



## VACANCY ANNOUNCEMENT

- For a specific job vacancy posting that has a closing date, the “Eligible List” resulting after candidates have passed all Evaluation Steps will be the “certificate.”
- This Eligible List will be given a promulgation date (the closing date of the announcement) and an expiration date (3 months after the promulgation date) which is consistent with our policy that the offer must be made within 90 days of the closing date of the announcement.
- All online applications will need to be moved through the evaluation steps to the “Eligible List” before referring candidates to the hiring manager.
- The eligible list may be established the day after the announcement closes.

## CONTINUOUS RECRUITMENT

- For a continuous statewide recruitment, the “certificate” will be the Eligible List filtered by the parish in which the current vacancy is located.
- For a continuous recruitment limited to a parish, the “certificate” will be the eligible list resulting after candidates have passed all evaluation steps.
- Instead of an expiration date for the Eligible List, the agencies will need to enter the period of time that candidates remain active on the Eligible List, which will be 180 days.
- For continuous postings, there will always be a posting and applicants can apply at any time. Applicants can be processed to the eligible list as they come in, or in batches when there is a vacancy.
- A requisition should be created and tied into the existing exam plan whenever a vacancy becomes available. Multiple vacancies can be filled from the same requisition as long as the requirements of the jobs are the same (same location, shift, etc.).
  - If a requisition is not created and a list is not requested from Civil Service within 90 days, the continuous posting will be inactivated by Civil Service.
- The approval date of each requisition will be used as the date to determining when the referral list can be created and when the 90 day period for making an offer begins.
  - All candidates who applied online prior to the requisition approval must be processed and included on the eligible list if qualified. This establishes your certificate and authority to hire.

- Applicants can be processed as they are received and can be placed on the Eligible List once processed. You must use the requisition approval date to establish your certificate of eligibles and authority to hire.
- If additional vacancies occur or no suitable candidates can be found, after the requisition approval date, supplementary candidates may be added to the Eligible List. A new request must be made to State Civil Service for a new list of candidates.
  - This does not mean that your 90 days to make an offer starts over. You have 90 days from the original approval date of the requisition to make offers.
  - If this 90 days runs out and you still have vacancies to fill, you must create a new requisition and refer again to this new requisition.
- All applications received when the requisition was approved must be moved through the evaluation steps to the Eligible List before it is filtered for location and referrals are made to the hiring manager.
- Each time referrals are made of filtered candidates, the HR Analyst need only un-filter the Eligible List and then filter for a new location to make referrals for a different location to another manager.
- To create your certificate, ensure that all qualified applicants are moved to the eligible list. Once all applicants are on the eligible list, Veterans Preference points will be added where necessary. Finally, if applicable, filter the entire eligible list by work parish. Refer the entire filtered list to the hiring manager for consideration, which is considered the certificate for the vacancy. The entire filtered list must be referred to create a record of the certificate. If only a portion of the filtered list was referred, once it was unfiltered and more candidates were processed, there would be no way to duplicate this record.

## ELIGIBLE LISTS FOR POSTINGS ANNOUNCED IN CAREER PROGRESSION GROUPS

- For a specific job vacancy posting that has been announced in a Career Progression Group (CPG), a single “Eligible List” will be created for the lowest level of the announced CPG. All candidates who have passed all Evaluation Steps will be placed on this Eligible List. These candidates will be screened for the minimum qualifications of the lowest level of the announced CPG only.
- For a continuous recruitment, that has been announced in a Career Progression Group (CPG), a single “Eligible List” will be created for the lowest level of the announced CPG. All candidates who have passed all Evaluation Steps will be placed on this Eligible List. These candidates will be screened only for the minimum qualifications of the lowest level of the announced CPG.
- For any continuous recruitments created prior to 4/3/17, only the Eligible List for the lowest level of the announced CPG will continue to be updated with screened candidates. Any remaining eligible lists for the higher levels of a CPG will not be updated with new candidates after 4/3/17. You may continue to refer active candidates on these lists; however, eventually all candidates will expire at which time these lists may be archived.

- For both a specific vacancy posting and a continuous recruitment, when an agency has announced the Career Progression Group and wishes to hire a candidate from the Eligible list at a higher level in the announced CPG, they shall contact the consultant to whom the posting is assigned and request that candidate(s) they wish to hire be evaluated for the higher levels in the announced CPG.
  - The consultant will evaluate the candidate's application and what levels they qualify for in the CPG.
  - The consultant will notify the agency of the levels at which the candidate qualifies, as well as indicating the request and level they are qualified for on the Eligible List in the Comments section near the candidate's name.

### TESTING EXEMPTIONS

State Civil Service will only screen applicants for the following testing exemptions for inclusion on the Eligible List:

- Persons indicated as eligible for services by Louisiana Rehabilitation Services, who have included a copy of the letter from Louisiana Rehabilitation Services deeming them eligible for services with their present application.
- Veterans of the armed forces who have been honorably discharged from active duty within the previous 12 months (Rule 22.8(d)).
- For promotion, permanent classified employees already occupying a job in the test series for at least 6 months will not be required to test.

All other test exemptions are not required to be posted nor are certificates required. Agencies that wish to hire someone who qualifies for other exemptions may do so without posting the vacancy. Other exemptions include:

- Out-of-state vacancies
- Applicants appointed with a grade-point average (GPA) of 3.5 or higher for the baccalaureate or graduate degree from an accredited university (Rule 22.8(c))
- Applicant eligible for noncompetitive reemployment, unless the applicants held a non-professional level job and is being reemployed into a professional level job
- An employee with permanent status who would be eligible for noncompetitive reemployment to a job if they were to resign, unless the applicant's eligibility is based upon a non-professional level job and he/she is being promoted into a professional level job
- Demotion of a permanent classified employee, unless the employee is in a non-professional level job and is being demoted into a professional level job
- WAE appointments

These applicants, if they apply to an announcement, will remain at the test step with a disposition of "Failed-Applicant does not have a test score." Agencies who wish to consider applicants with one of these testing exemptions may filter at the test step. Agency HR must ensure that any selected candidate meets the minimum qualification requirements and may ask for review of a prospective hire by a consultant if assistance is needed.