

Standardized Job Analysis and Recruitment Checklist

BEFORE a recruitment can begin, a fully classified Position Description (PD) must be in place (including career ladder PDs). See [Position Management and Position Classification Handbook](#) and [Position Management FAQs](#) for more information

Has the PD been classified within the last 5 years?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
HR Specialist: _____ Hiring Manager: _____		DEU Specialist: _____	
Please list any Subject Matter Expert (SME)s that have been identified to support this job analysis and/or recruitment. A SME is someone with bona fide expert knowledge about the requirements to perform in the positions that can participate in the develop of assessment or the ranking of candidates. SMEs can be involved in multiple steps in the hiring process as long as they are not the sole determinate or the hiring official (DOI Merit Promotion & Staffing Policy).			
SMEs identified?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
SME Name(s)		SME(s) contact Info	
Title/Series/Grade(s): _____		FPL: _____	
Position Description Number(s): _____			
Advertise at all grades? <input type="checkbox"/> Yes <input type="checkbox"/> No		Describe:	
Number of vacancies:	Is this an Infrastructure Act/BIL funded position? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Budget approval?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Has this position been advertised? <input type="checkbox"/> Yes <input type="checkbox"/> No		Vice/Ann.#	
Duty Station(s):			
Type of Appt:	<input type="checkbox"/> Permanent <input type="checkbox"/> Term NTE: _____ <input type="checkbox"/> Temporary NTE: _____	<input type="checkbox"/> Pathways Intern: Indefinite <input type="checkbox"/> Pathways Intern: NTE: _____ <input type="checkbox"/> Pathways Recent Graduate <input type="checkbox"/> Excepted Service (Attorney, NIGC, ACHP)	
Justification for Temp/Term Appointment, if applicable			
Work Schedule:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part-Time _____ Hours weekly <input type="checkbox"/> Intermittent		

Conditions of Employment			
Weekend work required?	<input type="checkbox"/> Yes <input type="checkbox"/> No		License/Certifications? <input type="checkbox"/> Yes <input type="checkbox"/> No
Driver's license required?	<input type="checkbox"/> Yes <input type="checkbox"/> No		Selective Placement Factor (SPF)? <input type="checkbox"/> Yes <input type="checkbox"/> No
Pre-employment physical required?	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> *SPFs are requirements that cannot be learned in a sufficient amount of time (3 months on the job) (example, language requirement)
Subject to medical standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No		If you answered yes to the above questions, provide justification below:
Will overnight travel be required?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Recruitment Methods			
<input type="checkbox"/> Merit Promotion:	Open to current or former Federal employees with competitive status; individuals eligible for noncompetitive special appointing authorities; veterans eligible under the Veterans Employment Opportunity Act (VEOA) or Veterans Recruitment Authority (VRA), if applicable. Veterans' preference does not apply in merit promotion. Eligible candidates compete under the Merit Promotion Plan Procedures. Select area of consideration:		
	<input type="checkbox"/> Bureau wide	<input type="checkbox"/> DOI-Wide	<input type="checkbox"/> Government Wide (<i>Can be advertised with Competitive Examining</i>)
<input type="checkbox"/> ICTAP/CTAP:	To satisfy requirement to clear displaced Federal employees when making a non-competitive selection		
<input type="checkbox"/> Competitive Examining:	Open to all U.S. Citizens; category rating is used; and veterans preference applies.		
<input type="checkbox"/> Excepted Service: (Attorney, Pathways, ACHP, NIGC, etc.)	Open to all candidates that meet specific program requirements. Enables agencies to hire when it is not feasible or practical to use traditional competitive hiring procedures.		
<input type="checkbox"/> Direct Hire Authority	Open to all U.S. Citizens utilizing one of OPM's Direct Hire Authorities for covered series and grade. Veteran's preference does not apply and applicants are not rated and ranked. All qualified applicants are referred.		
<input type="checkbox"/> Pathways:	Intern NTE appointments DO NOT have career ladders; therefore, can only be advertised at a single grade level and for short term projects. <input type="checkbox"/> Intern: <u>Current</u> students enrolled at least part-time in a qualifying educational program. <input type="checkbox"/> Recent Graduate: Graduates <u>within the last two years</u> from a qualifying educational program.		
Open Period- Number of workdays (min. of 5 business days): _____ OR Application limit: _____			

Assessment Practices

If advertising a competitive service position, please select an assessment that may be used in lieu of or in conjunction with the self-assessment occupational questionnaire. Assessment questions are not required for direct hire announcements, wage grade positions, or positions in the excepted service.

For additional information regarding each of the below assessment options, refer to the DOI [Assessment site](#) and [Assessment Guide](#).

