

ATTACHMENT 1

OUTREACH RECRUITMENT PLAN AND TECHNIQUES

(Forward completed Part I with your recruitment request to your servicing personnel office. Parts II and III will be forwarded with the merit promotion certificate after the selection is made. Respond to each item, identifying specific actions taken to formalize the plan. Personnel management specialists and human resources staff are available to assist on any of the following components of the plan.)

PART I (BEFORE ADVERTISING THE POSITION)

Was the position description reviewed to determine if duties and responsibilities are still current/accurate (e.g., identification of any changes in program/position, organizational/supervisory chain, accessibility of worksite for persons with disabilities, etc.)?

Has the feasibility of recruiting at multiple grade levels been considered in order to attract a wider applicant pool (e.g., greater opportunities for career development, incentive for retention, grooming of staff for performance tailored to long-term Service goals and objectives, etc.)?

Have the knowledges, skills and abilities needed to perform the position been assessed to determine if the position could be advertised as an inter-disciplinary position (i.e., involvement of both personnel staffing specialist and position classification specialist to determine the options available to management after identification of essential elements of the position has been done)?

Has the Area of Consideration (Servicewide, Departmentwide, Governmentwide, All Sources) been considered that would most likely produce a sufficient number of culturally diverse, qualified applicants?

(See 223 FW 6, Section 6.10, entitled **Areas of Consideration.**, within the Service Merit Staffing Program for more specific information).

Has a description of duties and quality ranking factors been included on vacancy announcement? (See 223 FW 6, Section 6.12, entitled **Evaluating Candidates.**, within the Service Merit Staffing Program).

Have crediting plan requirements to evaluate applications been determined? Work with servicing personnel office (See 223 FW 6, Section 6.12, entitled **Evaluating Candidates.**, within the Service Merit Staffing Program).

Have available recruitment sources been explored based on above factors to target specific professional/scientific, academic, other Federal, state and local government, women/minority/disability consortiums for recruitment?

Have potential advertising sources (professional/minority/ethnic publications, Federal Job Opportunity List, Federal Career Opportunities, local newspapers) been considered for optimal recruiting effort?

PART II (WHILE POSITION IS ADVERTISED)

Has the position vacancy been discussed with Service contacts and external counterparts (e.g., other personnel offices, equal employment offices, etc.)?

Has the vacancy announcement been sent to all appropriate sources (See resources in Attachment 3)?

Has announcement/distribution of vacancy been coordinated to be advertised at all appropriate job fairs, conferences and meetings (e.g., mention of the specific job fairs, meetings attended and whether the subject vacancy announcement was distributed, etc.)?

PART III (AFTER THE VACANCY CLOSES)

Have efforts been made to ensure that subject matter experts or rating panel members are selected from culturally diverse groups whenever possible?

Have face-to-face interviews been conducted whenever possible and have interviewees been reimbursed for travel, budget permitting?
