

INSTRUCTIONS FOR DISPOSITION OF CERTIFICATION

1. Eligibles have 5 business days (determined by postmark on eligible's response) to respond to the Notification of Certification.
2. Appointments must be made to fill all positions in which provisional appointees are serving.
3. All regular appointments are subject to a working test period as prescribed by law.
4. Appointments must be made in accordance with prevailing salary procedures.
5. Proof of license and/or academic degree should be verified prior to appointment.
6. From open competitive lists, disabled veterans (D) and veterans (V) must be appointed in the order in which they appear on the certification. Non-veterans (N) may be appointed if they are among the three highest ranking interested eligibles.
From promotional lists, if any veterans' name is listed first among the three highest ranking interested eligibles, a veteran must be appointed.
7. Eligibles sharing the same rank on a list will be considered equivalent for consideration for appointment regardless of their relative position on the certification. However, when a veteran and non-veteran's rank is tied on a promotional examination, the name of the veteran shall be listed first within the rank.
8. From regular and special reemployment lists, eligibles must be appointed in the order in which their names appear.
9. Certifications must be completely disposed by the required date of disposition indicated on the top of the certification unless an extension of the date is requested and approved. Failure to do so may result in enforcement action including cancellation of the certification, constructive appointments, payroll disapprovals, assessment of costs, etc.
10. It is the appointing authority's responsibility to notify all interested eligibles of the results of the certification.
11. All certification dispositions must be signed by the official appointing authority.
12. Requests to remove or bypass any certified eligible must be identified in the DISPOSITION/COMMENTS field and supporting documentation returned with the certification disposition by the required date of disposition.

INSTRUCTIONS FOR COMPLETION

1. **CERTIFICATION NUMBER:** The system generated number assigned to this specific certification.
2. **CERTIFICATION DATE:** The month, day and year this certification was issued by the Civil Service Commission.
3. **REQUIRED DATE OF DISPOSITION:** The month, day and year by which the results of this certification must be returned to the Civil Service Commission.
4. **INDIVIDUAL NOTICE DATE:** The month, day and year that eligibles were notified of their certification.
5. **TITLE CODE AND TITLE:** The number and name of the title for which this certification was issued.
6. **CERTIFICATION AGAINST PROVISIONALS:** An indication if the certification was issued against provisional appointees (SEE PA LISTING).
7. **LOCATION OF POSITION:** In State service, the county in which the available position is located, and the promotional unit scope, if any, in which the available position is located. In Local service, the department in which the available position is located.
8. **APPOINTING AUTHORITY:** The name and mailing address of the official hiring authority to whom the certification was issued.
9. **SPECIAL INSTRUCTIONS:** An optional field which contains special instructions or notes to the appointing authority.
10. **PROM DATE, SYMBOL and RANK:** The promulgation date and symbol code of the list on which the eligible's name appears. The rank indicates the eligibles relative placement on this list.
11. **NAME, ADDRESS, SOCIAL SECURITY NUMBER:** The name, address and social security number of each eligible listed on this certification.
12. **TYPE LIST:** A one letter code indicating if the eligible is on a special reemployment (S), regular reemployment (R), promotional (P) or open competitive (O) list.
13. **VET STATUS:** A one letter code indicating if the eligible is a disabled veteran (D), a veteran (V) or a non-veteran (N).
14. **FT / PT:** A one letter code indicating if the eligible is interested in a (F) full time (P) part time position, or (B) both.
15. **RESID STATUS:** An indication of the residency status of the eligible for the certification.
16. **DISP CODE:** A two digit code entered by the appointing authority to indicate the results of the certification for each eligible (SEE DISPOSITION CODE DETAIL).
17. **APPOINTMENT INFORMATION:** The month, day and year entered by the appointing authority for all appointees indicating their effective appointment date.
18. **DISPOSITION COMMENTS:** A field for the appointing authority to provide more detailed information for each eligible, such as salary, location of appointment, position number, payroll number, department.

• ELIGIBLES HAVE 5 BUSINESS DAYS TO RESPOND

Provisional Appointment Listings (DPF-590) must reflect the status of any provisional employees after the certification has been disposed. This form must be completed and returned with the certification disposition.

RETURN COMPLETED DISPOSITION TO: NJ Civil Service Commission, Division of Agency Services,
P.O. Box 313, Trenton, NJ 08625-0313, Attention Certification Unit