SELECTION DOCUMENTATION

CANDIDATE NAME: _____

POSITION NUMBER: _____ CLASS TITLE: _____

DIVISION/BUREAU/BOARD: _____

The appointing authority may utilize the selection modules listed below. Please indicate which of the following selection modules were used for this position and attach copies where appropriate:

- ☐ Application Review (mandatory)
- ☐ Interview (not mandatory but recommended)
- ☐ Reference Checks (mandatory)
- ☐ Supplemental Application (optional)
- ☐ Work Sample (optional)
- ☐ Willingness Questionnaire (optional)
- ☐ Assessment Center (optional)
- ☐ Test (optional)

Attach a copy of the selection criteria as determined by analysis of the position description. The position description should include up-to-date duties and the knowledge, skills, and abilities needed to perform those duties.

Explanation of selection decision:

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Please list names and titles of all persons administering the selection process or participating in making selection decisions.

	Name	Title	Participated In
1.			
2.			
3.			
4.			
5.			