While reviewing applications:

< Please remember your EEO responsibilities.

< Discussions and ratings regarding applicants should be confined to information in the application versus what you may know personally about the individual.

< Any information discussed during the panel remains confidential.

Panel procedures:

< Applications will be reviewed in alphabetical order and the qualifications determinations will be reviewed element by element (ECQs/PTQs and any desirables); ascertain where consensus is found between panel members; and, discuss those applications requiring further deliberation.

< After the rating and discussion portion is complete, each individual rating sheet will be checked/reviewed prior to adjournment to ensure:

1. Each rating sheet is filled out completely in pencil or pen.

2. Justification for all ratings on each element or overall is provided.

3. The appropriate overall ratings have been assigned.

4. Each rating sheet has been signed/dated in ink.

NOTE: The recruitment process cannot move forward until all of the panel documents are signed. It is imperative that all documents are signed the day the panel convenes.