HRDG 4030 - Category Rating - Section B

Last Modified:

Subchapter 4030
Category Rating
Section B - Category Rating Methods/Options

- What Category Rating Methods Are Available for Use?
- Score-Based Method
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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.

Score-Based Method

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.

* *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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