

RECRUIT ACTION SUPPLEMENT FORM

Please complete the request and attach it to your Personnel Action Request (PAR). This information is essential to proceed with your recruit request. If you need assistance, please contact your HRMS Advisor.

POSITION TO BE FILLED

1. PAY PLAN/SERIES/GRADE(S)	2. SF-52 NUMBER(S)	3. POSITION TITLE	4. MASTER RECORD/POSITION NUMBER	5. NUMBER OF VACANCIES
6. VICE (PREVIOUS INCUMBENT) A. NAME			B. IS VICE CURRENTLY ON TEMPORARY PROMOTION OR DETAIL? <input type="checkbox"/> YES <input type="checkbox"/> NO	

POINT OF CONTACT INFORMATION

7. SELECTING OFFICIAL	8. PHONE NUMBER	9. APPROVING OFFICIAL	10. PHONE NUMBER
11. SUBJECT MATTER EXPERT (SME)			12. PHONE NUMBER

RECRUITMENT INFORMATION (The following information is necessary in order to recruit for your vacancy. Please complete the blocks below as applicable to the position.)

POSITION INFORMATION

13. TARGET GRADE (FULL PERFORMANCE LEVEL)	14. DUTY STATION	15. APPOINTMENT TYPE <input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY <input type="checkbox"/> TERM		
16. DURATION OF APPOINTMENT	17. JUSTIFICATION FOR TEMPORARY/TERM APPOINTMENT			
18. WORK SCHEDULE	19. HOURS PER WEEK	20. TRAVEL REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	21. IF YES, FREQUENCY REQUIRED	

SPECIAL POSITION FACTORS

22. OVERTIME REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	23. WEEKEND WORK REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	24. SHIFT WORK REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	25. HOLIDAY WORK REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	26. MOBILITY AGREEMENT REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO
27. OTHER				

RECRUITMENT SOURCE

28. IDENTIFY THOSE SOURCES YOU WOULD LIKE TO UTILIZE TO FILL YOUR VACANCY.

BRANCH EMPLOYEES ONLY (LIST BRANCH)	DIVISION/STAFF EMPLOYEES ONLY
STATUS EMPLOYEES OF SUB-AGENCY	STATUS EMPLOYEES OF USDA
CURRENT FEDERAL /GOVERNMENT WIDE (VEOA ELIGIBLE'S)	REINSTATEMENT ELIGIBLE
VRA (CAN ONLY FILL AT OR BELOW THE GS-11)	PERSONS WITH DISABILITY (SCHEDULE A)
ALL U.S. CITIZENS (DELEGATED EXAMINING)	30% DISABLED VETS
AREA OF CONSIDERATION <input type="checkbox"/> PATHWAYS PROGRAM <input type="checkbox"/> OTHER	DIRECT HIRE

OTHER RECRUITMENT INFORMATION

29. CHECK ONLY THE APPLICABLE BLOCKS.

5 DAY ANNOUNCEMENT	10 DAY ANNOUNCEMENT
RELOCATION EXPENSES AUTHORIZED	RECRUITMENT BONUS
RETENTION BONUS	STUDENT LOAN REPAYMENT
OTHER <input type="checkbox"/> SPECIAL PAY/SALARY ENTITLEMENTS <input type="checkbox"/> HIGHEST PREVIOUS RATE (HPR) <input type="checkbox"/> MAXIMUM PAYABLE RATE <input type="checkbox"/> ENHANCED ANNUAL LEAVE	

ESSENTIAL TASK STATEMENTS

30. PROVIDE 3 TO 5 SPECIFIC TECHNICAL SKILLS THAT WOULD DIFFERENTIATE BEST QUALIFIED CANDIDATES FROM QUALIFIED CANDIDATES. LIST THEM IN ORDER OF IMPORTANCE. (THIS INFORMATION WILL BE USED IN PREPARING THE OCCUPATIONAL QUESTIONNAIRE AND VACANCY POSTING. COMPETENCIES LISTED MUST BE PERFORMANCE BASED AND SUPPORTED BY THE POSITION DESCRIPTION.)

1.	
2.	
3.	
4.	
5.	

SPECIALIZED EXPERIENCE STATEMENT (Provide a short description identifying specialized experience required for the position.)

31. SPECIALIZED EXPERIENCE STATEMENT (WILL BE USED IN THE VACANCY POSTING.)

RECRUIT ACTION SUPPLEMENT FORM (continued)

If you choose to use either a quality ranking factor (QRF) or selective placement factor (SPF) they must be supported by the position description and requires a justification.

