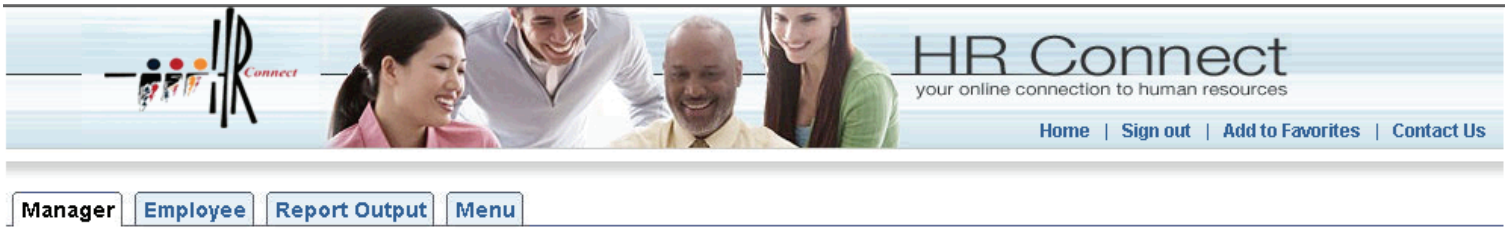
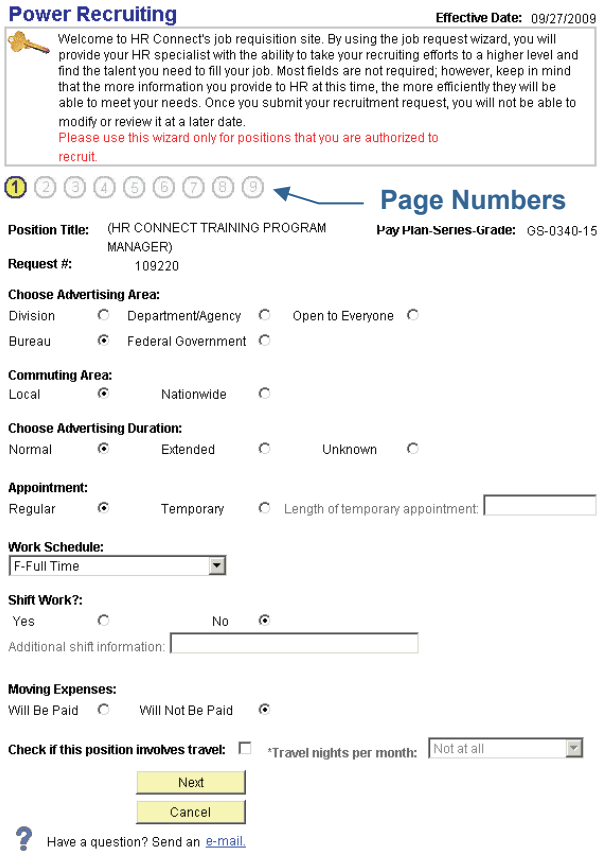
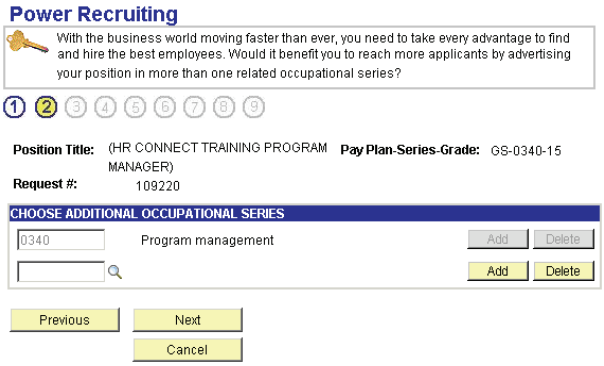
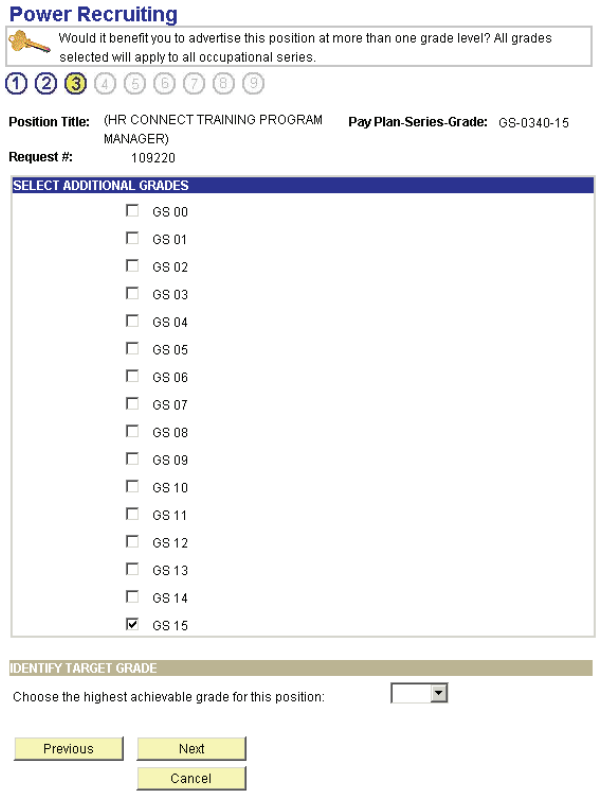
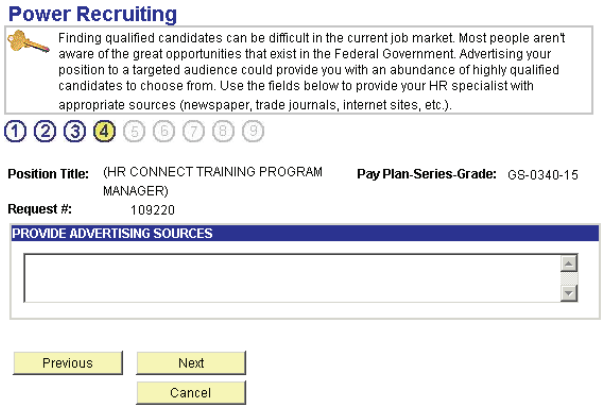
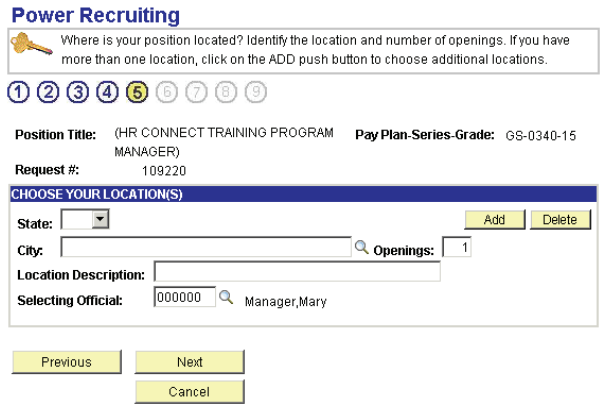


