This document is a guide for individuals who conduct minimum qualification determinations of the experience listed in STD 678 applications. It helps to provide consistent and fair evaluation of an applicant's experience.

Table A: Process Logistics

1. 511B Scope:	☐ Departmental Classification	☐ Servicewide Classification
2. Classification Title(s):		3. Salary Range(s):
4. Class Code(s):		5. Examination Code(s):
6. Revision Date:		
7. Prepared by:		

Table B: Critical Class Requirements

8. KSA Requirements:
Enter knowledge, skills, abilities, & other characteristics (KSAs) from the classification specification into the space below.

Table C: Minimum Qualifications (MQ) Patterns

9. MQ Patterns & Educational Requirements:
Enter MQ patterns and educational requirements from the applicable classification specification into the space below.

10. MQ Pattern Language Guidance and Resources:
Define and clarify MQ terms and the intent of MQ pattern language with SMEs in the space below.

11. Development and Decisions:
Include any MQ related events, such as: CalHR/SPB evaluations, appeal decisions, etc. in the space below.

Appeal Decisions:

Evaluations:

12. Approved Comparable Classifications:
List approved comparable classifications in the space below. Note: This list can evolve and is not definitive.