



United States Department of Agriculture

Grain Inspection,
Packers and Stockyards
Administration

Federal Grain Inspection
Service

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Administrator

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Notice ODA-2014-1

TO: ALL FGIS Staff

FROM: Randall D. Jones
Deputy Administrator

SUBJECT: Hiring Protocol

1. PURPOSE

On October 18, 2010, the U.S. Department of Agriculture (USDA) published Department Regulation (DR) 4020-250-002, Position Management and Vacancy Control. The intent of this regulatory guidance was to establish policy and framework for managing positions and filling vacancies throughout the USDA. The regulation is available for review at the following link:

<http://www.ocio.usda.gov/directives/doc/DR4020-250-002.pdf>

2. POLICY

This protocol requires supervisors and managers to conduct effective workforce planning and position management in accordance with the principles of their annual workforce and succession planning. GIPSA senior management elected to certify that GIPSA would adhere to completing the Appendix A via internal procedures. GIPSA supervisors and managers are to submit a completed Appendix A to the appropriate GIPSA Deputy Administrator to demonstrate acknowledgement of the policy. Staffs under the Office of the Administrator will submit their completed Appendix A to Management and Budget Services Branch (MBS).

Hiring Managers must follow the steps identified in items 3 & 4 of this notice. The hiring manager is responsible for the recruitment actions and selection of employee as applicable. MBS will provide assistance and services as requested.

3. RECRUITMENT PROCESS

1. Complete FGIS Funding Modification Form.
2. Complete Appendix A.
3. Submit to ODA for approval.
4. ODA will contact MBS to approve the recruitment action.
5. Supervisor/manager will contact MBS to discuss recruitment action.
6. MBS will work with APHIS HR for classification of the work position.

7. Submit SF 52 to appropriate location following classification.
 - a. If job is in the field, Supervisor/Manager must,
 - i. Submit SF 52 to HR for recruitment action; and
 - ii. Provide ODA with the SF 52 number
 - b. If job is in Washington DC, Supervisor/Manager must,
 - i. Submit SF 52 to MBS for recruitment action; and
 - ii. MBS will provide ODA with SF 52 number.
8. Follow recruitment best practices to select candidates from available hiring authorities (Veterans or Individuals with Disabilities) or to announce positions and conduct outreach. Recruitment should include outreach to identify professional and special emphasis organizations, colleges and other appropriate resources for increasing diversity of the candidate pool.

4. HIRING PROCESS

1. Prior to interview, hiring manager should identify and share with the panel:
 - a. Interview questions;
 - b. Criteria for questions for which the interview panel should be listening;
 - c. Process that will be used for rating candidates; and
 - d. Guidance on the general qualifications required of the candidate.
2. Conduct interview.
3. Following interview and prior to making an offer to candidates, the hiring manager must submit to the ODA an electronic package of the following interview information:
 - a. Panel members and their position and any others present during interview (hiring manager, Civil Rights or Human Resources staff);
 - b. Questions and criteria for each questions,
 - c. Hiring managers guidance to the panel in regards to what qualities or skills they are looking for as the most qualified candidate,
 - d. Matrix of the panel scores and the basis for the panel rating (numeric scale or rating of high, medium, or low for qualifications),
 - e. If applicable, the recommendation made by the panel, and
 - f. Brief justification of the selection made by the hiring manager.
4. ODA will inform hiring manager of authority to proceed with the offer to the selectee.

Position: Location:

FGIS Recruitment and Hiring Checklist

Purpose: This checklist is designed to provide FGIS managers with the expectations and requirements for position management and recruitment. This checklist is intended to support guidance issued by the Department or GIPSA Management & Budget Services (MBS).

Position Approval and Recruitment Process

**Date Completed
or Submitted**

1	The hiring official completes FGIS Funding Modification Form and Appendix A and submits to their superior for concurrence.	
2	The Superior submits FGIS Funding Modification Form and Appendix A to Office of the Deputy Administrator (ODA) for review and approval.	
3	ODA notifies the hiring official's superior and MBS with decision to proceed with filling position, follow-up may be required for questions related to filling the position.	
4	ODA returns a signed FGIS Funding form to hiring official's superior indicating decision.	
5	Hiring official contacts MBS to consider the use of special hiring authorities for filling position and discuss recruitment actions.	
6	Hiring official works with MBS and APHIS HR for position classification.	
7	When notified the position is classified: <ul style="list-style-type: none"> • Hiring official submits a SF-52 to MRP HR to recruit and hire. • WDC Manager shall submit an email request to MBS to recruit and hire. 	

Hiring Process

**Date Completed
or Submitted**

8	Selecting official reviews certificate of applicants. Based on certificate the hiring official determines how best to proceed with the selection process which may or may not include a panel.	
9	If panel is utilized, selecting official provides to panel: <ul style="list-style-type: none"> • Qualities or general qualifications required for the position. • Interview questions and what the selecting official is looking for in the responses at high level. • Process that will be used for rating candidates. 	
11	Conduct interviews. If panel is used to conduct interviews, panel should provide any written notes to selecting official.	
12	Following interview and <u>prior</u> to making an offer to candidate, the selecting official must submit the hiring package electronically to ODA. This package should include any relevant information related to the hiring process, including but not limited to: <ul style="list-style-type: none"> • Copy of the job announcement. • List of the panel members and any others present during interview. • Interview questions. • Rating matrix with panel scores and the approach used for rating. 	

	<ul style="list-style-type: none"> • Scanned copy of the panel members written notes. • Selection justification from the selecting official. 	
13	ODA reviews package for completeness and informs selecting official of authority to proceed with the offer to the selectee.	

Resources:

- Department Regulation (DR) 4020-250-002, Position Management and Vacancy Control: <http://www.ocio.usda.gov/directives/doc/DR4020-250-002.pdf>
- Memo from Administrator to GIPSA Hiring Officials, dated May 6, 2011

Contacts:

If you need additional information regarding:

- Recruitment actions please contact Lisa Fyall at (202) 720-7045 or email, Lisa.Fyall@usda.gov;
- Coordination with ODA, please contact Kendra Kline at (202) 690-2410 or email, Kendra.C.Kline@usda.gov.

Best Practices:

It is recommended that a panel is used for positions at the GS-9 or higher level with at least one panel member from an outside office.