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**Employment Services**

**Pre-Interview Selection Criteria for Merit Staff**

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| **Position Title:**       | **Department Name:**  |       |
| **Requisition #:**       | **Org/Dept #:**  |       |

1. Please list all requested special qualifications and desired qualifications. This information must be attached to the requisition when originally submitted to Employment Services. Minimum qualifications and special qualifications are pre-screened by Employment Services. Special qualifications should still be included as part of your selection criteria.

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| --- | --- | --- | --- |
| **#1 -** |        | **#6 -** |       |
| **#2 -** |       | **#7 -** |       |
| **#3 -** |       | **#8 -** |       |
| **#4 -** |       | **#9 -** |       |
| **#5 -** |       | **#10 -** |       |

1. This section is to be completed if there are any veterans referred and **not** selected for interview. Please list all applicants selected for interview and **each** veteran who is **not** selected for interview.

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| **Veteran** | **Name** | **Special Qualifications & Desirables** | **Total** | **Comments** |
| **Y/N** |  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |  |  |
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