



**Certificate** – the eligible list(s) created in the LA Careers system, which includes the names of qualified and eligible candidates resulting from public announcement of a specific job vacancy. The certificate authorizes the hire. For a specific job vacancy posting that has a closing date or a continuous posting restricted to a parish, the “eligible list” resulting after candidates have passed all evaluation steps will be the “certificate.” The certificate for a statewide continuous job posting will be the list filtered for the parish of the vacancy.

**Continuous Recruitment** – A job posted continuously with no closing date as opposed to a “vacancy announcement.” These are established in situations when the frequency of hiring is great enough that the posting of each specific vacancy would be unmanageable and inefficient.

**Department Preferred Reemployment Lists** – lists of people who have re-employment rights to certain job classes in certain parishes as a result of layoff actions, business reorganizations, or demotions in lieu of layoff. Preferred lists must always be checked prior to making an appointment or promotion.

**Disposition** – Candidates have a disposition at each evaluation step. The default disposition will be N/A meaning the applicants have not yet been processed for that step. You can change the disposition to pass or fail, or scores can be used for the dispositions (in the case of written exams or SCORE rankings).

**Eligible List** – A list of qualified applicants who are eligible for referral.

**Evaluation Steps** – The evaluation steps are part of the exam plan. Some evaluation steps will automatically appear in the exam plan for those titles for which Civil Service has created exam plan templates. Users can add or remove steps as needed based on the specific needs of the recruitment.

**Exam Plan** – The Exam Plan is where all the information relating to a specific recruitment is stored in the LA Careers system. It is much like a folder that can contain the job posting, applications, and other documents such as interview questions.

**Examinations** – An examination is any formal assessment or combination of assessments used to evaluate an applicant’s qualifications and job-related competencies. Examinations include but are not limited to tests, SCORE rankings, Minimum Qualifications, resume evaluations, structured oral examinations, and job interviews.

**Experience Levels:**

- **Experienced Level** – (previously called Journeyman Level): experience gained after completion of training (usually one to two years); an employee working independently and assigned the full range and diversity of work.
- **Advanced Level** – (previously called Advanced Journeyman): experience gained in the role of lead worker; experience gained in a job assigned more complex duties/responsibilities than those found at the experienced level.
- **Supervisory Experience** – We make a distinction between “experience equivalent to a supervisor,” “experience at a supervisory level,” and “experience supervising two or more professionals.” When jobs require “experience at a supervisory level,” or “experience equivalent to a supervisor,” applicants need not claim subordinates to receive credit but need only occupy supervisory level jobs. On the other hand, when individuals apply for jobs requiring “experience supervising two or more professionals,” we will only credit applicants occupying jobs at the supervisory level or higher with qualifying experience if they also claim the appropriate numbers and levels of subordinates on their applications.
- **Managerial Level Experience** – usually refers to a second-line supervisor.

**Filter** – Filters and advanced filters can be created to sort applicants based on their responses to supplemental questions and other information.

**Insight** – Insight is the HR side of the LA Careers system. Each user’s portal holds all the information they will need for their assigned recruitments or agency.

**Interest Cards** – Applicants can fill out Interest Cards in the LA Careers system in order to be automatically notified of future vacancies that fit their selected criteria.

**Item Bank** – The item bank in LA Careers holds supplemental questions that can be added to job postings. Users can add questions to a posting without using the bank if they are one-time use questions, or they can select as many questions as needed from the bank and add them to the posting. Users must monitor any questions selected for use from the Item Bank to ensure they are job-related and well crafted.

**LA Careers** – The State Civil Service online posting and application tracking system.

**Layoff Referral List** – A list of employees adversely impacted by layoff, business re-organization or demotion in lieu of layoff. Agencies are not required to hire from this list, but may use the list as an aid for recruiting.

**My HR** – Each HR user will have a My HR screen that provides quick access to all the recruitments he/she is currently working on. The My HR screen is the homepage for the Insight side of LA Careers.

**Online Hiring Center** – The OHC is the hiring manager side of the LA Careers system. OHC users can have varying roles including those of an Approver, SME, Originator or Liaison.

**Referral List** – a list of eligible applicants sent to a hiring manager.

**Requisition** – The requisition is a document that tells HR information about a vacancy that needs to be filled. This document may be similar to the Personnel Action Request typically used in agencies. However, the requisition is only used to initiate the recruitment, and a different step is used for the hire.

**S.C.O.R.E.** – Score Candidates on Relevant Experience – a method of scoring applicants in the LA Careers system for job titles, which do not require written exams. A SCORE ranking allows hiring managers to see which applicants have the specific education, work experience, licensure, certification, etc. that has been determined desirable for a specific position through the job analysis process.

**Subject Matter Expert** – HR can forward applications to designated SMEs for help with determining whether applicant's experience is qualifying or not. The SMEs can record scores or pass/fail dispositions for each application they receive, and HR will have the ability to override these decisions if necessary.

**Supplemental Questions** – Supplemental questions are added to the posting so that applicants will report specific information when applying for the vacancy. Applicants can be filtered based on their responses to these questions, making it fast and easy to screen out candidates who self-report they are unqualified. For applicants that report they are qualified, HR will still need to check that the experience and education reported on the application supports their answers.

**Test** – A test is a type of examination administered by a proctor to a group of applicants at a test center, consisting of written or electronic responses to questions.

**Vacancy Announcement** – A specific job vacancy posted with a closing date as opposed to a "continuous recruitment."