



RECRUITMENT ADMINISTRATIVE REVIEW FORM



The purpose of this form is to provide an employee or applicant the opportunity to request for Administrative Review of his/her job application rating, pursuant to 4.211 of the Department of Administration's Personnel Rules and Regulations. This form must be submitted to the Department of Administration within ten (10) work days following the postmarked date of the Notice of Rating

PART A: EMPLOYEE INFORMATION *(To be completed by employee)*

Applicant's Name: _____ Social Security Number: _____
 Job Announcement Number: _____ Position Title Applied for: _____
 Telephone Number: _____ E-mail Address: _____

PART B: APPLICANT'S JUSTIFICATION *(To be completed by Employee)*

Please explain why you disagree with the job application rating and document the basis of your justification below. Please attach any supporting documents and additional sheets if necessary. *My signature below verifies that I am submitting an official request to review the job application rating and I certify that the information and/or documentation provided are true and accurate.*

Applicant's Signature

Today's Date

***** SPACE BELOW FOR DOA OFFICE USE ONLY *****

PART C: SPECIALIST REVIEW *(To be completed by the Department of Administration – Recruitment Branch)*

QUESTIONS	YES	NO
1) Did the applicant submit Administrative Review within 10 work day period?	<input type="checkbox"/>	<input type="checkbox"/>
2) Did the applicant provide additional supporting documentation(s)?	<input type="checkbox"/>	<input type="checkbox"/>
3) Did the applicant provide Notice of Rating to verify postmark?	<input type="checkbox"/>	<input type="checkbox"/>

PART D: SPECIALIST FINDINGS *(To be completed by the Department of Administration – Recruitment Branch)*

Remarks:

Recommendations: () Status Quo () Other

Specialist Signature:

Date:

PART E: SUPERVISOR'S FINDINGS *(To be completed by the Department of Administration – Recruitment Branch)*

Remarks:

Recommendations: () Status Quo () Other

Supervisor's Signature

Date: