

RECRUITMENT EMAIL THREAD SAMPLE

Recruitment Step 10 – Final Approval to Hire (Candidate Start Date)

From: Program
Sent: Friday, June 10, 2022 1:14 PM
To: EligibilityDeterminations@Wildlife.ca.gov
Subject: RE: RPA – Refill – E-SAMPLE 21-054 – Final Approval to Hire
Attachment: Copy of Signed Confirmation of Employment Letter and Copy of Completed Screening Criteria

Good afternoon,

This email is to confirm Daisy Duck's start date is July 1, 2022. Attached is a copy of the Confirmation of Employment Letter signed by her supervisor and the completed Screening Criteria for all applicants.

Thank you.

Program

Recruitment Step 10 – Final Approval to Hire

(the program uploaded all required documents to the RPA on June 6, 2022)

From: C&P Analyst
Sent: Thursday, June 9, 2022 12:03 PM
To: Program & EligibilityDeterminations@Wildlife.ca.gov
Subject: RE: RPA – Refill – E-SAMPLE 21-054 – Final Approval to Hire

Good afternoon,

The documents uploaded to the RPA for Daisy Duck have been reviewed and approved. You can now negotiate a start date, send a [Confirmation of Employment Letter](#), and respond to this email with the candidates start date and a copy of the signed Confirmation of Employment Letter. Thanks!

Estimated Monthly Starting Base Salary: \$4,965.00*

*The Estimated Monthly Base Salary does not account for pay differentials or leave program deductions.

Classification and Pay Analyst

RECRUITMENT EMAIL THREAD SAMPLE

Recruitment Step 8 – Eligibility Determination (Response)

From: C&P Analyst

Sent: Wednesday, June 2, 2022 3:57 PM

To: Program & EligibilityDeterminations@Wildlife.ca.gov

Subject: RE: RPA – Refill – E-SAMPLE 21-054 – Eligibility Determination **Response**

Below is the eligibility determination for the requested candidates and a list of the steps that must be completed before making a final job offer.

CANDIDATE NAME	PRE-INTERVIEW APPOINTMENT ELIGIBILITY						POST-INTERVIEW ELIGIBILITY DETERMINATION			
	IS THE CANDIDATE ON THE LIST (YES OR NO)	IF YES, WHAT RANK IS THE CANDIDATE IN (1, 2, 3, ETC)	IS THE CANDIDATE REACHABLE (YES OR NO)	IF NOT ON THE LIST, OR NOT REACHABLE, ARE THEY ELIGIBLE FOR LATERAL TRANSFER, TRANSFER, REINSTATEMENT, OR TRAINING & DEVELOPMENT	IF NO LIST ELIGIBILITY, CANDIDATE CAN TAKE EXAM PRIOR TO APPOINTMENT (MUST SCORE IN REACHABLE RANK) - (YES - EXAM IS CONTINUOUS; NO - EXAM IS NOT AVAILABLE)	COMMENTS	DOES THE CANDIDATE MEET MQS (YES OR NO)	OFFICIAL TRANSCRIPTS REQUIRED - ONLY IF SELECTED FOR APPOINTMENT	IS THE CANDIDATE ELIGIBLE FOR HIRE (YES OR NO)	TYPE OF APPOINTMENT / COMMENTS
Donald Duck	NO	NA	NA	NO	YES - EXAM IS CONTINUOUS		TBD	TBD		
Minnie Mouse	YES	2	YES	NA	NA		TBD	TBD		
Scooby Doo	NO	NA	NA	T&D ELIGIBLE	YES - EXAM IS CONTINUOUS		NO	NA	YES	T&D APPOINTMENT - IF SELECTED CONTACT ME TO DISCUSS THE NEXT STEPS
Daisy Duck	NO	NA	NA	TRANSFER ELIGIBLE	YES - EXAM IS CONTINUOUS		YES	YES	YES	TRANSFER APPOINTMENT
Hannah Montana	YES	6	NO	NO	NA	CANDIDATE CANNOT RETAKE EXAM FOR 6 MONTHS AND HAS NO OTHER ELIGIBILITY	TBD	TBD		
Mickey Mouse	YES	2	YES	NA	NA		TBD	TBD		
Tasmanian Devil	YES	7	NO	TRANSFER ELIGIBLE	YES - EXAM IS CONTINUOUS	CURRENT LIST ELIGIBILITY EXPIRES IN 3 BUS DAYS - CANDIDATE CAN RETAKE ONLINE EXAM AND MAY BECOME REACHABLE	YES	YES	YES	LIST APPOINTMENT - CANDIDATE TOOK NEW EXAM ON 5/27/2022 AND IS NOW REACHABLE IN RANK 3

