

Human Resources Branch Memorandum

SUBJECT: Eligibility Verifications	NUMBER: HRB 19-013
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DISTRIBUTION: CDFW Managers & Supervisors; Administrative Officers; and HR Liaisons	EXPIRES: N/A

Action Required Informational Only Control Agency Directive

Purpose

The purpose of this memorandum is to inform California Department of Fish and Wildlife (CDFW) hiring managers and supervisors of procedural changes to the eligibility verification that take place during the recruitment process.

Authority

- CDFW Human Resources Branch (HRB)

Eligibility Checks

In order to provide hiring managers and supervisors assistance with recruitment, the CDFW, Examination and Certification Unit (ECU) is increasing the number of applications a hiring manager or supervisor can submit for candidate eligibility verification.

Previously, the ECU accepted a maximum of five applications for eligibility verification per Request for Personnel Action (RPA). With this new change, hiring managers and supervisors can now submit up to ten applications for eligibility check per RPA.

Please allow up to two weeks for eligibility verification. Detailed information regarding Eligibility Verification can be found in the [April 2019 HRB Newsletter](#).

Contact

If you have any questions about the eligibility process, please contact [your assigned ECU analyst](#).