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FEB 27 2023

LABOR RELATIONS



February 24, 2023

Mr. Ivan D. Butts
President
National Association of Postal
Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Dear Ivan:

As a matter of general interest, the Postal Service is revising PS Form 5957, *Requirements-by-Applicant Matrix*.

The purpose of the revisions is to update PS Form 5957 with an additional column, *Special Conditions/Requirements (Y/N)*. Due to this addition, the instructions on page 2 of the PS Form 5957, *How to Complete the Matrix*, will be amended to clarify the use of the additional column.

Enclosed is a Postal Bulletin concerning this matter and the revised PS Form 5957, *Requirements-by-Applicant Matrix*, with and without track changes.

Please contact Bruce Nicholson at extension 7773 if you have questions concerning this matter.

Sincerely,

A handwritten signature in blue ink that reads "James Lloyd".

James Lloyd
Director
Labor Relations Policies and Programs

Enclosure



UNITED STATES
POSTAL SERVICE®

Requirement-by-Applicant Matrix

VACANCY TITLE:

VACANCY POSTING #:

See page 2 for instructions.

#	Applicant's Name	REQUIREMENTS										Special Conditions/ Requirements (Y/N)	RAW SCORE (Total KSA Points)	BASIC SCORE (Not including Veteran's Preference)
		1	2	3	4	5	6	7	8	9	10			
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														

Name (Printed) _____ Role (check one) Selecting Official Review Committee Member Review Committee Chair _____ Signature* _____ Date _____

Name (Printed) _____ Role (check one) Selecting Official Review Committee Member Review Committee Chair _____ Signature* _____ Date _____

Name (Printed) _____ Role (check one) Selecting Official Review Committee Member Review Committee Chair _____ Signature* _____ Date _____

- Selecting Official
- Review Committee Member
- Review Committee Chair

***My signature is my certification that I have completed training requirements for evaluating applicants for nonbargaining vacancies.**

NOTE: The chairperson of the review committee or the selecting official is responsible for forwarding the documentation cited in Handbook EL-312 sections 743.422, "Requirement-by-Applciant Matrix," and 743.423, "Use of Notes," to Field Human Resources for retention in the applicant tracking system as part of the vacancy package. Field Human Resources has the responsibility to ensure these actions are completed in a timely manner.

INSTRUCTIONS

See the detailed instructions below.

Selecting Officials and Review Committee Members must complete the training course titled "Nonbargaining Selection Methods" (available on the Postal learning management system) before evaluating applicants for career nonbargaining vacancies.

You may copy this form as needed.

How to Complete the Matrix

1. Enter names and requirements. Spaces for entering specific requirements and knowledge, skills and abilities (KSAs) for the position are across the top of the Requirement-by-Applicant Matrix (i.e., the matrix). Spaces for applicants' names are on the left. You must list all applicants on the matrix. If you use a review committee, then the chairperson must record the consensus ratings. If you do not use a review committee, then the selecting official must record his or her ratings on the matrix.

2. Evaluate requirements other than KSAs (if necessary). Most Postal Service jobs only have KSA requirements. However, if a job does have requirements other than KSAs (e.g., education or test), you should first determine if the applicant meets the requirement(s). In the appropriate space on the matrix, record YES if the applicant meets the requirements, or NO if the applicant does not meet them. If the answer is NO, do not consider or rate the applicant any further. Only use the yes-or-no rating to evaluate the requirement; do not assign points. Exercise caution when reviewing education or test requirements, taking care not to disqualify an applicant if the posting indicates that the requirement can be met at a later date.

3. Evaluate KSAs. Rate the applicant's demonstration of KSAs for each requirement on the vacancy posting. Use the following scale:

- 0 points — Not demonstrated at minimum level
- 1 point — Minimally acceptable
- 2 points — Strong
- 3 points — Excellent

4. Indicate the applicant's demonstration of the KSAs on the matrix. For an applicant who:

a. Is clearly deficient in demonstrating one or more KSAs, record a zero (0) on the matrix for the requirement(s) that the applicant failed to demonstrate.

b. Does not demonstrate any KSA at the minimum level, record a zero (0) as the total point score on the matrix. If this occurs, do not consider or rate the applicant any further.

c. Meets a KSA, enter the number of points earned (1, 2, or 3) in the respective space.

5. Compile scores for applicants who meet ALL the requirements. Total the number of points achieved for the KSA requirements and enter the total KSA point score on the matrix.

6. Use the conversion tables for externally-posted vacancies. Find the conversion tables in Handbook EL-312, Appendix F, "Conversion Tables for EAS Positions." Use the tables as follows:

a. Refer to the conversion table with the same number of KSAs as the vacancy.

b. Locate the applicant's Raw Score (total KSA points) and read across the chart to the converted score. This is the Basic Score.

c. The person completing the matrix is responsible for entering the Basic Scores into the applicant tracking system.

d. See also Handbook EL-312, Exhibit 743.432, "Completed PS Form 5957 Matrix for a Job with Five KSAs and an Education Requirement, External Vacancy."

