

Procedures and Projected Timeline for High Grade Recruitment
GS-14

<p>1) Develop Recruitment Plan and Submit SF-52 to CPAC</p> <ul style="list-style-type: none"> • Preliminary work before recruitment <ul style="list-style-type: none"> - Determine correct classification of position, ensure position description is accurate - Discussions with other offices, CPM, and CPAC for possible recommendations for recruitment • Supervisor meets with Panel Chairman (Div Dep Cdr or Div SES for Div positions and District Commander for District positions) to discuss vacancy and determine recruitment strategy <ul style="list-style-type: none"> - Developmental opportunity - Non-competitive action - Recruitment outreach - Other options for filling position • Panel Chair coordinates below the line positions with RMB for authority to recruit • Prepare Recruitment Plan after discussions with Panel Chair <ul style="list-style-type: none"> - Outreach - do any special outreach prior to requesting recruitment to allow for registration in RESUMIX - Determine desired and required skills for RESUMIX - Prepare Crediting Plan for DEU (non-Federal applicants) - Prepare ACCESS request for Career Program - Prepare Justification for non-competitive fill - Determine Selection Panel members – Div Dep Cdr or Div SES is panel chair for Div Positions and District Commander is panel chair for District Positions; Div CPM; Supervisor; others of panel chair's choosing - Selection Criteria - Interview Questions • Coordinate plan with Division CPM • Coordinate plan with EEO and CPAC office • Brief Panel Chair on Recruitment Plan <ul style="list-style-type: none"> - Receive written approval • Submit SF-52 for recruitment with appropriate recruitment plan <ul style="list-style-type: none"> - CPAC requests Career Referral List - CPAC sends SF-52 to CPOC for RESUMIX and DEU lists 	<p style="text-align: center;"><u>Week 1</u></p> <p>Date_____</p> <p>Date_____</p> <p>Date_____</p> <p>Date_____</p> <p>Date_____</p> <p>Date_____</p> <p>Date_____</p> <p>Date_____</p>
<p>2) Establish two Selection Panel dates (need to allow time for intervening processes to be completed between the two dates)</p> <ul style="list-style-type: none"> • Date for reviewing referral lists/applications to determine those considered for personal interviews (teleconference appropriate if necessary) • Date for personal interviews (Should be at one setting) 	<p style="text-align: center;"><u>Week 2</u></p>

<ul style="list-style-type: none"> • Provide CPAC with names and addresses of panel members (for forwarding copies of applications, selection criteria, and interview questions if necessary) 	Date_____
<p>3) Coordinate Gallup request for leadership competency interview (Supv 14 only)</p> <ul style="list-style-type: none"> • Employing office may prepare contract as soon as possible with assistance from CPAC (maximum up to 10 applicants) • CPAC notifies Gallup and CEHR-D of those to be interviewed as soon as they are determined b selection panel. Those who have been interviewed within 3 years are not interviewed • Gallup will interview those who need interview • Gallup must be allowed a minimum of 10 business days between the last candidate interview date and feedback date to Selection panel 	<u>Week 3</u> Date_____ (Week 9) (Week 11) (Week 13)
<p>4) Receive Referral Lists (Time reference may change dependent upon outreach used)</p> <ul style="list-style-type: none"> • Career Referral List from CPAC (allow 5 weeks) • RESUMIX and DEU from CPOC (Resumix allow 2 weeks, DEU allow 6 weeks minimum) • CPAC merges all lists and sends copy to manager with selection criteria and interview questions for distribution to panel members 	<u>Week 4-8</u> Date_____
<p>5) Selection Panel meeting to determine those to be interviewed using selection criteria (teleconference may be necessary for some members of the panel)</p> <ul style="list-style-type: none"> • Supervisor contacts those to be interviewed and schedules times • If Gallup is required, CPAC will notify applicants of requirement for Gallup interview • Supervisor makes all arrangements for travel 	<u>Week 5-9</u> Date_____
<p>6) Selection Panel Meeting for Personal Interviews. Should allow time for Gallup results to be received (Supervisory/Non-Supervisory)</p> <ul style="list-style-type: none"> • Selection Panel meets for personal interviews using approved interview questions • Receive Gallup results 	<u>Week 5-13</u> Date_____
<p>7) Prepare Selection package for Div Cdr (Selecting Official)</p> <ul style="list-style-type: none"> • Selection panel evaluates applicants using resumes, Gallup results, and interview results to make recommendation for selection to selecting official 	<u>Week 5-13</u> Date_____
<p>8) Div Cdr notifies panel chair of selection</p> <ul style="list-style-type: none"> • Panel chair notifies CPAC • CPAC makes job offer and negotiates EOD 	<u>Week 5-13</u> Date_____ Date_____