



All requests to post vacancies in LA Careers must be submitted to the SCS Staffing Division for processing. The SCS Employee Relations Division is responsible for then working with the paper agencies to record and enter the resulting personnel actions. The types of actions that are reported as a result of a posting in LA Careers include new hires, promotions, and details that the agency has decided to post. Other actions such as reallocations, details not required to be posted, and separations can be submitted directly to the Employee Relations Division for processing.

When filling a vacancy via a new hire or promotion, the agency will be required to submit a “hire packet” which will include the following documents:

- [Hire Form](#) or [Employee Change Form](#)
- Employment Application
- [Applicant Flow Report](#)
- Transcripts, licensure verifications, DD214’s

#### **Steps to Post a Position in LA Careers and Fill a Vacancy:**

1. Verify that a position number is available for the job title that you are requesting.
2. Submit a [Request for LA Careers Posting Form](#) to the SCS Staffing Division as follows:  
Attn: Paper Agency Consultant  
Fax – (225) 219-1041
3. The Paper Agency Consultant will initiate the process of posting the vacancy in LA Careers. Please note that if you receive applications in response to the posting you must forward them to the SCS Staffing Division as soon as received.
4. Once the job posting has closed, you will receive a Referral list and applications for all qualified applicants that applied to the posting. You may not hire anyone until you receive the Referral List from SCS and have verified that the selected applicant’s name is on the list.
5. Once you have received a list of qualified applicants and their employment applications, you decide how to contact the candidates to schedule interviews, either by telephone, mail, or e-mail. It would be a best practice to allow the applicants a week to respond, particularly if you contact them by mail. You do not, however, have to contact every one of the applicants if you do not choose to do so. If you fill the vacancy, you must appoint someone from the referral list.
6. Once you have selected an applicant to fill the position, you must complete the Applicant Flow Report for each candidate on the referral list. The Applicant Flow Report is a Federal requirement. The following codes are to be used when completing the report:
  - a. Not contacted/Considered = C
  - b. Contacted/Declined/Failed to Respond = D
  - c. Interviewed/Rejected = I
  - d. Interviewed/Hired/Appointed = A

**Note:**

Referral lists for jobs that require a written test score will be listed in rank order according to the test score. For jobs not requiring a written test score, applicants who have been assigned Veteran's Preference points are listed at the top of the list with a rank of 1 or 2 as a regular veteran or disabled veteran, respectively. If you choose to appoint a candidate claiming Veteran's Preference points, a copy of the DD-214 and any applicable Veteran's Administration supporting documents. This information must be included in the hire packet that is submitted to SCS. Information on Veteran's Preference points can be located in [Chapter 22 of the HR Handbook](#).

7. Once an applicant has been selected, you must submit the hire packet to the SCS Employee Relations Division for review and processing. This will be accomplished by one of three ways:
  - a. **Scan as a PDF and Upload the Change Form via [Paper Agency Portal](#)**
  - b. **Fax form to (225) 219-0151**
  - c. **Mail form to** Department of Civil Service  
Employee Relations Division  
P O Box 94111, Capital Station  
Baton Rouge, LA 70804-9111