

ISIS HR

Quick Tips

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No. 2

Action Reason for Hiring or Promoting Based on the PET Score

Did you know that since all jobs using the Professional Entry Test (PET) series 7333 became part of the QUEST initiative, the correct action reason when hiring or promoting someone to these types of positions is "Certifiable Score?"

One of the most common ISIS entry errors identified by the Accountability Division is an incorrect action reason for PET hiring.

QUEST guidelines were issued when the PET was changed to this scoring method. These guidelines notified users that, effective July 5, 2005, the action reason of "Certifiable Score" would be the only action reason used when appointing someone to a PET job. The reason the guidelines require "Certifiable Score" is that the only requirements for making a PET appointment are a minimum score of 40 and verification that the applicant meets the minimum qualifications of the job.

To review your action reasons, use the ZP14 Action Reason/Pay Reason report to see what has been entered in your personnel area.

Questions? Call your Civil Service Assistance Coordinator at (225) 342-8274.