Requisition #:  PCN(s):  Class Title:

Competencies:

Job Class:

*Copy and Paste the competencies from Class Specification MQ.*

Position-Specific:

*Copy and Paste the competencies from the Job Posting.*

Candidate Assessment

In the table below, describe the possessed level of the above competencies for the selected appointee(s) and the top three (3) unselected candidates, as credibly demonstrated through their application package, interview, samples of prior work, and references. Include your assessment of the candidate’s attitude and motivation to do the job effectively and alignment of values and working styles with those of the unit if it influenced your decision between being a well-qualified candidate and the best qualified candidate.

Identify source(s) of information if other than the applicant (such as references, prior performance evaluations, and other inquiries) and describe results of any testing conducted.

* ***Do not include applicants who have withdrawn interest.***
* ***Provide enough information to communicate your distinction between Qualified candidates, Well-Qualified candidates, and the Best Qualified candidate.***
* ***If filling multiple positions insert additional lines in the ‘Selected Appointee’ section and include the PCN the appointee will fill.***

|  |  |
| --- | --- |
| **Selected Appointee(s)** | **Assessment** |
|  | **(What made this person the Best Qualified)** |
| **Top 3 Unselected Candidates** |  |
|  | **(What made this person Well-Qualified)** |
|  | **(What made this person Well-Qualified)** |
|  | **(What made this person Qualified)** |

After inserting the competencies and completing the assessment information for the selected and top three unselected candidates, check the appropriate box below to show whether or not the job offer will be conditional. If it is conditional, insert what requirement will need to be met before appointment.

This Job Offer  will be Conditional /  will not be Conditional.

(If Conditional, specify requirement:      )

When the above is complete and accurate:

1. Type your name in the certification space;
2. Save this document as a pdf;
3. Electronically sign and date the pdf document; and
4. Attach the signed pdf document, along with the other required documents, to the selected candidate in Neogov.

**Hiring Manager Certification:**

I certify this recruitment and selection is in accordance with the merit principles of employment (AS 39.25.010(b)) and the Personnel Rules on recruitment (2 AAC 07.041 through 07.113) and appointment (2 AAC 07.165 through 07.235).

Name:       Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_