

# U.S. NUCLEAR REGULATORY COMMISSION

## **DIRECTIVE TRANSMITTAL**

TN: DT-92-08

**To:** System Custodians and Branch Chiefs and Above

**Subject:** Transmittal of Management Directive 10.10, "Recruitment"

**Purpose:** Directive and Handbook 10.10 are being issued to describe the policy, practices, and procedures for recruiting highly qualified applicants for vacancy positions within the NRC. To provide specific guidance to NRC employees who participate on recruiting trips or other recruiting activities.

**Office of Origin:** Office of Personnel

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# **Recruitment**

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## **Directive**

*(Formerly Part II  
of MC 4108)*

# **10.10**

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# U. S. Nuclear Regulatory Commission

Volume: 10 Personnel Management

Part: 1 Employment and Staffing

OP

## Recruitment Directive 10.10

### Policy (10.10-01)

It is the policy of the U.S. Nuclear Regulatory Commission (NRC) to develop and implement an external recruiting program that will attract highly qualified candidates for employment at the NRC without regard to their political affiliation, race, color, religion, national origin, sex, marital status, age, or handicapping condition, and with proper regard for their privacy and constitutional rights. (011)

It is also the policy of the NRC to recruit to the maximum extent possible qualified veterans. (012)

### Objectives (10.10-02)

- To ensure the recruitment of highly qualified applicants for vacant positions within the NRC. (021)
- To maintain a continuous pool of current and potential applicants from which selections can be made. (022)

## Organizational Responsibilities and Delegations of Authority

(10.10-03)

### The Executive Director for Operations (031)

- Establishes the recruitment program. (a)
- Delegates to the Director, Office of Personnel (OP), authority to establish the basic policy and parameters of the recruitment program, as well as the responsibility for evaluating program activities and of periodically reporting on the status of the program. (b)

**Recruitment**  
**Part 1 - Employment and Staffing**  
**Directive 10.10**

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**The Director, Office of  
Personnel (OP)**  
(032)

- Develops policy and parameters of the recruitment program. (a)
- Conducts nationwide and local recruitment programs and activities to locate qualified candidates for employment with the NRC. (b)
- Reviews and evaluates recruitment programs and activities throughout the NRC for effectiveness and conformance to recruitment policies, procedures, and practices specified in this directive and the accompanying handbook. (c)
- Designates a staff member to be the Recruitment Coordinator. (d)

**The Director, Office of Small and  
Disadvantaged Business Utilization  
and Civil Rights**  
(033)

- Develops and recommends overall NRC policy for equal employment opportunity for all aspects of the NRC's recruitment program. (a)
- Recommends improvements, corrections, or courses of action needed in recruitment activities to achieve equal employment opportunity and Federal Equal Opportunity Recruitment Program goals. (b)
- Recommends students, staff, and/or faculty of Historically Black Colleges and Universities and Hispanic Association of Colleges and Universities to appropriate NRC offices in support of the NRC Summer Research Internship, a part of the Summer Employment Program. NRC clearly recognizes that once students and/or faculty are introduced to NRC personnel and programs, the opportunity and interest for employment with NRC is present. (c)

**Office Directors and  
Regional Administrators  
(034)**

- Advise the Office of Personnel of the short-range and long-range requirements for employees through the Ten-Year Staffing Projections, the NRC Human Resources Strategic Plan, and individual requests to fill positions. (a)
- Follow the recruitment procedures specified in the accompanying handbook. (b)
- Coordinate recruitment plans and activities with the Director, Office of Personnel. (c)

**Applicability  
(10.10-04)**

**Employees  
(041)**

This directive and handbook apply to and must be followed by all NRC employees who participate in recruitment activities.

**Handbook  
(10.10-05)**

Detailed guidelines for the operation of the NRC recruitment program and for recruitment activities are contained in Handbook 10.10.

**References  
(10.10-06)**

1. Office of Personnel Management (OPM) Federal Personnel Manual, Chapters 332 and 333.
2. The Atomic Energy Act of 1954, as amended (42 U.S.C. 2011, et seq.).
3. Energy Reorganization Act of 1974, as amended (42 U.S.C. 5801, et seq.).
4. NRC Management Directive 10.1, "Employment."
5. NRC Management Directive 14.1, "Official Temporary Duty Travel."
6. NRC Management Directive 14.2, "Relocation Allowances."