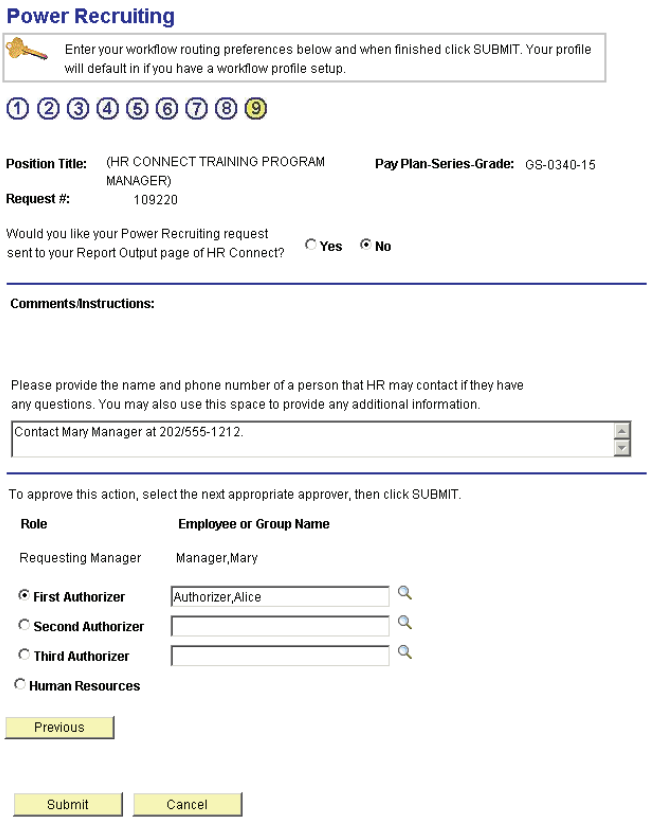
Power Recruiting

The purpose of this job aid is to provide detailed instructions on how to initiate a recruitment action to start the process of posting a vacancy announcement.

