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
   - 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. 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=ihm_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