

The below list of names are candidates selected by the Hiring Manager for review by the Office of Human Resources (OHR) for final hiring eligibility. These top-scoring candidates have been assessed using job-related screening criteria and have been interviewed and evaluated according to job-related and merit-based measures by the Hiring Manager. The Employee Resource Liaison (ERL) or designated staff member operating as the Human Resources (HR) liaison for the program/agency will complete the form, except for the third and fourth columns identified below on the list and the bottom section, which are to be completed by the OHR staff members.

To be completed by the ERL/HR liaison:

Program	ERL/HR liaison Name	Date Submitted
RPA Number	Job Control Number	Position Number(s)
Classification(s)	Tenure/Timebase	Location

#	Candidate's Full Name (Completed by ERL/HR liaison)	CalCareer ID (Completed by ERL/HR liaison)	Meets MQs? Yes/No (Completed by OHR staff)	Type of Eligibility (Completed by OHR staff)	Comments (If needed, to be completed by OHR staff)
1.					
2.					

To be completed by OHR staff:

OHR Classification and Pay Analyst Name	OHR Classification and Pay Manager Name	Date Completed
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