EVALUATION STEPS

- When adding Evaluation Steps to the Exam Plan, you must select a step type. The names of the step types (supplemental questionnaire, training & experience, etc.) reflect the type of scoring functionality that the system will associate with the step (pass/fail, rater scores, written test scores, autoscoring, etc.) The Evaluation Steps Quick Sheet provided in the HR Handbook explains the functionality associated with each step type.
- Additionally, please remember that Evaluation Steps, as part of the Exam Plan, can only be used to disqualify applicants for failing to meet minimum requirements of a position. This would include Minimum Qualifications, written test scores, or other legal requirements such as a license. All applicants who meet the requirements of the position must be placed on the eligible list, where you can then filter for job-related criteria (preferred test scores, shift work preference, current employees, etc.) when determining who to refer to the hiring manger. Applicants who do not meet the preference will not be failed or left at an Evaluation Step.

ANNOUNCE THE VACANCY

- Vacancies must be posted on LA Careers website for a minimum of five full calendar days (not including the date the posting opens), including promotions.
  - Announce as a specific vacancy or
  - Announce as a continuous recruitment
  - Exceptions to posting include circumstances listed in **Rule 22.3(b)**.
- Applicants must have taken appropriate test in order to apply.
- Applicants apply to posted job announcements.
- Agency determines who to interview based on scores and qualifications.
- The Minimum Qualifications for jobs are mandatory requirements.
- The following information should be included in the "Supplemental Information" section of your Job Postings in the LA Careers system:
  - Agency Contact information (a name and phone number and/or email) for applicant questions.
  - A notice that a written test score is required (if a test score is required by the job title).
  - A link for how to apply for written tests (if a test score is required by the job title). **Click here for sample written test instructions.**
  - To view all jobs that require a written test, **click here** to view One Stop Job Information and Test Finder.
  - If limiting a promotion to agency/department using the Promotion job type, the approved promotional zone should be indicated.
  - For jobs posted as a Career Progression Group (CPG), you must include a statement that provides information on how you plan to use the CPG when filling the position. **Click here** to view "LA Careers Posting Tips."
  - Notice to applicants that they must check status messages in their applicant self-portal to determine where they are in the recruitment process, as well as the status message meanings.
  - Notification that paper applications are not normally accepted, but accommodations may be requested.
  - Agencies who wish to use authority granted by **Rule 22.8**, **Rule 23.13**, and the testing exemption for state employees who occupy jobs in the same test series should put a note in

the supplemental information field of their job posting. The note should tell applicants that the agency is open to using the authority granted under these rules and/or policies and notify applicants of any additional information/verification that should be provided.

- When an SER is replacing the minimum salary on a job posting, you must uncheck the "Automatically Update Salary Information from Class Specification" box so that the SER will be saved. Otherwise, the salary will continue to be pulled in from the salary database.
- Users should only select the work parish as the 'Search Location' field in which the job is domiciled. You may further define the location of the job by selecting the city in which it is located from the 'Location on Job Posting Display' dropdown.
- In an effort to improve efficiency and assist you with the number of applications you receive for a job posting, you may post 'desired' or 'preferred' qualifications in addition to the minimum qualifications for a job. It is important to carefully consider how you compose the language in your posting.

  For example, if you state "preference will be given to applicants with a test score of 88 or above", you may still hire someone with a score below 88. However, if a posting states "only applicants with a test score of 88 or above will be considered", then you may only hire a candidate that has a score of 88 or above. (Note: All candidates with passing scores who meet the minimum qualifications should be placed on the eligible list which can then be filtered to refer those with the preferred score.)

  You cannot fail someone or prevent them from being placed on the eligible list for not having the preferred score.

  Likewise, any additional qualifications should be clearly stated as desired or preferred, rather than required. DCL supplemental qualifications may be stated as additional **required** experience. To insure a valid selection, please be sure that all desired or preferred qualifications are job-related.

- Please remember that 'desired' or 'preferred' qualifications may be used to filter candidates on the eligible list before referring candidates to the hiring manager, provided that well-constructed supplemental questions were included in the job posting to use in filtering. However, 'desired' or 'preferred' qualifications should not be used to disqualify candidates prior to the eligible list.
- An agency may add a vacancy to a posting that is closed provided all the conditions of the posting (location, method to fill-classified/prom/etc., supplemental questions) fit the vacancy that is being added and the offer is made within 90 days of the closing date of the posting. In order to do this, you should create a new requisition in the OHC for the new vacancy and when you open and assign the new requisition in Insight, you will tie the requisition to the existing exam plan for the closed posting.

