

3900.4200 CONSIDERATION OF APPLICANTS FOR INDIVIDUAL VACANCIES.

Subpart 1. **Admission to applicant pool.** The appointing authority shall review the qualifications of all applicants who indicate an interest in being considered for a particular vacancy, whose completed applications are received at the place specified and who meet any limitations on applicant admission in the vacancy announcement, and shall admit to the applicant pool any such applicant who meets the minimum qualifications. The appointing authority may also admit to the applicant pool any identified individuals whose applications were received in the resume database and who appear to best meet the announced minimum qualifications and limitations on admission, and who indicated availability for the geographic location, employment condition, shift, travel status, and job grouping specified in the vacancy notice. The appointing authority may consider additional qualified applicants who may have indicated availability for different locations, employment conditions, travel status, and job groupings if the original number of applicants available is insufficient to fill the vacancy.

The appointing authority may consider an applicant who has submitted an incomplete timely application but shall require completion of the application. The appointing authority may withdraw from consideration applicants who fail to respond to requests for information within a specified period.

Subp. 2. **Additional limits to consideration.** The appointing authority may limit consideration in the following ways if public notice of the intent to do so is provided in the vacancy announcement:

A. The appointing authority may limit the maximum number of applicants whose names will be permitted to compete in any of the separate assessment parts. Criteria for how this determination will be made must be included in the public notice.

B. The appointing authority may admit applicants to later assessment parts in rank order of their rating on the previous parts.

Subp. 3. **Removal from consideration.** The appointing authority may remove from further consideration for a vacancy an applicant who:

- A. does not appear at the scheduled time or place for an assessment or interview;
- B. fails to respond within seven days from the date of mailing to a written or electronic inquiry about availability for appointment;
- C. declines an appointment under conditions the applicant previously indicated would be acceptable;
- D. fails to report for work within the time period prescribed by the appointing authority;

- E. fails to maintain a record of current address;
- F. does not meet the minimum requirements of the position;
- G. does not successfully complete an assessment that is part of the selection process for the vacancy; or
- H. does not follow instructions specified in the vacancy announcement.

Subp. 4. **Notice of assessment.** The appointing authority shall notify applicants of the date, time, and place for those parts of the assessment process which require the applicant to appear in person.

Statutory Authority: *MS s 43A.04*

History: *30 SR 807; 34 SR 473*

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