



(See Instructions on page 4)

# Qualifications Rating Sheet for Best Qualified Positions

Applicant's Name	Present Position and Level		Position Applied for and Level	
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<b>(A)</b> <b>Identification of Requirements</b> <i>As found on Qualification Standard and/or Job Posting/Vacancy Announcement</i>	<b>(B)</b> <b>Demonstration</b> Yes    No		<b>(C)</b> <b>Points</b> 1, 2, 3, 4, or 5	<b>(D)</b> <b>Measurements Used</b> <i>To determine Demonstration (B) and Points (C)</i>
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**(1) Examination Requirements**

Test Number	Eligible	Ineligible	Yes	No		

**(2) Physical and Driving Requirements**

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**(3) Knowledge, Skills, Abilities, Experience, and Other Requirements**

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Applicant's Name	Present Position and Level		Position Applied for and Level
<p style="text-align: center;"><b>(A)</b>  <b>Identification of Requirements</b>  <i>As found on Qualification Standard and/or  Job Posting/Vacancy Announcement</i></p>	<p style="text-align: center;"><b>(B)</b>  <b>Demonstration</b></p>	<p style="text-align: center;"><b>(C)</b>  <b>Points</b>  1, 2, 3,  4, or 5</p>	<p style="text-align: center;"><b>(D)</b>  <b>Measurements Used</b>  <i>To determine  Demonstration (B)  and Points (C)</i></p>

**(3) Knowledge, Skills, Abilities, Experience, and Other Requirements**

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Applicant's Name	Present Position and Level		Position Applied for and Level
<b>(A)</b> <b>Identification of Requirements</b> <i>As found on Qualification Standard and/or Job Posting/Vacancy Announcement</i>	<b>(B)</b> <b>Demonstration</b> Yes    No	<b>(C)</b> <b>Points</b> 1, 2, 3, 4, or 5	<b>(D)</b> <b>Measurements Used</b> <i>To determine Demonstration (B) and Points (C)</i>

<b>(3) Knowledge, Skills, Abilities, Experience, and Other Requirements</b>			

<b>(4) Score Calculation</b>		
Total the number of points in Column C	+	
Count the number of requirements assigned points in Section 3	+	
Divide the total number of points by the number of requirements assigned points to find the applicant's point average.	+ =	
Multiply that average by 20	x 20	
Add the applicant's examination score, if any	(+)	
To arrive at the applicants GRAND TOTAL NUMBER OF POINTS	=	

<b>(5) Finding</b>	<b>(6) Review Committee Members</b>	
<input type="checkbox"/> APPLICANT IS QUALIFIED  <input type="checkbox"/> APPLICANT IS NOT QUALIFIED	Name and Title (print or type) Signature	Date
	Name and Title (print or type) Signature	Date
	Name and Title (print or type) Signature	Date

# INSTRUCTIONS

## COLUMN A — Identification of Requirements

Requirements for the positions are found on a qualification standard (see Postal Service™ Intranet (*Bqnet - Bargaining Qualifications on the Net*)) and/or on a job posting or vacancy announcement.

1. If the position has examination requirements, enter the test number in Section 1. Note whether the applicant's examination score is rated as eligible or ineligible and check the appropriate part headed "Eligible" or "Ineligible."
  - a. If the applicant's score is rated as eligible, place a check mark in the "Yes" part of Column B (Demonstration).
  - b. If the applicant's score is rated as ineligible, place a check mark in the "No" part of Column B (Demonstration). Proceed to Section 5 (Finding) on page 3 and check the box Applicant Is Not Qualified. Then complete the form by filling out Section 6 (Review Committee Members).
2. If the position has physical and driving requirements enter those requirements in Section 2. (See Handbook 312, *Employment and Placement*, 763.23 Physical Requirements) regarding medical assessments for inservice employees.
3. Enter in Section 3 the knowledge, skills, abilities, experience, and other requirements as given on the qualification standard. If the position does not have a qualification standard, enter the requirements as given on the job posting or vacancy announcement.
4. Review the job posting or vacancy announcement to see whether any typing, driving, or other special requirements were added as local options. If so, those requirements must be entered in the appropriate section. (Typing requirement goes in Section 1; driving requirement Section 2; and special requirements, Section 3.)

