

Appendix A – Summary Chart: Category Rating Compared to Traditional “Rule of Three” Method

Requirement	Traditional “Rule of Three” Method	Category Rating Method
Candidates are evaluated based on job-related criteria	Yes	Yes
Candidate Evaluation	Numeric rating and selection procedures are applied	<ul style="list-style-type: none"> • Candidates are placed in Quality categories. Quality categories differentiate between the quality of candidates relative to the job • Quality levels are defined in terms of increasing levels of difficulty or complexity
Does the “Rule of Three” Apply?	Yes	No
Veterans’ Preference	Eligible veterans receive either 5 or 10 points, which is added to their score	<ul style="list-style-type: none"> • Veterans do not receive points • For scientific/professional positions at the GS-09 and higher, CPS and CP veterans are listed at the top of the highest quality category in which they were placed • For other than scientific/professional positions at the GS-09 and above, veterans’ preference is applied by placing CPS and CP veterans at the top of the highest quality category. All other veterans are placed at the top of the quality category for which they qualify
Subject to CTAP/ICTAP requirements?	Yes	Yes
Public Notice	Required	Required
Selection	<ul style="list-style-type: none"> • Selection from top three available candidates • Cannot select non-preference eligible over higher ranking preference eligible 	<ul style="list-style-type: none"> • Selection from highest quality category • Cannot select a non-preference eligible over a preference eligible

Step	Traditional “Rule of Three” Method	Category Rating Process
1	Review position description	Same
2	Determine minimum qualifications	Same
3	Conduct and document job analysis a. Identify competencies/indicators of proficiency/KSAs related to the job b. Choose assessment tools c. Establish indicators of proficiency and incorporate indicators into assessment tools	Same a. Same b. Same c. Same
4	Develop crediting plan and assign point values to benchmarks	Use the job analysis process to define the quality categories into which applicants will be placed
5	a. Create job announcement b. Include selective factors, KSAs (or the Hiring Management system questions), and description of qualification requirements, especially "specialized experience" c. Include "Basis for Rating" d. Ensure public notice: Submit job announcement to USAJOBS	a. Same b. Same c. Include description of categories d. Same
6	Accept applications and review applicants for eligibility, minimum qualifications, CTAP/ICTAP status, and veterans' preference	Same
7	Rate qualified applicants against crediting plan and assign numerical score (or review applicant's score in the Hiring Management system)	Rate applicants (or review applicants' scores in the Hiring Management system) Assign applicant to appropriate quality category
8	Augment score with veterans' preference points	Place veterans at top of appropriate quality category
9	Prepare certificate in ranked order, using augmented scores, and issue certificate to selecting official	Prepare certificate in category order and issue highest category to selecting official
10	a. Receive completed certificate b. Review for adherence to "rule of three" and veterans' preference	a. Same b. Review for adherence to veterans' preference rules
11	Appoint the selectee	Same