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# HRDG 4030 - Category Rating - Section B

Last Modified:

**Subchapter 4030**

**Category Rating**

**Section B - Category Rating Methods/Options**

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**What**

**Category**

**Rating**

**Methods are**

**Available**

**for Use?**

The following category methods are authorized for use within MRP:

- **Score-Based Method**
- **Manual Method**

These methods are described below. Either of these methods may be used to evaluate candidates under the MRP category rating procedures.

Under this method, the hiring manager and/or Subject Matter Expert (SME) identify applicant assessment questions that are directly related to the competencies/KSAs. Applicants are placed into quality categories based on their scores obtained through the automated applicant assessment system (e.g., Hiring Management). Quality categories are defined by the following score ranges:

- **Best Qualified\*** - Applicants who have a score between 95 and 100.
- **Well Qualified\*\*** - Applicants who have a score between 85 and 94.99.
- **Qualified** - Applicants who have a score between 70 and 84.99.

#### **Score-Based Method**

*\* The cut-off score for the Best Qualified category may be raised or lowered, as appropriate. The decision to raise or lower this cut-off score must be based on the considerations outlined under Section A of this Subchapter. All cut-off scores must be identified prior to issuing the job announcement.*

*\*\* The cut-off score for the Well Qualified category (85 points) is consistent with MRP's Well Qualified cut-off score under the **Career Transition Assistance Plan (CTAP)** .*

When defining quality categories using numerical scores you must:

- Ensure that the applicant assessment procedures are consistent with the technical standards in the *Uniform Guidelines on Employee Selection Procedures* (see 29 CFR part 1607, Section 14, <http://www.uniformguidelines.com/>), and
- Comply with the laws, regulations, and policies of merit selection (see 5 U.S.C. 2301 and 5 U.S.C. 2302).

Under this method, the HR practitioner will work with the Hiring Manager and/or SME to:

- Create and distinguish three quality categories: *Best Qualified*, *Well Qualified*, and *Qualified*, and
- Define each quality category, prior to the job being advertised, through a job analysis that uses level of job competencies/KSAs required for the job as a basis for each definition.

**Quality category definitions should be written to:**

- Reflect requirements to perform the job successfully, and
- Distinguish differences in the quality of candidates' job-related competencies/KSAs.

Each quality category will have eligible candidates who have demonstrated similar levels of proficiency on the critical job-related competencies/KSAs.

Some factors to consider when developing quality categories may include:

- Breadth and scope of competencies/KSAs,
- Increased levels of difficulty or complexity of competencies/KSAs,
- Successful performance on the job, and/or
- Level of the job.

The knowledge, skills, and abilities described in the official position description will provide the primary basis for candidate evaluation. Chapter 5 of [OPM's Delegated Examining Operations Handbook](#) .provides additional information on the evaluation criteria, the basic principles of the examining process, the methods and techniques used for rating and ranking applicants, and the documentation required.

**What are the steps for developing the evaluation criteria?**

**Evaluation Criteria Development Process**

Step	Action
1	Use the job analysis process to identify competencies/KSAs

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