

United States of America



Working for America

OPM'S SAMPLE RECRUITMENT CONTRACT (INTERNAL)

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Position title, series, grade(s): _____

Organization: _____ SF#- _____

Action Item	Timeline	Target Date	Actual Date
Complete recruitment package, i.e., SF-52 and classified P.D., received in HR	15 workdays		
Staffing timeline discussed with manager & approved. Should occur within 1 work-day of receipt of complete package.			
Draft announcement issued to manager for review and approval			
Approval received from manager to post vacancy announcement on USAJOBS.			
Announcement opens.	10 workdays		
Announcement closes.			
Applications reviewed by HR for minimum qualifications determination.	19 workdays		
Qualified applications rated and ranked by (circle one): HR Specialist, subject-matter expert, or panel.			
Certificate issued to manager.			
Interviews conducted by manager.			
Certificate with selections received in HR.	25 workdays		
Job offer(s) made by HR and entrance on duty date determined. ALL other applicants are notified.	1 workday		

NOTE: 45-day government-wide model starts when vacancy announcement closes and ends with job offer.

HR Specialist's Signature _____

Date _____

Manager's Signature _____

Date _____

(Revised 6/21/05)



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