

RS 17 Updates

What is RS 17?

RS 17:1826

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Screenings

Responsibilities

- Applicant
 - Fills out questionnaire at application
 - Submits extra documentation, if needed, to be reviewed
- Compensation, HRM
 - Flagging all research affected positions
- Talent Acquisition, HRM
 - Double checks the req for correct questionnaire
 - Resend questionnaire, if needed; collect documents to send to analyst
 - Screen on Visual Compliance and HireRight
 - Send screening email to analyst

Responsibilities

- HR Analysts
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Screening Evolution

Questionnaire Change

- Questionnaire has been updated to include more detailed descriptions of what is considered to be an affiliation as per Louisiana Revised Statute 17:1826.
- Candidates should have an easier time understanding and answering the questions correctly.

Questionnaire Change

1. Are you a citizen or permanent resident (green card holder) of the United States? of a foreign country of concern and not a permanent resident of the United States?
2. Do you currently have or previously had any personal or professional connection with any university, institution, organization or entities with any of the countries denoted herein <https://lsu.edu/hrm/talent/rs171826.php> Examples include studying/attending school outside the United States, earning a degree from a university or institution outside of the United States, expert witness, general consulting, publishing agreements, self-employment or business operations, board positions, gratis faculty appointments conducted outside of the United States.
3. Do you have any previous educational or professional training for at least one year in duration with any of the countries denoted herein <https://lsu.edu/hrm/talent/rs171826.php> This does NOT include training with a U.S. government agency. Examples include fellowship training, visiting researcher, etc.
4. Do you have any previous employment for at least one year in duration with any of the countries denoted herein <https://lsu.edu/hrm/talent/rs171826.php> This does NOT include employment with a U.S. government agency.

Routing Change

- All candidates for research positions, regardless of their answers to the RS 17 questions, will be sent immediately to the Hiring Manager for review.
- The Hiring Manager will now be able to see the candidates' application and materials immediately after their application is complete.
- The only exception to this will be any Classified research job, as

Routing Change

- The Hiring Manager will move forward any candidate they'd like to interview for Talent Acquisition to screen to ensure they meet qualifications.
- If the candidate meets qualifications, the Hiring Manager will be able to interview them and check references.

Routing Change

- If references come back satisfactory, and the Hiring Manager is interested in offering them the position, they will submit the appropriate Reference Check step in Workday.
- At this time, if the candidate answered Yes to any of the RS 17 questions from the time they applied, they will receive the Additional Task to attach the necessary documents related to RS 17.
 - Only those candidates who answer Yes to any of the RS 17 questions who are being considered for an Offer will need to provide the additional documentation.

Routing Change

- The Hiring Manager and Recruiting Coordinator will receive a To-Do in their Workday inbox alerting them that their chosen candidate was sent the Additional Task for RS 17 and strongly encourages communication to the candidate regarding this task so it can be done timely.
- The candidate will also receive an email notifying them to complete the Additional Task to attach the necessary documents for RS 17.

Routing Change

- Once the Hiring Manager/Recruiting Coordinator submit the To-Do in their inbox AND the candidate has submitted their additional documents, Talent Acquisition is notified to begin the additional RS 17 screenings.

Offer

- The Hiring Manager no longer needs to wait until the RS 17 screenings have come back before extending an offer. Offers of employment can be made contingent upon successful completion of all pre-employment screenings, including the RS 17 screenings.
 - Please ensure Offers/Offer letters are still being sent to the Talent Acquisition and Compensation partners in HRM before extending to the candidate.

Questions?

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