



COMPETITIVE RECRUITMENT CONSULTATION GUIDE

The Department of State deserves the highest quality candidates possible for the vacancies that occur within the organization. HR professionals are responsible for providing effective staffing and recruitment consultations in order to help guide hiring managers to achieve their mission to attract and attain high quality candidates. This consultation guide sets the stage for a collaborative staffing and recruitment discussion to occur between the hiring manager and HR professional and aims to result in a dynamic plan to fill vacancies as quickly as possible based upon data and proven practices.

Maintain this document in the Job Opportunity Announcement (JOA) recruitment case file.

Position Title	Hiring Manager
Pay Plan/Series/Grade	Full Performance Level
Bureau/Office/Division	Duty Location
Position Description Number	Work Schedule and Position Type (Permanent or Temporary)
Announcement Number (only if applicable)	Comments/goal hiring manager is trying to achieve

Classification Options:

1. Create New Position

Is a new position description needed? Yes No

[Check the Department's Standardized Position Description \(SPD\) Library](#)

2. Position Description already established

Reviewed current Position Description.

Were any changes made to the Position Description? Yes No

Is position description 5 years or older? Yes No

3. Position Reclassification

Does the position need to be reclassified to another series?

Yes Please identify the position and number that is being replaced, cancelled, and/or abolished: _____

No

Note: If "Yes" is indicated when responding to any of the questions above, a classification action will be required.

Classification Finalized

Position Description cover sheet (OF-8) completed/signed by the Hiring Manager and Classifier.

Current/updated classified Position Description attached.

Area of consideration: Delegated examining Government wide DOS only ICTAP only
 Bureau only WAE Other Specify Other _____

Recruitment or Relocation Expenses paid: Yes No Maybe **(must be included on vacancy announcement; refer to 3 FAM 3193)**

Describe any specific requirements of the position to include in JOA (e.g. travel requirements, mandatory overtime, etc)

Additional recruitment sources to be used (e.g., monster.com (must have an account to use this feature)): Yes No

Ensure [Hiring Manager's HMES account is active](#); if not, submit new request to HRHelpDesk@state.gov.

<p>Demonstrate to the hiring manager where to find step-by-step guidance on GTM/CSTM site under Hiring Management Resources to:</p> <ul style="list-style-type: none"> • Create a job analysis (using the job analysis form) • Find self-assessment questions in the HMES Question Library, tips on developing questions and how to create new self-assessment questions (using the new question spreadsheet) • Discuss whether hiring manager wants to designate a subject matter expert(s) to inform the qualification review of applications before candidate referral • Access a certificate, review applications, and make a selection in HMES • Develop a plan to utilize additional assessment tools after certificate is issued (e.g. structured interviews, writing sample analysis, etc.) 	<input type="checkbox"/>
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Reminder: Once a complete recruitment request package is received by the HR Service Provider the 80 day timeline begins. The HRSP should prepare and send form DS-5109 to the hiring manager to outline the timeline for recruitment. Discuss any foreseen challenges or adjustments to include anticipated travel, leave, schedule conflicts, hiring manager back-up POCs, etc.

Signature of Hiring Manager	Date (<i>mm-dd-yyyy</i>)
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Signature of HR Specialist	Date (<i>mm-dd-yyyy</i>)
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Hiring Managers are encouraged to provide feedback to HR on the hiring process and results and complete the CHCO Management Satisfaction Survey after returning the certificate to HR.