SUPPLEMENTAL QUESTIONS

- Supplemental questions can be used to gather information from applicants for both requirements and for criteria you would like to filter them on after they have been placed on the eligible list. You could ask an additional question, "Are you willing and able to work the night shift?" and use this question to filter the eligible list and find the candidates you wish to refer.
- Supplemental questions related to felony and similar criminal backgrounds may be added for jobs that have a legal restriction to hiring candidates with such backgrounds as stated on the job specifications under Necessary Special Requirements or a similar note. Please see this list for these applicable jobs. Postings will be reviewed before being activated to ensure that conviction questions are present for those jobs that have a legal restriction.

For other jobs, it will be at the sole discretion of the agency to determine whether or not to add supplemental questions concerning convictions. If added, the agency is required to include documentation of the reason for adding the conviction questions in either the Notes section of the exam plan or in the comments section of the requisition.

- **Collect the Applications**
  - Applications are submitted online.
    - Applicants must have a grade for the appropriate exam.
    - Resumes will not be accepted in place of a completed application. Qualifying education and experience must be found within the electronic in order to be considered. A resume or attachment may be referred to for enhancement of the understanding of the experience that is being evaluated, but the application will be rejected as incomplete if the work experience and education sections are not completed.
    - The Standard Form 10 (SF10) application will no longer be accepted when applying for a classified job in the State of Louisiana. The official form is the online application form in the LA Careers Application and Tracking system, which can be found **here**.
- **Evaluate the Applications**
  - Screen the candidates' qualifications for the Minimum Qualifications.
  - All candidates meeting the Minimum Qualifications and possessing any required written test score will be moved through the evaluation steps and placed on the 'Eligible List'. The 'Eligible List' can then be filtered using the supplemental question to determine which candidates should be placed on the 'Referral List' and forwarded to the hiring manager for consideration.
  - When it is determined that an applicant does not meet the minimum qualifications for a vacancy announcement, notification of this determination is provided to the applicant through the status messages available in the applicant self-portal. These messages are made available to applicants prior to sending the Referral List to Hiring Managers.
  - **Verify Candidate Test Scores**
    - Scores for applicants will be auto populated into the candidates' record.
    - For applicants that apply and don't have a test score before the posting closes, the applicant will be failed at the written exam evaluation step with a reject reason of "applicant does not have a test score". Candidates who test in Baton Rouge are usually placed on the eligible list on the following business day. Candidates testing in the Saturday centers are usually placed on the eligible list the following week.
  - **Testing Exemptions**
    Be aware of testing exemptions
    - Bona-fide rehab client—no posting and no testing required. (Rule 22.8a)
    - Out-of-state vacancies—no posting and no testing required. (Rule 22.8b)
    - Noncompetitive reemployment eligibility—no posting required. Testing is required if the applicant's eligibility is based upon a non-professional level job and he/she is being appointed into a professional level job.
    - 3.5 GPA—**no posting and no testing** required. (Rule 22.8c)
    - Permanent classified employee already occupying a job in the same test series—**no testing** is required. While a test score is not required, the job **must be posted** and the applicant must meet the Minimum Qualifications and respond to the posting.
    - Veterans of the armed forces who have been honorably discharged from active duty within the previous twelve months. **Rule 22.8(d)** applies to probational and job appointments only. Posting is required but testing is not required.
  - **"Certificate of Eligibles" is prepared**

- o **All veterans' eligibility points claimed are awarded**
- o **Send Referral List to hiring manager**
    - **CREATING A PDF OF REFERRED APPLICANTS**
        - For those agencies whose hiring managers do not have access to the OHC, HR offices will need to provide hiring managers with copies of applications for the referred candidates.
        - This is best done by creating a PDF of referred applications. Instructions for creating such a PDF can be found by accessing the **CREATING A PDF OF REFERRED APPLICANTS Quick Sheet**. This file can then be e-mailed to hiring managers or HR can also print this file and distribute the applications in paper format.
        - For agencies that have implemented the Online Hiring Center, instructions for how to process candidates can be found on the Quick Sheet regarding OHC Workflow.
- o **Post Selection**
    - In order for EEO reporting to record properly, you must move **each** candidate who has been interviewed but not selected through the interview and reject steps in the OHC. When interviewing and rejecting candidates, LA Careers allows this to be done for multiple candidates at one time through a batch process. The candidate selected must be moved through the interview and hire steps. All candidates which remain in the "referred" step will be regarded as "considered".
    - You must indicate the offer date in the OHC; the hire date in LA Careers should match the effective date in Human Capital Management System (formerly ISIS).
    - Include in the Comments Section of the OHC hire form any required justifications such as justification for temporary appointment, 6.5g pay justification, etc.
- o **Authorizing the Hire**
    - All hires must be authorized in Insight within 30 days of the effective date in order to complete the hire process in LA Careers just as you are required to do in the Human Capital Management System (formerly ISIS HR) or your applicable HRIS system. For instructions on authorizing the hire, please refer to the **"Authorize the Hire Quick Sheet"**.