HRDG 4030 - Category Rating - Section C

Last Modified:

Subchapter 4030
Category Rating
Section C - Job Announcement Requirements

- General Requirements
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General Requirements

MRP must include the following information in all job announcements for positions filled under category rating procedures:

- A statement describing that category rating procedures will be used to rank and select eligible candidates. MRP will continue to use the "How You Will Be Evaluated" section as a means of communicating rating procedures to applicants. The job announcement can simply state that category rating procedures will be used and explain how veterans' preference will be applied.
- A statement describing the quality categories. This statement may be as simple as identifying the categories, such as " *Best Qualified*, *Well Qualified*, and *Qualified*."
- A description of how veterans' preference is applied under category rating procedures.

Sample Language for Job Announcement

The following is sample language for job announcements advertised under Category Rating and Selection Procedures:

How You Will Be Evaluated:

Your application will be evaluated using category rating and selection procedures. We will review your application to determine if you meet the job requirements for this position. If you meet the basic qualification requirements, your application will be placed in one of three categories: *Best Qualified*; *Well Qualified*; *Qualified*. Within these categories, applicants eligible for veteran's preference will receive selection priority over non-preference eligibles.

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