

## Schedule a Hiring Authority

**OVERVIEW:** One of the most common complaints about the federal hiring process is that it takes too long. As noted by the Merit Systems Protection Board in its September 2006 report entitled *Reforming Federal Hiring: Beyond Faster and Cheaper*, it takes an average of 102 days to complete all of the steps in the competitive hiring process, from making the request to making the appointment.

Certainly you, as a federal hiring manager or official, do not look forward to the prospect of spending three months or more trying to fill a position. Moreover, we know that excellent potential employees are lost because they too do not want to wait or cannot afford to wait months for a hiring decision. So what can agencies do? Use Schedule A!

### **KEY POINTS:**

Schedule A is an excellent alternative to the frustrating and bloated traditional hiring process. Moreover, hiring qualified individuals with disabilities furthers several goals:

- Every federal agency strives to be diverse, inclusive, and provide equal opportunity to all. Agencies appreciate that a diverse workforce is its greatest asset.
- The Department of Defense has a long-standing goal of 2% participation by individuals with targeted disabilities in the civilian workforce.
  - Unfortunately, the participation rate is currently .78%.
- Congress has mandated that the federal government be the model employer of individuals with disabilities and increase use of Schedule A.
  - The mandate is reemphasized in Executive Order 13548, Increasing Federal Employment of Individuals with Disabilities, signed July 26, 2010.
  - Reaching model employer-status means that agencies need to make significant improvement in the area of hiring people with disabilities.

Using the Schedule A appointing authority, found at 5 CFR § 213.3102(u), qualified candidates who meet the Office of Personnel Management's (OPM) guidelines can be hired non-competitively –

- without the typical recruitment headaches;
- without posting and publicizing the position; and
- without going through the certificate process.

Still need a reason to use Schedule A? Increasing the use of Schedule A not only reduces the time to hire, it also reduces the associated costs. Meeting goals while also getting positions filled quickly and cost-effectively makes using Schedule A, a WIN-WIN proposition!

To educate agencies on hiring individuals with disabilities, the Office of Personnel Management recently developed two brief training clips on hiring and using Schedule A:

- <http://golearn.gov/HiringReform/hpwd/index.htm>, and
- <http://golearn.gov/HiringReform/applicant/hpd.htm>.

To learn more about Schedule A to hire qualified individuals, contact your Component Disability Program Manager and/or serving personnel office. Additional guidance is available by contacting Stephen M. King, Director, Disability Programs, Office of Diversity Management and Equal Opportunity, at 703-571-9327, or [stephen.king@osd.mil](mailto:stephen.king@osd.mil).