



Louisiana  
**SCS**  
State Civil Service

**BYRON P. DECOTEAU, JR., DIRECTOR**

Post Office Box 94111  
Baton Rouge, LA 70804-9111

Phone: 225-342-8274

Fax: 225-342-8058

[www.civilservice.la.gov](http://www.civilservice.la.gov)



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## ***HR Handbook Update No. 2017 – 0010***

**Issue Date:** June 30, 2017

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

**Subject:** Update to Chapter 22 – Elimination of Paper Applications

**REASON FOR UPDATE:** As a result of the elimination to paper applications for classified vacancies announced in LA Careers, updates have been made to documents contained in Chapter 22 Procedures.

**EFFECTIVE DATE:** July 1, 2017

This update is to advise agencies of the revisions to Chapter 22 in the HR Handbook as a result of the Elimination of Paper Applications for Classified Jobs. The following documents have been updated to reflect any procedural changes.

Please be aware that included in this update are revisions to Quick Sheet #8(a) Insight Posting Notes to notify applicants that paper applications are no longer accepted in LA Careers. The new message is designed to provide other resources to assist applicants who may have formerly used a paper application in now applying online.

Beginning July 1, 2017, all LA Careers agency users must use the updated posting notes in all vacancy postings.

### **Procedures:**

The following documents have been edited to reflect this change in Staffing procedures:

- [Creating Eligible Lists: Vacancy Announcement, Continuous Recruitment and Testing Exemptions](#)
- [LA Careers Quick Sheet #1](#) (LA Careers Basic Checklist)
- [LA Careers Quick Sheet #8\(a\)](#) (Insight Posting Notes)
- [LA Careers Summary of Procedures – Exam Plan](#)
- [LA Careers Summary of Procedures – Staffing Documentation Requirements](#)

If you have any questions regarding these updates, please contact your Staffing Consultant.

Sincerely,

s/Byron P. Decoteau, Jr.  
Director  
State Civil Service