

DOCHROC Strategic Conversation Checklist

NOTE: Only one DOCHROC Strategic Conversation Checklist is required per vacancy announcement. If requesting to advertise several identical positions in different location(s) please note all locations and/or hiring managers so we can clearly determine who is the hiring manager for each location.

Date Requested: _____

HRC Request Number: _____

Position Title: _____

Series: _____ **Number of Vacancies:** _____ **Will the incumbent supervise others?** _____ (Y/N)

Grade Levels:

Target Grade Only _____ Full Performance Level _____

Multi-Grade (e.g. 11/12) _____

Duty Location & Org Code(s): _____

Who will be the selecting official(s) for this vacancy? Include contact information (phone & email) for each:

Additional POC/cc on Certificates (if applicable)? Include contact information (phone & email) for each:

Who is/are the HR Liasion(s) for this recruitment? Include contact information (phone & email) for each:

Is this position being advertised Vice a previous incumbent? If so, who? _____

Is the IP already built in HRC? _____ (Y/N) **IP Number** _____

Announcement Tools:

PD Available? _____ (Y/N) Attached? _____ (Y/N)
Existing JA? _____ (Y/N) Attached? _____ (Y/N) * this document is not required

*if you would like to use a prior announcement that was announced Previous Announcement Number _____

Position already obligated (by someone on official Detail/IPA etc.)? _____ (Y/N)

Has funding been confirmed? _____ (Y/N)

Payment of Relocation Expenses (PCS authorization): Yes _____ No _____

Travel Requirement: _____ % Approximate **Mobility Agreement Required** _____ (Y/N)

Type of Appointment:

Career or Career-Conditional: _____
Temporary NTE: _____ NTE Date _____
Term NTE: _____ NTE Date _____

Work Schedule: _____ **Eligible for Telework?** _____ (Y/N)

Full-Time: _____

Part-Time: _____

Intermittent: _____

OGE-450 Filer? _____ (Y/N)

Proposed Area of Consideration: Select only the areas you would like to consider

DOC Wide: _____ (Must provide justification)

Merit Only: _____

Merit and DEU: _____

DEU Only: _____

CTAP/ICTAP Only: _____

Other (Direct Hire/Pathways): _____

Non-Competitive Hire: Name: _____

All Non-Competitive Hires require the following documents:

- **Resume**
- **Documents Eligible for Non-Competitive Hire- (Disability letter/VA letter/DD-214/Peace Corp Letter, etc.)**
- **Transcripts/BAR documentation (if applicable)**
- **SF- 50 (if applicable)**

Preferred Open Period:

7 days _____ (This will be the standard opening period unless otherwise specified)

14 days _____ (Must provide justification)

Other: _____

Conditions of Employment: (e.g. shift or seasonal work, medical exam, physical fitness/field work, supvy probation):

Recruitment Incentive: _____ (Y/N)

Relocation Incentive: _____ (Y/N)

Who should receive notifications of the issuance of certificates/selection and firm/tentative offer letter(s)

Other Instructions to HR:

POC/Preparer of Package: _____

Date: _____

Signature

Name: _____ **Email/Phone:** _____

-----Preparer of Package-----

Human Resources Specialist: _____

Date: _____

Signature

Name: _____ **Email/Phone:** _____

-----Confirmed complete hiring package-----