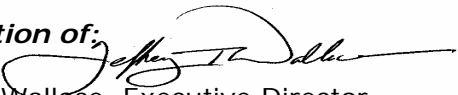


MANAGEMENT DIRECTIVE

Commonwealth of Pennsylvania
Governor's Office

Subject: Civil Service Availability Survey/Interview Notice	Number: 580.2 Amended
Date: January 21, 2009	By Direction of:  Jeffrey T. Wallace, Executive Director, State Civil Service Commission
Contact Agency: State Civil Service Commission, Bureau of Technical and Information Services, 717/787-2900	

This directive contains policy and procedures relative to the use of Form SCSC-98, *Availability Survey/Interview Notice*. This directive contains major changes; therefore, marginal dots have been excluded.

1. **PURPOSE.** To provide a standardized, uniform method for surveying and scheduling eligibles for employment interviews.
2. **SCOPE.** Applies to all agencies with classified service positions in state agencies identified in *Civil Service Act*, 71 P.S. § 741.3(d), and to political subdivisions of the Commonwealth which have contracts with the State Civil Service Commission (SCSC) for services and facilities as provided for in *Civil Service Act*, 71 P.S. § 741.212.
3. **OBJECTIVE.** To understand the policies and procedures applicable when using Form SCSC-98, *Availability Survey/Interview Notice*.
4. **DEFINITIONS.**
 - a. **Eligible.** A person whose name is on a certification of eligibles.
 - b. **Certification of Eligibles.** An employment list, promotion list, or reemployment list.

- c. **Rule-of-Three.** The requirement that the appointing authority choose from among the three highest-ranking available eligibles on a certification of eligibles. The Rule-of-Three may consist of more than three eligibles, but does not prohibit an appointing authority from making an appointment if there are fewer than three available eligibles.

5. POLICY.

- a. Form SCSC-98, Revised 02/98, shall be used when surveying eligibles for availability or when scheduling employment interviews.
- b. Form SCSC-98 should be sent to as many eligibles on the certification as is necessary to establish a valid Rule-of-Three when making an appointment or multiple appointments.
- c. **References.** *Civil Service Act, 71 P.S. §§ 741.601, 741.602; 4 Pa. Code §§ 97.2; 97.3; Management Directive 580.10, Rights of Certified Eligibles in the Classified Service; and Manuals M580.1, Certification of Eligibles for the Classified Service, and the SCSC-98 User Manual.*

6. PROCEDURES.

- a. In accordance with the *SCSC-98 User Manual*, agencies are to prepare a Form SCSC-98 for each certified eligible who is surveyed for availability or invited to a job interview. (See Enclosure 1) The *SCSC-98 User Manual* can be obtained by visiting the Commission's website at www.scsc.state.pa.us and logging on to the Human Resource website; or by emailing the Bureau of Technical and Information Services at ra-cs-taad@state.pa.us.
- b. Each eligible canvassed shall receive a minimum of two copies of the Form SCSC-98, one to be returned to the agency and the other to be retained by the eligible. An agency may, at its own discretion, choose to request additional copies of Form SCSC-98 for use by the agency or to send to eligibles.
- c. When surveying for availability or scheduling employment interviews through the U.S. Postal Service, eligibles shall be given a minimum of five business days to respond. For all methods other than the U.S. Postal Service, eligibles shall be given a minimum of three business days to respond.
- d. The following information shall be included on Form SCSC-98, or be provided as an attachment, when surveying eligibles for availability or scheduling employment interviews:
 - (1) Class title.
 - (2) Location.
 - (3) Type of employment, e.g., full-time, part-time, seasonal, limited-term, temporary, or substitute.
 - (4) Work hours.
 - (5) Salary or wage rate.

- (6) Description of duties.
- (7) Name, address, and telephone number for responding.
- e. If the Form SCSC-98 is returned unsigned and indicates the eligible is not available for the position surveyed, the agency shall notate in the **(FOR OFFICIAL USE ONLY)** block, it was received unsigned and date it was received.
- f. If the Form SCSC-98 is being used as an Interview Notice and the eligible is available for interview, the eligible shall bring Form SCSC-98 to the interview and complete Section 1 and the **(YOUR SIGNATURE)** block.
- g. If the eligible notifies the agency of unavailability for the position other than by a signed Form SCSC-98, the agency shall record the information by checking the appropriate box in Section 1 and completing the **(FOR OFFICIAL USE ONLY)** block as described in paragraph 6.(e) of this directive.
- h. When returning the certification of eligibles, copies of Forms SCSC-98 shall be attached in score order as the eligibles' names appear. Relevant supporting documentation shall be included, e.g., if the Form SCSC-98 indicates SEE ATTACHED, the attachment shall be included with the returned certification of eligibles.
- i. Certification of eligibles, copies of Forms SCSC-98 and relevant supporting documentation shall be returned to the:

