State of Louisiana Eligible List Quick Sheet for a Continuous Recruitment

1. Once you have created an exam plan, you will have the option to create an eligible list.
   1. You can add candidates to the eligible list one at a time as you process them, or you can create your eligible list after you have processed all your applicants through the evaluation steps.
2. From the Exam Plan, under the Evaluation Steps section, select ‘View Applicants by Step.’
3. Select action ‘Place on Eligible List’ from the drop down under the final step.
4. Select either ‘All’ or ‘Passing’ to move the passing applicants to the eligible list.
5. Select the red ‘Go’ button.
6. Select ‘Assign to List.’
7. The system will take you back to the ‘View Applicants by Step’ page.
   1. Click ‘View exam plan’.
8. The first eligible list in the exam plan is automatically named ‘Default List.’
9. In the eligible list section of the exam plan, select ‘Edit’ under the action column.
10. Rename your list - Civil Service recommends that you have an agency policy to ensure consistent naming – up to 28 characters are available.
11. Enter “Eligible for consideration” in the ‘Display Applicant Status As’ field.
12. The promulgation date means the date the list becomes active – **this date must be the same as the date the list is initially created.**
13. Since this is a continuous recruitment, you must enter the number of days each candidate will be eligible for this list.
    1. Leave the ‘Expiration Date’ blank.
    2. Enter 180 into the ‘Days Candidate Eligible’ field.
       1. Candidates can appear on an eligible list for a continuous posting for 180 days, and will then have to re-apply if they still want to be considered for vacancies for this posting.
14. For ‘Calculate Exam Score Based on’ select ‘Percentage.’
15. Do not fill in any information for banding scores, as we do not use this practice.
16. Leave the ‘Banded Score (Low) Cutoff Values’ blank.
17. Duplicate Handling- Civil Service recommends using the ‘Most Recent Application’ to handle duplicate applications for continuous recruitments.
18. List type – you will select ‘Normal’ for the list type for the majority of lists. In cases where a written test is required for the job, and applicants fall under a test exemption by CS rule or policy, you can select ‘Other’ to create an eligible list for those individuals. (See Priority List quick sheet for further instructions on this topic). [Regular Priority List](http://www.civilservice.louisiana.gov/files/HRHandbook/Quick%20Sheets/22%20Priority%20Eligible%20List%20Process%20using%20Rules%2022.8%20and%2022.13%20Quick%20Sheet.doc)
19. List Status – Select ‘Active’ when setting up an eligible list.
20. Select ‘Save.’