

## IHS Recruitment Worksheet

**Who to Contact/Supervisor:**

**SME Name:**

**Selecting Official** (if other than Supervisor):

**SME Title:**

**Selecting Official Title:**

**SME Grade:**

### **Position Description (PD):**

PD	Grade	BUS Code	Cyber Sec Code	FLSA Determination	Official Title of Position	Reason for Submission

### **Position Information:**

**EHCM Job Requisition #:**

**Admin (SAC) Code:**

**CAN #:**

**PCN#, if applicable:**

### **Type of Appointment:**

☐ Permanent

☐ Temporary NTE:

☐ Term NTE:

(Justification for Term/Temporary appointment)

### **Job Details:**

**Organizational job title:**

Pathways Student NTE, if applicable:

**Pay plan/series:**

**Grade level(s) to be advertised:**

**Full performance level:**

**Duty station:**

### **Job Opportunity Announcement:**

Please consider the number of qualified applicants you expect based on whether announcing through delegated examining, merit promotion, or excepted service.

### **Anticipated number of vacancies to be filled:**

☐ New position, OR

☐ Established position, Vice:

☐ All Sources: Delegated Examining, Merit Promotion (MP), & Excepted Service (ESEP)  
(Two separate announcements required.)

☐ All Sources: Direct-Hire (DH), MP, & ESEP

☐ HHS-wide

☐ IHS Wide

☐ MP/ESEP

### **Work Schedule:**

☐ Full-Time

☐ Part-Time

☐ Intermittent

☐ Weekends

☐ Shift

☐ Area-wide

☐ Program-wide

☐ ESEP only

Length of Advertisement:

☐ Special salary rate for this position  
(Check OPM and IHS websites for pay tables)

☐ Licensure/Certification waiting period exception  
approved by Supervisor # of months:

## Conditions of Employment

- ☐ Type of Background Investigation
- ☐ Designated Childcare Position
- ☐ Financial Disclosure Required
- ☐ Drug Testing Required
- ☐ Special Certification or other Condition of Employment
- ☐ Average # of Travel Days per month:
- ☐ On-Call or standby duty
- ☐ Physical Requirements  
What are they?
- ☐ Immunizations
- ☐ Emergency Essential Position
- Supervisory Probationary Period Required

## Recruitment “Enticements”

(Check all that are available)

[Annual Leave Credit for Non-Federal Service](#) (“new” Feds)

☐ Y ☐ N ☐ Maybe

Moving/Relocation Expenses Paid (decision before JOA)

☐ Y ☐ N

[Recruitment Incentives](#) (“new” Feds)

☐ Y ☐ N ☐ Maybe

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

☐ Y ☐ N ☐ Maybe

[IHS Loan Repayment Program](#)

☐ Y ☐ N ☐ Maybe

Housing Available

☐ Y ☐ N ☐ Maybe

Telework or Remote Work

☐ Y ☐ N ☐ Maybe

## Additional Recruitment:

Note: HR will post your position in USAJobs after completion of this process. Some positions will need additional marketing to create a good applicant pool. Supervisors are encouraged to use their professional networks, get assistance from Area or National Recruiters for designated healthcare positions, or contact their HR Specialist to discuss other potential outreach. Consider contacting Native American and Alaska Native organizations/colleges/universities and use social media for further advertising.

## Signatures:

Human Resources Specialist Signature

Date

Supervisor Signature

Date