



Career Support Services
King County Executive Office

REFERRAL WAIVER– Request to exclude referral from selection (hiring) process

Protocol to follow when requesting to waive referral candidate from hire:

When a department hiring authority decides **not to select a referred candidate** from the Referral and Placement Program, the department hiring authority **must provide a written justification for its decision.**

The written justification must include information which clearly demonstrates that a compelling reason exists as to why the referral candidate should not be hired. The justification documentation should be sent to the Referral and Placement Program Administrator in Career Support Services (MS: KSC-EX-0819) **within 10 days after the interview.** Documentation provided via email should be sent directly to the Career Support Services Program (CareerSupportPrograms@kingcounty.gov) mailbox.

The justification documentation should include all information received and used to make the hiring decision, such as interviews, testing, background checks, and reference checks. The written justification should include, but is not limited to:

1. Rationale for non-selection;
2. Interview questions, notes and rating criteria;
3. Any tests with answers and scores;
4. Any reference information; and
5. Any other documentation or information used in the hiring determination.

The justification documentation is reviewed by Career Support Services Referral and Placement Program Administrator, and **a response is provided to the hiring authority within five business days of receiving the complete package of all the documentation described above.** If the Referral and Placement Program Administrator is not in agreement with the department's decision not to hire the referral candidate, he or she will discuss the issues with the department representative. If resolution cannot be achieved, the issue will be referred to the Human Resources Division Director or the Executive's Office for a final decision. If Career Support Services agrees with the department's decision, a confirmation email will be sent to the department representative.

Important Points to Remember:

- When preparing justification documentation, comments should focus primarily on the job qualifications and job functions as stated on the job announcement. Any other relevant job-related reasons that affect the decision not to hire should be included.
- The interview questions and other evaluative tools used to make the hiring decision need to be related to the specific job qualifications and functions stated on the job announcement. Questions that add new requirements, qualifications or functions will be discounted as irrelevant to the hiring decision rationale. Tools that evaluate desirable qualifications will be similarly discounted.
- Please remember that the referred candidate has access to the documentation, as it becomes a part of the candidate's Referral and Placement Program file.
- If references are given as a reason to not hire the referred candidate, Career Support Services will follow up by directly contacting the documented references. Pursuant to HR Bulletin #06–PSP-04 “*the employee or former employee has a right to inspect any such written record upon request and any such written record shall become part of the employee's personnel file, subject to the provisions of chapter 49.12 RCW.*”

If you have any questions or need assistance, please contact the Referral and Placement Program Administrator(s) at 206-263-6009.