



West Virginia Division of Personnel

Billie Jo Streyle-Anderson, Director

Joe Manchin III, Governor
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MEMORANDUM

Date: July 5, 2007
To: Cabinet Secretaries, Agency Heads, Human Resource/Personnel Officers
From: Billie Jo Streyle-Anderson, Esquire, Director *BJSA*
West Virginia Division of Personnel
RE: Verification Form Letter
W. Va. Code R. §143-1-9.2(b) (2007)

Attached you will find a verification form letter that satisfies the requirements of *W. Va. Code R. §143-1-9.2(b)* which became effective on July 1, 2007.

(b) In selecting persons from among those certified, the appointing authority shall give due consideration, based on job related criteria, to all available eligibles and may examine their applications and reports of investigations and may interview them. Final selection shall be reported in writing by the appointing authority to the Director and shall include a statement by the appointing authority or his or her designee certifying that the person charged with making the selection: complied with the requirements of this subdivision; did not make the selection based on favoritism shown or patronage granted; and, considered all available eligibles for the position.

Please use this form letter when submitting documentation for original appointments **PROCESSED** after July 16, 2007. It is important to note that specific information, i.e. the posting number, certification number, WV-11 reference number, and the person making the selection, must be provided within the form letter for original appointments. This form letter is not required for reinstatements, transfers or promotions, as there is no such requirement within the Administrative Rule that a written report regarding final selection be submitted to the Director of the Division of Personnel.

BJSA/JDW

Attachment



MEMORANDUM

DATE:

TO: Billie Jo Streyle-Anderson, Esquire
Director of Personnel

FROM: {Appointing Authority or Designee}
{Agency}

SUBJECT: Original Appointment

I certify that {NAME OF PERSON MAKING THE SELECTION}, in making the selection for the proposed original appointment indicated on {POSTING #, CERTIFICATION #, WV-11 REFERENCE #} gave due consideration, based on job-related criteria, to all eligible and available applicants certified and did not make the selection based on favoritism shown or patronage granted.