32. QUALITY RANKING FACTOR

33. SELECTIVE PLACEMENT FACTOR

CERTIFICATION (Certification of recruit action supplement form is required prior to posting of vacancy announcement.)

34. NAME OF MANAGER

TITLE

DATE

SIGNATURE OF MANAGER

REQUESTED PANEL MEMBERS

HUMAN RESOURCES SERVICES STAFF REVIEW (To be completed by an HR representative.)

SELECTING OFFICIAL CONTACTED REGARDING RECRUITMENT PROCESS

DATE

NAME OF HUMAN RESOURCES REPRESENTATIVE

EMAIL

PHONE NUMBER

OTHER INFORMATION

POSITION TO BE FILLED

1. Enter the Pay Plan, Series, and Grade(s) of the position to be filled. Example: GS-2210-07.
(If filling at multiple grades, enter multiple grades here, i.e. GS-2210-07/09.)
2. Enter the SF-52 number that corresponds with the position being filled. Example: GE-001-14.
3. Enter the title of the position to be filled. Example: IT Specialist (CUSTSPT).
4. Enter the Master Record number that corresponds with the position being filled. Example: S01234.
5. Enter the number of vacancies that will be filled using this recruitment.
6. A) Enter the name of the employee whom previously held the position. **Note:** If this is a new position, leave blank.
B) Enter whether or not the vice employee is on temporary promotion or detail. **Note:** If this is a new position, leave blank.

POINT OF CONTACT INFORMATION

7. Enter the name of the Selecting Official for the position to be filled.
8. Enter the phone number of the Selecting Official.
9. Enter the name of the Approving Official for the position to be filled.
10. Enter the phone number of the Approving Official.
11. Enter the name of the Subject Matter Expert for the position (if one is being used). The subject matter expert would assist in the development of the job analysis and assessment tool.
12. Enter the phone number of the Subject Matter Expert.

POSITION INFORMATION

13. Enter the target grade (full performance level) of the position being recruited. Example: GS-12.
14. Enter the Duty Station code for the position being recruited.
15. Enter the type of appointment. Example: Permanent/Temporary/Term.
16. Enter the duration of appointment if it is not permanent. Example: NTE 1 year.
17. Enter the justification for a Temporary or Term appointment (if applicable). Example: the work is of a temporary nature.
18. Enter the work schedule for the position being filled. Example: Full Time/Part Time.
19. Enter the number of hours per week for the position being filled. Example: 40.
20. Indicate whether or not Travel is a requirement for the position being filled. (Yes/No).
21. If Travel is required, indicate the frequency of Travel required. Example: 2 days/pay period.

SPECIAL POSITION FACTORS

22. Enter if Overtime is required for the position being filled. (This is if Overtime is a requirement that occurs regularly for this position. This does not include occasional overtime when needed.)
23. Indicate if Weekend Work is required for the position. (This is when weekend work is a requirement that occurs regularly for this position. This does not include occasional weekend work.)
24. Indicate if shift work is required for the position. Example: midnight shift.
25. Indicate if Holiday work is required for the position.
26. Indicate if a Mobility Agreement is required for the position.
27. OTHER: If there are any other special factors regarding the position, enter them here.

RECRUITMENT SOURCE

28. This section should be used to identify which sources you would like to use to fill your vacancy. Mark all that apply.

OTHER RECRUITMENT INFORMATION

29. This section should be used to identify any other information to be included in the Vacancy Announcement. This includes: Duration of announcement, Relocation Expenses, Recruitment Bonus, Retention Bonus, Student Loan Repayment, etc.

ESSENTIAL TASK STATEMENTS

30. Enter 3 to 5 tasks/duties/technical skills that would differentiate best qualified candidates from qualified candidates. List them in order of importance.

SPECIALIZED EXPERIENCE

31. Provide a short description identifying specialized experience required for the position. This will be used as the minimum qualifications for the position. Can only require 1 year and must be achievable at the next lower grade level.

QUALITY RANKING FACTOR (optional)

32. Provide a short description identifying a quality ranking factor for the position. This would be experience/qualifications above and beyond the minimum qualifications for the position. This would distinguish your best qualified candidates from your qualified candidates.

SELECTIVE PLACEMENT FACTOR (optional)

33. Provide a short description identifying a selective placement factor for the position. This would be experience/qualifications above and beyond the minimum qualifications for the position. This will be a screen out. To use a selective placement factor, justification must be given for going above and beyond OPM minimum qualifications.

CERTIFICATION

34. This section must be filled out completely by the Selecting Official, including name, title, date, and signature. This certifies that the information included on the RAS form is the most up-to-date, accurate information for the position to be filled.