

Updated Onboarding Process

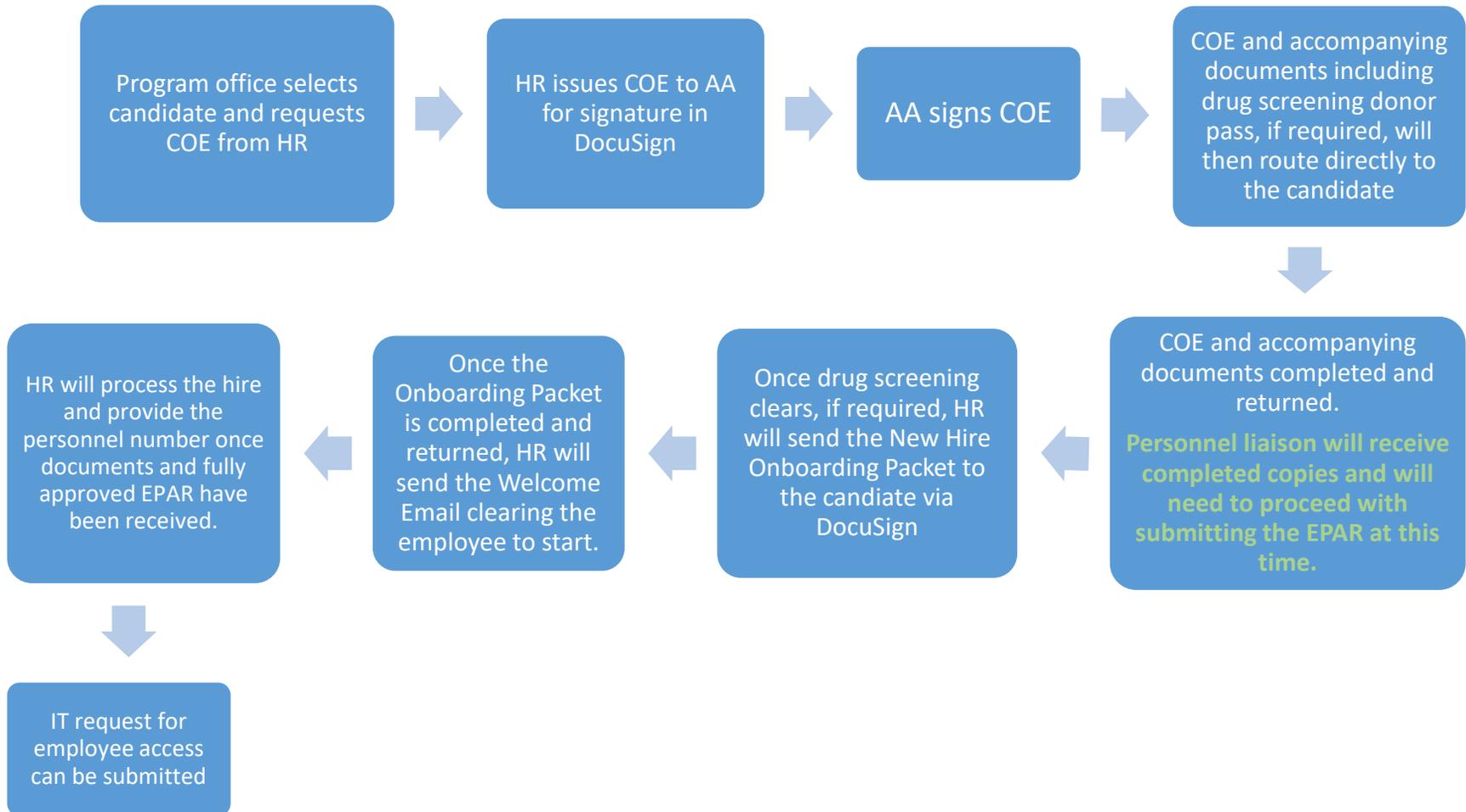
- After the program office selects a candidate, a COE is requested from HR. Beginning with the Conditional Offer of Employment (COE), HR staff will send the COE to the Appointing Authority through DocuSign. Once approved, the COE and initial onboarding documents, including drug screening information if required, will automatically be routed to the candidate. COEs will no longer be issued via email. After the candidate completes these initial documents and the drug screening clears, HR will send the remaining required new hire documents through DocuSign for the candidate's completion.

Note: This does include COEs for internal LDH moves for current LDH employees who are promoting or changing positions.

- This HR-led process:
 - Enhances security
 - Reduces email delays and back-and-forth communication
 - Supports the timely and accurate collection of required forms.
- Hiring managers and/or liaisons should notify candidates that they have been selected for the position and advise them that Human Resources will follow up with the official offer.

See the flowchart on page 2.

HR-LED ONBOARDING PROCESS



Human Resources will include the Personnel liaison when the completed Conditional Offer of Employment (COE) is received so the EPAR can be submitted. Please ensure the COE is shared with any additional individuals involved in the hiring process, as needed.

Biweekly New Employee Orientation (NEO)

- Orientation sessions are held at the beginning of the pay period, every other Monday from 8:30 a.m. to 12:00 p.m.
- Sessions are available both in-person at the Bienville Building, Conference Room 173, and virtually.
- Employees will receive registration instructions in their Welcome Email. Attendance on Day 1 is encouraged whenever possible, and employees are required to attend a session within three weeks of their hire date. Virtual attendees without computer access on Day 1 should attend the next available session.

NEO is required for newly hired employees, employees transferring from other agencies, and individuals returning to LDH after a break in employment. This requirement also applies to WAEs. Employees moving within LDH are not required to attend. NEO is not required for contract employees.

Employees working in the Bienville Building must attend a session before a badge can be issued.

For in-person attendance, register [HERE](#). Virtual attendance registration is below.

NEO Teams Registration			
NEO Date	Virtual Registration in Teams	NEO Date	Virtual Registration in Teams
03/02/2026	Register	08/03/2026	Register
03/16/2026	Register	08/17/2026	Register
03/30/2026	Register	08/31/2026	Register
04/13/2026	Register	09/14/2026	Register
04/27/2026	Register	09/28/2026	Register
05/11/2026	Register	10/12/2026	Register
05/26/2026	Register	10/26/2026	Register
06/08/2026	Register	11/09/2026	Register
06/22/2026	Register	11/23/2026	Register
07/06/2026	Register	12/07/2026	Register
07/20/2026	Register	12/21/2026	Register