

How Applicants Are Rated and Placed on a Certificate

1. Applicants Must First Meet Minimum Qualifications (Skills Based)

Applicants must first meet all minimum qualification requirements before any rating or ranking occurs. Required competencies may be verified through an assessment(s) before an applicant is rated or ranked. HR must ensure that the applicant:

- Meets all required competencies at the minimum proficiency levels
- Meets any Individual Occupational Requirements (IORs)
- Meets any selective factors
- Passes any required skills-based assessments

Only applicants who meet all minimum qualifications are eligible to be formally rated and ranked using the appropriate assessment(s). Applicants who do not meet these requirements cannot move forward in the hiring process. This step ensures that only individuals who possess the minimum skills needed to perform the job advance.

2. HR Applies the Rating Method (Category Rating or Rule of Many)

Once applicants meet or exceed minimum qualifications, they're formally rated using an assessment(s).

A. Category Rating (Quality Groups)

Applicants are placed into categories based on the results of the assessment(s) such as:

- Best Qualified
- Well Qualified
- Qualified

Applicants with veterans' preference do not receive additional points.

B. Rule of Many (Numeric Rating)

Under the Rule of Many:

- Applicants receive one numerical score based on assessment(s)
- Veterans' preference points are added to passing scores
- Applicants are ranked highest to lowest, with the exception of certain preference eligibles who are listed ahead of all candidates regardless of earned ratings (scores)

How Applicants Are Rated and Placed on a Certificate

3. HR Generates the Referral (Certificate) List in Ranked Order

HR determines how many applicants to refer using one preannounced method:

A. Category Rating (Quality Groups)

All candidates in the highest quality category

- All veterans are listed ahead of all non-veterans

B. Rule of Many (Numeric Rating)

- Cutoff score (proficiency based)
- Cutoff score (business necessity)
- Set number of candidates (e.g., Top 15)
- Percentage of highest ranked candidates (e.g., Top 25%)
- CP/CPS veterans are placed at the top of the certificate (with exceptions)
- Veterans are listed ahead of nonveterans in case of ties

This produces the final certificate ranking order.

4. HR Issues the Certificate

HR:

- Performs compliance checks
- Ensures selections follow merit principles
- Releases the certificate to the selecting official with instructions

Applicants who are referred or not referred then receive notifications.

Summary

1. Only skilled, qualified applicants move forward (competencies, experience/training, selective factors, passing assessments).
2. Applicants are assessed.
3. Applicants are ranked using Category Rating or the Rule of Many.
4. Veterans' preference is applied.
5. HR determines how many applicants to refer and creates the certificate.
6. The certificate shows the topranked qualified candidates and is issued to the hiring manager.