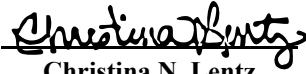
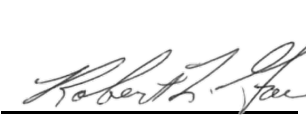


DEPARTMENT DIRECTIVE




Christina N. Lentz
 Acting Deputy Secretary
 for Administration


Robert L. Green
 Secretary

Title: Promotions – Correctional Officer <u>Sergeant</u> , Lieutenant, Captain, Major, and Security Chief	Directive Number: ADM.050.0051—Revised
Related MD Statute/Regulations: Correctional Services Article, §2-103, State Personnel and Pensions Article, Title 6, Title 7, Annotated Code of Maryland, and COMAR 17.04.03	Supersedes: ADM.050.0051 dated 10/05/2015
Related ACA and MCCS Standards: ACA 5th Ed (2019): 5-ACI-1C-10, 5-ACI-1C-11 ACA 5th Ed (2018): 5-1C-4057, 5-1C-4058 ACA 4th Ed: 4-4057, 4-4058	Authorized By: Signature on File <hr style="width: 80%; margin-left: 0;"/> Tara D. Nelson Acting Chief Human Resources Officer - Human Resources Service Division
Related Directives: All .050 Series – Personnel Directives and Manuals	Issued Date: September 21, 2022 Effective Date: September 26, 2022
Variance: No Division or Facility Directive, IB, or General Post Order is Permitted.	Number of Pages: 10

.01 Purpose.

The purpose of this directive is to establish and maintain procedures and processes designed to assess knowledge, skills, and abilities for promotion in compliance with state and federal employment laws and to ensure consistency in recruitment and selection practices within the State Personnel Management System.

.02 Scope.

This directive applies to the appointing authority for each Department of Public Safety and Correctional Services (DPSCS) unit with oversight of a Correctional Officer Sergeant, Lieutenant, Captain, Major, and Security Chief.

.03 Policy.

- A. The Department’s promotional process for Correctional Officer Sergeant, Lieutenant, Captain, Major, and Security Chief is consistent with State Personnel and Pensions, Title 7, Annotated Code of Maryland, and COMAR 17.04.03.
- B. The appropriate methodology for selections made through the streamlined selection process shall be job-related, merit based, and in accordance with all State and federal equal employment opportunity laws and policies.
- C. Promotional recruitments for the rank of Correctional Officer Sergeant, Lieutenant, Captain, Major, and Security Chief shall be conducted every year, or at a time when there is a need to fill vacancies in the specified ranks and no promotional candidates remain on the certified eligible list,

or when the Secretary of DPSCS determines a new recruitment is in the best interest of the Department.

.04 Definitions.

A. In this directive, the following terms have the meanings indicated.

B. Terms Defined.

- (1) “Applicant” means an individual who has applied to compete for a vacant position.
- (2) “Appointing Authority” mean an individual, or the individual’s designee, who is employed by the Department who is authorized, consistent with the provisions of the State Personnel and Pensions Article, Annotated Code of Maryland, and any personnel policies issued pursuant to it, to appoint, promote, transfer, reassign, and discipline employees assigned to the appointing authority’s unit.
- (3) “Candidate” means an applicant who has met the minimum qualifications for a vacant position for which an applicant has applied.
- (4) “Certified eligible list” is a list of eligible candidates who meet the minimum qualifications for the position, as well as any required rating criteria.
- (5) “Commissioner” means the Commissioner of Correction or the Commissioner of Pretrial Detention and Services.
- (6) “Promotional list” is the final ranking in score order from the highest to lowest qualified candidate after completion of the promotional interview.

.05 Responsibility.

