



TARGETED LOCAL HIRE PROGRAM

I. FOR POTENTIAL CANDIDATES – HOW TO APPLY

In order to apply for the Targeted Local Hire Program, candidates must:

- 1. Make an appointment with an approved Referral Agency.
- 2. Obtain a job-readiness screening or assessment by the Referral Agency.

Your Referral Agency must determine you are job ready before you may continue with the application process. If they determine you are job ready:

- 3. Obtain completed and signed **Referral Form** from the Referral Agency; keep the original.
- 4. Schedule an appointment with an Application Site.
- 5. Attend the *Program Orientation & Application Session* at an Application Site.
- 6. Receive a referral code from an Application Site.
- 7. Apply for the Targeted Local Hire Program.

II. ONCE YOUR APPLICATION IS SUBMITTED

You will receive two email notices:

- a. An automated email indicating your application was received (on the day you submit)
- b. An email indicating your application was reviewed and:
 - **Approved.** The application is then part of the Program's *Application Pool*.
 - **Disqualified.** The email will include the reason(s) for disqualification and instructions on how to submit missing information or resubmit the application.

Once your application is approved, your application will remain in the Application Pool for one year (or until you're hired) and will be available for referral to City departments that are hiring for positions matching the criteria you select on your job application. Remember:

- ! Candidates in the Application Pool are selected **RANDOMLY** for job referrals; there is no guarantee if or when you may receive a referral notice after your application is approved.
- ! Make sure to check your email account at least every other day in case you receive a referral notification. Action is required if you want to be considered for the position.
- ! The Program offers applicants a chance to be referred to a City department for hiring consideration only; **it does not guarantee a referral or job.**

III. IF YOU RECEIVE A REFERRAL NOTICE

When a City department has vacancies it wishes to fill through our Program, they will request a list of referrals from our Application Pool.

1. Applications are filtered to match the criteria the department is requesting (for example, if they want an Office Trainee in downtown Los Angeles, applicants who indicated Office Trainee and downtown Los Angeles on their applications will be identified).
2. From the filtered Application Pool, candidates are **RANDOMLY SELECTED**.

Because the Program is not able to guarantee when a City department will consider our candidates, and because selection for referral is random, we are not able to provide a timeline or guarantee if or when your name will be referred.

However, **should your name be selected to be referred to a City department:**

- You will receive an **email notice** indicating you have been referred to a department.
 - The notice will generally give you a minimum of three (3) working days to respond to the email, according to its instructions, to indicate you are interested in the position.
 - You will generally be asked to send in a resume.
 - If you indicate you are interested and follow the reporting instruction by the deadline, the City department will then consider you for the position – this may include resume or job history review, interview, performance examination, etc.

IV. SELECTED FOR HIRE?

If you are **NOT** selected for hire by the City department, you will remain in the Application Pool to be considered for other opportunities.

If you **ARE** selected for hire, you will receive a *conditional job offer* and will then need to:

- ! Complete a City background review, and
- ! Provide evidence that you have a legal right to work in the U.S. permanently.

Please check with your hiring department that you have passed ALL background and medical clearances before you quit any other employment.



For more information about the *Targeted Local Hire Program*, visit us at **llocalhire.lacity.org**

You may also send us an email at:
llocalhire@lacity.org