



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
JOINT BASE LEWIS-MCCHORD YAKIMA TRAINING CENTER
970 FIRING CENTER ROAD
YAKIMA, WA 98901-9399

IMLM-YTC-ZA

19 June 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Yakima Training Center (YTC) Policy Statement #9, Hiring and Selection of New Hires

1. One of the most important responsibilities performed by a supervisor is the recruitment and selection of candidates to fill personnel vacancies within the workforce. Employees are the backbone of our organization, therefore, selection of highly qualified candidates to fill vacancies is critical to accomplishment of our mission. This policy establishes guidelines for supervisors to follow during the recruitment and candidate selection process. Supervisors are expected to know and comply with Merit System Principles (5 USC § 2301) (Enclosure 1) and to take appropriate steps to avoid Prohibited Personnel Practices (5 USC § 2302) (Enclosure 2) during the recruitment and hiring process.

2. Recruitment.

a. Purpose: The goal during the recruitment phase is to generate a pool of highly qualified candidates to fill vacant positions. Supervisors are encouraged to utilize all appropriate resources to advertise vacancy announcements that affect their work unit.

b. Area of consideration: Use of Merit Promotion Announcements is the preferred method to recruit and fill vacancies. However, for hard to fill positions, use of Delegated Examining Unit (DEU) authorities may be warranted. The JBLM Civilian Personnel Advisory Center (CPAC) can provide advice on when the use of DEU authorities is appropriate.

c. Competitive verses non-competitive hiring actions: In most situations recruitment of federal employees is accomplished through a competitive process. However, various authorities permit the selection of qualified candidates through non-competitive procedures (i.e., 30% or more disabled veteran). Use of non-competitive hiring authorities shall be approved in advance by the undersigned or the Deputy to the Garrison Commander. The JBLM CPAC can provide advice on the use of non-competitive hiring authorities.

d. Developmental Trainee positions: Supervisors shall consider advertising vacancies as developmental/trainee positions (i.e., GS05/07/09) for non-supervisory

This policy statement supersedes Policy Statement 9 dated 11 July 2018.

positions when appropriate to generate adequate numbers of highly qualified candidates. Supervisors shall be mindful that some positions at YTC have limited promotion potential without the use of this hiring strategy.

3. Candidate Review.

a. Purpose: The goal during the candidate review phase is to assess the skills, experience, education, and suitability of each candidate to perform the duties of the position. Done correctly, the assessment will provide Selecting Officials the information necessary to make an informed decision on the most qualified candidate for the position.

b. Selecting Officials will establish hiring review panels, generally consisting of three or more individuals, to assess the qualifications of candidates referred for consideration. Panel members should be familiar with the duties of the position and capable of performing their duties on the panel in a professional and unbiased manner. Selection Officials will participate on the panel and serve as the chairperson.

c. Selecting Official shall develop a written plan to assess and rank (qualitatively or quantitatively) the resumes of each candidate. Panel members will review resumes of all candidates utilizing the criteria established by the Selecting Official.

d. Selecting Officials shall conduct personal interviews with candidates deemed to be the most qualified for the position following the resume review process. Selecting Officials shall develop and utilize written interview questions that assist in further assessing the candidates' ability to perform the duties of the position. Participation of members of the hiring review panel during the personal interview phase is highly encouraged.

e. Selecting Officials shall contact references of those candidates deemed to be most qualified for the position following the resume review and personal interviews.

4. Candidate Selection.

a. Final selection of the most qualified candidate for a position remains the responsibility of the Selecting Official. While careful consideration should be given to input from the hiring review panel members, the final selection of the most qualified candidate rests with the Selecting Official.

b. At the conclusion of the hiring process, Selecting Officials will counsel internal candidates that were not selected for a position to discuss ways employees can increase their competitiveness for future vacancies.

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5. Any deviations from this policy will be requested through the Deputy to the Garrison Commander.

6. The point of contact for this policy is the Deputy to the Garrison Commander, 509-577-3205.

Encl

1. Merit System Principles
2. Prohibited Personnel Practices


LUKE A. WITTMER
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Commanding