# **Recruitment**

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## **Handbook**

*(Formerly Part II  
of Appendix 4108)*

**10.10**

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# Part I

## Introduction

### **Purpose of This Handbook (A)**

The purpose of this handbook is to provide effective recruitment operating procedures for supervisors, managers, and other employees who participate in external recruitment efforts for the U.S. Nuclear Regulatory Commission (NRC).

### **Purpose of Recruitment (B)**

The purpose of external recruitment is to maintain a constant supply of highly qualified applicants to fill current and future vacancies for entry-level or full-performance expert and managerial positions. NRC's recruitment program is ongoing so that immediate to short-term vacancies may be quickly filled when management has decided it is in the best interest of the NRC to hire outside candidates. (1)

In addition, longer range recruiting efforts are required to identify and develop the supply of candidates for vacancies projected through the human resources (HR) long-range staffing projections and other HR strategic planning activities in the Office of Personnel (OP). (2)

### **General Information (C)**

Management should submit to OP long-range staffing needs that are as accurate as possible in response to the annual HR long-range staffing projections call. Management should also inform OP as early as possible of short-term as well as long-range requirements to avoid delays as a result of security requirements and scarcity in the job market. (1)

## **General Information (C) (continued)**

Under NRC's public merit system, NRC accepts applications from all eligible candidates for any occupation for which NRC is recruiting. (2)

NRC's total recruitment effort should be commensurate with NRC's anticipated need for personnel as identified in both the staffing projections and the Human Resources Strategic Plan. (3)

Information provided to OP should include—(4)

- Anticipated vacancies or newly created positions. (a)
- Any anticipated budgetary, programmatic, or organizational changes that will affect the numbers or types of personnel needed. (b)

The NRC will conduct a continuing program to recruit women and members of minority groups for positions in the NRC to eliminate underrepresentation of minorities, as defined in 5 U.S.C. 7201. Special efforts will be made to recruit in minority communities, in minority educational institutions, and from other minority sources. (5)

## **Applications for Employment (D)**

### **General (1)**

By submitting an application, an individual requests in writing that the NRC consider him or her for employment on the basis of the information and conditions set forth in the application. Applications are officially accepted, retained, considered, and disposed of only by OP or, in regions with delegated personnel authority, by the Regional Personnel Office.

### **Forms (2)**

Application for NRC employment is made by submitting a completed SF-171, "Application for Federal Employment." Any other written request for consideration for employment may be accepted tentatively, but the applicant will be advised that it is his or her responsibility to submit a completed SF-171 before an offer of employment will be made. (a)

## **Applications for Employment (D) (continued)**

### **Forms (2) (continued)**

Application in response to a specific vacancy announcement is usually made by submitting an SF-171 and any other statements specified by the announcement. Each vacancy announcement will state in what form the application is to be made. Refer to Management Directive 10.1, "Employment" (formerly Appendix 4108, Part III). (b)

### **Accuracy of Information (3)**

Information contained on applications for employment with the NRC, including the SF-171, is subject to investigation and verification under the provisions of the Atomic Energy Act of 1954, as amended, and Executive Order 10450 to determine the applicant's eligibility for NRC employment and required access authorization.

### **Acceptance and Retention of Applications (4)**

Any application received by an NRC official must be referred immediately to OP or to the Regional Personnel Office, as appropriate, to ensure that the applicant is properly considered and to ensure compliance with the Veterans' Preference Act of 1944, as amended. (a)

When an application is accepted by OP or the Regional Personnel Office, the applicant will be considered for appropriate positions for which he or she has applied and is qualified for at or above the minimum salary or grade level indicated as acceptable until the application is withdrawn, returned, or officially disposed of. (b)

An applicant may request that the application be considered only for specific positions or types of work. (c)

### **Disposition of Applications (5)**

Applications will be retained or disposed of in accordance with applicable Government-wide laws and regulations.

