



Byron P. Decoteau, Jr., Director

Post Office Box 94111
Baton Rouge, LA 70804-9111
225.342.8274
scsinfo@la.gov
civilservice.la.gov

HR Handbook Update No. 2020-0003

DATE: February 17, 2020

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Updates to HR Handbook Chapter 22 – LA Careers Quick Sheets

REASON FOR UPDATE: To include verbiage in the Job Posting Notes that alerts applicants that resumes are not accepted in lieu of a completed on-line application.

EFFECTIVE DATE: February 18, 2020

This notice is to inform agencies that State Civil Service has revised [Quick Sheet #08\(a\) Insight Posting Notes](#) in Chapter 22 Procedures to add information detailing that resumes will not be accepted in lieu of a completed education and experience section on the on-line application they are submitting. They will also be apprised that an incomplete application may be rejected.

While this information has always been available on the main information section of our Current Job Opportunities page, the inclusion of this information to the posting notes will address applicants who have been directed from another private or public job posting board/site to apply for a specific posting on our LA Careers site. When applying, applicants will now be informed in each actual job posting in LA Careers that they must complete their whole application and no resumes are accepted.

Please be aware that beginning February 18, 2020, all LA Careers agency users must use the updated posting notes.

If you have any questions, please contact your Agency Relationship Manager.

Sincerely,

s/Byron P. Decoteau, Jr.
State Civil Service Director