- ☐ **USA Hire:** An OPM-developed suite of assessment tools that are mapped to over 100+ occupational series at multiple grade levels and is automated through USA Staffing.
- ☐ **Writing Assessment:** Writing evaluations are used to assess an applicant's writing abilities and require applicants to perform the types of tasks performed on the job. They are useful when writing is a critical aspect of the position (as supported by being a critical competency in the Job Analysis). They are rated by SME(s) who use a pre-established rating schedule to score applicant's response along with their application package prior to issuing a certificate of eligibles to the hiring manager. All candidates must receive the same question or prompt and have the same amount of time to respond (Ref, pg. 19 DOI Assessment Practices Guide)
- ☐ **Structured Resume Review:** Conducted by SME(s) who use a pre-established rating schedule to score applicant's resumes for job related knowledge, skills, abilities, and competencies prior to issuing a certificate of eligibles to the hiring manager (Ref pg. 21 DOI Assessment Practices Guide)
- ☐ **Questionnaire that measure applicant's technical expertise:** HR in collaboration with in-depth input from SMEs can develop questionnaires to assess applicants' knowledge about their field. These questionnaires are not tests, they are designed to measure components of applicants knowledge that will be required to display on the job. They cannot be used to screen-out candidates (Ref pg. 21 DOI Assessment Practices Guide).
- ☐ **Structured Interview:** Conducted by SME(s) who use standardized questioning and pre-established rating schedule/rubric to score applicants' responses to job related knowledge, skill, abilities, and competencies prior to issuing a certificate of eligibles to the hiring manager. Developing and administering a structured interview involves working with SMEs to develop competency-based questions and acceptable response options, scheduling the interviews, and conducting each interview and rating each candidate's responses. (Ref pg. 22 of the DOI Assessment Practices Guide or OPM Structured Interview Guide)
- ☐ **Occupational Questionnaire:** Self-report tool to assess the technical skills of experienced professionals. They cannot be the only assessment used when filling permanent GS positions in the competitive service per EO 13932 (Ref pg. 23 DOI Assessment Practices Guide).
- ☐ **Narrative Responses:** Short essay style responses that applicants write in response to a request for a demonstration of competencies or knowledge, skills, and abilities related to the job and rated by SME(s) who use a pre-established rating schedule to score applicants' response along with their application package prior to issuing a certificate of eligibles to the hiring manager. All candidates must receive the same question or prompt and have the same amount of time to respond. (Ref pg. 17 of the DOI Assessment practices guide)
- ☐ **Accomplishment Record:** is a narrative submission by applicants that includes information about their previous work experiences.

☐ **Other:**

*All options besides USA HIRE require input from HMs and SMEs in the development of the questions and/or evaluation rubrics.

Has the rating rubric been developed?

☐ Yes

☐ No

Condensed Job Analysis						
Instructions						
Identify the source of the information (PD, SME, Classification standard, existing job analysis, occupational studies, etc)	List the major duties (5-8) for the position. The duties should be short & described at the full performance level	(OPTIONAL) Rate the duties with the following scale: 1= needed for the first day 2= Must be acquired within the first 3 months 3= Must be acquired with the first 4-6 months 4= Must be acquired after the first 6 months	Identify (3-5) competencies from the existing Job Analysis or the DOI Competency dictionary that are required in to perform the duties of the position <i>List General Competencies</i>	Provide (8-10) task statements for the position. Task statements should be written in the present test, focus on the result of the work, begin with one action verb, imply the presence of the worker but do not state it outright, and written in complete sentences. <i>e.g. Convert foreign language material into a readable and understandable format to facilitate further analysis and dissemination</i>	Rate the importance of each task statement 1 = Not Important 2= Somewhat Important 3= Important 4= Very Important 5= Extremely Important	Rate the frequency of each task statement 0 = Not Performed 1= Annually 2= Bi-Annually 3= Quarterly 4= Monthly 5= Weekly 6= Daily 7= Hourly
Source	Duties	Need at Entry Scale	Competencies	Task	Importance	Frequency

☐ Above information not needed, referenced full job analysis from DOI and/or OPM

Specialized Experience

Provide (3-5) required experiences candidates must have on the first day. These items will be task based and will be used as screen-outs; therefore, applicants **must meet all** of the requirements to be considered for the position:

Selective Placement Factor (SPF)

Note to SME/Selecting Official: A Selective Factor becomes part of the minimum requirements for a position, and applicants who do not meet the SPF are ineligible for further consideration. A SPF can be used for positions at any grade level where its use would be appropriate. SPFs cannot:

1. Be so narrow that they preclude from consideration applicants who could perform the duties of the position.
2. Require competencies/KSAs that could be learned readily during the normal period of orientation to the position.
3. Be so specific as to exclude from consideration applicants without prior Federal experience.
4. Be so restrictive that they run counter to the goal of placing applicants from priority placement lists established to assist in the placement of employees affected by reductions in force.

_____ Not Applicable

_____ Applicable (If applicable, complete the spaces below):

- ☐ SPF (Specify what the SPF is): _____
- ☐ Justification for SPF: _____
- ☐ Confirmation SPF is supported by PD: Yes _____ No _____

Other Information		
Relocation expenses (PCS) authorized?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Relocation and/or recruitment incentive offered?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Telework Eligible?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Telework Description (Select one): <input type="checkbox"/> Duties of this position are suitable for telework and the selectee may be allowed to telework with supervisor approval. <input type="checkbox"/> Duties of this position are suitable for telework only during an emergence or natural disaster. <input type="checkbox"/> Telework is required for this position and thus a condition of employment. The selectee is expected to telework____days a week. Selectees must be eligible to telework under the 2010 Telework act.		Additional notes not elsewhere on the form:

Supporting Documents
<input type="checkbox"/> Recruitment Checklist <input type="checkbox"/> Classified Position Descriptions through the full performance level. <i>Note: must have all supporting documents (FLSA, Cybersecurity, Position Designation, Financial Disclosure, etc.)</i> <input type="checkbox"/> Relocation Expense Worksheet <input type="checkbox"/> Assessment Questions (If applicable) <input type="checkbox"/> Interview questions (if applicable) <input type="checkbox"/> Assessment criteria/Rubric (from interview/resume review etc.) if applicable) <input type="checkbox"/> SME panel names (if applicable)

References:

[Standard Form 39 \(opm.gov\)](https://www.opm.gov/policy-data-oversight/forms/39/)

<https://www.ecfr.gov/current/title-29/subtitle-B/chapter-XIV/part-1607/subject-group-ECFRdb347e844acdea6>