

Super SROA Compliance Audit Form

CalHR must ensure that departments are in compliance with the Super SROA process. Departments are required to complete the form and provide the required documentation for each job vacancy filled in Bargaining Unit (BU) 2, 9 and 10. Immediately upon filling the job vacancy, this form must be returned to CalHR's Personnel Services Branch (PSB) either by mail or email at:

California Department of Human Resources
 Personnel Services Branch
 1515 S Street, North Building, Suite 400
 Sacramento, CA 95811-7258
psb@calhr.ca.gov

Employee Hired: _____ **Appointment Date:** _____ **BU:** _____
Position Number: _____ **Classification:** _____

1. Was a job vacancy bulletin posted for this vacancy?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, provide a copy of the job vacancy bulletin.	
If no, please specify the reason below.	
2. How many applications were received for this vacancy?	# of Super SROA _____ # of SROA _____ # Other _____
3. How many applicants were interviewed for this vacancy?	# of Super SROA _____ # of SROA _____ # Other _____
4. Was a Super SROA candidate selected?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If no, please specify the reason below.	
5. Was a SROA Candidate Selected? (If no Super SROA candidate applied)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Department:	
As a designee for the Director's Office, I certify by submission of this Super SROA Compliance Audit Form that the above information is true and accurate and that original documentation to verify this information is maintained at the Department/Board.	
Name:	Date:
Title:	
Phone:	Email: