

INSTRUCTIONS TO ELIGIBLES

This canvass letter is an **inquiry** as to your interest in and availability for employment in the title specified in the letter. A positive response to a canvass does not guarantee an interview or appointment to a position. The number, availability, and ranking of candidates, both before and after interviews, and the ability of an appointing authority to select any one of the three highest-ranking interested eligibles are factors that bear on the final selection of a candidate. It is also possible that an appointing authority may not elect to fill a vacancy at this time. Given these variables, you should NOT leave your present employment based on this canvass letter.

RESPONDING TO CANVASSES:

Be sure to reply **IMMEDIATELY TO EVERY** canvass letter you receive. Seven business days is allowed for receipt of your response. If your response is late and received after an appointment was made, you will have missed an opportunity for appointment. If you do not reply at all, your name will be removed from the eligible list.

EFFECT OF YOUR RESPONSES:

Your name may be removed or restricted from further certification depending upon your response to each canvass. The following may assist you in expressing your interests accurately so that you can be successful in obtaining the appointment you most want. Generally, stating what you will accept will be most helpful in clarifying your interests.

WORK SCHEDULE: If you wish to restrict yourself to a particular work schedule (for example, Full-Time, Less-Than-Full-Time, or Part-Time) you may indicate that on your canvass response. If the position is Full-Time, for example, and you wish to work only Part-Time, you may indicate, "I wish to work Part-Time only." Thereafter, your name will only be certified out for Part-Time positions in that title.

SCHOOL POSITIONS (Ten-Month vs. Twelve-Month): Some positions in School Districts may be either Ten-Month or Twelve-Month positions. You may respond to a canvass that you are only available for a Ten-Month (or a Twelve-Month) position, but in this case your name will continue to be certified out for both types of positions.

SALARY: If you decline a position because the salary is below what you would accept, you may provide a minimum hourly or annual amount that you would accept. If you do, your name will not be certified out in that title to any jurisdiction where the salary is known to be below that rate.

CURRENT EMPLOYEES: If you are currently employed in a Rockland County department/jurisdiction, you must still respond to canvasses from other departments or jurisdictions; if you do not reply, you will be removed from the list entirely. If you wish to be considered only where you currently work, you may indicate that you want "Town of XXX, or XXX School District, or XXXX Department (in County government) only."

LOCATION – If you decline a canvass from a department/jurisdiction for location, your name will not be certified out in that title to that particular department/jurisdiction. For example, if you decline a position within the East Ramapo Central School District based on "Location", you will be restricted from the entire East Ramapo Central School District for that title.

If you require assistance in responding to canvasses or have other questions relating to canvass letters you may contact the Rockland County Department of Personnel Examination/Certifications team at (845) 364-3737 or email RCExams@co.rockland.ny.us. If you have questions related to details of the position or employment at the jurisdiction sending the canvass, contact the individual who signed the canvass letter.