



## **DOP Prior Review Guide**

To submit a prior review you will need to complete the DOP Prior Review Request Form which is located on the Staffing & Recruitment page of the Division of Personnel website. This is an easy to complete Google Form that provides basic information about the applicant and classification that you are requesting a review of. Here is what you will need to submit a prior review request to DOP:

- Application materials for the applicants you are requesting a review of (this includes the application, any applicable transcripts, and any supporting documentation).
- Copy of the job posting that the applicants have applied for.

**To complete the form you will need to enter the following information:**

- **Applicant Name(s):** Enter the name of the applicant or three applicants that you would like DOP to review in this field.
- **Classification:** Enter the classification of the position that you are requesting review of.

- **Agency Name:** Enter the name of your agency.
- **Agency Contact:** This is the name of the individual that DOP should contact if they have questions about your request.
- **Agency Contact Email:** The email address of the contact person for your agency.
- **Select Review Type:** This is where you will select the type of review that you would like DOP to complete - DOP can review the minimum qualifications and the percentage above entry that the applicant qualifies for OR we can just review the minimum qualifications.
- **Backup Documentation:** This is where you will upload the supporting documentation for your request, which includes a copy of the application, any applicable transcripts, the job posting, and any other supporting documentation - please attach all documentation as one file.
- **Submit:** Hit submit and wait for the confirmation notice that your request has been submitted to DOP.

#### **Additional Notes:**

- If you need DOP to review more than 3 applicants, please contact Elisabeth Arthur or Cal Colangelo to receive prior approval before submitting your request. This ensures that we will be able to process your request in a timely manner.
- Please use a google account when you submit your prior review request, as access to a google account will be required to complete the form. If you do not have access to a google account, please contact Elisabeth Arthur or Cal Colangelo.