

eRPA Cover Sheet - Client Agencies

Use of the eRPA Cover Sheet is required for all recruitment RPAs

When to use this form: Use the eRPA Cover Sheet when you are submitting final hiring documents to your Classification & Pay (C&P) Analyst. The purpose of the eRPA Cover Sheet is to identify what documents are in the attached file. The documents will be scanned into one PDF, with this sheet on top, with all Personally Identifiable Information redacted (as necessary).

RPA Number(s):

Classification(s):

Date Submitted:

eRPA DOCUMENTS (C&P Review):

When sending your final hiring documents to your C&P Analyst, attach the following documents:

eRPA Cover Sheet

Application Review Spreadsheet indicating how applications were ranked and chosen to interview

Interview Schedule with names of all applicants interviewed & panel members

Interview Questions (blank)*

Interview Rating Criteria – defines your rating scale, i.e. what a 1 means compared to a 5*

Interview Notes/Candidate Responses for each interviewee and their respective score*

Additional documentation and/or correspondence pertaining to the appointment (e.g. hardcopies of any emails, reference checks, or other records of communication)

** Documents may be combined and in any layout, as long as all components are present. Please ensure all panel members' packets are completed for each interviewee. I.e. if there were 3 interviewees, and 3 panel members, there should be 9 interview packets.*

FINAL CANDIDATE SELECTED (C&P Review):

Candidate's Name:

Effective Date:

Was the selected candidate the highest scoring?

Yes

No, selection based on other criteria. Explanation below:

For additional information and guidance on the hiring process, please reference the [Hiring Toolkit](#).