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HUMAN RESOURCES MEMORANDUM NO. 03-039

March 31, 2003

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

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: New Guidelines on "The Hiring Process: From Selection to Orientation"

Let's assume a candidate has been selected for a job vacancy and that the supervisor has followed the guidelines for "Hiring Winners – Two New Guides to Make Your Job Easier," HR Memorandum Nos. 97-062 and 02-012. Following our hiring guidelines means that you have conducted interviews and reference checks, considered all the information, and made a selection. But the job has not yet been offered to the candidate. *What now!*

The attached document contains valuable information on what to do once a candidate has been selected to fill a vacant position. We hope that these general guidelines will help make the hiring process easier to understand as we continue to strive for consistency and compliance. Anyone who participates in the hiring process should have a copy of this document.

Although the new hire orientation program is the final step in the hiring process, it is also the first step in the new employee's career with CRT. To help get the new employee off to a good start, it is critical that the orientation program be conducted thoroughly, consistently, and with professionalism. Once again, we would like to extend an invitation to all managers, supervisors, and clerical staff who participate in the orientation program to attend any of our orientation sessions in Baton Rouge to observe how we conduct the program. If you have any questions or would like to attend an orientation session, please call the Human Resources Office, (225) 342-0880.

Attachment

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