

## REE Recruitment Agreement

	Task	Primary Responsible Party	Hiring Timeline Expectation	Due Date	Initial & Date when completed
1	Contact HR to have a preliminary discussion about the potential position description	Hiring Manager			
2	Complete Appendix A to DR 4020-250-002 "REE Position Management and Workforce/Succession Planning Checklist" from the <a href="#">AFM Classification Website</a> (under Classification Related Forms). <i>(Regardless of your decision to fill or not, this form must be completed and returned to HRD.)</i>	Hiring Manager			
2a	In completing Step 2, Number 8, of the Checklist go to: <a href="http://www.max.gov">www.max.gov</a> (Office of Personnel Management; OPM Office of Diversity and Inclusion; OPM Shared List of People with Disabilities Homepage) and provide date of Applicant Review	Hiring Manager			
2b	For Step 2, Number 10, of the Checklist, please attach a copy of your workforce profile and statement of efforts to address areas of underrepresentation	Hiring Manager			
2c	Initiate Outreach Efforts (consult with ODEO/Area Outreach Coordinator or HR Specialist as appropriate)	Hiring Manager			
3	Verify Upper Level Management Support (including NPS approval if applicable) and Likely Budget for Position	Hiring Manager			
4	Certify Classification	HRD			
4a	Complete FLSA Determination Worksheet	HRD			
4b	Complete Position Sensitivity Determination Worksheet	HRD			
5	Prepare Draft Job Analysis and Assessment	HRD with Hiring Manager			
5a	R&J/Crediting Plan Development and Approval	HRD with Hiring Manager			
5b	Build Assessment	HRD			
5c	Create Announcement and Approve	HRD with Hiring Manager			
5d	Identify Potential SME	Hiring Manager			
6	Post Job Announcement	HRD	+ 1 Day		

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<b>7</b>	<b>Collect Applications</b>	HRD	+5-10 Days		
<b>8</b>	<b>Close Job Announcement</b>	HRD	0 Days		
<b>9</b>	<b>Evaluate Applications</b> <i>(Once complete, notify Hiring Manager)</i>	HRD	+7 Days		
	9a SME Review (if applicable)	HRD w/ SME	-		
<b>10</b>	<b>Prepare SF-52 and Validate Need via signature (Requesting AND Authorizing) and send to HRD (if hand or same-day delivery is not possible, please fax and/or scan and e-mail an advanced copy)</b>	Hiring Manager	1 Day		
<b>11</b>	<b>Issue Certificate</b>	HRD	+1 Day		
<b>12</b>	<b>Selection Process</b> <i>(Hiring Managers and any panel members that they would like to use should plan to be available from the date of issue through this Due Date)</i>	Hiring Manager	+/- 21 Days		
	12a Review Certified Applications (w/ or w/out Panel)	Hiring Manager	-		
	12b Hold Interviews (w/ or w/out Panel)	Hiring Manager	-		
	12c Conduct Reference Checks	Hiring Manager	-		
	12d Identify Selectee	Hiring Manager	-		
	12e Obtain OF-306 of Selectee	Hiring Manager	-		
	12f Initiate REE Forms and Supporting Documents for use of Recruitment Incentive(s) (if applicable)	Hiring Manager	-		
	12g Obtain Area/Director/ABFO/BO approval (if applicable) and/or ONP for RL selections	Hiring Manager	-		
	12h Complete Hiring Manager Survey and Obtain Code: _____	Hiring Manager	-		
	12i Annotate certificate with status for each applicant referred and return to HRD	Hiring Manager	-		
<b>13</b>	<b>Review OF-306 and Make Tentative Job Offer</b>	HRD	+ 2 Days		
	13a Audit certificates/closeout USAStaffing	HRD			
	13b Complete e-QIP Process Sheet	HRD	-		
	* If SY and Ad Hoc is required please follow RPES guidance	HRD and Hiring Manager			
<b>14</b>	<b>Security Clearance</b>				
	14a Fingerprint Check		+ 6 Days		

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14a(i)	Obtain fingerprints	HRD	-(@ 3 /6 days)		
14a(ii)	Process fingerprints to OPM	HRD/PSS	-(@ 1 /6 days)		
14a(iii)	OPM runs check	OPM	-(@ 1 /6 days)		
14a(iv)	Receive and Review Results	HRD/PSS	-(@ 1 /6 days)		
	If SAC is required please follow PSS guidance	HRD/PSS and Hiring Manager			
<b>15</b>	<b>Issue Official Offer Letter/Acceptance</b>	HRD	+ 1 Day		
<b>16</b>	<b>Issue Supervisor Welcome Letter</b>	Hiring Manager	-		
<b>17</b>	<b>Enter on Duty</b>	Appointee	+ 14 Days		
				<b>Time Elapsed</b>	

Tasks 1 through 9a must be completed by the responsible parties before initiating the recruitment with an SF-52. Once this form (completed through task 9a) and the Recruitment SF-52 have been received, your HRD Specialist will contact you to finalize this recruitment agreement and will ensure that the dates are filled in and agreed upon. Once the dates have been filled in and agreed upon, HRD will sign and return to the Hiring Manager for their signature. The Hiring Manager must sign and e-mail or fax back to HRD for maintenance throughout the remaining recruitment process.

Both HRD and Hiring Managers should be aware of due dates where they have been assigned primary responsibility. In addition to Hiring Timeline Expectations, it is expected that HRD will continue to meet the appropriate customer service standards and timeframes. All responsible parties will be expected to ensure their availability during the portions of the recruitment process for which they have been assigned primary responsibility.

This agreement certifies the required actions, primary responsible parties, and target timelines for your recruitment. Although the responsible parties are outlined in this agreement, to ensure the best possible recruitment outcome we expect ongoing cooperation among all parties. All parties are encouraged to complete any timeline expectations as soon as possible, not just by the outlined "Due Date."

\_\_\_\_\_  
HR Specialist Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Hiring Manager Signature

\_\_\_\_\_  
Date