



U.S. Department of State  
Office of Civil Service Talent Management (GTM/CSTM)  
Accountability Division

## INDIVIDUAL 80-DAY HIRING TIMELINE SERVICE AGREEMENT

Human Resources (HR) is committed to providing the following services based on an 80-Day Hiring Model for every hiring action. The 80-Day hiring process begins when HR receives a complete hiring package from the Hiring Manager and ends when the employee enters on duty (EOD). The following timeline identifies the actions to be taken and provides the maximum timeframe for each action item required to achieve this hiring model.

Position Title	Series	Grade(s)	
Bureau/Office/Division	Announcement Number		
Action Item	Responsible Person(s)	Timeline	Target Date (mm-dd-yyyy)
<b>Submit Complete Recruitment/Hiring Package to Human Resources</b> (e.g., classified PD, draft job analysis, self-assessment questions, any new questions to be added, etc.)	Hiring Manager	Beginning of 80-day hiring cycle	
<b>Launch the Process</b> - Conduct a consultation session with the Hiring Manager to: <ul style="list-style-type: none"> <li>• Discuss hiring timeline</li> <li>• Discuss hiring flexibilities</li> <li>• Discuss job analysis</li> <li>• Review self-assessment questions</li> <li>• Assist Hiring Manager in selecting or creating applicant self-assessment questions</li> <li>• Discuss vacancy announcement opening/closing dates</li> <li>• Determine whether additional information or steps are required</li> <li>• Work with Hiring Manager to complete package</li> </ul>	HR Specialist/Hiring Manager	Within 2 days of receipt of recruitment request in an effort to obtain a complete package	NLT
<b>Prepare a draft package (vacancy announcement, job analysis and crediting plan) for the Hiring Manager's approval that includes:</b> <ul style="list-style-type: none"> <li>• Summary of consultation notes with Hiring Manager</li> <li>• Position description</li> <li>• Draft vacancy announcement</li> <li>• 80 Day Hiring Timeline Service Agreement</li> </ul> Work with Hiring Manager to complete package, if applicable	HR Specialist/HRSP	8 days	
<b>Review, approve, or provide revisions for the hiring package</b>	Hiring Manager	2 days	
<b>Finalize vacancy announcement, job analysis and crediting plan</b>	HR Specialist/HRSP	1 day	
<b>Review final hiring package</b>	HR Specialist/HRSP	3 days	
<b>Post vacancy announcement to USAJOBS</b> <ul style="list-style-type: none"> <li>• Announcement opens / closes</li> </ul>	HR Specialist/HRSP	5 - 10 days (opening period)	
<b>Notify applicants of the receipt of their application</b> - 1st Notification (within 1 day of closing)	HR Specialist/HRSP	1 day	

Action Item	Responsible Person(s)	Timeline	Target Date (mm-dd-yyyy)
<b>Review applications for qualifications and determine the best qualified applicants:</b> <ul style="list-style-type: none"> <li>• Notify applicants that their application is being assessed for qualifications - 2nd Notification (<i>within 3 days of closing</i>)</li> <li>• Change applicants' statuses based on review of their application materials - 3rd Notification (<i>within 8 days of closing</i>)</li> <li>• Certify list of eligible candidates</li> <li>• Issue notification of eCertificate(s) of candidates to hiring manager</li> <li>• Provide guidance to manager on completing CHCO Survey</li> </ul>	HR Specialist/HRSP	3 - 8 days	
<b>eCertificate(s) of Best Qualified applicants received by hiring manager:</b> <ul style="list-style-type: none"> <li>• Interviews conducted by Hiring Manager</li> <li>• Request and review performance appraisals</li> <li>• Contact references of initial selection</li> <li>• Complete CHCO Management Satisfaction Survey (<i>forward CHCO confirmation page to HR</i>)</li> <li>• Return certificate to HR indicating selection(s) and/or non-selection (<i>Hard copies are not acceptable. Certificates must be submitted through the system.</i>)</li> </ul>	Hiring Manager, SME, and/or Panel	20 days ( <i>20 days includes date certificate is issued</i> )	
<b>Take appropriate action on returned certificate:</b> <ul style="list-style-type: none"> <li>• Authenticate selectee(s)</li> <li>• Annotate certificate and staging area (<i>Refer to Final Steps: Closing Out Hiring Management Vacancy Files</i>)</li> <li>• Notify unsuccessful applicants of their status - 4th Notification (<i>within 31 days of closing</i>)</li> <li>• Meet with Hiring Manager to discuss special salary considerations (<i>i.e., superior qualifications, recruitment incentives</i>), if appropriate</li> <li>• Extend tentative offer to selectee(s) and prepare eQIP security package(s)</li> </ul>	HR Specialist/HRSP	3 days	
<b>Security package</b> <ul style="list-style-type: none"> <li>• Complete and submit via eQIP</li> </ul>	Selectee	7 days	
<b>Security Clearance Investigation</b>	<b>Diplomatic Security</b>	<b>Time Not Counted</b>	
<b>Security Clearance Received/Entrance on Duty</b> <ul style="list-style-type: none"> <li>• Notify selectee of security clearance</li> <li>• Extend final job offer and send EOD package</li> <li>• Employee Orientation</li> </ul>	HR Specialist/HRSP	15 days	