A. The Chief Human Resources Officer (CHRO).

- (1) The CHRO has Department oversight of the promotional process for all Correctional Officer Sergeant, Lieutenant, Captain, Major, and Correctional Security Chief.
- (2) The CHRO is responsible for ensuring that the Human Resources Services Division (HRSD)—Recruitment Section creates a certified eligible list of promotional candidates for Correctional Officer positions authorized under State Personnel and Pensions Article.
- (3) The CHRO shall be responsible for ensuring that the HRSD—Recruitment Section maintains the confidentiality of the certified lists and promotional lists, ensuring that the lists are not accessible to any individual except those identified by the CHRO as having a legitimate business need.
- (4) Prior to a promotional recruitment opening, the CHRO shall make a determination on the weight for combined assessment scores.

B. Appointing Authority or Appointing Authority's Designee.

- (1) An appointing authority for a correctional facility shall:
 - (a) Designate the Commissioner to act on the appointing authority's behalf during the promotional process; and
 - (b) Flag any candidates, in writing, for whom the appointing authority has derogatory information that may impact a candidate's suitability.
- (2) The Director of Patuxent Institution shall:
 - (a) Designate the Deputy Secretary of Operations (DSO) or the CHRO to act on the Director's behalf during the promotional process; and
 - (b) Flag any candidates, in writing, for whom the appointing authority has derogatory information that may impact a candidate's suitability.
- (3) The appointing authority's designee may select a candidate for a management service position without regard to rank on a promotional list provided that the:
 - (a) Candidate meets the minimum scores for the interview and examination; and
 - (b) Appointing authority provides written justification for the deviation by explaining deficiencies of the other candidates or unique qualifications of the selected candidate.

.06 Procedures.

A. Promotional Lists.

- (1) Promotional lists for Correctional Officer Sergeant, Lieutenant, Captain, Major, and Correctional Security Chief shall expire up to two years from the date the list was created unless:
 - (a) An extension has been approved by the Department of Budget and Management (DBM);
 - (b) The list of candidates has been exhausted; or
 - (c) The CHRO in consultation with the Commissioners opens a new recruitment for promotional candidates prior to the expiration of the previous list. Once a new promotional list is created, the previous list shall be considered obsolete.
- (2) Confidentiality.
 - (a) All DPSCS employees involved in the promotion process, including, but not limited to, test administrators, panel members, and administrative staff shall sign the *Candidate Confidentiality Agreement* (Appendix A).

- (b) This agreement states that promotion materials and information shall not be discussed or disclosed to persons who are not authorized to have access to the information.

B. Notification of Job Posting.

- (1) The CHRO in conjunction with the appointing authorities shall determine the number and locations of vacancies for Correctional Officer Sergeant, Lieutenant, Captain, Major, and Security Chief using Workday.
- (2) HRSD—Recruitment Section shall, on an annual schedule create and post promotional job announcements using JobAps. The CHRO, in consultation with the Commissioners may deviate from the annual schedule when necessary.
- (3) A job announcement shall be posted for a minimum of two weeks, with some remaining open for three weeks or a month.
- (4) The announcement shall include all examination procedures and eligibility requirements.
- (5) When a new recruitment for a promotional position has been posted and the previous list has not expired, the promotional candidates shall be required to reapply to be considered for the placement on the new recruitment list.

C. Applications.

- (1) All applications for promotions shall be submitted online via JobAps, unless otherwise indicated in the job announcement.
- (2) All applicants must complete the required application process by the specified closing date to be considered for a position. Lack of a submitted application from an applicant by the date specified by the HRSD—Recruitment Section shall be considered a declination to compete for a vacant position.
- (3) The HRSD—Recruitment Section shall screen applications to determine if applicants meet the minimum qualifications for the position and are eligible to participate in the promotion selection process.
- (4) The HRSD—Recruitment Section shall notify applicants via email of their eligibility status.
- (5) Minimum Qualifications.
 - (a) To participate in the examination process, all requirements must be met within six months of the test date for the recruitment. (COMAR 17.04.03.04).
 - (b) Candidates must meet the required minimum qualifications to be promoted.

D. Applicants who are determined by HRSD--Recruitment Section to not meet the minimum qualifications shall receive written notice via email address that is listed in the JobAps. The

applicant may challenge the decision within 3 days of the date of the email by replying to the sender and providing supporting documentation.