Action:

1. Make a tentative job offer to the top candidate.
 - Note:** If Scooby Doo is selected, contact me prior to making a tentative job offer. A T&D agreement is required as part of the tentative offer process.
2. Prepare and send the [Tentative Offer Letter](#) and all other required documents to the selected candidate. Documents that must be marked as required on the Tentative Offer Letter include:
 - o [Essential Functions Health Questionnaire \(STD. 910\)](#)
 - o Duty Statement
 - o Official Transcripts are required for Daisy Duck or Tasmanian Devil if they are the selected candidate
3. Upon receipt, upload the tentative offer letter and all other required documents signed by the candidate in the Proposed Candidate Information Tab in HRMS for review and approval. Required documents signed by the candidate include:
 - o Tentative Offer Letter
 - o Essential Functions Health Questionnaire (STD. 910)
 - o Duty Statement
 - o Anti-Nepotism Form (DFW 1024)

Do not negotiate a start date until you've received final approval to hire from me.

Note: The state of California has strict rules and guidelines pertaining to employees who wish to hold multiple positions within the state. If a candidate currently holds a position at another state agency and chooses to maintain that appointment while employed with the CDFW, the CDFW will need to obtain CalHR's approval, resulting in a delay in the hiring process. This applies to all appointments, **including temporary appointments**. There is no guarantee approval will be received.

Classification and Pay Analyst

RECRUITMENT EMAIL THREAD SAMPLE

Recruitment Step 8 – Eligibility Determination (Request)

From: Program
Sent: Friday, May 27, 2022 2:22 PM
To: EligibilityDeterminations@Wildlife.ca.gov
Subject: RE: RPA – Refill – E-SAMPLE 21-054 – Eligibility Determination Request

Good afternoon,

Interviews have been completed and we are requesting eligibility determination be provided for the following candidates:

- Scooby Doo
- Daisy Duck
- Tasmanian Devil

There are no potential nepotism issues with any of these candidates.

Thank you.

Program

Recruitment Step 7 – Candidate Selection (Appointment Eligibility)

From: C&P Analyst
Sent: Friday, May 20, 2022 1:07 PM
To: Program & EligibilityDeterminations@Wildlife.ca.gov
Subject: RE: RPA – Refill – E-SAMPLE 21-054 – Appointment Eligibility

Good afternoon,

Below is the completed appointment eligibility for the requested candidates. Please note, these determinations are based on the information supplied by the candidate on their application. If the candidate is a current or prior state employee, the appointment verification (A01) request has been submitted to the applicable state agency.

After interviews, you must submit up to the top three candidates for full eligibility determination. At that time, the appointment type and minimum qualifications will be reviewed and confirmed with information received from the A01 request.

A tentative job offer **cannot be made until eligibility determination** has been provided to you after interviews. Refer to Step 8 – Eligibility Determination in [HRB Memo #22-017 – Updated Recruitment Process](#) for additional information.

As a reminder, all candidates who are being interviewed must sign the [Anti-Nepotism Self Reporting \(DFW 1024\)](#) form at or prior to their interview. If one of the top three candidates identifies a potential nepotism issue, you must submit a copy of the signed [DFW 1024](#) to me when the eligibility determination is requested.

