

# USAJOBS Hiring Path Updates

The list below contains the new and/or modified hiring paths that have been created as a result of agency feedback and OPM policy guidance. Please review the labels and the narrative text for each hiring path. We are providing you a feedback form at the end of this document to address each hiring path with your questions, concerns and recommendations. We intend to address your feedback in the coming weeks through various engagement activities. Lastly, the changes below will be moved into USAJOBS production on February 9<sup>th</sup>.

## This job is open to



### The public

U.S. citizens, nationals or those who owe allegiance to the U.S.



### Federal employees - Competitive service

Current or former competitive service federal employees.



### Federal employees - Excepted service

Current excepted service federal employees.



### Career transition (CTAP, ICTAP, RPL)

Federal employees who meet the definition of a "surplus" or "displaced" employee.



### [Internal to an agency](#)

Current federal employees of this agency.

**NOTE:** There will remain an option to not display an internal to an agency JOA within the USAJOBS search or API, but rather have it only appear on an internal agency page (i.e. <https://<agency>i@usajobs.gov>).



### [Land & base management](#)

Certain current or former term or temporary federal employees of a land or base management agency.



### [Veterans](#)



### [Military spouses](#)



### [National Guard & Reserves](#)

Current members, those who want to join, or transitioning military members.



### [Native Americans](#)

Native Americans or Alaskan Natives with a tribal affiliation.



### **Students**

Current students enrolled in accredited educational institutions from high school to graduate level. Includes internships, pathways and other student programs.



### **Recent graduates**

Individuals who have graduated from an accredited educational institute or certificate program within the last 2 years or 6 years for Veterans.



### **Individuals with disabilities**



### **Family of overseas employee**

Family members of a federal employee or uniformed service member who is, or was, working overseas.



### **Peace Corps & AmeriCorps Vista**



### **Special authorities**

Individuals eligible under a special authority not listed above, but defined in the federal hiring regulations.



### Senior Executives - SES only

Those who meet the five Executive Core Qualifications (ECQs).



### Senior Executives - Other

Those looking for an executive job.

**NOTE:** We recognize Senior Executives is not an eligibility, but rather another type of federal service. This is a common search filter, so we are retaining it with a few adjustments. You can select either:

- Senior Executives – SES only
- Senior Executives – Other

In addition, you can select the appropriate eligibility hiring paths such as:

- The public
- Federal employees – Competitive service
- Federal employees – Excepted service

Lastly, today we map SES jobs based upon the pay plan of ES. This new set of hiring paths will remove that mapping; however, the following business rules apply:

- Any jobs can be posted to the *Senior Executives – Other* path.
- Any jobs posted to the *Senior Executives – SES only* must also have a pay plan of ES.
- Any jobs posted with a pay plan of ES will automatically have the *Senior Executives – SES only* hiring path added, in addition to any hiring paths the agency may have chosen.

You will have full control on the combinations of hiring paths to select. This change will also allow for non-ES job announcements to leverage the *Senior Executives – Other* hiring path.

### **New Field: Clarification from the agency**

This field allows agencies to provide further clarification if the hiring path language does not account for the specificity. Agencies should not repeat any of the hiring path language within this field. Note the special authorities hiring path will require text in this field to identify the appropriate authority.

## **How to use hiring paths**

The goal is for HR specialist to pick the appropriate set of hiring paths from a list. You can use the “Clarification from the agency” field to provide greater specificity, such as “former employees of the Canal Zone Merit System or Panama Canal Employment System”.

After each Talent Acquisition System (TAS) vendor implements the new field changes, your job announcements will automatically adopt the new JOA layout. This means with the selection of your hiring paths and “Clarification from the agency” text will be displayed in one place together on the job announcement. The Who May Apply field will be removed.

Exclusive postings will remain, but they do require text in the “Clarification from the agency” field.

## **Stay informed**

We will continue to update the [JOA Playbook](#) to include these updates. We will also use your feedback to provide examples and clarification where applicable.

**Hiring Path Feedback Form:** Please provide your comments for each hiring path in the table below. This is your opportunity to let USAJOBS know if the latest version of the hiring paths will meet your needs, or ask questions if something is not clear. We value your input and will use the feedback we collect to establish ongoing dialogue with the agency HR community, OPM Policy, TAS vendors and USAJOBS. Please send your completed feedback form to [Recruiter-Help@usajobs.gov](mailto:Recruiter-Help@usajobs.gov) by February 7, 2018.

Hiring Path		Questions, Concerns and/or Recommendations
	The Public	
	Federal employees – Competitive Service	
	Federal employees – Excepted Service	
	Internal to an agency	
	Career transition (CTAP, ICTAP, RPL)	
	Land & base management	
	Veterans	
	Military spouses	

Hiring Path		Questions, Concerns and/or Recommendations
 National Guard & Reserves		
 Native Americans		
 Students		
 Recent graduates		
 Individuals with disabilities		
 Family of overseas employees		
 Peace Corps & AmeriCorps Vista		
 Special Authorities		
 Senior Executives – SES only		
 Senior Executives – Other		
Clarification from the agency		