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HUMAN RESOURCES MEMORANDUM NO. 02-107

December 10, 2002

TO: Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: **New Civil Service Video Available on Civil Service Web Site**
Titled: A State Employment: Advantages and Responsibilities@

We have just received a new video written and produced by the Department of Civil Service. The video is designed to help dispel some of the common myths associated with state service. The concepts contained in the video are consistent with the concepts being taught to supervisors in the new **A Common Myths That Affect Good Supervision@** class. The video is close-captioned for the hearing impaired and digitized for viewing by subject matter on the Civil Service web site at www.dscs.state.la.us.

We will have copies made of the tape and distribute them to all field offices to be incorporated into new hire orientation. Attached is a handout produced by Civil Service to be used in conjunction with the video, but it may also be useful as a separate source of information. When the videos are disseminated, we will update the New Hire Orientation Checklist.

Until you receive a copy of the video, please make your employees aware of the viewing capabilities available on the Civil Service web site.

If you have any questions, please call the Human Resources Office at (225) 342-0880.

Attachment

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