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|  | **APPLICANT SELECTION LOG**  |
| **A** | **Recruitment Stage:** **[ ]  Pre-interview screen** **[ ]  1st Interview** **[ ]  2nd Interview** **[ ]  3rd Interview** **[ ]  Reference Check** **[ ]  Final Selection** |
| **Class Number:** | **Class Title:** | **Working Title:** |
| **Division:** | **Hiring Mgr:** | **Ann. No.:** | **Open:**  | **Close:** |
| **Screening and Selection of Candidates for Interview by:**  |
| **Criteria:** Consistent with PD and announcement, the following skills have been identified by the hiring manager to be highly desirable:      |

**7**

**6**

**5**

**4**

**1**

**2**

**3**

| **B** | **Name of Candidate** | **Current Employee Yes/No** | **Desirability Sorting** | **Justification of Desirability** | **Veterans’ Preference** | **Malheur County Preference\*** | **Move to Next Stage ✓** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Last Name** | **First Name** | **Highly** | **Substantially** | **Moderately** | **Possibly** | **Not** | **Vet****+5** | **Disabled Vet****+10** |  |
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Applicant Sorting and Percentage Preference Process

**Sort applicants by desirability in section “B”, #1-4 of the Applicant Selection Log**

1. Candidates: Fill in candidate names
2. Employee Status: Determine if current employee (enter YES or NO). **(Refer to collect bargaining contract if this is necessary.)**
3. Desirability Sorting: Sort Applicants based on Desirability (five levels).
	1. Veterans who meet all the required (MQs and special qualifications) and requested skills (desired attributes) listed in the job posting must be offered a first-round interview regardless of their level.
4. Justification: Articulate the reason you ranked the person at this level of desirability.

**Apply Veterans’ Preference and determine who will move to the next step**

Mark Box #5 based on veterans’ status and then apply preference. Veterans with 5 percentage points advance one level. Disabled veterans with 10 percentage points advance two levels. After veteran preference are identified, revise the “Desirability Sorting” category to show that the preference have been administered.

You must apply the points in a manner that ensures that a veteran moves up one level and a disabled veteran moves up two levels.

Hiring manager selects the level(s) of candidates to be interviewed (e.g., Highly and Substantially Desirable) and must interview all candidates in those levels. Veterans who meet all the required and requested skills must be offered a first-round interview regardless of the level.

**\*If applicable apply Malheur County Preference and determine who will move to the next step**

Mark Box #6 based on applicability of Malheur County preference. Candidates advance one level. If the candidate is also a Veteran, the preferences stack. After preference percentage points are identified, revise the “Desirability Sorting” category to show the preference has been administered.

You must apply the preference in a manner that ensures that a candidate moves up one level.

**Identify next step and repeat steps 2-4 until a candidate is selected**

Preference for qualifying candidates must be applied during each evaluation step of the selection process including reference checks if reference checks are conducted on two or more candidates as a tie-breaker or to distinguish between candidates.

The candidate with the greatest preference will be appointed if, with preference, they become equal to or higher than a candidate without preference. The hiring manager must be prepared to articulate the reasons for making the determination.