

## Recruitment Worksheet

**Date of Request:** \_\_\_\_\_ **Date Received in HR:** \_\_\_\_\_  
**WTTS ID#:** \_\_\_\_\_ **FPPS#:** \_\_\_\_\_ **Office/Science Ctr:** \_\_\_\_\_  
**Selecting Official:** \_\_\_\_\_ **Phone/Fax #:** \_\_\_\_\_  
**Subject Matter Expert:** \_\_\_\_\_ **Phone/Fax #:** \_\_\_\_\_

### Position/Appointment Information

**Position Title/Pay Plan/Series/Grade(s):** \_\_\_\_\_ **FPL:** \_\_\_\_\_

**# of Positions:** \_\_\_\_\_ **Advertise for:** \_\_\_\_\_ work days **Duty Station:** \_\_\_\_\_

**Is this a Research Position?**  Yes  No If yes, select recruitment method:  KSAs/Crediting Plan  Multiple Choice Questions

**Type of Appt:**  Permanent  Term NTE \_\_\_\_\_  Temporary NTE \_\_\_\_\_  Other \_\_\_\_\_  
(If term or temporary, is the "Certification of Appropriate Use" attached?  Yes  No)  
 Student Intern  Student Intern NTE \_\_\_\_\_  Recent Graduate Program \_\_\_1yr \_\_\_2 yrs

**Work Schedule:**  Full-Time  Part-Time (\_\_\_\_) hrs wkly  Intermittent  Seasonal (Check applicable schedule)

**Position Description:**  New/Revised  Previously classified and still accurate

**Was the Position Previously Occupied?**  Yes  No If yes, by whom? \_\_\_\_\_

### How Would You Like to Advertise?

- Competitive Examining** - Open to all U.S. citizens; category rating is used; and veterans' preference applies.
- 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 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.

### Conditions of Employment

- Is a license required? If so, what type?  Yes  No  Drivers  Other: \_\_\_\_\_
- Will a security clearance be required? If so, what type?  Yes  No Type: \_\_\_\_\_
- Is a pre-employment physical required?  Yes  No Please specify the reasons below: \_\_\_\_\_
- Is a pre-employment drug test required?  Yes  No
- Is a financial disclosure required?  Yes  No
- Is a supervisory probationary period required?  Yes  No
- Is the position eligible for telework?  Yes  No
- Will overnight travel be required for the position?  Yes  No If yes, average # of nights per month \_\_\_\_\_
- Will relocation expenses be paid?  Yes  No Relocation worksheet completed?  Yes  No
- Is there a possibility that a recruitment or relocation incentive may be offered?  Yes  No

### Targeted Recruitment

Below are non-competitive options for filling your position that may be used in addition to or in lieu of posting a USAJOBS announcement. Check all that you are interested in pursuing:

**Veterans:**

- Request candidates from Federal and/or State veterans' service organizations eligible for special hiring authorities
- Request candidates through available Dept of Veterans Affairs Programs (e.g., Vocational Rehabilitation & Employment Pgm; Non-paid Work Experience Pgm; OJT & Apprenticeship Pgm)
- Operation Warfighter/Wounded Warrior – Non-Paid Internship Pgm

**Individuals with Disabilities:**

- Review OPM's database for candidates
- Request candidates from vocational rehabilitation centers eligible for special hiring authority
- Review the Workforce Recruitment Program for College Students with Disabilities database for candidates

**Is this Position an Underrepresented Series?** <http://internal.usgs.gov/ops/eeo/usgs.html>  Yes  No

If yes, what recruiting sources might be pursued? (For example, identify universities, organizations, etc., to send a diversity email notification to.) \_\_\_\_\_

## ADDITIONAL DOCUMENTS REQUIRED

The following forms are required for us to gather the information needed to advertise your position properly and can be accessed at <http://internal.usgs.gov/ops/hro/documents/supervisory/required.html#rfe>. Please contact your servicing HR Specialist if you have questions or need assistance.

