

Wisconsin Human Resources Handbook

Chapter 200

Establishing Reuse, Reapply, and Registrant Eligibility Periods, and Register Expiration Dates

Sec. 200.010	Introduction	Sec. 200.060	Registrant Eligibility Period
Sec. 200.020	Statutory and Rule Authority	Sec. 200.070	Register Expiration Date
Sec. 200.030	Definitions	Sec. 200.080	Notice of Eligibility
Sec. 200.040	Reapply Waiting Period	Sec. 200.090	Considerations
Sec. 200.050	Reuse Time Period	Sec. 200.100	Administrative Information

Sec. 200.010 Introduction

The persons who create competitive procedures and registers must establish reuse, reapply, registrant eligibility periods, and register expiration dates. This chapter outlines the differences among these areas and important factors to consider when establishing these timeframes.

Sec. 200.020 Statutory and Rule Authority

1. "Subject to par. (b), the term of eligibility on registers is 6 months and thereafter the register expires but may be reactivated by the [director] for up to 3 years from the date of the establishment of the register . . ." s. 230.25(3)(a), Wis. Stats.

Note: s. 230.25(3)(a) was not updated by 2015 Wisconsin Act 55 and continues to include the term "administrator." The responsibility of this section lies with the BMRS Director and the above quote has been modified to reflect this.

2. "The director may allow a register to expire after 3 months, but only after considering the impact of such an action on the policy of this state to provide for equal employment opportunity and to take affirmative action, as specified in s. 230.01(2)." s. 230.25(3)(b), Wis. Stats.
3. "The director may establish a new and separate register for a specific position or class only when in the director's judgment there is no appropriate existing register from which appointments may be made." s. 230.25(4)(a), Wis. Stats.
4. The director may establish separate registers for various geographic areas of the state if the needs of the service so require, provided proper publicity has been given of the intent to establish such registers." s. 230.25(4)(b), Wisc. Stats.
5. "An existing appropriate register for a class shall be used to fill all vacancies in the class, except that the director may authorize a new recruitment leading to the establishment of a different register for some positions in the class when substantial differences in the duties of those positions and the qualifications required for successful performance distinguish them from other positions in the same class. The director may also establish separate registers on the basis of geographic location or when program emphasis or other recognized employment considerations could be expected to attract new applicants who may be better qualified for "placement on the new register" to be established. Separate registers for different positions in the same class may also be established under s. ER-MRS 11.02." s. ER-MRS 6.04, Wis. Adm. Code

6. “(1) OPEN COMPETITIVE REGISTER. Eligibility on a register continues for 6 months from the date the register was established or, on an integrated register, 6 months from the date the individual is placed on the register. The director may allow a register to expire after 3 months, but only after considering the impact of such an action on the policy of this state to provide for equal employment opportunity and to take affirmative action, as specified in s. 230.01 (2), Stats.
(2) REACTIVATION OF REGISTER. The director may reactivate a register up to one year from the date it was established. The appointing authority may request an extension of the reactivation, not to exceed a total of 3 years. Names on the reactivated register may be integrated with those on a subsequently established register.”
s. ER.MRS 11.03, Wis. Adm. Code

Sec. 200.030 Definitions

The following are definitions of terms used in this chapter:

1. **Cognitive Assessment:** A competitive procedure based on an applicant’s “knowledge” or other measure of mental ability, e.g., multiple-choice, true/false, and essays. These assessments must be proctored and monitored for security reasons.
2. **Continuous recruitment:** Positions with multiple vacancies and continuous hiring. Job announcements have no deadline or “apply by” date.
3. **Non-Cognitive Assessment:** A competitive procedure that generally measures experience and training and allows applicants to apply from home, e.g., Objective Inventory Questionnaire, Resume Screen, Training and Experience Assessment, etc. The assessment is not administered in a secure environment.
4. **Register:** List of applicants who have completed the application process and have been deemed eligible. Applicants may be assigned passing civil service scores and be ranked on the register based on those scores if the assessment used a numerical score to determine eligibility. If the assessment applied pass/fail or eligible/not eligible to applicants and therefore no numerical score, all applicants are deemed passing or eligible will be placed on the register.

