

# eRPA Cover Sheet

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 eRPA documents to the DGS Office of Human Resources. The purpose of the eRPA Cover Sheet is to identify the documents required to be retained pursuant to [California Code of Regulations 26 – Record Retention Requirements](#) and submitted for each RPA. Each section (1a, 1b, 2) shall have the eRPA Cover Sheet as the first page.

**RPA(s) Number:** \_\_\_\_\_ **Classification(s):** \_\_\_\_\_

**SECTION 1A: APPLICATION SCREENING AND INTERVIEW DOCS (Exams Review)** Submitted: \_\_\_\_\_

When submitting your top candidate(s) for final eligibility review to OHR, password protect and submit the following documents\*:

- eSheet(s) (uploaded separately)
- eRPA Cover Sheet
- Application Screening Criteria – defines rating scale (i.e., 3 points for a complete SOQ)
- Application Screening Spreadsheet – includes **ALL** reviewed, scored and ranked applications received for the recruitment
- Interview Schedule (with date and time) - include names of all applicants interviewed & panel members
- Interview Questions (blank)
- Interview Rating Criteria - defines rating scale (i.e., what a 1 means compared to a 5)
- Interview Notes & Scores - includes Interview Notes/Candidate Responses for each interviewee and their respective score
- Authorization to Release Information (OHR 18) for each interviewed candidate

*\* Documents may be combined into one document or uploaded separately if all items are present. Please follow the [Document Naming Conventions](#) list available on the Hiring Toolkit for details. 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).*

**SECTION 1B: RE-ADVERTISEMENTS (IF APPLICABLE) (C&P Review)** Submitted: \_\_\_\_\_

When submitting a request to readvertise an RPA, password protect and submit the following documents in one file:

- eRPA 1B Cover Sheet
- Application Review Spreadsheet demonstrating how the candidate pool did not meet recruitment needs

**SECTION 2: FINAL CANDIDATE SELECTED (C&P Review)** Submitted: \_\_\_\_\_

**Candidate's Name:** \_\_\_\_\_ **Effective Date:** \_\_\_\_\_

After a candidate has been selected, and an effective date established, password protect and submit the following documents in one file:

- eRPA Cover Sheet
- Offer Letter
- Reference check documentation (required) and Official Personnel File Review Sheet (OHR 755) (if applicable)
- Additional documentation and/or correspondence pertaining to the appointment with DGS OHR and Program HR Liaisons (e.g., hardcopies of any emails, or other records of communication)

Was the selected candidate the highest scoring?

Yes, selection was based on the candidate scoring the highest overall (application screening, interviews, etc.)

No, selection based on other criteria. Explain the rationale for the hiring decision below:

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