

A VARIETY OF RECRUITMENT PROCEDURES

The Federal manager has many methods to choose from in deciding how to fill a specific vacancy. Ordinarily, when well-qualified candidates are available within his department or agency, he may decide to fill the job by promotion or by reassignment. If well-qualified candidates are available elsewhere, however, he may decide to hire an employee from some other Federal department or agency, rehire a former Federal employee, or recruit someone who has not previously worked for the Government.

If the decision is to recruit someone from outside the agency, the following methods and tools are available for use by Federal managers:

- *The Interagency Board System.* Applicants file with interagency boards of examiners that are designated to maintain lists of eligibles for engineering and scientific positions. These IAB's then serve as a central source of qualified applicants for Federal agencies. By informing other IAB's of shortages that may develop the interagency board network can refer applications anywhere in the system where a need develops.

In order to provide an open-competitive vehicle for processing applications, examination announcements are no longer issued for specific occupations, such as chemist, or mathematician. Most examination announcements now cover a broad range of occupations and are open for receipt of applications on a continuous basis. Agency recruiters would be wise to check with the appropriate interagency board of examiners to determine if qualified applicants are available before initiating new recruiting efforts when a vacancy develops, or staff increases are anticipated.

- *Selective Certification.* A technique called "selective certification" may be used whereby only those candidates who meet the particular requirements of a specific position are referred to the agency. For example, this technique may be used to fill positions where experience in two or more fields is desired or where experience in a specific subspecialty of a field is desired.

To insure an input of high-quality applicants into the examination process, a well-planned and vigorous recruiting drive is necessary. The following "tools of the trade" will help:

- *Advertising Vacancies.* Paid advertisements may be used to publicize vacancies in shortage category positions. Such advertisements may be placed in any publication including professional and trade journals, college newspapers, and general circulation newspapers, which the agency considers appropriate.