E. Promotional Examination.

- (1) A promotional examination may consist of any or all of the following components as determined by CHRO in consultation with the Commissioners: a written examination, panel interview, performance demonstration, writing exercise.
- (2) Each component of the promotional examination shall be assigned a percentage value, which will be calculated and combined to establish the ranking of candidates.
- (3) The promotional examination for Correctional Officer Sergeant, Lieutenant, Captain, Major, and Security Chief shall be:
 - (a) Announced through written notice;
 - (b) Sent to the most current email address in the candidate's JobAps account; and
 - (c) Sent at least 10 days before the scheduled date of the assessment process.
- (4) Written Examination – Correctional Officer Sergeant and Lieutenant:
 - (a) The HRSD—Recruitment Section shall develop a written examination for Correctional Officer Sergeant and for Correctional Officer Lieutenant that is based on a job analysis conducted with input from subject matter experts (SMEs).
 - (b) The written exam shall:
 - (i) Consist of a series of questions related to essential job duties and required knowledge, skills, and ability in multiple choice, true or false, situational, or an essay format; and
 - (ii) Be scored using a numeric rating system with a maximum value of 100 points and an established passing benchmark.
 - (c) The HRSD—Recruitment Section shall:
 - (i) Notify individuals in writing of failure to obtain a passing score on the written examination;
 - (ii) Place candidates who pass the written examination on the certified eligible list in random order; and
 - (iii) Invite candidates who attain a passing score on the written examination to participate in the panel interview, which is the second component of the promotional examination process.
 - (d) The overall promotional examination score shall include the results of the combined

written examination and interview panel score.

- (e) The ranked list shall be based on the candidate's overall scores from the written test and the interview.
 - (f) The final ranked list shall be used for making promotional offers.
 - (g) The written examination shall be administered and scored by the HRSD—Recruitment Section or an agency-approved outside vendor.
 - (h) DPSCS employees who are eligible to participate in the recruitment process shall not be involved in administering the exam or in the exam development process.
- (5) Promotional Panel Interview for Correctional Officer Sergeant, Lieutenant, Captain, Major, and Correctional Security Chief.
- (a) All candidates who meet the rating criteria (including passing the written test for Sergeant and Lieutenant) for Correctional Officer Sergeant, Lieutenant, Captain, Major, or Security Chief shall be invited to the panel interview.
 - (b) The CHRO, or a designee, is responsible for:
 - (i) Identifying and selecting interview panel members; and
 - (ii) Ensuring diversity within the panel in terms of race, gender, and geographic region.
- (6) The interview panel consists of at least three members, each holding a rank at or above the grade level of the position to be filled and should be knowledgeable in the requirements of the position to be filled. Correctional staff from outside agencies performing comparable job duties may be selected as panel members.
- (7) Interview Questions.
- (a) A minimum of five interview questions shall be developed in consultation with SME's from each rank and include benchmark responses for each question.
 - (b) Interview questions and benchmark responses shall be reviewed and approved by the Department's Office of Equal Employment Opportunity.
- (8) Each interview shall be timed and the candidate's responses recorded in writing and video and/or audio recording.

F. Writing Exercise - Correctional Officer Captain, Major, and Security Chief.

- (1) The writing exercise shall consist of situational-based questions designed to measure job readiness and competencies.
- (2) The situational-based questions for the writing exercise are:

- (a) Developed with input from SME's and evaluated on content, grammar, and structure; and
 - (b) Reviewed and approved by the Department's Office of Equal Employment Opportunity.
- (3) The score on the writing exercise is combined with the panel interview score to determine the final promotional examination results. Each component will be assigned a percentage value as determined by the CHRO.

G. Promotional Selection.

- (1) The HRSD—Recruitment Section is responsible for identifying:
- (a) The highest ranked promotional candidate, based on the promotional list, in the region for which a vacant position exists;
 - (b) Candidates who are eligible for consideration based on the:
 - (i) Length of vacancy;
 - (ii) Region;
 - (iii) Rank on the promotional list based on examination and interview scores; and
 - (iv) Acting capacity experience in the rank of the vacancy for six (6) or more months prior to the recruitment opening (first day of posting); and
 - (c) Ensuring that the selected candidate successfully completes a Background Investigation prior to appointment in accordance with §.06H of this directive.

