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HR Handbook Update No. 2026-0008

DATE: September 22, 2026

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Update to HR Handbook Chapter 22

REASON FOR UPDATE: To establish consistent guidance and procedures for applicant notifications in accordance with La. R.S. 42:375.1, and to provide supporting resources for agency use.

EFFECTIVE DATE: September 22, 2026

This notice is to inform agencies of the following update:

[Chapter 22: Requirements for Filling Job Vacancies](#)

- **Procedures:** [Applicant Status/Notification Policy Standards](#)
 - Established requirements for timely applicant status updates in Louisiana Jobs.
 - Addressed continuous postings and related applicant communication.
 - Provided recommendations for applicant notices and recruitment closeout activities.
- **Job Aids and Resources:** [Applicant Notice Guide](#)
 - Provided a resource to help agencies understand when and how to notify applicants, including the appropriate notice for each recruitment outcome.
- **Job Aids and Resources:** [Recruitment Closeout Checklist](#)
 - Added a step-by-step resource to help agencies complete recruitment closeout activities and ensure all applicant notifications and system updates are completed.

If you have any questions, please contact [Ashton Brown](#), Talent Acquisition and Workforce Development Administrator, or [Makayla Harris](#), Talent Acquisition and Workforce Development Assistant Division Administrator.

Sincerely,

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