

# Eligibility List FAQs

## What is an Eligibility List?

An eligibility list is a list of candidates who have completed the district's examination process and are deemed qualified for a position. This list is valid for one year (or 6 months if noted on the position announcement).

When a vacancy occurs, the Personnel Commission will send the hiring manager the top three ranks from the eligibility list, along with any transfer and reinstatement candidates. The top three ranks, transfers, and reinstatements must all be considered in the hiring manager's selection.

## What is a Rank and Score?

The **score** you receive is the total score of all components of the Personnel Commission's examinations. Examinations may include: evaluation of training and experience, written examination, oral examination, and/or performance examination.

Your **rank** is where you fall on the eligibility list compared to other candidate scores. Your rank is subject to change by subsequent candidate additions to the list, candidate's availability for a vacancy, or candidate withdrawals from the list.

## Eligibility List General Information

- Candidates will be considered for vacancies that correspond with their provided availability and site preference. Please contact the Personnel Commission to update your site preferences or your availability or to be removed from an eligibility list.
- Candidates contacted to interview for a vacancy that falls within their provided availability may decline the first invitation, but if they decline for a second vacancy, they will be removed from the eligibility list.
- Once invited to an interview, candidates must contact the Personnel Commission within 72 hours of receiving the request. If a candidate fails to respond within 72 hours, the candidate will be removed from the eligibility list.
- Candidates that interview and subsequently decline the position will be removed from the eligibility list.

## How do I find out salary information?

In accordance with Personnel Commission Rules and Regulations of Classified Service # 70.200.1, new employees to Poway Unified School District will be placed at Step 1 (minimum salary) of the official salary range designated for the position. Any variances in initial placement are addressed in, and shall be carried out in agreement with, this rule. Salary is determined by steps that increase with longevity in the position. For specific salary information, refer to the position posting or click [here](#) for our classified salary schedules.

## What benefits are offered?

Poway Unified has a great benefits package, including a significantly subsidized healthcare insurance plan offered to employees working 20 hours or more per week. To review benefits information, click [here](#). In addition, PUSD employees receive discounted rates for employee families enrolled in PUSD childcare. Union employees may be eligible for tuition reimbursement, training and other benefits.

## I have more questions. Who do I contact?

Please call 858.521.2794 for any questions related to position announcements or the hiring process. To review the full text of the Personnel Commission Rules, click [here](#).