



Cyber|One Stop

## **PURPOSE AND BACKGROUND**

There are several key areas within the hiring process that require collaboration between the hiring manager and the HR specialist. Critical is having the right people in the right roles

### **IDENTIFY - IDENTIFY THE HIRING NEED.**

- Identify skills required, skills on hand, skills and/or imbalances within the organization.
- Identify any changes or updates to the position and verify the risk.

### **ANALYZE - REVIEW AND UPDATE THE POSITION DESCRIPTION FOR THE DESIRED JOB.**

- Ensure the position description is accurate, up to date and complete.
- Run OPM Position Designation Tool (PDT) to assess Security / Suitability.
- Assist the Hiring Manger in customizing and standardizing the position description, as required.

### **STRATEGIZE - ESTABLISH ASSESSMENT STRATEGY AND CREDITING PLAN BEFORE ANNOUNCING THE POSITION.**

- Work together to develop a recruitment strategy that identifies sources for recruitment, taking into account the skills required for a position.

### **ACCEPT - CREATE AN EFFECTIVE JOB OPPORTUNITY ANNOUNCEMENT (JOA).**

- Provide clear, concise engaging language describing the duties and responsibilities of the position for your HR professional to use in the JOA.

- When advertising, work together to develop a strong JOA that attracts applicants to apply for a position.

**EVALUATE - EVALUATE, ASSESS AND INTERVIEW APPLICANTS.**

- Screen applicants to ensure required minimum qualifications and other factors are met and rank applicants based on assessments.
- Review resumes and applications of eligible candidates on the certificate, conduct interviews, and check references.

**SELECT - SELECT AND ON-BOARD NEW EMPLOYEES.**

- Select the best candidates as quickly and efficiently as possible.
- Prepare for onboarding, a long-term process that begins before your new employee arrives.