End-to-End
Model:
Step 1

Validate Need
1-Day

Staffing Process

Customer (Manager/Office Director/Division Director) Identifies need to hire

Initial meeting with DHR Staffing Specialist

(1) (2)
End-to-End Model:
Step 2

Request Personnel Action 1-Day
End-to-End Model: Step 3

Review Position Description 1-Day

1-Day

- Staff Specialist Reviews PD Does PD meet all requirements (see footnote F4)

- DHR Mgt Assigns Draft PD For Classification

- Classifier Completes New PD Sends to Customer for Review

- Customer Develops Draft PD

- Customer Final PD Review

- Classifier Sign-off

- Classifier Hand-off To Staffing Specialist

- No

- Does the PD Exist?

- Yes

(6) (5) (4) (11) (7) (8) (9)
End-to-End Model:
Step 4

Confirm Job Analysis & Assessment Strategy
5-Days

Initiate Job Analysis Process:
Customer & DHR

Selective Factor

Is Package Complete?

(12)

(13)
End-to-End Model:
Step 5

Create/Post Job Opportunity Announcement (JOA) Including Career Patterns 2-Days
End-to-End Model:
Step 6

Receive Applications & Notify Applicants 10-Days
End-to-End Model:
Step 7

Vacancy Announcement (V.A.) Closes

Close JOA
End-to-End
Model:
Step 8

Evaluate Applications 15-Days

1. Staffing Specialist Reviews Applications for Required Docs & Determines Qualifications
2. Suitability Issues are Referred to PIES
3. Contact Applicants for Additional Information (if application(s) were incomplete)
4. Re-announce or Advertise Delegated Examining (D.E.)
5. Do we have Qualified Applicants?
   - Yes: Take No Further Action
   - No: Customer Decision

(25) (26) (27) (28) (29) (30)
End-to-End Model:
Step 9

Issue Certificate & Notify Applicants 1-Day

Staffing Specialist Issues a Certificate
End-to-End Model:
Step 10

- Selecting Official; Review Applications/
  Conduct Interviews/
  Check References/
  Select/
  Return Certificate
  15-Days

Customer Decision:
- Make Another Selection
- Re-advertise
- Close Announcement

Staffing Specialist Issues a Certificate

Manager Reviews Certificate

Customer Decision: Hire?

Interviews Candidates and Conducts Reference Checks

Certificate Returned to DHR
End-to-End Model:
Step 11

Tentative Job Offer / Accept 3-Days

- Use HR Flexibilities & Incentives
- Makes Official Job Offer
- Accepts
  - Negotiate Start/Release Date
  - Confirmation Letter

(38)
(37)
(39)
(40)
End-to-End Model: Step 12, 13, 14

Initiate Security Check 10-Days

Official Offer/Accept 2-Days

EOD 14-Days

E-induction ➔ Create Employee Profile ➔ Swear-in Process & Orientation

E-QWIP (PIES) ➔ PIES/DAS Badge, Keys, Parking, Transhare, Gym

HSPD-12 Sponsoring ➔ E-Verify

(44) (45) (46) (47) (48) (49) (50)