



Ohio Administrative Code Rule 123:1-15-01 Eligible lists.

Effective: [August 17, 2026](#)

(A) Eligible lists

- (1) The director or designee may consolidate two or more eligible lists of the same classification by ranking eligible persons named therein, according to their scores.
- (2) At the discretion of the director or designee, persons qualifying on an examination for a given classification may be placed on eligible lists for one or more lower classifications in the same class series. The adoption of such additional placement will be extended to all eligible persons on the list.
- (3) Whenever in the judgment of the director or designee action is deemed advisable on account of errors or fraud in connection with any examination, a re-examination of applicants will be ordered and the eligible list will be amended in accordance with results of such re-examination. After an eligible list is prepared and posted it will not be revoked except upon written notice of errors or fraud to all the eligibles. An appointment made from an eligible list is considered valid even if fraud or error is discovered after the appointment has been made, provided the person appointed was not involved in such fraud or error.

(B) Absence of eligible list

- (1) Upon receipt of requisition for certification to a position for which no appropriate eligible list is available, the director of administrative services will notify the appointing authority that an appointment may be made to fill such position, provided the appointment is made within sixty days of the appointing authority receiving such approval from the director of administrative services.
- (2) Selection of persons to be appointed in the absence of a complete eligible list is made by an appointing authority, subject to the approval of the director of administrative services. Such approval is based on an examination of the qualifications of the proposed appointee to determine that qualifications for the position are met. Appointments will be subject to the probationary period required by Chapter 123:1-19 of the Administrative Code.