

HUMAN RESOURCES BRANCH NEWSLETTER

Supervisors and Managers/April 2019

CONTACT US

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ELIGIBILITY VERIFICATION

The HRB Examinations and Certification Unit (ECU) would like to inform CDFW supervisors of the Eligibility Verification requirements prior to making an offer of employment.

Types of Eligibility

Applicants may be eligible for position vacancies via the following methods:

1. List Eligible – the applicant successfully passed an examination, is reachable on the list, and meets the minimum qualifications (MQs)
2. Transfer Eligible – the applicant is currently in another position in the same classification, OR the applicant is in a different classification that has substantially the same level of duties, responsibility, and salary as the advertised classification, and meets the MQs.

In order for an applicant to be “reachable”, they must be within the top 3 ranks of the examination list. Passing an examination does not necessarily mean that the applicant has met all the MQs of the classification. Many examinations are self-certifying, meaning an ECU Analyst must confirm the applicant’s qualifications. How long do Eligibility Verifications take? Check out the [Eligibility Verification Time Frames](#) attachment.

When to do an Eligibility Verification

Eligibility Verifications are required (1) prior to scheduling interviews (initial) and (2) prior to making any offer of employment to an applicant (final). Hiring Supervisors may submit up to 10 applicant applications to the ECU at a time for an initial eligibility check. The ECU *must* check

eligibility for an applicant prior to the Hiring Supervisor making an offer.

Initial versus Final Eligibility Check

1. Initial Eligibility Checks are completed prior to the Hiring Supervisor scheduling interviews for their recruitment. This eligibility check ensures that the Hiring Supervisor is not wasting time interviewing candidates who are not eligible for the position.
2. The Final Eligibility Check is completed once the Hiring Supervisor has decided which applicant is most qualified for the position. After the interviews are completed and prior to the Hiring Supervisory making an offer of employment, the Hiring Supervisor must reach out to the ECU and request a final eligibility check of their selected candidate. The offer of employment shall be made once the ECU confirms that the candidate is still eligible for the position. This avoids situations in which an offer is made to a candidate who has since lost eligibility and is no longer eligible.

Making the Offer and Start Date

Supervisors shall make a job offer to their selected candidate once the Final Eligibility Check is complete. Per CalHR, the start date must be within 30 days of the offer. Once an offer is accepted, the supervisor must inform the ECU of the start date.

Contacts

For questions or comments, please contact [Maria Luna](#), ECU Manager, at 916-651-6788.

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