

**Hiring Flexibility
for Supervisors**

November 29, 2006

Objectives

- Describe the recruitment process
- Explain and abide by the Merit System Principles and Prohibited Personnel Practices
- Explain the principles of Veterans Preference
- Understand the different types of certification and how to use them

Objectives, cont.

- Understand the available Alternative Non-Competitive Hiring Authorities
- Know record keeping requirements for recruitment and selection documents

Hiring Flexibility for Supervisors: Navigating Through the Hiring Process

Exercise: Hiring Myths

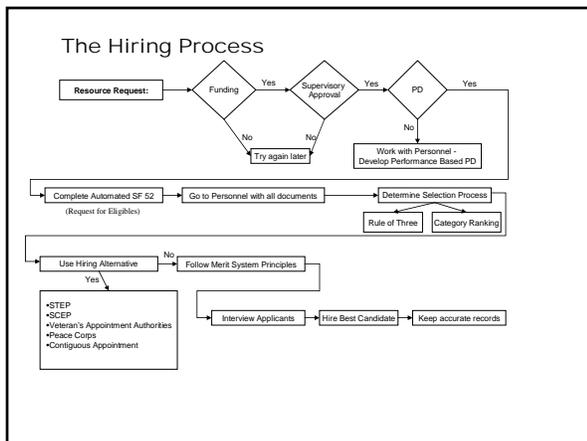
Get together in your groups and make a list of hiring "givens" or things that you believe to be true about hiring employees.

Participant
Guide
Page 4



Hiring Myths

- ? Any hiring process is long and arduous.
- ? If you are not a veteran, I can't hire you.
- ? I can't let anyone know who I would like to hire because that is "pre-selection".
- ? Diversity goals prevent me from hiring the best qualified applicant.



Hiring Flexibility for Supervisors: Navigating Through the Hiring Process

Looks Complicated?

Let's break it down...



Merit System Principles



- Title 5, U.S.C
- Moral or ethical obligation
- Good management principles

Essentially statutory guidance
.....it's the right thing to do!

Prohibited Personnel Practices

- The laws that make the Merit System Principles enforceable.
- Things a Federal employee with personnel authority may NOT do.



Hiring Flexibility for Supervisors: Navigating Through the Hiring Process

Who Enforces the Prohibited Personnel Practices?

Office of Special Counsel (OSC)



- Investigates allegations of violations and serves as a prosecutor before MSPB
- If allegations proven, OSC can seek corrective action, disciplinary action, or both

Exercise: Working a Competitive Ranked Certificate of Eligibles, Part 1



The first selection you want to make is Crabapple.

Is this a legal selection?

Participant
Guide
Page 8

Veterans Preference



- CPS 10 points** = Compensably Disabled (30%+)
- CP 10 points** = Compensably Disabled (<30%)
Service Connected
- XP 10 points** = Non-Compensably Disabled
--Purple Heart Recipient
--Spouse, widow(er), or mother of
deceased or disabled veteran
- TP 5 points** = All other preference-eligible
veterans

Hiring Flexibility for Supervisors: Navigating Through the Hiring Process

Good Resource



www.opm.gov/veterans/

Types of Certificates

- ☰ Merit Promotion
 - Best Qualified
 - Non-competitive (minimally qualified)

Types of Certificates, cont.

- ☰ All Sources – Open Competitive Examining
(DEU/OPM – All U.S. Citizens may apply)
 - Ranked – Rule of 3
 - Category Ranking

Hiring Flexibility for Supervisors: Navigating Through the Hiring Process

Ranked – Rule of 3

- Consider 1st 3 eligibles in score order
- Veterans preference applies
- Cannot pass over preference eligible to select non-preference eligible
- Elimination of eligibles
 - Declination/failure to reply
 - Serving in same position
 - Suitability (must work with HR)
 - 3 considerations

Category Rating

- 2 or more quality categories
- Rankings determined solely by quality/experience
- Veterans listed at top of each category
 - CP/CPS vets at top of highest category
- Select candidates from highest category

Exercise: A Brief Review



Participant
Guide
Page 11

Hiring Flexibility for Supervisors: Navigating Through the Hiring Process

Review #1

This veteran has a disability rating of 30% and appears on your certificate with a code of _____.

Review #1

This veteran has a disability rating of 30% and appears on your certificate with a code of _____.

CPS

Review #2

The veteran with a Purple Heart is an XP veteran and has _____ points added to his/her score.

Hiring Flexibility for Supervisors: Navigating Through the Hiring Process

Review #2

The veteran with a Purple Heart is an XP veteran and has _____ points added to his/her score.

10

Review #3

You would receive what type of certificate for a permanent vacancy open to all U.S. citizens?

Review #3

You would receive what type of certificate for a permanent vacancy open to all U.S. citizens?

