

SES RECRUITMENT CHECKLIST

Information Required When Recruiting for Established SES Positions

Position Title and LO/CO -

Recruitment contract signed and strategy conversation completed.

SF-52 signed by Assistant Administrator or Corporate Office Director.

CD-516 signed by first and second level supervisors in Part A (position description only).

CD-79, position sensitivity designation and NOAA Form 65-8 completed. NOTE: The minimum designation for SES positions is critical sensitive with access to secret information.

Electronic and hard copy of the PD including any revisions and/or updates. Review PD thoroughly to ensure its content is current.

Are there revisions to the duties? Yes No

Are there revisions to the PTQs? Yes No

Position Designation: Career Reserved General

Identify specific duties to be included in the vacancy announcement.

Announcement open _____ calendar days (*Minimum 30 days*).

Are Relocation expenses authorized? Yes No NOTE: Area of Consideration for all SES positions is "All Qualified Applicants."

Provide recruitment strategy and identify specifically any publications in which you would like to advertise the position.

Payment mechanism for advertisement. Credit card Purchase order No paid advertisement

NOTE: The average price range is between \$15K and \$30K.

Electronic and hard copy of the rating and evaluation plan (crediting plan). Fill in the blanks or update the NOAA standardized plan.

- Add/update the appropriate position and organization titles
- Insert/update the PTQs
- Define/Review what would be considered "Well Qualified" for each of the PTQs
- **NOTE: Do not alter any other sections of the crediting plan.**

Copy of the LO/CO organization chart.

List of recommended rating panel members and alternates including name, title and organization.

List of recommended interview panel members and alternates including name, title and organization.

When recruiting for a position which is not yet vacant, the current incumbent must provide a memorandum or e-mail giving formal notification of intent and a proposed date of retirement/resignation. Is this position currently vacant? Yes No