

Do you have a Position Description (PD) available in HR Connect or FPPS AND a corresponding Job Analysis/Assessment (JA/A)?

Yes

No

1. Validate Need (Manager - 1 Day)
2. Request Personnel Action (Manager - 1 Day)
3. Review Position Description (PD) (Shared - 1 Day)
4. Conduct Strategic Conversation and Confirm Job Analysis/Assessment (JA/A) Strategy (Shared - 5 Days)

Refer to Job Analysis Job Aid

Is a Job Opportunity Announcement (JOA) Required?

Yes

No

5. Create/Post Job Opportunity Announcement (JOA) (ARC - 2 Days)
6. Receive Applications (JOA open period) (Shared - 10 Days)
7. Evaluate Applications (ARC - 15 Days)
8. Issue Certificate/Notify Applicants (ARC - 1 Day)
9. - Review Applicants
- Conduct Interviews/Reference Checks
- Make Selection / Return Certificate (Manager - 15 Days)

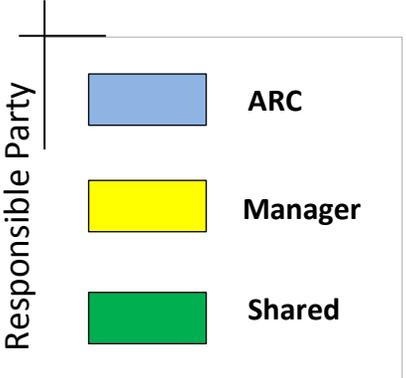
Filling Vacancy through Alternate Hiring Authority such as:

- Attorneys
- Law Clerks
- VRA
- 30% Disabled Veteran
- Schedule A (Disability)
- Agency Specific Schedule A
- Reemployed Annuitants
- Reinstatement / Transfer
- Peace Corps
- Fellowships

NOTE: Please refer to your agency's special program coordinator, if applicable.

Selection Process

10. Tentative Job Offer (ARC - 3 Days)
 11. Security/Pre-employment Checks (Shared - 10 Days)
 12. Official Job Offer (ARC - 2 Days)
 13. Entry on Duty (Shared - 14 Days)
- HIRE COMPLETE**



For more information about the hiring process, please visit the following link:

[OPM's Hiring Tool Kit](#)

**Questions?
Contact the
Staffing/Classification
Call Center
(304) 480-5111**

Time frames shown above reflect OPM's 80 day hiring model.