H. Background Investigation.

- (1) A background investigation shall be completed for all promotional candidates by the HRSD Background Investigation Unit.
- (2) At minimum, a background investigation shall include a:
- (a) Maryland and FBI criminal history records check;
 - (b) Review of the candidate's personnel file;
 - (c) Review of IID's internal investigation files;
 - (d) Review of financial records and credit history; and
 - (e) Mandatory drug test in accordance with COMAR 17.04.09—Testing for Illegal Drugs Sensitive Classifications.
- (3) Any derogatory information is prepared for and presented to the designee for consideration and review.

- (4) The Commissioner shall contact an employee determined to be unsuitable for promotion to explain the reason for non-selection.

I. Appointing Authority Promotion Confirmation.

- (1) The HRSD—Recruitment Section is responsible for presenting the selected candidate to the Appointing Authority for promotional confirmation.
- (2) The Appointing Authority may approve or deny the promotional appointment.

J. Promotional Package.

- (1) When an appointing authority confirms a candidate for a vacant Correctional Officer Sergeant, Lieutenant, Captain, Major, and Security Chief position, the HRSD—Recruitment Section shall:
 - (a) Assemble a promotional package that includes:
 - (i) The Promotional Appointment Memorandum (Appendix B)
 - (ii) A properly signed *Personnel Transaction Transmittal* (Appendix C);
 - (iii) The candidate's application or résumé, or both;
 - (iv) *A Personnel File Summary* (Appendix D); and
 - (v) The Appointment Certification Form (Appendix E); through the CHRO to the Deputy Secretary for Operations or an Assistant Secretary requesting the approval of the selection;
 - (b) Endorse the completed promotional package submitted under § .06I(1)(a) of this directive by signing the *Personnel Transaction Transmittal* (Appendix C), thereby, verifying that the first step in the review, verification, and submission of the promotional package is complete; and
 - (c) Forward the completed promotional package through the chain of command for review and approval.
- (2) Upon receipt of a promotional package from HRSD, the DSO or the Assistant Secretary shall:
 - (a) Review the promotional package for each candidate; and
 - (b) If approved, appropriately endorse the *Personnel Transaction Transmittal* and forward the promotional package back to HRSD for further review and processing by the:
 - (i) Office of Equal Employment Opportunity;
 - (ii) HRSD—Recruitment Section; and

(iii) The CHRO.

(3) The CHRO shall:

- (a) Ensure that the promotional package contains all required information and endorsements;
and
- (b) Present the promotional package to the:
 - (i) Deputy Secretary for Administration; and
 - (ii) Secretary.
- (4) The Secretary, or the Secretary's designee, shall review the promotional packages and determine whether a candidate is appropriate for the recommended promotion. An appointing authority may not promote a candidate without approval from the Secretary.
- (5) Notice of the Secretary's decision under § .06I(4) of this directive shall be made to the appointing authority through the appointing authority's Human Resources representative.

K. Promotional Offer.

- (1) HRSD shall prepare the official offer letters for the chosen candidates and provide them to the appointing authority or designee;
- (2) The appointing authority or designee shall notify the candidate in writing of the offered promotion.
- (3) The candidate shall respond to the offer within the time specified in the offer letter.
- (4) If a candidate refuses an offer of promotion, the candidate will not receive any additional offers during that recruitment except for specialty positions such as Special Operations Group or K-9 or until all viable candidates have received an offer.

L. Records Retention.

- (1) Pre-promotion records shall be retained for a minimum period of five years in accordance with the Department's Retention and Disposal Schedule No. 2838 2.
- (2) HRSD shall maintain all original test materials in accordance with the Department's retention schedule.
- (3) Any promotion record relating to a grievance or appeal submitted by an applicant shall be retained for five years and if the grievance or appeal is not adjudicated within that period, the records shall be maintained until it is resolved.

