



DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
WASHINGTON, D.C. 20224

Exhibit 30.4.2-6

Selection Recommendation for Assistant Branch Chief/Assistant to Branch Chief

MEMORANDUM FOR ASSOCIATE CHIEF COUNSEL ¹
(office)

FROM: Review Panel Chairperson

SUBJECT: Selection Recommendation for Assistant Branch Chief/
Assistant to Branch Chief (office)
Vacancy Announcement # (announcement number)

On behalf of the review panel for this position, I am pleased to recommend the selection of (name of proposed selectee). The review panel consisted of myself as chairperson; (name and title of 2nd panel member); and (name and title of 3rd panel member). After an initial assessment of the applications of the (number of total qualified) candidates who were rated eligible for this position, the panel determined the following candidates to be highly qualified for this position:

List applicants interviewed in alphabetical order

The interviews of these applicants were conducted on (date of interview).

The panel considered a number of factors in distinguishing between the relative qualifications of the candidates. These factors included each candidate's: technical knowledge and experience in (identify specialized law knowledge required; e.g., corporate tax matters ²); supervisory or managerial potential; and (list other factors considered; these can be anything which is job-related ³). Following is a summary of our final qualifications assessments of the highly qualified candidates.

¹ Include a "thru line, as appropriate, for Assistant Chief Counsel.

² This knowledge should generally be that which is described in the specialized experience and knowledge, skills and abilities sections of the vacancy announcement. If multiple tax areas were considered, but some were considered more important than others, this should be noted; e.g., "experience in corporate tax, particularly in corporate bankruptcy work".

³ The point here is to identify all of the job-related factors that were used by the panel to sort/rank the candidates. Examples of some appropriate factors might be: "experience in writing/reviewing regulations"; "organizational vision"; "interpersonal skills"; "familiarity with litigation processes", etc.

Starting with the selectee, provide a brief summary for each of the highly qualified candidates which discusses the relevance of his/her experience in terms of the technical, managerial, and any other skills needed to perform in the position, and the panel's impression of the candidate during the interview. If panel ranked the non-selected candidates, they should be discussed in rank order; otherwise, the non-selectees can be listed alphabetically.⁴ Summaries should include only information that was used in making final selection decisions. Information about degrees, etc., are available in the candidates' applications and do not need to be repeated here.

1. Name of Selectee

The panel was unanimous in its recommendation of **(selectee name)**.⁵

Summarize the basis of selection and why panel believes candidate surpasses other candidates. If any deficiency was noted, or selectee was weaker in an area than some of the other candidates, include a statement regarding how panel believes this weakness was off-set by other skills the candidate possesses, or how it believes the employee or management may address it in the future.

2. Name of highly qualified candidate - non-select: **Repeat for each non-select**

If candidates were ranked:

(Candidate name) was ranked as the panel's second choice for this position.

Summarize why applicant was not as well qualified for position as the selectee, but why he/she was better than other ranked candidates.

If candidates were not ranked:

(Candidate name) was not as well qualified for the position as the selected candidate.

Summarize why applicant was not as well qualified for position as the selectee.

Based on the above, if you agree with our recommendation of **(selectee name)** for the subject position, please indicate your approval by signing in the space provided. The file containing the application material is available upon your request.

I hereby approve the selection of **(selectee name)** for the position of **(title of position and location)**.

APPROVED _____
ASSOCIATE CHIEF COUNSEL

DATE _____

⁴ It is recommended candidates be ranked so that another selection can be made if the original selection "falls through". The panel does not, however, have to rank.

⁵ If recommendation of selectee was not unanimous, this should be discussed here with an explanation of how final resolution was reached.