

INSTRUCTIONS FOR COMPLETING REQUEST TO OPEN REGISTER/ CERTIFICATE OF ELIGIBLE CANDIDATES (PER 15)

The Request to Open Register/Certificate of Eligible Candidates (PER 15) is designed to provide Department of Corrections human resource personnel with a uniform method of requesting authorization to open a register and/or requesting a certification list for a vacant position(s). One PER 15 may be used to request a certification list for multiple positions in the same classification provided all POSITION INFORMATION from each section are the same.

Section 1 Facility Information

Select the facility where the vacant position is located. If you are recruiting for more than one facility, you must complete a separate request.

Section 2 Position Information

Provide the requested information for the vacant position. If you have multiple vacancies in the same classification, at the same facility, you must include each position number. Enter the Classification title, code, and type of position.

- Budget Position Number(s): Enter budget position number(s) for position(s) (up to 10 digits to be filled).
- Class Title: Job title (and/or working title).
- Class Code: Enter the appropriate class code (four-digit number).
- Position Type: Check applicable boxes.

Section 3 Job Posting/Certification Information

Select the type of recruitment and the type of certification you are requesting for the agency.

- AO: Agency Only – Only employees within the Department may apply;
- SWP: Statewide Promotional – Only employees with promotional status in the Executive Branch of Maine State Government may apply; or
- OCP: Open Competitive– Anyone may apply.

Section 3a. Additional Job Posting Instructions: Please include any additional information about the opening, this could include instructions on preferences that may be added to the minimum qualifications, stipends, shift information etc.

Section 3b. Additional Certification Options: If the agency is requesting to only include Promotions, Transfers, Demotions, Reemployment these instructions would be stated in this section. This should also be stated in the opening. These may apply to specific situations, but generally will not be utilized in this process. Justification is required for Reemployment Certifications.

Authorization

HR Manager/Authorized party should sign and date (electronic signature is accepted). **Do not forget to include the hiring justification to this request.**

The PER15 should be submitted via email to BHRCerts@maine.gov . If unable to email, print the document and send to Certifications, Bureau of Human Resources, 4 State House Station, Augusta, ME.

Returning the Certification (please read)

After you have interviewed, checked references, and completed the justification for selection, you are required to return the certification list you received for your position. Use the results field on the cert to track the interviews and selection. **DO NOT MARK INDIVIDUALS AS HIRED IN TRAKSTAR, BHR is required to close out the process.** If you have not completed the hiring process within 60 days, you will need to request a new certification.