## COLUMN B — Demonstration (Yes or No)

1. Review all pertinent information available regarding the applicant (See Handbook EL-312, *Employment and Placement*, section 727.6.)
2. For the requirements listed in Sections 2 and 3 of Column A, determine whether the applicant has demonstrated that he or she meets each requirement. Meeting a requirement may be demonstrated through any combination of training, education, and experience. The following definitions apply:

### Demonstration (Yes)

There is pertinent information available to indicate that the applicant meets the requirement.

### Demonstration (No)

There is no pertinent information available to indicate that the applicant meets the requirement, OR there is pertinent information to indicate that the applicant does not meet the requirement.

3. Place a check mark in the appropriate part of Column B for each requirement.
4. If the applicant has demonstrated every requirement, proceed to Column C. If the applicant has not demonstrated one or more of the requirements, the applicant is not qualified for this position. Complete Column D, and then proceed to Sections 5 and 6 on page 3. (It is not necessary to complete Column C and Section 4 if the applicant is not qualified.) **NOTE:** Applicants who are not authorized to drive at the time of the evaluation may still be considered for the position. The position may be awarded pending the applicant's receiving authorization to drive the vehicle that is appropriate for the position.

## COLUMN C — Points

1. The applicant's demonstration of the knowledge, skills, abilities, experience, and other requirements (Section 3) are each evaluated and rated on a point system of 1, 2, 3, 4, or 5, with 5 as the highest level. When experience is evaluated, quality of that experience is more important than length of time. Quality

includes the following: (a) relevancy of the experience to the position to be filled, (b) breadth of the experience, and (c) demonstration of knowledge gained or projects completed. **Note:** For Information Technology/Accounting Service Center promotions, the collective bargaining unit agreement contains language concerning the evaluation of qualifications.

2. For positions that require examinations (Section 1), the applicant's score is considered in Section 4. Physical and driving requirements (Section 2) are not evaluated and rated for points. The applicant either meets or does not meet those requirements. Therefore, no points are to be entered in Column C for Sections 1 and 2.
3. The following definitions apply to the points assigned to knowledge, skills, abilities, experience, and other requirements:
  - 1 point = The applicant's record demonstrates possession of this requirement at a minimal level. People at this level would generally perform marginally with regard to this requirement.
  - 2 points = The applicant's record demonstrates possession of this requirement at an adequate level. People at this level would generally perform acceptably with regard to this requirement.
  - 3 points = The applicant's record demonstrates possession of this requirement at a proficient level. People at this level would generally perform well with regard to this requirement.
  - 4 points = The applicant's record demonstrates possession of this requirement at a high level. People at this level would generally perform very well with regard to this requirement.
  - 5 points = The applicant's record demonstrates possession of this requirement at an expert or superior level. People at this level would generally perform outstandingly with regard to this requirement.

## COLUMN D — Measurements Used

1. Cite the specific evidence used to determine the applicant's demonstration of each requirement in Column B and the points assigned in Column C. Generally, the reviewers should use one or more of the following to support a rating:
  1. Work experience (including volunteer work)
    - (a) Direct line of work
    - (b) Related line of work
  2. Education and training
    - (a) Academic courses
    - (b) Vocational or technical courses
    - (c) USPS® training
    - (d) PEDC courses
  3. Other evidence  
List awards, letters of commendation, medical assessments, disciplinary actions, etc.

## SECTION 4 — Score Calculation

Total the number of points earned in Column C. Divide that total by the number of requirements in Section 3 to determine the average number of points earned by the applicant. Multiply the resulting figure by 20 in order to arrive at a percentage score based on 100. Add the examination score (if any) for a grand total.

## SECTION 5 — Finding

1. If the applicant has demonstrated every requirement, check the box Applicant Is Qualified.
2. If the applicant has not demonstrated any one or more of the requirements (including an examination), check the box Applicant Is Not Qualified.

## SECTION 6 — Review Committee Members

After completing the evaluation, each review committee member must print his or her name and title, then sign and write in the date. If there is no review committee, the selecting official prints his or her name and title before signing and dating the form.