



Louisiana
SCS
State Civil Service

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DATE: June 16, 2017

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Elimination of Paper Applications for Classified Jobs

Please be advised that effective **July 1, 2017**, State Civil Service will no longer accept paper applications for job vacancies announced in LA Careers.

Since LA Careers, our online application tracking system, was implemented in February 2009, the number of paper applications has remained consistently low at less than 1% of applications received each year. Since all job announcements are posted online, it is reasonable to expect applicants to continue the full process while online. More importantly, paper applications are often rejected as incomplete because applicants fail to print, answer, and submit required supplemental questions included in the job announcement. When applications are submitted online, the candidates must answer the supplemental questions to complete the process of applying.

In order to assist applicants in making the transition from the paper to the online process, State Civil Service has taken a number of steps. First, we have created three instructional videos which can be found on our job seeker homepage at www.jobs.la.gov. These videos will provide tutorials to help applicants learn how to: (1) create an account, (2) create a profile application, and (3) apply for jobs. Second, we have contacted local libraries and Louisiana Workforce Commission Business Career Solutions Centers to inform them that applicants may be visiting their facilities to use their computers to apply for jobs. Finally, we will be including the following verbiage in job postings to inform applicants of the new practice to only accept online applications and how to get assistance if needed:

The State of Louisiana only accepts online applications. Paper applications will not be accepted. Computer access is available at your local library, at local Louisiana Workforce Commission [Business Career Solutions Centers](#), and at our Baton Rouge Information and Testing Office at 5825 Florida Boulevard, Room 1070, Baton Rouge, LA 70806. If you require an ADA accommodation, please contact our office at (225) 925-1911 or Toll Free: (866) 783-5462 during business hours for additional assistance.

We respectfully ask that human resources offices and staff also work with applicants and employees to assist in making this change to online applications.

Should you have any questions, please contact your Staffing consultant or Joan Haase, Staffing Division Administrator, at (225) 219.7867 or joan.haase@la.gov.

Sincerely,

s/Byron P. Decoteau, Jr.
Director