

**REQUEST AND JUSTIFICATION FOR RECRUITMENT ACTION  
(FILE WITH THE POSITION DESCRIPTION -- NOT FOR DISTRIBUTION)**

**Check to indicate type of announcement:**

- Merit Promotion     
  Delegated Examining     
  Demonstration Project     
  Recruitment Bulletin

**Title, Series, and Grade of Vacancy:**

FPL

**Position Number:**

**Number of Vacancies:**

**Type of Appt.:**

**Request Number:**

**Work Schedule:**

**RPL Cleared On:**

**Announcement Number:**

**Location of Position:**

**Remarks:**

**Basic Qualifications - Specialized Experience**

List below the knowledge, skills, or abilities which are directly related to the duties and responsibilities of the position and/or the work that is typically in or related to the position to be filled.

**KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)**

**Selective (Placement) Factors (SPF)** are knowledge, skills, and abilities that are in addition to the specialized experience listed above but is essential to the position and cannot be learned within a reasonable amount of time on the job. (For example, the position may require Federal or State requirements for licensure or certification; fluency in sign language or foreign language.)

**Quality Ranking Factors (QRF)** are knowledge, skills, and abilities that could be expected to enhance significantly performance in a position, but unlike selective factors, are not essential for satisfactory performance. Use for DEU/Merit Promotion.

**Column 1:** Identify the KSA by indicating SPF or QRF. If the factor will be used as both a selective placement factor and a quality ranking factor, indicate SPF/QRF.

**Column 2:** List the KSA.

**Column 3:** List the appropriate evidences of necessary qualifications defined in terms of relevant education and/or experience. For Quality Ranking Factors, identify the appropriate evidences of acceptable, superior, and if applicable, outstanding levels of qualifications.

REQUEST AND JUSTIFICATION FOR RECRUITMENT ACTION (Continued)

KSA TYPE	KSA	Appropriate evidences of acceptable, superior, and if applicable, outstanding levels of qualifications

**Definition of Quality Experience** *(Use for Demo and Alternative Merit Promotion)*

REQUEST AND JUSTIFICATION FOR RECRUITMENT ACTION (Continued)

Suggested Subject Matter Experts/Panel Members (required for all DEU cases):

Name	Title/Series/Grade	Location/Telephone Number

Comments:

Approvals/Signatures:

The above information was prepared through face-to-face or telephone discussion with:

Selecting Official Name/Position Title

Date

Completed by:

Personnel Management Specialist

Address/Phone

Date