

A background image showing a person's hands typing on a laptop. Overlaid on the image are semi-transparent digital elements, including a grid, a person icon, and some abstract lines, suggesting a high-tech or digital theme.

# Navigating the Cross-Government Hiring Process

## A Guide for Hiring Managers

In cross-government (cross-gov) hiring, OPM posts a single job announcement and allows multiple agencies in the competitive service to make candidate selections via the Agency Talent Portal (ATP), a USAJOBS® platform.

Cross-gov hiring offers various benefits to agencies such as:

- Access to review Agency Talent Portal Talent Pools of qualified and referred candidates for specific job series, grades, appointment types, and duty locations
- Rigorous assessments and screening of candidates by OPM
- Opportunity to make selections from a Talent Pool up to 12 months after certificate issuance

## Steps to Cross-Government Hiring

### 1 Request an agency general user role in the Agency Talent Portal

Email [recruiter-help@USAJOBS.gov](mailto:recruiter-help@USAJOBS.gov) and provide your full name, role, agency, and sub-agency (if applicable).

### 2 Review available Talent Pools and request access to Talent Pools of interest

Once you've reviewed the available Talent Pools, reach out to your agency's Shared Certificate Coordinator to request the completion of a "Talent Pool Request Form." Once approved, you will be able to see qualified and referred candidates.

If you do not know your agency's Shared Certificate Coordinator, email [recruiter-help@USAJOBS.gov](mailto:recruiter-help@USAJOBS.gov).

### 3 Contact your agency's human resources (HR) before reviewing candidates

Ask your classification representative if your agency has:

- A position description (PD) that aligns with the series and grade of the specific Talent Pool. If not, your agency will need to create this PD in order to select a candidate.

Confirm with your staffing representative that:

- You have a vacancy that aligns with the appointment type (such as temporary or permanent).
- The specialized experience and required competencies of the Talent Pool align with your agency needs.
- You are in alignment with your agency-specific rules and policies regarding working certificates and making selections.

## Review candidates in the Talent Pool

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- Review the resumes of best qualified candidates in the Talent Pool who may be a good fit for your vacancy.
- Email candidates to provide key position details and gauge their interest and availability.
- Proceed with scheduling interviews and considering candidates and defer to your agency's policies regarding contacting candidates.

**Note:** Additional candidates may become available as agencies make selections and/or candidates decline further consideration.

## Select candidate

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Once a selection is made, you or your agency's HR/Shared Certificate Coordinator will email [CrossGovHiring@opm.gov](mailto:CrossGovHiring@opm.gov) and provide the classified PD and SF-52 (Request for Personnel Action) number. The Shared Certificate Coordinator will provide the names and email addresses of those within your agency who should receive the certificate of qualified and referred candidates.

## Receive and return certificate review

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- OPM Cross-Gov Hiring Team sends the certificate via the USA Staffing® platform, at which point you can access candidates' documents, assessment responses, and notes.
- Return the certificate review, with your selection notated, to OPM Cross-Gov Hiring Team.

## Receive approval to proceed and extend offer

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- OPM Cross-Gov Hiring Team reviews and validates the selection. You and your agency's HR/Shared Certificate Coordinator will receive email notification when you can proceed with the hiring process.
- Once your HR/Shared Certificate Coordinator receives the email, they can extend job offers and conduct pre-employment processing and onboarding.

