

*NOAA Workforce Management Office
Glossary of Terms Used in the Hiring Process
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Automated Classification System (ACS)	A system which allows management to create individualized position descriptions (PDs) by choosing from approved career paths, pay bands, titles, specialties, etc.
Student Educational Employment Program (SEEP)	A work study program that allows students to receive monetary compensation while combining academic study with on-the-job experience.
Career Appointment	A current or former employee in the competitive service who have completed three years of continuous service.
Career-Conditional Appointment	A current or former employee in the competitive service who have completed less than three years of service and must serve a one year probationary period the first year of initial appointment.
Category Rating	An alternative ranking and selection procedure for delegated examining.
Competitive Placement Referral	A list used for consideration of current and former government employees.
Delegated Examining (DE) Referral	A list used when jobs are announced to the public at large.
Excepted Appointment	Key policy determining positions or positions which involve a close personal relationship between the incumbent and key officials. No examinations are required and the agency appoints persons who they determine to be qualified.
Federal Wage System (FWS)	The common job grading system that covers most trades, crafts, and labor jobs outside of the postal field service.
General Schedule (GS)	The classification system covered by Title 5 that includes a range of levels of difficulty and responsibility for professional, administrative, technical, clerical, or other positions in grades GS-1 to GS-15.
Intergovernmental Personnel Act (IPA) Assignment	An assignment which involves temporary assignment of employees between Federal agencies and State, local, or Indian tribal governments; institutions of higher education; and other eligible organizations.
Job Analysis	The process of assessing the duties and responsibilities of a position to determine the knowledge, skills and abilities that are essential to the position or to enhance performance in the position.
Merit Assignment Plan (MAP)	A plan that sets forth policies, procedures and requirements, which assure that qualified candidates are considered for assignment to positions in the competitive service, based solely on job-related evaluation procedures.
Non-competitive Referral	A list used for candidates who do not have to compete for placement in the vacancy.
Schedule A Appointment	A position for which it is not practicable to apply the qualification standards and requirements used in the competitive civil service system and which are not of a confidential or policy determining nature.
Schedule B Appointment	A position for which it is not practical to hold open competitive examinations, and the positions are not of a confidential or policy determining nature. The persons appointed to Schedule B positions do have to meet the OPM qualification standards for the position.
Schedule C Appointment	An appointment for key policy determining positions or positions which involve a close personal relationship between the incumbent and key officials. No examinations are required and the agency appoints persons who they determine to be qualified.
Selecting Official	A management official who has authority to select a candidate for assignment to a position, subject to the final approval of a servicing workforce management office official with appointing authority.

Status Applicant	An individual's basic eligibility for non-competitive assignment to a competitive position in the competitive service without having to compete with members of the general public in an open competitive examination. A person on a career or career-conditional appointment acquires competitive status upon satisfactory completion of a probationary period under a career-conditional or career appointment to a position in the competitive service. Status can also be granted by statute or Executive Order.
Student Career Experience Program (SCEP)	A SEEP program which allows students to attend an accredited school and work in a career-related position. Students who have met all the requirements of this Program may be non-competitively converted to a career or career-conditional appointment in an occupation related to their academic training and work study experiences.
Student Temporary Employment Program (STEP)	A SEEP program which appoints students on a temporary basis to jobs that may or may not be related to their academic field of study.
Subject Matter Expert (SME)	An individual or group of individuals knowledgeable about the responsibilities of the position.
Temporary Appointment	A non-status appointment for a specific period of one year or less. The appointment can be extended for up to one additional year.
Term Appointment	A nonpermanent appointment for a specific period which lasts for more than one year but not more than four years.
Veterans Employment Opportunities Act (VEOA)	A law that allows eligible veterans who wish to take advantage of the increased access to jobs provided by the VEOA must compete under an agency's Merit Promotion procedures.
Veterans' Recruitment Appointment (VRA)	The VRA is a special authority by which agencies may, if they wish, appoint an eligible veteran without competition. The authority can be use to fill GS-11 or below positions.

For additional information: [WFMO Contact Lists](#)