

# IHS Strategic Recruitment Planning Worksheet

Selecting Official (SO) Name:  
Subject Matter Expert (SME) Name:  
Human Resources Specialist (HRS) Name:

SO Title:  
SME Title and Grade:  
HRS Phone #:

## Position Information:

Capital HR (EHRP) Job Requisition #:  
Admin Code:  
CAN #:  
TimeKeeper#:

### Job Details

Job Title:  
Pay Plan/Series:  
Grade level(s) to be advertised:  
Full performance grade level of position:  
Duty Station:  
Anticipated number of vacancies to be filled:  
 New position, OR  
 Established position, Vice:

### Type of Appointment

Permanent  
 Temporary NTE:  
 Term NTE:  
(Justification for Term/Temporary appointment attached)  
 Pathways Student NTE:

### Work Schedule

Full-Time  
 Part-Time (          hrs./wk.)  
 Intermittent  
 Weekends  
 Shift

## Position Description (PD):

PD #  
 [OF-8 must be latest version: 08/2014](#)  
 Covered/included in a bargaining unit  
 PDQ form (optional)

### Fair Labor Standards Act (FLSA)

Exempt           Non-exempt  
 FLSA form dated 11/2015 completed

## Job Analysis

Check completed items  
 Major job duties identified  
 KSAs/competencies identified  
 Selective Factor  
(Justification for use of selective factor attached)  
 Assessment questions identified  
(Not required for [Direct Hire Authority positions](#))

## Job Opportunity Announcement

[Direct Hire Authority](#)  
(OPM website has covered occupations)  
 Special salary rate for this position  
(Check [OPM](#) and [IHS websites](#) for pay tables)

### Area of Consideration (AOC)

Please consider the number of qualified applicants you expect based on the area of consideration.  
 All Sources (DE, MP, & ESEP) (justification required)  
 MP/ESEP  
 Government-wide    HHS-wide only    IHS-wide only  
 Area-wide only    Program-wide only  
(justification MANDATORY for limitation of AOC to Program-wide)

Length of Advertisement:  
(Minimum required is 5 work days)  
Target open and close dates: / /   to   / /

### Conditions of Employment

Security Clearance Required  
Type of clearance if known:  
 Designated childcare position  
 Financial Disclosure Required  
 Drug Testing Required  
 License/Certification/Registration Required  
 Travel: Average # of nights per month:  
 On-call or standby duty  
 Physical Requirements   What are they?  
 Immunizations  
 Other:

## Recruitment “Enticements”

(Check all that are available)

[Annual Leave for Non-Federal Service](#) (new Feds only)

Y  N  Maybe

[Setting Pay at an Advanced Rate based on Superior Qualifications and Special Needs](#)

Y  N  Maybe

Relocation Expenses Paid (decision before JOA)

Y  N

[Recruitment Incentives](#) (for new Feds only)

Y  N  Maybe

[Relocation Incentives](#) (current Feds only)

Y  N  Maybe

[IHS Loan Repayment Program](#)

Y  N  Maybe

## Additional Recruitment

(Check to request):

- Advertising on/at: Website/Journal/Newspaper...
- Social Media
- Commissioned Corps Listserv
- The Diversity Outreach Resource (DOR)
- USAJOBS Featured Job
- School/University Posting on/at: School/Website...
- All tribes newsletter – terrab@tribalsegov.org
- National Congress of American Indians – support@ncai.org
- Other please explain

## Signatures:

\_\_\_\_\_  
Human Resources Specialist Signature and Date

\_\_\_\_\_  
Selecting Official Signature and Date

\_\_\_\_\_  
(Optional) EEO Specialist and Date

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### RESERVED FOR HRS COMPLETION:

Date Completed Package Received in HR

Date PD Classified:

Date of CAPHR request:

JOA Opening date: \_\_\_\_\_ Closing date:

Entered into EWITS  Yes  No