

U.S. Department of Commerce Tools & Techniques for Recruiting the Best Talent

| TOOLS & TECHNIQUES | COST | TIMELINE | MORE INFORMATION AND CONTACTS |
|--|--|--|--|
| <p>USAJOBS Vacancy Announcements Excellent source for filling numerous vacancies. This tool generates the maximum number of qualified applicants.</p> | Cost of FTE | DOC avg. of 95 calendar days after submission of an SF-52 Recruitment Package | Website: https://www.usajobs.gov/ Servicing HR Office: http://hr.commerce.gov/ContactUs/index.htm |
| RECRUITING STUDENTS | | | |
| <p>Pathways Programs Established by Executive Order 13562, the Pathways Programs includes the Presidential Management Fellows Program, Recent Graduates Program, and the Internship Program. They offer clear paths to Federal internships for students from high school to post-graduate school and to careers for recent graduates, and provide meaningful training and career development opportunities for individuals at the beginning of their Federal service.</p> | | | |
| <p>Presidential Management Fellows (PMF) Program The program places outstanding candidates from all academic disciplines who have received a qualifying advanced degree within the preceding two years into 2-year fellowships. Participants who successfully complete the program may be converted to a permanent position.</p> | \$7,000 appointment fee plus cost of FTE | Generally, the pay period after submission of an SF-52 Appointment Package | Website: http://pmf.gov/ Contact: Melissa Herrera (OHRM), 202-482-4035, MHerrera@doc.gov |
| <p>Recent Graduates Program The program places individuals who have graduated within the past two years from qualifying educational institutions or programs into 1-year developmental experiences. Participants who successfully complete the program may be converted to a permanent position.</p> | Cost of FTE | Generally, the pay period after submission of an SF-52 Appointment Package | Website: www.opm.gov/HiringReform/Pathways/program/graduates/ www.opm.gov/HiringReform/Pathways/program/interns/ |
| <p>Internship Program The program places currently enrolled students from high school to graduate level into paid opportunities working in Federal agencies. Students who successfully complete the program may be converted to a permanent position.</p> | Cost of FTE or appointment salary | Generally, the pay period after submission of an SF-52 Appointment Package | Contact: Farhan Qureshy(OHRM), 202-482-0149, FQureshy@doc.gov |
| <p>District of Columbia (DC) Summer Youth Employment Program The program is an initiative sponsored and funded by the DC Department of Employment Services (DOES) that provides DC youth with enriching summer work experiences for 6 weeks during the summer. Hosting offices work with their servicing human resources office to bring in students through the student volunteer authority.</p> | No Cost | Generally, the pay period after submission of an SF-52 Student Volunteer Package | Website: http://hr.commerce.gov/Employees/PROD01_009290 Contact: Melissa Herrera (OHRM), 202-482-4035, MHerrera@doc.gov |

| TOOLS & TECHNIQUES | COST | TIMELINE | MORE INFORMATION AND CONTACTS |
|---|-------------------|---|---|
| RECRUITING VETERANS OR MILITARY PERSONNEL | | | |
| <p>Veterans Recruitment Appointment (VRA) Allows agencies to appoint eligible veterans, without competition, to excepted positions at any grade level through GS-11 or equivalent. After 2 years of satisfactory service, veterans are converted to a career-conditional appointment in the competitive service.</p> | Cost of FTE | Generally, the pay period after submission of an SF-52 Appointment Package | Website: http://www.fedshirevets.gov/job/shav/index.aspx Contact: Sean Lenahan (OHRM), 202-482-0767, Vets@doc.gov |
| <p>30 % or More Disabled Veterans Allows agencies to give noncompetitive term or temporary appointments of more than 60 days to eligible veterans with a 30% or more compensable service-connected disability. After demonstrating satisfactory performance veterans may be converted at any time to career-conditional appointments. Unlike the VRA, there's no grade-level limitation.</p> | Cost of FTE | Generally, the pay period after submission of an SF-52 Appointment Package | |
| <p>Veterans Employment Opportunities Act of 1998 (VEOA) Allows eligible veterans to apply for positions announced under merit promotion procedures when the agency is recruiting from outside its own workforce. Veterans' preference is not a factor in these appointments. A VEOA eligible who is selected will be given a career or career-conditional appointment.</p> | Cost of FTE | DOC avg. of 95 calendar days after submission of an SF-52 Recruitment Package | |
| <p>VA for VETS Allows hiring managers to post vacancy announcements on the VA's internal website. Hiring managers can post announcements that are only available to veterans eligible for noncompetitive appointments.</p> | No Cost to Agency | Receive a certificate within 3 business days of closing | Website: www.vaforvets.va.gov Contact: Sean Lenahan (OHRM), 202-482-0767, Vets@doc.gov |
| RECRUITING PEOPLE WITH DISABILITIES | | | |
| <p>Schedule A Authority for People with Disabilities An excepted authority that agencies can use to appoint individuals who have a severe physical, psychological, or intellectual disability. Appointments may be made at any grade level and for any job (time-limited or permanent) for which the applicant qualifies. Applicants provide proof of disability by submitting a Schedule A letter signed by a medical professional.</p> | Cost of FTE | Generally, the pay period after submission of an SF-52 Appointment Package | Websites: http://www.eeoc.gov/eeoc/initiatives/lead/upload/abc_hiring_mgr.pdf Contact: Sean Lenahan (OHRM), 202-482-0767, ScheduleA@doc.gov |
| <p>Workforce Recruitment Program Provides work experience for college students with disabilities. A pool of pre-screened applicants is provided by the Department of Labor in their database. Successful individuals may be non-competitively appointed to permanent positions.</p> | Cost of FTE | Generally, the pay period after submission of an SF-52 Appointment Package | Website: http://www.dol.gov/odep/wrp/ Contact: Sean Lenahan (OHRM), 202-482-0767, ScheduleA@doc.gov |