**Eligibility Determination (Pre-Interview) Checklist**

Step 1: Selection Criteria applied to **all applications**.

* Continually check for applications in ECOS until Hiring Manager Report is released. This signals all applications have been received (Approx: 5 Business days after the Final Filing Date)

**Top Candidates once Selection Criteria Applied:**

|  |  |  |  |
| --- | --- | --- | --- |
| Candidate Name | MQs Met (**Required** – exception SSA Transfer Candidates) | List Eligible **OR** Transfer Eligible | |
|  | Yes  No | List Eligible | Transfer Eligible |
|  | Yes  No | List Eligible | Transfer Eligible |
|  | Yes  No | List Eligible | Transfer Eligible |
|  | Yes  No | List Eligible | Transfer Eligible |
|  | Yes  No | List Eligible | Transfer Eligible |
|  | Yes  No | List Eligible | Transfer Eligible |
|  | Yes  No | List Eligible | Transfer Eligible |
|  | Yes  No | List Eligible | Transfer Eligible |
|  | Yes  No | List Eligible | Transfer Eligible |
|  | Yes  No | List Eligible | Transfer Eligible |

Options:

1. Program complete entire table and move forward with Interview Process (**no HRB involvement until final offer**)
2. HRB complete entire table (must submit table and all candidate applications to analyst) (**HRB approval to interview required**)
3. Program complete MQ Checks and forward **table-only** to HRB Analyst (**HRB approval to interview required**)
4. Program complete MQ Checks, List Eligible, and forward Transfer Eligibility to HRB Analyst (must submit applications for Transfer Eligibility determination) (**HRB approval to interview Transfer Eligible required**)

**Steps for Transfer Eligibility**

1. **Compare Salaries (use employee’s current range if in deep class):**

Max Salary of lower paying classification: \_\_\_\_\_\_ X 1.05 = \_\_\_\_\_\_\_\_ (round number) (one salary step)

\_\_\_\_\_\_\_\_\_ x 1.05 = \_\_\_\_\_\_\_\_ (round number) (two salary steps)

\_\_\_\_\_\_\_\_\_ - $1 = Max Salary for Transfer: \_\_\_\_\_\_\_\_ (**must be greater than max salary of other classification**)

1. **Compare Level of Responsibilities (must be the same)**

|  |  |
| --- | --- |
| Current Position: | Proposed Position: |
| Under close supervision  Under general supervision  Under direction/Under general direction  Independently | Under close supervision  Under general supervision  Under direction/Under general direction  Independently |

1. **Compare Duties (must have overlap in at least one area below)**

|  |  |
| --- | --- |
| Current Position: | Proposed Position: |
| Analytical  Scientific  Data collection  Research  Report Writing  Statistical  Gather data  Research  Data Processing  Technical  Investigations | Analytical  Scientific  Data collection  Research  Report Writing  Statistical  Gather data  Research  Data Processing  Technical  Investigations |