

Recruitment & New Hire Worksheet

Select Type of Request: ☐ Recruitment/Advertise a Vacancy
☐ New Hire

This worksheet is meant to collect important information about your recruitment or new hire that isn't already included in the official hiring request initiated within [USA Staffing](#). We highly recommend that you consult with your [servicing Human Resources Specialist](#) to discuss this request prior to submission so he/she can provide guidance/advice and address questions. Prior to your submission of a hiring request, you must have a classified Position Description in place. Please see ["When is a classification action required?"](#) to see if your request will require classification.

Note: If submitting a request for a new hire, only sections 1 and 2 below need to be completed. If advertising a vacancy, please complete all sections.

Hiring Manager: _____ Admin Contact: _____

Subject Matter Expert(s): _____

Section 1 - Position & Appointment Information

Title/Series/Grade(s): _____ FPL: _____

Type of Appt:	<input type="checkbox"/> Permanent	<input type="checkbox"/> Recent Graduate:
	<input type="checkbox"/> Term NTE: _____	<input type="checkbox"/> 1-year program <input type="checkbox"/> 2-year program (only applies to 1102 series)
	<input type="checkbox"/> Temporary NTE: _____	<input type="checkbox"/> Mendenhall/Post Doc NTE: _____
	<input type="checkbox"/> Career Intern - Target Position: _____	<input type="checkbox"/> Noncompetitive Appt (VRA, Sch A, etc.): _____
	<input type="checkbox"/> Temporary Intern NTE: _____	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Field Assistant NTE: _____		

Duty Station: _____ OR ☐ Remote

Work Schedule: ☐ Full-Time ☐ Part-Time: _____ hours weekly ☐ Intermittent ☐ Seasonal: Select FT, PT, or Int & Identify Dates of Season: From _____ to _____

Section 2 - Conditions of Employment

Is a license required? If so, what type? ☐ No ☐ Yes ☐ Drivers ☐ Other: _____

Is a pre-employment physical required? ☐ No ☐ Yes Please specify the reasons below: _____

Will overnight travel be required for the position? ☐ No ☐ Yes If yes, average # of nights per month _____

Could a [hiring incentive](#) be offered? ☐ No ☐ Yes

Section 3 – Recruitment Methods

Open Period: # of Workdays (Min 5 days): _____ OR # of Applications Received: _____

☐ **Competitive Examining** - Open to all U.S. citizens; category rating is used; and veterans' preference applies.
• (Optional) Would you like to consider applicants eligible for noncompetitive hiring authorities (e.g., VRA, 30% or more disabled vets, individuals with disabilities, etc.)? ☐ Yes ☐ No

☐ **Direct Hire Authority** - Open to all U.S. citizens using one of OPM's direct hire authorities. Veterans' preference does not apply, and applicants are not rated or ranked. All qualified applicants are referred and may be selected. [Click here](#) for a list of covered occupations and grade levels.

☐ **Merit Promotion** - Open to current or former Federal employees with competitive status; individuals eligible for non-competitive special appointing authorities; and veterans eligible under the Veterans Employment Opportunity Act. Veterans' preference does not apply in merit promotion. Select area of consideration from the following:

☐ USGS-Wide ☐ DOI-Wide ☐ Government-Wide ☐ Other: _____

☐ **Excepted Service** (Student Intern, Recent Graduate, etc.) - Open to all candidates that meet specific program requirements.

Section 4 – Assessment(s) to be Used

Type of Assessment

If advertising a competitive service position (except for direct hire authority or wage grade positions), please select an additional assessment to be used in conjunction with the self-assessment occupational questionnaire. Additional assessments do not apply to excepted service appointments such as Pathways Interns, Recent Graduates or Post Doc Fellows.

For more information about the assessments below and their application, please refer to the [DOI Assessment Practices Guide](#) and the [USGS Assessment Resource](#) page.

