

# eRPA Cover Sheet

Use of the eRPA Cover Sheet is required for all RPAs

**When to use this form:** Use the eRPA Cover Sheet when you are submitting eRPA documents to Tracker. The purpose of the eRPA Cover Sheet is to identify what documents are in the attached file. Each section (1a, 1b, 2) will 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 routing RPA in Tracker to “Submit Candidates for Final Eligibility Review (OHR)”, password protect and attach the following documents:

eSheet(s) (uploaded separately)

eRPA Cover Sheet

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

Interview Schedule (date and time) with names of all applicants interviewed & panel members

Interview Questions\*

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\*

Authorization to Release Information (OHR 18) for each interviewed candidate

*\* Documents may be combined and, in any layout, if 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*

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

When routing RPA in Tracker to “Readvertise C&P (OHR)”, password protect and attach the following documents:

eRPA Cover Sheet

Application Review Spreadsheet demonstrating the candidate pool did not meet your needs

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

**Candidate’s Name:**

**Effective Date:**

After RPA has been routed in Tracker to “RPA Finalization” (candidate has been selected, and an effective date established), password protect and attach the following documents:

eRPA Cover Sheet

Offer Letter

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

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](#).

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