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DATE: September 22, 2026

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Applicant Status/Notification Policy Standards

In response to [Act No. 534 of the 2026 Regular Session](#), which enacted La. R.S. 42:375.1, State Civil Service has developed Applicant Status/Notification Policy Standards. Act No. 534 became effective August 1, 2026, and establishes requirements for communicating with applicants when an applicant is rejected or when a vacancy has been filled.

This policy establishes a statewide approach for meeting these requirements and provides agencies with standards, tools, and resources to support timely, meaningful communication with applicants.

[Requirements of Act No. 534](#)

Act No. 534 requires:

- Applicants to be notified when they are rejected for a vacant classified position;
- Applicants to be notified when the vacancy for which they applied has been filled; and
- Salary or salary range information to be included in job announcements for vacant classified positions.

[Agency Requirements](#)

The [Applicant Status/Notification Policy Standards](#) establish the minimum requirements agencies must follow when communicating applicant status and recruitment outcomes. It is intended to create a consistent applicant experience across state service while supporting agency compliance with statutory and State Civil Service requirements.

Moving forward, agencies will be required to:

- Provide required applicant status message updates in Louisiana Jobs, powered by NEOGOV, in accordance with the notification deadlines established by SCS.

[Additional Resources to Support Implementation](#)

State Civil Service has developed additional resources to help agencies communicate effectively with applicants:

- [Applicant Notice Guide](#) – A resource to help agencies understand when and how to notify applicants, including the appropriate notice for each recruitment outcome
- [Recruitment Closeout Checklist](#) – A step-by-step resource to help agencies complete recruitment closeout activities and ensure all applicant notifications and system updates are completed

[Implementation and Transition](#)

The Applicant Notification Policy is effective **September 22, 2026**, and applies to job postings activated on or after that date.

The statutory requirements established by Act No. 534 became effective August 1, 2026. While the Applicant Notification Policy Standards and related guidance resources establish the standardized process for satisfying the legal requirements effective September 22, 2026, agencies remain responsible for legal compliance in the interim. Accordingly, it is our recommendation that the policy be implemented as soon as possible.

[Memorandum of Understanding](#)

Agencies with a Memorandum of Understanding (MOU) with SCS will receive separate communication soon with instructions and next steps for updating their MOUs to reflect these requirements.

[Compliance and Monitoring](#)

Agencies should ensure required applicant status messages and any applicable recruitment updates are completed in Louisiana Jobs in accordance with the Applicant Status/Notification Policy Standards. The Compliance and Audit Division plans to audit compliance with these policy requirements for postings subject to the policy.

If you have any questions, please contact [Ashton Brown](#), Talent Acquisition and Workforce Development Administrator, or [Makayla Harris](#), Talent Acquisition and Workforce Development Assistant Division Administrator, for support.

Sincerely,

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