## **Part II**

# **Recruitment Methodology**

### **Developing Recruiting Strategies (A)**

The decision on when and how to recruit should be made when a specific vacancy or a shortage is foreseen, or when a more generic recruiting need is identified through the human resources (HR) long-range staffing projections or the Human Resources Strategic Plan. (1)

When a manager foresees a vacancy or a shortage, he or she may fill the position through a variety of ways, including internal reassignment, advertising the position in a vacancy announcement, or onsite recruitment. Onsite recruitment is appropriate, for example, to fill entry-level engineering and scientific positions or to build a pool of qualified applicants for positions that will soon be open. (2)

### **Role of the Recruitment Coordinator (B)**

The Recruitment Coordinator, located in OP, is the initial contact for managers when the decision has been made to recruit externally, except for recruiting activities delegated to Regional Personnel Officers. Managers located in the regions should contact a member of the Regional Personnel Office for recruiting assistance. (1)

Duties of the Recruitment Coordinator include, but are not limited to, the following—(2)

- Developing and coordinating long-range relationships with professional, minority, and other organizations and individuals who can assist the NRC in meeting staffing requirements. (a)

## **Role of the Recruitment Coordinator (B) (continued)**

- Directing efforts to maintain an NRC presence at colleges by personal visits or telephone contacts with schools and institutions of higher education to discuss the NRC's needs with placement officers and interested faculty members, college groups, or even the students themselves. (b)
- Ensuring that advertisements are placed in leading professional journals, magazines, and newspapers concerning NRC's recruitment needs. Special attention should be directed toward ensuring that job listings are placed in media closely associated with minority and women's groups. (c)
- Ensuring that NRC representatives participating in recruiting trips contact school, college, and university placement offices and Cooperative Education (COOP) Coordinators, professors, and department heads about areas of interest to the NRC to maintain NRC's visibility. (d)
- Determining space requirements for NRC recruitment display and literature booths and obtaining financial and administrative support for recruiting trips, including arranging to send the NRC recruitment display to the location of the recruitment activity when appropriate or ensuring the availability of video equipment and the "NRC Story" or other tapes appropriate for showing. (e)
- Providing advice and guidance to first-time recruiters and arranging administrative details for recruiting trips. (f)

## **Duties of the Regional Personnel Officers (C)**

The duties of the Regional Personnel Officer include the following:

Assisting supervisors and managers in obtaining applications from the Office of Personnel. (1)

Ensuring that applications are given full consideration for existing and future vacancies and that there is timely reporting on the status of applications. (2)

## **Duties of the Regional Personnel Officers (C) (continued)**

Advising supervisors and managers of the NRC's policy on all aspects of the NRC recruitment program, including any special equal employment opportunity objectives. (3)

Conducting local recruitment activities, as delegated. (4)

## **Areas of Consideration (D)**

Once the decision has been made to recruit externally, the Recruitment Coordinator, in conjunction with line managers, must determine the appropriate areas of consideration for recruitment. Among the factors to be considered in determining the recruitment areas are the availability of highly qualified current employees and the availability of the required skills from the labor market. The recruitment effort should cover a geographical area broad enough to produce a sufficient number of qualified candidates. (1)

If the vacancy is for an entry-level technical or administrative professional position, recruitment should take place primarily on a college or university campus. Recruiting may be accomplished through a private interview, at a career fair, or through the COOP Program office. Entry-level recruiting of clerical workers may take place at high school, business college, or junior college job fairs or other outreach activities. (2)

If the vacancy is for a full-performance-level position, then recruiting should be accomplished primarily through newspapers and magazines, Federal vacancy announcements, job fairs, society meetings, peer referrals, and so forth. (3)

## **Recruiting Sources (E)**

When recruiting, use all available resources applicable to the position involved likely to yield qualified candidates. Examples of primary sources are—

- **Job Fairs.** NRC should participate in college, high school, Government, and local civic group career days. (1)

## **Recruiting Sources (E) (continued)**

- **College Fairs.** NRC should participate in career days on campuses to inform students about the NRC's program and opportunities. (2)
- **Professional Journal and Newspaper Advertisements.** NRC should place local interest stories and classified advertising in newspapers and professional journals concerning NRC employment. Paid advertising in such media as newspapers, magazines, radio, and television may be initiated only by OP as required, subject to the following considerations—(3)
  - **General Considerations.** The relative cost-effectiveness of paid advertising must be considered. Thus, advertising should be used only when past experience, the current job market situation, and so forth, indicate that other recruiting techniques will produce an insufficient number of qualified applicants. The timing and the location of the advertisement should be planned to reach as large a group of qualified and potentially interested candidates as possible. (a)
  - **Format and Content.** The advertisement must be in the appropriate media, in good taste, without exaggerated claims, and comparable to those advertisements generally appearing in the chosen media. The advertisement must also mention the NRC policy of nondiscrimination in employment. If the position being recruited is subject to drug testing, this should be mentioned in the advertisement as well as the agency's zero tolerance policy with regard to illegal drug use. (b)
  - **Regulatory and Statutory Requirements.** OP will coordinate all requisitions for paid advertisements with the Division of Contracts and Property Management, Office of Administration, so that all regulatory and statutory requirements concerning procurement of and payment for the advertisements are met. (c)
- **Vacancy Announcements, Lists, Bulletins, and Notices.** The contact for vacancy announcements is the staffing specialist serving the office in which the vacancy exists. Managers should refer to Management Directive 10.1, "Employment" (formerly Appendix 4108, Part III), for the form and content of vacancy announcements. (4)



