



Category Rating

OIG may use Category Rating as an alternative to traditional numerical rating, ranking, and selection procedures. Candidates are evaluated based on job-related criteria and placed in three quality categories. See http://www.opm.gov/deu/Handbook_2003/DEOH-Section-19.asp#cat_rating for more information.

How does the OIG rate/rank/select applicants?

Based on OPM qualification standards, OIG uses QuickHire recruitment software to electronically rate and rank applicants based on answers to vacancy announcement questions. Applicants claiming veterans' preference submit a DD Form 214 and supporting documents as needed (and DD Standard Form 15 if claiming 10 points) to confirm eligibility. Managers then receive a certificate(s) of the best-qualified candidates from their Human Resources Specialist for interviewing and subsequent hiring.

For Category Rating, what categories does the OIG use?

Using applicants' responses to questions in QuickHire, the OIG rates all candidates that score: 1) 90 or better as "best"; 2) 80-89 as "better"; and 3) minimally-qualified (less than 79) as "good". Candidates assigned to categories do not get individual numeric ratings; therefore do not get points, as prescribed by 5 U.S.C. 3309.

What categories do we refer to the hiring manager and how do we decide the order?

We will refer at least three eligible candidates in the "best" category to the hiring manager. If there are fewer than three eligible candidates in the "best" category, the manager will be given the option of selecting from the "best" category listing as is or having HR issue a merged list containing applicants from both the "best" and "better" categories. Veterans previously in the "better" category will float to the top of the merged list. A selecting official may select from all candidates referred, but may not pass over a preference eligible. OIG places qualified preference eligibles (in each of the three categories) at the top of their assigned category in this order:

- Compensably disabled preference eligibles.
- Interagency Career Transition Assistance Program (ICTAP) eligibles
- Eligibles who lost consideration due to erroneous certification
- Eligibles in highest quality category, then other quality categories, as needed.

How does the OIG document the process?

The Office of Management (OM) retains: 1) the rater's name and the questions and point values used in determining the appropriate category for each applicant in QuickHire; relevant position descriptions with reference to the OPM qualification standard applied (initialed by a human resources specialist).

Where can I find minimum qualification standards?

OPM's web site at www.opm.gov/qualifications and www.opm.gov/qualifications/x-118c/index.htm. For General Schedule positions, the minimum qualification standards are located in the Operating Manual for Qualification Standards for General Schedule Positions.

What are the reporting requirements for Category Rating?

OM will mail the following information periodically to Associate Director for Strategic Human Resources Policy Division, U.S. Office of Personnel Management, 1900 E Street, NW, Room 6500, Washington, DC 20415:

- Number of employees hired using Category Ratings.
- Impact it has had on the hiring of veterans and minorities, including American Indian or Alaska Natives, Asian, Black or African American, and native Hawaiian or other Pacific Islanders.
- The way in which the OIG trained managers in the use of the category rating system.

Who do I call?

For questions about this policy, please contact the Office of Management at (202) 927-5200 or OIG-OM@oig.treas.gov.