



## Roles and Responsibilities Hiring an Employee

Action Item	Hiring Manager	Admin Officer / HR Liaison*	IBC Human Resources
<b>Steps 1 and 2 - Hiring Need/Approval</b>			
Create/review workforce planning documents	X	X	
Maintain a Merit Promotion Plan / DE Unit		X	
Request hiring approval (as required)	X	X	
<b>Steps 3 - 6 - Complete "Recruitment Package"</b> <b><u>Missing/Incomplete document will delay the posting of the vacancy announcement</u></b>			
<b>Part 1 - Position Description (PD)</b>			
Determine if the current PD is accurate	X	X	
Write / Update the PD	X	X	
Complete OPM's Position Designation Automation Tool (PDT)	X	X	
Complete the Optional Form-8 (OF-8)	X	X	
Approve the submitted PD, PDT, OF-8			X
Classify a PD			X
<b>Part 2 - Job Analysis (JA)</b>			
Determine if a current job analysis exists	X	X	
Draft/modify job analysis	X	X	
Approve job analysis			X
Maintain the JA library			X
<b>Part 3 - Other</b>			
<a href="#">Complete the "Client Recruitment Checklist"</a>	X	X	
Create and submit WTTS Action/Request for Eligibles	X	X	
<b>Step 7 - Vacancy Announcement</b>			
Review draft vacancy announcement	X	X	
Post vacancy announcement			X
<b>Step 8 - Candidate Selection</b>			
Issue certificates			X
Conduct candidate interviews	X		
Complete reference checks	X		
Complete certificates and return to HR	X	X	
Make job offers (tentative and official)			X
<b>Step 9 - New Hire Onboarding</b>			
Assess resources and provisioning (e.g., equipment, supplies, etc.) required for new hire	X	X	
Send new hire letters/forms through WTTS/EODS			X
Conduct new hire onboarding			X
Conduct agency orientation	X	X	

See the [Hiring Process](#) for step-by-step guidance.

\* Action items in this column may be assigned to an Admin Officer / HR Liaison, as the organization deems appropriate. If position does not exist within the organization, responsibility remains with the hiring manager.