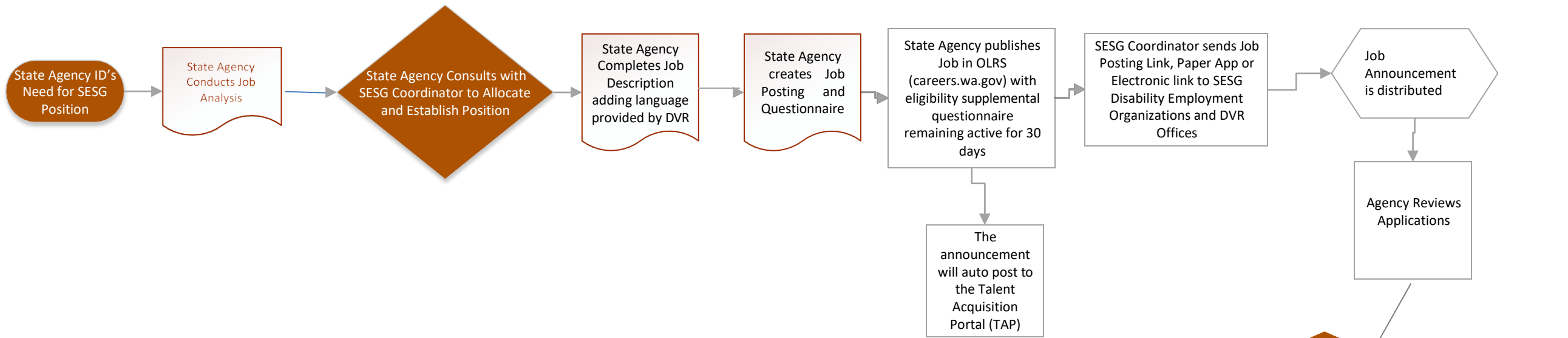


## Supported Employment in State Government (SESG) Selection Process

1. State Agency identifies need for SESG Position. State Agency conducts job analysis. State Agency obtains internal approval and funding to establish a SESG Position. *(SESG Program Coordinator is available to meet with your agency's hiring authorities to provide them with more information on the SESG Program)*. State Agency reviews SESG Procedures published by the Washington State Office of Financial Management (OFM) State Human Resources which can be found on OFM's Supported Employment in State Government Website.
2. State Agency conducts job analysis.
3. State Agency consults with SESG Program Coordinator on the establishment, recruitment and selection for a supported employment position. State Agency creates the job description adding the language provided by DVR *(contact SESG Program Coordinator for Sample SESG Language for Recruitment and SESG Eligibility Supplemental Questionnaire Form and Washington General Services [WGS] position description example)*. State Agency develops Job Description.
4. State Agency announces SESG Position and publishes job in OLRS (Online Recruitment System) (careers.wa.gov) with SESG Eligibility Supplemental Questionnaire remaining active for 30 days.
5. The Job Announcement auto posts to the Talent Acquisition Portal (TAP).
6. SESG DVR Program Coordinator sends Job Posting Link, Paper App or Electronic Link to SESG Disability Employment Organizations and DVR Offices. Job Announcement is distributed.
7. State Agency reviews applications *(contact the DVR SESG Program Coordinator for SESG Sample Interview Questions)*.
8. Each applicant brings their long-term support as appropriate, to the interview to provide assistance and address any support questions. Not all applicants will need the assistance of long term supports at the interview.
9. Once a State Agency has selected a candidate the Agency verifies the individual meets the SESG eligibility. The State Agency may ask for additional documentation to prove SESG eligibility. As part of making the job offer, the candidate provides the employer with their written long term support plan. The candidate, their long term supports and the employer must all mutually agree with the plan as to how the long term supports will be assisting the individual with maintaining the job. The plan should also include contact information regarding who the employer and/or the candidate can contact should there be any questions or need for support with the plan during the SESG selection process and if the applicant is selected for the position, for the length of the SESG employee's employment. **The Agency completes the hiring process through HRMS, with NW Code, Supported Employment.**
10. State Agency continues to meet ongoing with Job Coach. If SESG employee receives off-site job support from a therapist, peer counselor or behavioral health supported employment provider, other behavior health treatment practitioner [e.g., medication management, support groups, etc.]. Reviews Long Term Job Support Plan annually. Plan is used to verify continued eligibility for SESG when long term support is off-site to ensure support needs are being met and that if additional support is needed there is a plan for how the employer/employee can get assistance.

### State Agency develops Job Description and Announces Position

1. Assumes marketing has been completed with the information disseminated to agencies and vendors regarding the process with information on the Supported Employment Program has been developed and is easily accessible.
2. Questionnaire is used in the process to assess whether Job Seeker is eligible for the Supported Employment Program.



**SUPPORTED EMPLOYMENT SELECTION PROCESS**

**Agency Develops Job Description and Announces Position**

1. Assumes marketing has been completed with information disseminated to agencies and vendors regarding the process with information on the Supported Employment Program have been developed and easily accessible.
2. Questionnaire is used in the process to assess whether job seeker is eligible for the Supported Employment Program.

**Key**  
 Supported Employment State Government (SESE)  
 Online Recruiting System (OLRS)  
 Human Resources Management System (HRMS)

Process  
◆ Decision  
 SEV  
 Start/End  
 Document

Agency continues to meet ongoing with job Coach. For off-site long term support reviews the Plan annually.

Once a State Agency has selected a candidate, Agency verifies the individual meets the SESE eligibility. Agency may ask for additional documentation to prove SESE eligibility. As part of making the job offer, candidate provides the employer with their written long term support plan. Candidate, their long term supports and the employer must all mutually agree with the plan as to how the long term supports will be assisting the individual with maintaining the job. Plan should include contact info. regarding who the employer and/or the candidate can contact should there be any questions or need for support with the plan during the SESE selection process and if the candidate is selected for the position, for the length of the SESE employee's employment. Agency completes the hiring process through HRMS, with NW Code, Supported.