

### SES/SL/ST Hiring Template and Example

**End-to-End (E2E) Hiring Model:** Updated template for all SES/ST/SL positions.  
 (Report only Enter-On-Duty (EOD) actions effective during the specified time period.)

SHRO	HCCS							
Reporting Period	FY20 Q1							
Bureau	Selectee's Name	Position Title	Date of Approval to Recruit	Date Submitted to OPM QRB	Date of OPM QRB Decision Memo	Date Tentative Offer Accepted	EOD Date	Notes
NTIA	Jane Doe	Engineer	10/1/2019	11/1/2019	11/30/2019	12/10/2019	12/20/2019	

**Note**  
 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.  
 Templates are subject to change by OHRM