

# HC-30 Recruitment Request Consultation

To be completed by hiring official in consultation with servicing HR Consultant PRIOR to submitting thru HR Workflow

Organization Information:

Name and Telephone Number of Hiring Official:

Name and Telephone Number of Administrative Officer:

Name and Telephone Number of Subject Matter Expert:

## POSITION INFORMATION

Position Information (Official Title, Series, and Grade(s)):

Duty Station:  Forrestral  Germantown  Other

Is this a backfill?  Yes If so, provide employee name and date vacated:

No If not, examples of specialized experience are attached:

Is classified position description(s) for each grade level attached?  Yes  No (Contact HR Consultant)

Does the position require a selective placement factor? (Attach justification)  Yes  No

Position Requirements (Check ALL that apply - See PD Cover Sheet or discuss with HR Consultant)

FLSA - Exempt  Drug Testing Required  Financial Disclosure Required

FLSA - Non-Exempt  Position Sensitivity: \_\_\_\_\_  Bargaining Unit Position

Travel Required - Frequency: \_\_\_\_\_  Security Clearance Level: \_\_\_\_\_

Other Conditions of Employment- Specify \_\_\_\_\_

## JOB ANALYSIS INFORMATION/EVALUATION FACTORS

Selected HMES vacancy questions discussed or confirmed with HR Consultant:  N/A  Yes  No

Submitted new or revised HMES vacancy questions to HR Consultant:  N/A  Yes  No

Job Analysis discussed or confirmed with HR Consultant:  N/A  Yes  No

Evaluation factors discussed or confirmed with HR Consultant:  N/A  Yes  No

## VACANCY ANNOUNCEMENT INFORMATION

Number of Vacancies: \_\_\_\_\_ # of Days to Open Vacancy: \_\_\_\_\_

Recruitment Method and Area of Consideration (Check ALL that apply):

**Merit Promotion Program**  N/A Delegated Examining  N/A

DOE-wide  DOE-HQ only  Delegated Examining (DE) - Open to ALL U.S. Citizens

DOE-Org. 1st Tier Only  Government-wide\*  Name Request: \_\_\_\_\_

**SES/Excepted Service Recruitment**  N/A

USAJobs  Internal E-mail Recruitment  DOE-wide

Other  US Citizens

**Geographic Area:**  Commuting Area  Nationwide

\* Includes DOE employees, current and former Federal employees with status eligibility and VEOA

### Other Recruiting Options

Veteran Appointing Authorities  Pathways Program

Presidential Management Fellow Program  ICTAP/CTAP

Schedule A  Other - Specify: \_\_\_\_\_

**Position Timeframe:**  Permanent  Term - NTE \_\_\_\_\_  Temporary - NTE: \_\_\_\_\_  Full-time  Part-time

## AUTHORIZED CONSIDERATIONS

Relocation Bonus  PCS Expenses  Recruitment Incentives

Student Loan Repayment  Crediting Military/Private Sector Experience for Annual Leave Accrual

Paid Ads - Publication Name(s): \_\_\_\_\_

Signature of Hiring Official: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of HR Specialist: \_\_\_\_\_ Date: \_\_\_\_\_