Course Title: SCS Foundations for HR Professionals: Staffing Considerations
(1 Day) CPTP course

> This 1-day module for HR Professionals will include hiring information as stated in Chapters 22 and 23 and processes as designed for the LA Careers online Application and Tracking system. Registration for the SCS Foundations for HR Professionals can is conducted through Louisiana Employee Online (LEO).

Course Title: LA Careers New User Training

> This 1-day class introduces new users to LA Careers and the processes involved in the Recruitment Life Cycle. Participants will learn how to create requisitions, post jobs and process applications received through to the hire. This class will be most beneficial to new users who are responsible for posting jobs and screening applications and those users that have already attended LA Careers training prior to implementation needing a refresher.

Course Title: LA Careers Experienced User Training

> This is an all-day class that focuses on those errors Staffing commonly finds during posting and post-hire audits. Human Resources participants will come away with a better understanding of how to process candidates through the recruitment lifecycle and how to utilize the many system efficiencies LA Careers offers. Topics include the following: Job types, Unique numbering for exam plans, Candidate status messages, Extraneous evaluation steps, Failing applicants at the correct evaluation step, Sending reject notices, Eligible list issues, Veterans preference points, EEO reporting, and much more. Participants will work online in the system throughout training with the instructor as well as independently.

Please note that these classes are not meant to address agency specific processes. These courses will provide participants with a general overview of how the system works and how the Civil Service rules are incorporated. If you have already attended user training and need additional training specific to your agency needs, please contact your Staffing Assistance Team Member.

Visit the State Civil Service Talent Development page for information regarding registration forms, dates and locations for training courses.