

## Hiring Flexibility for Supervisors

February 27, 2007

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

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### 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.

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# Hiring Flexibility for Supervisors: Navigating Through the Hiring Process

## TELNPS Course

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### 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.

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### Looks Complicated?

Let's break it down...



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### 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!

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### Prohibited Personnel Practices

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



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### 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

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



The first selection you want to make is Crabapple.

*Is this a legal selection?*

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# Hiring Flexibility for Supervisors: Navigating Through the Hiring Process

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### 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

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### Good Resource



[www.opm.gov/veterans/](http://www.opm.gov/veterans/)

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### Types of Certificates

- ☰ Merit Promotion
  - Best Qualified
  - Non-competitive (minimally qualified)
- ☰ All Sources – Open Competitive Examining (DEU/OPM – All U.S. Citizens may apply)
  - Ranked – Rule of 3
  - Category Rating

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### Ranked – Rule of 3

- Consider 1<sup>st</sup> 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

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### 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

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### Exercise: A Brief Review



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### Review #1

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

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### Review #2

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

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### Review #3

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

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**Exercise: Working a Certificate, Part 2**

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Use the Cert on Page 8

Follow along while we use "Elmo"



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**Alternative  
Non-Competitive  
Hiring Authorities**



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**STUDENT EMPLOYMENT  
PROGRAMS**

☞ Student Temporary  
Employment Program  
(STEP)

☞ Student Career  
Experience Program  
(SCEP)



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# Hiring Flexibility for Supervisors: Navigating Through the Hiring Process

## TELNPS Course

### Student Temporary Employment Program - STEP



#### Eligibility

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

#### Criteria

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

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### Student Career Experience Program – SCEP



#### Eligibility

- same as the STEP Program

#### Criteria

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

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### Veterans Appointing Authorities



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# Hiring Flexibility for Supervisors: Navigating Through the Hiring Process

## TELNPS Course

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### 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

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### 30% or more Disability

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

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### 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

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### 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).

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### 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.

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### 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

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### 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.

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### 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

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### Additional Hiring Resources

OPM’s “Federal Hiring Flexibilities Resource Center”:



[www.opm.gov/  
Strategic\\_Management\\_of\\_Human\\_Capital/fhfrc/default.asp](http://www.opm.gov/Strategic_Management_of_Human_Capital/fhfrc/default.asp)

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### Exercise: Review of Alternative Non-Competitive Hiring Authorities



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### Review #1

Employee is on summer break from school, and holds a position related to her educational field of study.

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### Review #2

Native American temporary employee hired non-competitively whose home is located next to the park boundary.

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### Review #3

Veteran (CPS) originally hired non-competitively for a temporary position; later converted non-competitively to permanent.

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### 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.

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### 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.

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# Hiring Flexibility for Supervisors: Navigating Through the Hiring Process TELNPS Course

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## To Receive Credit for This Course

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

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## To Receive Credit for This Course

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



for participating in today's course!

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