

The Rule of Three

➤ **How do you determine who is reachable for appointment?**

Count down three (3) names from the top of the list. Everyone ranked above or tied in score with this third eligible candidate is “reachable”.

➤ **May I appoint anyone in the TOP 3 SCORES?**

ABSOLUTELY NOT!!!!!! Only people ranked above or tied in score with the third eligible candidate from the top of the list.

➤ **Who is reachable for appointment when there is one vacancy?**

Example 1

1	Betty	100	reachable
2	Bonnie	95	reachable
3	Karen	90	reachable
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4	Jo	85	
5	Shelley	85	
6	Debbie	85	
7	Harvey	80	

In this case you must choose from among Betty, Bonnie, and Karen. This is because Civil Service Law requires you to choose from among the 3 highest ranking eligible candidates.

Example 2

1	Betty	90	reachable
2	Bonnie	90	reachable
3	Karen	90	reachable
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4	Jo	85	
5	Shelley	85	
6	Debbie	85	
7	Harvey	80	

In this case you must choose from among the candidates who received a score of 90. This is because there are three candidates with a score of 90 and Civil Service Law requires you to choose from among the 3 highest ranking eligible candidates.

Example 3

1	Betty	90	reachable
2	Bonnie	90	reachable
3	Karen	85	reachable
4	Jo	85	reachable
5	Shelley	85	reachable
6	Debbie	85	reachable
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7	Harvey	80	

In this example, you may choose from among the top 6 candidates. This is because there are two candidates with a score of 90 and four who are tied with a score of 85. According to Civil Service law, in addition to the three highest ranking candidates, you are allowed to choose from candidates who are tied in score with the third highest ranking candidate.