



United States
Department of
Agriculture

Forest
Service

Albuquerque Service Center
Human Capital Management

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Subject: Recruitment Tools

To: Regional Foresters, Station Directors, Area Director, IITF Director, Deputy Chiefs and WO Staff

This letter provides clarification for “on-the-spot” hiring and establishes procedures for hiring at on-site recruitment events. The term “on-the-spot” hiring is often confused with direct hire authority. However, they are two separate processes. Direct hire authority is an authority granted by the Office of Personnel Management (OPM) to hire individuals into permanent, term, or temporary positions without issuing a vacancy announcement. Currently, the Forest Service (FS) does not have this authority.

On-the spot hiring is a streamlined approach to hiring that uses existing employment authorities in a way that allows us to evaluate applicants and provide a tentative offer of employment in a single day or a single afternoon. This approach enables hiring officials to be equipped with jobs they are prepared to offer to qualified candidates at the specific event. The FS has used this process to fill entry-level positions in a variety of excepted service appointments such as the Presidential Management Fellows (PMF); the Career Intern Program (CIP); and the Student Career Experience Program (SCEP).

HCM is available to provide support at these events and coordination and communication between the hiring official(s) and HCM is critical prior to the event taking place. All applications submitted for consideration during these events must be reviewed by a HR Staffing Specialist with delegated employment authority for determination of basic qualifications, veterans’ preference adjudication, etc. who will then place qualified candidates on a selection roster that can be utilized during the on-site recruitment event.

Selection rosters may be used within a 12 month period following the event. Selections made within the first 120 days of the event can be done without any further outreach needed. Selections made after the 120 day period but within the 12 month timeframe must be made after limited outreach is conducted to ensure that potential applicants not in attendance are made aware of the specific job opportunity and hiring requirements for the specific non-competitive appointment, as applicable.

Recruitment templates such as recruitment bulletins, selection rosters, and an overall ‘how to’ guide incorporating step-by-step instructions for handling the on-the-spot hiring process are currently being developed and will be posted on the ASC HCM Employment webpage at http://fsweb.hcm.fs.fed.us/employment/how_to.php in the coming weeks.



These procedures have been identified to provide a consistent approach for handling on site hiring process while ensuring compliance with the merit systems principles of offering fair and open competition and equal opportunity in the recruitment process. Any questions regarding these procedures should be directed to Linda Standish at 505-563-9255 or Deselyn King-Sanders at 505-563-9208.

/s/ Arthur Gonzales, for:
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