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HR Handbook Update No. 2019-0004

DATE: October 11, 2019

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Update to Chapter 22 – LA Careers Quick Sheets

REASON FOR UPDATE: To align supplemental information for applicants within LA Careers job postings to improve the job seeker experience.

EFFECTIVE DATE: October 14, 2019

This notice is to inform agencies that State Civil Service has revised [Quick Sheet #08\(a\) Insight Posting Notes](#) in Chapter 22 Procedures to remove the application status message and paper application information to be used in LA Careers for the Supplemental Information sections of job postings. This explanatory application status messages and paper application information will be moved under the information section on the FIND A JOB section of our Current Job Opportunities page. A sentence will remain in the posting notes telling applicants this is where they can find the applicant status message explanations.

The removal of this information to a different location on the job opportunities page will allow for excess verbiage to be removed from job postings, therefore allowing the applicant a more streamlined impression of job postings when using the LA Careers system to apply for State jobs. Please be aware that beginning **October 14, 2019**, all LA Careers agency users must use the updated posting notes.

If you have any questions, please contact [Brandy Malatesta](#), Chief Operating Officer, at 225.342.8258.

Sincerely,

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