NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
WORKFORCE MANAGEMENT OFFICE (WFMO)

HUMAN RESOURCES (HR) GUIDANCE BULLETIN #FY13-004

SUBJECT: Limiting the Number of Applications Initially Considered and Referred to the Hiring Official

EFFECTIVE DATE: Upon release of this HR Guidance Bulletin

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: N/A

BACKGROUND: When an agency determines that a Job Opportunity Announcement (JOA) will likely yield a large number of qualified applicants the Office of Personnel Management (OPM) allows agencies to limit the number of applicants initially considered and referred to the Hiring Official. In an effort to ensure equitable treatment of all applicants, agencies must establish a written policy and when used, the JOA must clearly convey the restriction to applicants.

PURPOSE: The purpose of this HR Guidance Bulletin is to provide detailed and precise instructions on how to limit the number of applications that will be initially considered and referred to the Hiring Official when it is determined that the JOA will likely yield a large number of qualified applicants.

Responsibilities

Advisory Services:

During the strategic recruitment consultation meeting, the Advisory Services Division (ASD) Human Resources (HR) Specialist will discuss the option of limiting the number of applications initially considered and referred with the Hiring Official or their designee.

This recruitment strategy should only be used when both the Hiring Official and the ASD HR Specialist have reached an agreement that the JOA will likely yield a large number of qualified applicants. (e.g.: Management Analyst, Program Analyst, Budget Analyst, HR Specialist, etc.)
Should the Hiring Official or their designee decide to limit the number of applications initially considered and referred to the Hiring Official, the Recruitment Consultation Worksheet, Part F will be documented annotating such. The Recruitment Consultation Worksheet must also be signed and dated by both the Hiring Official or their designee and the ASD HR Specialist.

**Staffing Division**

Upon assignment of an impending recruitment action via the Recruitment Analysis Data System (RADS), the HR Specialist will review the approved Recruitment Consultation Worksheet in conjunction with the associated recruitment documents to ascertain any specific recruitment instructions.

Provided Part F of the Recruitment Consultation Worksheet indicates that the Hiring Official wishes to limit the number of applications initially considered and referred to the Hiring Official, the JOA will include the following statement:

"**The first 50 applicants who apply will be considered first. Thereafter, applicants will be referred on an as needed basis in groups of 5 based on the date that they apply to the JOA.**"

**Documenting Receipt of the first 50 Applicants**

Upon an applicant submitting their application via USAJOBS to an open JOA, the Hiring Management system electronically tracks the date and time of receipt.

To ensure equal treatment to all applicants, should additional applications be received by 11:59 PM EST the same day that the 50th application, those applications will also be considered.

**Referring Initial Set of Applicants**

Upon the HR Specialist completing the qualification analysis review of the first 50 applications and any additional applications received by 11:59 PM EST the same day that the 50th application is received, if applicable, those deemed to have met the pre-defining qualification as indicated in the JOA will be referred to the Hiring Official.

Upon receipt of the selection certificate, the Hiring Official should proceed with the selection process.

**Requesting Additional Names**

Provided the Hiring Official wishes to have additional names certified, the Hiring Official must exhaust the use of the existing selection certificate prior to requesting additional names. (e.g.: interview candidates, etc.)
The Hiring Official must provide written documentation of their attempt(s) to make a selection from the existing certificate and indicate “Non-Selection” of existing candidates and return the selecting certificate to the HR Specialist.

Should the selection certificate contain eligible candidates that have veterans’ preference, all applicable rules that apply to the non-selection of preference eligible candidates will apply.

Upon receipt the HR Specialist will review the written documentation and forward to the respective Staffing Division Director for approval.

The Staffing Division Director will determine if the written documentation satisfies regulatory compliance requirements and provide a written response to the Hiring Official.

All written correspondence must be retained in the case file to allow for reconstruction of the recruitment action.

Should the Staffing Division Director determine that additional names will be certified to the Hiring Official, the HR Specialist will:

- Generate a new staging area in the Hiring Management system
- Complete the qualification analysis review of the next set of applications based on the date of receipt. Applications will be referred in sets of five (5) for every vacant position being filled.

REFERENCES: Title 5, CFR, Part 335; 5 CFR 337.303

FOR ADDITIONAL INFORMATION: Contact the Policy, Oversight and Accountability Division, (301) 713-6302.