HIRING MANAGER GUIDE for DOCHROC Serviced Bureaus

Office of Human Resources Management

A comprehensive guide for DOCHROC Serviced Hiring Managers to navigate the recruitment and hiring process, and answer questions universally pertinent to all DOCHROC Serviced Bureaus.

Examples of what this guide can be used for	Examples of what this guide shouldn't be used for
✓ DOCHROC-specific guidance	X Enterprise Services HR guidance
✓ Non-SES/SL/ST positions	X SES/SL/ST positions
✓ Supplementary guidance to established Federal-wide, OPM, and/or Departmental guidance	X Substitute for established Federal-wide, OPM, and/or Departmental guidance
✓ New Hiring Managers	X Compensation and Benefits guidance
✓ Outlining the end-to-end recruiting and hiring process	X Employee and Labor relations guidance
✓ Previewing sample documentation and frequently used terms	X Performance Management guidance

DEPARTMENT OF COMMERCE ★ UNITED STATES OF AMERICA ★

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Introduction to the Hiring Guide

Purpose

This document is intended to help you – a DOC hiring manager serviced by DOCHROC – understand the entire hiring process from start to finish. The federal hiring process often feels daunting; however, this clear and easy-to-follow guidance is designed to help you understand the process, so you can track your hiring actions and anticipate next steps along the way.

In this hiring guide, you will find: process overviews, how-to guidance, reference materials, quick tips, and key points-of-contact on all aspects of the process, from identifying a hiring need, to onboarding your new employee. This guide will be updated as certain processes change over time. This guide will be available to all DOCHROC staff and HR Specialists to ensure that all stakeholders share a uniform understanding of the hiring process.

Usage

You can use this document in a variety of ways. If you are a new Hiring Manager and have never hired an employee at DOC before, reading this document in its entirety will provide you with a comprehensive understanding of all components of the hiring process. You can also use it as a reference guide throughout the process. If you are familiar with the process overall, but have a specific question regarding one step or topic, you can reference that section using the navigation key at the top of each page. In addition, each page of this guide can be extracted and used as a one-pager resource to educate relevant stakeholders on unique aspects of the hiring process.

Hiring
Process
Overview

Overview of the Hiring Process

Overview of the Hiring Process

Recruitment vs Hiring

Filling a vacancy is about more than selecting an applicant for the job. It's about attracting the best talent available. To secure the most qualified candidates, you will need to focus on recruitment as well as hiring.

Recruitment	Hiring
"Recruitment is a targeted and conscious effort to find qualified candidates. Recruitment activities involve strategic outreach to the communities that foster the skills necessary for a given field."	***"Hiring happens at the point of employment. It is the process of selecting and appointing a job applicant. Hiring considers the open vacancies at one given point in time."***

Tip For more information on how to develop an effective recruitment plan, see pages 14-15 in this guide and speak to your HR Specialist.

Overview of the Hiring Process

Hiring Phases

Pre-Recruitment Phase

During the pre-recruitment phase you will work to plan and prepare for filling your vacancy. Once you confirm funding availability for your position, you must hold a strategic conversation between you and your HR Specialist about the position, possible recruitment strategies, and issues that could impact the hiring process. Once you agree on a plan, you may proceed

Preparing the JOA

A closer look at submitting a hiring package and classification.

1.1 The Job Analysis

1.2 Knowledge, Skills, Abilities (KSAs)

1.3 Assessment Questions

1. 4 Crediting Plan/Rating Schedule

1.5 The JOA

1.6 Involving a Subject Matter Expert in the Process

Application Period

An overview of the application period.

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Applicant Evaluation

An overview of what to expect with the Certificate of Eligibles.

3.1 Understanding the Certificate of Eligibles

3.2 The Certificate Timeline

Candidate Selection

An overview from checking references to negotiating incentives.

4.1 Sample Interview Questions

4.2 Extending a TJO

4.3 Negotiating Incentives

Post-Recruitment Phase

After you have selected a candidate, the Vendor Staffing Specialist refers them to the Office of Security (OSY) to undergo the security and suitability process. This section covers the OSY approval process, the Final Job Offer (FJO), and Entrance on Duty (EOD).

Overview of the Hiring Process

Key Roles and Responsibilities

The hiring process has several key players, each of whom has a different responsibility throughout the process. The following section provides guidance and clarity on specific roles and responsibilities.

Hiring Manager

This is you! You are responsible for identifying the hiring need, developing the recruitment package, advising the Vendor Staffing Specialist on the position, and selecting a candidate from the certificate of eligibles. While you will not drive the overall process, it is very important that you work closely and communicate with your HR Specialist, Vendor Staffing Specialist, and, if needed, your HR Liaison.

HR Specialist

The HR Specialist is your strategic partner in the hiring process. They will help you to think strategically about your hiring needs and advise you on potential recruitment strategies during the pre-recruitment phase. They will also remain your go-to resource for questions and guidance about the overall process or any specific steps within it.

Human Resources Liaison

HR Liaisons' roles vary by Business Unit. They perform a variety of resource management and administrative duties. Some HR Liaisons can assist you with hiring, specifically collecting the necessary resources to create a Job Opportunity Announcement (JOA). You can get connected to your HR Liaison through your Business Unit.

Vendor Staffing Specialist

Your Vendor Staffing Specialist will be a contractor assigned to support you throughout the hiring process with transactional work. They work with you to develop and post the JOA. They review and evaluate candidate applications, contact candidates, and negotiate incentives with candidates, if necessary. Their presence in the hiring process is to make your job easier and to decrease the overall time it takes to hire.

Candidate

The individual applying to fill your vacancy and hoping to become a DOC employee!

Overview of the Hiring Process

Enabling Systems and Technology

You can expect to use one or many of the enabling systems and technology listed here during the overall hiring process.

Accellion

- A secure file-sharing platform
- Used to send documents that contain personally identifiable information

ACS

- Automated Classification System
- Allows users to create and edit individual position descriptions—specifically for DOC Alternative Personnel System (CAPS)—by choosing from approved career paths, pay bands, titles, specialties, etc.

HRConnect

- Web-based application from DOC Enterprise Services
- Enables users to process and manage personnel actions; also used to classify and validate General Schedule (GS) position descriptions via Job Code Requests

Monster Government Solutions

- Online system for managing applications (Question Library and Cert List)
- Used to select assessment questions for job announcements and to review job certification information for selections

Position Designation Tool

- Assessment of the duties and responsibilities of a position
- Used to determine the degree of potential damage to the efficiency or integrity of the service from misconduct of an incumbent of a position

Pre-
Recruitment

Pre-Recruitment Activities

Pre-
Recruitment

Pre-Recruitment Activities

Pre-recruitment activities are key to achieving an effective, efficient hiring process, which will result in hiring the right person, for the right job, in a timely manner. Once you determine a need to fill a position, whether it is new or existing, contact your HR Specialist to discuss the position itself, recruitment strategies, and any current or potential issues which could impact the hiring process. After that, you can begin to develop your recruitment package.

Key Players

- Hiring Manager (you)
- HR Specialist
- HR Liaison
- Vendor Staffing Specialist

Key Technologies

- ACS
- HRConnect

Key Activities

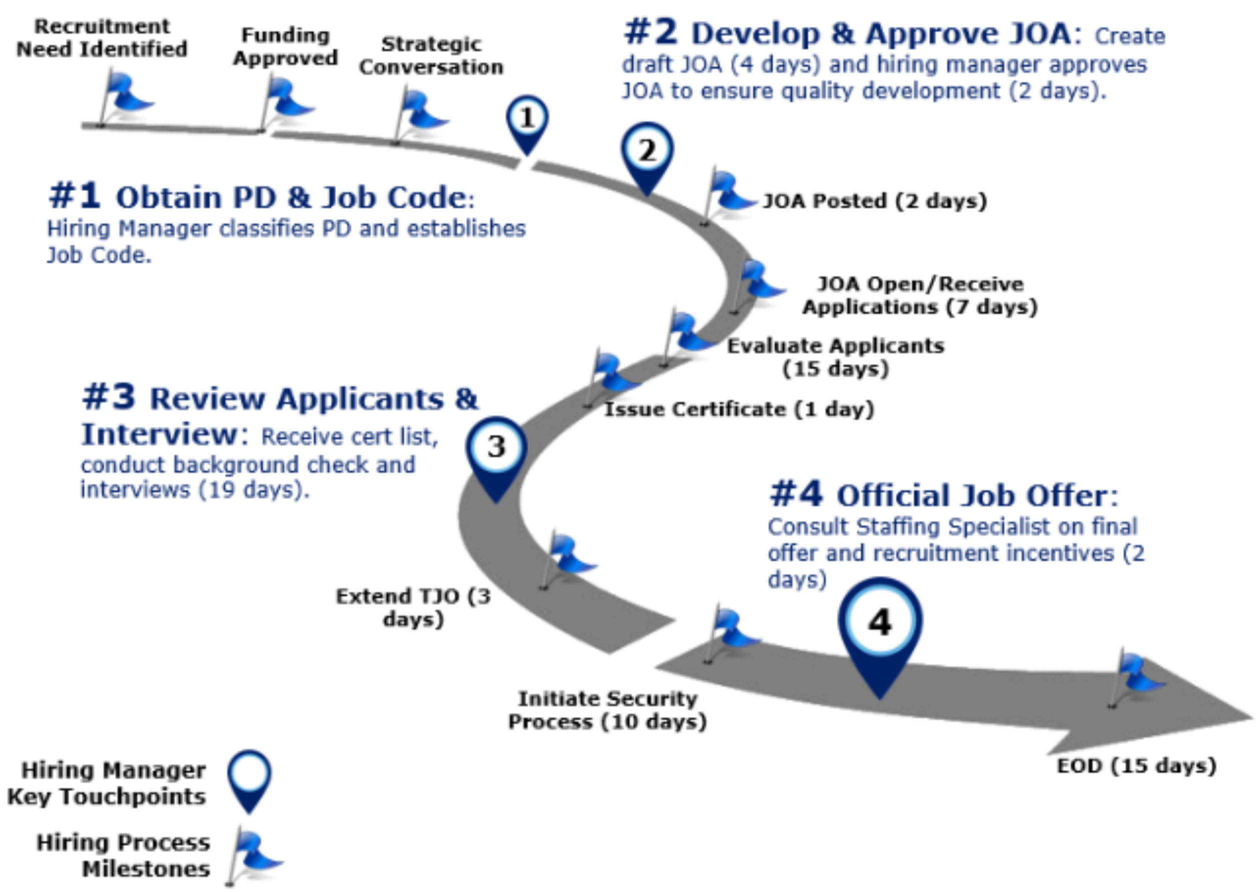
- ❑ **Use/Develop valid and classified PD and** Job Code
- ❑ **Conduct a Strategic Conversation** with HR Specialist

Hiring Timeline Guide

Step #	Description	DOC Standard (calendar days)
1	Draft JOA; SF-52 to HR	4
2	Hiring Manager Approve JOA	2
3	JOA Posted to USAJobs	2
4	JOA Open; Receive Applications; Notify	7
5	Evaluate Applicants; Rate; Rank; Notify	15
6	Issue Certificate & Notify	1
7	Review Applicants & Interview	19
8	Tentative Job Offer; Accept; Security Info	3
9	Security Docs to OSY; Finger Print; eQIP	10
10	Official Job Offer; Accept; Notify	2
11	EOD	15
	Total	**80 calendar days**

Hiring Process Timeline

High-level process map



Pre-Recruitment Activities

Selecting and Classifying a PD

Obtaining a classified position description (PD) for your recruitment action is a critical activity you must complete prior to initiating a hiring action in HR Connect. To do this, you should understand common terms used in the classification process, the differences between CAPS and GS PDs, when you can reuse an existing PD, and how to establish and submit a job code request in HRConnect.

Pre-Recruitment Activities

Position Description, Job Code, Position Number

There are slight nuances between the terms described below. It is important to distinguish between them to avoid confusion during the classification process.

Position Number

A position number is an **eight-digit numerical** code generated in HR Connect that denotes an **individual vacancy**. There can be multiple positions associated with one job code, but only one position number per employee or vacancy.

example

00037456

Position Description (PD)

The PD contains the title, pay plan, occupational series, grade or pay band, and documents the **duties of the position**, along with key **position information critical to employment** such as Fair Labor Standards Act (FLSA) designation, physical requirements, and risk/sensitivity level.

Job Code

A job code is a **six-digit code associated with a PD** in HRConnect. You can search for an existing PD in HRConnect if you know the job code or submit a job code request (JCR) in order to obtain a classified PD. The most recent job codes will have Business Unit specific letters at the beginning and should be good to use.

example

NE3213

NE3214

NE3215

Pre-Recruitment Activities

The Difference Between GS and CAPS PDs

The majority of DOCHROC's positions are classified under the General Schedule (GS) or the Commerce Alternative Pay Schedule (CAPS). There are differences between the two that you should be aware of when obtaining a classified PD.

