Follow these steps to start your TLH journey to City employment

1 READY TO APPLY?

☐ **Locate your nearest referral agency at lalocalhire.lacity.gov/where-apply.**

On the website, use the map tool to find an approved agency. The agency will provide a TLH overview and determine your job readiness.

☐ **Make an appointment with a referral agency**.

The referral agency will:

1. Determine your job readiness.
2. Approve your referral form if you're job ready.

Note: Some referral agencies are also application centers.

☐ **Schedule an appointment at an application center.**

At the application center, you will:

1. Attend the program orientation and application session.
2. Get a referral code to apply.
3. Apply for the Targeted Local Hire program.

2 SUBMITTED YOUR APPLICATION?

After you submit your application, you will receive two emails:

1. A same-day message confirming your application was received

2. At a later date, a message confirming your application was reviewed and either:

Approved: You are now in the program's applicant pool.

Disqualified: An email explaining why you were disqualified and how to resubmit.

3 SELECTED FOR HIRING CONSIDERATION?

If you are randomly selected, you'll learn what department is considering you for a position via:

1. An email

2. A text message to a valid phone number

Immediate action is required. You will typically have a minimum of three working days to respond, and will likely be asked to provide your **resumé**.

Want to improve your job skills? Contact your nearest WorkSource Center.

Once you respond, **you may be asked to complete additional evaluations**, such as an interview or test to compete against other applicants who were randomly selected and referred for the same opportunity.

4 SELECTED FOR HIRE?

Congratulations! You've been hired by a City department as an **Office Trainee** or **Vocational Worker**, and will receive on-the-job-training for the first six months. If you successfully complete your training:

You will advance to the **Assistant Class**, and enter a six-month probationary period to show you can do the job.

If you pass probation, you will receive a regular **civil service appointment**. You will also receive a pay increase.

THINGS TO KEEP IN MIND DURING THE JOURNEY

1. The City of Los Angeles requires its hires to have a legal right to work permanently in the United States.

2. All applicants are subject to a background check.

3. When a City department has open positions, they will request a list of referrals from the applicant pool.

4. Chosen individuals from the applicant pool are randomly selected.

5. If you are hired, your City department may assign you to wherever its greatest need is at any time.