



October 15, 2015

Think ahead to next year’s future and returning seasonal employees.

Region 6 hiring for next year is already underway, don’t get left behind! Shown below is the timeline and associated processes you need to know to complete your temporary hiring. Please note the following:

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|-------------------|-------------------------------|
| Ongoing as needed | Complete SF-52s for Re-Hires |
| By October 31 | Jobs identified for New Hires |
| By November 20 | All Outreach Notices posted |
| By November 30 | Vacancy announcements open |

All Vacancy Announcements released in USA Jobs
Inform potential applicants of this date
Monday, 11/30/15 – Monday 12/7/15

- | | |
|-----------------------|---|
| By December 7, 2015 | Closing date of vacancy announcement |
| By February 7, 2016 | Human Resources Management completes qualifications of Candidates and issues certificates of candidates |
| February 17 – 22 | Subject Matter Expert/Application review and preference eligible hiring to begin |
| February 17 – 22 | Tentative selections and job offers |
| February 22 – March 4 | Subject Matter Expert/Home Unit Application Review Selection process |
| February 22 – March 4 | Tentative selections and job offers |
| Mid-April – July 30 | Range of Effective Dates for temporary Employees |

For more information, speak to your Forest temporary hiring contact or send an email to pnwregionhiringmanagerquestions@ms.fs.fed.us