

## Qualification Notice - Original Referral

Monday, July 9, 2001

A Qualified Applicant  
155 Cottage Street NE  
Salem OR 97310

Becky Green  
Vocational Rehabilitation Counselor  
Vocational Rehabilitation Division  
605 Cottage St NE  
Salem OR 97308

Below are the classifications(s) the applicant qualified for that were identified in the Referral – Part II (Original Referral), received Monday, July 9, 2001: The applicant will remain on the active list for these classifications for 24 months.

0101 OFFICE ASSISTANT 1 (No MQ's)  
0102 OFFICE ASSISTANT 2

If there were classifications for which the applicant did not qualify, the Recruitment Specialist's comments on why the applicant did not qualify are below:

107 ADMINISTRATIVE SPECIALIST 1  
The "Work History" section, or additional work History, on you application did not show average number of hours worked per week. See Job #4

If additional information can be submitted to meet the minimum qualifications, please submit a new PD 100 and a Supplement Referral – Part II with the additional information. However, if the applicant does not meet the minimum qualifications (MQ's) of the identified classifications(s) they should refer to the Suggested Classification Section below.

032 PUBLIC SERVICE REPRESENTATIVE 1  
Expand description in Job #4

If the applicant is interested in any of the above suggested classifications, please review the minimum qualifications to determine if the job is appropriate. If the applicant and counselor agree the classification is appropriate, please submit the Supplemental Referral - Part II, indicating the applicant's interest in the classification(s), for a determination by a Recruitment Specialist. If no classifications are suggested, then work together to identify new classifications that the applicant might qualify for. Submit a new PD 100 and the Supplement Referral - Part II for any new classifications that are identified.

If you have any questions, feel free to contact your counselor.

Sincerely,

Human Resource Services Division

## Qualification Notice – Supplemental Referral

Monday, July 9, 2001

A Qualified Applicant  
155 Cottage Street NE  
Salem OR 97310

Becky Green  
Vocational Rehabilitation Counselor  
Vocational Rehabilitation Division  
605 Cottage St NE  
Salem OR 97308

Below are the classifications(s) the applicant qualified for that were identified in the "Supplemental" Referral – Part II, received Monday, July 2, 2001: The applicant will remain on the active list for these classifications for 24 months.

0321 PUBLIC SERVICE REPRESENTATIVE 1  
0102 OFFICE ASSISTANT 2

If there were classifications for which the applicant did not qualify, the Recruitment Specialist's comments on why the applicant did not qualify are below:

0812 PROGRAM TECHNICIAN 1  
The "Education/Training History: section of your application did not show whether you graduate and received a degree and/or diploma.

If additional information can be submitted to meet the minimum qualifications, please submit a new PD 100 and a Supplemental Referral – Part II with the additional information. However, if the applicant does not meet the minimum qualifications (MQ's) of the identified classifications(s) they should refer to the Suggested Classification Section below.

0101 OFFICE ASSISTANT 1  
0102 OFFICE ASSISTANT 2

If the applicant is interested in any of the above suggested classifications, please review the minimum qualifications to determine if the job is appropriate. If the applicant and counselor agree the classification is appropriate, please submit the Supplemental Referral - Part II, indicating the applicant's interest in the classification(s), for a determination by a Recruitment Specialist. If no classifications are suggested, then work together to identify new classifications that the applicant might qualify for. Submit a new PD 100 and the Supplemental Referral - Part II for any new classifications that are identified.

If you have any questions, feel free to contact your counselor.

Sincerely,

Human Resource Services Division