

Purpose

This policy establishes State Civil Service (SCS) standards for applicant status notifications and recruitment closeout activities in Louisiana Jobs, powered by NEOGOV, in accordance with La. R.S. 42:375.1 ([Act No. 534](#) of the 2026 Regular Session).

Applicability

This policy applies to agencies administering hiring functions in Louisiana Jobs following placement of applicants on an eligible list by State Civil Service.

Agency Notification Requirements

Update Applicant Status Message

Standard Postings

For standard postings, which have a specific closing date, agencies are required to **update the “Display Candidate Status As” message** for the Eligible List and Referred List to reflect the final recruitment outcome no later than the eligible list expiration date.

Examples of appropriate status messages include:

- Position Filled
- Recruitment Closed
- Posting Cancelled

For a hire pending authorization, “Recruitment Closed” may be used to satisfy the notification requirement

Continuous Postings

For continuous postings, which do not have a specific closing date, **candidate status updates are not required.**

However, continuous postings must include the following disclaimer:

Required Language for Continuous Postings

Important Note: This posting is used to establish a list of qualified applicants for current or future job openings. A current vacancy may or may not exist at the time of application. As a result, your application may remain in “Application Received” or a similar status for an extended period. The hiring agency may review the list when a vacancy becomes available and contact applicants they wish to consider at that time.

Applicant Notices

As a best practice, agencies may send applicant notices to provide additional communication regarding an applicant's status or the outcome of a recruitment. **Applicant notices are not required under this policy.**

If an agency chooses to send applicant notices:

- Notices may be sent individually or in bulk through Louisiana Jobs.
- SCS will maintain statewide templates in Louisiana Jobs. Statewide templates must not be modified without prior SCS approval.
- Agencies may create agency-specific templates that meet the standards of this policy.
- Notices should be clear, neutral, and easy to understand and should not include confidential selection information.

Agencies may refer to the [Applicant Notice Guide](#) for examples of applicant notice templates and guidance on when each template may be used.

Agency-Specific Notice Templates

Agencies may create applicant notice templates for their own use, provided the templates meet the requirements of this policy.

Applicant notice templates must follow the naming format below:

DEPT NAME – PERS AREA – DESCRIPTION

Example: SCS-0123-Position Filled

The description should clearly identify the purpose of the notice, such as Position Filled, Recruitment Closed, Assessment, Interview, Hiring Timeline, etc.

Agency-specific notices should include information necessary for the applicant to understand the status or purpose of the communication, including:

- Application status or outcome
- Agency name (referenced as **Department** in Louisiana Jobs)
- Agency contact information
- Job title
- Job posting number

Applicant notices must not include confidential selection information, including information about other applicants, interview scores, internal discussions, or background check results.

Recruitment Closeout

Once a recruitment has ended, agencies are encouraged to complete the closeout process in Louisiana Jobs, which includes:

- Changing the requisition status from **Open** to **Filled** or **Cancelled**;
- Archiving the job posting;
- Archiving the eligible list, referred list, and exam plan; and
- Completing any other required system closeout activities, as applicable.

Agencies may use the [Recruitment Closeout Checklist](#) to track and document recruitment outcomes.

MOU Agency Requirements

Agencies with an established MOU with SCS authorizing the use of an approved applicant tracking system other than Louisiana Jobs must maintain documentation verifying compliance with La. R.S. 42:375.1.