



STATE OF WASHINGTON

OFFICE OF THE GOVERNOR

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September 16, 2005

TO: Heads of Executive Agencies

FROM: Christine O. Gregoire, Governor

SUBJECT: Exempt Appointments

This memo states my commitment to fairness in the hiring process and describes the procedures to be used in making all exempt appointments.

I am committed to the principles of equal opportunity, and establishing and maintaining an environment that supports diversity in all work groups. Each agency head should incorporate these three principles into his or her administration, and must be cognizant of them in using the employment registers in making exempt appointments. In order to ensure that these principles are carried out, I, either personally or through the Chief of Staff, will review and approve all senior level exempt appointments before final offers are made. In addition, performance evaluations of agency heads will include accomplishments in the areas of ensuring diversity and equal opportunity.

When you anticipate filling a position, please keep in mind equal opportunity principles. The principle of equal opportunity is paramount. If there are diversity goals for an exempt position under your agency's diversity plan, you should recruit affective group applicants. Do not make an offer of appointment until you receive notification from my office that your request has been approved.

Direct all requests to make offers for exempt appointment positions to Tom Fitzsimmons, Chief of Staff. Include in each request the following information:

1. Whether or not there are diversity goals for the position being filled;
2. The process used to select the recommended candidate;
3. The names and affected group status of all applicants for the position;
4. A brief profile of each of the top three candidates; and
5. The resume of the candidate recommended for approval and the rationale for your recommendation.

Tom will review the requests for equal opportunity and diversity concerns, and if appropriate, will authorize you to proceed with the appointment.