Sec. 200.040 Reapply Waiting Period

1. The reapply waiting period is set at assessment creation in Wisc.Jobs. It is the timeframe, *from the application submission date*, that an applicant must wait to reapply. This timeframe will be three months to one year for cognitive assessments and zero days to one year for non-cognitive assessments. (See section 200.070 of this handbook chapter for policy information regarding setting a register at three months.)
2. For cognitive assessments, the reapply period should be set for a long enough time to prevent an applicant from “learning the assessment.” However, when administering a Resume Screen, Objective Inventory Questionnaire or Training and Experience Assessment for continuous recruitment, an agency may set the reapply waiting period at zero to allow the applicant to update their application at any time. If the reapply waiting period is set to more than zero, the applicant’s information cannot be updated. If application materials are going to be reviewed for eligibility prior to the deadline of the job announcement, the reapply waiting period must be set to at least the number of days that the job announcement will be published so applicants cannot modify their application materials after they have been reviewed for eligibility.

Suggested reapply waiting periods:

- For a Resume Screen, OIQ or T&E and some essays, set it to zero months if application materials will be reviewed for eligibility AFTER the job announcement deadline, or set it to no less than the number of days the job announcement will be published if application materials will be reviewed for eligibility PRIOR to the job

announcement deadline. If administering multiple-choice assessments, set it to a minimum of 170 days. This may apply to some essays as well.

Sec. 200.050 Reuse Time Period

1. The reuse time period is set at assessment creation in Wisc.Jobs. It is the timeframe, *from the application submission date*, during which an applicant's eligibility can be used in place of applying again. The purpose of this period is to allow the applicant to express interest in remaining on a register or to be considered for other registers that may be established from the same recruitment. The reuse period for cognitive and non-cognitive assessments can be anywhere from three months to one year.

Suggested reuse time periods:

- For one-time use or for continuous recruitments, set it to six months to one year.

2. When the reuse time period is exceeded, the applicant must apply again.
3. The reuse time period should normally be greater than, or equal to, the reapply waiting period. If it is shorter, an applicant may be inactivated on a register and will not have a way to get back on the register.

Example:

- The reuse time period is three months.
 - The reapply waiting period is six months.
- The applicant does not reuse their eligibility to get back on the register within three months of applying. However, the applicant must wait six months to reapply. For the period between three and six months, the applicant has no way to be reactivated to the register.

4. Applicants interested in reusing their eligibility will have to submit for reuse through their *Wisc.Jobs Job Cart*. The applicants may continue to reuse their eligibility until the end of the reuse time period. In some cases, applicants may not have to wait until the recruitment is posted again to reuse their eligibility. Applicants should be informed of the reuse standards for the recruitment through the notice of eligibility and/or the job announcement.
5. Applicants may become inactive from a register but can reuse eligibility to become active again as long as it is done within the reuse time period. Applicants will become active again when the register is integrated. Applicant inactivation will take place when a recruitment is posted and the register is integrated., or during a scheduled batch job, which will be run every week for the purpose of inactivating applicants based on either their eligibility dates or specific ROA's entered on the certification(s) created from the register (see Chapter 212 – Certification, of the *Wisconsin Human Resources Handbook* for information regarding ROA's).
6. For an applicant to reuse eligibility, the competitive procedure cannot change. If it does change, the applicant must reapply. This should be noted in the job announcement. (A change is considered any modification to the competitive procedure that changes the passing point/score or modification to the assessment).
7. Job announcements must contain information for the applicants on whether they can reuse their eligibility from past administrations. The HR Contact noted on the job announcement is responsible for ensuring this information is included.

Sec. 200.060 Registrant Eligibility Period

1. The registrant eligibility period is set at register creation in *Wisc.Jobs*. It is the timeframe, *from the on-register date*, that an applicant will remain eligible. It can be from three months to one year. The default is six months.

2. An applicant may reuse eligibility prior to the end of the eligibility period to ensure uninterrupted eligibility on the register. The registrant eligibility period will be extended following the first register integration after the applicant reuses eligibility.
3. When the applicant passes the eligibility period, the applicant will become inactive on the register. The applicant must “reuse” or “reapply” to become active.

