



## Recruiting and Selecting Employees

The OIG seeks to recruit, select and retain the best-qualified individuals for our positions. We base all selections solely on job-related criteria, without discrimination for any non-merit reason such as race, color, sex, religion, national origin, political affiliation, marital status, non-disqualifying handicap, age, personal favoritism, membership or non-membership in an employee organization or activity or the holding of office in an employee organization. This policy outlines procedures for recruitment, promotion and internal placement of all employees within the OIG, except Senior Executives.

### What personnel actions are included?

Competitive promotion procedures apply to all promotions under 5 CFR Part 335, Section 335.102, including:

- Temporary promotions over 120 days
- Selections for details for more than 120 days to a higher-graded position or to a position with known promotion potential
- Selection for training which is given primarily to prepare an employee for advancement and is required for promotion
- Reassignment or demotion to a position with more promotion potential than the position last held (except as permitted by reduction-in-force regulations)
- Transfer to a higher-graded position
- Reinstatement to a permanent or temporary position at a higher grade than previously held in a non-temporary position in the competitive service
- Term promotions to a higher-graded position

### What personnel actions are excluded and not subject to competitive promotion procedures?

- A promotion resulting from the upgrading of a position due to issuance of a new classification standard
- A promotion change permitted by reduction-in-force (RIF) regulations
- Career-ladder promotions, including noncompetitive conversions of a Student Career Experience Program student, an Intern under the Federal Career Intern Program, or a Presidential Management Fellows Program Intern.
- A position change from a position having known promotion potential to a position having no higher promotion potential
- A temporary promotion for 120 days or less
- Re-promotion to a higher grade or position (or any intervening grade) previously held by an employee unless performance or conduct was a factor in the demotion action
- Consideration of a candidate not given proper consideration in a competitive promotion action
- Student temporary appointments
- Selections for details for 120 days or less to a high-graded position or to a position with known promotion potential
- Selections for details to positions of the same grade or to unclassified duties

### One of my employees is leaving in two weeks, how do I fill behind him/her?

To recruit, supervisors send an SF-52, Request for Personnel Action, to the Office of Management for budget approval and Office of Management (OM) action. OM: 1) announces actions included, and 2) processes actions not included in this policy.

### Who decides the area of consideration for vacancy announcements?

Supervisors when they send the SF-52. The choices are:

- CTAP/ICTAP – open to qualified candidates, e.g. displaced or RIF'd employees
- OIG-Wide – open to current Treasury-OIG employees
- Treasury-Wide – open only to Treasury employees
- Government-Wide – open to status employees
- All U.S. Citizens – open to all qualified candidates

The area of consideration may be narrowed to a specific geographic location for OIG-wide, Treasury-wide, and Government-wide announcements, but not All U.S. Citizens announcements. All announcements will state relocation expenses and/or student loan repayment may be offered.

**Who is considered a supervisor?**

Employees who plan and establish work schedules, deadlines, and standards for acceptable work; approve leave; direct work; evaluate work performance of subordinates; effect disciplinary action; identify training and development needs of subordinates; interview applicants for positions; and who are responsible for the overall work product of the section are considered “supervisors.”

**What does “status employee” mean?**

Generally, the Government considers current and former Federal government employees who have occupied a permanent position in the competitive service as status employees. Item #34 on your SF-50 indicates a 1, Competitive Service, if you are a status employee.

**How long will the vacancy announcement remain open?**

The minimum announcement period varies depending on the area of consideration. Generally, the OIG announces positions as follows, but the AIG for Management has the authority to adjust these periods:

- CTAP/ICTAP – 2 work days
- OIG-Wide– 10 work days
- Government-Wide – 10 work days
- All Sources – 10 work days

We may extend announcements up to 30 days or announce them for a longer period of time with interim cut-off periods for application review.

**How do you evaluate the candidates?**

Managers develop and approve questions and answers for the vacancy announcement. OM prepares and publishes the announcement using the Quick Hire system that rates and ranks all candidates. Managers interview candidates on and select from on-line certificates of eligibles provided.

