



Shared Services Provider

# Client Recruitment Checklist

Please open and complete using Adobe Acrobat

## Part I: Reason for Vacancy

New Position

Previously Occupied By:

Other:

## Part II: Position Information

Position Title, Series and Grade:

# of Vacancies:

Physical Location

Full Performance Level (FPL):

List Duty Station(s) if applicable:

Organization Name and Organization Code:

PD # (s):

Remote

## Part III: Appointment Type

## Part IV: Work Schedule

Schedule Details\*  
(e.g., part-time hours/week, fixed set hours, etc)

## Part V: Conditions of Employment

Background Investigation:

Security Clearance:

Overnight Travel:

Financial Disclosure:

Licenses/ Certifications:

Pre-Employment Physical:

Drug Testing:

Suitable for Telework:

## Part VI: Announcement Information

Merit Promotion:

Delegated Examining (All U.S. Citizens) (See Appendix B for Pre-Defined Quality Categories)

Other:

Multi-Hurdle Assessment:  
(consult with HR before making a selection then complete Appendix F):

# of Days to Advertise:

Application Count

Relocation Expenses

Other:

Limit: (if applicable)

Authorized: (See Appendix C)

## Part VII: Additional Information

Hiring Manager:

Phone #:

Supervisor's Name (if different):

Other Managers who need access to selection certificate(s):

Comments:

## Part VIII: 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, applicable (Appendix C)

Multi-Hurdle Worksheet (Appendix F)

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 & Signed PDR)

Identify DE Categories, if applicable (Appendix B)

Referral Bonus Justification - DOI Only, if applicable (Appendix E)

**\*\*Before initiating WTTTS Action / Request for Eligibles Action, obtain final approval from your Servicing HR Specialist that the Recruitment Package is complete. \*\***

## 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"><li>• Accountant GS-510</li><li>• Auditor GS-511</li><li>• Budget Analyst GS-560</li><li>• Facilities Services Specialist GS-1601</li><li>• Secretary GS-318</li></ul>
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"><li>• The JOA must be open to DOI-wide or broader area of consideration or under Delegated Examining</li><li>• The certificate must be active.</li><li>• The position must be in the same series, grade level and full performance level (FPL).</li><li>• The appointment type must be the same (e.g. permanent, temporary, term).</li><li>• The position has the same work schedule (full-time, part-time, seasonal, etc.), but does not have to have the same tour of duty.</li><li>• The position must have the same selective factors, if applicable.</li><li>• The position must have the same testing requirements.</li><li>• The major duties of the position are the same or similar.</li><li>• The position must have comparable specialized experience requirements.</li><li>• The position must have comparable knowledge, skills, and abilities as reflected in the job analysis and assessment questions.</li><li>• The position must be within the same duty location(s), as announced, including within the same metro/commuting area.</li></ul>

## **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.

## APPENDIX F

### Multi-Hurdle Assessment Criteria

[Hiring Assessments | IBC Customer Central \(doi.gov\)](#)

Executive Order #13932 – Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates, dated June 26, 2020, is focused on modernizing and reforming civil service hiring through improved identification of skills requirements and effective assessments of the skills job seekers possess. Section 3 of this EO directs agencies to no longer solely rely on the candidates' self-reporting but instead supplement that assessment with other tools in order to create a multiple hurdle approach to evaluating the candidates during the selection process. All associated documents are required to be submitted as part of the complete recruitment package.

**E.O 13932 is not applicable to this position (select reason from dropdown):**

**Standard USA Hire Assessment:** [Available Series and Grades](#)

#### **SME Structured Resume Review:**

Names of SME's (one to five)

SME Structured Resume Review Matrix

Identify your technical competencies

#### **TAQ- Technical Assessment Questionnaire:**

Names of SME's or Hiring Managers (Minimum of 2 SME's)

TAQ-SOU for SME

#### **Written Assessment:**

Names of SME's or Hiring Managers (one to five)

Written Assessment Scoring Matrix

Identify your technical competencies & numbers **SME**

#### **Evaluation (1 grade):**

Names of SME's (Minimum of 3 SME's, identify one tie-breaker)

SME Evaluation Items Attachment

**SME Structured Interview:** Coming soon...