

**Erie County Department of Personnel**  
**Information for Candidates – Canvass Response and Declination Options**

**Purpose of This Notice**

This document explains what a canvass is, how to respond, and how declinations affect your eligibility on a civil service eligible list.

**What Is a Canvass?**

A canvass is a notice sent to candidates whose names appear on an eligible list when an appointing authority has a vacancy to fill. Responding to a canvass is not an offer of employment but an opportunity to be considered.

**How to Respond**

You must respond by the deadline stated in your canvass notice.

Failure to respond will be treated as a declination and your name may be removed from consideration for this or future vacancies.

**Declination Options**

You may decline a position for one of the following reasons:

<b>Code</b>	<b>Reason</b>	<b>Impact</b>
A	<b>Insufficient pay</b>	Remain on list; not canvassed again for same salary range at this appointing authority.
B	<b>Duration of employment</b>	Decline a temporary job → still eligible for permanent; decline a permanent job → removed from list.
C	<b>Location</b>	Remain on list but not canvassed again for this appointing authority.
D	<b>Regular part-time (20–39 hrs/wk)</b>	Stay eligible for full-time and regular part-time only.
E	<b>Part-time (under 20 hrs/wk)</b>	Stay eligible for full-time and regular part-time only.

<b>Code Reason</b>		<b>Impact</b>
F	<b>Work schedule (evenings/weekends)</b>	Will not be certified again for positions with same shift type.
G	<b>Remove my name</b>	Permanently removed from list.
H	<b>Temporary inability (personal/family issue)</b>	May request reinstatement after 3 months by written request.
I	<b>Medical inability (with documentation)</b>	Must provide physician's note within 2 weeks; reinstatement requires Personnel Officer approval.

### **Important Notes**

Do not resign from your current position until a formal appointment is made.

A canvass does not guarantee employment.

Questions about civil service should be directed to [civilservice@erie.gov](mailto:civilservice@erie.gov) or (716) 858-8484.