## **Recruiting Sources (E) (continued)**

- **NRC Employees.** All employees should be generally familiar with recruiting procedures in the event they are selected to participate in a recruitment activity. NRC employees are in the best position to realistically describe the NRC as an employer to prospective candidates among their professional and personal associates. Word-of-mouth publicity from enthusiastic employees is extremely effective in recruiting. As a result of their affiliations, employees may also be able to suggest other recruiting sources or organizations to be contacted. (5)
- **Other U.S. Government Agencies.** Other agencies are sometimes able to refer applicants or employees who can be used by the NRC. This is especially true with respect to those Federal offices that have responsibility for their agency's Historically Black College and University Program pursuant to Executive Order 12677. (6)
- **The Office of Personnel Management (OPM).** OPM may serve as an information center for Federal job opportunities and may be advised of NRC's recruitment needs by the NRC when appropriate. (7)
- **State Employment Offices.** These offices will refer local applicants to NRC on the basis of NRC requirements. Orders placed with State employment services must include instructions on NRC's policy on veteran preferences and on nondiscriminatory hiring. (8)
- **Professional, Technical, and Scientific Societies and Organizations.** These groups are among the better sources for recruitment of experienced professional and scientific personnel. Many of these organizations maintain rosters from which qualified candidates are referred. These groups also publicize job opportunities in their bulletins or journals. These organizations frequently provide space for recruiters to set up desks or exhibits at annual conferences or meetings. Since several NRC offices may be interested in representation at the same conference, arrangements for representation at any particular national conference must be coordinated through the OP Recruitment Coordinator. (9)
- **Minority and Women's Organizations.** These groups can often publicize NRC vacancies, as well as assist in locating candidates for them. (10)

### **Recruiting Sources (E) (continued)**

- **Schools, Colleges, and Universities.** Most institutions have placement offices that serve as a point of exchange between employers and students. It is also beneficial for operating officials to establish working relationships with professors and department heads in areas of interest to the NRC. (11)

### **Special Considerations for Longer Term Recruiting Requirements (F)**

When developing long-term recruitment needs, managers should—

- Identify external agency needs based on the HR long-range staffing plan projections and the Human Resources Strategic Plan. (1)
- Factor in the human resources model. (2)
- Build in COOP, intern, graduate fellowship, and other recruitment-oriented program needs. (3)

### **Preliminary Screening Responsibilities of Trip Representatives (G)**

If, during the course of an interview or discussion with an applicant, the recruiter believes that the individual is not qualified for any vacancy or position currently available with the NRC based on the checklist review described in Exhibit 1, he or she should not hesitate to say so. Let the applicant know as politely as possible that NRC has no positions for which he or she is qualified. Do not tell the applicant that someone will be in touch if that is not true. (1)

On the other hand, if, during the course of an interview or discussions with an applicant, the recruiter believes that the individual is qualified for an opening with the NRC based on the checklist review described in Exhibit 1, he or she should accept the completed application and describe NRC's procedure for processing the application. (2)

## **Preliminary Screening Responsibilities of Trip Representatives (G) (continued)**

It is also the responsibility of the OP trip representative or team leader to prepare a trip report. Information contained in the trip report should generally cover the location, trip number, events, caliber of applicants, what went well and what could be improved, recommendations for the next recruiter, contacts, trip participants, number of applicants, applicants requiring immediate contact, and when to send thank you letters. The Recruitment Coordinator will provide the trip representative with the specific format for preparing the trip report. (3)

