

First Source Hiring Fact Sheet

What is the First Source Hiring Program?

The First Source Hiring Program (First Source) was enacted in 1998 under Chapter 83 of the City's Administrative Code, which is administered by the Office of Economic and Workforce Development (OEWD). First Source requires that developers, contractors, and employers use good-faith efforts to hire economically disadvantaged San Franciscan residents for new entry-level positions on applicable projects. First Source provides a ready supply of qualified workers to employers with employment needs, and it gives economically disadvantaged individuals the first opportunity to apply for entry-level jobs in San Francisco.

How can First Source help your business at no cost?

- Blast job postings to over 1,600 recipients in community
- Connect with a pool of qualified pre-screened candidates
- Refer graduates of OEWD-funded industry sector trainings
- Coordinate recruitment and hiring events
- Provide access to City-wide recruitment facilities

Which Businesses are required to comply with First Source Hiring?

- Businesses who have Leases with the City on City Property
- Businesses with City contracts for goods, services, and grants in excess of \$50,000
- Businesses with City-issued public construction contracts in excess of \$350,000
- Developers with building permit applications for residential projects over 10 units
- Any activities related to commercial activity over 25,000 sq. ft.
- Cannabis related businesses
- Special projects administered by the Economic Development Division

I need to comply with First Source, where do I start?





1. Contact the Business Services Team at the Office of Economic and Workforce Development (OEWD) by calling 415-701-4848 and asking to speak with a member of the Business Services Team. You can also send an email to business.services@sfgov.org.
2. The Business Services Team will assist you with registering your business in the **San Francisco Jobs Portal** (<http://jobsportal.sfgov.org/employer-services>), the database for First Source jobs.
3. Once you have registered with the San Francisco Jobs Portal, you will be contacted by OEWD's recruitment partner to assist with recruitment for your open positions.

What are the penalties for non-compliance with the First Source Ordinance?

- Liquidated damages up to \$5,000 can be assessed for each entry-level job improperly withheld from the First Source Hiring process
- Repeated failure could result in liquidated damages of up to \$10,000 for each entry-level job improperly withheld from the First Source Hiring process.

First Source Hiring (Non-Construction) FAQ for City Contractors and Grantees

I am contracted through the City of San Francisco. Does my business need to comply with First Source Hiring?

-  Is your contract/grant in excess of \$50,000?
-  Does your business have more than one employee?
-  Does your business have entry level positions in SF?
-  Will your business have entry level positions in the future?

What steps do I need to take in order to comply with First Source Hiring?

1. Call (415) 701-4848 or email business.services@sfgov.org and ask to be connected with the First Source Hiring Specialist to receive instructions on how to register your business as part of the First Source Hiring Program
2. We will assist you with submitting a Projection of Entry Level Positions for all entry level positions at the business during the life of the contract
3. We will assist you in registering for our jobs database and go over any questions you may have
4. The job announcements for any **new** entry level openings must be posted in our database no less than 10 days prior to posting the position publicly. This includes positions that have previously been filled.

What happens next?

1. The First Source Hiring Specialist will work with our network to identify candidates that meet your hiring needs
2. We will send you resumes of pre-screened candidates for your consideration
3. We ask that you select a reason for your hiring decision regarding each interviewed candidate from the drop down menu in the SF Jobs Portal