



**CITY OF SEATTLE
SEATTLE DEPARTMENT OF HUMAN RESOURCES
PROJECT HIRE - FREQUENTLY ASKED QUESTIONS (FAQ)**

What is Project Hire?

Project Hire is a job referral program that is designed to assist City employees who are at risk of losing their jobs due to layoff or reorganization. The goal is to transition these employees into alternate positions within the City before their employment ends, or as soon as possible following layoff.

Who is eligible for Project Hire?

Any regular, probationary, or trial service employee who has been notified of a pending layoff is eligible for Project Hire. Exempt employees are not eligible for this program.

How do I enroll in Project Hire?

You need to be nominated by the head of your department. When your department head nominates you to the Human Resources Director, they are acting as a reference for you – they are making a recommendation to all City departments that you are a productive and valuable employee who should be retained.

Once enrolled, you will be contacted by the Seattle Department of Human Resources Project Hire Coordinator. That person will serve as your case manager. They will explain how the program works and what your responsibility is, and they will be your main point of contact for questions.

What do I need to do?

As soon as you are nominated, you will be expected to do the following:

- Update your resume and make sure that it includes your current job. Send your resume to the Project Hire Coordinator. Include your personal email on this resume.
- Maintain an account at the City's Career Center at www.seattle.gov/jobs. If you don't want to use the Online Application Form, the Project Hire Coordinator will explain how to file for positions on paper.
- Sign up for a NEOGOV Job Interest Card. That way, you will be notified of City of Seattle job opportunities immediately. You can do this by clicking on the "Request Job Notifications by Category" link on the Job



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Opportunities page. Follow the instructions to receive email notification for specific job categories that interest you.

- Stay in close contact with the Project Hire Coordinator and you need to respond quickly to job opportunities as they are brought to your attention.
- Review the Opportunity For Advancement and Job Flyers reports every week for all of the positions that are being advertised in the City.
- Optional but highly recommended: Create a LinkedIn account. More and more city recruiters are using LinkedIn to check out potential job candidates. The more updated this information is, the better it will serve you.

What are my responsibilities in Project Hire?

You will need to advocate for yourself and monitor for new openings and apply. When you see a job that you are interested in and you've applied, contact your Project Hire Coordinator who will then contact the hiring manager and advocate for you as a candidate.

What happens if I don't remember my Neogov userid and password?

Click on the Applicant Login link from the Job Opportunities page at <http://www.seattle.gov/jobs>. Use the "forgot my password" link directly below the username/password login box. The system will send you an email with your information. Please be sure to check your spam/junk mail folders and add info@governmentjobs.com to your "safe sender" list to make sure you get this email. If you do not receive an email, contact NEOGOV Customer Support at 1-877-204-4442 and follow the prompts for "applicant" assistance.

What should I do if I am interested in a position that's advertised on the Opportunity For Advancement bulletin?

- The first thing is to apply for the position, either online or on paper. Make sure that you clearly document how you meet the required qualifications in the ad.



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- Next, notify your Project Hire Coordinator. Your Project Hire Coordinator will get in touch with Human Resources staff in the hiring department, and make sure they know that you have applied and that you are a Project Hire participant. As long as you clearly document the required qualifications, you will receive priority service, and you will be moved into the interview group.
- Prepare for the interview. Project Hire can get you into the interview group, but at that point you need to compete – with other Project Hire participants and with other employees as well.

I just received my layoff notice, and I remember a position that closed for filing a couple of weeks ago that sounded like a really good match for me. Is there any way that I can be considered for that position?

No. You will need to apply for jobs on time and apply by the job posting closing date. Please look at the closing dates of the jobs and don't wait until the last minute to apply.

Does Project Hire include opportunities for transfer to other departments?

Yes. The Personnel Rules and the applicable Collective Bargaining Agreements allow the City to waive the requirement to advertise positions on the Opportunity For Advancement. Assuming that you meet minimum qualifications, your Project Hire Coordinator can arrange an informational interview to determine if this job is a good fit for you. If the hiring manager and Project Hire Coordinator agree that you are a good fit for the position, you can be appointed into this position without further competition or process.

Can I transfer to any position in the City, or just the job title that I'm currently working in?