B. Ranked (Rule of 3)

Exercise: Working a Certificate, Part 2

Participant
Guide
Page 11

Follow along while we use "Elmo"



**Alternative
Non-Competitive
Hiring Authorities**



**STUDENT EMPLOYMENT
PROGRAMS**

☞ Student Temporary
Employment Program
(STEP)

☞ Student Career
Experience Program
(SCEP)



Hiring Flexibility for Supervisors: Navigating Through the Hiring Process

Student Temporary Employment Program - STEP



Eligibility

- Enrolled at least half-time in an accredited school
- Degree-/Diploma-/Certificate-seeking student

Student Temporary Employment Program - STEP



Criteria

- Job not necessarily related to educational program
- Must meet qualification standards for position
 - Look at reducing grade
- Eligible for non-competitive promotion

Student Career Experience Program – SCEP



Eligibility

- same as the STEP Program

Hiring Flexibility for Supervisors: Navigating Through the Hiring Process

Student Career Experience Program – SCEP



Criteria

- Job must be related to educational studies
- Requires formal agreement with school
- May be converted to career-conditional Federal Agency appointment within 120 days of graduation if 640 hours of career-related work has been completed
 - Conversion eligibility is with any Federal agency

Veterans Appointing Authorities



VRA (Veterans Recruitment Appointment)

- ⚠ Must meet minimum qualifications
- ⚠ Training program required
- ⚠ Non-competitive
- ⚠ Eligible vets (active duty)
- ⚠ Fill up to GS-11 and equivalent in the Federal Wage System

Hiring Flexibility for Supervisors: Navigating Through the Hiring Process

30% or more Disability

- ⚠ Eligible vets – retired with disability rating of 30% or more
- ⚠ Must meet minimum qualifications
- ⚠ No grade level limitation

VEOA (Veterans Employment Opportunity Act) (For permanent appointments; not used for seasonal)

- ⚠ Allows eligible vets to apply for merit promotion vacancies (outside DOI)
- ⚠ Eligibility = preference entitlement
OR
3 years of continuous active honorable service

Peace Corps Volunteers 5 CFR 315.605 (CCA) 5 CFR 316.402 (Temp)

- ⚠ Satisfactorily completed service of at least 1 year.
- ⚠ Permanent or seasonal appointment to GS positions only
- ⚠ Must meet OPM minimum qualifications.
- ⚠ Eligible for 1 year after completion of service (possible extensions).

Hiring Flexibility for Supervisors: Navigating Through the Hiring Process

Peace Corps Employees 5 CFR 315.607 (CCA) 5 CFR 316.402 (Temp)

- Permanent or seasonal
- Applies to present and former employees.
- Service requirement – 3 continuous years.
- Must meet OPM minimum qualifications.
- Eligible for 3 years after separation.

Severely Physically Handicapped 5 CFR 213.3102(u)

- Temporary appointment to demonstrate ability to perform duties satisfactorily
- OR**
- Certification by State Voc Rehab or VA as likely to succeed in performance of duties
 - May convert to competitive status after 2 years

Contiguous Appointing Authority (Schedule A)

- Selectee must maintain permanent and exclusive residence within or contiguous to a field activity, and be dependent for livelihood primarily upon employment within that field activity.
- Only for technical, maintenance, or clerical positions at or below GS-7 or WG-10.
- MUST** work with your SPO and receive authorization to use.

Hiring Flexibility for Supervisors: Navigating Through the Hiring Process

Remote/Isolated Authority (Schedule A)

- ☞ Defined as “outside the local commuting area of a population center”
- ☞ Any position – any grade
- ☞ Limited to temporary appointment NTE 1040 hours

Miscellaneous Hiring Incentives

OPM’s “Federal Hiring Flexibilities Resource Center”:



[www.opm.gov/
Strategic_Management_of_Human_
Capital/fhfr/default.asp](http://www.opm.gov/Strategic_Management_of_Human_Capital/fhfr/default.asp)

Record Keeping



- ☞ CFR regulations – safeguard your cert and the information contained within.
- ☞ Interview notes – maintain for a reasonable period of time.
- ☞ Specific documentation – maintain for a reasonable period of time; copy to HR
- ☞ Declinations, questions, problems, etc.

Hiring Flexibility for Supervisors: Navigating Through the Hiring Process

Hiring Myths Revisited



- ☺ Any hiring process is long and arduous.
- ☺ If you are not a veteran, I can't hire you.
- ☺ I can't let anyone know who I would like to hire because that is "pre-selection".
- ☺ Diversity goals prevent me from hiring the best qualified applicant.

To Receive Credit for This Course

- Take the on-line evaluation at
 - www.nps.gov/training/tel
 - Click on the DOI Learn tab
 - Go to the link under Class Evaluations for *Hiring Flexibility for Supervisors*

To Receive Credit for This Course

- Please complete the evaluation within 2 weeks of the course, by December 13



for participating in today's course!
