

REFERRAL LIST INSTRUCTIONS

Follow the below action codes and example on completing the referral list:

Action Code	Description
A	Appointed
D	Declined; unable to contact; failed to show for interview
I	Interviewed

Example of a completed referral list (including action codes/dates):

Last Name	First Name	Email Address	Primary Phone	Exam Plan Number	Job Title	Eligible List Expiration Date	Interview Date	Action	Requested Start Date
Doe	Jane	JaneDoe@la.gov	555-342-1111	OS/CSH/124568	Program Monitor	6/25/2024	5/01/2024	I	
Doe	John	Doe.John@la.gov	555-789-1000	OS/CSH/124568	Program Monitor	6/25/2024			
Kent	Clark	KentClark@hireme.com	555-123-5432	OS/CSH/124568	Program Monitor	6/25/2024	5/01/2024	A	5/13/2024
Smith	Timothy	Tim.Smith@myemail.com		OS/CSH/124568	Program Monitor	6/25/2024		D	
Stacy	Gwen	StaceyGwen@la.gov	555-110-222	OS/CSH/124568	Program Monitor	6/25/2024	5/03/2024	I	
Position 654321									
Appointing Authority Signature			Date						

Once the referral list is coded, the Appointing Authority will need to sign and date.

Note:

A completed and signed referral list will need to be attached to the EPAR along with the Conditional Offer of Employment (COE) for the selected candidate(s). Contact Human Resources with any questions regarding completing or submitting your referral list.