The Eligibility List: HOW IT WORKS

Eligible list exists
Top 4 candidates plus 1 for each opening is referred to department

Eligible list does not exist
Department initiates recruitment

Recruitment opens and candidates apply
Candidates take exam(s) which may include interviews

Applications are screened for content, qualifications, and completeness

Hiring department conducts interviews

Individual remains on eligibility list until list expires

Department makes selection & job offer

I GOT THE JOB!

NOT THIS TIME...

Keys to Remember
APPLY! APPLY! APPLY!

1. If a recruitment opens up for a classification you're interested in, even if it's not in your preferred department, apply! Multiple departments often use the eligibility list first before conducting new recruitments.

2. Eligible lists are good for 6 to 12 months and can be used for other vacancies throughout the County.

http://www.stanjobs.org/