

WA Job Referral Quality Standard

To proceed with job referral, ensure that SKIES information below is complete.

Yes No

- Is the job seeker's core basic screen up to date and complete to include an accurate work history?
 - Has an initial assessment been completed for the job seeker within the last 90 days?
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Rate each item as "Yes", "No" or "N/A". Job referral meets the quality standard if all items are marked "Yes" and "N/A". Otherwise, job referral does not meet the quality standard.

Yes No N/A

- Does the job seeker meet all educational requirements listed in the job order?
- Does the job seeker meet all skill requirements listed in the job order?
- Does the job seeker meet all experience requirements listed in the job order?
- Does the job seeker possess all the required documentation, licenses, certifications, and registrations?
- If a resume is requested - Does the resume reflect the skills, abilities and job experience which meet the requirements in the job order?
- If a cover letter is requested by the employer or presented by the job seeker, is it targeted for the job?

Yes No N/A

If an application is requested – Does the application reflect the skills, abilities and job experience which meet the requirements in the job order?

Have I checked for and followed any special instructions on the job order in SKIES?

Has the job seeker been reminded of the importance and expectation to follow through on the referral?

DRAFT