

THE HIRING PROCESS

When the recruitment process is complete, one of the major responsibilities of the SEEP Coordinator is to review student applications to ensure they are eligible and qualified for the program. Once the coordinator ensures eligibility of a student the next step is to hire the student. The hiring process is a team effort among you, the selecting official, your Human Resource Office and the potential SEEP student.

There are times when competitive hiring procedures are not feasible or practical. In that event, the Office of Personnel Management (OPM) provides Federal agencies with the ability to hire non-competitively. Non-competitive hiring means individuals do not have to compete with others, and can simply be appointed to a position if qualified. When hiring a student under the SEEP, the student does not have to compete for the position. The beauty of the program is that you can hire a SEEP student without full and open competition.

In order to help the hiring process along, SEEP Coordinators should ensure that all required documents (official transcript, resume and references) are in place for the Human Resource Office. SEEP Coordinators should assist selecting officials with:

- completing the hiring paperwork
- implementing new student orientation and
- assigning a mentor - Mentors should not be the students' supervisors

Coordinators should communicate with and remain in contact with the new student during and after the hiring process.

Throughout the entire process questions may arise concerning program eligibility and benefits. To make sure the student and the supervisor understand the program requirements it is the coordinators responsibility to facilitate program questions from both the student and the selecting official.

Note: Other responsibilities such as classification and position description should be managed by the Human Resource Office.

**A hiring checklist is available for your use in the resource section of this training.