## Part III

# Pre-Recruitment Guidelines

### **Selection and Training of NRC Employees To Participate in Recruitment**

The recruitment team will normally be made up of one representative from the Office of Personnel and, depending on the number of applicants expected, two to four representatives from the technical staff. When management selects members of their technical staff for recruiting trips, they should select those employees who will best represent the agency. To attract the most qualified entry-level applicants, recruiters need to show that the NRC is the best choice for these applicants. Some suggestions for selecting NRC recruiters are as follows—(1)

- For college visits, if possible select an employee who has graduated, the more recently the better, from that college or university. (a)
- Select an employee who currently holds a position similar or identical to the majority of positions being recruited. Applicants can then ask specific questions and receive specific answers. (b)
- Select employees who can listen as well as they talk. Recruiters are there to give information, but they are primarily there to evaluate prospective candidates. (c)
- Choose employees who will be able to represent other NRC offices as well as their own since vacancies may be located in various offices. (d)
- Ensure that the recruitment team adequately reflects the diversity of gender, race, and/or ethnicity of potential attendees at the recruitment event. (e)

## **Selection and Training of NRC Employees To Participate in Recruitment** (continued)

Representatives from the Office of Personnel will normally provide background information on the NRC, on the processing of an application, and any relevant information regarding personnel programs and benefits. (2)

Before a recruitment trip, the Recruitment Coordinator or the Regional Personnel Office representative will arrange a meeting with the selected recruiters to provide administrative details about the trip. This meeting may be accomplished through a teleconference call. Recruiters should be very familiar with the procedures to be followed while on a recruitment trip, the information to be relayed about the NRC, and the specific jobs they will be discussing. (3)

All recruiters will acknowledge that they have read the NRC Recruitment Orientation Handbook. They will also attend a training/orientation seminar when such seminars are given (generally before the recruitment cycle starts in August or September). (4)

## **Part IV**

# **Entry-Level Recruitment**

### **Technical Professional Recruitment (A)**

Recruitment for entry-level technical professional personnel generally takes place on a college or university campus. (1)

While participating in a recruitment trip, OP representatives and technical staff representatives are to divide responsibilities. (2)

OP staff should begin the recruitment session by giving the basic background information about the NRC and referring to the various brochures available. If the applicant has no particular questions, then the technical representative should begin interviewing the applicant. (3)

Throughout the interview, all representatives should evaluate the applicant on the basis of the checklist in Exhibit 1. (4)

Once the representatives have decided that the applicant is qualified for NRC, the following discussion points should be raised with discretion and as applicable—(5)

- Intern Program (a)
- Graduate Fellowship Program (tuition assistance) (b)
- COOP Program (c)
- Compensation options (see Part VII of this handbook) (d)
- Community environment (e)
- Location (f)
- Education facilities (g)

## **Administrative Professional Recruitment (B)**

Recruitment in the administrative area is accomplished through advertising as well as participation in fairs held by OPM and by professional societies. Recruitment can also be initiated through colleges with COOP programs. (1)

When recruiters participate in these fairs, they should also evaluate the applicants according to the checklist in Exhibit 1. (2)

## **Clerical or Support Recruitment (C)**

Recruitment in the clerical or support area is accomplished primarily through advertisements and through trips to local high schools, business schools, and community colleges. (1)

Evaluation of applicants should be based on the information provided in Exhibit 2. (2)

Regional coordination with OP should be initiated early to ensure appropriate advertising is started in a timely manner. (3)

## **Part V**

# **Full-Performance-Level Recruitment**

### **Primary Method of Filling Positions (A)**

The more common forms of recruitment are through print advertisements or Federal vacancy announcements. Managers should refer to the Merit Selection Program portion of Management Directive 10.1, "Employment" (formerly Appendix 4108, Part III). (1)

Recruiting may be accomplished through onsite job fairs held by OPM or job fairs contracted for by NRC. (2)

Other forms of recruitment include—(3)

- Peer referrals (a)
- Professional society referrals (b)
- Targeted recruitment (c)
- Invitational recruitment (d)

When filling full-performance-level positions through announcements or competitive procedures, follow the procedures described in Management Directive 10.1, "Employment" (formerly Appendix 4108, Part III). (4)

### **Onsite Recruitment (B)**

Onsite recruitment at the full-performance-level will normally involve—

- Representation at major professional organization conferences. (1)
- Participation at technical or professional job fairs such as those periodically sponsored by OPM and private organizations. (2)



**Onsite Recruitment (B) (continued)**

- Representation at women's and minority conferences such as Federally Employed Women, Blacks in Government, Society of Women Engineers, National Society of Black Engineers, and the Society of Hispanic Professional Engineers. (3)
- Representation at technical student chapter conferences. (4)

## Part VI

# Applicant Review System (ARS)

The Applicant Review System (ARS) is an automated management tool used to support the NRC technical recruitment effort. The purpose of ARS is to create and catalog a pool of technical applicants for current and future employment opportunities within the NRC.

