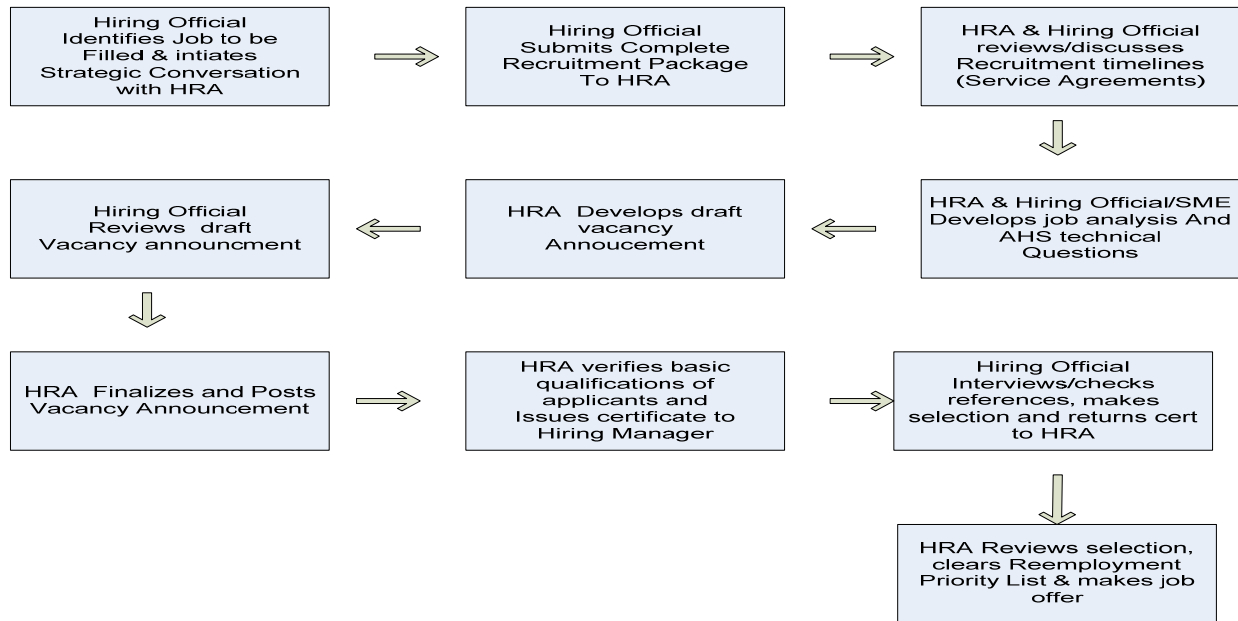


NOAA Workforce Management Office
Hiring Process, Roles and Responsibilities
 September 2007

The following is an overview of the steps involved in the hiring process and all the roles and responsibilities involved in hiring.

Steps in the Hiring Process



Hiring Roles and Responsibilities:

Hiring official – Assigns duties and responsibilities. If using Position Description (PD) Library or Demonstration Project Automated Classification System (ACS), determines appropriate classification and forwards for HRA certification. Makes selection from certificate of eligibles.

- Determines need to fill vacant position.
- Creates PD and performance plan.
- Becomes familiar with various recruiting options (e.g., student, term, temp, etc.).
- Contacts the HRA to initiate strategic conversation.
- Designates a SME to assist with hiring documentation.
- Completes the recruitment package including:
 - Request for Personnel Action - [Standard Form SF-52](#)
 - Current Classified PD with signed [CD-516](#).
 - Performance Plan.
 - Demo positions only: signed [CD-541](#) Performance Plan cover sheet.
 - [CD-79](#) (or equivalent), Request for Clearance - Position Sensitivity Designation (if applicable to position).
- Constructs the [Job Analysis](#) along with the SME and the HRA.
- Chooses or composes the AHS technical questions.
- Composes the duty statement and determines any specialized experience qualifications.
- Sets the salary (for demo positions).
- Reviews full applications, resumes, and responses to questions.
- Conducts the interviews.
- Makes a selection and notifies the HRA.

Human Resources Advisor (HRA)

- Drives the end-to-end hiring process.
- Conducts the strategic conversation with hiring officials.
- Provides guidance and implements staffing and recruitment strategies.
- Provides guidance on the development of position descriptions and performance plans.
- Provides guidance and advice on position classification (including PD Library; or ACS for demo positions).
- Provides guidance and advice on position management (e.g., organizational alignment).
- Drives completion of the job analysis; works with the hiring official and SME(s) on content.
- Provides guidance on pay setting, administration and demo operations.
- Serve as the primary point of contact for the Line Office (LO)/Corporate Office (CO) office on WFMO issues.
- Implements the MAP.
- Administers delegated examining authority.
- Reviews and determines basic qualifications.
- Prepares and authenticates the Certificate of Eligibles.
- Makes job offers to selected candidates.
- Updates the automated status reporting system on a daily basis to enable the hiring officials to check on the status.

Line Office/Corporate Office (LO/CO) Staff

- Verifies full time equivalent (FTE) and funding availability.
- Verifies and requests billet, as necessary.
- Provides ad-hoc help to managers on hiring activities (e.g., use of automated status system, general guidance on vacancy announcements).
- Coordinates the receipt of hiring actions within the LO/CO.

Subject Matter Expert (SME)*

- Assists the hiring official and the HRA in conducting the job analysis based on bona fide expert knowledge about what it takes to do the job.
- Assists hiring official in selecting or creating questions.
- Assists hiring official in validating and authenticating applicants' technical answers to questions.
- Participates as a technical expert in determining the best qualified applicants (upon close of vacancy announcement) on an as-needed basis.

***NOTE** – An SME is an employee with bona fide expert knowledge about the job's requirements. Superior incumbents (at or above the grade level of the position) in the same or in a very similar position and other individuals can also be used as SME(s) if they have current and thorough knowledge of the job's requirements. Individuals in grades or levels below the full performance level of the vacant position may not serve as an SME.

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