GS

Definition The classification system covered by Title 5 that includes a range of levels of difficulty and responsibility for positions in grades GS-1 to GS-15.

Governing Body Office of Personnel Management (OPM)

Career Paths Professional, administrative, technical, clerical, and other

System for PD Development Microsoft Word

Classification Authority A Classifier in the DOCHROC CSD Operations team signs both pages 1 and 2 of the CD-516

CAPS

Definition The classification system that allows managers to create PDs by choosing from approved career paths, pay bands, titles, specialties, etc.

Governing Body CAPS Board

Career Paths Scientific and engineering (ZP), scientific and engineering technician (ZT), administrative (ZA), and support (ZS)

System for PD Development Automated Classification System (ACS)

Classification Authority You, the Hiring Manager, sign pages 1 and 2 of the CD-516, while a Classifier in DOCHROC signs Page 2, block 30 of the CD-516

Tip CAPS positions will always require a new PD. Ask your HR Specialist for more information.

Pre-Recruitment Activities

Using a Standard vs Creating a New PD

In many instances, there is already a classified position description (PD) that you may use for the position you are recruiting for. Please review the criteria below to determine if you can use a standard PD or if you need to create a new one.

When should I use a standard PD?

- ❑ You have hired for this position within the past two years and already have a classified PD and signed PD coversheet (Job Code).
- ❑ The duties and requirements of this position are the same as those of a position that already exists within DOC and of which has a classified PD.

When should I create a new PD?

- ❑ The existing PD you have is **over two years old**.
- ❑ You are hiring for a brand new position that is different from all other positions in DOC.
- ❑ You are making **any** changes to an existing PD.

Did you know?

Each unique PD is referred to as a "Job Code" in HRConnect. A position must have an associated Job Code in order to be considered classified. *Information on how to obtain a Job Code is provided later in this section on pages 20-23.*

Tip Ideally, you will be able to use an existing PD for your recruitment action. This will save a lot of your time. Please contact your HR Specialist if you are unsure whether or not you have a valid, classified PD that you can use for your recruitment action.

Pre-Recruitment Activities

Pre-Recruitment Strategic Conversation

What is the Strategic Conversation?

The Strategic Hiring Conversation with your HR Specialist allows you to gain advice from a consultative business partner. Equipped with years of HR experience, your HR Specialist can answer your hiring-related questions, discuss strategies to address historical recruiting challenges, and guide you through other HR processes. When you identify a hiring need, you should contact your HR Specialist to have a strategic conversation and determine the plan to meet your recruiting need.

Confused about what to talk to your HR Specialist about? Don't worry, your HR Specialist will be equipped with hiring and recruiting specific questions that they will use to guide the conversation. As a Hiring Manager or Proxy, you just need to be prepared to discuss your hiring need, and the position you are attempting to fill. To help, you can use the questions below to prepare for the conversation with your HR Specialist.

How to Start the Conversation

- ❑ *Call or email your HR Specialist to schedule your Strategic Hiring conversation.*
- ❑ **Reference the Pre-Recruitment Strategic Conversation Checklist below to address all considerations**
- ❑ *During the Strategic Conversation, ask for additional material on the hiring process, if needed. The Timeline Guide (see page 11) is a great place to start.*

*Pre-Recruitment Strategic Conversation Checklist Examples

- ❑ *Have you filled a similar position before?*
- ❑ *Do you have experience hiring and do you understand the process?*
- ❑ *Can you utilize any hiring flexibilities to fill this position?*
- ❑ *Is there anything you can do to expedite the recruiting process in order to meet the 80-day model?*
- ❑ *Have you thought through recruitment strategies and recruitment incentives to fill this position?*
- ❑ *Can you expediate the hiring process by utilizing applicable special hiring authorities?*
- ❑ *Are you going to be available when the HR Specialist is scheduled to issue the cert?*

Pre-Recruitment Activities

Expediting the Hiring Process: Special Hiring Authorities

These appointing authorities enable you to hire individuals non-competitively, without using the standard competitive 80 day hiring model (process map attached here)

Military Spouse Appointment

This authority allows DOCHROC to non-competitively appoint eligible candidates to a competitive service position. It is separate from the Military Spouse Preference Program, which entitles the spouses of service members to appointment over other candidates.

Candidate profile: A service member's spouse, when the service member meets one of the following descriptions:
- Has received Permanent Change of Station move;
- Has a 100% disability rating; or
- Died while on active duty

Appointment term: Varies based on type:
- Temporary - Not more than 1 year
- Term - 1 to 4 years
- Permanent - Indefinite

Schedule A Appointment

Schedule A is an appointment in the excepted service. You can use it to fill special jobs for which it is impractical to use standard qualification requirements and traditional competitive procedures. At DOCHROC, however, you will mainly use it for appointing persons with disabilities. Eligible individuals may apply non-competitively to a merit promotion announcement.

Candidate profile: Most often, a person with an intellectual disability, a severe physical disability, or a psychiatric disability.

Appointment term: 2 year trial period, after which employees may be non-competitively converted to a permanent appointment in the competitive service.

Veterans' Recruitment Appointment (VRA)

This special hiring authority empowers DOCHROC to appoint an eligible veteran without competition. You can use it to fill GS-11 positions or below that are otherwise in the competitive service.

Candidate profile: A veteran who meets one of the following descriptions:
- Has received a campaign badge for service during a war or in a campaign or expedition;
- Is a disabled veteran;
- Has received an Armed Forces Service Medal for participation in a military operation; or
- Is a recently separated veteran (within the last 3 years) and separated under honorable conditions (i.e., honorable or general discharge)

Appointment term: 2 year trial period, after which employees may be non-competitively converted to a permanent appointment in the competitive service.

30% of More Disabled Veterans Appointment

This special hiring authority enables you to non-competitively appoint eligible candidates to any competitive service position. You can use it to make permanent, temporary, or term appointments. Unlike the VRA, there is no grade-level limitation.

Candidate profile: A person who served in the Armed Forces at any time, was separated from active duty under honorable conditions, and who has established the present existence of a service-connected disability or is receiving compensation, disability retirement benefits, or pension because of a public statute administered by the Department of Veterans Affairs or a military department.

Appointment term: Varies based on type:
- Temporary - not more than 1 year
- Term - 1 to 4 years
- Permanent - At least 60 days, after which employees are converted at manager's discretion

Tip Contact your (HR Specialist) for information on these and other special hiring authorities.

Pre-Recruitment Activities

Pathways Programs

The selective Pathways Programs channel students and recent graduates into the Federal workforce. Use them to create a pipeline of educated and skilled employees into growth and leadership positions. After successfully completing the initial excepted service appointment, Pathways participants can be noncompetitively converted into permanent or term positions.

Internship Program

The Internship Program provides paid opportunities to students who are enrolled (or accepted for enrollment) in a variety of qualifying educational institutions. Participants work either part- or full-time, filling staffing gaps in your office while exploring Federal careers within their fields of study. Long-term Interns take on substantial projects related to their academic interests, while temporary Interns Not-to-Exceed (NTE) fill traditional summer jobs, or take on projects that don't require subject matter expertise. You will need to post a vacancy on USAJOBS to hire an Intern or Intern NTE.

Candidate profile Current students (high school through graduate level)

Appointment term Indefinite for Interns, up to 1 year for Interns NTE

Presidential Management Fellows (PMF) Program

The PMF Program is the Federal Government's premier leadership development program. It targets highly qualified advanced degree recipients who have an interest in and commitment to public service, demonstrate academic excellence, and possess management and leadership potential. The Office of Personnel Management (OPM) administers the PMF Program and charges $7,000 per Fellow for recruitment, assessment, selection, and placement, as well as events, training, and support.

Candidate profile Recent professional or masters' degree graduates certified by OPM as PMF finalists

Appointment term 2 years

Recent Graduates Program

The Recent Graduates Program promotes careers in the civil service to individuals who have graduated from qualifying programs or educational institutions within the past 2 years (Veterans have up to 6 years if they couldn't apply due to their military service). Participants receive specialized training and professional development, complete an Individual Development Plan, and are assigned a mentor. You will need to post a vacancy on USAJOBS to hire a Recent Graduate.

Candidate profile Recent higher education program graduates

Appointment term 1 year developmental program; Business Unit decides whether or not to non-competitively convert to a permanent or term position

Tip For more information contact your HR Specialist, Business Unit HR provider, or check out the Commerce HR Bulletin on Pathways here.

Pre-Recruitment Activities

Considerations: Recruitment Incentives

What are Recruitment Incentives?

Recruitment incentives allow you to offer incentives to candidates for positions that are likely difficult to fill in the absence of an incentive. There are a number of incentives that you can utilize to make a position more attractive to candidates; however, it is important to remember that these are not entitlements and should not be used for every position or candidate, and differ by Business Unit for what is allowable in their respective budget

How do I offer a Recruitment Incentive?

Your HR Specialist is your resource for determining which incentives, if any, you are able to offer. The five incentives described below are examples that you may wish to discuss with your HR Specialist at the onset of a recruitment action. You can then keep certain incentives in mind and offer them during negotiations with candidates on an as needed basis. If you wish to offer an incentive during negations, approval from DOCHROC and your budget office is required.

Annual % Pay Increase

You have the flexibility to set pay for CAPS positions anywhere on the band. The typical pay increase offered to candidates hiring through the CAPS program is 6% and 3% for reassignments. Although there is flexibility in these pay increase percentages, you should try to stick to this recommended pay increase, only offering more in the negotiation process.

Superior Qualifications Appointments

Superior qualifications appointments involve setting pay at rates above step one of the GS grade to which new employees are appointed. The candidate's skills, KSAs, experience, and education must be relevant to the requirements of the position to be able to incentivize an applicant with this offer.

Student Loan Repayment

The student loan repayment incentive offers to repay candidates student-loan debt up to $60,000. For every year a candidate works for the federal government $10,000 of their loan can be repaid. It should be noted that it is required that a candidate commit to the position in federal service for three years if offered this incentive.

Accelerated Annual Leave Accrual Rate

Traditionally, new employees earn four hours of annual leave per pay period upon entry to Federal service regardless of their past private sector experience. You can offer credit for years of experience based on a candidate's past experience in order for them to accrue leave hours at a higher rate; however, this is not an entitlement and applicants should not expect this in their offer.

Recruitment or Relocation Bonus

A recruitment bonus is offered to highly qualified and specialized candidates and is, at most, 25% of that candidate's annual salary. This may have significant budgetary considerations and used to attract highly skilled candidates. Relocation incentives are offered when a candidate with the necessary and required qualifications has a mission-specific skillset that cannot be easily found in other candidates. A candidate may also receive this incentive because the position has been difficult to fill (e.g. location).

Tip Recruitment incentives should be considered up front and cannot be added to a recruitment package *after* a candidate's Entrance on Duty.

Pre-Recruitment Activities

Establishing a Job Code Request

If you are hiring for a new position and do not have a classified PD, or are changing the duties of an existing position, you must submit a request in HRConnect to classify the position. In HRConnect, this is referred to as establishing a Job Code Request. Details on how to do so are described below:

1. Initiate the Job Code Request

Initiate a Job Code Request by submitting a Job Code Request Package to the Classification Team via HRConnect. A complete Job Code Request Package consists of the following documents:

Position Description (PD) with all relevant information completed including Title, Pay Plan, Occupational Series, and major duties and responsibilities. Needs to be provided in an electronic and editable Microsoft Word document.

PD Coversheet (CD-516) with all relevant information completed on page 1. The classification team will fill out page 2 and the classifier will sign the document after all documentation is submitted and validated.

Organizational Chart outlining where the new (or changing) position will fit in your organization.

Position Designation Tool assessment of the duties and responsibilities of a position to determine the degree of potential damage to the efficiency or integrity of the service from misconduct of an incumbent of a position

2. Submit the Job Code Request Package in HRConnect:

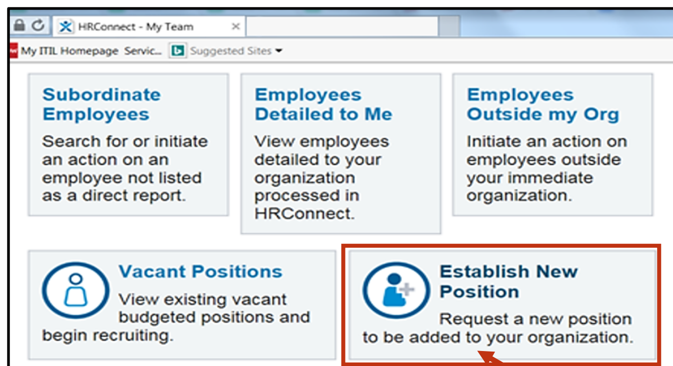
After you prepare the Job Code Request Package, you will then submit the package in HRConnect. Detailed instructions on how to submit the package are shown on the following pages.

