

U.S. Fish and Wildlife Service SELECTION CERTIFICATE

ISSUING OFFICE Headquarters Human	ISSUE TO	TYPE OF REFERRAL	GRADE LEVEL CERTIFIED
ANNOUNCEMENT NO.	POSITION TO BE FILLED (TITLE, SERIES, GRADE)		DUTY STATION

TYPE OF APPT./WORK SCHEDULE (MARK ONE) : _____ PFT _____ PPT (NO. OF HRS/WK _____) _____ TEMP NTE

ACTION	DATE INTERVIEWED	NAME	PRESENT POSITION (TITLE, SERIES, GRADE)	PRESENT AGENCY & DUTY STATION

ISSUING OFFICIAL (SIGNATURE)	TITLE	DATE
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OFFICE FOR DIVERSITY AND CIVIL RIGHTS REVIEW:

THIS CERTIFICATE IS VALID THROUGH CLOSE OF BUSINESS _____ / _____ / _____

SELECTING OFFICIAL RECOMMENDATION (SIGNATURE)	TITLE	DATE
CONCURRING OFFICIAL (SIGNATURE)	TITLE	DATE
CONCURRING OFFICIAL (SIGNATURE)	TITLE	DATE

APPROVAL BY DIRECTOR (GS-14/15 POSITIONS ONLY)	DATE
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Selecting Official - The selecting official is the supervisor or manager who recommends a candidate for employment in a particular position in an organization. The selecting official's signature on this certificate officially recommends the selected candidate to higher level management for approval.

Concurring Official(s) - One or more Concurring Officials sign the certificate to certify agreement with the selecting official's recommendation of a selected candidate. (Contact your immediate supervisor or servicing personnel office for information on specific concurrence level(s) within your organization.)

Director's Approval - For GS-14 and 15 positions throughout the Service, the Director is the final approving body. Selections for GS-14/15 positions are not and cannot be finalized until the Director's approval signature on this certificate is obtained.

SECTION 1. INSTRUCTIONS TO SELECTING OFFICIAL

- ! For certificates of promotion eligibles, if one candidate on a certificate is interviewed, all must be interviewed. Candidates on noncompetitive certificates may be interviewed at the selecting official's discretion.
- ! Interviews may be conducted in person or by telephone. You may request an appropriate Service employee to conduct an interview at a location near the candidate.
- ! Complete Section 2, below, concerning outreach and recruiting efforts.
- ! State specifically, under Section 3, the justification for selection of the successful candidate. Incomplete certificates will not be processed without this information.
- ! Follow the procedures in your region for allowing review by the Regional Office for Diversity and Civil Rights. Obtain signature of concurring official(s) for your selection before returning the certificate to the servicing personnel office. This office will in turn send it to the Division of Personnel for forwarding to the Director for final approval.
- ! Use the following symbols in the Action block: S - Selected, D - Declined, NS - Not selected but considered

SECTION 2. DESCRIBE AFFIRMATIVE OUTREACH AND OTHER RECRUITING EFFORTS

SECTION 3. JUSTIFICATION FOR SELECTION OF THE SUCCESSFUL CANDIDATE