7. The review committee chairperson or the selecting official is responsible for forwarding the completed matrix to Field Human Resources. As part of the vacancy package, Field Human Resources attaches the completed PS Form 5957 and any interview notes (see Handbook EL-312 section 743.423 for types of notes) into the applicant tracking system.

After you complete the matrix, it will give you a concise view of the applicant pool.

NOTE: The chairperson of the review committee or the selecting official is responsible for forwarding the documentation cited in Handbook EL-312 sections 743.422, "Requirement-by-Applicant Matrix," and 743.423, "Use of Notes," to Field Human Resources for retention in the applicant tracking system as part of the vacancy package. Field Human Resources has the responsibility to ensure these actions are completed in a timely manner.



VACANCY TITLE:

Requirement-**bb**-Applicant Matrix
 VACANCY POSTING #:

See page 2 for instructions.

#	Applicant's Name	REQUIREMENTS										Special Conditional/ Requirements Y/N	RAW SCORE (Total KSA Points)	BASIC SCORE (Not including Veteran's Preference)
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Name (Printed) _____ Role (check one) Selecting Official Review Committee Member Review Committee Chair Signature* _____ Date _____

Name (Printed) _____ Role (check one) Selecting Official Review Committee Member Review Committee Chair Signature* _____ Date _____

Name (Printed) _____ Role (check one) Selecting Official Review Committee Member Review Committee Chair Signature* _____ Date _____

*My signature is my certification that I have completed training requirements for evaluating applicants for nonbargaining vacancies.
 NOTE: The chairperson of the review committee or the selecting official is responsible for forwarding the documentation cited in Handbook EL-312 sections 743.422, "Requirement-by-Applciant Matrix," and 743.423, "Use of Notes," to Field Human Resources for retention in the applicant tracking system as part of the vacancy package. Field Human Resources has the responsibility to ensure these actions are completed in a timely manner.
 PS Form 5951, May 2022 February 2023 (Page 1 of 2) Direct questions for National Human Resources, Employment Policy and Programs at <http://blue.usps.gov>

INSTRUCTIONS

See the detailed instructions below in Handbook EL-312, *Employment and Placement, section 743.43, "Assessing Nonbargaining Applicants."*

Selecting Officials and Review Committee Members must complete the following training requirements (available on the Postal learning management system) before evaluating applicants for career nonbargaining vacancies:

4. Nonbargaining Selection Methods training course.

2. Conducting Interviews: Asking the Right Questions.

You may copy this form as needed.

How to Complete the Matrix

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3. Evaluate KSAs. Rate the applicant's demonstration of KSAs for each requirement on the vacancy posting. Use the following scale:

- 0 points — Not demonstrated at minimum level
- 1 point — Minimally acceptable
- 2 points — Strong
- 3 points — Excellent

4. Indicate the applicant's demonstration of the KSAs on the matrix. For an applicant who:

a. Is clearly deficient in demonstrating one or more KSAs, record a zero (0) on the matrix for the requirement(s) that the applicant failed to demonstrate.

b. Does not demonstrate any KSA at the minimum level, ~~or who fails to meet a mandatory education requirement~~, record a zero (0) as the total point score on the matrix. If this occurs, do not consider or rate the applicant any further.

c. Meets a KSA, enter the number of points earned (1, 2, or 3) in the respective space.

5. Compile scores for applicants who meet ALL the requirements. Total the number of points achieved for the KSA requirements and enter the total KSA point score on the matrix.

6. Use the conversion tables for externally-posted vacancies. Find the conversion tables in Handbook EL-312, Appendix F, "Conversion Tables for EAS Positions." Use the tables as follows:

a. Refer to the conversion table with the same number of KSAs as the vacancy.

b. Locate the applicant's Raw Score (total KSA points) and read across the chart to the converted score. This is the Basic Score.

c. The person completing the matrix is responsible for entering the Basic Scores into the applicant tracking system.

d. See also Handbook EL-312, Exhibit 743.432, "Completed PS Form 5957 Matrix for a Job with Five KSAs and an Education Requirement, External Vacancy."

7. The review committee chairperson or the selecting official is responsible for forwarding the completed matrix to Field Human Resources. As part of the vacancy package, Field Human Resources attaches the completed PS Form 5957 and any interview notes (see Handbook EL-312 section 743.423 for types of notes) into the applicant tracking system.

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PS Form 5957 Revision: Requirement-by-Applicant Matrix

Effective January 2023, the Postal Service™ has revised PS Form 5957, *Requirement-by-Applicant Matrix*, to include an additional column for requirements other than KSAs. Due to this addition, the instructions on page 2, *How to Complete the Matrix*, were amended to clarify the use of the additional column.

Revised PS Form 5957 is now available on the Postal Service PolicyNet website:

- Go to <http://blue.usps.gov>.
- In the left-hand column under “Essential Links,” click *PolicyNet*.
- Go to the right-hand side under “Published Forms and Directives,” click *Forms*, and then click on the range 5000–5999.
- Scroll down to the form entry and click the PDF icon.

The direct URL for the Postal Service PolicyNet website is <http://blue.usps.gov/cpim>.

—*Employment Policy and Programs, National Human Resources*

Human Resources, 01-12-23