State Civil Service Commission
Bureau of Technical and Information Services
Technical Assistance and Certification Division
3rd Floor, Strawberry Square Complex
320 Market Street

OR, for U.S. Postal Service deliveries:

P.O. Box 569
Harrisburg, PA 17108-0569

- j. Copies of Forms SCSC-98 do not need to be returned for those eligibles who do not respond either in writing or by telephone to the *Availability Survey/Interview Notice*. SCSC may verify that an eligible did not respond either by contacting the eligible, or by contacting the reporting agency for additional information.
- k. Form SCSC-98 can be obtained by visiting the Commission's website at www.scsc.state.pa.us and logging on to the Human Resource website. Appointing authorities are encouraged to replenish stock by use of their own reproduction facilities. Forms may also be obtained from the:

State Civil Service Commission
Reproduction and Distribution Unit
Basement, Strawberry Square
320 Market Street
Telephone: 717/787-5632

OR, for U.S. Postal Service deliveries:

P.O. Box 569
Harrisburg, PA 17108-0569

- I. The SCSC-98 preparation software may be obtained directly from the Commission's Human Resource website, SCSC-98 Download Instructions site. Additional information on the SCSC-98 preparation software may be obtained by contacting the Bureau of Information Technology Systems, Technical Support, at 717/787-7804.

Enclosure:

1 – Form SCSC-98, *Availability Survey/Interview Notice*

This directive replaces, in its entirety, *Management Directive 580.2* dated July 5, 1994.

SCSC-98 Rev. 02-98	AVAILABILITY SURVEY / INTERVIEW NOTICE	CERTIFICATION NO(S):	DATE:
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JOB INFORMATION - Your name has been referred to this agency by the State Civil Service Commission for the job title listed below.

JOB TITLE:
 WORK LOCATION:
 TYPE JOB: _____ PAY RANGE: _____ STARTING SALARY: _____
 BRIEF JOB DESCRIPTION/SPECIAL WORKING CONDITIONS:
 SEE ATTACHED

To:	From:
Please make necessary changes.	Telephone: (717) 000-0000

Social Security Number: _____ Final Earned Rating: _____

SECTION 1: AVAILABILITY SURVEY

DO NOT REPORT FOR INTERVIEW. COMPLETE THIS SECTION. THIS IS A MAIL SURVEY OF YOUR AVAILABILITY/INTEREST.

A. I am available for this job.
 B. I am NOT available for this job title. Remove my name from this list.
 C. I am NO longer available for employment. Remove my name from all lists.
 D. I am NOT available for employment until (Date) _____.
 E. I am NOT available for this specific job, but will consider future opportunities in this job title.

RETURN TWO COPIES OF THIS FORM IMMEDIATELY. FAILURE TO DO SO BY _____ WILL REMOVE YOUR NAME FROM ALL LISTS FOR JOB TITLES WITH THE SAME OR LOWER SALARY.

SECTION 2: INTERVIEW NOTICE

REPORT FOR INTERVIEW PLACE: _____ DATE: _____
 TIME: _____

TELEPHONE FOR INTERVIEW NAME: _____ TELEPHONE: _____

BRING THIS FORM WITH YOU TO THE INTERVIEW. IF YOU ARE NOT AVAILABLE FOR THIS JOB, COMPLETE SECTION 1.
IF YOU NEED ACCOMMODATIONS FOR THE INTERVIEW DUE TO A DISABILITY, PLEASE CALL THE NUMBER LISTED ABOVE.

		FOR OFFICIAL USE ONLY	
_____ YOUR SIGNATURE	_____ DATE/TIME INFORMATION WAS RECEIVED	_____ SIGNATURE OF AGENCY EMPLOYEE RECEIVING INFORMATION	_____ HOW AND FROM WHOM INFORMATION WAS RECEIVED
_____ DATE	_____ TELEPHONE NO. 8:00 A.M. – 5:00 P.M.		

AN EQUAL OPPORTUNITY EMPLOYER
 (USE THIS FORM IN CONNECTION WITH MANAGEMENT DIRECTIVE 580.2)