HRDG 4030 - Category Rating - Section E

Last Modified:

Subchapter 4030
Category Rating
Section E - Reporting and Record Keeping Requirements

- Reporting Requirements
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Reporting Requirements	**What are the reporting requirements for category rating?** MRP will collect and submit the following information to the Office of Human Resources Management (OHRM), USDA when requested. • The number of employees hired under category rating, • The impact that category rating has had on the hiring of veterans and minorities, including those who are American Indian or Alaskan Natives, Asian, Black or African American, and native Hawaiian or other Pacific Islanders, and • The way in which managers were trained in the administration of category rating. The SPO will prepare this report and send it to the Human Resources Policy Branch for submission to OHRM, USDA.
Record Keeping Requirements	**Where can I find the recordkeeping requirements for category rating?** The recordkeeping requirements for category rating are contained in Appendix C of the **Delegating Examining Operations Handbook**.

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