5. HCES Current State Hiring Process (Competitive Hires) – Extend Job Offer

1. **CAPS or GS position?**
   - **CAPS**
   - **GS**

2. Determine compensation
3. Determine compensation

4. **DE Certificate?**
   - **Yes**
   - **No**

5. Audit certificate
6. **Review Reassignment Priority List (RPL)**
7. **Qualified candidates on RPL?**
   - **Yes**
   - **Non**

8. Extend Verbal Offer
9. Additional incentives requested?
   - **Yes**
   - **No**

10. Determine Additional Incentives
11. **Prepare & review Tentative Job Offer (TJO)**
12. Review and sign off on TJO
13. Extend TJO and FCRA/OF-306
14. Candidate accepts TJO?
   - **Yes**
   - **No**

15. Are there other qualified candidates on cert?
   - **Yes**
   - **No**

16. **Make selection recommendation and obtain approvals (refer to Bureau policy)**
17. **Indicate selection / non-selection and return certificate**
18. **Input Hire date**

**Technology/ System Interactions:**
- MGS
- Standard Vendor Communication
- Automated / System Notification
- Start or End Process
- Decision Point
- Alternate Process