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HUMAN RESOURCES MEMORANDUM NO. 2010-037

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

FROM: Rikki Nicole David, PHR RND
Human Resources Director

SUBJECT: Addendum to Conditional Offer of Employment

DATE: August 27, 2010

The Human Resources Division is in the process of streamlining the recruitment procedure. In an effort to expedite the receipt of the eligibility list and applications, we have recently implemented the utilization of On Base to submit this information directly to the respective hiring manager along with a notification e-mail informing them of the release of these documents.

The next step in this process is to expedite the gathering of the required information to complete the recording of Affirmative Action Data and to streamline the steps for the hiring manager to submit such information.

Attached is a new addendum to the Conditional Offer of Employment that will capture the pertinent information required to finalize the hiring process in the LA Careers system. This Addendum for Affirmative Action Data must be completed by the hiring manager and submitted with the Conditional Offer of Employment when seeking Appointing Authority approval prior to making an official offer.

This addendum will eliminate the necessity for the hiring manager to print, complete, and return the eligibility list to Human Resources. Upon receipt of the completed addendum, Human Resources will finalize the hiring of the selected candidate in the LA Careers system and consider the recruitment process complete.

Please make this information available to appropriate staff. If you have any questions, please feel free to call me at (225) 342-0880.

RND:BJS:cm
Attachment
c: Personnel Liaisons

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