

Fast Facts for Hiring Officials

Authority	Competitive Appointments	Pay Grades
Competitive Examining	This is the method required by law to make appointments unless exceptions apply. It requires adherence to 5 U.S.C. competitive examining requirements. Your hiring needs are filled through the competitive examining process that is open to the public. Refer to: Delegated Examining Operations Handbook (DEOH) www.opm.gov/deu/Handbook_2007/DEO_Handbook.pdf .	Up to GS-15 or equivalent
Senior Executive Service (SES)	If you are in need of executive level staff, please visit http://www.opm.gov/ses/ for complete information on recruiting, hiring, and reassigning executives in the SES. Types of SES Appointments: Career: An appointment approved by the OPM-administered Qualifications Review Board (QRB) for certification of executive core qualifications. Noncareer and limited appointments: Competitive procedures are not required to make non-career and limited appointments. Limited Term: An individual appointed under a nonrenewable appointment for a term of 3 years or less. Limited Emergency: An individual appointed under a nonrenewable appointment not to exceed 18 months to meet a bona fide, unanticipated, urgent need. Noncareer: An individual who is not a career appointee, a limited term appointee, or limited emergency appointee. Agencies may make SES noncareer appointments to general (not career reserved) SES positions. Scientific or Professional (ST): Positions above the GS-15 level that involve high-level research and development in the physical, biological, medical, or engineering sciences, or a closely-related field. Senior Level: SL positions may include a high-level special assistant or a senior attorney in a highly specialized field who is not a manager.	All SES pay grades
Term Employment	You can fill a term appointment for situations like project work, extraordinary workload, reorganization, or uncertainty of future funding. Term appointments are for a non-permanent need of more than one year but not more than 4 years.	Up to GS-15 or equivalent
Temporary Limited Appointment	If you have a short-term need that is not expected to last longer than one year, you can use a temporary limited appointment. You may extend the appointment for up to a maximum of one year.	Up to GS-15 or equivalent
Authority	Pathways Programs for Students and Recent Graduates	Pay Grades
Pathways Programs for Students and Recent Graduates	The Pathways Programs consist of the Internship Program, the Recent Graduates Program, and the Presidential Management Fellows Program. The programs provide you with a supplemental source of entry-level talent. Initial hiring is in the excepted service, but may lead to conversion to a permanent position in the competitive service. Find more information at www.opm.gov .	See below
Internship Program	The Internship Program replaces the Student Career Experience Program (SCEP) and the Student Temporary Employment Program (STEP). To be eligible for this work experience program, students must be enrolled and seeking a degree on a full or half-time basis at an accredited educational institution. Students who successfully complete the Intern Program may be eligible for conversion to a permanent or term position.	Up to GS-09
Recent Graduates Program	To be eligible for this developmental experience program, recent graduates must apply within two years of degree or certificate completion (except for certain eligible veterans). The Program lasts for 1 year (unless the training requirements of the position warrant a longer and more structured training program).	Up to GS -09; Up to GS -12 for certain positions
Presidential Management Fellows Program (PMF)	The Presidential Management Fellows (PMF) Program is a leadership development program at the entry level for advanced degree candidates. An agency acquires a Fellow from the OPM for a fee. www.PMF.gov .	Up to GS-12 or equivalent

