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HR Handbook Update No. 2023-0005

DATE: August 30, 2023

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Updates to HR Handbook Chapter 22

REASON FOR UPDATE: To provide updated processes and procedures for job postings that are open for continuous recruitment in order to increase applicant pools for jobs that are difficult to recruit and encourage applicants to re-apply in a less time-restrictive period.

EFFECTIVE DATE: September 1, 2023

This notice is to inform agencies of the following updates:

Chapter 22: Requirements for Filling Job Vacancies

- Procedures – Creating Eligible Lists: Vacancy Announcement, Continuous Recruitment
 - Removed Continuous Recruitment Section due to the establishment of new Continuous Posting Guidelines
- Procedures – Continuous Posting Guidelines (NEW)
 - Established guidelines for agency utilization of continuous postings, including criteria requirements and a list of job titles that are exempt from this process
 - Provided clarification on processes related to creating an eligible list and making referrals to the hiring manager
- Continuous Posting Questionnaire (NEW FORM)
 - This new form requests information needed for SCS to process continuous posting requests from agencies.

If you have any questions, please contact [Ashton Brown](#), Talent Acquisition and Workforce Development Administrator.

Sincerely,

s/Byron P. Decoteau, Jr.
State Civil Service Director