

**ELIGIBILITY LISTS**

After examination (written, performance, oral) candidates shall be placed on eligibility lists in the ranking order of their qualifications rating scores. Candidates who receive a rating score below the minimum qualifying score shall not be placed on an eligibility list.

**Report of Appointment from Certification**

Selection shall be made from applicants in the first three ranks from an eligibility list compiled by the Director of Personnel/Internal Relations or designee to the selecting supervisor unless a reemployment list takes precedence or a transfer or demotion candidate is selected. Only applicants in the first three ranks on the eligibility list who are ready and willing to serve shall be identified to the selecting supervisor.

**Termination of Eligibility Lists**

Unless authorized as open and continuous lists, eligibility lists shall be in effect for one year from the date of certification by the Director of Personnel/Internal Relations, or until fewer than three eligible candidates who are available, willing and able to serve remain on the list. Exception: during the certification period of one year, and a vacancy occurs in the class during that period, the selecting supervisor may select from the remaining candidate(s) on the list, if so desired.

Eligibility lists may be extended for a period not to exceed an additional six months provided that the Director of Personnel/Internal Relations or designee certifies that at least three eligible candidates who are available, willing and able to serve remain on the list.