- You can transfer to any position that has the same top salary step as your current job, as long as you meet the qualifications.
- You can reduce to any position that has a lower top salary step.
- You cannot transfer or be promoted to a position that has a higher salary range without normal competition. You may apply for positions that would result in a promotion as they are advertised on the Opportunity For Advancement.

If I turn down an informational interview, does that mean that I will be removed from Project Hire?



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No. An invitation for an informational interview does not constitute a job offer.

**So it's okay to turn down an interview if the job isn't a good fit for me?
What kind of reasons are acceptable for turning it down?**

This would depend entirely on your own situation, but it would generally involve the nature of the duties or the working conditions. If it involves a shift that you can't work, or a location that you can't get to easily, or if the duties aren't a good match for your background or your career goals – it all depends on you. But please do not be too picky – if we don't get a lot of good matches, you might not get too many opportunities to interview.

How long will I be enrolled in Project Hire?

Hopefully not for long – if everything lines up right, we'll find a good job match for you, and you won't be at risk of layoff any longer. But if we can't find a solution before your layoff date, you will remain in the program for one year following that date. You can find your specific Collective Bargaining Agreement on the following link: <http://www.seattle.gov/personnel/resources/agreements.asp>

If I take a reduction to a job that pays less, can I still use Project Hire services to get something closer to my current job?

Project Hire is limited to employees who are scheduled for layoff. If you are appointed to another position in the City, and you are no longer subject to layoff, then you no longer need Project Hire services. As a regular City employee, you are eligible to continue to apply for positions that are advertised on the Opportunity For Advancement.

I have seen positions advertised on the Opportunity For Advancement bulletin that are identified as Out-Of-Class opportunities in other departments. Can I apply for those?

Yes, if it's a good match for you, by all means apply. Under normal conditions, an Out-Of-Class assignment between departments would be like a loaned employee. If you're scheduled for layoff, the Out-Of-Class assignment can buy you up to six months of time to stay on the payroll and the benefit plan. And that's six months of time where we can continue to search for a more permanent solution.



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Can I take a temporary assignment with the City and still receive Project Hire referrals?

Yes. A temporary job will provide you with a paycheck, but it's not the permanent solution that we're looking for. We can't predict how your situation may change over time, and we'd rather contact you too often than not enough. Please respond promptly if we offer a temporary opportunity.

What if I accept a job outside the City? Does Project Hire end for me?

As long as you are eligible for Project Hire and you wish to return to the City, you may remain enrolled in the program for one year following your last day of employment with the City. Outside employment will not count against you in any way.

Should I rely on Project Hire to find a new position for me, or should I conduct a more extensive job search on my own?

We have no way to predict what kind of jobs are going to come up in the City, how many vacancies there will be in the next few months, or how closely they will match up with your qualifications. We cannot guarantee that we will find a job for you. We strongly recommend that you pursue as many job search activities as you can find – through employment agencies, web sites and newspapers, professional associations and networks – and don't forget your friends and family. They can provide ideas, connections, and support as well.

Can my supervisor contact other departments to help me find a new position?

Absolutely - the more people working on finding a solution for you the better. And a supervisor working on your behalf is the best reference possible. We appreciate initiative, brainstorming, networking, and any other effort that might produce a positive result for you or the other Project Hire participants. And we encourage supervisors to network with their colleagues in other departments to discuss the possibilities. (If you don't know your counterparts, now would be a good time to introduce yourself.) If those efforts produce a potential opportunity, the Human Resources units of both the reducing and the receiving departments should be notified. If the proposal meets policy requirements, we would then notify all qualified Project Hire participants for consideration.



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If I do get laid off, how do I stay in touch with Project Hire services and opportunities?

Stay in contact with your Project Hire Coordinator by phone and email. The Seattle.Gov Career Center will still recognize you as a regular employee, and you can continue to log on at <http://www.seattle.gov/jobs> to view all of the advertised opportunities. We can also arrange to email the weekly Opportunity For Advancement bulletin to your personal email account.

I've got a couple of other questions. Who should I contact?

Your first stop should be your Project Hire Coordinator. They are in the best position to understand your personal situation and your goals. You can also send questions to careers@seattle.gov