



Guidelines for Job Fairs, Career Forums and Recruiting Events

Senior leaders, hiring managers, supervisors and human resources professionals (hiring officials) are accountable and responsible for ensuring that Federal employment is accomplished in a manner that is compliant with applicable laws, rules and regulations.

Federal personnel management is based on and embodies the **Merit System Principles**. These principles are defined by Federal law at 5 U.S.C. § 2301(b) and are based on the expectation that the civilian hiring process is efficient, effective, open and fair, and free from political interference and preferential treatment. Visit the Merit Systems Protection Board website for a complete listing of merit systems principles - www.mspb.gov/meritsystemsprinciples.htm.

Prohibited Personnel Practices are personnel actions a hiring official with personnel authority may not do and are defined by Federal law at 5 U.S.C. § 2302(b). A hiring official has personnel authority if they can take, direct others to take, recommend, or approve any personnel action. This includes appointments, promotions, discipline, details, transfers, reassignments, reinstatements, or any decisions concerning pay, benefits, training, and ordering psychiatric testing or examination. Visit the U.S. Office of Special Counsel website at www.osc.gov/pppwhatare.htm# for more information regarding prohibited personnel practices.

There are numerous methods for accepting resumes for vacant positions. It is important that hiring officials adhere to specific guidelines outlined when accepting resumes using one of the methods described below. These guidelines are based upon regulations outlined in the Code of Federal Regulations and recent case law.

Veterans Preference Eligibility

There are a number of ways to hire veterans for Federal civilian jobs. Federal regulations stipulate how veterans with a hiring preference must be considered for vacancies. When Commands and organizations receive more than one application from veterans, it constitutes what is known as an applicant supply file. Therefore if applications from this file are used as a source to hire veterans using the Veteran Recruitment Appointment (VRA) hiring authority, those applicants must be placed in preference order and selected in that order. This means that all qualified applicants with a 10-point preference are placed ahead of qualified applicants with a five-point preference. Further, qualified applicants with five-point preference are placed ahead of non-preference eligible veterans for appointment under the VRA.

Regardless of how resumes are received, (e.g., job opportunity announcement or recruitment or job fair/forum), if there are two or more qualified applicants this creates an applicant supply file. Additionally, a list of names gathered from alternate sources (e.g., a listing of ERB-impacted sailors) used to determine whether there are possible candidates for specific vacancies may be perceived as an applicant supply file. The following are examples of recruitment methods which may involve the creation of an applicant supply file.

Method 1 Using VRA Authority

- **Job Fairs/Forums/Recruiting Events without Job Opportunity Announcements** — Using the VRA authority to hire applicants, applications collected at these events require candidates to be placed in Veterans' Preference order.
- **Job Fairs/Forums/Recruiting Events with Job Opportunity Announcements** — Commands or activities may opt to post a job opportunity announcement (JOA) that coincides with any scheduled job fair/forum. The Human Resource Service Centers (HRSCs) will provide Commands with a list of qualified applicants in Veterans' Preference order.
- **Selecting Candidates from Voluntary Employment Lists** (e.g., a listing of ERB-impacted sailors) — Commands who opt to name request a qualified candidate from an employment list must make a determination of preference eligibility of all qualified applicants included on the list and ensure that selections are made in preference order.

NOTES (applying to Method 1)

- Veterans who have a 10-point preference and who also meet the specific position requirements may be immediately appointable using VRA without regard to any other preference-eligible candidates that may be available in the applicant supply file.
- Commands and activities that elect to receive resumes at recruiting events are accountable for the hiring decisions and/or action if challenged by a third party.
- Commands and activities that receive resumes at events must provide applicants notification of the recruitment results as required by the Office of Personnel Management hiring reform rules.

Method 2 VEOA/All Status Candidates

- VEOA allows veterans that would otherwise be outside the area of consideration to apply for vacancies when an agency is accepting applications from status applicants outside of the Department of Defense under merit promotion procedures. Commands may choose to use this method as some positions may not be filled using the VRA authority (e.g., GS-12 or equivalent and above).