

# Reclamation Manual

## Directives and Standards

<b>Subject:</b>	Pre-Recruitment Consultation
<b>Purpose:</b>	This Directive and Standard (D&S) sets forth a collaborative process designed to inform, assist, and educate hiring officials with application of strategic recruitment options available for filling vacancies.
<b>Authority:</b>	5 United States Code (USC) 51 – Classification; 5 Code of Federal Regulations (CFR) 511– Classification Under the General Schedule; 29 CFR1614 part 102 (a) and (a)(13), and 1614.601(e); Equal Employment Opportunity Commission (EEOC) Management Directive 715 (MD-715) dated October 1, 2003; Executive Order (E.O.) 13518, Employment of Veterans in the Federal Government, dated November 9, 2009; E.O. 13548, Increasing Federal Employment of Individuals with Disabilities, dated July 26, 2010; and E.O. 13832, Enhancing Noncompetitive Civil Service Appointments of Military Spouses
<b>Approving Official:</b>	Deputy Commissioner – Policy, Administration and Budget
<b>Contact:</b>	Human Resources Division, Human Resources Policy Office, 84-12100

### 1. Introduction.

The Department of the Interior's (Department) vision for a highly skilled workforce is a comprehensive strategy that uses multiple factors as tools for competition and workforce development. Differences in background, perspective, education, and experience contribute to the varied viewpoints in the workplace and create dynamism for higher performance and success in achieving mission goals.

The Bureau of Reclamation (Reclamation), through its Reclamation Leadership Team (RLT) and hiring officials, strives to achieve a skilled and dedicated workforce. Reclamation hires both qualified non-Federal and current Federal employees to successfully accomplish its mission. The pre-recruitment consultation (PRC) gives hiring officials the opportunity to strategize with partners to identify the most effective recruitment options, resulting in informed decisions prior to advertising vacant positions.

### 2. Applicability.

This D&S applies to the RLT, all Reclamation hiring officials and Human Resources (HR).

### 3. PRC Requirements and Procedures.

PRC and their associated strategic recruitment discussions are generally active verbal conversations between the hiring official, subject matter experts, and HR. Recruitment is a fluid approach that should be reviewed for each recruitment action and unless the hiring official is seasoned in successfully recruiting for the position being recruited, they should not submit PRC information without a conversation with HR beforehand. HR will

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encourage active discussion, and the hiring official will determine if a meeting should be scheduled.

**A. RLT.**

The RLT will ensure hiring officials dedicate appropriate time and resources to carry out the responsibilities and activities outlined in this D&S.

**B. Hiring Officials.**

Hiring officials will contact HR to discuss any recruitment activity and take a collaborative approach to determine the most advantageous outreach and recruitment strategies that will lead to an increase in the number of best qualified applicants by doing the following:

- (1) considering position management principles as described in HRM 15-02, Position Classification and Position Management, when assigning duties and responsibilities to individual positions prior to filling vacancies and when long- and short-term organizational planning is occurring; and
- (2) utilizing a variety of sources when seeking to fill positions, such as competitive examining, reassignments, promotion, change to lower grade, reinstatement, Veterans' Recruitment Appointment, hiring of individuals with disabilities, Pathways Program, military spouses or other sources.

**C. HR.**

HR will provide technical advisory for all recruitment actions by accomplishing the following:

- (1) explaining the purpose for a PRC to hiring officials and providing them with a copy of this D&S;
- (2) assisting hiring officials with organizational analysis when considering position management principles and strategic recruitment options prior to filling vacancies; and
- (3) advising and collaborating with hiring officials on outreach and recruitment sources and strategies to increase the probability that the recruitment process produces best qualified applicants with a variety of qualifying experience/education.

**D. PRC Timeframe.**

If a PRC has occurred for the same occupational series and grade or hourly pay level within a 6-month period and with the same hiring official, then the PRC procedures described in Paragraph 4 are not required. Rather, the PRC will instead focus on reviewing the previous PRCs and determining whether a change of outreach and

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recruitment strategies is necessary for increasing the number of best qualified applicants.

**E. PRC Documentation.**

The Human Resources Policy Office will establish the forms required to document the PRC. Completed forms will be filed by the servicing HR Specialist in Reclamation's talent acquisition system's case file, as identified by Reclamation's USA Staffing Business Rules for Case Files.

**4. Data Integrity.**

For consistency purposes, the current statistical workforce data must be extracted from the Federal Personnel/Payroll System.

**5. Tracking.**

PRC documentation will be retained within the merit promotion or delegated examining vacancy recruitment files for the required retention period.

**6. Reporting.**

Reclamation talent acquisition system will house reportable recruitment data. HR will follow data entry guidance in accordance with Reclamation, Department and Office of Personnel Management USA Staffing System standards.

**7. Evaluation.**

Consistent use of PRCs will be reviewed during Human Capital Management Evaluations.

**8. Definitions.**

**A. Applicant Pool.**

The sum total of all individuals who have applied for, been referred, or otherwise considered for a position.

**B. Hiring Officials.**

Those individuals responsible for considering position management, strategic recruitment and making selections consistent with merit principles, MD-715, other applicable laws and regulations, as well as Presidential, Department, and/or Reclamation initiatives.

**C. Position Management.**

The process by which positions and organizational structures are carefully designed to align skills and assignments of employees with the goals and objectives of successfully carrying out the organization's mission and program, balancing the efficient and effective use of economic and human resources.

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**D. PRC.**

An assessment of a vacant position, including strategic recruitment and assessment methods, which are discussed between HR, and the hiring official prior to a position being advertised.

**E. RLT**

Reclamation's Executive Schedule, Senior Executive Service, and Senior Level positions comprise the RLT.

**9. Review Period.**

The originating office will review this release every 4 years.