



**UNITED STATES DEPARTMENT OF THE INTERIOR
OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT**

COMBINED PANELIST RATING SHEET



VACANCY ANNOUNCEMENT NUMBER:	Panelist Name			Panel Total	Average Score	Rank	Best Qualified
	Panelist Name	Panelist Name	Panelist Name				
CANDIDATES	TOTAL POINTS *	TOTAL POINTS *	TOTAL POINTS *				

Location: _____

Position, Title, Series, and Grade: _____

Best Qualified Cut Off Score _____ (Date)

Method Used: 1 ; 2

(Panelist Signature)

(Panelist Signature)

(Panelist Signature)

*Variances greater than 5 points in panelist total scores for the same applicant must be documented on the reverse side of this form.

JUSTIFICATION FOR POINTS AWARDED

CANDIDATE:

PANELIST: _____

PANELIST: _____

PANELIST: _____



**UNITED STATES DEPARTMENT OF THE INTERIOR
OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT**



**SELECTION CERTIFICATE
PROMOTION CANDIDATES**

PART I - TO BE COMPLETED BY APPOINTING AUTHORITY OR ADMINISTRATIVE OFFICER

Vacancy Announcement Number:
Position Title, Series, and Grade:

Date Issued:
Location:

To the Selecting Official: Person(s) listed on the reverse side of this certificate are referred to you for consideration for the position shown above. You are requested to consider all of the information attached for the candidate(s) and indicate your selection in Part II below. Interviews or other screening approaches used must be uniformly applied to all candidates on this certificate. If one promotion eligible on the certificate is interviewed, all promotion eligibles on the certificate must also be interviewed. All procedures used must be job-related and consistent with merit principles. If a best qualified promotion candidate is selected, the reasons for your selection must be provided in Part II below and must reflect the candidate's qualifications with regard to the requirements of the position being filled. If a qualified promotion candidate is selected over a best qualified candidate, you must attach a written justification which includes: (1) specific factors that qualify the candidate over the best qualified candidate(s); and (2) reasons on a candidate-by-candidate basis why each best qualified candidate was not selected. The justification must be approved by the Appointing Authority before the qualified candidate can be appointed.

This certificate will expire on _____ unless a specific extension has been granted by the Appointing Authority or Administrative Officer.
Personnel Representative/Administrative Officer _____

PART II - TO BE COMPLETED BY SELECTING OFFICIAL

I have selected _____ for the following reason(s).

No selection was made from this certificate.

Signature	Name and Title	Date
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PERSONNEL USE ONLY

Effective Date of Personnel Action: _____

OSM 144 (10/88)
(Formerly MB 141)

PROMOTION CANDIDATES

NAMES OF ELIGIBLE CANDIDATE(S) — Listed in alphabetical order

Best Qualified	Qualified

Selecting Official: Please check () the appropriate statement.

Interviewed: _____ Some. State below the name(s) and reason(s) why candidate(s) was/were not interviewed.

_____ None of the candidates on this certificate.

_____ All

Reason: (if applicable)



**UNITED STATES DEPARTMENT OF THE INTERIOR
OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT
SELECTION CERTIFICATE
NONCOMPETITIVE REFERRAL CANDIDATES**



PART I - TO BE COMPLETED BY APPOINTING AUTHORITY OR ADMINISTRATIVE OFFICER

Vacancy Announcement Number:
Position Title, Series, and Grade:

Date Issued:
Location:

To the Selecting Official: Person(s) listed on the reverse side of this certificate are referred to you for consideration for the position shown above. You are requested to consider all of the information attached for the candidate(s) and indicate your selection in Part II below. Interviews or other screening approaches used must be uniformly applied to all candidates on this certificate. If one applicant in a category (e.g., reassignment) is interviewed, all candidates in that category must also be interviewed. All procedures used must be job-related and consistent with merit principles. A written statement documenting the reasons for your selection must be provided in Part II below and must reflect the candidate's qualifications with regard to the requirements of the position being filled.

This certificate will expire on _____ unless a specific extension has been granted by the Appointing Authority or Administrative Officer.
Personnel Representative/Administrative Officer _____

PART II - TO BE COMPLETED BY SELECTING OFFICIAL

I have selected _____ for the following reason(s).

No selection was made from this certificate.

Signature

Name and Title

Date

PERSONNEL USE ONLY

Effective Date of Personnel Action: _____

OSM 144A (10/8)

NONCOMPETITIVE REFERRAL CANDIDATES
NAMES OF ELIGIBLE CANDIDATE(S) - Listed in alphabetical order

Category I Reassignment Candidates	Category II Demotion Candidates	Category III Reinstatement Candidates	Category IV Special Appointment Candidates

Selection Official: Please check () the appropriate statement.

Interviewed: _____ Some. State below the name(s) and reason(s) why candidate(s) was/were not interviewed.

_____ None of the candidates on this certificate.

_____ All

Reason: (if applicable)



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INTERVIEW WORKSHEET

Vacancy Announcement No. Position Title, Series & Grade Location

Name:

APPLICANT DATA

Position, Title, Series & Grade:

INTERVIEWER'S INFORMATION

Question:

Remarks:

Question:

Remarks:

Question:

Remarks:

OSM 142 (10/88)

Question:

Remarks:

Summary of the Interview.

Interview conducted by: _____ on
(Print - Name and Title)

(Date)

Signature: _____