NOAA's 80-Calendar Day Hiring Model

- Hiring Manager
 Line/Staff Office Point of Contact
 WFMO Intake Coordinator
 HR Specialist
 Subject Matter Expert
- - = sub-step ___ = step

1. Validate the need/ initiate the RADS SF-52 RPA.

2. Prepare recruitment package.*

Submit the recruitment package to the LO/SO POC.

Review the recruitment package for completeness, accuracy; return to the Hiring Manager for further work, if necessary.

3. Submit recruitment package to WFMO Intake Coordinator.

Review package & assign it to HR
Specialist or send it back to LO/SO POC for further work.

When assigned, package is clocked and input into RADS.

Notify LO/SO POC within 48 hours



4. Establish case file, draft JOA using templates from HR Bulletin #126.

Review & approve JOA.

5. Post JOA to USAJobs.

6. Receive applications.
Notify applicants of receipt.

7 DAYS (Day 1-7)

1 DAY (Day 8)

14 DAYS (Day 9-22)

* Recruitment package contents:

RADS SF-52 RPA, waiver to fill the vacancy (if applicable), Job Analysis, Duty Statement, Specialized Experience (if needed), PD, Performance Plan, cover sheets, draft Occupational Questionnaire, name of SME (if using).

JOA = Job Opportunity Announcement LO/SO POC = Line/Staff Office Point of Contact

PD = Position Description

RPA = Request for Personnel Action

SME = Subject Matter Expert

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