| Forms to be Submitted  |   |
|--|---|
| <input type="checkbox"/> Waiver Approval (If Applicable)                   | <input type="checkbox"/> Vacancy Questions                                    |
| <input type="checkbox"/> Position Description & OF-8 Coversheet            | <input type="checkbox"/> Crediting Plan (Research Only)                       |
| <input type="checkbox"/> Position Designation Questionnaire                | <input type="checkbox"/> Certification of Appropriate Use (Term or Temp Only) |
| <input type="checkbox"/> Job Analysis Part I                               | <input type="checkbox"/> Relocation Expense Worksheet                         |
| <input type="checkbox"/> Job Analysis Part II (Competitive Examining Only) | <input type="checkbox"/> Justification for Selective Factors (If Applicable)  |

**Waiver Approval:** When hiring restrictions are in place and a waiver is needed prior to recruitment; follow the established process outlined in the issued guidance to receive the required approvals.

**Position Description (PD), OF-8 Coversheet, and Position Designation Questionnaire (PDQ):** Before recruitment can begin, you must develop a PD that accurately reflects the duties and responsibilities of the position to be filled, or certify the use of a previously classified PD. You are required to complete the PDQ form when requesting the establishment of a new position. The information in the PDQ assists the HR Specialist with determining the position sensitivity and type of background investigation required.

**Job Analysis:** The selecting official must submit a Job Analysis Part I that identifies the: (a) major duties of the position (4-5 bulleted statements); (b) competencies or knowledge, skills, and abilities (KSAs) required to perform the duties; (c) associated vacancy questions; and (d) question weights if applicable. If advertising using competitive examining, Part II of the Job Analysis must be submitted that reflects the selection of the number of quality category levels to be used in the evaluation process.

**Vacancy Questions:** In order to appropriately evaluate applicants, you will need to select 10-20 vacancy questions that reflect the unique knowledge, skills, and abilities required by your position. You may select and submit your questions utilizing the Manager's Website available at: <https://hr.mgsapps.monster.com/usgs-home/login.hms>. You must contact your servicing HR Specialist to receive the user ID and password to gain access to the system. Once you've logged in, click on the "Question Selection" tab and follow the on-screen prompts. The Question Library contains lists of previously used questions sorted by occupational series.

**Weighting Questions:** Weighting is used to ensure that qualified candidates with specific skills rank higher than those lacking such skills. Individual question responses can be weighted differently depending on your concept of how important the associated KSA or question is in relation to the overall rating of the candidate. Only questions that are "more important" to successful performance of the job should have their responses assigned more than the "standard" weights (i.e., 0, 1, 3, 5, 7). The criteria for determining that a particular question is more important should be based on one or a combination of the following: significant portion of the selectee's time will be spent on the duties requiring this competency; the level of difficulty of duties requiring this competency is quite high; the consequences of committing errors in duties requiring this competency is serious; or other reasons that you determine justify a higher weight. If you decide to use extra weighting, you may want to double weight half of the questions or triple weight a third of the questions but these are not the only available options. Work with your servicing HR Specialist for assistance in determining the option that will work best for you.

**Crediting Plan (Research Only):** You must submit a crediting plan when you choose the option of using one or more subject-matter-experts to evaluate candidates in lieu of the automated recruitment system. The crediting plan serves as the rating schedule that identifies the KSAs required by the position and provides benchmarks of the education and experience that must be demonstrated in order to be rated at the superior, good, and acceptable levels. Contact your servicing HR Specialist if assistance is needed.

**Certification of Appropriate Use:** If your position is term or temporary in nature, you must provide a certification that: (a) identifies the reason for the limited appointment; and (b) regulatory requirements have been met.

**Relocation Expense Worksheet:** The DOI requires this worksheet be used to document the reasons for the payment or non-payment of relocation expenses and that it be maintained in the recruitment case file.

**Selective Factors:** Selective factors are specific skills required in addition to the basic qualification (education/experience) requirements needed to perform successfully in the position. A selective factor becomes part of the minimum requirements for a position and applicants who do not possess this skill requirement are ineligible for further consideration. If you are using a selective factor, you must provide written justification. Contact your HR Specialist if you are considering the use of a selective factor.