

## **THE MERIT SYSTEM PRINCIPLES**

*(Adapted from 5 USC 2301)*

- 1. Recruit from appropriate sources representing all segments of society.**
- 2. Select and advance only (a) qualified individuals, (b) solely on their relative ability, and (c) after fair and open competition that assures equal opportunity.**
- 3. Treat employees and applicants fairly.**
- 4. Manage employees efficiently and effectively.**
- 5. Educate and train employees when it will result in better organizational or individual performance.**
- 6. Correct inadequate employee performance.**
- 7. Separate those employees who cannot or will not meet performance expectations.**
- 8. Protect employees against arbitrary action, favoritism, and reprisal.**
- 9. Prohibit employees from using their official authority or influence to interfere with or affect the result of an election.**
- 10. Compensate employees on the basis of equal pay for work of equal value.**
- 11. Provide appropriate incentives and recognition for excellence in performance.**
- 12. Maintain high standards of integrity, conduct, and concern for the public interest.**