

UNITED STATES DEPARTMENT OF AGRICULTURE  
**REQUEST FOR CANDIDATES**

AGENCY USE ONLY

**I. REQUEST FOR CANDIDATES (TO BE COMPLETED BY REQUESTING OFFICIAL)**

1. TITLE OF POSITION		2. DUTY STATION		3. DATE OF REQUEST	
4. PAY PLAN	5. OCCUPATIONAL SERIES	6. GRADE	7. ORGANIZATION		8. POSITION NO.
9a. SIGNATURE OF REQUESTING OFFICIAL		9b. TYPEWRITTEN NAME OF OFFICIAL		9c. TITLE OF OFFICIAL	

**II. REQUEST FOR CANDIDATES (TO BE COMPLETED BY SERVICING OFFICE)****1. QUALIFICATION STANDARDS (INCLUDE ANY SELECTIVE FACTORS)****2. EVALUATION METHODS:**

- a. Scoring Key
- b. How scores were combined
- c. Panel Members (names and titles)
- d. Other Information (continue on reverse)

**3. CANDIDATE SOURCE:**

[1] Skills File \_\_\_\_\_ [3] Other \_\_\_\_\_

[2] Vacancy Announcement No. \_\_\_\_\_ [4] Other \_\_\_\_\_

**4. EVALUATION CRITERIA (KSA's USED TO DETERMINE THE BEST QUALIFIED CANDIDATES)**

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_
- f. \_\_\_\_\_

