CERTIFICATION ELIGIBILITY FORM

	Class Title/ Position No.:	
PR	Department:	
or Human	Interviewer:	Phone No.:
	Certified by:	Date:

Names are certified in alphabetical order.

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All candidates must be interviewed. If a candidate cannot be contacted, the appointing authority is required to document in the *remarks section* why the candidate could not be reached.

Detailed reasons for non-selection of a candidate for the above referenced position must be placed in the *remarks section*. Additional comments may be added on a blank sheet and attached.

After interviewing, fill in the name of the selected candidate (at the bottom of form), the expected date of hire/appointment, and date the form. If no selection is made, please write "return for additional names" in the *selected candidate* field. The *certification eligibility form* must be returned to Human Resources before the selected candidate is placed on payroll.

Remarks

Selected Candidate	Expected Date of Hire

Date

Appointing Authority

Date

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SUPPLEMENT

Use for additional names