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Direct Hire Authority	OPM approves requests for direct hire authority when your agency proves the existence of a severe shortage of candidates, or a critical hiring need, for a particular position or group of positions. More information can be found at www.opm.gov/directhire/index.asp .	Up to GS-15 or equivalent
Political Appointees	Agencies may appoint individuals to positions of a confidential or policy-determining nature in the excepted service upon authorization by the OPM.	Up to GS-15 or equivalent
Schedule A Appointments	Your agency may make appointments without regard to competition when it has been determined that competitive examining is not practical. This is most commonly used for persons with disabilities; attorneys, law clerks; positions in remote/isolated locations; internship or fellowship programs (other than Pathways Programs); SES executive development programs; students assigned to a medical facility; physicians, surgeons, and dentists; and non-citizen employees.	Up to GS-15 or equivalent
Intergovernmental Personnel Act	This program helps you access expertise from outside the Federal government and provide your staff with developmental opportunities. It provides for temporary assignments of personnel between the Federal government and state and local governments; colleges and universities; Indian tribal governments; Federally funded research and development centers; and other eligible organizations.	Up to GS-15 or equivalent
Temporary, not Full-time - Critical Hiring Need	When you just need to get something done, you can make 30-day emergency appointments to fill a critical hiring need. An agency may extend these appointments for an additional 30 days. This authority may be used to fill senior-level positions as well as positions at lower grades.	Up to GS-15 or equivalent
Noncompetitive Hiring Authority for Certain Military Spouses	By marketing your hiring needs to military bases, you can reach eligible military spouses who can be noncompetitively appointed for a temporary, term, or permanent job. Eligibility for spouses is 2 years from the date of the service member's permanent change of station orders. Spouses of service members who are 100 percent disabled or who were killed while on active duty have lifetime eligibility starting from the date of the documentation verifying the service member's disability or death. Candidates must qualify for the job.	Up to GS-15 or equivalent
Returning Peace Corp and Americorps VISTA Volunteers	You can find job seekers eager to continue their public service when you know that certain returned Peace Corps and Americorps VISTA Volunteers are awarded one year of noncompetitive eligibility. An agency must have an open, classified position and the candidate must meet minimum qualifications. Contact the Peace Corps or VISTA directly to access returning volunteers: Peace Corps: www.peacecorps.gov/resources/returned/nce/ Americorps VISTA: www.americorps.gov/for_individuals/alumni/opportunities	Up to GS-15 or equivalent
Authority	Veterans' Noncompetitive Appointments	Pay Grades
Veterans with a 30 Percent or More Disability	Market your opportunities to veterans' organizations to leverage noncompetitive appointments leading to conversion to career or career-conditional employment of an eligible disabled veteran who has a compensable service-connected disability of 30 percent or more. Initial appointment must be a temporary appointment of more than 60 days or a term appointment. An agency may convert employee to permanent status at any time after initial temporary or term period.	Up to GS-15 or equivalent
Veterans Recruitment Appointment (VRA)	You can hire different types of veterans using noncompetitive appointments leading to conversion to career or career-conditional employment. A veteran can be converted to a career-conditional appointment in the competitive service after two years of satisfactory service.	Up to GS-11 or equivalent

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Authority	Other Hiring Flexibilities	Pay Grades
Veterans Employment Opportunities Act of 1998	Your talent pool broadens when you use this authority. The VEOA is a special authority that allows eligible veterans to <i>apply and compete</i> for positions announced under merit promotion procedures when the agency is recruiting from outside its own workforce. For preference eligibles or veterans with 3 years continuous active duty service.	Up to GS-15 or equivalent
Reemployment of Civilian Retirees to Meet Exceptional Employment Needs	You may want to bring back some of your recently retired experts to help with specific types of needs. Agencies may reemploy civilian retirees for emergency hiring needs; shortage due to severe recruiting difficulty; need to retain a uniquely qualified individual for a specific project; and other non-emergency, unusual circumstances. More information at www.opm.gov/staffingportal/reemployment.pdf .	Up to GS-15 or equivalent
Job Sharing and Other Than Full-time Positions	You may not always need a full-time employee. Intermittent work schedules are used only when the nature of the work is sporadic and unpredictable. Seasonal work involves annually recurring periods of work that are expected to last at least six months during a calendar year.	Up to GS-15 or equivalent
Merit Promotion	Your agency may be the best source of talent, or you may need expertise from across the Federal government. Merit promotion of permanent employees based on merit system principles is a key part of the Federal service. Veterans eligible under the VEOA may also compete for merit promotion employment opportunities when an agency seeks applications from outside its workforce.	Up to GS-15 or equivalent
Hiring Non-citizens	Positions filled by aliens in the absence of qualified citizens. These appointments are subject to prior approval of OPM except when the authority is specifically included in a delegated examining agreement.	Up to GS-15 or equivalent
Program	Recruitment Programs	Pay Grades
Workforce Recruitment Program (WRP)	You will find pre-interviewed job seekers with disabilities in this free database. The WRP is a recruitment and referral program that connects Federal agencies with students and recent graduates with disabilities. This database can be used to hire students and recent graduates under the Pathways Programs as well as for appointing persons with disabilities using Schedule A. Employers can access the WRP database at wrp.gov .	N/A
Coming Home to Work Initiative (CHTW)	You get a motivated worker at no cost while you help a veteran get back to work. This program assists eligible military service members and veterans obtain and maintain suitable employment pending medical separation. The government incurs no cost and has no obligation to hire the veteran. www.vetsuccess.gov/coming_home_to_work	N/A
Operation Warfighter	This is another way for you to bring no cost talent through the door and help veterans transition to civilian life in the bargain. Operation Warfighter is a program that coordinates temporary assignments and internships for military service members that are being treated at medical facilities in the National Capital Region. www.militaryhomefront.dod.mil/tf/operationwarfighter	N/A
Other Resources		
HR University	This is your Federal human resources learning community of practice that provides information and training opportunities that can help your staff improve competency in recruitment and hiring. www.hru.gov	N/A
Recruiting Boot Camp	Training that teaches you the basics of recruitment while inspiring your creativity to help you get the talent you need. Target audience: Hiring officials who are responsible for recruiting and building high performing teams; human resources professionals who advise hiring officials on recruitment and hiring; employees who participate in recruiting and outreach activities (e.g., special emphasis, campus). Find more information at www.hru.gov .	N/A