

	Agency Name	Office of Family Support (OFS)			
	Chapter No./Name	06 - Personnel Manual			
	Part No./Name	C. Personnel Policies and Procedures			
	Section No./Name	C-200 Selection and Justification			
	Document No./Name	C-240 Justification of Selection / Non-Selection			
	Dates	Issue	August 1, 2005	Effective	August 1, 2005

Written justification of selection/non-selection, as well as Job Profile(s) and SF 10's on all applicants interviewed (including those coded "C" on the certificate - See C-272), must be submitted to the OFS Human Resources Section with appointment documents only when:

- A Cost Center Manager, using the Standard Hiring Procedures, wishes to appoint a candidate who did not receive the highest number of points (See C-216). If the appointment results in an unmet EEO goal, the explanation should include justification regarding EEO.

Cost Center Managers should use the Job Profile, rating system, and reference reports as a means of providing clear, fair, and objective reasons why candidates were selected. The justification must relate to the job requirements and should not contain subjective or unsubstantiated comments.

For all other appointments, including those made waiving the Standard Hiring Procedures for expedient hiring, only a brief written explanation regarding the applicant selected for the position must be provided. If the appointment results in an unmet EEO goal, the explanation should include justification regarding EEO. In all situations, documentation regarding non-selection of other applicants, as well as SF 10's, should be retained in the Cost Center for documentation should any selection be challenged.