

Other Strategies To Meet Hiring Requirements

INTRODUCTION

Congress enacted a number of important new hiring flexibilities as part of the Chief Human Capital Officers Act of 2002. In addition to these hiring flexibilities, there are a number of other strategies agencies can implement to meet Federal hiring requirements. These strategies, coupled with existing hiring flexibilities, have the potential to dramatically improve agencies' ability to get the right people in the right jobs at the right time.

STRATEGIES

Agencies can:

- Join the Call to Serve
- Refer candidates to USAJOBS
- Refer student candidates to Studentjobs.gov
- Use commercial temporary help services
- Detail employees
- Use Intergovernmental Personnel Act (IPA) Mobility Assignments
- Use commercial recruiting firms and nonprofit employment services
- Use appropriate appointing authorities.

Associated web links are included with strategy descriptions where appropriate.

Join the Call to Serve

Call to Serve is a national initiative aimed at highlighting the importance of a strong civil service, strengthening the relationship between Federal agencies and campuses, providing students with a clear understanding of available Federal job opportunities, and ensuring students have the tools they need to take advantage of those opportunities.

Call to Serve is a joint venture of the Partnership for Public Service, Office of Personnel Management (OPM), Federal agencies, colleges and universities, and other partner organizations.

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Call to Serve Web sites:

http://www.ourpublicservice.org/workforusa/workforusa_list.htm?cat_id=43

<http://www.opm.gov/hrmc/2002/msg-025b.htm>

Refer Candidates to USAJOBS

USAJOBS not only lists available jobs in the Federal Government, it also provides comprehensive information about all aspects of working in the Federal sector, from employee development to flexible work schedules, pay and benefits, and many others. The **USAJOBS** Web site provides a tutorial for applicants on how to search for a job and create a resume. Similarly, the Web site provides a tutorial for Federal agencies on how to post job openings.



USAJOBS Web site:

<http://www.usajobs.opm.gov/>

Refer Student Candidates to Studentjobs.gov

One of the excellent job opportunity tools available to students is the **Studentjobs.gov** Web site. It is a joint endeavor of the U.S. Department of Education and OPM. It contains a wealth of information about student employment in the Federal sector. Using this Web site, students can match their skills against available opportunities, learn about the Federal hiring process, and apply for student positions in various Federal agencies.



Studentjobs.gov Web site:

<http://www.studentjobs.gov/>

Use Commercial Temporary Help Services

Agencies can use **commercial temporary help services** for brief periods (120 days, with an extension of an additional 120 days) for short-term situations. This option may be used only when regular recruitment and hiring procedures are impractical, and the commercial service is purchased through the Federal procurement system. (5 CFR part 300, subpart E)

Other Strategies To Meet Hiring Requirements (continued)

Detail Employees

Federal agencies can allow **details** of their employees within a Department for up to 120 days. Intra-agency details in increments of 120 days are allowed when approved by the head of the Department. (5 U.S.C. 3341; 5 CFR 316, 334)

Use Intergovernmental Personnel Act (IPA) Mobility Assignments

Agencies can bring in temporary assignees from State and local governments, colleges and universities, Indian tribal governments, and other not-for-profit organizations under the **Intergovernmental Personnel Act (IPA) Mobility Program**. Assignments should be made for the mutual benefit of the Federal Government and the non-Federal entity, and are for 2 years duration. However, assignments may be extended for an additional 2 years, allowing for a maximum term of 4 consecutive years. Assignees are either temporarily appointed to the Federal agency or serve while on detail. Cost-sharing arrangements for mobility assignments are negotiated between the participating organizations. The Federal agency may agree to pay all, some, or none of the costs associated with the assignment. Such costs may include basic pay, supplemental pay, benefits, and travel and relocation expenses. (5 U.S.C. 3371-3375; 5 CFR 334)



Intergovernmental Personnel Act (IPA) Mobility Assignments
Web site:

<http://www.opm.gov/programs/ipa/>

Use Commercial Recruiting Firms and Nonprofit Employment Services

A **commercial recruiting firm** is a profit-making entity which, by contract, supplies individual candidates for consideration for specific Federal vacancies, in accordance with the requirements set by the Federal agency.

