

Fort Knox CPAC...



HR Tip of the Week

On 1 November 2010, as part of Presidential Memorandum on improving the Federal Recruitment and Hiring Process, Category Rating was implemented.

What is Category Rating? Provides an Alternative to the Rule of Three: Category Rating is an alternative to the traditional numerical rating, ranking, and selection procedures used in Delegated Examining. HR specialists must follow OPM rules in utilizing category rating; however, under category rating applicants are placed in categories based on their qualifications and veterans' preference and not given a numerical score. Managers may select any candidate from among the top category designation. The "Rule of Three" does not apply. In other words, managers are not limited to choosing from among the top three ranked candidates as they are under the traditional process.

Category Rating is used to appoint non status applicants under Delegated Examining Unit (DEU).

The purpose of category rating is to increase the number of qualified applicants an agency has to choose from for selection while preserving veterans' preference rights. The category rating approach gives agencies the flexibility to assess and select from among applicants in the highest quality category without regard to the "rule of three."

The three categories of qualified candidates in Category Rating are Best qualified, Highly qualified, Qualified. Actual scores for the categories may differ based on the specific job requirements and available applicant pool. Each category is broadly defined as:

- **Best Qualified:** highly proficient with an overall comprehensive level of knowledge; skills, and abilities of the job based on a complete review of experience, education, and training, as described in an applicant's responses to vacancy announcement questions, narrative essays, and resume.
- **Highly Qualified:** competent in the position with an overall accomplished level of knowledge, skills and abilities of the job based on a complete review of experience, education, and training, as describe in an applicant's responses to vacancy announcement questions, narrative essay's and resume.
- **Qualified:** an overall basic level of knowledge, skills, and abilities of the job based on a completed review of experience, education, and training, as described in an applicant's responses to vacancy announcement questions, narrative essays, and resume

Look for our next HR Tip regarding Internal Referral Procedures