Action	Screen Image
1. On the Manager home page, select the **Vacant Positions** link in the Positions section.	**Positions** **Vacant Positions** View vacant positions and begin recruiting. **Establish New Position** Request a new position to be added to your organization.
The Vacant Positions page displays. 2. Select the vacant position for which you want to initiate the recruitment action.	**Vacant Positions** This page allows you to view your current vacancies. Requested positions are proposed positions that require review by an HR specialist. Vacant positions have been budgeted and approved for your organization and you may begin recruiting at any time. "Recruit" displays beside the vacant or requested position where a recruitment action has been initiated. To add an additional requested position to your organization, click on the ESTABLISH NEW POSITION link at the bottom of the page. **Name:** Manager,Mary **Organization:** PRODUCTION SUPPORT Status / Position Title / Pay Plan/ Series/Grade / PD# / Position Number / Sub Org Requested / Information Technology Special / GS-2210-14 / T00509 Vacant / PERSONNEL PAYROLL SYSTEM ANALY / GS-0301-12 / 010341 / 206774 Vacant / PROG ANAL / GS-0343-13 / 009798 / 65429877
The Recruit – Verify Position page displays. 3. Verify that this is the correct position. 4. Select the **To Power Recruiting** button.	**Recruit - Verify Position** Thank you for using HR Connect's automated recruitment request function. Please note, you should not begin this process unless you have authorization from your supervisor to begin recruiting. All requests are forwarded directly to your human resources office. The first step is to review the position description and verify the accuracy of duties. If the position description is correct, click TO POWER RECRUITING to proceed. If no duties are displayed and you want to select a different position, click on the "Establish New Position" link below and follow the instructions provided. A human resources specialist will work with you to classify the position before it is posted. **PositionTitle:** (HR CONNECT TRAINING PROGRAM MANAGER) GS- 0340 - 15 **Major Duties:** PROGRAM MANAGER (HR CONNECT TRAINING PROGRAM MANAGER) GS-0340-15 PD # 08226B INTRODUCTION The incumbent serves as the Program Manager for HR Connect Training Program and the Program Manager for the Department of Treasury Learning Management System (TLMS). The position is assigned in the HR Connect Program Office that falls under the Departmental Offices Chief Information Officer. In this role, the Training Program Manager is a direct report to the Production Support Director and thus is responsible for meeting customer learning needs related to the HR Connect Program and general professional development activity reporting. The incumbent has responsibility for **Establish New Position** Establish New Position To Power Recruiting Back Have a question? Send an e-mail.

Action	Screen Image
Power Recruiting Page 1 displays. 5. Verify that the position information is correct. 6. Note the **Request #** and refer to it when making inquiries regarding this recruit request. 7. Select the **Advertising Area** in which to post the recruitment. Only one can be selected, but explain in comments (page 9) if any others are to be used. 8. Complete the rest of page 1 as appropriate for your vacancy. If additional details or explanations are needed, enter them in the comments on page 9. 9. Select the **Next** button to proceed or the **Cancel** button to cancel the action.	
Power Recruiting Page 2 displays. The occupational series defaults to that of the position you selected in Step 2. 10. Add or deleted additional series as needed using the Add and Delete buttons. 11. Select the **Next** button to proceed or the **Cancel** button to cancel the action. Select the **Previous** button to return to page 1.	

