

**Short Term Selection and Placement Process
for Supervisor Distribution Operations EAS-17
and Supervisor Customer Services EAS-17**

**Filling of vacancies under this process is in
effect for a December 29, 2009 posting.**

General Information for Area and District HR Professionals

- Critical positions are identified and vacancies are authorized based on complement criteria.
- The area of consideration, at the minimum, is all eligible career EAS employees and career Bargaining Unit employees within a district.
- The process reflects a universal approach to initial level supervisor selection. Applicants apply through eCareer for a specific vacancy and may apply for multiple vacancies within their district.
- Local Services enters applicants into OASys.
- Applicants take new automated assessment (exam 642) at PAN location.
- Local Services pulls a ranked score report from OASys once all Applicants complete assessment, and forwards the top 10 ranked applicants to the Selecting Official (manager with the vacancy) in alpha order. (Note: This reflects a one-time waiver of structured committee review and rating of applications.)
- The Selecting Official interviews this group of applicants using a structured interview process, makes selection, and forwards for higher-level approval.
- Successful applicants are selected as EAS-17 Supervisors, associated with a goal of effectively abolishing the EAS-15 Associate Supervisor position. Promotional increase will be to the SDA or 6%, whichever is greater.
- Supervisors report immediately with on-the-job coaching.
- The formal training period begins no later than 90 days after applicant's reporting date.

The selection and placement timeline has been greatly reduced by capitalizing on eCareer and test automation. Several of the steps have been streamlined in the selection process. Once posting closes, hiring managers could potentially make a selection in less than 3 weeks.

	Selection Timelines	Start	Complete
1.	Post	Dec 29, 2009	Jan 13, 2010
2.	PAN Assessment	Jan 14, 2010	Jan 27, 2010
3.	Shared Service	Jan 14, 2010	Jan 28, 2010
4.	Selecting Official Interviews	Jan 29, 2010	Feb 3, 2010
5.	Selection / Higher Level Approval	Feb 4, 2010	Feb 8, 2010
		TOTAL	40 Days