Suggested registrant eligibility periods:

- For one-time use registers, set it to the life of the register, i.e., the same as the expiration of the register, or longer (if it’s necessary to extend or reactivate the register).
- For continuous recruitment registers, set it to the time period after which you want applicants to go inactive and require the them to indicate continued interest, i.e., reapply or reuse.

Sec. 200.070 Register Expiration Date

Note: If a register exists for the same classification and geographical area for an agency and it was created in the last 30 days, the agency that initially created the register is required to use it to certify applicants to fill a vacancy. See Chapter 204 – Assessment Evaluation and Register Establishment, of the *Wisconsin Human Resources Handbook* for more information regarding related registers.

1. The register expiration period is set when a register is established. It is the timeframe, *from the register creation date*, that a register will remain active. This period of time is set when a register is established and the “expiration date” is set by the Wisc.Jobs user creating the register. It can be from three months to one year. A register may be reactivated for up to 1 year and an appointing authority may request an additional extension provided the total time does not exceed 3 years.

Note: Approval is needed to set the expiration period for anything less than six months. The default is six months. (see #3 below for more information.)

2. The “Expiration Date” in Wisc.Jobs should be left blank for continuous recruitments.
3. Section 230.25(3)(b) states “The director may allow a register to expire after 3 months, but only after considering the impact of such an action on the policy of this state to provide for equal employment opportunity and to take affirmative action, as specified in s. 230.01(2).”

The permissive flexibility to allow a register to expire in less than six months improves the hiring process for jobs in which turnover among applicants is high and if it is difficult to find enough interested candidates on a register before the initial six-month period expires.

4. Agencies wishing to use the flexibility of setting a register life at anything less than six months must send a written request to BMRS addressing EEO/AA concerns.

Example: Agencies must indicate the extent to which the current register is depleted of qualified candidates in general and AA target group members in particular; the extent to which a fresh recruitment might be expected to enhance the candidate group in general and target AA group members in particular; the extent to which a fresh recruitment will serve legitimate AA Plan goals, etc.

5. See *Wisconsin Human Resources Handbook* Chapter 204 – Assessment Evaluation and Register Establishment for more information regarding establishing a register.

Sec. 200.080 Notice of Eligibility

1. Different versions of the Notice of Eligibility exist in Wisc.Jobs, which will allow agencies to provide the applicant with as much information as necessary regarding:
 - a. The length of time the applicant will remain on the register.
 - b. The length of time the applicant's eligibility will be active.
 - c. The earliest date the applicant can reapply.
 - d. The time period during which an applicant can reuse eligibility.
2. The HR specialist is permitted flexibility to decide what information is included on the Notice of Eligibility because there will be situations in which all information does not apply.

Example: The reuse time period and reapply waiting period should be shown on the notice only when needed, e.g., continuous recruitments, cognitive assessments, etc.

3. The information provided on the Notice of Eligibility will be available in the applicant's *Wisc.Jobs Job Cart*. Therefore, applicants are able to see changes to status including active on a register, eligible to reapply, or within the reuse period.

Sec. 200.090 Considerations

1. When an applicant applies for a job on Wisc.Jobs, the system will check the type of assessment being given, whether the applicant took that assessment in the past, and the reapply/reuse dates established when creating the assessment. Wisc.Jobs uses this information to determine whether it will accept an eligibility reuse or a new application.
2. There may be situations which warrant cancellation or changes in the reuse, reapply, or the registrant eligibility periods after a register has been created. When this occurs, all applicants must be notified of the change(s).

Sec. 200.100 Administrative Information

This is a new handbook chapter. It did not previously exist in the *Wisconsin Personnel Manual*. The chapter was modified in May 2003 to reflect the current policy on processing reuse applications that are received late due to delayed mail delivery.

In August 2018, Chapter 200 was updated pursuant to changes introduced by 2015 Wisconsin Act 55 and by 2015 Wisconsin Act 150 as well as Administrative Code changes to Chapters ER-MRS 6 and ER-MRS 11. In July 2015, the Office of State Employment Relations was eliminated, and the functions were transferred into the newly created Department of Administration, Division of Personnel Management. This chapter was updated to reflect the changes in terminology that resulted from the organizational restructuring. This chapter was also updated to address changes in procedural guidance and provide policy clarification. Major modifications included changing of terminology to address the change from examination to assessment.