

## **D. The Recruitment Process:**

### **2. Recruitment Sources:**

a. As a selecting official, you have the option of recruiting from any source that provides a sufficient number of qualified applicants. You should also take into consideration your EEO affirmative action goals when deciding on the appropriate source. A "source" is defined as a group of applicants eligible for a specific appointment authority, i.e. VRA - all applicants eligible for a Veterans Readjustment Appointment. These are also referred to as "Employment Categories" or "Area of Consideration". You may recruit from one, some or all sources. Examples of the various sources that may be used through the Resumix automated referral system are:

Inservice - all internal career and career-conditional employees.

VRA - Veterans Readjustment Appointment applicants.

VEOA - Veterans Employment Opportunity Appointment applicants.

Reinstatement - previous career or career-conditional Federal employees eligible for reappointment to the Federal Service.

EO - external applicants eligible under Executive Order 12721 (family members).

Transfer - all current career or career-conditional employee employed with other Federal Agencies, i.e. Navy, Air Force, Social Security, etc., who are eligible for transfer to Army.

CI PMS Interchange Agreement Eligibles - all permanent CI PMS employees eligible for transfer to a competitive service position.

30% DAV - all applicants who are 30% Disabled Veterans.

Handicapped Program - all applicants who are certified as severely disabled by the State Rehabilitation Office.

The sources cited above are the more common sources used. There are many other appointing authorities available. You should work with your servicing CPAC in selecting the recruitment source appropriate to your needs.

b. If you want to recruit from all sources available to you, you simply identify "All Sources" as the area of consideration on your recruit action. This will result in a referral of all qualified candidates from Resumix that possess your required and desired skills. However, you should use this option wisely. If narrowing your

search for candidates to one source will provide an adequate pool of candidates, then you should only identify that source. For example if you know that you have a sufficient number of current employees eligible for promotion, and you will likely select from that source, then only identify "inservice" as your recruitment source.

c. You may also choose to fill your vacancy from a competitive referral list established by the Delegated Examining Unit (DEU) at the WCPOC. This source should be utilized only when considering applicants that are not eligible to be considered through Resumix. Resumix considers applicants with some type of "appointable" status, such as Inservice, VRA, Transfer, Temporary, etc. However, all U.S. citizens may apply on a DEU announcement. Consult your local servicing CPAC for required documentation to recruit using this source. If you feel that you will need to recruit through this means, you need to specifically identify "DEU" as a recruitment source on your recruit action, regardless of the other sources you have identified. You may recruit through DEU as your sole means of recruit, or you may recruit through DEU in addition to using Resumix.

***REMEMBER - You only need to identify sources that will provide you a sufficient number of qualified applicants. It is not necessary to recruit from all sources when one source is sufficient and you will likely fill from that source. Unnecessary expansion of recruiting sources may only delay issuance of a referral. Knowledge of the type position you are filling and previous sources used will aid you in your decision. You may also contact your servicing CPAC for advice.***