Pre-Recruitment Activities

Submitting a Job Code Request

The following steps outline the process that you should follow to submit a Job Code Request Package in HRConnect:

1. **Step One** Launch an internet browser and go to: **<https://www.hrconnect.treas.gov>.**

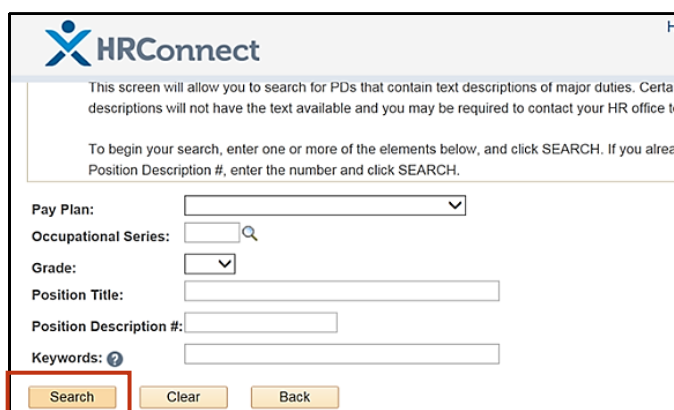


Step 3

2. **Step Two** Log on to HRConnect using your Hiring Manager credentials.

3. **Step Three** Click on the "**My Team**" view and select "**Establish New Position**"(see the image to the right).

4. **Step Four** The "**Search PD Library**" page will appear. **DO NOT** select any criteria, just click on "**Search**" (see image to the right).



Step 4

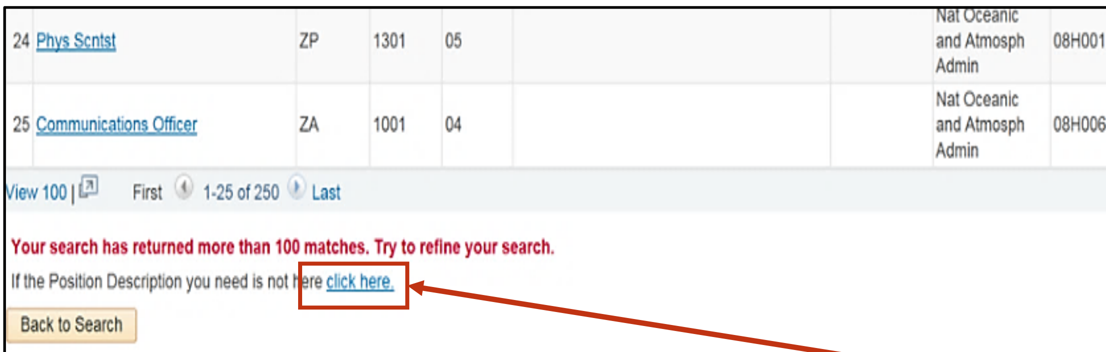
(continued on the next page)

Tip For questions or requests for access to HRConnect call **1(888) 361-2885** or email enterpriseservicesHR@doc.gov

Pre-Recruitment Activities

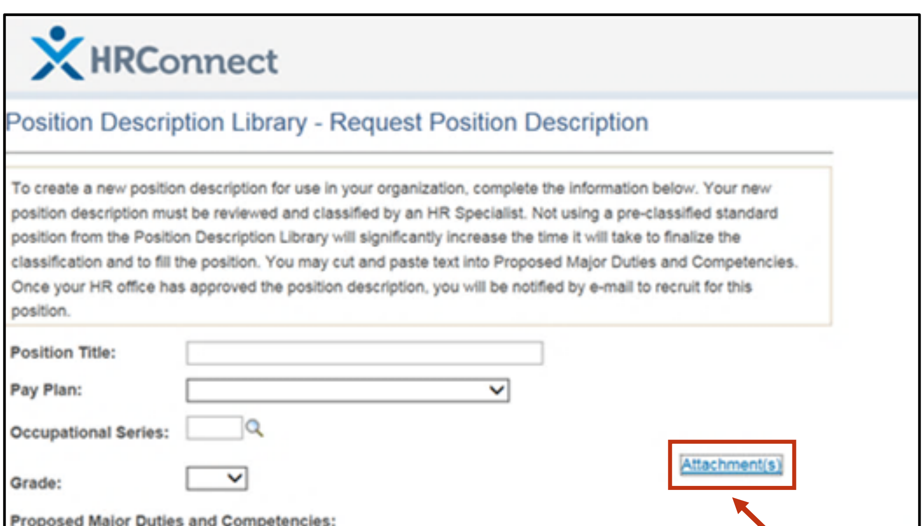
Submitting a Job Code Request (continued)

5. **Step Five** Scroll down to the bottom of the Search Results page and select the "**Click Here**" option in "If the Position Description you need is not here click here."



Step 5

6. **Step Six** Fill out the following sections: "**Position Title**," "**Pay Plan**," "**Occupational Series**," "**Grade**," and "**Proposed Major Duties and Competencies,**". This information will come from your PD. Then attach the <u>PD</u>, <u>PD Coversheet</u>, and <u>Organizational Chart</u> by clicking "Attachment(s)."



Step 6

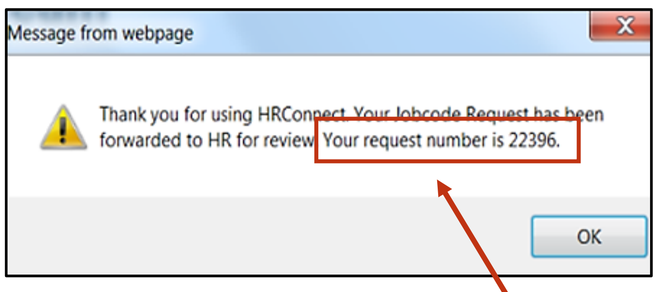
(continued on the next page)

Pre-Recruitment Activities

Submitting a Job Code Request (continued)

7. **Step Seven** Click “Submit” after you’ve filled out the form.

8. **Step Eight** You will receive a notification informing you of your submission and providing you with a request number. Be sure to **save the request number** for any future inquiries, which can be found on the pop up box or in a confirmation email sent to your inbox.



Step 8

9. **Step Nine** You will receive an email from a HR Specialist notifying you of the **status of your Job Code Request**, requesting any additional material, and/or providing classification recommendations or questions to facilitate completion of the review and classification. Make sure to fully read the email from the Classification Specialist and respond to any requests, if needed.

10. **Step Ten** Once the position is classified (the Job Code is created) by the Classification Specialist, you will receive an “**Official Notice of Completion**” email from the Classification team. This email will include both a classified position description and the signed PD cover sheet.

11. **Step Eleven** After you receive the classified PD and signed PD coversheet, you are now ready to **prepare the Recruitment Package**. *Instructions on this process are included in the following section.*

12. **Step Twelve** This is the end of the Job Code Request process.

Pre-Recruitment Activities

Required Recruitment Package Documents

To initiate a hiring action, you must submit a recruitment package in HR Connect (HRC). The submission of the recruitment package will prompt your hiring action to be assigned to a Vendor Staffing Specialist. The documents required for submission on HRC are outlined below:

Documents for Competitive Hiring Actions

- ❑ Power Recruitment Request
  - If this position is filling a recent vacancy, make sure to include the full name of the individual who last vacated the position
- ❑ Classified Position Description
  - ❑ Target Grade Level
  - ❑ Career Ladder Grades/Bands up to the full performance level
- ❑ Signed PD Coversheet and Position Designation Tool
- ❑ Optional Documents: Sample Job Opportunity Announcement (JOA) if reusing or modeling previous JOA, draft of final Position Overview, and Job Analysis forms

Documents for Non-Competitive Hiring Actions

- ❑ Power Recruitment Request
  - Include the type of non-competitive action being requested (e.g., Schedule A, Promotion)
  - If this position is filling a recent vacancy, make sure to include the full name of the individual who last vacated the position
- ❑ Candidate's Resume
- ❑ Supporting Documentation
- ❑ Classified Position Description
  - ❑ Target Grade Level
  - ❑ Career Ladder Grades/Bands up to the full performance level
- ❑ Signed PD Coversheet and Position Designation Tool
- ❑ Reassignment Opportunity Notice (if applicable)

Phase 1

Preparing the JOA

Phase
1

Preparing the JOA

The following section provides an overview of the necessary components of the Job Opportunity Announcement (JOA). Through an in-depth look at the job analysis, KSAs, and assessment questions that make up the JOA, you will be equipped with the knowledge needed to understand this phase of the hiring process.

Key Players

- Hiring Manager (You)
- HR Specialist
- HR Liaison
- Vendor Staffing Specialist

Key Technologies

- Monster Government Solutions

Key Activities

- ❑ Determine if Job Analysis needs to be developed
  - ❑ If so, develop Job Analysis by working with Vendor Staffing Specialist
- ❑ Identify KSAs (Knowledge, Skills & Abilities) desired and needed for vacancy
- ❑ Select/develop assessment questions
- ❑ Create, develop, and finalize JOA

Preparing the Job Opportunity Announcement

A Closer Look: The Job Analysis

The job analysis is the foundation for all assessment and selection decisions. A valid job analysis provides data used to develop effective recruitment, selection, performance management, and career development methodologies.

What is a Job Analysis?

A job analysis is a systematic review of the duties of a position and the KSAs that are required to perform them effectively. They are both essential tools for effective hiring and legal requirements for Federal employment practices.

Value of the Job Analysis

To identify the best person for the job, you must fully understand the nature of the job. The job analysis provides the criteria that will be used to determine which applicants will be referred for consideration. Failure to do a complete job analysis can result in a less than satisfactory referral list.

Who Does What?

Vendor Staffing Specialist Performs the actual analysis of the job and documents the findings in consultation with you and/or a Subject Matter Expert.

Subject Matter Expert Provides full knowledge of the duties of the position and the knowledge, skills, and abilities necessary to perform the work.

Hiring Manager (You) Consults with the Vendor Staffing Specialist, provides necessary information and documents, and if needed, identifies a SME.

When to Conduct a Job Analysis

You do not need to conduct a new job analysis every time you seek to fill a job. Where job openings in the same occupation recur frequently, you can often rely on selection instruments that were developed from recent job analyses of that occupation. Make sure to talk with your assigned Vendor Staffing Specialist to determine if a new analysis needs to be completed.

Developing the Job Analysis

Your assigned Vendor Staffing Specialist will work closely with you and/or a SME to identify and prioritize the major duties of the position. This is done through a review of the position description, classification standard, performance plan, qualification standard, etc. Then you will identify the KSAs that are required to carry the documented duties and rank them as either essential or desirable.

Make Sure to Be Prepared! Make sure you are prepared to discuss your position with the Vendor Staffing Specialist, so that you can help them complete your Job Analysis in a timely manner. You can prepare by gathering and reviewing information and materials related to the job, such as the PD, evaluation statement, classification standard, and performance plan.

Preparing the Job Opportunity Announcement

The Job Opportunity Announcement (JOA)

Your JOA is used to advertise your vacancy on USAJOBS. It informs applicants of the key aspects of the position, how they can apply, and how applications will be evaluated and ranked. A Vendor Staffing Specialist will develop a draft JOA for you to review and approve.

Your JOA is one of the most powerful tools in the recruitment process. It provides an important opportunity to make a first impression on potential applicants, and may strongly influence their decision to apply for your position. Therefore, it is important to create an announcement that is clear, concise, and attractive. It should capture interest and make applicants want to apply. You should broadcast a realistic preview of the position and provide a glimpse of the organization and its culture, if possible.

Effective JOAs are...

Clear - Written in Plain Language, free of Federal Jargon, Acronyms, and terms unique to your organization.

Concise – No longer than 3-5 pages.

Attractive – Grab readers attention through provocative questions (e.g. "Are you an effective communicator?") and positive "You…" statements (e.g. "You will lead a team to…")

Required JOA Elements

- ❑ Power Recruit Request
- ❑ Funding Authorization (OS positions only)
- ❑ Classified PD
- ❑ Signed CD-516
- ❑ Job Analysis including Crediting Plan
- ❑ Specialized Experience/Duties
- ❑ Strategic Checklist
- ❑ CD-79 (if required)
- ❑ Position Designation Tool

Optional JOA Elements

Make sure to talk with your Vendor Staffing Specialist about whether to include any of the following elements in your JOA:

- ❑ Recruitment/Relocation incentive opportunities;
- ❑ Alternative work schedules;
- ❑ Part-time employment and job sharing opportunities;
- ❑ Telework options;
- ❑ Employee benefits;
- ❑ Work/Life programs;
- ❑ Transit subsidies;
- ❑ Employee assistance programs;
- ❑ Incentive award opportunities; and
- ❑ Development and training opportunities

Preparing the Job Opportunity Announcement

Involving a Subject Matter Expert (SME)

Involving a Subject Matter Expert (SME) throughout the hiring process is an effective way to ensure that the Vendor Staffing Specialist creates a JOA that attracts the type of candidates you are looking for. The following guidance outlines when and how to engage a SME and highlights their roles and responsibilities in the process.

