

## COMPETITIVE RATING REPORT

(Mandatory for all hires)

DO NOT USE THIS FORM DURING THE HIRING INTERVIEW PROCESS

**PRIOR TO CONDUCTING INTERVIEWS, REMOVE AND CONFIDENTIALLY DESTROY** Page 5 of the Standard State Application 678, Equal Employment Opportunity (EEO) (For Examination Use Only). **Someone not involved in the interview/selection process should do this.** The EEO Office **strongly recommends** there be at least **three people** on the hiring interview panel.

**1. POSITION INFORMATION:**

DIVISION/OFFICE	BRANCH/SECTION	POSITION CLASSIFICATION
POSITION NUMBER	TIME BASE <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> INTERMITTENT	APPOINTMENT DATE

**2. SELECTED CANDIDATE DATA:**

CANDIDATE'S NAME
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**3. SELECTION PACKAGE CHECKLIST:**

<input type="checkbox"/> APPLICATION SCREENING CRITERIA  <input type="checkbox"/> INTERVIEW QUESTIONS/EXPECTED RESPONSES  <input type="checkbox"/> SCORE/RANKING MATRIX THAT INCLUDES POSSIBLE POINTS FOR EACH QUESTION ALONG WITH THE FINAL POINTS GIVEN TO EACH CANDIDATE	<input type="checkbox"/> JOB ANNOUNCEMENT  <input type="checkbox"/> REFERENCE CHECK SUPPORTING DOCUMENTATION, IF APPLICABLE  <input type="checkbox"/> OTHER (ANY ELEMENTS UTILIZED IN THE SELECTION PROCESS, INCLUDING WRITTEN EXERCISES)
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**4. METHODS USED TO CREATE CANDIDATE POOL: (Check all that apply)**

<input type="checkbox"/> ADVERTISED POSITION (ARB)	<input type="checkbox"/> TRANSFER	<input type="checkbox"/> DOWNGRADE POSITION
<input type="checkbox"/> ADVERTISED POSITION (STATEWIDE)	<input type="checkbox"/> TRAINING AND DEVELOPMENT	<input type="checkbox"/> OTHER (PLEASE SPECIFY)
<input type="checkbox"/> OPEN LIST	<input type="checkbox"/> LEAP LIST	
<input type="checkbox"/> PROMOTIONAL LIST	<input type="checkbox"/> SROA LIST	

**5. PANEL MEMBERS: (If more space is needed, please attach a separate piece of paper)**

NAME	CLASSIFICATION

**6a. APPLICATION DATA:**

<b>Total Number of Applications Received:</b>	
<b>Total Number of Applicants Interviewed:</b>	

6b. If the number of applicants interviewed differs from the number of applications received in 6a, explain why (e.g., pre-selection application screening, no shows, withdrawals, or deemed non-eligible by the Personnel Office, etc.). Please describe the criteria utilized for the application screening.

7a. POST SELECTION DATA: List names, scores, and ranking of all interviewed candidates.  
 (If more candidates were interviewed than space allows, please attach a separate piece of paper)

CANDIDATE'S NAME	SCORE	RANKING	SELECTED	COMMENTS

**7b. STATEMENT OF SELECTION JUSTIFICATION:** Provide a written summary, including name of selected candidate and why candidate selected was chosen citing the candidate's qualifications and the different elements of the selection process utilized in making the decision. If references were obtained and used to make the selection decision, include supporting documentation in the packet. If more than one candidate is in a ranking, or has the same score, indicate how the decision was determined to select one candidate over the other.

**8. SIGNATURES:**

HIRING SUPERVISOR (RECOMMENDING HIRE)	DATE	BRANCH CHIEF/SECTION MANAGER (RECOMMENDING HIRE)	DATE
DIVISION CHIEF/EXECUTIVE OFFICER (APPROVING HIRE)	DATE	EQUAL EMPLOYMENT OPPORTUNITY OFFICER (REVIEWING FOR COMPLETENESS)	DATE

**INSTRUCTIONS FOR COMPLETING THE COMPETITIVE RATING REPORT FOR ALL HIRES**

Please provide information requested in all areas of the form. Forms received that are incomplete will be returned for completion. If you have any questions, please contact the Equal Employment Opportunity (EEO) Officer at (916) 323-7053. When forwarding the completed package, please send to the EEO Officer in a sealed envelope stamped "CONFIDENTIAL."

<b>Section 1</b> Position Information	Complete all data fields.
<b>Section 2</b> Selected Candidate Data	Complete data field.
<b>Section 3</b> Selection Package Checklist	All materials utilized in the selection process should be included in the Selection Package. Check those items included in your package.
<b>Section 4</b> Methods Used to Create Candidate Pool	Check all of the methods used to create the candidate pool.
<b>Section 5</b> Panel Members	Provide each panel members name and classification.
<b>Section 6 (a/b)</b> Application Data	6a. Provide the number of applications received and the number of applicants interviewed.  6b. Complete this section only if the number of applicants interviewed is different than the number of applications received as identified in the chart 6a. Explain why this difference occurred (e.g., pre-selection application screening, no shows, withdrawals, or not deemed eligible by the Personnel Office, etc.) Please describe the criteria utilized for the application screening.
<b>Section 7(a/b)</b> Post Selection Data  Statement of Selection Justification	7a. Complete the chart by providing the information as indicated by the column headings; candidate's name, score, ranking, and selection. Add additional comments as needed (e.g., declined offer, withdrew name from consideration, accepted another job, etc.)  7b. Selection justification should be specific to the candidate selected. Address why candidate was the most competitive using your objective selection criteria elements (question responses, score, ranking, references, etc.) and their qualifications to support the choice. If references were obtained and used to make the selection decision, include copy in the packet. If more than one candidate is in a ranking, or has the same score, indicate how the decision was determined to select one candidate over the other.
<b>Section 8</b> Signatures	Obtain all signatures noted in this section.