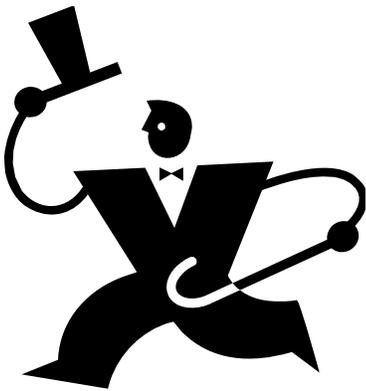


# Fort Knox CPAC...



## HR Tip of the Week

Internal Referral Procedures: The Internal Rating and Ranking process is a two part process.

First, the Selecting Official provides the HR Specialist with the skills he/she feels will differentiate among the levels of expertise of applicants who have applied for a particular job. The HR Specialist will work in conjunction with the Selecting Official to use job analysis techniques to identify the specialized experience required for the job.

In the second part, skills that were established in part one are applied to the list of applicants. Applicants are rated and ranked against the same list of required and/or desired skills. The Specialist ranks all applicants to find what is called a natural break in the scores. Those resumes falling above the natural break (the highest scoring applicants) are considered the Well Qualified Candidates. Resumes of those above the natural break are then reviewed to ensure that applicants meet the requirements of the position such as specialized experience, time-in-grade (if applicable), education (if applicable), licensure (if applicable), etc. Those applicants that meet all of the requirements of the position are considered to be the Best Qualified applicants and are referred to the selecting official.

A determination of the best qualified candidates must always be done when there are two or more qualified candidates.

Quick Look Definitions:

Minimally qualified – Meets Office of Personnel Management (OPM) Basic Qualification requirements.

Well qualified – Falls above the natural break, however does not meet specialized experience requirement.

Best qualified – Falls above the natural break as well as meets specialized experience as identified in the Vacancy Announcement. Best qualified candidates must also meet all eligibility requirements of the position, i.e. that they are in the area of consideration, that time-in-grade requirements are met, and education and licensing.

**Look for our next HR Tip regarding Accretion of Duties**