

**THREE-RANK ELIGIBLE LIST HIRING DOCUMENTS\***

Pilot Study (2-year project)

During the two-year pilot project beginning July 1, 2008 through June 30, 2010, a summary of the hiring process utilized for each appointment from the Three-Rank Eligible List is required by the State Personnel Board.

Please provide the following mandated (SPB Pinkie Dated April 23, 2009) documentation to your Classification and Placement analyst along with your final appointment action for any appointee from the [Three-Rank Eligible Lists](#).

**Section 1: Complete and send with advance appointment**

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER
DIVISION/UNIT	ADMINISTRATIVE OFFICER	HIRING SUPERVISOR

- 1a. Attach a copy of the Job Announcement (JOB) that includes desirable qualifications.
- 1b. Attach a copy of the Supplemental Questionnaire used with JOB and inquiry letters. Click on [Cover Letter](#) (Instructions) and [Supplemental Questionnaire](#) for samples.

**Section 2: Complete section 2-5 and send with final appointment**

DATE JOB POSTED	CANDIDATE NAME	PERSON WHO VERIFIED MQS	TENTATIVE START DATE
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- 2a. Total number of applications received: \_\_\_\_\_
- 2b. Attach a copy of the [Cover Letter](#) (Instructions) and [Supplemental Questionnaire](#) if mailed to the candidates.

**Section 3:**

- 3a. Statement describing the job-related screening criteria used to schedule interviews, or use the Screening Matrix\*\*.

- 3b. Number of applicants interviewed: \_\_\_\_\_

**Section 4:**

- 4a. Attach a copy of the job-related core interview questions. You may refer to Question Bank\*\* for developing Open Ended Behavioral/Technical Questions.

- 4b. Attach a copy of the rating criteria used or you may use [DWR 9642a](#).

- 4c. Statement describing the specific qualifications of the person selected. (Required for all appointments, including promotion-in-place)

**Section 5: Probationary Reports must be completed on time for each appointment. Please enter the approximate Probationary Report due dates:**

1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
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\*Completion of DWR 9642 is also required for any appointment from SSM II (Managerial) and SSM III six rank eligible lists as they are part of the consortium exams.

\*\*You may access this document by clicking on <http://aquanet.water.ca.gov/personnel/threerank.cfm>

**HR OFFICE USE ONLY**

MINIMUM QUALIFICATIONS MET <input type="checkbox"/> YES <input type="checkbox"/> NO (Please attach supporting documentation)	CLASSIFICATION & PLACEMENT ANALYST	DATE
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