

Reasons and Suggestions For Not Appearing on Referral List

1. **Why did I not appear on the referral list?** Remember, how the applicant responds to the questions is the basis for them appearing on the referral list.
 - **Not applying to the announcement** - Applicant did not apply to the announcement prior to the referral list being created or the applicant may have been confused as to which announcement to apply.
 - **Incomplete Application** - Applicant did submit and certify their application.
 - **Inactive Application** - Applicant did not re-certify their application after 60 days.
 - **Incorrect Location** - Applicant did not choose the correct location.

Not meeting Basic Qualifications –

 - a) Applicant did not meet the Basic Qualifications based upon their responses to the Basic Qualification questions
 - b) HR, upon reviewing the application, could not find information in the applicants work history that verified the applicant's responses to the Basic Qualification questions.
 - c) Applicant did not check the screen out requirement (i.e. 90 days of wildland firefighting experience OR for Permanent Fire Announcements the age requirement). **NOTE:** In multiple grade advertisements for permanent positions, an applicant **MUST** click on the screen out questions for **both grade levels**.
 - **Not meeting the Area of Consideration** - Example: applicant is either not a U.S. Citizen or missed the U.S. Citizen check box.
2. **I'm on the referral list, why wasn't I selected?**
 - **Review your application** - The selecting official evaluates knowledge, skills, and abilities (KSAs) and reference checks, to determine how well a candidate will perform in the particular position being filled. Your strengths and weaknesses are determined based on the experience and training you provide in your application. Edit your application if you find you did not include experience which would have been of interest to the supervisor.
 - **You were within the quality group but another individual was selected** - The selecting official is entitled to make, or to not make, the selection from any of the candidates on the referral lists (internal or external) or to select from other appropriate sources, such as reinstatement, transfer, people with targeted disabilities, or Veteran's Recruitment Appointment eligibles. Under temporary DEU (external) or permanent DEMO (external) referral lists, veterans entitled to veterans preference will always be given priority consideration and selection over all other candidates.
3. **I was on the referral list and was told the supervisor selected me but HR found me not qualified. I responded to the questions appropriately and was told I met basic qualifications. Why was I found not qualified?** Upon selection, HR verifies that the selectee meets the qualifications of the position by reviewing the application submitted by the applicant. In the announcement, we inform applicants that the responses to their questions will be verified against their application to ensure Office of Personnel Management qualification requirements are met. If an applicant does not provide adequate information in their application, they will be found not qualified.

NOTE: NOT BEING SELECTED DOES NOT ALWAYS MEAN THAT YOU OR YOUR APPLICATION NEEDED IMPROVEMENT; THERE ARE GENERALLY HIGH NUMBERS OF QUALITY APPLICANTS FOR POSITIONS ADVERTISED. WE ENCOURAGE YOU TO SEEK ADVICE AND COUNSEL FROM YOUR SUPERVISOR AND/OR A SUBJECT-MATTER EXPERT IN THE SPECIALTY AREA TO WHICH YOU ARE APPLYING REGARDING YOUR APPLICATION. PERHAPS ADDITIONAL WORK EXPERIENCE OR TRAINING WOULD ASSIST IN COMPETING FOR THE SPECIFIC POSITION(S) IN WHICH YOU ARE INTERESTED.