

NPA RECRUITMENT CHECKLIST (✓)



SUPERVISOR:

Position: _____ Permanent _____ Temporary
_____ Full-Time _____ Part-Time _____ Hours per Week

Grade: _____ Grade Level(s) for Recruitment _____ Target Level

PD: _____ If using a generic PD, submit the target (highest) grade level PD only.
_____ If writing your own PD, submit the entry level and target level PD's.

FOR TEMPORARY POSITIONS:

Type of Program: _____ TERM _____ SCEP (Co-op) _____ Duration (# Years)
_____ POST-DOC _____ STEP (Stay-in-School)
_____ 180-Day Appointment _____ 130-Day Appointment

FOR PERMENANT POSITIONS:

Recruitment: _____ Demo Project _____ Merit Promotion _____ Both
Announcement: _____ # Days Open

Area of Consideration (*needed for all positions that must be announced competitively*).
_____ Nationwide _____ Local Commuting Area

Relocation Expenses Authorized (*needed for all positions that must be announced competitively*).
_____ Yes _____ No

Knowledge, Skills, and Abilities (KSAs).

_____ Prepare an informal list of KSAs for the specialist at headquarters to work from. Your LAO has samples of KSAs. The specialist will be in contact with you at a later date to fine-tune the KSAs. KSAs are not required, but if you submit a rough idea of what KSAs you would like included in the announcement it will speed the process along. *Needed for all positions that must be announced competitively.*

Selective Factors.

_____ Determine if there are any selective factors you want included in the announcement. Your LAO has samples of selective factors. These are screen-out factors and something the applicant must bring to the position. They are something that cannot be learned in 90 days. Any applicant who does not possess all selective factors will be ruled ineligible. *Needed for all positions that must be announced competitively.*

Relocation Allowances and Recruitment Incentives.

_____ After selection, all paperwork associated with relocation allowances or recruitment incentives must be sent to the Area Personnel Assistant for AD approval.

Career Transition Assistance Program (CTAP).

_____ All competitive actions are subject to CTAP regulations. This means that selection priority must be given to well-qualified surplus or displaced employees from the local commuting area who apply for the vacancy. *Exceptions are Post-Doc appointments, 180-day appointments, and student appointments.*

LAO OR AREA PERSONNEL ASSISTANT:

_____ Prepares SF-52 (Request for Personnel Action) and AD-332 (PD Coversheet) for every grade level of position – signed by immediate supervisor, and all other related paperwork for submission to Area Office and HQ.

_____ If paid advertising will be used, submits a copy of the proposed ad to the HRD specialist for approval prior to placing the ad. Once approved, then procurement regulations need to be followed.

_____ Provides technical advisory services to the selecting official regarding recruitment strategies.

_____ Assists selecting official in outreach recruitment as needed.

_____ Once selection is made and if recruitment incentives or relocation benefits are involved, coordinates paperwork to the Area Office for ABFO's and AD's approval.

PERSONNEL MANAGEMENT SPECIALIST (HRD):

- Reviews all paperwork submitted.
- Works with the supervisor to fine tune the KSAs and selective factors and obtain examples of superior education/experience.
- Classifies the position description and prepares the vacancy announcement.
- After the vacancy announcement closes, rates the applicants and certify the best-qualified applicants to the supervisor for selection.
- Will make firm offers of employment and establishes enter-on-duty dates.