



# Overview of the Federal Hiring Process

**Presented by Nicole McIntyre, Federal Staffing Center**

Hosted by the Federal HR Institute

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# Poll

How familiar are you with the Federal Hiring Process?



# Objective

- Gain a basic understanding of the general stages of the Federal hiring process
- Learn about **roles and responsibilities** of **Staffing Specialists** and **other personnel** involved.



# Agenda

**We'll go over the seven steps of the Federal Hiring Process:**

1. Identify Job Assessment and Tools
2. Recruit and Announce Job
3. Accept and Review Applications
4. Assess Applicants
5. Certify Eligibles
6. Make Job Offer
7. Conduct Onboarding





# 1. Identify Job & Assessment Tools



## Staffing Specialists:

- ✓ Conduct a recruitment consultation meeting with **hiring manager**
- ✓ Identify associated existing position description
- ✓ Conduct/review a job analysis to identify competencies
- ✓ Identify/develop assessment tools to use during the application process



# Determining Minimum Qualifications

- For the **competitive service**, minimum qualifications (that will go on the JOA) are determined by the **OPM Qualification Standards**.
- **Staffing Specialists** use the Qualification Standards and the job analysis to work with the **hiring manager** to determine appropriate minimum qualifications for the position (e.g., one year of specialized experience).
- Specialized experience needs to be described in terms of **actual tasks and responsibilities** appropriate at the next lower grade level.

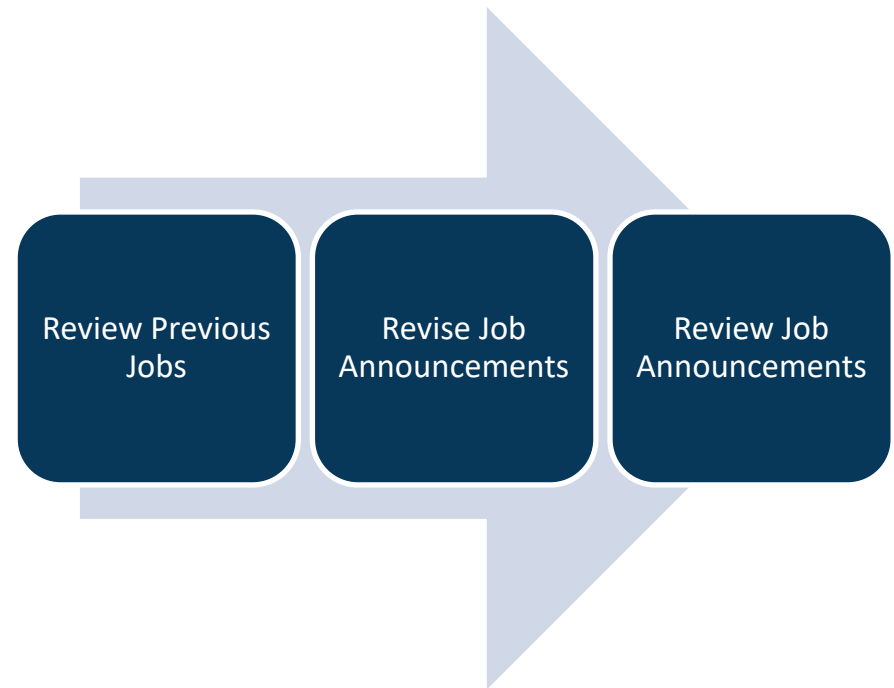




## 2. Recruit & Announce Job

### Staffing Specialists:

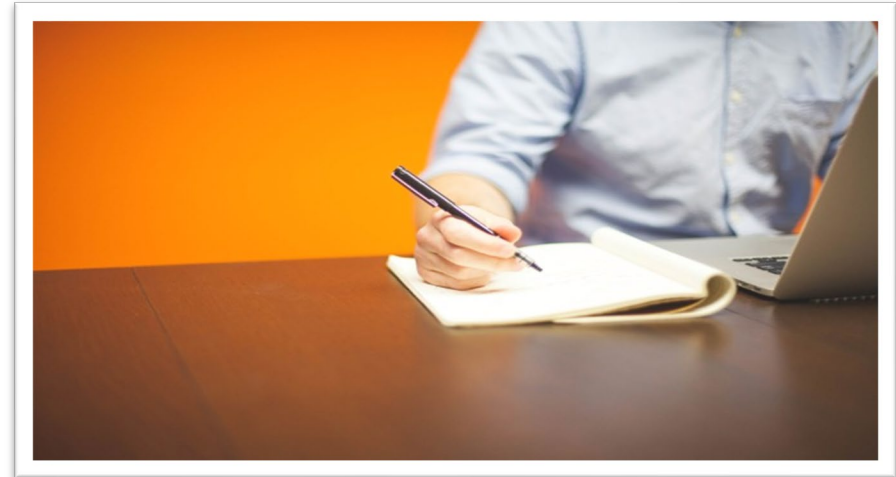
- Review previous job opportunity announcements used for the same, or similar, positions with the **hiring manager** and within agency guidelines
- Create and revise the job opportunity announcement
- Review job opportunity announcement





## 3. Accept and Review Applicants

- **Recruiting** is an ongoing process when the position is not filled
- **Public Notice** is done to explain to job seekers when, where, and how to apply for a Federal job.







