



**Interior
Business
Center**

Shared Services Provider

Client Recruitment Checklist

Please open and complete using Adobe Acrobat

Part I: HR Status (Contact your servicing HR Specialist before completing this checklist.)

HR Staffing consultation has occurred	Multi-Hurdle Assessment used (consult with HR before making a selection):	SME Resume Review
HR Staffing consultation has <u>not</u> occurred	USA Hire Written Assessment TAQ - Technical Assessment Questionnaire	N/A

Part II: Reason for Vacancy

New Position	Previously Occupied By:	Other:
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Part III: Position Information

Position Title, Series and Grade:			Duty Station(s):	List Duty Station(s) if applicable
Full Performance Level (FPL):	# of Vacancies:	PD #:	Remote	Physical Location
Organization Name/Organization Code:			Either	

Part IV: Appointment Type

Permanent	Temporary (NTE 1 Year)
Term (13 months, NTE 4 Years)	Term 10 Years

Part V: Work Schedule

Full-time	Part-time* (16-32 hours/week)	Intermittent*	Fixed*
Schedule Details* (e.g., part-time hours/week, fixed set hours, etc.):			

Part VI: Conditions of Employment

Background Investigation			Security Clearance			Overnight Travel		
Tier 1 - NACI	Tier 3 - NACLC & ANACI		Secret	Top Secret		Occasional	50% or less	76% or greater
Tier 2 - MBI	Tier 4 - BI	Tier 5 - SSBI	Confidential	SCI	N/A	25% or less	75% or less	
Financial Disclosure		OGE-450	OGE-278	Licenses/Certifications				
Pre-Employment Physical			Drug Testing			Suitable for Telework		

Part VII: Announcement Information

Merit Promotion					Delegated Examining (All U.S. Citizens)		
Choose One:	Government-wide	Agency-wide	Bureau/Office-wide	CTAP/ICTAP	# of Quality Categories: Two Three		
Choose One:	Local Commuting Area	Nation-wide			(See Appendix B for Pre-Defined Quality Categories)		

Direct Hire <i>For authorized positions/series only</i>	Pathways Programs (Student and Recent Graduates)		Other
	Internship Program	Recent Graduate Program	

# of Days to Advertise:	Application Count Limit (if applicable):	Relocation Expenses Authorized: (See Appendix C)
5 Business days 10 Calendar days Other:		Yes No

Part VIII: Additional Information

Hiring Manager:	Phone #:	Supervisor's Name (if different):
Other Managers who need access to selection certificate(s):		

Comments:

Part IX: Complete "Recruitment Package" *Missing/incomplete documents will delay the posting of the vacancy announcement*

Hiring Approval received, if applicable (documentation not required)	Approved Job Analysis	Relocation Expense Worksheet, if applicable (Appendix C)
Term/Temporary Position Justification, if applicable	Draft Duties and Specialized Experience (Appendix A)	Shared Certificate Eligible - DOI only, if applicable (Appendix D)
Classified Position Description (Including completed Position Designation Tool)	Identify DE Categories, if applicable (Appendix B)	Referral Bonus Justification - DOI Only, if applicable (Appendix E)

****Send WTTs Action / Request for Eligibles Action once the Recruitment Package has been verified as complete by the HR Specialist.**

Appendix A

Note: Finalized Major Duties and Specialized Experience will be approved in the final review of the announcement in USA Staffing

List 3-5 Major Duties from Position Description (250 character limit per responsibility/bullet):

List a Specialized Experience Statement (for each grade):

Appendix B

Pre-Defined Quality Categories

2 Quality Category Levels

Best Qualified	85 to 100	Candidates who possess experience and/or education that well exceeds the minimum qualifications of the position, including all selective factors and all quality ranking factors. Candidates are highly proficient/excel in all requirements of the job based on review of experience, education, and training as described by answers to the assessment questions and resume.
Qualified	70 to 84	Candidates meet the minimum qualifications of the job including selective placement factors and are proficient in some, but not all, of the requirements of the position. Candidates require extensive training and/or orientation to satisfactorily perform the duties of the position based on review of experience, education, and training as described by answers to the assessment questions and resume.

