

INSTRUCTIONS FOR COMPLETING
REQUISITION FOR CERTIFICATE OF ELIGIBLES
(PER 15)

The REQUISITION FOR CERTIFICATE OF ELIGIBLES (PER 15) is designed to provide agency human resource personnel with a uniform method of requesting a certification list for a vacant position(s). One PER 15 may be used to request a certification list for multiple positions in the same classification provided all **POSITION INFORMATION** (e.g. Bureau/Unit/Division, Option, Work Location, Position Type) are the same **and all positions have been approved to fill.**

The following instructions apply when completing the PER 15:

POSITION INFORMATION:

- Company NumberEnter Agency processing company number (5 digits).
- Budget Position Number(s).....Enter budget position number(s) for position(s) (10 digits) to be filled.
- Unit Division.....Enter Unit Division to which position is assigned.
- Department/AgencyEnter Department to which position is assigned.
- Bureau/DivisionEnter Bureau/Division to which position is assigned.
- Station NumberEnter assigned State House Station number.
- Class CodeEnter appropriate class code (four or six digit).
- Class TitleEnter the official job class title.
- RangeEnter the pay range.
- OptionEnter option title if one is assigned to position.
- Work LocationEnter where position is located, e.g. Augusta, Lewiston, etc.
Only applicants who selected the area(s) listed will be certified.
- Position TypeCheck applicable box(es).
- Fund Code.....Enter position accounting code.
- Contact PersonName of person to contact for more information about position.
- Phone NumberPhone number of CONTACT PERSON.

CERTIFICATION/RECRUITMENT INSTRUCTIONS:

TYPE REQUESTED: Check the box beside the type of certification you are requesting. ***Check only one box in this section.*** **Justification is required for Open Competitive and Reemployment Certifications.** Definitions for Certification Types may be found at the end of these instructions under DEFINITIONS.

ADDITIONAL INSTRUCTIONS: Check the box(es) beside the applicable item(s). More than one box may be checked. **Justification is required for a Selective Certification and must contain the specific criteria on which the selection is to be based.** Definitions for Additional Instructions may be found at the end of these instructions under DEFINITIONS.

OPEN FOR RECRUITMENT (*justification is required*):

If requesting to open the register, check the type of recruitment desired (*check only one*) and provide the reason for the request in the **SPECIAL CONSIDERATIONS/INSTRUCTIONS REASON FOR OPENING REGISTER** section.

AP: Agency Promotional – Only employees of the requesting Department may apply.

SWP: Statewide Promotional – Only employees with promotional status in the Executive Branch of Maine State Government may apply.

OCP: Open Competitive & Promotional – Anyone may apply.

SPECIAL CONSIDERATIONS/INSTRUCTIONS/REASON FOR OPENING REGISTER:

Use this section to justify Open Competitive, Reemployment, or Selective certification requests and/or to provide/explain special instructions and requirements. Additional sheets may be used when necessary.

SIGNATURE OF APPOINTING AUTHORITY OR REPRESENTATIVE:

Self Explanatory. If submitting by E-Mail, type in appropriate name.

The PER15 may be submitted electronically. It should be e-mailed to BHR Certs@maine.gov. Otherwise, a hard copy must be printed and sent to Certification Supervisor, Bureau of Human Resources, 4 State House Station, Augusta, ME 04333-0004.

DEFINITIONS

CERTIFICATION TYPES: For all Certification Types, the first order of certification is persons with layoff status in the classification. Also, all certification types are automatically expanded for Equal Employment Opportunity/ Affirmative Action.

STANDARD:

Receive the six top-scoring candidates of: First - agency employees with status (acting capacity appointments do not have status); Second - state employees with status from outside of the requesting agency; Third - names of former state employees (re-employment); Fourth - non-state employees; until the list is complete.

AGENCY PROMOTIONAL:

Receive the six top-scoring candidates on the class register who have promotional status in the requesting agency. (Note: Non-state employees in acting capacity appointments do not have status.)

STATEWIDE PROMOTIONAL:

Receive the six top-scoring candidates on the class register who have statewide promotional status. Note: No special preference is afforded to agency employees.

OPEN COMPETITIVE (*BHR approval required*):

Receive the six top-scoring candidates on the class register by score. That is, the six top-scoring candidates are certified without regard to agency or statewide promotional employment status.

TRANSFERS ONLY:

Receive the names of current state employees in the same class or in the same occupational group and salary range. Note: The bargaining agreements afford certain rights to employees bidding for posted vacancies on a transfer basis. Agency human resource representatives should be consulted.

DEMOTIONS ONLY:

Receive the names of state employees with status in a higher salary range who have been placed on the Demotion Register.

RE-EMPLOYMENT ONLY (*BHR approval required*):

Receive the names of former employees who resigned in good standing while employed in the requested classification.

ADDITIONAL INSTRUCTIONS:

SELECTIVE (*BHR approval required*):

Receive only names of candidates who meet job-specific special qualifications.

INCLUDE TRANSFERS:

In addition to the names provided based on Certification Type, by checking this option, you will receive the names of three current state employees on the transfer register (that is, in the same class or in the same occupational group and salary range). (*Names are determined by the date the employee became active on the transfer register.*)

INCLUDE DEMOTIONS:

In addition to the names provided based on Certification Type, by checking this option, you will receive the names of three current state employees on the demotion register (that is, with status in a higher salary range. (*Names are determined by the date the employee became active on the demotion register.*)

EXTENDED:

In addition to the names provided based on Certification Type, by checking this option, you will receive the next six candidates in order based on the Certification Type. An agency may request an extended certification in classifications where there have historically been large numbers of declines or if a large number of declines is anticipated for any other reason. These names may only be used to maintain a viable six-name certification by replacing candidates, in strict descending order, who either decline an interview, do not appear for a scheduled interview, or decline a job offer. It is important to note that candidates who are simply not selected ("non-selects") may not be replaced with candidates from the extended list. A request for an extended certification must be approved by the Bureau of Human Resources.

SPECIFIC TRANSFER NAME(S):

By checking this option and specifying the name, you will receive the name of a specific candidate who is currently on the transfer register. This is typically a current employee who has expressed an interest in being considered for the particular position.

SPECIFIC DEMOTION NAME(S):

By checking this option and specifying the name, you will receive the name of a specific candidate who is currently on the demotion register. This is typically a current employee who has expressed an interest in being considered for the particular position.