

eRPA Cover Sheet

Use of the eRPA Cover Sheet is required for all recruitment RPAs

When to use this form: Use the eRPA Cover Sheet when you are submitting eRPA documents to the DGS Office of Human Resources. The purpose of the eRPA Cover Sheet is to identify the documents required to be retained pursuant to [California Code of Regulations 26 – Record Retention Requirements](#) and submitted for each RPA. Each section (1a, 1b, 2) shall have the eRPA Cover Sheet as the first page.

RPA(s) Number:

Classification(s):

SECTION 1A: APPLICATION SCREENING AND INTERVIEW DOCS (Exams Review) Submitted:

When submitting your top candidate(s) for final eligibility review to OHR, submit the following documents*:

Final Eligibility Report(s) (uploaded separately)

eRPA Cover Sheet

Application Screening Spreadsheet – includes Application Screening Criteria (defines rating scale) and ALL reviewed, scored and ranked applications received for the recruitment

Interview Schedule (with date and time) - include names of all applicants interviewed & panel members

Interview Notes & Scores - includes Interview Questions, Interview Notes/Candidate Responses for each interviewee and their respective score, and Interview Rating Criteria which defines rating scale (i.e., what a 1 means compared to a 5)

Authorization to Release Information (OHR 18) for selected candidate

**Documents may be combined into one document or uploaded separately if all items are present. Please follow the [Document Naming Conventions](#) list available on the Hiring Toolkit for details. Please ensure all panel members' packets are completed for each interviewee (i.e., if there were 3 interviewees, and 3 panel members, there should be 9 interview packets).*

SECTION 1B: RE-ADVERTISEMENTS (IF APPLICABLE) (C&P Review) Submitted:

When submitting a request to readvertise an RPA, password protect and submit the following documents in one file:

eRPA 1B Cover Sheet

Application screening and Interview documentation (Application Screening Spreadsheet, Interview Schedule, Interview Notes & Scores, etc.) demonstrates how the candidate pool did not meet recruitment needs

SECTION 2: FINAL CANDIDATE SELECTED (C&P Review) Submitted:

Candidate's Name:

Effective Date:

After a candidate has been selected, and an effective date established, password protect and submit the following documents in one file:

eRPA Cover Sheet

Offer Letter(s)

Reference check documentation (required) and Official Personnel File Review Sheet (OHR 755) (if applicable)

Additional documentation and/or correspondence pertaining to the appointment with DGS OHR and Program HR Liaisons (e.g., hardcopies of any emails, or other records of communication)

Was the selected candidate the highest scoring?

Yes, selection was based on the candidate scoring the highest overall (i.e., interviews, reference checks, OPF reviews, etc.)

No, selection based on other criteria. Explain the rationale for the hiring decision below: