SELECTION CHECKLIST

Requisition Number			
Class Title:		Working Title:	
Type of Employment:		Vacancy Type:	
Vacancy Agency:		Department:	
Position #'s			
Location:		Address:	
Make Referral To:		Phone #	

Appointing Authority wants to test transfers, reinstatements: _____ Yes _____ No

	Task
	Review PDQ/update PDQ
	Job Analysis completed and met with supervisor
	Initiate Requisition into COJobs. (OHC)
	Open and Authorize Requisition (Insight)
	Create Exam
	Add Supplemental Questions
	Announce Position Dates Announced:
	Enter Paper applications into COJobs
	Send Received Application Notice
	Review Applications for minimum qualifications
	Send Accept and Regret notices to applicants (request DD214 forms if not received yet)
	Set up eligible list for Transfers/Reinstatements (if not testing)
	Initial Exam Scheduled & Administered (location, time, notices sent)
	Score exam (scan, upload) and send notices of results
	Additional Exam scheduled, notices sent, and administered.
	Score exam
	Set up eligible list, send notices.
	Add Veteran Points
	Initial Referral made, notices sent (include Transfer/Reinstatement referral)
	Hire employee in OHC (save & release), reject "not selected candidates"
	Authorize Hire in Insight, print PAF
	Close out Requisition (edit req. – filled)
	Close out Exam Plan and Job Posting (Archive)

Exam Plan

Exam Steps:

Step 1: Application Received
Step 2: Minimum Qualification Review

Additional Steps – Required if more than 3 qualified applicants

Written Objective
Oral Exams
Performance

Step 3:

Test:		Weight:	
KSA/Factors:		Weight:	
KSA/Factors:		Weight:	
KSA/Factors:		Weight:	
KSA/Factors:		Weight:	

Step 4

Test:		Weight:	
KSA/Factors:		Weight:	
KSA/Factors:		Weight:	
KSA/Factors:		Weight:	
KSA/Factors:		Weight:	

Step 5

Test:		Weight:	
KSA/Factors:		Weight:	
KSA/Factors:		Weight:	
KSA/Factors:		Weight:	
KSA/Factors:		Weight:	

Step 6

Test:		Weight:	
KSA/Factors:		Weight:	
KSA/Factors:		Weight:	
KSA/Factors:		Weight:	
KSA/Factors:		Weight:	