

U.S. DEPARTMENT OF THE INTERIOR WILDLAND FIRE MANAGEMENT STRATEGIC RECRUITING PLAN WORKSHEET

Worksheet is based on Partnership for Public Service Strategic Recruitment Plan Template, dated June 2021. For information about these steps, please visit:
[Partnership for Public Service Strategic Recruitment Plan Template \(External Link\)](#)

Bureau/Program Office

Region/State

STEP 1: PLAN

	HIRING MILESTONES				WORKFORCE MILESTONES		
	FY2023-Q2	FY2023-Q3	FY2023-Q4	FY2024-Q1			
ACTION #1.1 - Define the Strategic Goals	Target Number of Hires						
	Actual Number Of Hires						
	Targeted Cumulative Number of Hires						
	Actual Cumulative Number of Hires						
	Conversions from temporary-seasonal to permanent						
ACTION #1.2 - Develop and Finalize the Recruitment Budget	ACTIVITY				BUDGET		
	Sourcing				\$		
	Recruiting Events				\$		
	Department/Bureau Branding				\$		
	Technology				\$		
	Incentives				\$		
	Total Budget				\$		0.00

ACTION #1.3 - Identify Government-Wide and DOI-Specific Hiring Authorities DOI Hiring Authorities at a Glance	HIRING AUTHORITIES	

ACTION #1.4 - Identify Eligible Incentives for Use in Critical/Hard to Fill Positions Departmental Policy on Recruitment, Relocation & Retention Incentives	INCENTIVES	

STEP 2: SOURCE

ACTION #2.1 - Identify talent sources based on desired knowledge, skills and abilities	TALENT SOURCES	

ACTION #2.2 - Select the right sourcing technique <i>(May Include: DOI Outreach Hub, In-person/Virtual Events, OPM-Agency Talent Portal, Social Media, and Referrals).</i>	SOURCING TECHNIQUES	

ACTION #2.3 - Continuously monitor sourcing channel effectiveness	PROGRESS MONITORING					Notes:
	KEY STRATEGIC METRIC	FY2023-Q2	FY2023-Q3	FY2023-Q4	FY2024-Q1	

STEP 3: ATTRACT

ACTION #3.1 - Generate calendar of recruitment events	TOP RECRUITMENT EVENTS		ESTIMATED FISCAL YEAR QTR	