



Revolutionize Recruiting with Candidate Inventory

Candidate Inventory is an innovative feature that allows Human Resources and Hiring Managers within a single USA Staffing organization direct access to available candidates without the need to undergo a new recruitment. Human Resource offices can easily configure their agency's Candidate Inventory to meet agency-specific hiring needs from previous certificates. Hiring Managers can search for, review, and curate a list of candidates for similar positions across an organization or in making non-competitive hires outside of the normal job announcement process based on their agency-specific position criteria (i.e., series, grade, location).

Candidate Inventory Benefits

Decrease Time to Hire

Leverage non-competitive candidates who already appear on agency-approved applicant lists for similar positions across a staffing organization, without the need to begin a new recruitment.

Increase Collaboration and Efficiency

Take control of your agency policies regarding the use of Candidate Inventory, making it easy for Human Resources staff decide which vacancies and applicant lists populate the inventory, and for Hiring Managers to request a candidate hire, through appropriate, HR approved routing.

Reduce Burden on Human Resources and Engage Hiring Managers

Have Human Resources personnel build less recruitments from scratch by allowing Hiring Managers self-service access to curate and review a list of candidates that were previously evaluated and certified on other active certificates by HR.

Positions Eligible for Candidate Inventory

Each agency should identify which types of positions and hiring authorities can be included in Candidate Inventory.

Types of positions that could be included include:

- Direct Hire
- Merit Promotion
- Excepted Service
- Non-Competitive

Types of positions that should not be considered include:

- Delegated Examining