

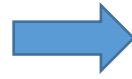
# OVERVIEW OF FEDERAL HIRING PROCESS (all times are estimates)

## 1. VALIDATE NEED



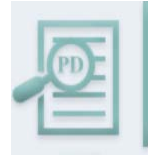
1 day

## 2. REQUEST PERSONNEL ACTION



1 day

## 3. REVIEW/CREATE POSITION DESCRIPTION



1-21 days

## 4. JOB ANALYSIS & ASSESSMENT STRATEGY



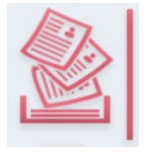
3-8 days

## 5. POST JOB ANNOUNCEMENT



2 days

## 6. RECEIVE APPLICATIONS CLOSE JOB ANNOUNCEMENT



5-30 days

## 7. EVALUATE APPLICATIONS



3-10 days

## 8. ISSUE CERTIFICATE OF CANDIDATES



1 day

## 9. INTERVIEWS, REFERENCES, SELECTION



5-45 days

## 10. TENTATIVE JOB OFFER



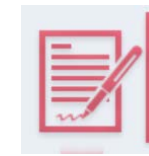
2 days

## 11. INITIAL BACKGROUND INVESTIGATION



5-20 days

## 12. OFFICIAL JOB OFFER



2 days

**13. FINAL ONBOARDING TO ENTRANCE ON DUTY! 7-21 DAYS (Total time for hiring process between 38 and 164 days)**

# **OVERVIEW OF FEDERAL HIRING PROCESS (all times are estimates)**

## **IHS Hiring Process Notes**

- a. The process on the first page is further delineated for the Federal Government on this Web site: [https://hru.gov/Studio\\_Recruitment/HT\\_Hiring\\_Process.aspx#pnlToolkit](https://hru.gov/Studio_Recruitment/HT_Hiring_Process.aspx#pnlToolkit). With a few differences, the IHS basically follows the same procedures.
- b. Strategic Recruitment Planning Worksheet – this worksheet helps organize selecting officials and HR staff to strategically and collaboratively plan to recruit and fill a position. Completing this worksheet can start as early as step #1 but must be finalized by step #4. The worksheet can be found as an attachment to the memorandum on this link: [https://www.ihs.gov/IHM/index.cfm?module=dsp\\_ihm\\_sgm\\_main&sgm=ihs\\_sgm\\_1603](https://www.ihs.gov/IHM/index.cfm?module=dsp_ihm_sgm_main&sgm=ihs_sgm_1603)
- c. How to Apply Videos – IHS developed a set of videos to assist and guide applicants with the USAJobs system. It is a requirement to post all Federal jobs on the USAJobs Web site. <https://www.ihs.gov/physicians/jobops/>
- d. Credentialing – Medical Providers also need to be credentialed and this may add time to the hiring process.

OHR 12/12/16