

## BASIC STEP-BY-STEP PROCEDURES FOR AHP\*

STEP	ACTION	BRIEF DESCRIPTION	PERSON/ORGANIZATION RESPONSIBLE
<b>PRE-RECRUITMENT</b>			
1	Conduct pre-recruitment consultation	Ongoing meetings held to discuss current and future position classification and recruitment needs.  Ad hoc meetings are held to address specific recruitment actions. <a href="#">Hiring flexibilities</a> , required paperwork, use of standard templates and position descriptions, timelines, use of subject matter experts, opening period for job opportunity announcements, etc. are discussed to expedite the hiring process.	Human Resources and Hiring Official
<b>RECRUITMENT</b>			
2	Submit Pre-recruitment Consultation Worksheet and recruitment package	Recruitment package consists of: Electronic Personnel Requisition Request, Pre-Recruitment Consultation Worksheet, Job Analysis Matrix and Position Description.	Hiring Official
3	Initiate recruitment action/job requisition in Capital HR		Hiring Official
4	Complete Hiring Timeline and Agreement	Identifies and calculates target dates for each phase of the recruitment process. Tracks each phase of the process.	Human Resources
5	Update HREPS (Human Resources Enterprise Personnel System)		Human Resources
6	Clear priority placement listings	Priority Placement Program (PPP); Priority Consideration Program (PCP); Reemployment Priority List (RPL)	Human Resources
7	Prepare Job Opportunity Announcement (JOA)	The hiring official may review the JOA prior to posting.	Human Resources
8	Post JOA & Rate/Rank Applicants		Human Resources Subject Matter Experts
9	Forward <i>Certificate of Eligibles</i> to hiring official**	The Certificate of Eligibles is valid for 30 calendar days.	Human Resources
10	Conduct interviews ( <i>optional</i> )	Hiring officials are encouraged to establish dates with interview/rating panels in advance to ensure <i>selections</i> are made within the allotted 30-calendar day period.	Hiring Official
11	Make selection (or non-selection)** and forward signed certificate to servicing human resources consultant	Print hard copy of the <i>Certificate of Eligibles</i> and annotate accordingly.	Hiring Official
12	Complete <a href="#">Management Satisfaction Survey</a>	<a href="http://study.opm.gov/mss">http://study.opm.gov/mss</a>	Hiring Official
13	Confirm selection and make the official job offer		Human Resources
14	Confirm start date with hiring official		Human Resources

\*This chart represents a typical recruitment action. Recruitment alternatives are available and are discussed between the human resources consultant and hiring official during pre-recruitment consultation.

\*\*The hiring official must provide a written justification to the servicing human resources specialist when a selection is not made from a Certificate of Eligibles.