



State of Connecticut Talent Solutions  
**Certification Documentation Form**

Form #: CT-HR-2  
 Revision Date: November 2021

Effective October 30, 2017, DAS partially delegated the job certification process, subject to post-audit, to appointing authorities or their designees in accordance with Sec. 5-200 (a)(8) of the Connecticut General Statutes. Before making a conditional offer of employment, agencies shall appropriately clear all mandatory lists.

**Instructions:** This form should be used by agency Human Resources Professionals to document offers to a mandatory list candidate or attest that all mandatory lists have been cleared prior to a conditional offer of employment to a candidate on a JobAps Certified List. In addition, this form should be used to document all interviewed candidates.

**Action Required:**

- Complete the information below and email the completed form to [DAS.Certification@ct.gov](mailto:DAS.Certification@ct.gov) and if applicable, the assigned [Talent Solutions recruiter](#).
- The Email Subject line must include: **Cert Request \_Agency Acronym\_ Candidate Name\_ Cert Number**  
*For Example: Cert Request\_ DOC\_ John Smith\_ 123456*

Agency Name: \_\_\_\_\_ JobAps Certification # or Code: \_\_\_\_\_

Bargaining Unit: \_\_\_\_\_ Job Class Code: \_\_\_\_\_

Title of Position: \_\_\_\_\_ Position (PCN) #(s): \_\_\_\_\_

Candidate Name: \_\_\_\_\_ Employee ID#: \_\_\_\_\_

If you are placing a **Mandatory List Candidate**, please complete the following:

Is this a Mandatory transfer:                      Yes                      No

Is this a hazardous duty position:              Yes                      No

Type of Mandatory Right: \_\_\_\_\_

Pay Plan & Salary Grade: \_\_\_\_\_ Salary Step: \_\_\_\_\_

FT Hours: \_\_\_\_\_ Bi-weekly Rate of Pay: \_\_\_\_\_

Location (Town): \_\_\_\_\_

I hereby certify that all mandatory lists have been cleared for the above-mentioned position(s):

Name of Agency HR Professional: \_\_\_\_\_ Date: \_\_\_\_\_

## Post Recruitment Audit

Please document all interviewed candidates in the space provided below. In addition, please list any candidate(s) who were selected for hire and declined the position under **Candidate Declined Position**. If you need additional space to list candidate's interviewed by round or if you had more than three rounds of interviews, please include the additional information as an attachment to this form.

### Interview – Round One

Candidate 1: \_\_\_\_\_

Candidate 2: \_\_\_\_\_

Candidate 3: \_\_\_\_\_

Candidate 4: \_\_\_\_\_

Candidate 5: \_\_\_\_\_

Candidate 6: \_\_\_\_\_

Candidate 7: \_\_\_\_\_

Candidate 8: \_\_\_\_\_

Candidate 9: \_\_\_\_\_

Candidate 10: \_\_\_\_\_

### Interview – Round Two

Candidate 1: \_\_\_\_\_

Candidate 2: \_\_\_\_\_

Candidate 3: \_\_\_\_\_

Candidate 4: \_\_\_\_\_

Candidate 5: \_\_\_\_\_

Candidate 6: \_\_\_\_\_

Candidate 7: \_\_\_\_\_

Candidate 8: \_\_\_\_\_

Candidate 9: \_\_\_\_\_

Candidate 10: \_\_\_\_\_

### Interview – Round Three

Candidate 1: \_\_\_\_\_

Candidate 2: \_\_\_\_\_

Candidate 3: \_\_\_\_\_

Candidate 4: \_\_\_\_\_

Candidate 5: \_\_\_\_\_

Candidate 6: \_\_\_\_\_

Candidate 7: \_\_\_\_\_

Candidate 8: \_\_\_\_\_

Candidate 9: \_\_\_\_\_

Candidate 10: \_\_\_\_\_

### Candidate Declined Position

Candidate 1: \_\_\_\_\_

Candidate 2: \_\_\_\_\_

Candidate 3: \_\_\_\_\_

Candidate 4: \_\_\_\_\_

Candidate 5: \_\_\_\_\_

Candidate 6: \_\_\_\_\_

Candidate 7: \_\_\_\_\_

Candidate 8: \_\_\_\_\_

Candidate 9: \_\_\_\_\_

Candidate 10: \_\_\_\_\_