RECRUITMENT EMAIL THREAD SAMPLE

CANDIDATE NAME	PRE-INTERVIEW APPOINTMENT ELIGIBILITY					COMMENTS
	IS THE CANDIDATE ON THE LIST (YES OR NO)	IF YES, WHAT RANK IS THE CANDIDATE IN (1, 2, 3, ETC)	IS THE CANDIDATE REACHABLE (YES OR NO)	IF NOT ON THE LIST, OR NOT REACHABLE, ARE THEY ELIGIBLE FOR LATERAL TRANSFER, TRANSFER, REINSTATEMENT, OR TRAINING & DEVELOPMENT	IF NO LIST ELIGIBILITY, CANDIDATE CAN TAKE EXAM PRIOR TO APPOINTMENT (MUST SCORE IN REACHABLE RANK) - (YES - EXAM IS CONTINUOUS; NO - EXAM IS NOT AVAILABLE)	
1 Donald Duck	NO	NA	NA	NO	YES - EXAM IS CONTINUOUS	
2 Minnie Mouse	YES	2	YES	NA	NA	
3 Scooby Doo	NO	NA	NA	T&D ELIGIBLE	YES - EXAM IS CONTINUOUS	
4 Daisy Duck	NO	NA	NA	TRANSFER ELIGIBLE	YES - EXAM IS CONTINUOUS	
5 Hannah Montana	YES	6	NO	NO	NA	CANDIDATE CANNOT RETAKE EXAM FOR 6 MONTHS AND HAS NO OTHER ELIGIBILITY
6 Mickey Mouse	YES	2	YES	NA	NA	
7 Tasmanian Devil	YES	7	NO	TRANSFER ELIGIBLE	YES - EXAM IS CONTINUOUS	CURRENT LIST ELIGIBILITY EXPIRES IN 3 BUS DAYS - CANDIDATE CAN RETAKE ONLINE EXAM AND MAY BECOME REACHABLE

Classification and Pay Analyst

Recruitment Step 7 – Candidate Selection (Pre-Interview Notification)

From: Program

Sent: Wednesday, May 18, 2022 8:39 AM

To: EligibilityDeterminations@Wildlife.ca.gov

Subject: RE: RPA – Refill – E-SAMPLE 21-054 – Pre-Interview Notification

Good morning,

We have screened all applications received (62) and no candidates claimed Reemployment or SROA eligibility. Below is the list of candidates who have met our screening criteria that we intend on interviewing pending appointment eligibility:

- Donald Duck – please determine appointment eligibility; candidate is not shown as taking the exam
- Minnie Mouse – candidate is shown as being reachable
- Scooby Doo – please determine appointment eligibility; candidate is not shown as taking the exam
- Daisy Duck – please determine appointment eligibility; candidate is not shown as taking the exam
- Hannah Montana – please determine appointment eligibility; candidate is not shown as being reachable
- Mickey Mouse – candidate is shown as being reachable
- Tasmanian Devil – please determine appointment eligibility; candidate is not shown as being reachable

Thank you.

Program

RECRUITMENT EMAIL THREAD SAMPLE

Recruitment Step 5 – Job Advertisement

From: C&P Analyst
Sent: Monday, May 9, 2022 10:00 AM
To: Program & EligibilityDeterminations@Wildlife.ca.gov
Subject: RE: RPA – Refill – E-SAMPLE 21-054 – **Cert List Coded**

Hello,

This email is to confirm that the certification list for this recruitment has been coded, all hard copy applications have been uploaded to the JC, and all Reemployment and SROA candidates have been cleared. There is a total of [62] applications that must be screened.

After screening all [62] applications and prior to scheduling interviews, please respond to this email with your “Pre-Interview Notification”. The “Pre-Interview Notification” email must include the list of candidates you intend to interview (up to 10) and must include:

- The total number of applications screened.
- Confirmation that no candidate’s claimed Reemployment or SROA status on their application and/or attached a Reemployment or SROA letter. If a candidate claims, Reemployment or SROA status, you must immediately me ***before*** scheduling interviews.
- Identify any of the candidate’s that appointment eligibility (e.g., list, transfer, T&D) is being requested for.

Thank you.

Classification and Pay Analyst

Recruitment Step 5 – Job Advertisement

From: Human Resources Management System <no-reply@wildlife.ca.gov>
Sent: Monday, April 18, 2022 4:01 PM
Subject: RPA – Refill – E-SAMPLE 21-054 – The following RPA has been advertised...

The following RPA has been advertised and is ready for candidate selection. Applications are available in real time, and it is recommended they are reviewed on a flow basis.

RPA ID: E-SAMPLE 21-054

Job Control Number: 1234567

Current Position Number: 565-011-5157-832

Current Reporting Unit: West Coast Fisheries

Current Classification: Staff Services Analyst (General)

Position Supervisor: Ruffin, Daniella M