Pre-Posting Process	Best Practice Opportunity (if applicable)	Responsible Party	Calendar Days
1. Validate Need: During this initial stage, the manager determines that there is a vacancy to be filled and obtains internal approval (e.g. managerial approval, budget approval, etc.) as needed.	<i>Implementation of an effective workforce planning process in order to identify workforce gaps (or surpluses) and develop strategies to meet current or future organizational workforce needs.</i>	Manager	1
2. Request Personnel Action: Manager will submit an official request to initiate hiring process. Be sure to include relevant information with the request, such as the finalized Position Description (PD) and Job Analysis/ Assessment (JA/A).		Manager	1
3. Review Position Description (PD) : ARC and Manager together will review the position description (PD) to ensure it is accurate, current, and classified appropriately. This review will also include verifying the risk level designation, sensitivity level, and clearance eligibility of the PD.		Shared	1
4. Conduct Strategic Conversation and Confirm Job Analysis/Assessment (JA/A) Strategy: ARC and Manager will confirm the validity of the JA/A and discuss options for filling the vacancy such as: <ul style="list-style-type: none"> Is a Job Opportunity Announcement (JOA) required? Can an Alternate Hiring Authority be used? Area of consideration/Locations Grade levels 	<ol style="list-style-type: none"> Utilization of stand-alone JA/A process. Removes JA/A approval time from time to hire metrics. Increase re-use of existing JA/As. Utilization of SMEs in the evaluation and approval process. 	Shared	5
Job Opportunity Announcement (JOA) Process (If no JOA required, proceed to Selection Process)			
5. Create / Review / Post Job Opportunity Announcement (JOA): Based on the information obtained during the Strategic Conversation, ARC will draft a JOA and send it to the manager for review and approval. Once the manager has approved the draft, ARC will post it to the USAJobs website.	<ol style="list-style-type: none"> Supplement USAJobs posting with other recruiting efforts. After JOA opens, manager should begin preparing interview questions and blocking off calendar time for interviews. 	ARC	2
6. Receive Applications & Notify Applicants: During this stage, the JOA is open for candidates to apply. The recommended posting period, according to OPM's 80-Day Hiring Model, is 10 calendar days. However, customer policy may vary.	<i>Utilize shorter posting times and increase use of applicant cut-off limits. Please refer to your customer policy for posting period requirements.</i>	Shared	10
7. Evaluate Applications: Once the vacancy announcement has closed, ARC will conduct a review of the applicants to determine basic eligibility, minimum qualifications, and veterans' preference. Applicants will usually be evaluated based on the scores that they receive from the online, self-assessment questionnaire.	<i>Subject matter expert (SME) involvement for highly technical positions in order to assist in qualification determinations and validation of question responses. NOTE: The amount of time needed for the additional SME review will be subtracted from ARC's 15-day metric for this step, and may affect the agency's 80-day time-to-hire performance.</i>	ARC	15
8. Issue Certificate/Notify Applicants: Based on the results of the minimum qualifications and evaluation stage, ARC will issue a certificate of eligibles to the manager. ARC will also notify the applicants of their referral/non-referral statuses during this stage.		ARC	1
9. Review Applicants/Return Certificate: The manager will review the applicants listed on the certificate and conduct interviews, as needed, in accordance with agency policy. The manager will then annotate the certificate, identify which candidates are selected/not selected, and refer the certificate to ARC for action. If no selections are made, the process is over.	<ol style="list-style-type: none"> Utilize diverse interview panels to help minimize any unconscious bias that may occur. Have an established/documented interview process with a plan to check references. 	Manager	15
Selection Process			
10. Tentative Offer: ARC will contact the selectee to obtain any preliminary paperwork and other approvals, as needed, in accordance with agency policy (e.g. secondary budget approval, pay setting, financial disclosure, etc). ARC will then proceed with making a tentative job offer. Once the tentative offer has been made and accepted, ARC will request an OF306 form in order to verify citizenship and other pertinent information. If the agency requires any additional pre-employment checks, proceed to Step 11. Otherwise, proceed to the Official Job Offer stage in Step 12.	<ol style="list-style-type: none"> Customer should have a central POC for OF 306 issues to resolve issues quickly. Customer should have an established procedure for internal routing and approval of incentive requests. 	ARC	3
11. Security/Pre-Employment Requirements: Pre-employment checks (e.g. security, background investigation, drug test, physical, etc) are conducted during this stage. Some of the checks may be conducted on the manager's side, while others may be conducted by ARC.	<ol style="list-style-type: none"> Regular communication between ARC and customer on status of pre-employment checks. Customer should publish standard timeline estimates for completion of checks. Direct correspondence between selectee and security officer for form collection and processing. 	Shared	10
12. Official Job Offer: Upon successful completion of the required pre-employment checks, ARC will make the Official Job Offer.		ARC	2
13. Entry onto Duty: Once the job offer has been made, the selectee will either accept, decline, or make additional requests/stipulations (e.g. salary negotiation, recruitment bonus, relocation incentive, etc.). If the selectee is coming from another federal agency, ARC will reach out to the losing agency to obtain SF-75 information and negotiate a release date. ARC will then establish an Entry on Duty (EOD) date with the selectee. Finally, once all of this information has been obtained, ARC will send an official job offer letter to the selectee.	<ol style="list-style-type: none"> Customer should initiate administrative activity quickly to ensure adequate lead time for orientation, computer and desk setup, etc. Customer should also inform ARC if lead time is required before selectees can enter into new positions. 	Shared	14
HIRE COMPLETE		TOTAL	80

Questions?
Contact Staffing/Classification Call Center
(304) 480-5111

Need Help Submitting Actions?
HRC: Call (304) 480-8000, Option 4
WTTS: Call (888) 367-1622