

Taken from the Georgia HRO, Human Resources Regulation (HRR) 335

CHAPTER 5 - REFERRAL AND EVALUATION OF CANDIDATES

5.1 - General.

- a. a. After basic eligibility and qualifications have been determined, and all necessary materials gathered, the HRO Staffing Representative will provide a selection and referral certificate to the Selecting Official. When there are five (5) or less qualified candidates, the Selecting Official is not required to use the Qualifications Review Board (QRB) to rank candidates, as outlined below. The Selecting Official, however, may elect to do so if he/she deems it desirable. When six (6) or more eligible and basically qualified candidates are referred to the selecting official a QRB will be used. In summary, the Selecting Official or designated representative may select from qualified candidates by using one of the following methods:
- (1) (1) Appoint a Qualifications Review Board (QRB) for the purpose of rating and ranking candidates to determine the best qualified or,
 - (2) (2) Interview **ALL** qualified candidates using the Knowledge, Skills, and Abilities (KSA's) method when there are five (5) or fewer qualified candidates or,
 - (3) (3) Elect to use both the QRB and interview process to make a selection. After the QRB certificate is provided to the selecting official, he, she, or a designated representative will interview **ALL** referred candidates.

5.2 - Qualifications Review Board.

- a. a. The Selecting Official or designated representative shall appoint a QRB consisting of three members and up to two observers in accordance with the following criteria:
- (1) (1) QRB Members:
 - (a) (a) Every effort must be made to ensure that at least two out of three members are subject matter experts selected from the technical area of the vacancy concerned. Exceptions to this criterion must be approved by the Human Resources Officer (HRO) in advance.
 - (b) (b) One (or more) board members may be a supervisor from outside of the vacancy announcements work center.

(c) (c) All QRB members must be of equal or higher grade than the grade of the position announced.

(d) (d) Selecting Officials **WILL NOT** serve as QRB members.

(e) (e) Supervisors of the vacancy announcement concerned **WILL NOT** serve as QRB members

(2) (2) QRB Observers:

(a) (a) For bargaining unit positions – One observer, chosen by officials of the exclusively recognized bargaining unit, will be allowed to observe the QRB process. If one of the three QRB members is an elected or duly appointed official of the exclusively recognized bargaining unit, his or her designation as a QRB member will satisfy this criterion.

(b) (b) One observer from outside of the vacancy announcement area, if deemed necessary and at the option of The Human Resources Officer, will be allowed to provide additional support to ensure equal employment opportunity sufficiency and process integrity.

(c) (c) Selecting Officials **WILL NOT** serve as QRB observers.

(d) (d) Supervisors of the vacancy announcement concerned **WILL NOT** serve as QRB observers

(3) (3) *Persons, appointed as a member, observer or participant in a QRB will be informed that the **QRB processes and results are strictly confidential and that any substantiated breach of this confidence will subject those QRB participants found guilty to disciplinary action in accordance with NGB TPR 752.***

b. b. The Qualifications Review Board will use the materials submitted to evaluate the extent to which each candidate's experience meets each of the position's KSA requirements. Experience will be rated in categories as shown below for each KSA indicated on the vacancy announcement.

(1) (1) "A" level experience. Candidate possesses type and quality of experience that substantially exceeds the basic requirements of the position, including selective placement factors, and that would allow the candidate to perform effectively in the position almost immediately or with a minimum of training and/or orientation.

(2) (2) "B" level experience. Candidate possesses type and quality of experience that exceed the basic requirements of the position, including selective placement factors, and that would allow the candidate to perform

effectively in the position within a reasonable period of time (e.g., 3 to 6 months).

(3) (3) “C” level experience. Candidate possesses type and quality of experience that fully meets the basic requirements of the position, and that would allow the candidate to perform effectively in the position only after substantial period (more than 6 months) or orientation and training.

(4) (4) “D” level experience. Candidate does not possess the type and quality of experience that exceeds the minimal requirements and would not be expected to perform effectively in the position.

- c. c. The point value assigned to A, B, C and D levels is determined by the number of KSA factors used, as outlined in the following table:

Point Values Assigned to Each Experience Level Based on Number of KSA Factors						
Level of Experience	Number of KSA Factors					
	Three KSA Factors	Four KSA Factors	Five KSA Factors	Six KSA Factors	Seven KSA Factors	Eight KSA Factors
A	33.3	25.0	20.0	16.6	14.2	12.5
B	28.3	21.2	17.0	14.1	12.1	10.6
C	23.3	17.5	14.0	11.6	10.0	8.7
D	0.0	0.0	0.0	0.0	0.0	0.0

Using five KSA factors as an example, a candidate’s combined category rating of AABBC (20, 20, 17, 17, and 14) converts to 88. A maximum of 100 points may be credited for this factor.

- d. d. Credit for Training and Education. A maximum of three points will be awarded for this factor, as outlined below:

(1) (1) Training and Education: Specific educational course work can be used as a selective factor only when the use of education as an alternative to required experience is appropriate and is provided for in the qualification standards. When such education is used in meeting basic qualification requirements no additional credit will be granted during the paneling process. Other related education and training will be credited according to the following point values, to a maximum of three (3) points:

(a) (a) **1 point** - One year of technical or vocational training or one year of college.

(b) (b) **2 points** - Completion of a two-year technical or vocational training program or a two-year associate degree from a college or university.

- (c) (c) **3 points** - A four-year bachelor's degree, or higher degree, from a college or university.
- e. e. Credit for Appraisals and Awards. A maximum of seven points will be awarded for this factor, as outlined in Chapter 4 (see point values at para. 4.4 a.(1)(a), page 12).
- f. f. Compute Overall Rating. The numerical score for each of the factors (Experience; Performance appraisals and Awards; and Training and Education) will be added together and will constitute the overall rating. Candidates scoring points from 1 to 60 will be considered minimally qualified for the position. Candidates achieving 61 to 84 points will be considered in the highly qualified category. Candidates scoring 85 to 110 points will be placed in the best-qualified category. The QRB will refer to the selecting official, in writing, the five highest ranked candidates for consideration for selection. When more than one position is to be filled from list, one additional highest-ranked candidate for each additional position advertised will be included.
- g. g. Normally, the QRB will be conducted within the Selecting Official's unit or facility. However, in rare occasions, the QRB may be conducted outside the selecting officials jurisdiction.

Additional information on QRBs, can be found in the Georgia National Guard Labor Management Agreement.