

CATEGORY RATING Manager Information

Category Rating is an option! You may now announce your non status positions using category rating or using the traditional numerical rating and ranking.

What is Category Rating?

Provides an Alternative to the Rule of Three: Category Rating is an alternative to the traditional numerical rating, ranking, and selection procedures used in Delegated Examining. HR specialists must follow OPM rules in utilizing category rating, however, under category rating applicants are placed in categories based on their qualifications and veterans' preference and not given a numerical score. Managers may select any candidate from among the top category designation. The "Rule of Three" does not apply. In other words, managers are not limited to choosing from among the top three ranked candidates as they are under the traditional process.

Allows You To Draw From a Wide Pool of Candidates: When you want the flexibility to select from a wider pool of candidates, category rating is the best method.

Excerpt from OPM, Federal Hiring Flexibilities Resource Center

http://www.opm.gov/Strategic_Management_of_Human_Capital/fhfrc/FLX06010.asp

Features of Category Rating

- Categories are "Gold" (best qualified), "Silver" (highly qualified) and "Bronze (qualified)
- Applicants who meet or exceed minimum qualifications will be assigned to categories
- All eligibles in the highest quality category will be referred to you for selection
- Within each category, preference eligibles will be listed at the top of the category
- For some positions compensable service-connected preference eligibles will be placed in the highest quality category, usually gold
- You may select from among any of the applicants in the highest category without regard to the rule of three
- When there are fewer than three applicants in the highest category (i.e., gold), candidates will be merged with the next category (silver) and certified for selection
- You may not select a non-preference eligible as long as there is a preference eligible in the category
- Procedures to pass over a preference eligible under category rating are the same as in the traditional "rule of three" process