# DOI Personnel Bulletin 20-20 – Due Weight Consideration for Merit Promotion Selection

**TO:** Supervisors and Managers
**SUBJECT:** DOI Personnel Bulletin 20-20 – Due Weight Consideration for Merit Promotion Selection

The DOI Office of Human Capital recently issued [DOI Personnel Bulletin 20-20](https://www.doi.gov/sites/doi.gov/files/elips/documents/pb-20-20-doi-merit-promotion-staffing-policy-11.10.2020.pdf), Agency Merit Promotion Plan Policy (MPP). The MPP provides guidance to Hiring Managers and HR Staff on hiring activity within the Department. Among updates in the new MPP is a requirement for due weight consideration of performance and awards.

Beginning February 26, 2021, as part of the selection process, Hiring Managers must give due weight consideration to performance appraisal and award documentation submitted as part of an applicant’s application package. Due weight consideration is a merit promotion review process used to provide consideration to performance appraisals and awards submitted with each application. Due weight consideration does not guarantee selection.

## How to Apply Due Weight Consideration

When reviewing merit promotion certificates, Hiring Managers have an obligation to consider and give due weight to performance appraisals and awards for each applicant on a used certificate during the selection process. Performance appraisals and awards are resources for evaluating an applicant’s work habits, past performance, and duties. These documents can assist in determining how well a applicant may perform in the position being filled.

Employees are responsible for retrieving, redacting, and uploading due weight consideration documents to their application packages. Human Resources (HR) is not responsible for uploading these documents.

## Supervisory Certification Form

Hiring Managers are required to complete a Supervisory Certification form listing each merit promotion certificate used. For this purpose, a used certificate is any certificate on which the Hiring Manager takes any of the following actions:

* Reviews any part of an application package (receiving, opening, and looking at the names on a certificate is not considered a review of the application package)
* Interviews an applicant
* Checks references for an applicant
* Conducts availability checks for an applicant
* Makes a selection
* Makes annotations (other than being unused) on the certificate

HR will provide the Supervisory Certification form to Hiring Managers when certificates are issued.

A completed Supervisory Certification form must be returned to HR before HR can continue with the selection process.

## Additional Information

Hiring Managers are responsible for maintaining records of how they apply due weight consideration to the rating of applicants. HR advises that Hiring Managers retain vacancy and interview notes, documents, etc., for a minimum of three years, in case an applicant complaint is filed, an audit of the selection process occurs, or the case file has to be recreated.

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## Resources

* PB 20-20, Agency Merit Promotion Plan Policy & Staffing Guidance, and other related resources can be found at <https://www.doi.gov/pmb/hr/managers>

## Questions

* Contact your [servicing HR Specialist](https://ibc.doi.gov/HRD/hr-services-contacts) with questions.