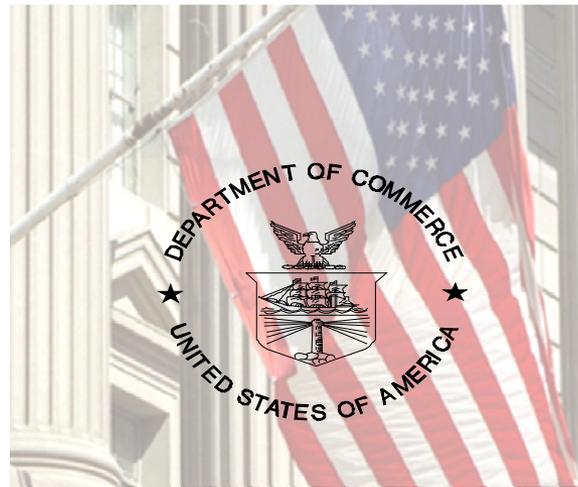




Hiring Reform: Writing Job Opportunity Announcements (JOAs) Training





Topics

- Defining a JOA
- Using Effective JOAs
- Job Summary
- Key Requirements
- Major Duties
- How You Will Be Evaluated
- How To Apply
- Required Documents
- Benefits



What is a Job Opportunity Announcement (JOA)?

- JOAs are effective recruitment tools that allow potential candidates to understand what the job entails and what qualifications are required.
- With minimal effort, the candidates will be able to decide whether the job is a good fit and whether the job requirements match their skill sets.
- All information pertinent to the position should be included in the JOA.



Hiring Reform JOAs

Writing effective JOAs supports Hiring Reform by:

- Streamlining and using plain language
- Appealing to prospective candidates
- Making them easier to understand



Why Use Effective JOAs?

Effective JOAs are used to:

- Attract applicants' interest
- Communicate the job's essential points
- Explain how to apply for the position
- Explain how applicants will be evaluated and ranked



Effective JOAs

Effective JOAs are:

- Short
 - Fewer than 5 pages
- Accurate
 - Competencies/knowledge, skills and abilities are current
- Easy to understand
 - In plain language
 - Without Federal jargon, acronyms, organization-specific terms



JOA Required Sections

- Job Summary
- Key Requirements
- Duties
- Qualifications
- How You Will Be Evaluated
- How to Apply
- Required Documents
- What to Expect Next
- Benefits
- Other Information



Job Summary

- Use the job summary to attract applicants' attention.
- Bureau's marketing/mission information – highlight the reasons an applicant would want to work in this Department
- General information about the position and how it relates to the Department



Key Requirements

List Key Requirements

- U.S. Citizenship
- Males born after 12-31-1959 must be registered for or exempt from Selective Service
- Suitable for Federal employment as determined by a background investigation



Major Duties

Describe the job

- Provide 3 to 5 major duties in bullet format
- Explain duties in plain language
- Avoid Federal jargon and acronyms if possible
- List duties in a logical order
- Write duties so applicants can visualize if the job is a good fit



Qualifications

- Explain qualification requirements – include general or specialized experience and education requirement, if applicable
- List selective factors if any, for example:
 - Speak, read, and write fluently in Spanish
 - Ability to type 40 words per minute with 3 errors in a 5 minute sample.



Specialized Experience

- Specialized experience is an explicit description of required general or specialized experience to ensure that applicants possess the required knowledge, skills, and abilities (KSAs) to perform the work of the position.
- To be creditable, specialized experience must be one year equivalent to at least the next lower grade level or equivalent in the Federal service.
- Importance of Specialized Experience – determines whether an applicant is ‘eligible’ or ‘ineligible’ for a job.



Defining Specialized Experience

Well defined specialized experience statements:

- Are as clear and concise as possible
 - Written in plain language
 - Avoid Federal jargon or acronyms if possible
- Measure the most critical elements of a job
- Avoid use of qualitative adjectives
 - Words such as knowledge of, basic knowledge of, considerable skill in, demonstrated ability to, or familiarity with
- Avoid requiring job-specific or agency-specific knowledge that could be learned in a reasonable period of time on the job (usually 90 days)



How You Will Be Evaluated

- Let applicants know how they will be evaluated:
 - One phase process: Resume and assessment questionnaire
 - Multi-phase process – 2 methods: 1) Resume and assessment questionnaire then qualified candidates with a score of 85 or higher are asked to answer essay questions, or 2) Resume then qualified candidates take an assessment questionnaire and/or essay questions.
- Let applicants know how long it may take to complete each assessment
- Category Rating – you must define the quality categories by stating the name of each category
 - Gold
 - Silver
 - Bronze
- Let applicants know what happens as a result of the completed assessment(s).



How to Apply

Tell applicants how to submit their application:

- Apply online with options on how to submit their application if no internet access
- Emphasize that applications and required documents must be received by 11:59 PM (EST)
- Provide HR Specialist contact info for assistance



Required Documents

Tell applicants what documents are required when submitting their application

- Resume showing relevant experience, cover letter optional
- Veterans' preference documentation
- Career Transition Assistance Plan (CTAP) and Interagency Career Transition Assistance Plan (ICTAP) documentation
- Education – if the position requires proof, an unofficial transcript or a list of courses that include the following information: name of accredited institution, grades earned, completion dates, and quarter and semester hours earned will be accepted.



What to Expect

Tell applicants what to expect after they submit their application:

- Status Notifications
 - Confirmation of receipt of application
 - Upon determination of qualifications
 - When referred/not referred to the hiring manager
 - When a selection/non selection is made
- Suitability and/or security background investigation (OF-306)
- Be prepared to submit official documentation prior to appointment



Benefits/Other Information

- Federal Benefits
- CTAP and ICTAP requirements
- Agency specific information
 - Privacy Act Notice
 - Reasonable accommodations
 - Buyouts
 - EEO statement



Thank You!