.07 Appendix.

- A. Candidate Confidentiality Agreement
- B. Promotional Appointment Memorandum
- C. Personnel Transaction Transmittal
- D. Personnel File Summary
- E. DBM Appointment Certification Form

.08 History.

- A. This directive supersedes ADM.050.0051 dated October 5, 2015.
- B. This directive supersedes provisions of any other prior existing communication with which it may be in conflict.

.09 Distribution.

A, D, L

S – Human Resources Staff

THE DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES

Candidate Confidentiality Agreement

All material presented and/or distributed during the hiring or promotional process including, but not limited to, interview questions, video presentations, and written assessments are confidential. Candidates are prohibited from disclosing any and all materials used during the hiring process. Disclosure of such content is considered cheating and a violation of the Department of Public Safety and Correctional Service's hiring policies and procedures.

Disclosure to anyone or through any means—including but not limited to electronic, written, or verbal—of the content or details of the interview process is strictly prohibited. Disclosure includes, but is not limited to, conversations about the content of video or interview questions, any attempt to remove interview questions or video content from the interview room, whether by removal of scratch paper or any other notes in any form, or by use of devices (including without limitation cell phones, cameras, audio or video recording devices, scanners, or other data recording equipment) to record or transmit interview questions or video content at or from the interview room, or by any other means.

By checking this box, and entering your name on this form, you acknowledge that all information and materials pertaining to the hiring or promotional process is strictly confidential. By continuing your participation in this process, you agree not to disclose any of the materials used in the interview, written assessment, or other parts of the hiring process. Violations of this agreement may lead to administrative action, including disqualification from the promotional process and or disciplinary action, including termination.

By checking this box, you give a DPSCS representative permission to record you during an interview for our records and for auditing purposes.

Candidate Name (Printed)	
Date	

Promotional Appointment Memorandum

DATE:

TO: Secretary, DPSCS

THROUGH: Appointing Authority

FROM: HRSD Recruitment Section

RE: Promotional Appointment

Recruitment Number: _____

Position/Title: _____

(Interviews conducted, scores sheets tabulated, and the following employees were selected to fill vacant positions)

CANDIDATE NAME	PIN	RANK	Approved/ Bypassed

Appointing Authority Signature: _____ Date: _____

Note: A justification memo for each bypassed candidate must be attached.

CC: HRSD
File

THE DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES			
Correctional Operations Personnel Transaction Transmittal Promotion, Lateral Transfer, Demotion			
Transaction Initiated By: DPSCS Human Resources Services Division – Recruitment Section			
Transaction Type: Promotion Lateral Transfer Demotion			
Recommended Candidate Name:			
W Number:	Current Grade:	Current Step:	Salary:
New Position Title:	New Grade:	New Step:	New Salary:
PIN:	New Assigned Facility / Division:		
Human Resources Services Division			
HRSD Promotional Oversight			
Approve		Disapprove	
Signature		Date	
HRSD Review of Documents			
Personnel File Summary	Vetting Approval	Application	Selection Results
HRSD Executive Director			
Approve		Disapprove	
Signature		Date	
Deputy Secretary / Assistant Secretary			
Approve		Disapprove	
Signature		Date	
Secretary			
Approve		Disapprove	
Signature		Date	