**Does the OIG offer any type of recruitment incentives?**

1) The OIG has a student loan repayment program for applicants new to the Federal government applying for hard-to-fill positions (see Student Loan Repayment Program policy). 2) For qualified non-government employee applicants, the OIG may offer a higher step level.

**Where do you post job announcements?**

See our Quick Hire web site <https://jobs.quickhire.com/scripts/TreasuryOIG.exe>. Also, we post positions advertised outside the OIG on [www.usajobs.opm.gov](http://www.usajobs.opm.gov).

**How long does it take for the supervisor to receive certificates of eligibles?**

Generally, we seek to generate certificates of eligibles within 5 days of the announcement closing.

**Since we use an automated system, how do supervisors get applications and certificates?**

After Quick Hire rates and ranks applicants, OM determines the best-qualified candidates and sends managers an email with a link to the Quick Hire database where managers review applications and select applicants from on-line certificates.

**What type of certificates will supervisors receive?**

Certificates vary depending on how we announce the position, with the most common being: merit promotion, delegated examining, and Veterans’ Recruitment Appointments (VRA). Each certificate

contains instructions concerning the procedural requirements for that certificate. Merit promotion certificates may include “competitive”—candidates competing for the grade level listed on the certificate or “non-competitive”—candidates currently at that grade level or who have previously held that grade level or higher. Delegated examining certificates, mainly for applicants outside of the federal government, list applicants by grade level eligibility.

#### **Do I need to interview everyone on the certificates?**

While not mandatory to interview all candidates on every certificate, we strongly recommend for merit promotion certificates that if you interview one candidate, interview all candidates.

#### **For how long are certificates valid?**

Certificates are valid for 60 days after date of issue. Managers may request extensions for an additional 30 days by sending OM an email.

#### **What happens after the manager has made a selection?**

After the manager has interviewed, checked references, and annotated the certificate(s) with selections and non-selections, he or she notifies OM to proceed with the hiring process. Supervisors place interview notes in a sealed envelope and forward them with the certificates to OM for inclusion in the announcement file.

#### **I know an ideal candidate at another agency; how can we transfer him/her in?**

OM determines if the person meets the qualifications for the position. If the candidate meets the qualifications, OM publishes a vacancy announcement open to CTAP/ICTAP candidates only. If a well-qualified CTAP/ICTAP candidate applies, he/she is referred for selection. If no eligible CTAP/ICTAP candidates apply, OM proceeds with the transfer.

#### **What do you mean by “meets the qualifications” above?**

It means that the candidate meets OPM qualification standards for the position to be filled and the candidate possesses or has previously possessed the same career ladder as the OIG position. For example, a supervisor is interested in transferring a GS-12 Auditor from another agency to the OIG. Since the candidate is currently an Auditor, he meets the OPM qualification standards. Because OIG Auditors have career-ladder promotion potential to GS-13, the GS-12 Auditor at the other agency needs to possess a career-ladder to GS-13 or have been a GS-13.

#### **If my position has promotion potential, when will I be eligible for my career-ladder promotion?**

Generally, one year from your hire or last promotion. There are four criteria to be met to be eligible for your career-ladder promotion: you meet the time-in-grade requirement (1 year); you have the specialized experience required to perform the duties at the higher grade level (1 year); you have a Quality performance evaluation; and you are performing at the higher level. In order to effect your career-ladder promotion, the Office of Management needs to receive an SF-52 from your supervisor or manager *prior* to the proposed effective date.

#### **How long do you keep vacancy announcement files?**

In accordance with the General Records Schedule, we keep merit promotion case files for two years after an OPM audit or two years after we complete the personnel action, whichever occurs first. We cut off competitive examining case files annually and destroy those two years after the cutoff. In the event of a third-party complaint, we keep relevant case files for three or four years after the case is closed, depending on the type of case.

#### **Who do I call?**

For questions about this policy, please contact the Office of Management at (202) 927-5200 or [OIG-OM@oig.treas.gov](mailto:OIG-OM@oig.treas.gov).