



MITCHELL J. LANDRIEU
LIEUTENANT GOVERNOR


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

PAM BREAU
SECRETARY

DESIRÉE W. HONORÉ
UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 09-033

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

FROM: Jan Ramezan 
Human Resources Director

SUBJECT: LA Careers

DATE: August 31, 2009

With the implementation of the LA Career's electronic recruitment program, additional information is now required to be included on any/all lists of eligible candidates for consideration. The hiring manager will now need to include a date and time of interviews for all applicants, as applicable. Human Resources has revised the list of eligible candidates (recapitulation report) to include a column for this information to be included when completing the eligible list prior to submission as required by Human Resources.

Additionally, we have included a column marked "Quals for" for those positions that are in a career progression group notifying the hiring manager of the level within the career progression group that the applicant qualifies for. This will enable the hiring manager to fill the position with the most qualified applicant at the level of their choice.

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

JR:cm
Attachment
c: Personnel Liaisons

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