

REFERRAL LIST INSTRUCTIONS

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

Action Codes	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):

Program Monitor Position(s) 6789 OS/ABC/1234								
Last Name	First Name	Primary Phone	Alternate Phone	Email Address	LDH Expiration Date	Interview Date	Action	Requested Start Date
Doe	Jane	555-342-1111		JaneDoe@la.gov	4/9/2022	2/24/2022	I	
Doe	John	(555) 555-1000		Doe.John@la.gov	4/9/2022			
Kent	Clark	555-123-5432		KentClark@la.gov	4/9/2022	2/25/2022	A	3/14/2022
Smith	Timothy			Tim.Smith@myemail.com	4/9/2022		D	
Stacy	Gwen	555-110-2468		StaceyGwen@la.gov	4/9/2022	2/25/2022	I	

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

Note:

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