

## AGENCY CANDIDATE CREDENTIAL REVIEW CERTIFICATIONS

**Please submit this form to your liaison in the Office of Classification, Selection, and Compensation.** In accordance with Standard 4-F3 of Civil Service Regulation 3.04, *Selection of Employees for Position Vacancies*, the individuals listed below have completed the required training and will review the applicant credentials in accordance with the current official Job Specification.

<b>Agency (Process Level)</b>	<b>Contact Person</b>	<b>Telephone Number</b>
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<b>1. Name</b>	<b>Classification</b>
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I certify that I have completed the approved credential review training and will only review the applicant credentials with Michigan state classified experience only. I will not evaluate the applicant credentials with (1) experience gained outside the classified service, (2) degree majors not specifically listed on the Job Specification, (3) alternate education and/or experience listed on the Job Specification, (4) equivalent combinations of education and/or experience, and (5) working-out-of-class experience.

\_\_\_\_\_  
**Signature** \_\_\_\_\_  
**Date**

<b>2. Name</b>	<b>Classification</b>
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I certify that I have completed the approved credential review training and will only review the applicant credentials with Michigan state classified experience only. I will not evaluate the applicant credentials with (1) experience gained outside the classified service, (2) degree majors not specifically listed on the Job Specification, (3) alternate education and/or experience listed on the Job Specification, (4) equivalent combinations of education and/or experience, and (5) working-out-of-class experience.

\_\_\_\_\_  
**Signature** \_\_\_\_\_  
**Date**

<b>3. Name</b>	<b>Classification</b>
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I certify that I have completed the approved credential review training and will only review the applicant credentials with Michigan state classified experience only. I will not evaluate the applicant credentials with (1) experience gained outside the classified service, (2) degree majors not specifically listed on the Job Specification, (3) alternate education and/or experience listed on the Job Specification, (4) equivalent combinations of education and/or experience, and (5) working-out-of-class experience.

\_\_\_\_\_  
**Signature** \_\_\_\_\_  
**Date**

<b>4. Name</b>	<b>Classification</b>
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I certify that I have completed the approved credential review training and will only review the applicant credentials with Michigan state classified experience only. I will not evaluate the applicant credentials with (1) experience gained outside the classified service, (2) degree majors not specifically listed on the Job Specification, (3) alternate education and/or experience listed on the Job Specification, (4) equivalent combinations of education and/or experience, and (5) working-out-of-class experience.

\_\_\_\_\_  
**Signature** \_\_\_\_\_  
**Date**

<b>5. Name</b>	<b>Classification</b>
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I certify that I have completed the approved credential review training and will only review the applicant credentials with Michigan state classified experience only. I will not evaluate the applicant credentials with (1) experience gained outside the classified service, (2) degree majors not specifically listed on the Job Specification, (3) alternate education and/or experience listed on the Job Specification, (4) equivalent combinations of education and/or experience, and (5) working-out-of-class experience.

\_\_\_\_\_  
**Signature** \_\_\_\_\_  
**Date**

<b>6. Name</b>	<b>Classification</b>
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I certify that I have completed the approved credential review training and will only review the applicant credentials with Michigan state classified experience only. I will not evaluate the applicant credentials with (1) experience gained outside the classified service, (2) degree majors not specifically listed on the Job Specification, (3) alternate education and/or experience listed on the Job Specification, (4) equivalent combinations of education and/or experience, and (5) working-out-of-class experience.

\_\_\_\_\_  
**Signature** \_\_\_\_\_  
**Date**

<b>Appointing Authority's Signature</b>	<b>Date</b>
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<b>Civil Service Approval</b>	<b>Date</b>
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