PERSONNEL FILE SUMMARY

Department of Public Safety and Correctional Services

PERSONNEL FILE SUMMARY			
Department of Public Safety and Correctional Services			
Last Name:		First Name:	M.I. Social Security Number:
W Number:	Home Address:		
Does this file summary pertain to a current or former employee?		Current employee Former employee	Cost Center:
Name of the current/former facility:			
If this individual is a former employee, please indicate the last day of employment and the reason for separation:			
Was an MS 106 filed? YES NO	If an MS 106 was filed, list the facilities where the employee is/was barred:		
Is this individual being brought back as a result of a settlement? (If yes, attach a copy of the agreement.)		YES NO	
DPSCS Employment: (record current position information or if this file review is in reference to a former employee, record information regarding the last position held).			
PIN Number:	Classification:	Grade/Step:	Salary:
Probation Completed: YES NO Date:			
Did the employee successfully complete the Maryland Police and Correctional Training Commissions' entry-level training academy? YES NO			
If yes, date of completion:			
If no, indicate the reason:			
DPSCS Employment History: (to include original dates of employment, all transfers, reclasses, acting capacities, promotions, demotions, terminations, and/or resignation information while working for DPSCS).			
Date:	Position(s) Held (Attach additional sheet if necessary):		

Disciplinary Actions:			
Has the current employee, within the last 12 months, received or been subject to any disciplinary action(s)?		YES	NO
Does the former employee have any disciplinary action(s) in their personnel file?		YES	NO
<p>Attach a summary listing all disciplinary actions taken against the employee. Documentation must be signed by the employee in order for it to be included in the file summary:</p> <p>Disciplinary Actions include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reprimands <input type="checkbox"/> Suspensions <input type="checkbox"/> Final Order (for COBR employees) <input type="checkbox"/> Notice of Disciplinary Action (MS-4A for NON-COBR employees) <input type="checkbox"/> Termination paperwork <input type="checkbox"/> Settlement agreements <input type="checkbox"/> Paperwork regarding administrative/criminal investigation/charge(s) <p>The summary should include the following information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Date the employee was disciplined <input type="checkbox"/> Type of disciplinary action taken <input type="checkbox"/> Summary/reason for the disciplinary action taken 			
Attendance record for the last 12 months of employment:			
Sick Leave Usage If additional space is needed, continue documenting on a separate sheet of paper and attach the information to this personnel file summary.	# of occurrences	/	# of hours/days for each occurrence
		/	# of hours/days for each occurrence
		/	# of hours/days for each occurrence
		/	# of hours/days for each occurrence
		/	# of hours/days for each occurrence
Within the last 12 months, was the employee placed on a one-day sick slip notice?	YES	NO	Date Issued:
Tardiness Occurrences (for the last 12 months of employment):			
Performance Evaluation Program (PEP) for the last 2 years of employment:			
Overall Performance Rating	Current		Previous
Mid-Cycle			
End-Cycle			
Awards/Commendations:			
Officer/Employee of the Year (if applicable):	Year(s):		
Perfect Attendance (if applicable):	Year(s):		
Received commendation(s) from Warden or above:	YES	NO	(If yes, explain below)
Date:	Reason		
Was the former employee's separation from employment due to a work related injury and/or disability retirement?		YES	NO
If yes, provide a brief explanation and attach corresponding paperwork:			
I certify that this information was taken directly from the personnel and medical files on the above referenced former/current employee.			
Name Printed	Signature	Title & Facility/Office	Date

**APPOINTMENT CERTIFICATION FORM FOR
SKILLED SERVICE AND PROFESSIONAL SERVICE APPOINTMENTS**
(Upload this form in Workday under Maintain Worker Documents for the Employee.)
(This information must be provided.)

Name of Department/Agency: _____

Classification Title and Code: _____ (____) _____

Position Identification Number: _____

JobAps Requisition ID: _____ JobAps Recruitment Number _____

I. RECRUITMENT DATA (All items **MUST be completed)**

- A. Layoff candidate(s) cleared? Yes No (There were no Layoff candidates)
- B. If Interview and Hire, was DHS contacted for TCA referrals? Yes No NA
- C. Selection was made from a certified eligible list in accordance with SPPA Section 7-209 Yes NA
(if NA, please explain in COMMENTS section below).
- D. Date the Certified Eligible List was created: _____
- E. JobAps Requisition Date: _____
- F. Number of phone calls made/interview letters sent: _____ Date of phone calls or letters: _____
- G. Number of candidates interviewed: _____ (if < three (3), please explain in COMMENTS section below).
- H. Date employment offer made: _____
- I. Name of person selected: _____
- J. This person is an *open* candidate This person is a *promotional* candidate
- K. This person was employed by a State Agency, but is not a promotional employee.

