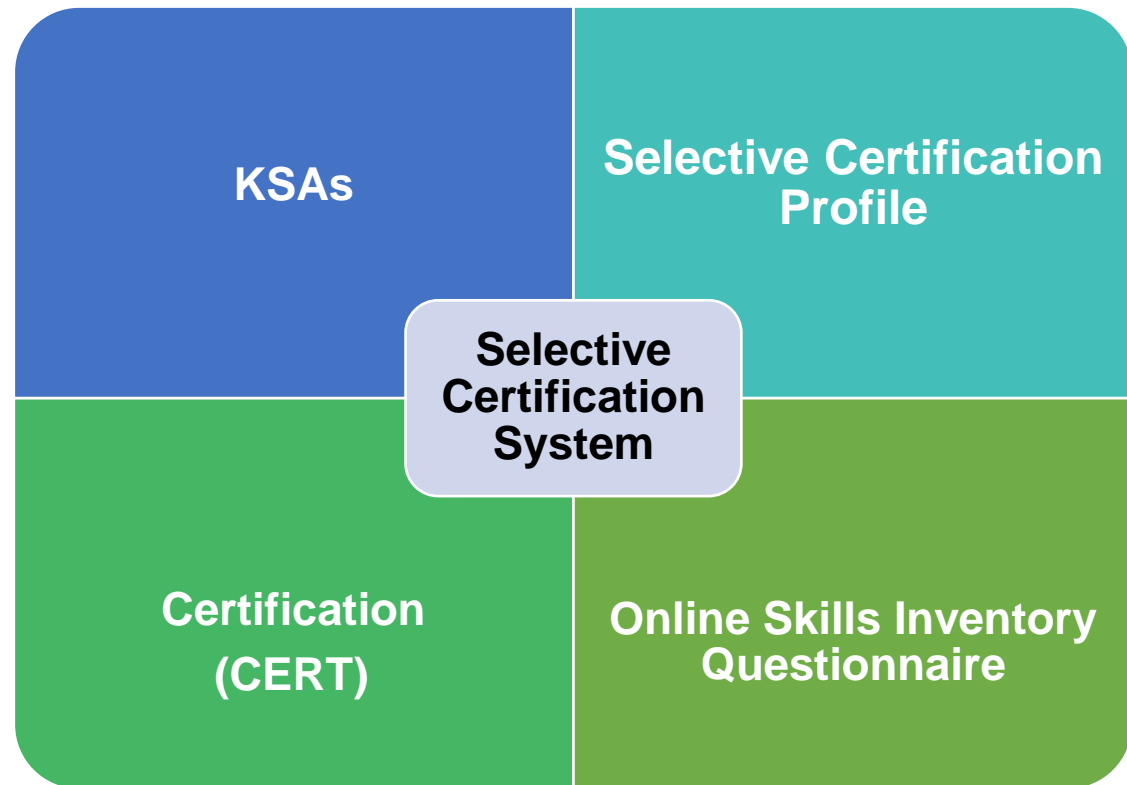


Understanding Selective Certification

Terminology

Selective certification is the narrowing of the pool of eligible candidates by requiring special education and experience that is unique to the specific position being filled.

- **KSAs:** Knowledge, Skills, and Abilities necessary to perform the job duties.
- **Selective Certification Profile:** The collective description of education and experience needed to perform the duties of a specific position that also act as the filter for passing candidates.
- **Online Skills Inventory Questionnaire:** An online questionnaire for candidates to elaborate on their educational background and their experience qualifications. The items on the inventory have been identified as either critical to or of great importance in the ability to perform the duties of a specific position.
- **Certification (CERT):** A subset of the general eligible list that is created through the selective certification process. A final CERT is considered an eligible list for the purposes of appointment. Candidates with a score of 70.0 or higher who meet the specialized requirements for select positions will be provided to agencies for consideration when hiring.



Understanding Selective Certification

Resources

Agency Phone Number Listing

<https://phonedirectory.ny.gov/telecom/phones>

If you have questions about your work history, we welcome you to contact your Human Resources Office or the Business Services Center (BSC). Contact information for the various agency Human Resource Offices can be found at the phone directory link above.

Eligible List Standing

<https://www.cs.ny.gov/elmspublic/>

If you have a question about your standing on an eligible list, you can find more information on ELMS Online, or contact the Department of Civil Service at 1-877-NYS-JOBS. ELMS does not contain information about certain kinds of eligible lists. For Decentralized Examinations and/or Lists resulting from examinations conducted by an agency other than Civil Service, contact the agency to which you submitted your examination application.

Online Questionnaire System

https://www.cs.ny.gov/localtest/main/fm_chooseexam.cfm

For your reference, the Department of Civil Service Online Questionnaire System is available online at the link provided.