

1.1 **Department of Finance**1.2 **Adopted Permanent Rules Governing Consideration of Applicants for Individual**
1.3 **Vacancies**1.4 **3900.4200 CONSIDERATION OF APPLICANTS FOR INDIVIDUAL**
1.5 **VACANCIES.**

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

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

1.23 [For text of subps 2 to 4, see M.R.]