

Quality Ranking Factors

Quality ranking factors are competencies/KSAs that are expected to enhance performance in a position. But unlike selective factors, they are not used as "screen out" factors.

You should plainly identify quality ranking factors in the job announcement to make applicants clearly understand the basis on which they are being rated.

Identifying characteristics of a quality ranking factor

You may rank applicants with higher proficiency levels above those with lower proficiency levels on a quality ranking factor, but you cannot rate qualified applicants ineligible solely for failure to possess a quality ranking factor. With quality ranking factors, the focus is on the level of proficiency the applicant brings to the job. Applicants with higher proficiency levels should perform better on the job.

Assessment process

Typically, the assessment process will involve measuring between four and eight competencies or KSAs. This process produces a result that is used to rank order and identify applicants who are most likely to be the best performers on the job. Applicants who pass the initial minimum qualifications and selective factor(s) screen outs are rated on the quality ranking factors to produce a rank (score) order or **quality category list of eligible candidates**.

You may use a selective factor as a quality ranking factor as well, if applicants have varied levels of proficiency on the selective factor.

Documentation

Like selective factors, your quality ranking factors should be identified and documented through the job analysis process (see [Appendix G](#) of the Delegated Examining Operations Handbook).