



Procedure for Submitting a Minimum Qualification Review (MQR) Request

All candidates who apply to a 10-day posted vacancy and who are selected by the hiring agency for consideration to be interviewed must be submitted to the Personnel Cabinet for a review of minimum qualifications. This review is referred to as the Minimum Qualification Review or MQR.

At the conclusion of the posting period for 10-day posted vacancies the hiring agency receives the list of potential candidates eligible for consideration for appointment, promotion or reemployment to a position in the classified service. This list of eligibles is known as a register, in the form of a certified register report. The report exists as a spreadsheet attached to the requisition in the Career Opportunities System (COS) in PDF format. For instructions on viewing the report, click [here](#).

Review the Certified Register Report to Give Proper Consideration of Candidates

The candidates appearing in the certified register report appear in order based on their Ranking Value. Reemployment candidates are listed at the top of the report, in descending order of months of service. All other candidates are listed alphabetically under Full-time Internal Mobility, Part-time Internal Mobility or Competitive ranking values. In addition, candidates with verified veterans' preference will be identified with a "Yes" in the corresponding column. Credentials of candidates on a certified register are accessed through the associated requisition (req) folder.

Viewing Candidates' Qualifications

The requisition *folder* is the location in the Career Opportunities System (COS) where the hiring agency and Personnel Cabinet can review qualifications of candidates who have applied to a vacancy and appear on the certified register report. The hiring agency reviews the candidates' credentials and determines which candidates they would like to move forward in the selection process.

Note: It is important to understand the difference between a 10-day posted vacancy and an Immediate Fill vacancy as they relate to the MQR process. Immediate Fill refers to a job classification title that is continuously advertised. It is also commonly referred to as a "Quick Fill." Applications are accepted at all times, whether or not an actual vacancy exists. When a hiring agency notifies the Personnel Cabinet of a vacancy, the req folder tied to the continuous advertisement is filtered for approved candidates with the county choice that matches the vacancy location. Those candidates are then referred to the hiring agency for consideration via a certified register report. Because applications for these titles are reviewed prior to register certification, hiring agencies *do not* follow the MQR process. Instead, the "Bypass Pers Cab Review" HR status path is chosen.

Steps in the MQR Process

1. Hiring agency determines candidates to be considered for interview, including veterans identified as such on the certified register report. **Note:** Veterans must be identified on the certified register report in order to be eligible for veterans' preference. Do not rely upon the employment application or output fields in COS to determine veteran status. To ensure compliance with requirements to offer interviews, refer only to the Certified Register Report to identify those with verified veterans' preference.
2. A member of the req team at the hiring agency sends an email with req # and names of candidates they wish to be reviewed by the Personnel Cabinet for minimum requirements to PERS.MQR@Ky.gov

- a. **Do not** put Social Security Numbers in email.
 - b. Subject line of email to be the req # followed by MQR: XXXXBR MQR
 - c. MQR email will be accepted only from the req creator, agency approver or req team member who is identified on the requisition.
3. Minimum Qualification reviews are conducted in the Personnel Cabinet's Division of Career Opportunities (DCO), HR Certification Branch. HR Statuses shall be updated as follows by an Analyst in the HR Certification Branch:
- 6 - Approved MQ – Candidate meets minimum requirements. Agency may proceed with offer of interview.
 - 7 - Rejected MQ – Candidate does not meet minimum requirements. Agency shall not consider this candidate.
 - 5 - Inconclusive MQ – Candidate has been informed to provide additional information. Agency shall not consider this candidate at this status.
4. HR Certification Analyst will email the response below to the approved req team member who submitted the request informing him/her their MQRs are now complete:
"Your MQR request has been completed. All candidates approved for interviews are identified by Approved MQ in your req folder.

Note: If the number of qualified veterans submitted for MQ Review did not satisfy requirements set forth in KRS 18A.150 (7), we reviewed the balance of veteran eligibles and updated the HR status to Approved MQ for those who possess minimum qualifications."

Anticipated turnaround time is 2-5 business days, depending on the number of candidates submitted for MQR by the hiring agency and overall volume of MQR requests received and already in progress.