



## NEVADA STATE PERSONNEL APPOINTMENT GUIDELINES

The appointing authority or designated representative must sign and date the list. Appointments must be made within 30 days from the certification date.

### CODING A CERTIFICATION LIST

It is very important that you code not only the person appointed, but also others that were contacted. By coding these lists accurately, we can update the status of candidates and thereby provide agencies with current eligible lists. **All contact must be with the person on the list by one of the methods listed below.**

Reemployments are on this eligible list and must be hired in the order listed. If none are available, request the next appropriate list.

Contact Code		Written Offer of Reemployment Deadlines	Results Code for Reemployment Lists	
L	Letter Sent	6 days after postmark if mailed	*A	Appointed
P	In Person	24 hours after a written inquiry is hand-delivered	N	Declined job offer/No response to written inquiry/No response to written job offer ( <b>Document on list.</b> )
T	Telephone	24 hours after a direct oral inquiry to the candidate has been made	NC	Nepotism Conflict - Not Considered
E	Electronic	3 days after e-mail date; 3 days after voice mail or similar electronic message left		

Appointment of a 700-hour or transfer is optional.

Attached is a **Ranked** list. Appointments **must** be made from ranks of persons who received the five highest scores and are available for appointment (NAC 284.361,4). If there is no one available in a particular rank, the hiring authority may include the next lower rank.

**XXX** Attached is an **Unranked** list. The appointing authority must attempt to communicate with five or more eligible persons deemed most qualified by the agency or with all the eligible persons if there are five or fewer (NAC 284.361,5).

Contact Code		Inquiry of Interest Deadlines (NAC 284.373)	Interview Code		Results Code	
L	Letter sent	6 days after postmark if mailed	Y	Yes	*A	Appointed - Enter Start Date
P	In Person	24 hours after a written inquiry is hand-delivered	N	No	C	Considered (Interviewed)
T	Telephone	24 hours after a direct oral inquiry to the candidate has been made	T	Telephone	N	Declined interview but wishes to remain on list.
E	Electronic	3 days after e-mail date; 3 days after voice mail or similar electronic message left			*D	No longer interested, remove from list.
					*F	Failed to show for scheduled interview.
					*R	Failed to reply to inquiry of availability.
					X	Considered 3 previous times from this list.
					DA	Disciplinary Action – Not considered
					NC	Nepotism Conflict - Not considered.
					*	These codes will remove names from the list.

**Before an offer of employment is made, check with State Personnel for any new layoffs added since you received this list.**

**Appointments must be made in accordance with Chapter 284 of NRS and NAC. Hiring agency must verify any registration/license required.**

**PLEASE RETURN THE CODED LIST TO THE DEPARTMENT OF PERSONNEL PROMPTLY AND RETAIN A COPY FOR YOUR RECORDS.**





NAME ADDRESS	RANK	CONTACT CODE/DATE	INTERVIEW CODE/DATE	COMMENTS	RESULT CODE
<u>WEAVE, BOB N. W ( )</u> <u>250 WASHOE H (775) 555-0025</u> <u>GLENBROOK, NV 89006 000-00-0006</u>	3				
<u>VESSEL, SOMMER</u> W (775) 555-0754 <u>457 BOATWRIGHT LN</u> H (775) 555-4570 <u>MOGUL, NV 89005</u> 000-00-0005	4				
<u>HUNTER, IMA</u> W (702) 555-0432 <u>#5 BUCKSHOT PL</u> H (702) 555-8636 <u>BUNKERVILLE, NV 89002</u> 000-00-0002	5				
<u>JAY WALKER</u> W (775) 555-0917 <u>719 CASINO ROW</u> H (775) 555-2333 <u>SEARCHLIGHT, NV 89003</u> 000-00-0003	6				
<u>BADD, BEA N.</u> W (775) 555-1281 <u>1821 ELKO RD</u> H ( ) <u>AMARGOSA VALLEY, NV 89008</u> 000-00-0008	6				

List Code: Class Code/Alpha/Position Title Specialty: Comments: Human Resources 775 688.1522 Area: A Really Nice Place Dept/Div: Dept of Wildlife	Request Date: 2 MonthS Ago Certification Date: Today Certified by: R. E. Kreuter
---	--

This is a **O/C Only-Unranked** List

PLEASE READ THE APPOINTMENT GUIDELINES PAGE BEFORE PROCEEDING (See previous page)

AGENCY CERTIFICATION:

The rating of APPLICANTS and SERVICE received from the Field Services Division of the Department of Personnel was:

(1) APPLICANTS:    () Excellent – 3      () Average – 2    () Fair – 1  
 (2) SERVICE:        () Excellent – 3      () Average – 2    () Fair – 1

Please use the reverse side for comments (required for a Fair (1) rating).

\_\_\_\_\_  
 Person making appointment      Title                      Date

This appointment was made in accordance with the Chapters of 284 of NAC and NRS.

\_\_\_\_\_  
 Appointing Authority              Title                      Date

Name Address	RANK	CONTACT CODE/DATE	INTERVIEW CODE/DATE	COMMENTS	RESULT CODE
<u>TRANSFERS (OPTIONAL)</u>					
ELZWAER, WANDA B                      W (775) 555-4000 1000 ORMSBY BLVD                    H (775) 555-0004 ADAVEN, NV 89004                    000-00-0004					
<u>OPEN COMPETITIVE</u>					
VESSEL, SOMMER                      W (775) 555-0754 457 BOATWRIGHT LN                    H (775) 555-4570 MOGUL, NV 89005                      000-00-0005					
AWAIR, BEA R.                          W (775) 555-4831 13848 DEN ST                            H (775) 555-4890 JUST SLEEPING, NV 89009              000-00-0009					

