

NOAA SES Recruitment Timeline for Established Positions

Position Title:

Organization:

Vacancy Announcement: NOAA#-06- -NJH

Lead	Activity	Timeframe (Work Days)	Due Date	Actuals
LO/CO	<p>Date position vacated.</p> <p>Strategic conversation with AA/CO Director and SES liaison in consultation with WFMO to discuss the accuracy of the position description and facilitate a common understanding of the purpose of the hiring action.</p> <ul style="list-style-type: none"> • What is on that resume that makes them a highly qualified candidate? • What key knowledge, skills and abilities MUST they possess? • Do the candidates qualifications meet the requirements you are looking for? • Before posting a vacancy announcement, where should we go to find your highly qualified candidate? • In what sector are they currently employed - Academia, Private, Public, etc.? • How do we attract them to your position? • Is there a highly qualified SES available to reassign into the job ? <p>Review recruitment timeline and checklist.</p> <p>Date complete recruitment package received in WFMO.</p>	10 Days		
WFMO	Review package, prepare vacancy announcement (VA), coordinate paid advertising, obtain DUS approval for recruitment package, seek approval for rating and interview panel members. Forward to OHRM for approval.	5 Days		
OHRM	Approval to proceed with recruitment	2 Days		
WFMO	Open vacancy announcement (minimum 30 days) Open _____. Closed_____.	1 Day		
LO/CO	During the announcement period, LO/CO coordinates/sets up rating and interview panels including advising panel members of their roles and responsibilities.			
WFMO	Review applications of minimum qualifications and send to rating panel members for preliminary review.	5 Days		
LO WFMO	<p>Rating panel convenes, as set up by LO. Conducted by WFMO. Members conduct independent application review and convene to rate and determine/certify the Best Qualified (BQ) candidates.</p> <ul style="list-style-type: none"> • Panel documentation distributed 	5 Days		

WFMO	Prepare BQ certificate for recommending official, obtain OERB and Appointing Authority clearance/approval, and provide sample/template selection recommendation memo.	3 Days		
LO/CO	Recommending official conducts interviews and submits a tentative selection recommendation package with the pay justification by the 15 th day through WFMO to Appointing Authority.	15 Days		
WFMO	Secure Appointing Authority approval.	3 Days		
WFMO	Prepare case for Department approval – includes, tentative offer, ECQ revisions, pay setting, and security pre-appointment waiver documents (via e-QIP) for candidate.	10 Days		
LO/CO	After WFMO makes the tentative offer, the LO/CO follows up to ensure the tentative selectee's cooperation in the process.			
SECURITY	Security clearance and pre-appointment waiver as required by DOC Office of Security	5 Days (Submitted to DOC OHRM)		
WFMO	Obtain OERB and Appointing Authority approval of tentative selection.	3 Days		
OHRM	Review selection package and recommend to ASA/CFO for approval.	5 days		
OPM	Qualifications Review Board approval	10 Days		
	Total Recruitment Time (NOAA Part)	72 Days (50 Days)		
	OPM Model (NOAA Part) NOTE: OPM's SES Hiring Cycle Model starts when the VA closes.	64 Days (44 Days)		

Assistant Administrator/Corporate Office Director
Line/Corporate Office

Executive Resources Program Manager