



U.S. Department of State  
**QUALIFICATIONS ANALYSIS WORKSHEET**  
 Office of Civil Service Human Resource Management

Applicant's Name <i>(Last, First, MI)</i>	Grade(s)	Announcement Type	Announcement Number
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Is Applicant a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	Application Received by the Closing Date <input type="checkbox"/> Yes <input type="checkbox"/> No	Comments _____
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**SUPPORTING DOCUMENTATION**

Veterans Preference <input type="checkbox"/> N/A <input type="checkbox"/> 5 Points <input type="checkbox"/> 10 Points	Documentation included <input type="checkbox"/> DD214 <i>(Member 4 copy)</i> <input type="checkbox"/> SF-15 <input type="checkbox"/> VA Letter
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Missing mandatory supporting documentation; After preference adjusted to TP or NV, **new category** is \_\_\_\_\_ ;  
 Within reach for further qualifications review?  Yes  No  
**Note: Veterans Preference does not apply to Merit Promotion (MP) announcements**

Noncompetitive Eligible  
 Type \_\_\_\_\_ Proof Submitted \_\_\_\_\_ N/A

Performance Appraisal Included? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	SF-50 Included? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Highest Grade Held on <b>Non-Temporary</b> Appointment
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FPL of Current Position	Time-In-Grade <b>Note: Time-in-Grade (TIG) does not apply to Delegated Examining (DE) announcements</b> at GS- ____ from _____ to _____ <input type="checkbox"/> N/A
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**PROFESSIONAL POSITIONS**

How is **mandatory** basic qualifications requirement met?  Education  Experience  Combination of Both

Name of Accredited Institution	Current Professional License and/or Certification From
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**SPECIALIZED EXPERIENCE**

Series/Grade or Job Title	Dates	FT/PT	Number of Months
	to		
	to		
	to		
	to		
	to		
	to		

Selective Placement Factor  Met  Not Met  N/A

**SUMMARY**

Ineligible  NQ  Qualified

Comments *(Why ineligible/NQ)*

  
  
  
  
  
  
  
  
  
  

HR Specialist Signature	Date <i>(mm-dd-yyyy)</i>
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