# Hiring Authorities

## Hiring Authorities Influence Recruiting

When determining recruiting choices with the **hiring manager**, the hiring authorities selected can influence recruiting choices. **Staffing specialists** must consider how to reach the populations for which the hiring authorities are designated in order to select the best recruitment methods

## Hiring Authorities Influencing Notice

Notice is required when hiring applicants using delegated examining.

Merit promotion requires public notice for some actions, generally when filling a vacancy for more than 120 days from outside the agency's current workforce



## Noncompetitive & Excepted Appointing Hiring Authorities: *These do not require public notice*

- 30% Disabled Veteran's Appointment Authority
- Peace Corps or AmeriCorps VISTA Volunteers (once priority placement lists are cleared)
- Veterans Recruitment Appointment (VRA)
- Schedule A appointments of individuals with certain disabilities





## 4. Assess Applicants

Staffing Specialists must know specifics required by their agency's merit promotion plan.

- **Assess Applicants** using assessment tools
- **Category Rating** is a method used to assess job applications for positions filled competitively under delegated examining procedures
- **Quality Categories** are defined through job analysis. Considerations: breadth and scope of competencies, increased levels of difficulty or complexity of competencies/KSAs, successful performance on the job, level of the job
- **Certify Eligible Candidates** (“eligibles”) and create the certificate of eligibles for the **hiring manager** (when using delegated examining procedures)





# 5. Certify Eligibles

\*When using **delegated examining procedures**, the Staffing Specialist certifies eligible candidates and creates the certificate of eligibles for the hiring manager.

\*When using **merit promotion procedures**, the Staffing Specialist will create the list of eligibles based on agency-specific rules about referral.

Delegated Examining	Merit Promotion
Place eligible candidates in order of selection based on category rating process.	Place eligible candidates in order of selection based on agency-specific rules about referral (this is based on a determination of what is best-qualified—top 10% on assessments, cut-off score, etc.).
<a href="#">Apply veterans' preferences.</a>	Create multiple lists based on hiring authorities used (such as competitive merit promotion list, VRA referral list, etc.).
	Address any changes that need to be made to the list because of Collective Bargaining Agreements, as applicable.
Send certificate of eligibles to hiring manager/selecting official.	Send list(s) of eligible candidates to hiring manager/selecting official.
Notify applicants regarding their status.	Notify applicants regarding their status.



# Interviewing: Tips for Hiring Managers

- Determine and follow **agency policy** on interviewing eligibles
- Schedule interviews to be conducted either by the **selecting official or a panel**
- Develop **interview questions** specific to the position
- Train individuals, including a supervisor or manager, if a **structured interview** is being conducted as part of the assessment process
- Conduct interviews and identify the best candidate(s)
- Check the applicant's **references**



# Making the Selection

- 1) **Hiring Manager can select from the eligible lists**
- 2) **Audit by Human Resource Office**



Before a selected candidate is notified, **the Human Resource office audits** the certificate to ensure the action taken by the selecting official complies with the legal and regulatory selection procedures. These basic responsibilities in the **audit process** include:

- Determining that all documentation required for declination and other removals from consideration is in order
- Determining that all selections were made according to the category rating and veterans' preference procedures for DE certificates, as applicable
- Ensuring that the person selected was within reach for the selection
- Ensuring the person(s) selected meets all eligibility criteria for the appointing authority used



## 6. Making the Offer

### The Staffing Specialist:

1. Extends tentative offer
2. Assures the proper forms are in place, such as:
  - DD Form 214 (DD-214), Certificate of Release or Discharge from Active Duty
  - Official college transcripts, if needed to qualify
  - OF-306, Declaration for Federal Employment
3. Arranges compensation flexibilities (based on agency policies)
4. Conducts background checks
5. Participates in onboarding and orientation





# 7. Conduct Onboarding and Orientation

Onboarding	Orientation
Strategic in nature	Transactional in nature
Starts before first day through first year	Usually occurs within the first week
Supervisor and senior leadership involvement; integrates multiple offices, functions, and individuals	Executed by HR office
Addresses employees' needs	Addresses organizations' needs
Maximizes employee engagement and retention	Focused on completing paperwork





# Review of the Federal Hiring Process

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# Questions?





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**Virtual learning ecosystems**  
to support the human capital lifecycle throughout government



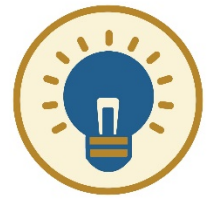
Development programs focused on building decision-making skills through **human-centered design** and **process improvement**



Fellowship programs **to recruit and develop leadership skills** for highly-qualified talent for **Federal agencies**



**Certification programs** built specifically for government **skills for various professions**, such as the Federal HR Institute



**Customized development program solutions** to meet agency-specific needs



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