



Louisiana  
**SCS**  
State Civil Service

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## ***HR Handbook Update No. 2016 – 0006***

**Issue Date:** June 3, 2016

**To:** Head of State Agencies and Personnel Officers

**Subject:** Update to HR Handbook Chapter 22

**REASON FOR UPDATE:** To provide information regarding the use of continuous postings in LA Careers.

**EFFECTIVE DATE:** February 22, 2016

This update is intended to clarify the time frames that agencies will be allotted to request a requisition for jobs which are continuously announced.

### **Procedures:**

[Creating Eligible Lists: Vacancy Announcement, Continuous Recruitment and Testing Exemptions](#) has been edited under the section titled CONTINUOUS RECRUITMENT.

To ensure an active applicant pool for continuous postings, SCS will require agencies which announce jobs on a continuous basis to request a requisition from SCS within 90 days. Continuous postings for which requisitions have not been requested within a 90-day timeframe will no longer be considered continuous and will be inactivated.

If you have any questions regarding these updates, please contact your Staffing Consultant at (225) 219-9390.

Sincerely,

Byron P. Decoteau, Jr.  
Director  
State Civil Service