

**Statewide Eligible List & Certified Eligible Lists – What’s the Difference?!**

The eligible lists on the Eligible List Management System (ELMS Online) are considered the **statewide eligible list**. This is a list of all of the individuals that took and passed the exam and the candidates are ranked in score order.

When a vacancy is being filled, the appointing authority requests a **certified eligible list** from the Department of Civil Service for the geographic location that the vacancy will be filled in. The certified eligible list will contain only the names of those candidates who indicated on their applications that they would consider working in the geographic location that the vacancy will be filled in.

The certified eligible list will then be used to canvass in order to determine that there are at least three willing acceptors. After the list has been canvassed, the appointing authority is limited to the names of the candidates who expressed a willingness to accept the appointment and who are considered “reachable.”

Consider a fictional example for the Psychologist 2 title. Below is an example of what the Statewide eligible list would look like on ELMS, with 10 eligibles available for appointment.

**Psychologist 2  
List 12345**

Area	Grade	Type	Start Date	End Date	Eligibles
STATEWIDE	23	Open-Competitive	4/5/2019	4/5/2023	10
List Eligibles					
Name	Score	Eligibility Date	Appt Date	Status	
Fey, Tina	100			Active	
Williams, Serena	95			Active	
Freeman, Morgan	95			Active	
Bongiovi, John	90			Active	
Brown, Sterling K.	90			Active	
Fallon, James	85			Active	
Germanotta, Stefani	85			Active	
Lopez, Jennifer	85			Active	
Saldana, Zoe	80			Active	
Pratt, Christopher	80			Active	

The vacancy to be filled is in New York City. The Office of Mental Health NYC facility requests a certified eligible list from the Department of Civil Service, illustrated below.

CERTIFICATION OF ELIGIBLES									
AGENCY CODE:		Office of Mental Health			CERT NUMBER:		67891		
TITLE CODE:		Psychologist 2			APPT TYPE:		Perm		
LOCATION:		New York City			JOB TYPE:		100% - Full Time		
SHIFT:		Rotating Shifts			CERT ISSUE DATE:		4/15/2019		
CERT TYPE:		Canavass Agency			EXPIRATION DATE:		7/14/2019		
Cert ID	Name	LO	Score	VC	Rank	Anticipated Date	Expiration Date	Restrictions	CD
1	Williams, Serena		95	0	00001		20220405		No Response
2	Brown, Sterling K.		90	0	00002		20220405		Declined
3	Fallon, James		85	0	00003		20220405		Available
4	Lopez, Jennifer		85	0	00003		20220405		Available
5	Pratt, Christopher		80	0	00004		20220405		Available

As you can see, Tina Fey, Morgan Freeman, John Bongiovi, Stefani Germanotta and Zoe Saldana do not appear on the certified eligible list because they live in other areas of New York State are unwilling to take an appointment in New York City. Now, the Office of Mental Health will canvass these five individuals who are willing to take an appointment in New York City. After doing so, Serena Williams did **not respond** to the canvass and Sterling K. Brown **declined** the position. Therefore, the agency can now choose from James Fallon, Jennifer Lopez, and Christopher Pratt. Ultimately, the agency chooses to appoint Christopher Pratt. **This example illustrates how a person who is the lowest ranked on a Statewide eligible list can be appointed.**

For more information about the Eligible List Management System (ELMS Online) and canvassing, please visit: <https://www.cs.ny.gov/elmspublic/faq.cfm>.