



State of Louisiana

KATHLEEN BABINEAUX BLANCO
LIEUTENANT GOVERNOR

OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

PHILLIP J. JONES
SECRETARY

MATTHEW A. JONES
UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 03-029

March 19, 2003

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

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: **New Civil Service Video for New Hire Orientation**
“State Employment: Advantages and Responsibilities”

Enclosed is the Civil Service video that we promised you in December, 2002, “State Employment: Advantages and Responsibilities.” Along with the video is a document that was also produced by Civil Service to be used in conjunction with the video. Please begin immediately showing this video to your new, regular classified employees as part of your orientation program. It is also recommended that the video be shown to all current employees, perhaps during a staff meeting. Be sure to give employees a copy of the handout when showing the video.

The video was designed by Civil Service 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 CPTP training class “Common Myths That Affect Good Supervision.”

We are updating the orientation checklist and will distribute it at a later date. If you have any questions, please call the Human Resources Office at (225) 342-0880.

Enclosures

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