

Non-SES/SL/ST 80-Day E2E Hiring Model Template and Example

| DOC 80-Day E2E Hiring Model Reporting: Template for non-SES/ST/SL hiring actions. Report All Hires with EODs effective during the reporting period. Report each hire on a separate line. | | | | | | SF-52 recruitment package submitted to HR; HR reviews package, establishes case file, and creates draft JOA. | Final draft JOA is reviewed by hiring manager for approval and submitted to the HR practitioner. | HR posts JOA to the OPM USAJOBS website. | Receive applications and HR notifies applicants of their status. | HR, SME and/or Panel evaluates applications; ranks and rates applicants; HR notifies applicants of status. | HR issues certificate(s) of eligibles to the hiring manager, and notifies eligible applicants of their status. | Managers review applications, interview, check references; make selection(s) by annotating cert(s) and return cert(s) to HR. | Tentative job offer and acceptance period. E-mail tentative offer and instructions and links to complete security and suitability info. | Clearance and/or investigation; fingerprint selectee; invite into e-QIP as needed. Obtain favorable security/suitability notice/confirmation. | Official offer and acceptance period. HR notifies remaining eligibles that a selection was made. | Coordination of EOD and MAP action. (Actual effective date) | Date that the hiring need was validated ("Day 1") | Date that the tentative offer was accepted | Enter-on-Duty Date | Notes | | |
|--|--|-----------------------|---------------------------|------------------|---|--|--|--|--|--|--|--|---|---|--|---|---|--|--------------------|----------|-------------|--|
| Servicing HR Office | | Reporting Period | | Total # of Hires | | | | | | | | | | | | | | | | | | |
| Hire Types 1) DE/MP Hire - JOA Posted on USAJOBS OR 2) Other Hire | | Open Continuous (Y/N) | Occ Series (4-digit code) | Bureau | Office (optional except for strategic priority areas) | | | | | | | | | | | | | | | | Cyber (Y/N) | |
| | | | | | | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 | | | | | | |
| DE/MP Hire - JOA Posted on USAJOBS | | N | 0343 | OS | CFOASA | Y | 1 | 7 | 1 | 8 | 13 | 5 | 13 | 15 | 16 | 6 | 11 | 10/3/2019 | 11/3/2019 | 12/02/19 | | |
| Other Hire | | N | 0083 | BIS | OCIO | N | | | | | | | | | | | | 10/3/2019 | 11/3/2019 | 12/02/19 | | |
| | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |

DE and MP hires that stem from a USAJOBS JOA should provide all requested information, as required before.
All other hires that are not DE or MP hires a USAJOBS JOA are not required to provide data in Columns G through Q (Step 1 -11), but are required to provide all other information.

- Notes**
- Blanks:** For every Step there should be a number in the cell for DE and MP hires. If there was no time spent on the Step in question, a zero (0) should be entered.
 - Cells:** Please ensure the cells are formatted properly. For example, the "Occ Series" cell should be formatted as a Number.
 - If there is a green flag or an error message or brackets around the numbers, it is not formatted properly.
 - Dates:** Be sure to use the date formatting options within Excel. For example, for an EOD of October 7, 2019, please enter it as 10/7/2019.
 - Negative Numbers:** If you are getting negative numbers, something has not been entered correctly or the Steps are not being operationalized sequentially. Sequential steps cannot add up to a negative number.
 - Templates are subject to change by OHRM