensed 1-3	Social Worker 1-4
	Probation & Parole Off/JUV 1-3	

Job titles are subject to change based on updates to the SCS Annual Turnover Report and other factors as determined by SCS

CREATING AN ELIGIBLE LIST

- Agencies may request that SCS process applicants to the Eligible List by submitting a request through the Job Posting Request (JPR) System.
- Prior to this request, a requisition should be created in Neogov and tied into the existing exam plan whenever a vacancy becomes available. Multiple vacancies can be filled from the same requisition as long as the requirements of the jobs are the same (same location, shift, etc.).
- All candidates who applied online prior to the requisition approval will be processed through the evaluation steps to the Eligible List.
 - If additional vacancies occur or no suitable candidates can be found after the requisition approval date, additional candidates may be added to the Eligible List via a new request to State Civil Service for a new list of candidates.
 - The agency will have 90 days from the original approval date of the requisition to make an offer of employment. If this 90-day period expires and there are still vacancies to fill, the agency must create a new requisition and refer applicants to the new requisition.
 - Once all applicants are on the Eligible List, Veterans Preference points will be added where necessary.
- The period of time that candidates will remain active on the Eligible List for continuous postings is 90 days.
- If a requisition is not created and an Eligible List is not requested within 90 days, the continuous posting will be inactivated by State Civil Service.
- Applicants shall be allowed to re-apply to the same continuous posting every 30 days.

REFERRALS FROM AN ELIGIBLE LIST

- Once the Eligible List is released, the agency may proceed with referring candidates to the hiring manager.

- If applicable, the agency may filter the entire Eligible List by work parish for compliance with Civil Service Rule 22.9(a)7, which authorizes an appointing authority to create a certificate containing the names of applicants who have indicated that they are eligible to work in the parish where the vacancy occurs.
 - If the work location on the posting is a specific city, then the vacancies must all be within the same parish of the specific city. The “certificate” will be the Eligible List resulting after candidates have passed all evaluation steps.
 - If the work location on the posting is “Statewide” or “Other”, then the “certificate” will be the Eligible List filtered by the parish in which the current vacancy is located. A separate requisition for each vacancy is required if there are vacancies that are not domiciled within the **same parish**. The same requisition may be used if multiple vacancies are domiciled in the same parish.
 - Refer the entire filtered list to the hiring manager for consideration, which is considered the certificate for the vacancy. If only a portion of the filtered list was referred, once it was unfiltered and more candidates were processed, there would be no way to duplicate this record.
 - Each time referrals are made of filtered candidates, the agency must un-filter the Eligible List, and then filter for a new location to make referrals for a different location to another hiring manager.