



# Eligible Lists - Frequently Asked Questions

## 1. What is an eligible list?

- An eligible list is a list of qualified persons to be considered for employment. Candidates are ranked on an eligible list based on their overall score in the examination (Civil Service Rule Section 4.20).

## 2. How do I get on an eligible list?

- All applicants for the permanent civil service positions are required to participate in a competitive merit-based selection process.
  - **Submit Your Application:** First, you need to apply for a position of your interest on the City's website. You must clearly demonstrate, within the Education and Experience sections of your job application, that you meet the minimum qualifications specified in the job announcement.
  - **Required Documents:** You must scan and attach all required documents as specified in the job announcement. Typical required documents are diplomas, transcripts, professional certificates, and licenses.
  - **Supplemental Questionnaire:** Most job announcements will include a supplemental questionnaire. You must clearly and thoroughly answer all required supplemental questions. These responses are frequently rated and used to determine whether your application will proceed further in the process, and may serve as your exam score.
  - **Evaluation for Minimum Qualifications:** Once your application is submitted, an HR analyst will evaluate if your education and experience meet the minimum qualification requirements.
  - **Examination Process:** If you meet minimum qualifications, you will be invited to participate in an examination process that will assess your knowledge, skills and abilities relevant to the position.
    - There are different types of examinations: evaluation of supplemental questionnaire, written exam (multiple-choice), written exercise (essay), oral exam, supplemental questionnaire screening, performance exam, and assessment center.
  - **Eligible List Placement:** If you obtain a passing score on the examination(s), your name will be placed on the eligible list according to your rank related to your exam score(s). Hiring departments will use the list to interview candidates and fill their vacancies.



### 3. What kinds of eligible lists are there?

- There are two (2) kinds of eligible lists: **Restricted** and *Open*
  - **Restricted** eligible lists are limited to current City or Port of Oakland employees who meet minimum qualifications and other requirements specified by the Union agreement of the class to be examined.
  - *Open* eligible lists are for external applicants or City of Oakland employees who are not eligible to be placed on the restricted list.
- Most recruitments result in two (2) eligible lists: restricted and open.
- Some recruitments may be posted only for restricted, or only for open applicants.
- If a recruitment produces both a restricted and an open eligible list, hiring departments are required to consider (interview) all candidates on the restricted list prior to interviewing the open eligible list.

### 4. How long does an eligible list last?

- The duration of an eligible list depends on its type. Restricted eligible lists are typically valid for two (2) years, whereas Open eligible lists typically remain valid for one (1) year.
- Eligible lists may be exhausted prior to the expiration date or extended up to four (4) years (Civil Service Rule Section 4.20).

### 5. What happens after an eligible list is established?

To fill vacancies, referrals are made to the hiring department for interviews in rank order with the number of referrals depending on the number of vacancies (Civil Service Rule Section 4.20 and Section 5.02). Departments are required to consider (interview) all candidates on the restricted list prior to interviewing open eligible list candidates.

- The Department(s) may contact you for a Department level interview. Interviews may be in-person or by telephone, video, or other platforms.
- The number of vacancies determine the number of certified names the Department receives.
  - Typically, the top four (4) ranks are certified for one (1) vacancy, which can result in more than four (4) candidates being referred to the hiring department (due to ties in ranks). An additional two (2) ranks are certified for each additional vacancy.
- Your name can be certified up to four (4) times total for the same classification (job title) (non-sworn positions), then you can no longer be considered for this classification (job title).
- Please note that your rank on the eligible list does not guarantee or imply that a job offer will follow. Similarly, if your name is referred to a hiring department for an interview, it does not guarantee or imply that a job offer will follow.



**6. If I am not selected by the hiring department this time, do I still stay on the eligible list and can I be hired at a later date?**

- Yes, if you are not selected for a position, your name will remain on the eligible list in accordance with Civil Service Rule Section 5.04. Depending on your rank on the list, you may be considered for future vacancies as they occur.

**7. Once I'm on the eligible list, can I decline an interview until the right job comes along for me?**

- Yes, you may decline up to two (2) different times to be interviewed for a position from the same eligible list. However, on your 3rd waiver of interest, your name will be removed from the eligible list (Civil Service Section 4.22).

**8. Once I'm on the eligible list, how many interviews can I be invited to?**

- You can be invited to a maximum of four (4) job interviews from a particular eligible list.

You can access the City of Oakland's Civil Service Rules click [here](#).

For questions, please contact your HR Analyst or the HRM front counter at 510-238-3112.