

Steps for Hiring Classified/Civil Service Employee

Classified Employees - employees covered by the provisions of the Civil Service System of the State of Louisiana. A full-time classified employee is a classified employee who works a standard work week of forty (40) hours. Classified employees are paid according to bi-weekly payroll calendar.

Recruitment

1. Verify there is an existing SF-3 (position description), approved by Civil Service, which is up to date and less than 4.5 years since last approval. If not, create or update the SF-3 (position description) and send to Human Resources for approval by State Civil Service.
 - o Position description requires update with Civil Service if there are changes in title, job duties and responsibilities, reports to, or qualifications.Classified position description update requirements:
 - o Non-supervisory positions must be updated every 5 years.
 - o Supervisory positions must be updated prior to filling unless the position has been updated within the last 12 months.
2. Create/update position description in [PeopleAdmin](#) (use single sign-on). Resource guides available for all PeopleAdmin processes: [PeopleAdmin Training Resources \(lsuhsc.edu\)](#).
3. Route for Departmental and Administrative approval of position description (modify PD) and requisition (position request) to fill position (process workflow pre-defined in PeopleAdmin Position Management module).
4. Once position description and position requisition is approved, the HR Analyst will post the vacancy on the LSUHSC Career Opportunities page and Civil Service website.
5. HR Analyst will review applicants and qualify applicants based on the requirements of Civil Service specifications and approved position description.
6. HR Analyst will move qualified applicants to **Under Review by Department** in PeopleAdmin ATS system for department review (**Applicant Reviewer**).
7. Hiring department reviews application(s) and enters appropriate disposition codes for all applicants selected for interview and non-selected applicants in the **Applicants** tab of PeopleAdmin. For selected applicants, phone/campus interviews should be conducted.
8. Once a finalist is selected, and the minimum posting period has been satisfied, the hiring department processes a **Recommended for Hire** disposition in PeopleAdmin and notifies HR Analyst of proposed salary (if above the minimum).
9. HR Analyst reviews recommendation for hire and proposed salary, then initiates the **Hiring Proposal** and sends to HR-Compensation for review and approval of salary. The hiring proposal is then routed for Departmental and Administrative approval.
10. Once approvals are received, the HR Analyst extends the offer to the candidate and updates hiring proposal to reflect acceptance/decline of offer.
 - o If the offer is accepted, the HR Analyst will contact the candidate to schedule completion of onboarding paperwork, drug screen, background check, and physical if required.

- If the offer is declined, the HR Analyst will contact the hiring manager to verify if there is another candidate for selection or if the position should be re-posted.

Pre-employment Requirements/Onboarding

To be completed and cleared prior to start date:

1. Pre-employment criminal background check - initiated by HR Analyst during onboarding appointment.
2. Pre-employment drug screening and Pre-Placement Physical - initiated by HR Analyst during onboarding appointment.
 - [Drug Testing Program \(lsuhsc.edu\)](#)
 - Physicals: In-House Clinicians or Concentra Medical Center
3. HR Analyst conducts and completes reference checks.
4. After all clearances have been received and a start date is confirmed, HR Analyst will inform department once the employee's information has been entered into PeopleSoft.
5. A member of the Talent Development team TalentDevelopment@lsuhsc.edu will email the new employee and supervisor the date and details of their New Employee Orientation date.
6. The Hiring Department is able to request access with Information Security once the new employee has been entered in PeopleSoft.
7. Electronic I-9 form for Classified employee is initiated by the HR Analyst before or on the employee's first day of work. The I-9 form establishes that an employee is eligible to work in the U.S. This form must be completed by employee no later than first day and certified by employer (HR Analyst) no later than third day after start.
8. New employees on the downtown campus can obtain their ID badge in room 603 (RCB, 6th floor) following overnight processing in PeopleSoft. New employees on the Dental School campus can obtain their ID Badge in room 2211, following overnight processing in PeopleSoft. Employees must present Identification and a letter from the department, if not accompanied by a supervisor.
9. New employees on the downtown campus can take a copy of their driver's license and vehicle registration to the parking office on the first floor, room 102 (RCB) to obtain parking permit for LSUHSC downtown garages. New employees on the Dental School campus can take a copy of their driver's license and vehicle registration to the parking office, room 2102, which is open Tuesday and Thursday from 8:00am-3:30pm.

Governing policies:

[Louisiana State Civil Service](#)

[PM 55 - Equal Opportunity Policy \(lsu.edu\)](#)

[CM-71 - Background Inquiry Policy \(lsuhsc.edu\)](#)

[CM-38 - Substance Abuse Policy \(lsuhsc.edu\)](#)

[PM- 33 - Drug-Free Workplace and Drug Testing Policy \(lsu.edu\)](#)

[Optional pay policy_rev may 2018.pdf \(lsuhsc.edu\)](#)

[General Circular 2020-007: Public Hearing to Amend Civil Service Rule 6.5\(g\) \(louisiana.gov\)](#)