



**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



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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**

- Human Resources Practices Manual - <https://www.sccgov.org/sites/esa/employment/hr/Documents/HR-practices-manual.pdf>
- Merit System Rule A25-140 - [https://library.municode.com/ca/santa\\_clara\\_county/codes/code\\_of\\_ordinances?nodeId=TITAGEAD\\_DIVA25PEDE\\_CHIIMESY\\_ART4EXOPOR\\_PRQU\\_SA25-140TYEX](https://library.municode.com/ca/santa_clara_county/codes/code_of_ordinances?nodeId=TITAGEAD_DIVA25PEDE_CHIIMESY_ART4EXOPOR_PRQU_SA25-140TYEX)



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- Merit System Rule A25-146 -  
[https://library.municode.com/ca/santa\\_clara\\_county/codes/code\\_of\\_ordinances?nodeId=TITAGEAD\\_DIVA25PEDE\\_CHIIMESY\\_ART4EXOPOR\\_PRQU\\_SA25-146UNEX](https://library.municode.com/ca/santa_clara_county/codes/code_of_ordinances?nodeId=TITAGEAD_DIVA25PEDE_CHIIMESY_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\\_CHIIMESY\\_ART4EXOPOR\\_PRQU\\_SA25-150EXSC](https://library.municode.com/ca/santa_clara_county/codes/code_of_ordinances?nodeId=TITAGEAD_DIVA25PEDE_CHIIMESY_ART4EXOPOR_PRQU_SA25-150EXSC)
- Merit System Rule A25-184 -  
[https://library.municode.com/ca/santa\\_clara\\_county/codes/code\\_of\\_ordinances?nodeId=TITAGEAD\\_DIVA25PEDE\\_CHIIMESY\\_ART5ELLIAPPR\\_TRRERE\\_SA25-184CEEL](https://library.municode.com/ca/santa_clara_county/codes/code_of_ordinances?nodeId=TITAGEAD_DIVA25PEDE_CHIIMESY_ART5ELLIAPPR_TRRERE_SA25-184CEEL)

### Related Forms and Information

None.

### History

Date	Changes Made
3/28/2018	Policy Uploaded. (Kyle Larson)
1/16/2018	Policy Revised.
5/24/2016	Policy Revised.
5/27/2008	Policy Revised.
6/13/2005	Policy Revised.
5/4/2005	Policy Adopted.