### Responsibilities of Office of Personnel (OP) and Technical Recruiters (A)

- Use the Onsite Recruitment Checklist (Exhibit 1). (1)
- Initially rate applicants on the basic qualification requirements for the occupation described. (2)
- Pursue qualified applicants by ensuring that the application package is complete, accurate, and includes—(3)
  - A signed, dated, and legible "Application for Federal Employment," SF-171 (a)
  - A completed "Background Survey Questionnaire" (optional) (b)
  - An "Applicant Self-Assessment" form (for scientific and engineering applicants only [optional]) (c)
  - A resume with a permanent address (d)
  - A current transcript if recruitment takes place at a college fair (e)
- Complete an NRC Form 712, "U.S. NRC Applicant Evaluation," for each applicant and attach it to the top of the application. (See Exhibit 3 of this handbook.) (4)

## **Responsibilities of Office of Personnel (OP) Staff (B)**

- Receive, qualify, and log incoming documents. (1)
- Route applications to the appropriate Satellite Office (SO) or the appropriate Regional Personnel Office (RPO). (2)
- Update and close out files as appropriate. (3)
- Initiate appropriate ARS correspondence. (4)
- Generate reports for the SOs and the RPOs on the status of the applicants. (5)

## **Responsibilities of Management (C)**

- Request OP or the RPO to refer applicants from the ARS. (1)
- Upon receipt, the requesting office's technical staff should review the applications and indicate interest or lack of interest to OP or the appropriate RPO within 10 days. (2)
- If an NRC office is interested in an applicant, the designated management coordinator will work with the appropriate OP or RPO staffing specialist to arrange for interviews. Interviews should be scheduled within approximately 10 days of the manager's indication of interest to OP or the RPO. (3)
- Offices initiating requests for interviews should inform OP as soon as possible. OP will notify additional offices where applicant's résumé or SF-171 was distributed. If these additional offices are interested in being included in the interview schedule, they should contact the initiating office. (4)
- Managers should advise OP or the appropriate RPO within 10 work days of an interview, contingent upon security clearance and other preemployment screenings, whether a job offer is to be made to the applicant so that appropriate and timely action concerning the applicant can be taken. When the applicant is a top candidate, timeliness is also important so that arrangements can be made for a drug test while the applicant is visiting NRC for the interview, if possible, or to schedule a test for a later date. (5)

**Responsibilities of Management (C) (continued)**

- Notify OP or RPO staff of any technical advancements, reorganizations, or other factors that change the content of any recruitment brochures. (6)

## **Part VII**

### **Additional Information**

#### **Compensation (A)**

Managers need to be aware of the available pay options that will help them hire the applicants they want. OP recruiters must know of the various benefits and circumstances that may apply. Recruiters also need to know what benefits they are authorized to offer or discuss and when to offer or discuss them. Some examples include—

- **Special Salary Rates.** For each recruiting trip, the recruiter should take copies of any special salary rate tables that apply to the positions being recruited. (1)
- **Increases in Hiring Rates.** Under certain conditions, it is possible to offer a prospective employee an above-the-minimum salary rate as provided in Management Directive 10.36, “Position Evaluation and Pay Administration” (formerly Appendix 4130-C, Part III). (2)
- **Recruitment Bonuses.** Recruitment bonuses for hard-to-recruit positions may be available in lieu of or in combination with increases in hiring rates. Recruiters should be familiar with the criteria and procedures for recruitment bonuses described in Management Directive 10.48, “Recruitment Bonus Program.” (3)
- **Advances in Pay.** Advances in pay for not more than two pay periods may be available for new appointees experiencing hardship. Specific criteria and procedures are described in Management Directive 10.45, “Advances in Pay.” Since pay advances would be appropriate only when specific hardship circumstances apply, this topic should not normally be a discussion point; however, recruiters should be familiar with the option. (4)

