Competitive Rating Report
(Mandatory for all hires)

CONFIDENTIAL
DO NOT USE THIS FORM
DURING THE INTERVIEW

READ THE INSTRUCTIONS PRINTED ON THE REVERSE BEFORE COMPLETING:

POSITION INFORMATION

DIVISION	SECTION
POSITION CLASSIFICATION	INDIVIDUAL HIRED
ETHNICITY/SEX/DISABILITY/AGE OF SELECTED INDIVIDUAL	ANTICIPATED DATE OF HIRE

CANDIDATE GROUP INFORMATION

	APPLICATIONS RECEIVED EXCEPT FOR THE TOTAL NUMBER OF APPLICATIONS RECEIVED, THIS PORTION TO BE COMPLETED BY THE EQUAL EMPLOYMENT OPPORTUNITY STAFF.			APPLICANTS INTERVIEWED MUST BE DETERMINED BY OBSERVATION ONLY AND INDICATE BELOW FOR EACH PERSON INTERVIEWED. THE INTERVIEWER IS PROHIBITED FROM ASKING QUESTIONS TO MAKE THE DETERMINATION. (SEE REVERSE FOR DEFINITIONS.)		
	Male	Female	Total	Male	Female	Total
Black						
Asian						
Other						
Hispanic						
Pacific Islander						
American Indian						
Filipino						
White						
Ethnicity not identifiable from application						
TOTAL APPLICANTS						
Disabled						
Under 40						
40 & Over						
Disability not identifiable from application						
Age not identifiable from application						

RECRUITMENT ACTION TAKEN (PLEASE EXPLAIN EACH "NO" ANSWER ON AN ATTACHED PAGE)

1. Was a Job Announcement circulated outside of the ARB? yes ☐ no ☐
2. Were Training and Development applicants considered? (not applicable to clerical or student positions) yes ☐ no ☐
3. Was the hiring of an Air Resources Technician or Management Services Technician considered (not applicable to clerical, managerial, or student positions) yes ☐ no ☐

SIGNATURES

HIRING SUPERVISOR (RECOMMENDED)	DATE	DIVISION CHIEF/EXECUTIVE OFFICER (APPROVED)	DATE
BRANCH CHIEF/SECTION MANAGER (RECOMMENDED)	DATE	EQUAL EMPLOYMENT OPPORTUNITY OFFICER (REVIEWED)	DATE

INSTRUCTIONS

Prior to conducting interviews:

1. Separate identification flaps from all applications. This should be done by someone not involved in the interview/selection process.
2. Count the total number of applications received and indicate the number on the left hand portion of the form.
3. Place flaps in a confidential envelope. These flaps will be sent to the Equal Employment Opportunity (EEO) Officer, along with the Competitive Rating Report (CRR) package after the hiring interviews are conducted.
4. Proceed with the interviews. The EEO Office **strongly** recommends that there be **at least** two people on the hiring interview panel.

After all interviews have been conducted and a hiring recommendation has been made:

1. Complete the CRR for ALL hires including part-time, seasonals, and student assistants. (Note: only the right hand portion of the CRR and the total number of applications received is to be completed by the Manager.)
2. Gather appropriate signatures.
3. Submit the following to the EEO Officer in Sacramento:
   * Completed CRR
   * Envelope with confidential identification flaps
   * Copy of the job announcement
   * Job criteria
   * Questions used in interview (which will be kept confidential)
   * Completed rating sheet.
4. Each hiring manager should be aware that a commitment can be made once the CRR has been completed and signed by the Division Chief. The EEO Officer will receive and review the CRR including all attachments for completeness. The Division Chief will notify the Personnel Specialist that a hiring commitment has been made.
5. For further information refer to the current Administrative Services Letters (ASLs) on hiring procedures.

Group Identifications

Black: Includes persons of the Black race.

Asian: Includes Chinese, Japanese, Asian Indian, Korean and Vietnamese.

Other: Other Asians, other Pacific Islander and Others not listed.

Hispanic: Includes Mexican, Mexican-American, Chicano, Puerto Rican, Cuban, and any other Latin American descent.

Pacific Islander: Includes Hawaiian, Samoan, and Guamanian (Chamorro).

American Indian: Includes American Indian, Eskimo and Aleut.

Filipino: Natives of the Philippine Islands or of Filipino ancestry. Filipinos, like Hispanics, experience surname difficulties because many Filipinos have Spanish surnames.

Disabled Persons: A person who (a) has a physical or mental impairment which substantially limits one or more of such person's major life activities; (b) has a record of such impairment; or (c) is regarded as having such an impairment.