



This checklist is provided as a resource to assist agencies with documenting recruitment outcomes, applicant communication, and Louisiana Jobs updates. Use of this checklist is not required.

RECRUITMENT INFORMATION**AGENCY NAME/PERSONNEL AREA:****JOB TITLE(S):****REQUISITION NUMBER:****EXAM PLAN NUMBER:****POSTING CLOSE DATE:****ELIGIBLE LIST EXPIRATION DATE:****STEP 1: RECRUITMENT OUTCOME**

Select the option that best describes the outcome of the recruitment.

- ☐ Filled
- ☐ Canceled
- ☐ Closed without Hire
- ☐ Expired (No Action Taken)
- ☐ Other: _____

STEP 2: APPLICANT NOTIFICATIONS

Note: Applicant notices are optional. Complete this section only if applicant notices are used.

☐ Identify applicants requiring notification and select the appropriate notice template:

- ☐ Position Filled
- ☐ Position Canceled
- ☐ Recruitment Closed

☐ Review the notice before sending.

Verify the notice includes:

- ☐ Department name
- ☐ Agency contact information
- ☐ Recruitment outcome is accurate.
- ☐ No confidential or applicant-specific information is included.

☐ Send applicant notifications.

Date Sent: _____

STEP 3: LOUISIANA JOBS SYSTEM UPDATES

Note: Candidate status message updates are required under the Applicant Status/Notification Policy Standards. The remaining system updates are recommended best practices for completing the recruitment closeout process.

Job Posting

☐ Archive the job posting.

Note: If canceling recruitment before the posting closes, contact the assigned SCS consultant to deactivate the posting before proceeding.

Requisition

☐ Update the requisition status.

- ☐ Filled
- ☐ Canceled

Eligible List

☐ Update candidate status message.

- ☐ Position Filled
- ☐ Posting Canceled
- ☐ Recruitment Closed

☐ Archive eligible list.

Referral List

☐ Update candidate status message.

☐ Archive the referral list.

Exam Plan

☐ Archive exam plan.

STEP 4: FINAL REVIEW

- ☐ Recruitment outcome documented.
- ☐ Applicant notices sent, if applicable.
- ☐ Candidate status messages updated.
- ☐ Recommended Louisiana Jobs updates completed.

SECTION 5: COMPLETION

Name/Title:

Date Completed: