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DoD HIRING PROCESS

TIPS FOR HIRING MANAGER'S

1. Know what competencies you need to support your mission requirements.
2. Determine your optimum workforce mix (military/civilian/contractor).
3. Become familiar with your workforce demographics so you can address any imbalances.
4. Use standardized and up-to-date position descriptions.
5. Clearly articulate the critical skills that an applicant should possess to be successful, and consider hiring incentives that might be needed to attract the best talent.
6. Discuss time lines, communication preferences, and responsibilities with your HR professional.
7. Consider using diverse recruitment sources e.g., veterans, persons with disabilities, recent graduates, etc.
8. Use evaluation/selection panels judiciously. Participate in candidate evaluation for highly technical jobs, such as nuclear physicists, infectious disease specialists, etc.
9. Plan ahead: Identify candidate evaluation panel members and interviewers at the time you submit the request to fill the position. Make time in your calendar to review resumes and schedule interviews.
10. Keep in touch with the selectee while waiting for him/her to come on-board; let them know you really want them as part of your team.
11. Prepare for your new employee's arrival. Have the workplace and orientation materials ready, and make them feel welcome!



DEPARTMENT OF DEFENSE
DCPAS
Defense Civilian Personnel Advisory Service

The right people in the right jobs at the right time.