

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF PERSONNEL AND TRAINING SELECTION ROSTER	VACANCY NUMBER:
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POSITION, TITLE, SERIES, GRADE(S), ORGANIZATION, AND LOCATION 	DATE REFERRED TO SELECTING OFFICIAL 	DATE RECEIVED BY PERSONNEL FROM SELECTING OFFICIAL
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CERTIFICATION BY PANEL MEMBERS:

By my signature, I certify that I have not discriminated on the basis of race, color, creed, age, national origin, sex, marital status, lawful political or group affiliation, or nondisqualifying physical handicap in identifying these candidates as being Best Qualified.

1. DATE	PERSONNEL REPRESENTATIVE	2. DATE	SELECTING OFFICIAL, OR DESIGNEE WHO PARTICIPATES ON PANEL
3. DATE	PANEL MEMBER	4. DATE	PANEL MEMBER
5. DATE	PANEL MEMBER	6. DATE	PANEL MEMBER

BEST QUALIFIED CANDIDATES

NAME	INTERVIEW		REMARKS	ACTION TAKEN
	YES	NO		
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

CERTIFICATION BY SELECTING OFFICIAL:

By my signature below, I certify that I have not unlawfully discriminated in selecting the Best Qualified candidate indicated by the "S" in ACTION TAKEN column.

No selection made. *(Briefly explain.)*

Other. *(Briefly explain.)*

DATE	SIGNATURE OF DESIGNEE WHO CONDUCTS SELECTION INTERVIEWS	DATE	SIGNATURE OF SELECTING OFFICIAL
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U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Office of Personnel and Training
SELECTION ROSTER

Instructions for the Selecting Official and, if applicable, the Selecting Official's Designee for using this form in making a selection.

1. Review the supporting documents for the candidates whose names are listed on the reverse side of this form.
2. Either interview the candidate or give your reasons in "Remarks" for not conducting an interview. If you need help in arranging interviews, call the person listed below for assistance.
3. Record the action you took in "Action Taken" column by using the following symbols: S – Selected; D – Declined; NS – Not Selected.
4. The Selecting Official is the individual who has final selection authority for a position. This person must approve of the selection before the servicing personnel office will put it into effect. Approval will be indicated by a signature in the lower Selecting Official block. In some instances, the Selecting Official may assign a Designee to conduct the selection interviews of Best Qualified candidates. If so, the Designee will sign in the lower Designee block. If not, this block will be marked Not Applicable.
5. The original of this form with report of action taken should be signed and returned to the personnel representative with all attached documents no later than ____ days after the date indicated in the Date Referred to Selecting Official block.