SES RECRUITMENT CHECKLIST
Information Required When Recruiting for Established SES Positions

☐ Position Title and LO/CO -

☐ Recruitment contract signed and strategy conversation completed.

☐ SF-52 signed by Assistant Administrator or Corporate Office Director.

☐ CD-516 signed by first and second level supervisors in Part A (position description only).

☐ CD-79, position sensitivity designation and NOAA Form 65-8 completed. NOTE: The minimum designation for SES positions is critical sensitive with access to secret information.

☐ Electronic and hard copy of the PD including any revisions and/or updates. Review PD thoroughly to ensure its content is current.

Are there revisions to the duties? ☐ Yes ☐ No

Are there revisions to the PTQs? ☐ Yes ☐ No

Position Designation: ☐ Career Reserved ☐ General

☐ Identify specific duties to be included in the vacancy announcement.

☐ Announcement open _____ calendar days (Minimum 30 days).

Are Relocation expenses authorized? ☐ Yes ☐ No NOTE: Area of Consideration for all SES positions is “All Qualified Applicants.”

☐ Provide recruitment strategy and identify specifically any publications in which you would like to advertise the position.

Payment mechanism for advertisement. ☐ Credit card ☐ Purchase order ☐ No paid advertisement

NOTE: The average price range is between $15K and $30K.

☐ Electronic and hard copy of the rating and evaluation plan (crediting plan). Fill in the blanks or update the NOAA standardized plan.
  • Add/update the appropriate position and organization titles
  • Insert/update the PTQs
  • Define/Review what would be considered “Well Qualified” for each of the PTQs
  • NOTE: Do not alter any other sections of the crediting plan.

☐ Copy of the LO/CO organization chart.

☐ List of recommended rating panel members and alternates including name, title and organization.

☐ List of recommended interview panel members and alternates including name, title and organization.

☐ When recruiting for a position which is not yet vacant, the current incumbent must provide a memorandum or e-mail giving formal notification of intent and a proposed date of retirement/resignation. Is this position currently vacant? ☐ Yes ☐ No