**Shared Certificates Program Update
(DOI Personnel Bulletins 20-14 and 20-17)**

## Beginning October 5, 2021, hiring managers can share certificates of candidates across DOI bureaus and offices.

The Department’s Office of Human Capital established the Shared Certificates Program (Personnel Bulletins [20-14](https://www.doi.gov/sites/doi.gov/files/elips/documents/personnel-bulletin-20-14-shared-certificate-policy-508compliant.pdf) and [20-17](https://www.doi.gov/sites/doi.gov/files/elips/documents/pb-20-17-delegated-examining-unit-shared-certificates-policy-final-11.18.2020.pdf)) to expedite the hiring process. The program allows DOI Human Resources Offices to share Delegated Examining, Merit Promotion, Direct Hire Authority, and non-competitive certificates across DOI bureaus and offices. Hiring managers are able to share certificates or receive certificates from another DOI organization according to the following criteria:

# Criteria for Shared Certificates

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| **1** | Position is within IBC client base |
| **2** | Title/Series is on the IBC list of approved positions:* Accountant GS-510
* Auditor GS-511
* Budget Analyst GS-560
* Facilities Services Specialist GS-1601
* Secretary GS-318
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| **3** | Position meets all criteria outlined in PB [20-14](https://www.doi.gov/sites/doi.gov/files/elips/documents/personnel-bulletin-20-14-shared-certificate-policy-508compliant.pdf) and PB [20-17](https://www.doi.gov/sites/doi.gov/files/elips/documents/pb-20-17-delegated-examining-unit-shared-certificates-policy-final-11.18.2020.pdf)* The job opportunity announcement must be open to all DOI or broader area of consideration.
* The certificate must be active.
* The position must be in the same series, grade level and full performance level.
* The appointment type must be the same (e.g., permanent, temporary, term).
* The position has the same work schedule (full-time, part-time, seasonal, etc.), but does not have to have the same tour of duty.
* The position must have the same selective factors, if applicable.
* The position must have the same testing requirements.
* The major duties of the position are the same or similar.
* The position must have comparable specialized experience requirements.
* The position must have comparable knowledge, skills, and abilities as reflected in the job analysis and assessment questions.
* The position must be within the same duty location(s), as announced, including within the same metro/commuting area.
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If the position meets the criteria, the HR Specialist will add specific language in the announcement as outlined in the DOI Personnel Bulletins and will also add an opt-in/opt-out option for the applicants. Once the hiring manager has made a selection, the certificates become eligible to be shared with other hiring managers upon request. Additionally, when hiring managers have an approval to hire that meets the criteria, they may also request to receive an eligible shared certificate if available. The receipt of a shared certificate can expedite the hiring process as the initial recruitment process will have already been completed.

**Questions?**

If you have any questions or concerns, please contact your [Servicing HR Specialist](https://ibc.doi.gov/HRD/hr-services-contacts).

**Additional Resources**

* [PB 20-14 Shared Certificates Policy](https://www.doi.gov/sites/doi.gov/files/elips/documents/personnel-bulletin-20-14-shared-certificate-policy-508compliant.pdf)
* [PB 20-17 Delegated Examining (DE) Shared Certificates Policy](https://www.doi.gov/sites/doi.gov/files/elips/documents/pb-20-17-delegated-examining-unit-shared-certificates-policy-final-11.18.2020.pdf)
* [Expediting the Hiring Process and Enriching the Applicant Pool](https://www.doi.gov/sites/doi.gov/files/2020.10.13-memo-expediting-the-hiring-process-and-enriching-the-applicant-pool.pdf)
* [IBC Supervisor’s Toolkit](https://ibc.doi.gov/HRD/supervisor-toolkit)