MWA Hiring Guidelines for Cat 1 & 4 SY (and RL) Positions

Develop Position Description

Developed by the RL (for SY), with input from NPL
Complete Recruitment Memo
Submit to Management Analyst in MWA Office
Identify Subject Matter Expert

For RL Positions, PD is developed by the CD or Area Director as appropriate.

Form Search Committee

Work w/ODEO for advertising strategy
Identify Candidates and Invite to Apply
Document how Position was Advertised
Composition:
-Chairperson Designated by CD/RL (Senior SY, RL or Lead Scientist)
-Senior SY ***and*** Junior SY
-Stakeholder
-University Representative (Co-located Sites)
-National Program Leader
-Area ODEO Representative

For RL Positions, Committee Composition:

-Chairperson designated by CD (another CD or AAD) ***or*** if RL reports to the Area Office, the Chair will be an Associate Area Director
-RL From Another Unit
-Senior SY external to the unit
-Stakeholder
-University Representative (Co-located Sites)
-National Program Leader
-Area ODEO Representative

Form Evaluation Panel

Differs from Search Committee, but some overlap
Cannot include the Subject Matter Expert
Selecting Official is the RL
Role of Panel Chair – Organize Interview Process including local arrangements
Role of Panel - Develop interview questions, identify strengths and weaknesses of each candidate
Composition:
-Panel Chair is RL, Lead SY or Senior SY
-Junior SY
-Stakeholder for the unit
-University Representative (Co-located Sites)
-Technician ***and*** AO or PSA not supervised by the SY
-Area ODEO Representative

For RL Positions
Selecting Official is the CD/AD
Evaluation Panel:
-Chairperson designated by CD (another CD or AAD) ***or*** if RL reports to the Area Office, the Chair will be an Associate Area Director
-RL From Another Unit
-Senior SY external to the unit
-AO External to the Unit
-Stakeholder
-University Representative (Co-located Sites)
-National Program Leader
-Area ODEO Representative

If more than 6 candidates, prescreen to identify those to interview:
Panel can decide process
Can screen CVs for qualifications
Can conduct phone pre-interviews
If phone interview, must develop uniform questions and ask each candidate same questions

Onsite/Virtual Interview Structure

Seminar 45 minutes presentation, 15 minutes for questions
Focus of seminar is research capabilities and propose direction
Meet with evaluation panel 1.5h
Meet with location staff, University, stakeholders
Meet with selection official

For RL, Onsite/Virtual Interview Structure
Focus of seminar is research direction (50%) and vision for the unit (50%)

Evaluation Panel provides Summary

Panel chair checks references of acceptable candidates
Summary includes strengths and weaknesses of each candidate
Memo includes details of the panel members and process used

Selecting Official makes selection

Selection memo to Area Director for Review & approval

For RL, Selection memo through Area Director to Associate Administrator of Research

Ad Hoc OSQR Review for all GS-13 and above