



CITY OF SEATTLE

SEATTLE HUMAN RESOURCES (SHR)

Project Hire – Program Guide and Frequently Asked Questions

(Per [Personnel Rule 6.2.8](#) - Referral Programs)

Program Summary and Eligibility

What is Project Hire?

Project Hire is a **job referral program** designed to support City employees who are at risk of layoff or have been laid off due to reorganization.

The program's goal is to help employees transition into other City positions before their employment ends or as soon as possible after layoff.

Important: Project Hire is not a job placement or job search program and does not guarantee employment.

Who is eligible for Project Hire?

You are eligible if you are a:

- **Civil service** regular employee
- Probationary employee
- Trial service employee

...and have been notified that you are **at risk of layoff**.

Not eligible:

- Temporary employees
- Civil service exempt employees

Am I eligible if I accept a voluntary layoff?

Yes. Employees who elect a voluntary layoff remain eligible for:

- Project Hire participation
 - Reinstatement rights
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Enrollment and Participation

How do I enroll in Project Hire?

- Employees must be nominated by their department to the Seattle Human Resources Department.
- If you believe you should be nominated, contact your manager or HR representative.

Once nominated:

1. You will receive a **“Welcome to Project Hire”** email
 2. You must confirm participation by selecting **“Yes”**
 3. You will then receive a confirmation email titled **“Thank you for Participating in Project Hire!”** with:
 - Program details
 - A link to the [Project Hire: I Applied!](#) form
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What do I need to do to participate?

Once enrolled, you should:

- **Update your resume** and include your current City position
- Send your resume to SHR_ProjectHire@seattle.gov
- Maintain an account on:
 - www.governmentjobs.com/careers/seattle
- **Sign up for [Job Alerts | City of Seattle](#)** to stay informed of new opportunities
- Monitor job postings regularly
- Apply promptly for positions that match your qualifications

Recommended (optional):

- Create or update a LinkedIn profile
 - Post your resume on job platforms (e.g., Indeed, Glassdoor)
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What are my responsibilities in Project Hire?

You are responsible for actively managing your job search:

- Apply for positions that match your skills and experience
- **Notify** Project Hire when you apply by:
 - Completing the [Project Hire: I Applied!](#) form, or
 - Emailing SHR_ProjectHire@seattle.gov

SHR staff will follow up to support next steps.

How long will I remain in Project Hire?

- Participation begins when you are identified as at risk of layoff
 - Continues until:
 - You secure another City position, or
 - 12 months after your layoff date
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Job Search and Referral Process

What happens when I apply for a City position?

1. Apply through the normal recruitment process
2. Notify Project Hire as soon as possible
3. SHR will coordinate with the hiring department

*If you clearly **meet minimum qualifications** and the new position **maximum pay rate equal to or lower than the maximum pay rate of the classification** from which you were (or will be) laid off, you may be **referred for an interview.***

You will then compete with the rest of the qualifying candidates.

Can I consider jobs that are already closed?

No. You must apply before the job posting closes.

How does Project Hire help me move to another department?

- For **transfers or voluntary reductions**:
 - You may be scheduled for an informational interview
 - If deemed a good fit, you may be appointed without a competitive process
 - For **promotions (higher salary positions)**:
 - A competitive selection process is required
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What if I decline an informational interview?

You will not be removed from Project Hire.

An informational interview is not a job offer. You may decline if the role is not a good fit (e.g., schedule, location, duties).

What happens if I accept another City position?

- You will exit Project Hire, as you are no longer at risk of layoffs.
 - You may continue applying to other City jobs through normal processes.
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Can I take temporary or out-of-class assignments?

Yes.

- **Temporary assignments** provide short-term income but are not permanent solutions
 - **Out-of-class assignments** may extend employment and benefits for up to six months
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Working While in Project Hire

Can I work outside the City and still participate?

Yes. Accepting employment outside the City:

- **Does not affect your eligibility** for Project Hire
- You remain eligible unless:
 - You accept a regular City position, or
 - 12 months have passed since layoff

Expectations and Job Search Strategy

Should I rely only on Project Hire?

No. You are responsible for your job search.

Project Hire cannot predict job availability or guarantee placement. Employees are strongly encouraged to:

- Apply broadly
- Use external job boards
- Network with professional contacts
- Leverage personal and professional connections

Technical Assistance

What if I forgot my Government Jobs login?

- Use the **“Forgot Username”** or **“Reset Password”** options
- Check spam/junk folders for reset emails
- Contact NEOGOV support at **1-877-204-4442** if needed

Staying Connected

How do I stay informed after layoff?

- Continue checking: www.governmentjobs.com/careers/seattle
- Monitor your email regularly
- Stay in contact with Project Hire via email

Who can I contact with questions?

Email: SHR_ProjectHire@seattle.gov