

Exhibit 2-A: Check List for New Hire Panel Cases

DATE: _____ FROM: _____ (HRS)

The following materials are submitted in 6 copies for New Hire review of

_____, in the _____ Peer Group:

IDR Contact Sheet (ARS-570)

Position Description (Factors I-III)

"Streamlined" Factor IV

For *all* grade levels:

SF-171 (or equivalent)

Narrative summary (pertinent courses, duties, responsibilities, accomplishments and publications)

1-page abstract of MS thesis

1-page abstract of Ph.D. dissertation

List of honors and awards, invitations to make presentations at scientific/technical meetings, scientific society office and committee assignments, presentations (other than invitations), and publications

For selection at *GS-13 or above*, the following *additional* materials are provided:

Research accomplishment summary (**maximum of 3** concise statements in chronological order)

Exhibits (**maximum of 1 per accomplishment**; normally publications)

OR,

Standard ("full blown") writeup--Factor III, Element C and complete Factor IV (selecting official's option at *GS-13 and above*)