



**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: APPLICANT INFORMATION *(To be completed by applicant)*

Applicant's Name: _____ Today's Date: _____
 Social Security or Driver's License Number: _____
 Position Title: _____ Job Announcement Number: _____
 Telephone Number: _____ E-mail Address: _____
 Applicant Signature: _____

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

Please explain why you disagree with the Notice of 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.

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"/>
4) Date Notice of Rating Mailed		
5) Application Number:		

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

Specialist Signature: _____ Date: _____

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

Recommendations: () Status Quo () Amend Notice of Rating () Not Applicable

Supervisor's Comments: _____

***** DOA OFFICIAL RECRUITMENT STAMP RECEIVED *****

Supervisor's Signature & Date: _____