NOAA’s 80-Calendar Day Hiring Model

1. Validate the need/initiate the RADS SF-52 RPA.

2. Prepare recruitment package.*

Submit the recruitment package to the LO/SO POC.

3. Submit recruitment package to WFMO Intake Coordinator.

Review package & assign it to HR Specialist or send it back to LO/SO POC for further work.

When assigned, package is clocked and input into RADS.

4. Establish case file, draft JOA using templates from HR Bulletin #126.

Review & approve JOA.

Notify LO/SO POC within 48 hours

5. Post JOA to USAJobs.


- - - - = sub-step
____ = step

* Recruitment package contents:
RADS SF-52 RPA, waiver to fill the vacancy (if applicable), Job Analysis, Duty Statement, Specialized Experience (if needed), PD, Performance Plan, cover sheets, draft Occupational Questionnaire, name of SME (if using).

JOA = Job Opportunity Announcement
LO/SO POC = Line/Staff Office Point of Contact
PD = Position Description
RPA = Request for Personnel Action
SME = Subject Matter Expert

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NOAA’s 80-Calendar Day Hiring Model, cont’d

7. Close JOA.  1 DAY (Day 23)

8. Review for eligibility & minimum qualifications. Rate and rank applicants with assistance from SME, if needed.  10 DAYS (Day 24–33)

9. Issue certificate of eligibles to the Hiring Manager. Notify applicants of status.  1 DAY (Day 34)

10. Review applications, schedule & conduct interviews, conduct reference checks, make selection and salary determination.  14 DAYS (Day 25–38)

11. Email tentative offer letter, including instructions for security; copy Hiring Manager. Notify your HR Specialist of selection.  2 DAYS (Day 39–40)


13. Official offer and acceptance. Notify non-selectees.  2 DAYS (Day 53–54)

14. Coordinate EOD with selectee.  14 DAYS (Day 53–66)

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- **Hiring Manager**
- **HR Specialist**
- **Subject Matter Expert (SME)**

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*e-QIP* = Electronic Questionnaires for Investigations Processing

**EOD** = Entry on Duty

If EOD is more than 14 days out, establish an exception in tracking system.

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