Action	Screen Image
Power Recruiting Page 3 displays. 12. Select the grade(s) at which you wish to recruit (GS 00 through GS 15). • The default is the grade of the selected position. Deselect if recruiting at a lower grade. 13. Choose the full performance grade level. 14. Select the **Next** button to proceed or the **Cancel** button to cancel the action. Select the **Previous** button to return to page 2.	
Power Recruiting Page 4 displays. 15. Enter specific advertising sources you want HR to use. Otherwise, leave it blank, and HR will follow standard procedures. 16. Select the **Next** button to proceed or the **Cancel** button to cancel the action. Select the **Previous** button to return to page 3.	
Power Recruiting Page 5 displays. 17. Select the state where the employee(s) will be located. 18. Use the Lookup tool to select the city. • HR Connect populates the city and location description based on your search selection. 19. Enter the number of openings to be filled (defaults to 1). The Selecting Official defaults to the position number and name of the requesting manager. 20. Add or delete locations using the Add or Delete button. 21. Select the **NEXT** button to proceed or the **CANCEL** button to cancel the action. Select the **PREVIOUS** button to return to page 4.	

Action	Screen Image
Power Recruiting Page 6 displays. 22. Enter specific text you want HR to use in the vacancy announcement. Otherwise, leave it blank and HR will follow standard procedures. 23. Select the **Next** button to proceed or the **Cancel** button to cancel the action. Select the **Previous** button to return to page 5.	**Power Recruiting** What is unique about your position? Make your announcement stand out from the others. Tell candidates why they should work for you and your organization. 1 2 3 4 5 6 7 8 9 **Position Title:** (HR CONNECT TRAINING PROGRAM MANAGER) **Pay Plan-Series-Grade:** GS-0340-15 **Request #:** 109220 **The text in the help wanted box should read...** Previous Next Cancel
Power Recruiting Page 7 displays. 24. If your agency uses competencies, a list is shown from which to choose competencies to be used in this recruitment action. 25. Select the **Next** button to proceed or the **Cancel** button to cancel the action. Select the **Previous** button to return to page 6.	**Power Recruiting** Help applicants better understand what you're looking for in the perfect candidate. From the list below, select 4-6 job-related criteria that are important to you for this position and are required for successful performance in the position. Candidates for your job will be evaluated against these factors during the recruitment process. 1 2 3 4 5 6 7 8 9 **Position Title:** (HR CONNECT TRAINING PROGRAM MANAGER) **Pay Plan-Series-Grade:** GS-0340-15 **Request #:** 109220 **The ideal candidate is effective in the following areas:** | View All First 1 of 1 Last **Occupational Series:** 0340 Program management There are no competencies associated with this occupational series. Please proceed to the next screen. Your HR specialist will contact you to create competencies specific to your position. Previous Next Cancel
Power Recruiting Page 8 displays. 26. Enter specialized experience or skills the applicant will be required to possess. Name Requests: If "Open to Everyone" is marked as the Advertising Area on page 1, you may request someone for the job (not an option otherwise). In the case of a tie, if one of the tied applicants is on a name request, then that person beats the other applicant. 27. To notify others of this request, enter their email addresses here, separating each with a comma. 28. Select the **Next** button to proceed or the **Cancel** button to cancel the action. Select the **Previous** button to return to page 7.	**Power Recruiting** Help candidates narrow their job search, and ensure that you get the best qualified applicants for your position! List any specific qualifications that applicants must have to qualify for the position. Your HR specialist will use this information to screen candidates. Selecting officials may recommend applicants for positions that are open to candidates outside the Federal Government. Name requests must be nominated before an announcement is posted to the general public. In addition, name requests must meet minimum qualifications for positions and attain a highly qualified score under the rating and ranking procedures. Designation of a specific name is optional. 1 2 3 4 5 6 7 8 9 **Position Title:** (HR CONNECT TRAINING PROGRAM MANAGER) **Pay Plan-Series-Grade:** GS-0340-15 **Request #:** 109220 **Candidates are required to have...** **E-Mail Notification:** Enter your supervisor(s) e-mail address to notify them of your new request. Separate multiple e-mail addresses with a comma. Previous Next Cancel

Action	Screen Image
Power Recruiting Page 9 displays. 29. Choose Yes after the question “Would you like your Power Recruiting request sent to your Report Output page of HR Connect?” to create a report of the request which you can later view or print. 30. Enter additional instructions or details in Comments. 31. If you have a workflow profile, the authorizer information automatically populates. If not, use Lookup to select a first authorizer for this request. **NOTE:** Proxies must change or enter the first authorizer to route to the manager for whom they are acting. 32. Verify that the First Authorizer is selected. • You may send directly to HR if you have the authority to do so. 33. Select the **Submit** button to send the action. The recruit request is complete.