

# USDA HIRING TIMELINE AGREEMENT

Position Title, Series Grade (s): \_\_\_\_\_

Hiring Manager: \_\_\_\_\_ HR Specialist: \_\_\_\_\_

Item	Action	Responsible	Timeline	Target Date	Actual Date
1	Pre-Recruitment Consultation	Hiring Manager with HR	3 Days		
1a	Validate Need	Hiring Manager	1 Day		
1b	Review Position Description	Hiring Manager with HR	1 Day		
1c	Submit SF-52	Hiring Manager	1 Day		
2	Job Analysis & Assessment Strategy	Hiring Manager with HR	5 Days		
3	Recruitment and Outreach Activities	Hiring Manager	Until JOA Closes		
4	Create/Post JOA	HR	2 Days		
5	Receive Application	HR	5 to 10 Days		
6	JOA Closes	HR			
7	Evaluate Applications	HR	15 Days		
8	Issue Certificate	HR	1 Day		
9	Review Applications, Interview, Make Selection, & Return Certificate	Hiring Manager	15 Days		
10	Review & Adjudicate OF-306	HR	1 Day		
11	Tentative Job Offer	HR	2 Days		
12	Initiate Security Check	HR	10 Days		
13	Complete Hiring Manager Survey	Hiring Manager	Prior to Offer		
14	Official Offer	HR	2 Days		
15	Entrance on Duty	HR	14 Days		

(Note: "Days" means calendar days.)