What are the roles and responsibilities of a SME?

A Subject Matter Expert (SME) is a person with comprehensive knowledge of the duties and responsibilities necessary to perform a specific job.

The overall role and responsibility of the SME is to provide a recommendation based upon their subject matter expertise to the Vendor Staffing Specialist in regards to relevant information needed to fill a vacant position with a candidate that has the required skills for that position.

The SME must be a neutral party and not plan on applying for consideration for the position being advertised. A SME may serve individually or with other experts on an ad-hoc basis.

When can you involve a SME?

There are certain positions which require a SME to serve as an important partner in order to understand the nuances of people's experience as it relates to the job. DOCHROC has two policies about when a person can become a SME. A SME can be used when they are:

1. Advising the elements of the JA before it is posted;
2. Evaluating the qualifications of candidates to determine who is best qualified.

Who can be a good SME?

A SME may be:

- ❑ A first-level Supervisor of a similar position you are attempting to fill, in a different office or organization
- ❑ A Superior incumbent at or above the grade level of the position in the same or very similar positions;
- ❑ An individual with current and expert knowledge of the job's requirements.

Be Proactive!

During your strategic conversation with your HR Specialist, feel free to ask if you can utilize a SME if you have a position that is highly technical. Discuss the characteristics of a good SME, helping you identify someone who can assist the Vendor Staffing Specialist as they develop the JOA.

Tip A SME's involvement in the hiring process is to ensure that you are able to get the candidate best fit for your position through the drafting and development of an accurate JOA. Identify if your position requires a SME. If so, utilize their expertise and knowledge of a position's requirements to select a top performing applicant. If you have any questions on how to identify a SME, reach out to your HR Specialist.

Phase
2

Application Period

Phase 2 Application Period

After you develop and post the Job Opportunity Announcement (JOA), the application period begins. Candidates submit their applications on USAJOBS. The Vendor Staffing Specialist receives these applications and will initially assess their eligibility. As you wait for the results, continue working to share your vacancy with qualified applicants, and prepare for the next phase of screening, interviews.

Key Players

- Hiring Manager (You)
- HR Specialist
- HR Liaison
- Vendor Staffing Specialist
- Candidate

Key Technologies

- Monster Government Solutions

Key Activities

- ❑ Promote the JOA
- ❑ Receive candidate applications
- ❑ Prepare for interviews

Application Period
While You Wait

The application period captures the time during which candidates respond to the Job Opportunity Announcement (JOA). While the Vendor Staffing Specialist receives and screens the applications for eligibility and qualifications, you can lay the groundwork for a smooth interview process later on.

Suggestions: Prepare for interviews

Here are some things you can do to get ready for upcoming interviews and ensure that you are prepared and confident for the interview process:

- ❑ **Develop interview questions**

  These questions should help you make the most out of your interview with the candidate. Think critically about what you want to know about them, their experiences, and their skills.

- ❑ **Block off time on your/hiring panel calendars**

  Avoid scheduling conflicts by blocking off time on calendars as early as possible. During the interview make sure to devote your complete attention to the applicant.

- ❑ **Reserve interview rooms**

  If you require a room to conduct an interview, take a proactive stance and reserve a room as soon as you have scheduled an interview.

> **Tip** Recruitment does not end with posting the JOA. Think about how to get the word out to qualified candidates through social media and other avenues. DOCHROC has a strong social medial presence so get creative with how you push out your job posting.

Phase 3 | Applicant Evaluation

Phase
3

Applicant Evaluation

After closing the JOA, the Vendor Staffing Specialist evaluates all the applicants. The Vendor Staffing Specialist first screens the applicants for their eligibility and applicable Veterans Preference, reviews system generated applicant rankings, and includes those who are best-qualified in a Certificate of Eligibles or "Cert," which they will pass on to you. During this phase, you should prepare for receipt of the certificate which may involve reviewing applications, conducting interviews, and performing reference checks.

Key Players

- Hiring Manager (You)
- Vendor Staffing Specialist

Key Technologies

- Monster Government Solutions

Key Activities

- ❑ Evaluate applications for eligibility and qualifications
- ❑ Issue Certificate of Eligibles
- ❑ Continue preparing for interviews

Application Evaluation

Understanding the Certificate of Eligibles

The Vendor Staffing Specialist rates and ranks applicants to create the Certificate of Eligibles, or "Cert". Top scoring candidates will move on to the Cert and be considered for employment.

What is the Cert?

The Certificate of Eligibles, also known as the Applicant Referral Certificate and/or the Referral List, captures the best-qualified, eligible candidates. The applicants who end up on the cert are ones who you will consider for the vacancy.

What will you see on the Cert?

- ❑ Certificate number
- ❑ Title of the job
- ❑ Series of the position
- ❑ Grade of the position
- ❑ Duty location
- ❑ Eligibles' names
- ❑ Eligibles' contact information (e.g. phone number and email address)
- ❑ Category rating of each eligible certified, including their veterans' preference points
- ❑ Veterans' preference (if applicable) symbol of each eligible (CPS, CP, XP, TP or NV)
- ❑ Issue date
- ❑ Return due date

Did you know?

A "best qualified" candidate is an applicant who scores **90** or higher on the rating scale, including Veterans' preference.

Veterans' preference comes from the Veterans' Employment Opportunities Act, under which qualified ex-military members or active-duty reservists are entitled to receive preferential treatment in hiring for Federal Government jobs.

How many names will you get?

You must be able to consider at least three names for appointment to each vacancy in the competitive service (5 U.S.C. § 3317). If you have less three names in the "best qualified" category, you must coordinate with the Vendor Staffing Specialist to merge the "best qualified" list with the "well-qualified" candidates and submit a merged certificate. If there are fewer than three eligibles for a particular position, review the JOA and recruitment efforts to determine if they were adequate. You may need to re-advertise the position to attract additional candidates for consideration.

Application Evaluation

What to Expect Next: The Certificate Timeline

Certificates have an expiration date. Selections must be made within the given time frame.

19

The candidate selection process is required to be completed within 19 days of the date the certificate is issued

30

In rare circumstances, an extension request must be submitted with required justification* to extend the Certificate of Eligibles up to an additional 11 days, if approved

180

DOCHROC may re-issue a Certificate of Eligibles without re-advertising if another vacancy becomes available for a position with the same duties, qualifications, and duty location, as long as it is within 180 calendar days of the initial date of issuance of the certificate and CTAP and ICTAP requirements are met.

Phase
4

Candidate Selection

Phase 4

Candidate Selection

Throughout the candidate selection phase you have the opportunity to decide which candidate will make the best employee for your vacancy. Whether or not you've checked references and conducted interviews, the Vendor Staffing Specialist extends a tentative job offer (TJO) to the selected candidate. During this period the Vendor Staffing Specialist may also negotiate with a candidate—on a list of approved incentives decided by you, your HR Specialist, and budget office. As soon as the candidate accepts the TJO, you are one step closer to filling your vacancy and onboarding a new employee.

Key Players

- Hiring Manager (You)
- HR Specialist
- HR Liaison
- Vendor Staffing Specialist
- Candidate

Key Technologies

- Monster Government Solutions

Key Activities

- ❑ Interview candidates
- ❑ Conduct reference checks
- ❑ Return Certs
- ❑ Extend Verbal Offer
- ❑ Negotiate incentives (if necessary)
- ❑ Issue written TJO

Candidate Selection
Basic Reference Check

Once a tentative decision has been reached about the candidate you will select, you will need to reach out to the candidate provided references.

Not sure what questions to ask? Refer to the example questions below to help guide your conversations with candidate references. You are not required to ask all of the below sample questions.

Sample Basic Reference Check Questions

- ❑ What were the beginning and ending employment dates for this individual?
- ❑ What was this individual's beginning and ending salary?
- ❑ What positions did the individual hold?
- ❑ What were the individual's most-recent job duties?
- ❑ Why did the individual leave your organization?
- ❑ Would your organization rehire this individual and why?
- ❑ In your opinion, what are the individual's strengths? Weaknesses?
- ❑ Does this individual work better independently or in a team-setting?
- ❑ Was this individual a motivated self-starter?
- ❑ Do you think this individual will perform well as a [insert job title]?
- ❑ Is there anything of significance you'd like to add (such as promotions, awards, performance feedback, historical usage of leave, etc.)

Tip Take the following best practices into account when conducting reference checks:

1. Take a structured approach by having specific questions you will ask the reference(s);

2. Document the results of the reference check—include any derogatory information received since you may need that information later on.

Candidate Selection

The Interview: Sample Interview Questions

The following guidance and sample interview questions will help you make the most of a candidate interview. Following the guidance below will help you prepare for interviews and help you make an informed hiring decision.

The Welcome

The interview portion of the hiring process can be exciting yet intimidating for a candidate. Greet the candidate when they arrive and thank them for coming. Build rapport with them so that the interview feels more like a conversation.

The Warm Up

As you begin the interview, provide the candidate with a brief overview of the interview process, the job position, and DOCHROC. Start with a few warm-up questions to put the candidate at ease before working up to more substantial, behavioral questions.

The Main Event

After the introductory question(s), begin asking questions that relate to the position requirements. The categories and questions on the next page are sample questions to help you navigate the interview.

The Follow Up

After you have finished asking the candidate questions, provide them with the opportunity to ask any questions they may have. This provides you with an excellent opportunity to elaborate on DOCHROC, your role, and details of the specific job responsibilities. Be prepared to answer a variety of questions from the candidate.

The Departure

Before concluding the interview, inform the candidate of your anticipated timeframe for making a decision. Finally, thank the candidate again for interviewing with you and DOCHROC.

Candidate Selection

Sample Interview Questions (continued)

Administrative Skills

- ❑ Describe the type of routine office procedures that you have had to follow. What volume of paperwork have you been responsible for?
- ❑ What experience have you had in handling confidential records? How do you ensure the confidentiality and security of information and records maintained in the office?

Attention to Detail

- ❑ Describe a project or task that required your attention to small details and issues in order to keep the project on track and produce a quality project. How did these matters come to your attention? How did you handle them?

Change Management

- ❑ We often face many changes in the workplace. Describe a specific situation in which you feel you were especially effective in adapting to an unanticipated change.

Customer Service

- ❑ In this job you will be interacting with a variety of individuals. Occasionally, you will interact with individuals who are dissatisfied with the service they received. Describe a difficult customer situation you've encountered and how you solved it.

Decision-Making

- ❑ Describe some examples of decisions or recommendations you are called upon to make in your current or past position?
- ❑ What has been a stubborn or recurring problem area you would like to solve in your current job? How would you solve it?

Interdisciplinary Skills

- ❑ How would you describe your relationship with your most recent supervisor and coworkers? If I were to contact them today, what would they say about you?

Skill Areas

- ❑ Please describe the skills, abilities, and experience you have that qualify you for this position.

Teamwork

- ❑ Provide me with an example of when you worked very effectively as a member of a team. What was the task? How many people were involved? What was your role?

Candidate Selection

Extending a Verbal Job Offer (TJO)

A Verbal Offer is extended to a candidate after you have interviewed, evaluated, and identified them as the best fit for your vacancy. However, before the TJO is extended, the Vendor Staffing Specialist must follow certain procedures, such as reviewing the Reemployment Priority List (RPL).

Candidate Selection

Issuing a written Tentative Job Offer (TJO)

1. Factor in negotiated incentives if applicable
2. Write up conditions of verbal job offer
3. Extend formal tentative job offer

Although the Vendor Staffing Specialist drives much of what occurs during this step in the process, ultimately you make the final decision of who to hire. Therefore, work together with your Vendor Staffing Specialist and use them as a resource to ensure that you have the candidate you need and want for your vacancy.

If you have any specific questions or want to learn more about how a Vendor Staffing Specialist extends the TJO contact your HR Specialist.

Candidate Selection

Negotiating Incentives

Recruitment incentives can be used to make a position more appealing to a candidate. During the strategic conversation with your HR Specialist, you should have discussed the various recruitment incentives available to attract top talent. During this conversation, you should have also discussed the incentives you are able to use if a highly skilled and qualified candidate is hesitant to accept the position.

Only incentives discussed with your HR Specialist can be offered to a prospective candidate. The steps outlined below, highlight the process that you will take to negotiate incentives with your candidate.

During negotiations, you will communicate closely with your Vendor Staffing Specialist and HR Specialist about the appropriate incentives to highlight. If you have any questions on how you should approach a negotiation, need further clarification on the process, or are still unclear about negotiating incentives, please contact your HR Specialist.