## **Payment of Travel and Transportation Expenses (B)**

### **First Post of Duty (1)**

- **Persons Eligible for Payment.** Travel and transportation expenses to the first post of duty may, at the NRC's discretion, be paid to appointees to these positions as the NRC determines appropriate. (a)
- **Conditions.** Expenses may be allowed only when the appointee has executed an agreement to remain in Federal service for 1 year from the date of appointment unless separated for reasons beyond his or her control or for reasons acceptable to the NRC. A typical agreement is shown on NRC Form 723 (Exhibit 4) of this handbook. (b)
- **Information to Candidates for Employment.** NRC's willingness to pay travel and transportation expenses could have a significant bearing on a candidate's willingness to accept a position. Therefore, in keeping with merit principles, all candidates for whom the NRC is willing to pay these expenses should be advised accordingly when they are given information concerning employment. (c)

### **Current Federal Employees (2)**

Payment of travel and transportation expenses to employees of other Federal agencies who are being appointed to the NRC may be authorized in accordance with instructions in Management Directive 14.2, "Relocation Allowances" (formerly MC 1501), when—

- The move is in the interest of the Government (a)
- The appointment is other than temporary (b)
- A service agreement has been executed (see Part VII(B)(1)(b), "Conditions," of this handbook) (c)

### **Interviews (3)**

Under Federal Personnel Manual Chapter 572 and Management Directive 14.1, "Official Temporary Duty Travel" (formerly MC 1501), a candidate may be authorized to travel at Government expense for an interview to determine qualifications for a specific

## **Payment of Travel and Transportation Expenses (B) (continued)**

### **Interviews (3) (continued)**

vacancy. For specific authority, policy, and procedures, see Management Directive 14.1.

## **Health, Life Insurance, and Retirement Benefits (C)**

OP representatives must be familiar with both the Federal Employees Health Benefits Program and the Federal Employees' Group Life Insurance options that may be pointed out to applicants. (1)

OP representatives must also be familiar with the Federal Employees Retirement System and any other retirement options available to employees and including provisions of the Thrift Savings Program. (2)

## **Instructions for U.S. NRC Applicant Evaluation (D)**

### **Purpose of Information (1)**

The information provided in Exhibit 3 of this handbook will give OP and technical managers the recruiter's opinion of each applicant. This information will help managers to recognize high-priority candidates.

### **How to Fill Out the Sheet (2)**

- Recruiters shall fill out Exhibit 3 for all applicants they interview, including applicants whose fields of study are outside NRC's area of interest. (a)
- Recruiters should fill out the evaluation sheet as soon as the applicant has left the interview booth. Recruiters should be sure to allot enough time between interviews for this purpose. (b)
- Recruiters are to record their evaluations of the applicant on each of the factors listed, along with any remarks. (c)

## **Instructions for U.S. NRC Applicant Evaluation (D) (continued)**

### **Disposition of Completed Sheet (3)**

After a recruiting trip, the recruiter shall attach the evaluation sheet on top of any information the applicant provides and shall forward all applications to the Recruitment Coordinator for processing.

## **Recruitment Interviews (E)**

During recruitment interviews, potential candidates should either be advised in some detail of NRC policy on prohibited stock ownership or recruiters should have available a list of prohibited stocks to provide the candidates.

## **Reports and Evaluations (F)**

The Chief, RIB, OP, will prepare semiannual reports for the Director, OP. In these reports, the Chief of RIB will suggest any changes to the career management program deemed necessary to attract qualified candidates in the future.



## **Exhibit 1**

### **Onsite Recruitment Checklist**

#### **Set-Up**

- Make sure one or more tables are available
- Place brochures in the booth
- Set up the NRC display and flag (if a flag is provided for the trip)
- Be sure there are plenty of chairs for the interview

#### **Contacts (as appropriate)**

- Meet with the college or university Placement Coordinator to pick up résumés, transcripts, and any SF-171s
- Meet with the COOP Coordinator for any information for COOP applicants
- Meet with any professors or faculty to discuss students of interest to NRC
- Meet with heads of departments to discuss students
- Meet with heads of student groups who deal with fields of interest

#### **Basic Evaluation**

- Review application before interview (when possible)
- Conduct basic qualifications eligibility screening (OP or RPO staff)
- Give basic information to applicant (OP or RPO staff)
- Pass out brochures
- Ask basic questions of applicant, for example, grades, classes, and so forth
- Decide whether the applicant is worth pursuing on the basis of initial qualifications screening and NRC needs
- Advise inquirers if they are not what the NRC is looking for

