

MS 620 Direct Hire Merit Selection and Promotion Procedures

Effective Date: February 10, 2014

Responsible Office: Office of Human Resources (HR)

Attachment

Attachment A – Applicant Selection/Veteran Passover Memo (PC-2113)

1.0 Vacancy Announcements

1.1 Vacancy Announcement Informational Requirements

Each vacancy announcement must include the following information at a minimum:

- (a) Announcement number;
- (b) Application procedures;
- (c) Title, series, grade/class and location (geographic and organizational) of position;
- (d) Salary range;
- (e) Opening and closing dates, if applicable;
- (f) Promotion potential of the position;
- (g) Description of duties;
- (h) Required and desired qualifications;
- (i) Area of consideration and a statement as to relocation expenses; and
- (j) Number of positions.

1.2 Vacancy Announcement Required Standardized Recruitment Information

Vacancy Announcements must also include the following standardized recruitment information:

- (a) Applicants must be citizens of the United States;
- (b) Applicants will receive consideration regardless of his or her race; color; religion; sex; national origin; age; disability; genetic information; sexual orientation; gender identity; gender expression; marital status; status as a parent, political affiliation, union membership, or history of participation in either the equal employment opportunity process or any grievance procedure;

- (c) Applicants may not have been associated with certain intelligence activities; and
- (d) Acceptance of employment with Peace Corps precludes employment by certain intelligence organizations for a specified period of time, determined jointly by the Peace Corps and the employing agency, after Peace Corps employment ceases.

1.3 Time Limitations

Vacancy announcements may either be "time-specific" or "open continuous" depending upon the needs of the selecting office and requirements of the vacant position.

1.3.1 Time-specific Vacancy Announcement

A time-specific vacancy announcement has an opening and closing date. Applications for positions must be received by the closing date of a vacancy announcement. Additional selections may be made from time-specific vacancy announcements within 12 months after the roster has been issued.

1.3.2 Open Continuous Vacancy Announcement

An open continuous vacancy announcement has no definite closing date. Positions may be considered for open continuous posting if:

- (a) Position vacancies occur with such frequency that it is more efficient to avoid announcing each vacancy separately; or
- (b) Recruitment for particular skills is difficult and open continuous posting will aid in attracting applications from applicants with hard-to-find knowledge/skills.

2.0 Review and Screening of Applications

The Office of Human Resources (HR) will review and screen applications for open continuous postings as they are received.

3.0 Rosters

Rosters will be provided to the selecting office upon request.

4.0 Documentation of the Selection

A record sufficient to recreate the critical events and decisions of each recruitment action shall be kept by the HR for a period of 3 years from the selection date. Each record must include:

- (a) the Applicant Selection/Veteran Passover PC Form 2113 from the selecting official;
- (b) a copy of the vacancy announcement;

- (c) all applications and resumes submitted;
- (d) a copy of the roster; and
- (e) a copy of the position description.