



Date: October 5, 2004

MEMORANDUM FOR: ITA OHRM Staff

FROM: Doris W. Brown
Human Resources Officer

SUBJECT: Vacancy Announcement Checklist
(File code 332)

A handwritten signature in black ink that reads "Doris W. Brown".

The attached SOP checklist formalizes our internal procedures for ensuring the proper issuance and compliance with all ITA vacancy announcements.

e-Attachment

Vacancy Announcement Checklist

ITA OHRM VACANCY ANNOUNCEMENT CHECKLIST

Announcement # _____

HR Specialist Assigned: _____ Phone extension: _____

I. The following information is provided in order to establish consistent standard operational procedures in the OHRM's vacancy announcement process using the QuickHire hiring system:

Announce: DEU MAP DEU & MAP CTAP/ICTAP

Recruit for: PP: _____ Series: _____ Grade: _____ Title: _____ # of Vacancies _____

Position has Known Promotion Potential to _____

Duty Location: _____

Salary \$ _____ - _____

Open for: _____ calendar days weeks continuous Opening Date: _____ Closing Date: _____

Selecting Official's Name: _____ Phone extension: _____

Viewers: ① _____ ② _____ ③ _____

④ _____ ⑤ _____ ⑥ _____

CHECK RPL: Prior to announcing

CHECK RPL: Before extending offer to selectee(s)

Check all that apply:

___ Position is: Leuvano Decree covered position. The Outstanding Scholar and Bilingual / Bicultural programs may be used to hire into only certain positions at grades GS-5 and GS-7. Occupations Covered. (submit SF-39 to OPM)

___ Position is: part time _____ hrs. per week intermittent other: _____

___ Appointment is: permanent temporary, NTE _____ term, NTE _____

___ Manager/SME QH questions sent via e-mail

___ Used existing QH announcement/questions from previous announcement # _____

___ Name Request(s) for DEU recruitment: _____

QuickHire statements to include in the vacancy announcement (check all that apply):

___ Relocation expenses are not authorized

___ Age restriction

___ Drug test required

___ Physical required

___ Shift work required

___ Alternative Work Schedule (AWS) considered

___ Supervisory probationary period required

___ Financial Disclosure (SF-450) required

___ LEAP (Law Enforcement Availability Pay)

___ Mobility statement required

___ Security Clearance required

___ One Year Probationary Period

Area of Consideration for MAP announcements:

- Permanent Federal employees & noncompetitive eligibles (standard statement)
- Permanent _____ Federal employees
- Other: _____

BEFORE YOU PROCEED WITH POSTING THE VACANCY ANNOUNCEMENT:

As required by 5 CFR Part 330 and Executive Order 13078, the public notice items below must be included in all job announcements:

II. Check EACH of the following once you have verified the item has been included in your job announcement:

<input type="checkbox"/> Announcement Number	<input type="checkbox"/> Duty Location	<input type="checkbox"/> What to file (faxing instructions)
<input type="checkbox"/> Title	<input type="checkbox"/> Number of Vacancies	<input type="checkbox"/> Agency's Definition of "Well Qualified"
<input type="checkbox"/> Series	<input type="checkbox"/> Description of Duties	<input type="checkbox"/> How to claim Veteran's preference
<input type="checkbox"/> Grade(s) and entrance pay	<input type="checkbox"/> Qualification Requirements (KSA's etc)	<input type="checkbox"/> EEO statement
<input type="checkbox"/> Open and Closing Dates	<input type="checkbox"/> How to Apply (telephone #s, email, etc)	<input type="checkbox"/> Reasonable Accommodation Statement

III. Additional items for a job announcement designed to attract job-seekers (not required by regulations listed above).

<input type="checkbox"/> Alternative Work Schedules	<input type="checkbox"/> Transportation Subsidy	<input type="checkbox"/> Work-life Programs (on-site day care, etc.)
<input type="checkbox"/> Part-time Employment/Job sharing	<input type="checkbox"/> Employee Benefits	<input type="checkbox"/> Employee Assistance Programs
<input type="checkbox"/> Developmental/Training Opportunities	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>