A **nonprofit employment service** is one legally established as nonprofit under State law. It may be operated, for example, by a professional society, an organization of college graduates, a social agency, or a State or local government. Federal agencies may not, however, use a nonprofit employment service sponsored by a partisan political organization.

Other Strategies To Meet Hiring Requirements (continued)

Use Commercial Recruiting Firms and Nonprofit Employment Services (continued)

The purpose of a commercial recruiting firm or nonprofit employment service is to serve as an additional source of applicants. Once recruited, applicants must be evaluated and appointed through regular civil service employment procedures. An agency may use a commercial recruiting firm and/or a nonprofit employment service in recruiting for vacancies when:

- The agency head or designee determines such use is likely to provide well-qualified candidates who would otherwise not be available, or well-qualified candidates are in short supply;
- The agency has provided vacancy notices to appropriate State Employment Service and OPM offices; and
- The agency continues its own recruiting efforts.

Use Appropriate Appointing Authorities

Based on agency hiring requirements, and the circumstances surrounding those requirements, it can be beneficial for agencies to use **appropriate appointing authorities** like the following:

Other Strategies To Meet Hiring Requirements (continued)

Use Appropriate Appointing Authorities (continued)

- **Experts and Consultants** – Agencies can employ experts or consultants for temporary or intermittent employment. The excepted service appointment is used to hire experts and consultants under 5 U.S.C. 3109 to perform expert or consultant work that is temporary (not to exceed 1 year) or intermittent. (This differs from employing experts and consultants through procurement contracts, which is covered by regulations issued by the General Services Administration.) Under 5 CFR part 304, an expert is someone who is specifically qualified by education and experience to perform difficult and challenging tasks in a particular field beyond the usual range of achievement. A consultant is someone who can provide valuable and pertinent advice generally drawn from a high degree of broad administrative, professional, or technical knowledge or experience. (5 U.S.C. 3109; 5 CFR part 304; agency specific legislation)

- **Interchange Agreements** – These agreements provide agencies with another potential source of employees. OPM has agreements with:
 - Tennessee Valley Authority
 - Nuclear Regulatory Commission
 - Veterans Health Administration of the Department of Veterans Affairs
 - Veterans Canteen Service of the Department of Veterans Affairs
 - Civilian Intelligence Personnel Management System
 - Nonappropriated Fund (NAF) Employees of the Department of Defense
 - NAF Employees of the Coast Guard, Department of Transportation

Other Strategies To Meet Hiring Requirements (continued)

Use Appropriate Appointing Authorities (continued)

- Defense Nuclear Facilities Safety Board
- Federal Aviation Administration
- International Boundary and Water Commission.

See the Web site below for additional information on the above agreements as well as:

- Appointment conditions
- Qualifying for appointment in other merit systems
- Appointment requirements
- Selection
- Type of appointment
- Probation and status
- Appointment in other merit systems
- Portability of benefits for nonappropriated fund (NAF) employees.

<http://www.opm.gov/employ/html/InterchangeAgreementsWithOtherMerit>

- **Temporary Limited** – An agency may make a temporary limited appointment to:
 - Fill a short-term position (i.e., one not expected to last longer than 1 year)
 - Meet an employment need scheduled to be terminated within the required timeframe for such reasons as abolishment, reorganization, or contracting of the function, anticipated reduction in funding, or completion of a specific project or peak workload
 - Fill positions on a temporary basis when the positions are expected to be needed for placement of permanent employees who would otherwise be displaced from other parts of the organization.

An agency may make a temporary appointment for a specified period not to exceed 1 year. The appointment may be extended up to a maximum of 1 additional year (24 months of total service). (5 CFR part 316, subpart D, and 213.3202)

Other Strategies To Meet Hiring Requirements (continued)

Use Appropriate Appointing Authorities (continued)

- **Term** – Agencies can use term appointments for 1 to 4 years when the need for the employee's services is not permanent, including, but not limited to:
 - Project work
 - Extraordinary workload
 - Scheduled abolishment, reorganization, or contracting out of the function
 - Uncertainty of future funding
 - The need to maintain permanent positions for placement of employees who would otherwise be displaced from other parts of the organization.

Recruitment is accomplished through the competitive process. (5 CFR part 316, subpart C)