



### **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 applications electronically received and paper applications postmarked by the closing date 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 provided an agency ensures compliance with [La. R.S. 1:60](#) (Timely filing of papers due; presumption) and must add any qualifying applicant that comes in with the proper postmark to the eligible list.

### **CONTINUOUS RECRUITMENT**

- For a continuous statewide recruitment, the “certificate” will be the Eligible List filtered for 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.
- Paper applications received after the posting has closed that are postmarked or accompanied by official receipt or certification from the US Postal Service indicating timely submittal must be considered timely and processed accordingly in LA Careers. Please see information below about continuous postings. Please note that the Louisiana statute that covers timely filing of documents with the state is [La. R.S. 1:60](#).
- 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 as well as all paper applications date stamped as received 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 unfilter 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, 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.

## **TESTING EXEMPTIONS**

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

- 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:

- Louisiana State Vocational Rehabilitation Services or Louisiana Blind Services Program client (Rule 22.8(a))
- Out-of-state vacancies
- Applicants appointed with a grade-point average (GPA) of 3.5 or higher for the baccalaureate degree (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 Staffing consultant if assistance is needed.