**BHR** BUREAU OF HUMAN RESOURCES

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# Recruitment Terminology Glossary

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| **Eligible List** | A record of the names of those candidates who have successfully passed the recruitment and examination process. Eligible Lists are developed from recruitment processes (see the HR Administrative Rule on Recruitment) that are based on the assessment of specific knowledge, skills, abilities, licenses and other job-related qualifications for a position or a group of positions in the same specialty or classification. Names of candidates are placed on an Eligible List after successful participation in the process designed for a specific recruitment. |
| **Surveying the Eligible List** | A process to determine if members of the applicant pool are still available for hire, or to determine if they have a skill set required for a vacancy that was not addressed during the recruitment. |
| **Existing List** | A record of names of those candidates who have already successfully passed the recruitment and examination process for a previous recruitment for a represented classification. An Existing List can be used to make multiple hires until it expires or bureaus determine that the list has been exhausted. |
| **Resurrected List** | A resurrected list is requested when it is desirable to use an Eligible List generated from a previous recruitment for a non-represented classification. |
| **Comparable List** | A comparable list is requested when no active eligible list exists for the targeted classification/position, but another eligible list exists where applicants tested for substantially similar skills. Also see Appendix J. |
| **Referral** | A referral is generated when candidates on an Eligible List are referred to the Hiring Manager for consideration. Once the referred list is created within NEOGOV's Online Hiring Center, the Hiring Manager can review applications, schedule candidates for interviews, and eventually hire the ideal candidate. |
| **SME Review** | An evaluation of candidate applications conducted by bureau subject matter experts (SME). This evaluation is used to identify candidates who meet the minimum qualifications of the position. |
| **BHR Review** | An evaluation of candidate applications conducted by a member of the Workforce Recruitment & Training Team in BHR. This evaluation is used to identify candidates who meet the minimum qualifications of the position. Prior to establishing an Eligible List, the Hiring Manager has |

| | the option to review all applications that did not pass the BHR review. |
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