Negotiation Process

1. The Vendor Staffing Specialist extends a **verbal tentative job offer (TJO)** to the candidate.
2. The candidate declines the TJO or **asks to negotiate**.
3. The Vendor Staffing Specialist speaks with you and makes a **recommendation** on potential incentives based on their conversation with the candidate.
4. You determine which, if any, **incentives** to offer.
5. Provide the necessary documentation for the type of incentive you wish to offer and send it to your Vendor Staffing Specialist for approval.
6. Your Vendor Staffing Specialist communicates the **approval or denial** of the incentive to you and escalates the approval process if additional approvals are required (this depends on the type of incentive offered).
7. If approved, the Vendor Staffing Specialist **offers the incentive to the candidate**.
8. The Vendor Staffing Specialist extends the **written tentative job offer.**

Tip Please remember that recruitment incentives cannot be added to a recruitment package after a candidate's Entrance on Duty.

Post-
Recruitment

Preparing for Your New Hire

Post-Recruitment

Preparing for Your New Hire

Before a final job offer (FJO) can be extended to your candidate, they must go through a security and suitability check with the Office of Security (OSY). After the candidate has been approved by OSY and the FJO has been extended, Entrance on Duty (EOD) can begin. This section highlights how to navigate this process and how to prepare for your candidate's EOD.

Key Players

- Hiring Manager (You)
- HR Specialist
- HR Liaison
- Vendor Staffing Specialist
- Candidate

Key Technologies

- Accellion

Key Activities

- ❑ Undergo security process
- ❑ Determine candidate suitability
- ❑ Extend FJO
- ❑ Start EOD
- ❑ Prepare for candidate arrival

Post-Recruitment Activities

Security Process

After you select a candidate, there are a few more steps required before they officially become an employee. The following section details the processes and required documentation to onboard your selected candidate. Please note that you (the HM) are not directly involved in the Security Process.

What is Security?

Security is the first step in the post-hiring phase. Security refers to the mandated procedures a selected candidate must go through to officially become a DOCHROC employee. The steps in the security process are outlined below:

1. HR Submits OSY Coversheet

- ❑ The OSY coversheet is a request to OSY to initiate an investigation on behalf of the candidate.

2. OSY Conducts Personnel Investigations Processing System (PIPS) Check

- ❑ OSY looks up the candidate in OPM's Central Verification System (CVS), which contains information on background investigations and security clearances. This process identifies whether or not the candidate has to go through a new investigation.

3. Candidate Completes E-QIP

- ❑ A web-based system that facilitates the processing of background investigations for Federal security, suitability, fitness, and credentialing purposes. Two important components of the E-QIP are the Credit Check & Fingerprinting.

4. OSY & ER/LR Check Suitability

- ❑ Suitability issues are an indication that an individual has vulnerabilities that are a security concern.

5. Vendor Staffing Specialist Completes Conditions of Employment

- ❑ COEs are additional pre-employment requirements that may vary by Department.

Post-Recruitment Activities

Security Process (continued)

2. Conduct PIPS Check

- ❑ After receiving the proper documents, OSY initiates a Personnel Investigations Processing System (PIPS) check. OSY looks up the candidate in OPM's database system, Central Verification System (CVS), which contains information on background investigations and security clearances. This process identifies whether or not the candidate has to go through a new investigation.

- ❑ The PIPS check may lead to two potential outcomes:

Your candidate **already holds** the required clearance for the position. In this case, they move directly to completing other Conditions of Employment (COEs) (see Step 5 on the next page and EOD.

or

Your candidate **does not hold** the required clearance or holds a clearance not suitable for the current position. The candidate needs to go through a new investigation. OSY notifies the Vendor Staffing Specialist, and the candidate is invited to complete an E-QIP.

3. Complete E-QIP

- ❑ Credit checks are required for all positions. If necessary, send a Fair Credit Reporting Form to your candidate to complete.

4. Fingerprinting

- ❑ Fingerprinting is required for all types of background investigations. Your candidate's prints are run through a database to identify any criminal records. Prints are purged from the system every six months.

Electronic Questionnaires for Investigations Processing (e-QIP) system:

A web-based automated system that facilitates the processing of standard forms used in background investigations for Federal security, suitability, fitness, and credentialing purposes.

For more information visit: https://nbib.opm.gov/e-qip-background-investigations/first-time-user-instructions.pdf

(continued on the next page)

Post-Recruitment Activities

Security Process (continued)

5. Check Suitability

- ❑ The e-QIP system sends the completed form to OSY to conduct a secondary review and identify any unmitigated suitability issues. Examples of suitability issues, include alcohol or drug abuse, criminal conduct, and foreign influence.
- ❑ If mitigatable issues arise, DOCHROC's Employee Relations/Labor Relations (ER/LR) is contacted to address any outstanding suitability issues. If any non-mitigatable issues exist, the Vendor Staffing Specialist will withdraw the candidate's TJO.
- ❑ Once ER/LR mitigates all suitability issues, OSY releases the investigation to OPM to obtain the certificate of investigation.
- ❑ This concludes security responsibilities for OSY.

Suitability Issues

Suitability Issues are an indication that an individual has vulnerabilities that are of security concern.

6. Complete Conditions of Employment

- ❑ Some DOCHROC positions have additional pre-employment requirements, or COEs that must be met. Such COEs will vary by each Business Unit and may include subject matters such as but not limited to official transcripts, medical clearance, and license/certifications.
- ❑ If additional COEs need to be met, the Vendor Staffing Specialist will work with the candidate to gather all relevant documents and information in accordance to Department policy.
- ❑ Once all COEs are met, the Vendor Staffing Specialist will work with you to establish a start date and issue a FJO to the candidate.
- ❑ After the FJO has been issued, you can begin to prepare for Entrance on Duty (EOD) and welcome your new employee.

Conditions of Employment (COEs)

COEs are additional pre-employment requirements that may vary by Department.

Tip New employees will attend EOD orientation in a group setting. New employees in field offices will attend EOD orientation based on individual Business Unit procedures.

Post-Recruitment Activities

Entrance on Duty (EOD)

Once an EOD date has been established for your new employee, it is time to begin preparing for their first day on the job. EOD coordination varies by office location, however, details on preparations for EOD in the HCHB Building are described below:

Preparing for EOD

Tuesday

Any new-hires expected to come on board the upcoming pay-period must have received a Firm Job Offer letter by the 2nd Tuesday of the pay-period.
In order for an applicant to receive a Firm Job Offer all of the Conditions of Employment(COE) must be met by COB 2nd Tuesday of the pay-period. COE may include but not limited to receipt of SF-75 info from the losing Agency; Official Transcripts; Security Clearance; Medial/Drug Testing Clearance; Approval of Recruitment/Relocation Incentives and/or Creditable Leave.

Wednesday

On the 2nd Wednesday of the pay-period by **noon**, HR Specialists must have **all** new hire employees whom are expected to report for the upcoming pay period listed on the EOD spreadsheet. HR Specialists **cannot** add any new hires after the 2nd Wednesday of the pay-period without the approval of Senior Leadership. **Exceptions to this process are limited.**

Thursday/Friday

On the 2nd Thursday and Friday of the pay-period the HR Specialist/Assistant responsible for leading Orientation in OEC will begin the preparation of New Hire Orientation. This process involves sending the EOD spreadsheet and Employee Orientation Agenda to the New Hire stakeholders such as Benefit/Payroll Team, Security, OS Budget Office, Transit Subsidy POC, OIG, Enterprise Services, and ERLR; Creating Orientation folders which involve PIV Request Forms so that new hires may receive temporary DOC badges, Initiating individuals in US Access so that they may receive PIV cards and preparing Time & Attendance sheets.

(continued on the next page)

Post-Recruitment Activities

Entrance on Duty (EOD) (continued)

Day of EOD

- ❑ On an employee's EOD date, DOCHROC will ensure all orientation facilities are prepared. By 8:15am, your candidate will arrive at the Herbert C. Hoover Building (HCHB) main lobby. From there, they will meet up with other new employees in the same onboarding class and will be escorted by an OEC POC to the orientation room no later than 8:30 am.
- ❑ Orientation will include appointing the new hires as DOC employee, completion of collection of in-processing forms, and an In-Processing Team whom will present on transit subsidy, physical security, civil rights, payroll/benefits and ethics.
- ❑ The last step in orientation is at the Badging Office, where your new employee will receive either a (PIV) or temporary badge, depending on the progress on the background check.
- ❑ After the new employee receives a PIV or temporary badge they will report back to the HCHB main lobby where you or your designee will meet and escort them to their office.

Post EOD

- ❑ Following a successful onboarding day, the OEC, in collaboration with the Vendor Staffing Specialist. Will submit all in-processing paperwork to ES for processing.
- ❑ Benefits Enrollment forms must be completed by your new employee and submitted through the ES Service Now Portal within 60 days of their EOD.

Post-Recruitment Activities

Onboarding

A positive onboarding experience will support your employee's transition into DOC and enable them to successfully contribute to your Business Unit's mission. The following section provides you with strategies to facilitate an effective onboarding process.

1. Principles for Successfully Onboarding

Keep in mind the following key principles when organizing new employee onboarding:

Onboarding is a Team Effort

Onboarding becomes more effective with involvement from all team members. Try using a "buddy" system or preceptor program.

Onboarding is a Process, Not an Event

The process starts before your employee arrives at DOCHROC and continues through the first year of employment and even beyond.

Onboarding is Planned and Structured

Time invested upfront in planning onboarding activities will develop employees faster. Keep in mind that new hires move through onboarding at different speeds and in different ways.

Onboarding is About More Than Filling a Job

Introducing your new team member to the formal and informal culture, values, and practices of DOC can go a long way in setting them up for future success.

(continued on the next page)

Post-Recruitment Activities

Onboarding (continued)

2. Seven Tips to Fulfill Your Roles and Responsibilities as a Leader

Your role is to work side-by-side with your new employee to help them thrive during this critical transition period. Consider utilizing the tactics below to do so:

1. **Clarify your expectations up front**
   - ❑ Tell your new employee what you expect from them by clearly phrasing your expectations and making sure they are comfortable with them;
   - ❑ Don't assume that a new hire will know exactly what to do.
2. **Don't assume that qualifications equal success**
   - ❑ Great qualifications may not directly translate to an easy transition;
   - ❑ Give positive feedback on strengths and coach them through weaknesses – address concerns the first time.
3. **Spell out important points about organizational and departmental goals, culture, and dynamics**
   - ❑ Cover "big picture" topics of DOC and of your department such as culture, mission, and goals.
4. **Help your new hire nurture their network**
   - ❑ Introduce your new hire to team members they will be working closely with;
   - ❑ Introduce them to key internal customers and discuss client expectations;
   - ❑ Invite them to internal and external meetings when suitable.
5. **Be honest about potential pitfalls and past mistakes**
   - ❑ Discuss past mistakes in the department or team and brainstorm ways to prevent future occurrences;
   - ❑ Discuss possible obstacles to success and strategies to overcome them.
6. **Hold regular onboarding check-ins**
   - ❑ Keep in close contact with your new hire through monthly or quarterly check-ins and assess how they are adapting to their new work environment.
7. **Make coaching resources available before there is a crisis**
   - ❑ See yourself as a coach for your new employee;
   - ❑ During a crisis, a good coach:
     - ❑ Listens attentively to their team members;
     - ❑ Helps them understand why the crisis occurred; and
     - ❑ Offers suggestions for mitigating the downside effects.

Post-Recruitment Activities

Onboarding (continued)

3. Ideas to Welcome New Employees

Create a "Welcome Book"

Ask colleagues on your team to write short blurbs about themselves—include pictures to make it fun and interesting!

Create a "New Employee Support Group"

Establish a routine get-together for new hires to share their experiences, successes, and ask questions.

Plan a "Welcome Event"

Host a welcoming breakfast or lunch to facilitate interactions outside of the workplace.

Create a "Get to Know You Questionnaire"

Provide your new employees with fun questions to answer in order to get to know them better. (e.g. What is your hidden talent?)

4. Defining Culture

DOC's culture is unique. Helping new employees understand our culture will play a key role in creating a positive working environment. In addition to creating a welcoming team environment, it helps to explain to a newcomer what your group culture is. Below are some questions that will assist you in brainstorming this task:

- ❑ How would you describe the work environment?
- ❑ What are the informal rules of the team?
- ❑ What is positive and advances our team? What hinders our team?
- ❑ What does the team value the most?
- ❑ How are decisions made? Who is involved in the process?
- ❑ Who, outside the team, are important stakeholders in decision making?
- ❑ What is the informal hierarchy?
- ❑ What do you need to be successful within this team and within DOC?

(continued on the next page)

Post-Recruitment Activities

Onboarding (continued)

5. Buddy System

Buddy systems are a beneficial strategy to help new employees feel welcome and promote success. A buddy is someone who partners with a new employee during their first year of employment to offer advice and guidance while helping them foster their skills and their professional development.