**Exhibit 1 (continued)**

**Onsite Recruitment Checklist  
(continued)**

**Detailed Screening (if potential exists for what the NRC wants)**

- Ask more specific questions about experience, salary, location, and so forth
- Decide which compensation issues are applicable and discuss them
- Ask if the individual has any questions and answer them

**Post-Screening**

- Inform the applicant of what will happen to the application (OP or RPO staff)
- Thank the applicant for interviewing with the NRC
- Fill out a "U.S. NRC Applicant Evaluation" (Exhibit 3)

**Exhibit 2**

**Basic Qualifications for Clerical or Support Positions**

Grade/Positions	Experience		OR	Education
	General	Specialized		
GS-1 All positions	NONE	NONE		NONE
GS-2 All positions	3 months	NONE		High school graduation or equivalent
GS-3 Clerk-Steno	6 months	NONE		High school graduation or equivalent
All other All positions				1 year above high school
GS-4 All positions	1 year	NONE		2 years above high school
GS-5 Clerk-Steno	2 years	NONE		4 years above high school (There is no educational substitute for Reporting Steno, Shorthand Reporter, or Closed Microphonic Reporter positions.)
All other All positions	NONE	1 year equivalent to GS-4		
GS-6 and above All positions	NONE	1 year equivalent to next lower grade level		Generally, not applicable
Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable.				

Government experience is preferable but not required.

Knowledge of Word Perfect is preferable.

For positions that require typing, the minimum proficiency at all levels is 40 words per minute (wpm) with 3 errors.

For positions that require shorthand, the minimum proficiency at all levels is 80 wpm with 13 errors.

**Recruitment  
Part 1 - Employment and Staffing  
Handbook 10.10 Exhibits**

## Exhibit 3

NRC FORM 712 (8-92) NRCMD 10.10		U.S. NUCLEAR REGULATORY COMMISSION		TRIP NUMBER	
<b>APPLICANT EVALUATION</b>				DATE	
NAME OF APPLICANT			POSITION		
Please check your evaluation of the candidate on each factor in the appropriate column.					
<b>FACTORS</b>			<b>RATING</b>		
			BELOW AVERAGE	AVERAGE	ABOVE AVERAGE
KNOWLEDGE, EDUCATION, AND UNDERSTANDING OF THEORIES AND PRINCIPLES IN TECHNICAL FIELD					
DEPTH OF TECHNICAL EXPERTISE					
WORK INTEREST AND GOALS					
MANAGEMENT/LEADERSHIP SKILLS (ADAPTABILITY, JUDGMENT, INITIATIVE)					
COMMUNICATION SKILLS (ABILITY TO EXPRESS AND PRESENT SELF)					
CHECK OVERALL EVALUATION OF CANDIDATE FOR THE POSITION					
		<input type="checkbox"/> PRIORITY PROSPECT RECOMMEND INTERVIEW		<input type="checkbox"/> GOOD PROSPECT PROCESS	
				<input type="checkbox"/> NO INTEREST	
REMARKS					
DOCUMENT	REQUESTED	PROVIDED	N/A	INTERVIEWED BY	
FORMS TRANSCRIPT					
SF-1					
				OFFICE	
ROUTE TO:	NRR		REGION I		REGION V OTHER (Specify)
	NMSS		REGION II		
	RES		REGION III		
	AEOD		REGION IV		

NRC FORM 712 (6-92)

## Exhibit 4



UNITED STATES  
NUCLEAR REGULATORY COMMISSION  
WASHINGTON, D. C. 20555

**Travel Payment Agreement**  
**between the**  
**United States Nuclear Regulatory Commission**  
**and**

In consideration of the payment by the Government of the United States of travel, transportation, and moving expenses, and/or for storage of household goods and personal effects, and allowances as provided in connection with my reporting at \_\_\_\_\_ for change of official station or for employment, I hereby agree to remain in Government service for a period of 12 months from the effective date of my transfer or appointment, unless separated for reasons beyond my control and acceptable to the Federal agency concerned. In the event I violate this agreement, I will repay the United States all the monies expended in my behalf because of the travel, transportation, moving, and/or storage of household goods and personal effects, and other allowances.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

NRC FORM 723 (6-82)  
NRCMD 10.10