



HCM-09 Request to Evaluate Qualifications

SECTION 1 – Request Information		
Agency Name:	Agency Number:	
Employee Name:	SSN:	Employee ID:
Reason for Change: <input type="checkbox"/> Promotion <input type="checkbox"/> Demotion <input type="checkbox"/> Reinstatement <input type="checkbox"/> Transfer To:		
Current Position Information:	Job Family and Level:	Job Code:
Proposed Position Information:	Job Family and Level:	Job Code:
Requester: I certify that this request is in compliance with the Oklahoma Personnel Act.		
Signature :	Name and Title:	Date:
SECTION 2 – HCM Response		
Job Family and Level:	Job Code:	
<input type="checkbox"/> Approved (Meets minimum requirements) <input type="checkbox"/> Reject Reason: <input type="checkbox"/> Lacks required education <input type="checkbox"/> Has months of the required months of qualifying experience <input type="checkbox"/> Has months of the required months of supervisory/managerial/administrative experience <input type="checkbox"/> Lacks required license <input type="checkbox"/> Other:		
Job Title and Level:	Job Code:	
<input type="checkbox"/> Approved (Meets minimum requirements) <input type="checkbox"/> Reject Reason: <input type="checkbox"/> Lacks required education <input type="checkbox"/> Has months of the required months of qualifying experience <input type="checkbox"/> Has months of the required months of supervisory/managerial/administrative experience <input type="checkbox"/> Lacks required license <input type="checkbox"/> Other:		
Job Title and Level:	Job Code:	
<input type="checkbox"/> Approved (Meets minimum requirements) <input type="checkbox"/> Reject Reason: <input type="checkbox"/> Lacks required education <input type="checkbox"/> Has months of the required months of qualifying experience <input type="checkbox"/> Has months of the required months of supervisory/managerial/administrative experience <input type="checkbox"/> Lacks required license <input type="checkbox"/> Other:		
HCM Applicant Services:	Date:	
SECTION 3 – Examination		
<input type="checkbox"/> Test Required: <input type="checkbox"/> Passed - Score: <input type="checkbox"/> Failed <input type="checkbox"/> No Test Required Reason:		
HCM Test Administration:	Date:	