An effective buddy is someone who:

- ❑ Demonstrates high performance and sets a positive example;
- ❑ Knows how to be successful in achieving the organizational mission;
- ❑ Can serve as an effective source of advice and encouragement;
- ❑ Can succeed in steering new employees in the right direction;
- ❑ Helps create and maintain a positive, productive culture of excellence;
- ❑ Proves they are someone whom the new hire can trust;
- ❑ Establishes a sense of belonging for the new hire.

Roles and Responsibilities for establishing a buddy system in your Business Unit include:

Manager Responsibilities

- ❑ Selects positive role models as buddies
- ❑ Ensures the buddy has the bandwidth to mentor the new employee
- ❑ Provides the buddy with the tools needed to be an effective buddy (e.g., skills in coaching, feedback, communication)
- ❑ Monitors the buddy-employee relationship and evaluate the effectiveness of the program

Buddy Responsibilities

- ❑ Serves as an informational resource for the new employee on policies, procedures, work rules, norms, etc.
- ❑ Provides insight, feedback, and information that supports the new employee’s social involvement in the department
- ❑ Assists in training the new employee
- ❑ Functions as a tour guide – provides introductions of organization and employees
- ❑ Identifies resources to help the new employee

Appendix

Appendix

Glossary of Terms

Term	Definition
CAPS	Commerce Alternative Pay Schedule
Cert	Certificate of Eligibles
COE	Conditions of Employment
DEU	Delegating Examining Unit
EOD	Entrance on Duty
E-QIP	Electronic Questionnaires for Investigations Processing
FJO	Final Job Offer
FLSA	Fair Labor Standards Act
GS	General Schedule
HRC	HR Connect
JA	Job Analysis
JCR	Job Code Request
JOA	Job Opportunity Announcement
KSA	Knowledge, Skills, Abilities
MGS	Monster Government Solution
MP	Merit Promotion
NTE	Not-to-exceed
OEC	Office of Employment and Compensation
OIG	Office of Institutional Government
OPM	Office of Personnel Management
OSY	Office of Security
PD	Position Description
PDT	Position Designation Tool
PIPS	Personnel Investigations Processing Systems
PMF	Presidential Management Fellows
RPL	Reemployment Priority List
SME	Subject Matter Expert
TJO	Tentative Job Offer
VRA	Veterans Recruitment Appointment

Strategic Conversation Checklist

DOCHROC
Hiring
Managers
Hiring
Guide

DOCHROC Strategic Conversation Checklist

NOTE: Only one DOCHROC Strategic Conversation Checklist is required per vacancy announcement. If requesting to advertise several identical positions in different location(s) please note all locations and/or hiring managers so we can clearly determine who is the hiring manager for each location.

Date Requested: ____________________ **HRC Request Number:** ________

Position Title: ____

Series: ________ **Number of Vacancies:** ________ **Will the incumbent supervise others?** _____(Y/N)

Grade Levels:
Target Grade Only ______ Full Performance Level ________________
Multi-Grade (e.g. 11/12) ______

Duty Location & Org Code(s): ____

Who will be the selecting official(s) for this vacancy? Include contact information (phone & email) for each:

____

Additional POC/cc on Certificates (if applicable)? Include contact information (phone & email) for each:

____

Who is/are the HR Liasion(s) for this recruitment? Include contact information (phone & email) for each:

____

Is this position being advertised Vice a previous incumbent? If so, who? ____________________

Is the IP already built in HRC? ____(Y/N) **IP Number** ____________________

Announcement Tools:
PD Available? _____ (Y/N) Attached? _____(Y/N)
Existing JA? ______ (Y/N) Attached? _____(Y/N) * this document is not required
*if you would like to use a prior announcement that was announced Previous Announcement Number ______________

Position already obligated (by someone on official Detail/IPA etc.)? ______(Y/N)

Has funding been confirmed? __________(Y/N)

Payment of Relocation Expenses (PCS authorization: Yes ________ No__________

Travel Requirement: _______ % Approximate **Mobility Agreement Required** _______(Y/N)

Type of Appointment:
Career or Career-Conditional: _____
Temporary NTE: _____ NTE Date ___________
Term NTE: _____ NTE Date ___________

DOCHROC Overall Hiring Guide | 56

OF-306

Declaration for Federal Employment*

(*This form may also be used to assess fitness for federal contract employment)

Form Approved:
OMB No. 3206-0182

Instructions

The information collected on this form is used to determine your acceptability for Federal and Federal contract employment and your enrollment status in the Government's Life Insurance program. You may be asked to complete this form at any time during the hiring process. Follow instructions that the agency provides. If you are selected, before you are appointed you will be asked to update your responses on this form and on other materials submitted during the application process and then to recertify that your answers are true.

All your answers must be truthful and complete. **A false statement on any part of this declaration or attached forms or sheets may be grounds for not hiring you, or for firing you after you begin work. Also, you may be punished by a fine or imprisonment (U.S. Code, title 18, section 1001).**

Either type your responses on this form or print clearly in dark ink. If you need additional space, attach letter-size sheets (8.5" X 11"). Include your name, Social Security Number, and item number on each sheet. We recommend that you keep a photocopy of your completed form for your records.

Privacy Act Statement

The Office of Personnel Management is authorized to request this information under sections 1302, 3301, 3304, 3328, and 8716 of title 5, U. S. Code. Section 1104 of title 5 allows the Office of Personnel Management to delegate personnel management functions to other Federal agencies. If necessary, and usually in conjunction with another form or forms, this form may be used in conducting an investigation to determine your suitability or your ability to hold a security clearance, and it may be disclosed to authorized officials making similar, subsequent determinations.

Your Social Security Number (SSN) is needed to keep our records accurate, because other people may have the same name and birth date. Public Law 104-134 (April 26, 1996) asks Federal agencies to use this number to help identify individuals in agency records. Giving us your SSN or any other information is voluntary. However, if you do not give us your SSN or any other information requested, we cannot process your application. Incomplete addresses and ZIP Codes may also slow processing.

ROUTINE USES: Any disclosure of this record or information in this record is in accordance with routine uses found in System Notice OPM/GOVT-1, General Personnel Records. This system allows disclosure of information to: training facilities; organizations deciding claims for retirement, insurance, unemployment, or health benefits; officials in litigation or administrative proceedings where the Government is a party; law enforcement agencies concerning a violation of law or regulation; Federal agencies for statistical reports and studies; officials of labor organizations recognized by law in connection with representation of employees; Federal agencies or other sources requesting information for Federal agencies in connection with hiring or retaining, security clearance, security or suitability investigations, classifying jobs, contracting, or issuing licenses, grants, or other benefits; public and private organizations, including news media, which grant or publicize employee recognitions and awards; the Merit Systems Protection Board, the Office of Special Counsel, the Equal Employment Opportunity Commission, the Federal Labor Relations Authority, the National Archives and Records Administration, and Congressional offices in connection with their official functions; prospective non-Federal employers concerning tenure of employment, civil service status, length of service, and the date and nature of action for separation as shown on the SF 50 (or authorized exception) of a specifically identified individual; requesting organizations or individuals concerning the home address and other relevant information on those who might have contracted an illness or been exposed to a health hazard; authorized Federal and non-Federal agencies for use in computer matching; spouses or dependent children asking whether the employee has changed from a self-and-family to a self-only health benefits enrollment; individuals working on a contract, service, grant, cooperative agreement, or job for the Federal government; non-agency members of an agency's performance or other panel; and agency-appointed representatives of employees concerning information issued to the employees about fitness-for-duty or agency-filed disability retirement procedures.

Public Burden Statement

Public burden reporting for this collection of information is estimated to vary from 5 to 30 minutes with an average of 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to the U.S. Office of Personnel Management, Reports and Forms Manager (3206-0182), Washington, DC 20415-7900. The OMB number, 3206-0182, is valid. OPM may not collect this information, and you are not required to respond, unless this number is displayed.

U.S. Office of Personnel Management
5 U.S.C. 1302, 3301, 3304, 3328 & 8716

Optional Form 306
Revised October 2011
Previous editions obsolete and unusable

OF-306 (continued)

Declaration for Federal Employment*

(*This form may also be used to assess fitness for federal contract employment)

Form Approved:
OMB No. 3206-0182

GENERAL INFORMATION

1. **FULL NAME** (Provide your full name. If you have only initials in your name, provide them and indicate "Initial only". If you do not have a middle name, indicate "No Middle Name". If you are a "Jr.," "Sr.," etc. enter this under Suffix. First, Middle, Last, Suffix)

♦

2. **SOCIAL SECURITY NUMBER** ♦

3a. **PLACE OF BIRTH** (Include city and state or country) ♦

3b. **ARE YOU A U.S. CITIZEN?**
☐ YES ☐ NO (If "NO", provide country of citizenship) ♦

4. **DATE OF BIRTH** (MM / DD / YYYY) ♦

5. **OTHER NAMES EVER USED** (For example, maiden name, nickname, etc)
♦
♦

6. **PHONE NUMBERS** (Include area codes)
Day ♦
Night ♦

Selective Service Registration

If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.

7a. Are you a male born after December 31, 1959? ☐ YES ☐ NO (If "NO", proceed to 8.)

7b. Have you registered with the Selective Service System? ☐ YES (If "YES", proceed to 8.) ☐ NO (If "NO", proceed to 7c.)

7c. If "NO," describe your reason(s) in item 16.

Military Service

8. Have you ever served in the United States military? ☐ YES (If "YES", provide information below) ☐ NO

If you answered "YES," list the branch, dates, and type of discharge for all active duty.
If your only active duty was training in the Reserves or National Guard, answer "NO."

Branch	From (MM/DD/YYYY)	To (MM/DD/YYYY)	Type of Discharge

Background Information

For all questions, provide all additional requested information under item 16 or on attached sheets. The circumstances of each event you list will be considered. However, in most cases you can still be considered for Federal jobs.

For questions 9,10, and 11, your answers should include convictions resulting from a plea of *nolo contendere* (no contest), but omit (1) traffic fines of $300 or less, (2) any violation of law committed before your 16th birthday, (3) any violation of law committed before your 18th birthday if finally decided in juvenile court or under a Youth Offender law, (4) any conviction set aside under the Federal Youth Corrections Act or similar state law, and (5) any conviction for which the record was expunged under Federal or state law.

9. During the last 7 years, have you been convicted, been imprisoned, been on probation, or been on parole? (Includes felonies, firearms or explosives violations, misdemeanors, and all other offenses.) *If "YES," use item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved.* ☐ YES ☐ NO

10. Have you been convicted by a military court-martial in the past 7 years? *(If no military service, answer "NO.") If "YES," use item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the military authority or court involved.* ☐ YES ☐ NO

11. Are you currently under charges for any violation of law? *If "YES," use item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved.* ☐ YES ☐ NO

12. During the last 5 years, have you been fired from any job for any reason, did you quit after being told that you would be fired, did you leave any job by mutual agreement because of specific problems, or were you debarred from Federal employment by the Office of Personnel Management or any other Federal agency? *If "YES," use item 16 to provide the date, an explanation of the problem, reason for leaving, and the employer's name and address.* ☐ YES ☐ NO

13. Are you delinquent on any Federal debt? (Includes delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government, plus defaults of Federally guaranteed or insured loans such as student and home mortgage loans.) *If "YES," use item 16 to provide the type, length, and amount of the delinquency or default, and steps that you are taking to correct the error or repay the debt.* ☐ YES ☐ NO

U.S. Office of Personnel Management
5 U.S.C. 1302, 3301, 3304, 3328 & 8716

Optional Form 306
Revised October 2011
Previous editions obsolete and unusable

OF-306 (continued)

Declaration for Federal Employment*

(*This form may also be used to assess fitness for federal contract employment)

Form Approved: OMB No. 3206-0182

Additional Questions

14. Do any of your relatives work for the agency or government organization to which you are submitting this form? (Include: father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law,mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, and half sister.) *If "YES," use item 16 to provide the relative's name,relationship, and the department, agency, or branch of the Armed Forces for which your relative works.* ☐ YES ☐ NO

15. Do you receive, or have you ever applied for, retirement pay, pension, or other retired pay based on military, Federal civilian, or District of Columbia Government service? ☐ YES ☐ NO

Continuation Space / Agency Optional Questions

16. Provide details requested in items 7 through 15 and 18c in the space below or on attached sheets. Be sure to identify attached sheets with your name, Social Security Number, and item number, and to include ZIP Codes in all addresses. If any questions are printed below, please answer as instructed *(these questions are specific to your position and your agency is authorized to ask them)*.

Certifications / Additional Questions

APPLICANT: If you are applying for a position and have not yet been selected, carefully review your answers on this form and any attached sheets. When this form and all attached materials are accurate, read item 17, and complete 17a.