USA Hire: A suite of OPM-developed standard assessments that [covers well over 100 different occupations](#) measuring general competencies and soft skills critical to the job. Reference [Assessment Decision Tree](#) to see if a USA Hire Assessment is right for your vacancy. **NOTE:** USA Hire is not applicable to supervisory or interdisciplinary positions.

Structured Interview: Conducted by SME(s) who use standardized questioning and a pre-established rating schedule to score applicants' responses to job related knowledge, skill, abilities, and competencies prior to issuing a certificate of eligibles to the hiring manager. Reference [Appendices B-F of the DOI Assessment Practices Guide and or OPM's Structured Interview Guide](#).

Structured Resume Review: Conducted by SME(s) who use a pre-established rating schedule to score applicants' resumes for job related knowledge, skill, abilities, and competencies prior to issuing a certificate of eligibles to the hiring manager. Reference [page 21 of the DOI Assessment Practices Guide](#).

Narrative Responses: Short essay style responses that applicants write in response to a request for a demonstration of competencies or knowledge, skills, and abilities related to the job and rated by SME(s) who use a pre-established rating schedule to score applicants' response along with the their application package prior to issuing a certificate of eligibles to the hiring manager. Reference [page 17 of the DOI Assessment Practices Guide](#).

Writing Sample: Writing evaluations that are used to assess an applicant's writing abilities related to the types of tasks performed on the job. They are useful when writing is a critical aspect of the position (as supported by being a critical competency on the job analysis). They are rated by SME(s) who use a pre-established rating schedule to score applicants' response along with their application package prior to issuing a certificate of eligibles to the hiring manager. Reference [page 17 of the DOI Assessment Practices Guide](#).

Job Knowledge Test: Includes questions designed to assess technical or professional expertise in specific subject matter areas. These questions differ from self-report in that they require candidates to demonstrate job-related competencies rather than asking candidates to rate themselves on their level of competence. These questions must be unambiguous and have correct and incorrect responses from which applicants select. Reference [page 22 of the DOI Assessment Practices Guide](#).

Other Type of Assessment: _____

Identify the Percentage of Final Score to be Assigned to Each Type of Assessment

_____ % First (Self) Assessment _____ % Second Assessment _____ % Third Assessment (if applicable) = 100%

Application of a Cut-Score

☐ **Apply a Cut-Score:** Only qualified eligible applicants who meet or exceed the established cut-score identified below will move forward for evaluation under the second or third assessment selected above. This is the recommended method in most cases, but especially when expecting a large number of applicants. A cut score is not applied after all assessments are complete.

Cut-Score: _____

☐ **Do Not Apply a Cut-Score:** All qualified eligible applicants will move forward to the subject-matter-expert(s) for evaluation under the secondary assessment selected above, regardless of the score earned on the self-report occupational questionnaire.

Are you considering the possibility of a formal presentation during the interview process?

Presentations as part of the interview process are an acceptable practice. Presentations can provide valuable information about the how a candidate handles themselves in front of an audience. A presentation should only be considered for positions where the candidates would regularly address organizational staff or external partners such as a center director or high-level research scientist. All applicants must be aware of the possibility of a presentation and a statement must be included in the vacancy announcement. Additional information and requirements for presentations can be found [here](#).

☐ **Yes**

☐ **No**

Section 5 - Recruitment Package Checklist

Fillable versions of the documents below are accessible [here](#).

- ☐ Recruitment & New Hire Worksheet
- ☐ Classified Position Descriptions through the full performance level
- ☐ Position Designation Questionnaire (PDQ)
- ☐ Cybersecurity Data Standard Code Determination Checklist
- ☐ Job Analysis
- ☐ Vacancy Questions (when applicable)
- ☐ Relocation Expense Worksheet
- ☐ Rating Schedule/Crediting Plan (when applicable)
- ☐ Certification of Appropriate Use for Term Appointment (when applicable)
- ☐ Certification of Appropriate Use for Temporary Appointment (when applicable)
- ☐ Hiring Waiver Approval (when applicable)
- ☐ Custom Specialized Experience Definition (when applicable)
- ☐ Justification for Selective Factors (when applicable)