

Best Practices for Eligible Lists

Non-Represented: Regular, Limited Duration and Temporary Eligible lists

- Single use only
- May be resurrected to fill same position or comparable
- Must use most recent recruitment your bureau ran OR most recent list that exists

Represented: Regular, Limited Duration, and Temporary Eligible lists

- Existing list requests (Bureau can request an active eligible list for a represented classification)
- Bureaus can request an existing list to be expired/killed. All bureaus that have this classification need to approve expiring/killing of the list
- A temporary list can be requested to only fill temporary vacancies. For example, a bureau wants to fill a temporary OSS II vacancy, they would request the most recent OSS II temporary list available and not the represented list for that classification.
- If a new recruitment is request, the recruitment must be external and not an internal recruitment with an exception- temporary recruitment
- Survey current eligible list for interest in a temporary appointment before opening a temporary recruitment for a temporary eligible list
- Bureaus may request for a selective referral. (For example, bureaus can request for candidates who select PBOT Only)

Open-Continuous Eligible lists

- If your bureau only wants to initiate a recruitment but not ready to start selection process, you may submit a requisition that initiates the recruitment.
- Multiple bureaus can participate, bureaus who participate in the recruitment receive an email each time the list gets updated with new names. If the bureau is ready to receive a referral from the eligible list update, they will need to submit a requisition.
- Once a bureau receives the referral, hiring manager must do their due diligence and consider applicants by completing the selection process (review, interviews). If the bureau cannot find a viable candidate to fill the vacancy and would like to



consider new candidates that were added to the eligible list, the bureau must submit a new requisition for the new candidates.

Casual Eligible lists

- Single use only
- May be resurrected to fill same position or comparable
- Must use the most recent recruitment your bureau ran OR most recent list that exists

Resurrected List

- Single Use only
- Can only resurrect the most current non-represented eligible list **or** most recent non-represented list the bureau ran

Comparable List

- Single Use Only
- The most recent recruitment or most recent recruitment ran by the bureau requesting the comparable list. To request, include the exam number if known, and where they believe applicants tested for substantially similar skills
- Refer to "Use of a Comparable List" on how to request for this list