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an employment interview, the Director of Education/Superintendent shall be entitled to such additional eligibles as would provide him with a full certification. (See 904.412 Supplemental Certification).

- E. if the Director of Education/Superintendent rejects one or more of the eligibles certified, he shall document in writing the reasons for rejection. The Director of Education/Superintendent shall be entitled to such additional eligibles as would provide him with a full certification. (See 904.412 Supplemental Certification).
- F. a certification of eligibles shall be effective for no more than 30 days after the date of certification, unless extended by the Director of Education/Superintendent.

**904.410      Certification of Eligibles from a Multiple List**

After eligibility lists are established for a particular job announcement with multiple competitive examinations or areas of consideration, the Director of Education/Superintendent may certify in one of two ways:

- A. Merge the lists and certify according to Rules 904.409 and 904.411; or
- B. Certify, in accordance with Rules 904.409 and 904.411., from each list in the following order: DOE-only, open. Each list must be exhausted in accordance with these rules before certification from the next list will be authorized.

*NOTE: Merging open competitive lists with DOE only competitive lists is prohibited.*

**904.411      Certification of Eligibles For More Than One Vacancy**

- A. For more than one vacancy, the Director of Education/Superintendent shall certify an additional eligible for each

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additional vacancy.

- B. When the last eligible to be referred is one of two, or more eligibles who have identical examination scores, such two or more eligibles shall also be certified.
- C. For example, when certification is made for two vacancies, certification of eligibles will appear as follows:

First Ranked Eligible  
Second Ranked Eligible  
Third Ranked Eligible  
Fourth Ranked Eligible  
Fifth Ranked Eligible  
Sixth Ranked Eligible

The Director of Education/Superintendent shall make his selection according to the following:

1. The Director of Education/Superintendent may select two persons from the six certified to fill two vacancies.
2. Should the Director of Education/Superintendent decide to fill only one of two vacancies, he shall be restricted to select from the first five eligibles on the certification and may not select the sixth ranked eligible.
3. Should an additional vacancy exist and certification was not made for such vacancy, the Director of Education/Superintendent must add an additional eligible and then make selection for the third vacancy from among the seven certified eligibles.
4. If the Director of Education/Superintendent does not wish to select any of the eligibles certified, he must document the reasons for non-selection of each eligible, before a new certification is authorized.

**904.412 Supplemental Certification**