COMMENTS:

II. AGENCY PERFORMING TASKS

	<u>DBM</u>	<u>Other Department</u>
A. Developed test	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. Administered test	<input type="checkbox"/>	<input type="checkbox"/>
C. Established certified list or register	<input type="checkbox"/>	<input type="checkbox"/>

III. METHOD USED TO FILL THE THIS VACANCY (check one.)

- A. Hired from a certified list as a “Best Qualified” candidate.
- B. Hired from a tested category on a certified eligible list as a “Better Qualified” candidate.
- C. Hired from a tested category on a certified eligible list as a “Qualified” candidate.
- D. Layoff or separation reinstatement candidate selected.
- E. Other reinstatement candidate selected.
- F. Candidate certified by the Division of Rehabilitation Services.
- G. Transfer candidate eligible for appointment selected (Layoff or separation candidates, if any, cleared).
- H. Interview and Hire classification (Layoff or separation, if any, cleared).
- I. Appointment from a Register.
- J. Selection from an existing eligible list of a contractual employee not eligible for conversion under the Contractual Conversion Transfer Guideline.
- K. Streamlined Certification
- L. Streamlined Selection.
- M. Other (please specify) _____

IV. TYPE OF PROJECT COMPLETED (please select one).

- A. A JobAps Requisition and Planner were completed and approved by DBM RED to conduct a recruitment to establish a new list. (*complete Section V.*)
- B. A PSP Lite requisition for: filling a vacancy using an existing list; recruiting for/hiring an at-will position; hiring a transfer, reinstatement, voluntary demotion, Interview and Hire. (skip Section V.)
- C. A PSP Lite requisition was completed for a DBM approved Streamlined Selection recruitment. (complete Section VI.)

V. CHECKLIST OF AGENCY WORK PERFORMED.

- A. Requisition and Planner submitted and approved by DBM RED.
- B. Job Announcement posted for at least two (2) weeks before close date.
- C. Notice of rating results (Band Score or “Not Qualified”) sent to applicants.
- D. Notices sent to candidates at least 10 days before test administration date (when applicable).
- E. Established job relatedness, reliability, and validity of the selection test(s).
- F. Veterans', Seniority, Disability, and Residency preference points (and if applicable DPSCS or DJS) added to candidates' converted scores.
- G. Certified eligible list established with candidates in the legally required order.
- H. “Cert Action codes” entered for eligible list with appropriate Hire (H) noted, and completion of Hire Detail, including “Disposition” changed to H.

VI. STREAMLINED SELECTION

(This section must be completed if this appointment was made using STREAMLINED SELECTION.) Note that items A, B, C, D and E must have been performed.

- A. Required approval for Streamlined Selection was received from DBM or Recruitment Authority is applicable.
- B. Job Announcement, advertisement or other form of public solicitation.
- C. Retention of all the applications or resumes submitted for this recruitment, including that of the selected candidate.
- D. Evaluation of candidates in the form of interview questions with candidate responses; or a formal assessment/examination, such as a rating of training and experience; or other method of evaluation.
- E. Verification of required licensure/certification, education and experience; and checks of references and criminal background, if required.
- F. Completion of the EEO Applicant Data Form, if required.

VII. CERTIFICATION AND SIGNATURES -- *This section must be completed and include all signatures.*
Failure to do so may result in the appointment being rescinded.

We certify that this recruitment and testing project and/or appointment was made in accordance with the applicable provisions of the State Personnel and Pensions Article. All appropriate records will be maintained for audit purposes.

Appointing Authority: _____ Signature*: _____ Date: _____

EEO Officer: _____ Signature*: _____ Date: _____

Contact Person: ____ / ____ Date: ____

Telephone Number: ____ / ____ E-mail address: ____ / ____

***Signatures of Appointing Authority and EEO Officer must be original signatures. If not, please check the box below and explain.**

ACF1002.doc
Appointment Certification Form
Revised 06/2017