



## Use of a Comparable List

### **Purpose**

To fill a vacant position when no active eligible list exists for that position's classification but another eligible list exists where applicants tested for substantially similar skills.

### **Process**

The Hiring Manager or Human Resources Business Partner submits a written request to Recruiter to use a comparable eligible list, identifying:

- The most recent recruitment or most recent recruitment run by the bureau requesting the comparable list, including the exam number if known, and where they believe applicants tested for substantially similar skills.
- A list of job duties and job description of the position they are filling.

The assigned Recruiter will compare the job description/list of duties for the vacant position against the minimum qualifications of the eligible list that is being requested

- If the critical job duties of the vacant position are substantially similar to those tested for in the recruitment being reviewed, the Recruiter will prepare a memo authorizing use of the comparable eligible list.
- If the job duties are not substantially similar, the Recruiter will prepare a memo detailing the reasons the requested eligible list cannot be used.

### **Considerations**

- When an employee is hired from a Comparable Eligible List, the employee's name shall remain on the eligible list until hired into that classification or until that list has been inactivated.
  - For example, if you are filling a Analyst I and the comparable list you are requesting for is from a Coordinator I eligible list, the candidate that got selected to fill your Analyst I vacancy, remains on the eligible list for Coordinator I vacancy.
- Comparable lists can be utilized for both represented and non-represented classifications if there is not an active list.
- Reference Human Resources Administrative Rule 3.02, Eligible Lists. Note that comparable lists are referred to as alternate eligible lists in the HRAR.