

45-Day Model¹

Non-SES

Screening and Selection Process	Recommended Guidelines		
	Owner	# of Days ²	
Screen Applicants for Minimum Qualifications/Selective Factors	HR	1-5	5 ³
Rate Applicants	HR	1-5	10
Apply Veterans' Preference/Rank Qualified Applicants/Deliver Certs	HR	1-5	15
Review Applications	Selecting Official	1-5	20
Schedule and Conduct Interviews	Selecting Official	1-15	35
Check References	Selecting Official	1-5	40
Make Selection(s) and Return Certificate(s)	Selecting Official	2	42
Extend Job Offer(s)	HR	1-3	45

¹ 45 work days from closing date of vacancy announcement

² Agencies may adopt internal strategies to further reduce hiring time

³ An automated assessment system may shorten this step 1

⁴ Does not account for volume of applications, workload, and schedules