

## Recruitment Action Checklist

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**Purpose:** The Hiring Official completes the checklist and submits it along with the recruitment request via FedHR. Upon receipt, the servicing HR Specialist will reach out for the strategic recruitment consultation. NOTE: If anyone involved in the recruitment process intends on applying for the vacant position, they must recuse themselves and notify the servicing HR Specialist.

**PCN (if multiple, enter all):**

**Pay Plan/Position Title/Series/Grade:**

**Full Performance Level of Position:**

**Grade Levels Being Recruited:**

**Duty Locations (if multiple, enter all locations):**

**Telework/Remote Work (Only One Selection):**

T Telework (Approved IAW CI 5330.4A)      Remote Work (Approved IAW CI 5330.11)  
Neither

**Recruitment Source(s):**

Merit Promotion Only      Direct Hire Authority      Expedited Hire Authority  
D Delegated Examining Only\*      Both Merit Promotion and Delegated Examining\*  
a Pathways      Other, specify:

*\*Request for use of Delegated Examining is subject to HR review/approval.*

**If Merit Promotion only, please specify:**

S Status Candidates nationwide      S Status Candidates within the local commuting area  
U USCG Employees nationwide      U USCG Employees within the local commuting area  
O Other, specify:

**Announcement Length:** Although the minimum period of a job opportunity announcement is 5 workdays, the typical length of an announcement is 10 workdays. However, if the position is advertised as remote the standard length of the announcement may be adjusted. If a non-standard opening period is requested, specify length and any cut-off time frames. HR Specialists must consult the applicable bargaining unit agreement for specific requirements for BU covered positions.:

**Subject Matter Review:** Hiring Officials interested in utilizing a subject matter expert to review qualifications must specify prior to the certificate issuance.

**Subject Matter Expert Name:**

**Position Conditions of Employment (often located in classified position description/OF-8):**

P Physical Required      Drug/Alcohol Test      Age Restriction  
R Required State Driver's License Required  
C Certifications required (must be in PD):

**Security Clearance Level** (*ensure level matches classified position description/OF-8*):

- |   |   |
|---|---|
| 1 N/1C: Non-Sensitive/Low Risk Public Trust | 2 2N/2C: Non-Critical Sensitive/Secret                |
| 3 N/3C: Critical Sensitive/Top Secret       | 4 4N/4C: Special Sensitive/Special Compartmental Info |
| 5 N/5C: Moderate Risk/Public Trust Other,   | 6 6N/6C: High Risk/Public Trust                       |
- specify:

**Required Travel for Position:**

- |                |               |                  |
|----------------|---------------|------------------|
| N Not Required | 2 25% or less | 5 50% or less    |
| O Occasional   | 7 75% or less | 7 76% or greater |

**Permanent Change of Station/Relocation approved for announcement:** Yes No

If advertising remote, PCS will not be offered.

**Position Work Schedule:**

- |                |                              |
|----------------|------------------------------|
| F Full-time    | P Part-time, hours per week: |
| I Intermittent | S Shift Other, specify:      |

**Appointment Type:**

- |                      |                   |                                   |
|----------------------|-------------------|-----------------------------------|
| P Permanent          |                   |                                   |
| T Temporary NTE:     |                   |                                   |
| T Term NTE:          |                   |                                   |
| M Multiple, specify: |                   |                                   |
| O Other, specify:    |                   |                                   |
| I Internship         | R Recent Graduate | P Presidential Management Fellows |
| D Detail             | I Intermittent    | S Seasonal                        |

For additional information, contact the following Hiring Official:

If the identified Hiring Official is on leave, contact the following back up Hiring Official:

If the Hiring Official is not the Supervisor of the position being filled list the Supervisors Name:

Additional notes from Hiring Official/Program Liaison: