

APPOINTMENTS TO POSITIONS IN THE COMPETITIVE CLASS:

1. Submit a **“Request to Receive Certified Eligible List”** form to Civil Service.
2. If you requested residents only, Civil Service will fax you a copy of the eligible list. You should circle your residents and fax the list back to Civil Service.
3. Civil Service will canvass and certify the appropriate eligible list. If no appropriate list exists, Civil Service will notify you and then you can make a provisional appointment.
4. Interview candidates from the **“Certification of Eligibles”** report.
5. Mail interview confirmation, declination letters to candidates.
6. Select a candidate from the top three candidates willing to accept appointment.
7. Have selected candidate and appointing authority sign the **“Certification of Eligibles”** report, record the starting date and salary.
8. Send **“Not Selected”** letters to all candidates you interviewed but did not select.
9. Return the **“Certification of Eligibles”** report and declinations letters to Civil Service.
10. Submit a **“Report of Personnel Change”** form to Civil Service (for county departments, include all other new hire forms and submit Human Resources/Civil Service)

NOTE:

An eligible list with three (3) or more candidates willing to accept appointment is a **mandatory eligible list**. You must select one of the candidates or leave the position vacant.

An eligible list with fewer than three (3) candidates willing to accept appointment is a **valid eligible list**. You may select one of the candidates or you may make a provisional appointment.

Refer to “The Rule of Three” on the reverse side in order to determine who is in the “top three.”

The Rule of Three

➤ **How do you determine who is reachable for appointment?**

Count down three (3) names from the top of the list. Everyone ranked above or tied in score with this third eligible candidate is “reachable”.

➤ **May I appoint anyone in the TOP 3 SCORES?**

ABSOLUTELY NOT!!!!!! Only people ranked above or tied in score with the third eligible candidate from the top of the list.

➤ **Who is reachable for appointment when there is one vacancy?**

Example 1

| | | | |
|----------|---------|-----|------------------|
| 1 | Betty | 100 | reachable |
| 2 | Bonnie | 95 | reachable |
| 3 | Karen | 90 | reachable |
| <hr/> | | | |
| 4 | Jo | 85 | |
| 5 | Shelley | 85 | |
| 6 | Debbie | 85 | |
| 7 | Harvey | 80 | |

In this case you must choose from among Betty, Bonnie, and Karen. This is because Civil Service Law requires you to choose from among the 3 highest ranking eligible candidates.

Example 2

| | | | |
|----------|---------|----|------------------|
| 1 | Betty | 90 | reachable |
| 2 | Bonnie | 90 | reachable |
| 3 | Karen | 90 | reachable |
| <hr/> | | | |
| 4 | Jo | 85 | |
| 5 | Shelley | 85 | |
| 6 | Debbie | 85 | |
| 7 | Harvey | 80 | |

In this case you must choose from among the candidates who received a score of 90. This is because there are three candidates with a score of 90 and Civil Service Law requires you to choose from among the 3 highest ranking eligible candidates.

Example 3

| | | | |
|----------|---------|----|------------------|
| 1 | Betty | 90 | reachable |
| 2 | Bonnie | 90 | reachable |
| 3 | Karen | 85 | reachable |
| 4 | Jo | 85 | reachable |
| 5 | Shelley | 85 | reachable |
| 6 | Debbie | 85 | reachable |
| <hr/> | | | |
| 7 | Harvey | 80 | |

In this example, you may choose from among the top 6 candidates. This is because there are two candidates with a score of 90 and four who are tied with a score of 85. According to Civil Service law, in addition to the three highest ranking candidates, you are allowed to choose from candidates who are tied in score with the third highest ranking candidate.