3 Quality Category Levels

Best Qualified	95 to 100	Candidates who possess experience and/or education that well exceeds the minimum qualifications of the position, including all selective factors and all quality ranking factors. Candidates are highly proficient/excel in all requirements of the job based on review of experience, education, and training as described by answers to the assessment questions and resume.
Well Qualified	85 to 94	Candidates meet the minimum qualifications of the job including selective placement factors, are proficient in most of the requirements of the position and meet all quality rating factors. Candidates meet most requirements of the position but may require minimum training and/or orientation to effectively perform the requirements of the position based on review of experience, education, and training as described by answers to the assessment questions and resume.
Qualified	70 to 84	Candidates meet the minimum qualifications of the job including selective placement factors and are proficient in some, but not all, of the requirements of the position. Candidates require extensive training and/or orientation to satisfactorily perform the duties of the position based on review of experience, education, and training as described by answers to the assessment questions and resume.

Appendix C

**Department of the Interior
Relocation Expense Worksheet**

Position (Position Title, Series & Grade and Post of Duty):

In order to determine whether relocation expenses will be paid for an employee or outside candidate selected to fill the above referenced position would be in the government's interests, I considered the factors checked below:

- ___ (1) the quality and quantity of available candidates in the local commuting area;
- ___ (2) the diversity of the local candidate pool;
- ___ (3) time constraints for filling the position;
- ___ (4) alternative considerations for meeting the human resource needs, such as details, training, automation, etc.;
- ___ (5) the availability of funds for payment of relocation expenses;
- ___ (6) the existence of direct hire authority for the position;
- ___ (7) the need to provide incentives to prospective candidates due to labor shortages, working conditions, or other factors;
- ___ (8) the possibility of offering other financial incentives such as a relocation bonus, recruitment bonus, advance pay, etc.
- ___ (9) _____
- ___ (10) _____

Based on my consideration of the above factors, I have concluded that it

___ is ___ is not

in the government's interest to pay relocation expenses. Any vacancy announcement or other solicitation for this position will be consistent with this determination.

Management Official's Signature/Date

APPENDIX D (DOI Clients only)

Shared Certificates Program Criteria

The Shared Certificates Program within the Department of the Interior (DOI) is intended to expedite hiring by permitting DOI Servicing Human Resources Offices (SHROs) to share certificates of eligibles across DOI bureaus and offices. ([PERSONNEL BULLETIN NO. 20-14](#), issued 09/10/2020; and [PERSONNEL BULLETIN NO. 20-17](#), issued 11/18/2020). For more information visit [Supervisors Toolkit](#).

Originating Servicing Human Resources Offices (SHROs) should make certificates available for sharing no later than forty (40) calendar days from the certificate issuance date.

The position being advertised meets the criteria below and once certificates are returned, they *may* be shared with another DOI Bureau/Office upon request.

This position doesn't meet the criteria below and therefore certificates will not be shared

Criteria for Shared Certificates
Title/Series is on the IBC list of approved positions: <ul style="list-style-type: none">• Accountant GS-510• Auditor GS-511• Budget Analyst GS-560• Facilities Services Specialist GS-1601• Secretary GS-318
Prior to certificates being shared, the following criteria must be met (reference PB 20-14 and PB 20-17): <ul style="list-style-type: none">• The JOA must be open to DOI-wide or broader area of consideration or under Delegated Examining• The certificate must be active.• The position must be in the same series, grade level and full performance level (FPL).• The appointment type must be the same (e.g. permanent, temporary, term).• The position has the same work schedule (full-time, part-time, seasonal, etc.), but does not have to have the same tour of duty.• The position must have the same selective factors, if applicable.• The position must have the same testing requirements.• The major duties of the position are the same or similar.• The position must have comparable specialized experience requirements.• The position must have comparable knowledge, skills, and abilities as reflected in the job analysis and assessment questions.• The position must be within the same duty location(s), as announced, including within the same metro/commuting area.

APPENDIX E (DOI Clients Only)

Justification for Referral Bonus

Referral bonuses can only be granted for hard-to-fill positions, or positions for which the organization has encountered difficulty in recruiting high quality candidates. The hiring manager will work with the human resources specialist to identify when a position is hard-to-fill and whether a referral bonus is appropriate. This determination must be made prior to advertising the vacancy or making a non-competitive selection. The following factors will be considered in identifying hard-to-fill positions:

- Lack of success in recent efforts to recruit candidates and retain employees in like positions;
- Availability in the labor market of highly qualified candidates;
- Recent turnover in similar positions;
- The availability and quality of candidates possessing the required competencies;
- The declination/acceptance rates due to competing salaries in the private sector; and
- Other unique factors that demonstrate difficulty in filling the position.

Provide justification below.