

UNITED STATES DEPARTMENT OF THE INTERIOR
Bureau of Land Management
Oregon State Office
P.O. Box 2965
Portland, OR 97208

In Reply Refer to:
1400-300 (OR-953) P

December 27, 2002

EMS TRANSMISSION 12/27/2002
Information Bulletin No. OR-2003-049

To: DMs, DSDs, Staff and Branch Chiefs

From: State Director

Subject: Recruitment Outreach

Program Area: Recruitment

Purpose: The purpose of this memorandum is to emphasize the need to refocus and revalidate our commitment to a diverse workforce in our recruitment outreach, not only in our student hiring but in all hiring opportunities.

We will be completing our Workforce Plan for FY04-08 in February 2003. It is anticipated this will identify critical skills and positions to recruit for both permanent and non-permanent. This plan will help recruit a quality diverse workforce.

Policy/Action: The Bureau's Merit Promotion Plan requires each selecting official to develop an outreach and recruitment strategy. Attached is the newly updated Oregon/ Washington (OR/WA) Outreach and Recruitment Strategy Plan (ORSP) to complete in filling all vacant positions except in the Excepted Service Temporary Seasonal Program.

Timeframe: Immediate

Budget Impact: None

Background: With few exceptions, planning for recruitment for vacant positions has not occurred until the point in time when the "recruit" SF52, Request for Personnel Action, is initiated by the supervisor. This results in limited time to pursue additional recruitment activities to include networking with various affirmative employment initiatives. Improving our workforce plan process by anticipating needs, and to better plan recruitment strategies can only strength our commitment.

2

Manual/Handbook Sections Affected: An Outreach and Recruitment Handbook has been developed and placed at the Workforce Planning Link on <http://web.or.blm.gov/or953>. This handbook will be a valuable tool when completing the ORSP. In developing the ORSP, emphasis should be placed on identifying underrepresented groups in the Civilian Labor Force Data, also located at this web site.

Coordination: For additional assistance in identifying recruitment sources, please contact your Human Resources Office.

Contact: For information regarding the Outreach and Recruitment Handbook contact

Sheila Casey, OR953, (503) 808-6060; for guidance in completing the ORSP plan, contact your Human Resources office, EEO Coordinator, or the State Branch of Human Resources and EEO Office.

Districts with Unions are reminded to notify their unions of this IM and satisfy any bargaining obligations before implementation. Your Servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by

Authenticated by

Charles E. Wassinger
Associate State Director

Mary O'Leary
Management Assistant

1 Attachment

1 - [Outreach and Recruitment Strategy Plan](#) – 2 pages

Distribution

WO-700 (Rm. 5628 – MIB) – 1
HR210 – 1



Outreach and Recruitment Strategy Plan

The list below is intended to help managers/supervisors select the option in filling the job that best meets a variety of considerations such as position management, affirmative employment planning, needed time frames, etc. It will also assist both the servicing Human Resources office and the State Recruitment Coordinator in providing you with prompt assistance in filling the position.

JOB: Complete for ALL positions (except Excepted and Competitive Service Temporary Seasonal Positions)

- Title:
- Series/Grade:
- Full Performance Level:
- Grades to be advertised (e.g. 7/9/11)
- Work Schedule (e.g., FT, PT, Intermittent, and Seasonal)
- Number of positions to be filled:
- District/Resource Area/Division/Branch:
- Contact Person and Phone Number:

Can this position be filled by a student under the Student Educational Employment Program? yes No

If so, contact the State Recruiter, OR953. Disregard completion of this plan. For **ALL** Student Career Employment Program (SCEP) positions, please contact the State Office Recruiter, Branch of Human Resources.

Is this an entry level position that can be filled with a graduating student under the Student Career Experience Program (SCEP)? If so, please contact the State Office Recruiter, Branch of Human Resources.

Is this a **Non-Competitive Appointment** e.g., reinstatement, reassignment, etc.? Please explain why this is being done versus the use of broader applicant pool.

CONSIDERATIONS	PERMANENT	TERM	TEMPORARY LIMITED (Competitive Service Only)
Open Period of Announcement, e.g. working days			
If required, has OR/WA HRMC approval been obtained?			
Dual Recruitment. Choose one or both MPP – Merit Promotion Plan (internal) DE – Delegated Examining (external-competitive)			
If Merit Promotion Plan (MPP) announcement, area of consideration: Choose one: Government wide DOI wide BLM wide BLM OR/WA Local commuting area (LCA) Note: Candidates can apply on MPP Announcements who meet any of the following Eligibilities:			

Reinstatement, Veterans Readjustment (VRA), 30% or more Disabled Veterans, Veteran Employment Opportunity Act (VEOA), People With Disabilities Act, and Other non-competitive Eligibles (VISTA, Peace Corps, etc.)			
If Competitive Vacancy Announcement (CVA) Open to all U.S. Citizens, area of consideration			
Relocation Expenses: Paid or Not Paid			

The following questions on OUTREACH STRATEGY must be completed for all positions.

1. Please document you and your immediate supervisor's rationale in deciding the grade level to which this position is to be advertised. Please be specific.

2. In addition to listing this vacancy announcement on OPM's USAJOBS automated vacancy system, please describe specifically your outreach strategy plan in ensuring that a diverse pool of potential applicants will learn of this vacancy (e.g. advertising in trade publications, internet web sites, local and regional newspapers).

3. Please list the local organizations (including women and minority organizations) you have contacted to alert them of this vacancy or describe your plans to provide these groups a copy of the vacancy announcement.

4. Please list the schools (colleges, universities, vocational, high school, etc.) you have contacted or plan to contact to inform them of this vacancy (when outreach is for all U.S. Citizens), if appropriate for this recruitment.

5. Identify the under-represented groups according to the Civilian Labor Force Data. For assistance, you can contact your local human resources office and EEO Coordinator, or the State Office Branch of Human Resources and EEO Office.

If you need assistance in developing an outreach/recruitment plan or if you would like to do advance outreach via an outreach notice , please contact your servicing Human Resources Office. Please provide a copy of this form to the State Office EEO Office (OR-956).

To avoid any delay in processing the SF-52 for this vacancy, you must complete the following actions:

1. **Complete this plan – Outreach and Recruitment Strategy Plan (2pages)**
2. **Attach completed plan to the SF-52 and/or FPPS Tracking Sheet and submit with the position description, OF-8 (PD signature page), KSA/Crediting Plan to the Servicing Human Resources Office.**

Signature of First Level Supervisor _____ Date _____

Signature of Second Level Supervisor _____ Date _____