APPOINTEE: If you are being appointed, carefully review your answers on this form and any attached sheets, including any other application materials that your agency has attached to this form. If any information requires correction to be accurate as of the date you are signing, make changes on this form or the attachments and/or provide updated information on additional sheets, initialing and dating all changes and additions. When this form and all attached materials are accurate, read item 17, complete 17b, read 18, and answer 18a, 18b, and 18c as appropriate.

17. **I certify** that, to the best of my knowledge and belief, all of the information on and attached to this Declaration for Federal Employment, including any attached application materials, is true, correct, complete, and made in good faith . **I understand that a false or fraudulent answer to any question or item on any part of this declaration or its attachments may be grounds for not hiring me, or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand** that any information I give may be investigated for purposes of determining eligibility for Federal employment as allowed by law or Presidential order. **I consent** to the release of information about my ability and fitness for Federal employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel specialists, and other authorized employees or representatives of the Federal Government. **I understand** that for financial or lending institutions, medical institutions, hospitals, health care professionals, and some other sources of information, a separate specific release may be needed, and I may be contacted for such a release at a later date.

17a. Applicant's Signature: ______________________ Date __________
(Sign In Ink)

17b. Appointee's Signature: ______________________ Date __________
(Sign In Ink)

Appointing Officer:
Enter Date of Appointment or Conversion
MM / DD / YYYY

18. **Appointee (Only respond if you have been employed by the Federal Government before):** Your elections of life insurance during previous Federal employment may affect your eligibility for life insurance during your new appointment. These questions are asked to help your personnel office make a correct determination.

18a. When did you leave your last Federal job? DATE: MM / DD / YYYY

18b. When you worked for the Federal Government the last time, did you waive Basic Life Insurance or any type of optional life insurance? ☐ YES ☐ NO ☐ DO NOT KNOW

18c. If you answered "YES" to item 18b, did you later cancel the waiver(s)? If your answer to item 18c is "NO," use item 16 to identify the type(s) of insurance for which waivers were not canceled. ☐ YES ☐ NO ☐ DO NOT KNOW

U.S. Office of Personnel Management
5 U.S.C. 1302, 3301, 3304, 3328 & 8716

Optional Form 306
Revised October 2011
Previous editions obsolete and unusable

Power Recruit Request

POWER RECRUITING - SUMMARY

Position Title:	MGMT & PROG ANAL		
Request #:	247108	Request Date:	01/04/2018
Job Code #:	OS4026	Position #:	N/A
Pay Plan-Series-Grade:	GS-0343-14		
Position Type:	Request		
Recruitment Request Status:	Request		

VACANCY INFORMATION:

Advertising Area:	Federal Government
Commuting Area:	Local Commuting Area
Advertising Duration:	Normal
Appointment:	Regular
Length of Temp Appt:	
Work Schedule:	Full Time
Shift Work:	No
Position Telework Eligible:	Not Designated
Moving Expenses:	Will Not Be Paid
Travel:	No
Travel Nights per Month:	Not at all

OCCUPATIONAL SERIES:
0343 Management and program analysis

GRADES:
GS-14
Highest Achievable Grade: 15

ADVERTISING SOURCES:
USAJOBS

Work LOCATION(S):

City, State:	WASHINGTON, DC
Work Location Description:	WASHINGTON, DC
Number of Openings:	1
Requesting Manager:	TEJTEL,MARC

HELP WANTED TEXT:
OGC is seeking a Supervisory Management and Program Analyst to manage administrative operations and overseeing the team that handles the logistics, budgeting, travel and reporting for programs.

Page 1

Power Recruit Request (continued)

POWER RECRUITING - SUMMARY (continued)

EVALUATION CRITERIA:

None

CANDIDATES ARE REQUIRED TO HAVE:
Experience in budget formulation, execution and travel management.

COMMENTS:

Requesting Manager	Hicks,Denise M - Proxy	18/7143000000. Denise Hicks 202-482-9014 or Stephen Gardner 202-482-9009
First Authorizer	Tejtel,Marc	None
Second Authorizer	Mroz,Joseph R	None
Third Authorizer	Divecha,Divya	18/0098/7143000 vice Hill

CD-516

FORM **CD-516**
(REV 1 2-2017)
DAO 202-430

U.S. DEPARTMENT OF COMMERCE

DOCHROC CD-516 COMPLETION REQUIREMENTS JOB AID PG. 1

CLASSIFICATION AND PERFORMANCE MANAGEMENT RECORD

☐ NEW
☐ I/A: ____________
MR#: ____________
IP#: ____________

OEC Completes

• Performance Plan • Performance Appraisal • Performance Recognition • Progress Review • Position Description

Employee's Name: ____________________ Social Security No.: __________

Position Title: ____________________

Pay Plan, Series, Grade/Step: ____________________

Organization: 1. __________ 2. __________ 3. __________ 4. __________ 5. __________ 6. __________

Rating Period: ____________________

Covered By: " Senior Executive Service " Other ____________
" General Workforce

SO Completes

PART A—POSITION DESCRIPTION

POSITION CERTIFICATION—I certify that this is an accurate statement of the major duties and responsibilities of the position and its organization relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violation of such statute or their implementing regulations.

SUPERVISOR'S SIGNATURE	DATE	SECOND LEVEL SUPERVISOR	DATE
SO Completes		SO Completes	

CLASSIFICATION CERTIFICATION

OFFICIAL TITLE:				
PP:	SERIES:	FUNC:	GRADE:	I/A: ☐ YES ☐ NO

I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.

NAME AND TITLE OF CLASSIFIER	SIGNATURE	DATE
SO Supervisor Completes for ACS PDs only.		

PART B—PERFORMANCE PLAN

This plan is an accurate statement of the work th at will be the basis of the employee's performance appraisal.

NAME AND TITLE OF FIRST LINE SUPERVISOR/RATING OFFICIAL	SIGNATURE	DATE

APPROVAL—I agree with the certification of the position description and approve the performance plan.

NAME AND TITLE OF APPROVING OFFICIAL OR SES APPOINTING AUTHORITY	SIGNATURE	DATE

EMPLOYEE ACKNOWLEDGEMENT	SIGNATURE	DATE
EMPLOYEE ACKNOWLEDGEMENT—My signature acknowledges discussion of the position description and receipt of the plan, and does not necessarily signify agreement.		

PRIVACY ACT STATEMENT—Disclosure of your social security number on this form is voluntary. The number is linked with your name in the official personnel records system to ensure unique identification of your records. The social security number will be used solely to ensure accurate entry of your performance rating into the automated record system.

202-430

CD-516

CD-516 JOB AID – POSITION DESCRIPTION COVERSHEET PG. 2

MASTER RECORD/INDIVIDUAL POSITION DATA

A. KEY DATA (OEC Completes)

1. FUNCTION (1) — A/C/D/I/R
2. DEPT. CD/AGCY-BUR CD (4)
3. SON (4)
4. MR NO (6)
5. GRADE (2)
6. IP NO (8)

B. MASTER RECORD (OEC Completes)

1. PAY PLAN (2)
2. OCC SER (4)
3. OCC FUNC CD (2)
4. OFF TLE-PF/CD/SF (6) — PFIX | TITLE CD | SFIX
5. OFF TITLE (38) (32 W/ PF OR SF) (26 W/ PF AND SF)
6. HQ/FLD CD (1) — 1=HQ, 2=FLD
7. SUPV CD (1) — 1=SUPV SGEG, 2=SUPV GSSG, 3=MGR SGEG, 4=SUPV, 5=MGT CSRA, 6=LDR LGEG, 8=ALL
8. CLASS STD CD (1) — X=NEW STD, BLANK=N/A
9. INTERDIS CD (1) — N=NO, Y=INTERDIS
10. DATE CLASS (6) — MO | DAY | YEAR
11. EARLY RET CD (1) — 1=PRIMARY, 2=SECONDARY, 3=FOREIGN SVC, BLANK=N/A
12. INACT/ACT (1) — A=ACTIVE, I = INACTIVE
13. DT ABOL (6) — MO | DAY | YEAR
14. DT INACT/REACT (6) — MO | DAY | YEAR
15. AGCY USE (10)
16. INTERDIS SERIES (40) — (4) (4) (4 (4 (4 (4 (4 (4 (4 (4
17. INTERDIS-PF/CD/SF (50) (32 W/ PF OR SF) (26 W/ PF AND SF) — (6) (6) (6) (6) (6 (6 (6 (6 (6 (6

C. INDIVIDUAL POSITION (SO Completes All Highlighted Fields in yellow)

1. FLSA (1) — E=EXEMPT, N=NONEXEMPT
PAY TBL (6)
2. FINDS (1) — 0=NONE, 3=SF-278, 4=SF-450
PROC INTG (1) — Y=YES, N=NO
3. POSSCHED (1) — A=SCH, B=SCH, C=SCH, 0=EXCEPTED BUT NOT A,B,C
3A. CYBER SECURITY (9)
4. POS SENS (2) — 1=LOW RIS, 2=NONCRIT/SEN, 3=CRIT/SENS, 4=SPECIAL SENS, 5=MOD RISK, 6=HIGH RISK, C=ADP, N=NON-ADP
4A. DRUG TS (1)
5. COMP LVL (4)
6. WK TITLE CD (4)
7. WK TITLE (38)
8. ORG STR CD (18) — (1st) (2nd) (3rd) (4th) (5th) (6th) (7th) (8th)
9. VAC REV CD (1) — 0=POSN ACTION NO VACANCY, A=NO CHANGE, B=LOWER GRADE, C=HIGHER GRADE, D=DIFFERENT TITLE AND/OR SERIES, E=NEW POSN/NEW FTE
9A. TELEWORK — YES - POSITION ELIGIBLE, NO - POSITION NOT ELIGIBLE
10. TARGET GRADE (2)
11. LANG REQ (2)
12 PROJ DUTY IND (1) — BLANK=N/A, Y=YES N=NO
13. DUTY STATION (9) — ST (2) | CITY (4) | CNTY (3)
14. BUS CD (4)
15. DT LST AUDIT (6) — MO | DAY | YEAR
16. PAS IND/LEO (1) — BLANK =N/A, 1=PAS, A=LEO
17. DATE-EST (6) — MO | DAY | YEAR
18. GRADE BASIS IND (1) — Only if 1 or 2 is Selected — 1=REV WHEN VACANT, 2=IMPACT OF PERSON, 3=SUP/GSSG, 4=SUP/PROGRAM, 5=RGEG, 6=POLICY ANAL GEG, 7=EQUIP DEV GUIDE
19. DT REQUEST RECD (6) — MO | DAY | YEAR
20. NTE DATE (6) — MO | DAY | YEAR
21. POS ST BUD (1) — Y=PERM, N=OTHER
22. MAINT REV/CLASS ACT CD (2) (1ST DIGIT=ACTIVITY AND 2ND DIGIT=RESULTS)
   - ACTIVITY: 1=AUDIT (COUNTED TOWARDS MAINTENANCE REVIEW), 2=OTHER ACTIVITY
   - RESULTS: 1=NO ACTION REQUIRED, 2=MINOR PD CHANGE, 3=NEW PD REQUIRED, 4=TITLE CHANGE, 5=SERIES CHANGE, 6=POSN UPGRADE, 7=POSN DOWNGRADE, 8=NEW POSN, 9=OTHER
23. DATE EMP ASGN (6) — MO | DAY | YEAR
24. DATE ABOL (6) — MO | DAY | YEAR
25. INACT/ACT (1) — A=ACTIVE, I = INACTIVE
26. DATE INACT/REACT (6) — MO | DAY | YEAR
27. ACCTG STAT (4)
28. INTASGN SER (4)
29. AGENCY USE (8)
30. PERSONNEL MANAGEMENT SPECIALIST'S SIGNATURE
31. DATE

OEC Completes

32. REMARKS

JOB REQUEST NUMBER:
ACS NUMBER (if applicable):
CORRESPONDING CAREER LADDER JOB CODES (i.e. This is the full performance level PD for the GS-12. Job code for GS-11 PD is WX9999):

OEC = Office of Employment and Compensation, SO = Submitting Office,

CD-516

CD-516 JOB AID – POSITION DESCRIPTION COVERSHEET PG. 3

C. INDIVIDUAL POSITION

Field #1. FLSA – Fair Labor Standards Act (Title 5 Chapter I Subchapter B Part 551): The Fair Labor Standards Act (FLSA) is the law that governs premium pay and overtime for most clerical, technical and administrative support positions. Jobs not covered (exempt) by the Act are typically Executive, Administrative and Professional positions.

- Exempt - One who *is not covered* by the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA or Act).
- Non-Exempt - One who *is* covered by the minimum wage and overtime provisions of the Act.

Field #2. Finds – Financial Disclosure: There are two types of financial disclosure reports the Public Financial Disclosure SF-278 and the Confidential Financial Disclosure OGE-450.

