Policy Type: Administrative

Category: Personnel

Policy Name: Application Appraisal

Policy Owner: Employee Services Agency

Policy Purpose

The purpose of this policy is to provide departments with Human Resources’ process regarding the administration of an Application Appraisal examination.

Policy Summary

An Application Appraisal is an examination used to create an eligible list. The applications received from the job announcement are reviewed by the Department of Human Resources and a Subject Matter Expert to ensure the applicants placed on the eligible list meet the employment standards.

In using the Application Appraisal examination, the intent is to adhere to Merit System Rule A25-184 that allows for the certification of ten candidates for one vacancy. Additional names may be certified for additional vacancies.

Factors considered when conducting an Application Appraisal examination may include, but are not limited to:

- Number of vacancies the department is requesting to fill
- Number of vacancies in the classification County-wide
- Number of qualified applicants for a specific recruitment
- Expected future vacancies for the specific classification
If it has been determined that an Application Appraisal is not the appropriate examination method, an alternate examination method(s) may be administered. Alternate examination methods may include written, oral, performance, competitive rating or any other examination method(s) to test the qualifications of applicants.

Periodic reviews will be conducted of all eligible lists for which the examination method was an Application Appraisal to ensure that this policy is followed.

**Procedures**

None.

**Definitions**

None.

**Frequently Asked Questions**

None.

**Related Policies**


- Merit System Rule A25-140 - [https://library.municode.com/ca/santa_clara_county/codes/code_of_o](https://library.municode.com/ca/santa_clara_county/codes/code_of_o)
rdinances?nodeId=TITAGEAD_DIVA25PEDE_CHIIIMESY_ART4EXOPOR
PRQU_SA25-140TYEX

- Merit System Rule A25-146 -
  https://library.municode.com/ca/santa_clara_county/codes/code_of_ordinances?nodeId=TITAGEAD_DIVA25PEDE_CHIIIMESY_ART4EXOPOR
PRQU_SA25-146UNEX

- Merit System Rule A25-150(d) -
  https://library.municode.com/ca/santa_clara_county/codes/code_of_ordinances?nodeId=TITAGEAD_DIVA25PEDE_CHIIIMESY_ART4EXOPOR
PRQU_SA25-150EXSC

- Merit System Rule A25-184 -
  https://library.municode.com/ca/santa_clara_county/codes/code_of_ordinances?nodeId=TITAGEAD_DIVA25PEDE_CHIIIMESY_ART5ELLIAPPR
TRRERE_SA25-184CEEL

**Related Forms and Information**

None.

**History**

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