

RECRUITMENT DEFINITIONS

Certification	Employees who are on the eligible list and have a high enough rank to be referred to the hiring department for consideration for hiring. For more on certification, see PMR 32 .
Eligible List	A ranked list of eligible candidates who have successfully passed all examination and screening steps for a specific classification for which they applied.
Exam Plan	A summary of the recruitment planning process that outlines how the recruitment will be conducted.
Examination (or Test)	Any method used to review, score, screen, interview, or test candidates for a position to determine if they make the eligible list. Examples include a Highly Qualified Review, written test, oral board interview, practical exam, etc.
Job Analysis	A document used to describe the main duties, required knowledge/skills/abilities, and competencies of a position within a classification.
Merit System	The system of personnel administration governing all positions and/or classifications and the employees occupying such positions, except those specifically exempted PMR 1.2 and at-will, temporary, emergency, or provisional appointment positions as described in PMR 34 .
Probationary Period	A trial period where an employee is required to demonstrate that they are successfully able to perform the job. This is the final step in the recruitment and examination process.
Reassignment	A move of an employee within the same department in the same classification or a classification at the same salary level.
Recruitment Planning	The process of determining how a vacancy will be filled including (but not limited to) position and ideal candidate information, timeline, outreach, examination steps, and selection process.
Transfer	A move of an employee from one department to another in the same classification or a classification at the same salary level.
Voluntary Demotion	A voluntary move of an employee from one classification to another with lower maximum salary, responsibilities and qualifications.