- SF-278 – Employees, including special government employees, whose position are classified above GS-15; Employees whose rate of basic pay is fixed, other than under the General Schedule, at a rate equal to or greater than 120% of the minimum rate of basic pay for a GS-15; Employees in position which are excepted from the competitive service by reason of being a confidential or policy-making character (Schedule C).
- OGE-450 – Employees who occupy positions classified at GS-15 or below and whose duties require them to participate personally and substantially through decision or the exercise of significant judgement in a matter which could have an economic impact on a non-Federal entity. To include any employee involved in contracting or procurement, administering or monitoring grants, regulating or auditing any non-Federal entity and in some instances, investigating, or prosecuting a case.

Field #4. Position Sensitivity: (https://dw.opm.gov/datastandards/referenceData/1509/current?d-5590585-p=5) - To determine the proper designation of a position and its required corresponding level of investigation , the position description and any other necessary supplemental information (e.g. human resources, management and security office input##) must be carefully evaluated to assess the nature of the position as it relates to the potential material adverse impact to the national security, and -– if it is a covered position under part 731 -- its impact on the efficiency or integrity of the service.

- Position Designation Tool - https://www.opm.gov/investigations/suitability-executive-agent/position-designation-tool/position-designation-system-with-glossary-2017.pdf

Field #4A. Drug Test: – Does this position require initial drug testing as well as random drug testing. It is dependent upon the position sensitivity level of the position.

Field #7 Work Title: - The working title is a description about a job/position/designation held and gives a brief idea on what the job is about. It is a means of distinguishing between and categorizing the various positions in an organization providing a brief overview of the responsibilities of the job or the level of position held in an organization.

Field #8 Organization Code: - This is the Department where the position is located.

- Organization Chart: You are required to submit an organization chart with your classification request.

Field#9A. Telework: - Is this position eligible for telework.

Field #10. Target Grade: – The full performance level of the job. This will grant the employee to be promoted without further competition when all the requirements for advancement are met.

- If the position has a full promotion level higher than the position description submitted, you **must** submit all career ladder position descriptions along with the CD-516 for each PD as well.

Field #13. Duty Station: – is the city/town, county, and State in which the employee works. For most employees, this will be the location of the employee's work site. The following link will provide you with the duty station code for the city/state. https://dw.opm.gov/datastandards/dutystation/main.jsp

- Work site of the employee is the place where he or she works, or at which the employee's activities are based, as determined by the employing agency. The location of an employee's work site is the location of the employee's desk or the place where the employee normally performs his or her duties. For those employees with no fixed work site, the duty station will be determined by the employing agency. For example, the duty station of an investigator who works in the field may be the location of the office from which assignments are normally made. For an inspector, whose agency may require him or her to be on-site at many places, it may be his or her home.

Field #14. Bargaining Status (BUS Code): - This code refers to whether the incumbent of the position is eligible to be represented by a bargaining unit. This code **does not** indicate whether the employee is or is not a member of a union.

A. When an employee is eligible for and represented in a bargaining unit, enter > the four digits of the Bargaining Unit Status (BUS) code. (For a listing of codes, please visit: https://apps.opm.gov/flis/start.aspx)

B. When an employee **is eligible** but not represented in a bargaining unit, enter "**7777**." Code "7777" also includes temporary employees where the bargaining unit does not include temporary employees.

C. When an employee **is ineligible** for inclusion in a bargaining unit, enter "**8888**."

The Federal Labor Management Relations Statute (codified at 5 U.S.C. Chapter 71) presumes all employees are included in a bargaining unit (7777). The only way to not be included in a bargaining unit is to be EXCLUDED by one of the statutory exclusions defined at 5 U.S.C. §7112.
The Primary Exclusions (8888) are:

- **(1)** except as provided under section 7135(a)(2) of this title, any management official or supervisor;
- **(2)** a confidential employee;
- **(3)** an employee engaged in personnel work in other than a purely clerical capacity;
- **(4)** an employee engaged in administering the provisions of this chapter;
- **(5)** both professional employees and other employees, unless a majority of the professional employees vote for inclusion in the unit;
- **(6)** any employee engaged in intelligence, counterintelligence, investigative, or security work which directly affects national security; or
- **(7)** any employee primarily engaged in investigation or audit functions relating to the work of individuals employed by an agency whose duties directly affect the internal security of the agency, but only if the functions are undertaken to ensure that the duties are discharged honestly and with integrity.

Position Designation Tool (PDT)

POSITION DESIGNATION TOOL (PDT) JOB AID FOR HIRING MANAGERS

Who completes the Position Designation Tool (PDT)?

Per DAO 202-731 SECTION 4. GENERAL PROVISIONS.

.01 Designation of Positions.
a. The head of the operating unit or Departmental Office is responsible for ensuring that the sensitivity designations of positions in the unit or Office are accurate.

b. The head of each operating unit or Departmental Office is responsible for making designations of sensitivity levels of positions in the unit using the sensitivity levels defined in Section 5 below. This authority may be redelegated only to those officials to whom full personnel management authority is delegated, as listed in Appendix A of Department Administrative Order 202-250, "Delegation of authority for Personnel Management."

When is the PDT completed?

The PDT will be completed and attached with Job Code requests, as well as recruitment requests. Reference ***Job Aid for completing the CD-516.***

How do I complete the PDT?

This website takes you directly to the PDT:

https://www.opm.gov/investigations/suitability-executive-agent/position-designation-tool/#url=Automated-Tool

Position Designation Tool (PDT)

STEP 01: ACCESS THE POSITION DESIGNATION TOOL (PDT)

Overview | Automated Tool | Glossary

Overview

Position Designation Automated Tool (PDT)

Proper position designation is the foundation of an effective and consistent suitability and personnel security program. In order to ensure a systematic, dependable, and uniform way of making position designations, OPM provides the Position Designation Automated Tool (PDT) for those individuals within agencies charged with position designation responsibilities.

Position Designation Automated Tool

Step 1. Start here to begin.

Designation: Ensure that you have your supplemental documents (e.g. **Position Description**) to refer to when determining your designation.

STEP 02: THE PROCESS: 3D's- DESIGNATION, DETAILS, DUTIES

To determine the proper designation of a position and its required corresponding level of investigation, the position description and any other necessary supplemental information (e.g. human resources, management and security office input) must be carefully evaluated to assess the nature of the position as it relates to the potential material adverse impact to the national security, **and** — if it is a covered position under part 731 -- its impact on the efficiency or integrity of the service.

The following position designation system consists of a four-step process that will guide the designator through an exar position's duties and responsibilities. The completion of this process will result in a final designation for the position whi determine the investigative requirements for the position in question.

Details: The PDT is a four-step Process which will determine the final designation for the position.

It is important to keep in mind that for covered positions as defined in 5 CFR part 731, the designator must look at both national security and public trust duties and responsibilities. Some duties accounted for herein occur under both the national security and public trust sections of the process because of the duty's potential impact on one concern and/or the other. For covered positions, a or special-sensitive national security designation automatically confers high-risk public trust designation, and a noncritica national security designation automatically confers a moderate-risk public trust designation unless, as described in the fo of the position designation system, it requires a higher designation. See 5 CFR 1400.201(c), (d).

Duties: The Hiring Manager must look at both national security and public trust duties and responsibilities, as related to the position to determine the sensitivity and/or clearance levels.

Continue

Step 2. Select here to continue.

Position Designation Tool (PDT)

STEP 03: COMPLETE POSITION INFORMATION

Position Designation Record

Agency *	Bureau/Office (ex. OS/OEC)
Position Title *	Human Resource Specialist
Series and Grade/Pay Band *	ZA-0201-IV
Position Description Number *	TBD
Designator's Name & Title *	Supervisor's Name/Title

HR Specialist will provide the job code number once classification is complete.

STEP 04: SELECT APPLICABLE RESPONSIBLITIES/DUTIES

NATIONAL SECURITY DUTIES AND RESPONSIBLITIES

NATIONAL SECURITY POSITION REQUIREMENTS, DUTIES AND RESPONSIBILITIES:

- Requires eligibility for access to classified information
- Homeland security and duties involving protection the nation's borders, ports, critical infrastructure or key resources
- Developing plans or po
- Planning or conducting … erned with the preservation of the
- Protecting or controllin
- Controlling, maintainin
- Investigative or adjudic
- Duties related to crimin
- Conducts internal or ex
- National security policy
- Public health and safety
- Fiduciary responsibility in support of activities with national security impact
- Unclassified information (e.g. private
- Other duties that could otherwise bri… explanation to document that the du
- No National Security duties exist

- *Protecting or controlling access to facilities/access to classified information*
- *Investigative or adjudication related to national security, suitability, or identifying credentials*
- *Planning or conducting intelligence/counterintelligence*

If your position **does not** have National Security Duties, select this and click Continue. The PDT will then transfer you to **Public Trust Duties.**

PUBLIC TRUST POSITION DUTIES AND RESPONSIBLITIES

PUBLIC TRUST POSITION REQUIREMENTS, DUTIES, AND RESPONSIBILITIES (UNRELATED TO NATIONAL SECURITY):

- Government operations – rulemaking, policy, and major program responsibility (includes regulation or policy making, directing, implementing, advising and audits)
- Public safety and health services, regulation, enforcement, and protection (Food safety and inspection, occupational health and safety, transportation safety, environmental safety and hazard mitigation)
- Law Enforcement or criminal justice duties
- Protection of government funds for non-national security operations
- Customs, Immigration, and/or Critical Infrastructure and Key Resources
- Hazardous material handling and transportation
- Phy… mmunitions, or exp
- Inve
- Adj… impact the pub
- Prot… authority to byp… tions – the sco
- Prot… lic's trust (inc… mpt from disc… of contracts, con
- Government service delivery, including customer service or public liaison duties
- Other activities demanding a significant degree of public trust (Specify any other specific duties that are not otherwise covered):
- No Public Trust duties exist

- *Government Operations- Rulemaking, policy, program responsibility*
- *Protection of personal, private, controlled unclassified… information*
- *Investigation, oversight, and audits of government personnel, programs, and activities (unrelated to national security)*

Position Designation Tool (PDT)

Step 5. Select the 'Print Summary' button in order to sign and acknowledge completion of the PDT.

STEP 05: REVIEW AND GENERATE POSITION DESIGNATION SUMMARY

The final position designation is outlined below.

Final Results

Positions Covered	Investigation	Form
Moderate Risk	T2 and T2S	SF 85P

Designator Notes/Justification/Comments:

Previous | Print Summary | Reset

Tier Level	Position Sensitivity/Clearance Level
Tier 1	Low Risk
Tier 2, Tier 2S, Tier 2R & 2RS	Moderate Risk
Tier 3 & Tier 3R	Non-critical Sensitivity/Secret
Tier 4 or Tier 4R	High Risk
Tier 5, Tier 5R, Tier 5C	Critical/Special Sensitivity/Top Secret

Position Designation Tool (PDT)

STEP 06: PRINT, SIGN, AND ATTACH (PRINT SUMMARY PAGE)

Right click on the Print Summary Page, and select 'Print'. **Supervisor signs.** This must be attached to the job code request in HRConnect, along with the **PD and CD-516.**

NOTE: THE DESIGNATION MUST MATCH THE DUTIES AND RESPONSIBILITES OF THE POSITION DESCRIPTION.

4. POS SENS (2)

5

1=LOW RIS
2=NONCRIT/SEN
3=CRIT/SENS
4=SPECIAL SENS
5=MOD RISK
6=HIGH RISK

C=ADP
N=NON-ADP

*Block C-4, Page 2 of CD-516 (**reference CD-516 job aid**)*

Supervisor's Signature Here.

Sensitivity	Risk Level
Non-Sensitive	Moderate Risk

Signature: ______________________ Date: ______________

Name: ______________________

NOTE: THE DESIGNATION MUST MATCH THE DUTIES AND RESPONSIBILITIES OF THE POSITION.

CD-79

FORM CD-79 (REV. 6/04/10) (PRESCRIBED BY DAO 207-1) U.S. DEPARTMENT OF COMMERCE **REQUEST FOR SECURITY CLEARANCE**		PRIMARY UNIT
INSTRUCTIONS: This form is to be prepared and submitted for each security clearance requested as required under Department Administrative Order 207-1.		DATE
It is requested that eligibility be granted for access to information and material classified up to and including: *(CHECK ONE)* ☐ SECRET ☐ TOP SECRET		STATUS ☐ APPLICANT ☐ CONTRACTOR ☐ EMPLOYEE ☐ CMTE MEMBER
NAME	POSITION	SERIES
SOCIAL SECURITY NO.	DATE OF BIRTH	GRADE

JUSTIFICATION

POSITION SENSITIVITY ____________

REQUESTED BY (Signature) (SUPERVISOR)	DATE	TYPED OR PRINTED NAME AND TITLE
CONCURRENCE (Signature) (SECURITY OFFICER)	DATE	TYPED OR PRINTED NAME AND TITLE