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TO: Heads of State Agencies and Human Resources Directors

SUBJECT: SCS Hiring Framework Release

State Civil Service is pleased to announce the release of the [SCS Hiring Framework](#), an innovative, research-based suite of structured recruiting and hiring tools, designed to help agencies enhance the evaluation of an applicant's knowledge, skills, and abilities. The hiring framework is aimed at ensuring a transparent and efficient process for the recruitment and selection of candidates statewide. By utilizing the SCS Competency Model, this framework aligns with our commitment to fostering a skilled and dedicated workforce that serves the citizens of our state with excellence.

In our rapidly evolving job market, the [SCS Hiring Framework](#) modernizes state hiring processes by guiding agencies with a structured and systematic approach to job analysis and role definition, sourcing and attraction of applicants, application screening, assessment and evaluation of applicants, and data-based decision making in six simple steps that are certain to unlock talent acquisition potential through precision.

The [SCS Hiring Framework](#) provides a guaranteed and viable competency-based roadmap for HR departments and hiring managers to follow during the recruiting and hiring process, ensuring consistency, fairness, and efficiency in attracting and evaluating potential candidates. Effective January 1, 2024, HR Departments will be required to implement Steps 1-3 of the SCS Hiring Framework for postings previously requiring the Professional Level Exam (PLE) or the Office Support Exam (OSE). While the entire framework consists of six steps, SCS will only require HR departments to implement Steps 1-3 to ensure a competency-based foundation agencies need to attract, develop, and retain a productive, diverse, and engaged workforce that excels in delivering quality services to the citizens of Louisiana. More specifically, SCS will require the following:

- Step 1: Develop a competency map by choosing core and/or preferred competencies that best represent the desired skills, knowledge, and abilities for the position.

- Step 2: Choose specific work examples to showcase the competencies in action to provide a more realistic preview of the position roles.
- Step 3: Choose 3-5 competency-based supplemental questions to assist in the screening of applicants.

Although Steps 4-6 of the Hiring Framework are not required, SCS recommends implementing these steps to further tailor the hiring process to meet the specific needs of an agency, considering factors such as industry standards, organizational goals, culture, and specific position roles and responsibilities, and to ensure a structured and polished interview process. By developing a solid competency-based foundation, hiring processes will become more efficient positioning Louisiana agencies for success now and in the future.

The [SCS Hiring Framework](#) can be found on the SCS website and contains a multitude of resources. Specifically, you will find the following resources to better understand the SCS Hiring Framework:

- SCS Competency Model information
- Easy to use Hiring Framework Generator Tool
- FAQs
- Workforce Development Resources
 - Downloadable infographics
 - Step by step instruction sheets
 - Video simulated instructions
 - CPTP Courses

We appreciate your support and commitment to making this transition a success. For any inquiries or clarifications regarding the SCS Hiring Framework, please contact us via email at SCS-WorkforceDevelopment@la.gov.

Sincerely,

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