

TITLE 42 RECRUITMENT-SELECTION PROCESS

TASK	TASK IS REQUIRED FOR...			REQUIRED DOCUMENTATION
	Advertised Competition	Direct Hire	Title 5 Conversion	
1. Determination of recruitment method Lead L/C/O to work with Servicing HRO to develop/implement recruitment approach, including gathering the appropriate documentation from candidate(s)	✓	✓	✓	(Refer to section 8c. in the Operations Manual for a complete listing of required documentation to be submitted by candidate.)
2. Eligibility determination Servicing HRO to perform basic screening of candidate documentation	✓			<ul style="list-style-type: none"> • Referral information for L/C/O (list of applicants that have passed pre-screening) • Notice of Rating to all candidates
3. Candidate evaluation Lead L/C/O to develop and implement a candidate evaluation process (refer to section 8e. in the Operations Manual for process requirements)	✓			<ul style="list-style-type: none"> • Description of evaluation process, including criteria • Information on panel members, if applicable • Results of evaluation process
4. Lead L/C/O to coordinate interviews and/or seminar presentations with top candidate(s)	✓			<ul style="list-style-type: none"> • Roster of candidates to interview and/or provide seminar presentations • Copy of seminar presentation materials
5. Lead L/C/O to decide on candidate to recommend	✓			<ul style="list-style-type: none"> • Name of recommended selection
6. Lead L/C/O to develop a candidate selection recommendation	✓	✓	✓	<ul style="list-style-type: none"> • Justification for recommended selection
7. Determining compensation Lead L/C to determine compensation package and develop a compensation recommendation	✓	✓	✓	<ul style="list-style-type: none"> • Description of recommended compensation • Info on panel members, if applicable • Justification for recommended compensation
8. Lead L/C/O to submit candidate selection and compensation recommendations to AA-ORD for approval	✓	✓	✓	<p><u>Memorandum from L/C/O Director to AA documenting:</u></p> <ul style="list-style-type: none"> • Name of recommended selection and compensation • Justification for recommended selection and compensation, including explanation of impact of independent review results on final recommendations, if applicable <p><u>Attach the following to the memorandum:</u></p> <ul style="list-style-type: none"> • Recruitment documentation, if applicable

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				<ul style="list-style-type: none"> • Candidate evaluation documentation, if applicable • Interview, seminar presentation materials, if applicable • Records on determining compensation recommendation • SF-52 • Position description
9. AA-ORD to review and approve/disapprove selection and compensation recommendation	✓	✓	✓	<ul style="list-style-type: none"> • Memorandum documenting AA's final decision addressed to Lead L/C/O Director
10. If AA-ORD approves, Lead L/C/O to forward selectee's documentation to Servicing HRO	✓	✓	✓	
11. <u>Communicate/provide to the selectee:</u> <ul style="list-style-type: none"> • Oral job offer, job offer letter (Servicing HRO) • Security forms (Servicing HRO) • Ethics clearance form to complete (Designated/Alternate Agency Ethics Official) • Drug-testing instructions, if applicable (Servicing HRO) 	✓	✓	✓	
12. <u>Selectee to:</u> <ul style="list-style-type: none"> • Sign and return job offer letter • Complete and return security forms to the Servicing HRO • Complete and return ethics forms to the Servicing HRO or the Designated/Alternate Agency Ethics Official • Complete drug testing procedures, if applicable. 	✓	✓	✓ (Selectee will be given a Voluntary Conversion Statement to sign and return to the Servicing HRO)	<ul style="list-style-type: none"> • Copy of selectee's signed job offer letter • Completed security clearance forms • Completed ethics clearance forms (SF-278)
13. Servicing HRO to review security forms for completeness, forward forms to Personnel Security*	✓	✓	✓	<ul style="list-style-type: none"> • Completed security clearance forms
*For non-U.S. citizen selectees, please refer to requirements in Personnel Security's guidance on foreign nationals.				

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14. <u>Designated/Alternate Agency Ethics Official</u> to: • Work with selectee to ensure necessary ethics clearance information is provided • Develop an ethics agreement with selectee to resolve identified conflicts of interests • Obtain written acknowledgement of the ethics agreement from the selectee • Provide written ethics clearance of selectee to Servicing HRO	✓	✓	✓	<ul style="list-style-type: none"> • Final ethics clearance forms (SF-278) • Ethics agreement • Written acknowledgement of the ethics agreement from the selectee • Written ethics clearance of selectee addressed to Servicing HRO
15. Servicing HRO to finalize job offer* *If the period from the date of the ethics clearance and the Entry on Duty date exceeds 30 days, the Designated or Alternate Agency Ethics Official may require a written statement from the candidate confirming no change to information in the SF-278.	✓	✓	✓	
16. Finalizing appointment Servicing HRO to swear in selectee* *Assuming a negative drug testing result prior to coming on-board, where applicable.	✓	✓	✓	
17. Lead L/C/O to complete all new employee activities (e.g., establish selectee’s workspace)	✓	✓	✓	