Selection Any Occupation
- T5 or Wage Grade Occupation
- Title 38 Occupation
- Hybrid Title 38 Occupation
- Tentative Offer

Decision Points
- Set pay - which method: pay table, set pending board, Market Pay?
- Retired Annuitant waiver of dual compensation needed?
- Pay flexibilities: AMER, HPR, Above Minimum Rate - other. Nurses: RN Pay Setting Tool - COVID 19

Initial Screening for all
- Describe expectations for physical, background investigation, fingerprints and pending review of Selective Service Registration, LEIE, NPDB. Complete LEIE and Selective Service, NPDB review.
- Initiate VetPro for Title 38 and Hybrid Title 38
- Send any required and minimal TMS requirement or Rules of Behavior, for access outside the firewall to candidate
- Initiate HR Smart, Position Manager builds position and annotates COVID-19 if applicable

Title 38 and Hybrid Title 38
- Follow pay setting progress: Nurse, MD/DDS/Pod and get signed by COB
- Follow Medical Staff Office progress closely (VetPro) to ensure completion
- Ensure incentives are signed
- Obtain signatures for approved pay for occupations without board requirement
- Ensure Dual Comp documents together for CHRO review and signed by COB
- Complete document special hiring authority if used (Medical Support Authority, Direct Hire, Schedule A, etc.)
- Ensure incentives, Above Minimum Rate of Grade, Dual Comp and other pay flexibilities to be implemented upon hire are signed by COB

Title 5, FWS
- Review all documents: HRSmart entries, special hiring authority documentation, incentives, pay flexibility documents (AMER, Dual Comp, HPR, etc.)
- Review HR Smart field and Recruitment Tracker
- Schedule 1st day of work, and TB test as applicable
- Obtain signed Rules of Behavior (even if hard copy). Supervisor to initiate user provisioning for systems access and other interim suitability measures
- Ideally, make firm offer on Day Two

Day Three Start Date
- Done - start today!

TS
- Ideally, start today! Otherwise, confirm all Medical Staff/VetPro requirements are signed and complete
- Appoint temporarily pending completion of full credentialing. Once all credentialing requirements and PSB for Full Title 38 are complete the expedited appointment can be converted to the appropriate permanent appointment.

Title 38 or Hybrid Title 38
- Make Firm Offer if not done already: ideally the intent is staff will start by day 3.
  - Ensure tracking of employees is in place for future follow up of Fingerprints, physicals, drug testing, temporary appointments, etc.
  - Ensure manager has given HR specific instructions regarding where to send employee on Day 1
  - Virtual NEO if employee starts on Day Three
  - Mark USAS with new-hire start date

All

First shift is ideally Day #3 of process: Oath of office, I-9 and identity vetting, badge under COVID procedures and TB test. Enlist support of supervisors (Best Practice) for Oath and Identity vetting. Code new-hire into HR Smart

Welcome aboard!