



The Office of Personnel Management (OPM) provides this resource for quick and helpful answers to the most common questions regarding the centralized recruiting model and Onboarding 2.0.

OPM Recruitment and Onboarding 2.0 FAQ's

Access

- 1. Q: Will HR Admin staff be able to view the same fields in ARCareers after the January 26th update?**

A: Each department will continue to have a default HR Admin and roles will be based off position titles listed in AASIS.

Requisition Creation

- 1. Q: When creating requisitions, when should departments obtain internal agency approval?**

A: Internal agency approval should be obtained prior to creating the requisition and sending to the OPM recruiter for approval.

- 2. Q: When creating requisitions, when should departments obtain hiring freeze approval?**

A: Internal agency hiring freeze approval should be obtained prior to creating the requisition. If approved internally, requisition may be created and sent to OPM Recruiter for final hiring freeze approval prior to posting.

Recruiting

- 1. Q: Will there be a process for an agency to request screened applications assessed as not meeting minimum qualifications? What if an additional applicant needs to be pushed through?**

A: Requests will be reviewed on a case-by-case basis and departments should work directly with their primary recruiter if they feel someone was incorrectly declined. If a referral is received, the name should be communicated to the recruiter on the front end so the agency and recruiter can work together to determine next steps.

- 2. Q: Who will schedule interviews?**

A: Interview scheduling will remain with each department/hiring manager.

- 3. Q: If the applicant has questions about why they did not meet minimums or if they would like reconsideration, who should they contact?**

A: If the applicant has questions or would like additional review for reconsideration, they can reach out to the primary recruiter directly or they can email the OPM Recruiting email code.

4. Q: Will the department or OPM check proof of prior?

A: Your OPM recruiter will check AASIS. If the individual is not in AASIS, recruiter will contact the candidate to obtain contact information to verify prior work history.

Offer

1. Q: If the department would like to request a special entry rate, when would that occur in the process?

A: Once the hiring selection is made, the request should be submitted to both the Class/Comp Analyst. Class/Comp Analyst will review the requested entry rate and communicate the final rate back to the recruiter for offer letter creation.

2. Q: How will information be provided to OPM to initiate the offer and onboarding?

A: There will be an OPM Hiring Selection form that will include any information the recruiter might need, including start date, pay, work schedule, employee type, etc.

3. Q: Will Department HR be able to customize the offer letter?

A: All offer letters will be created and sent by the OPM Recruiting team using a streamlined template. Offer letters will still include the department the individual is being hired into, the hiring manager and the salary. Any customized requests will be handled on a case-by-case basis.

Pre-Employment

1. Q: For agencies that administer background checks, drug screens and/or fingerprints, how will coordination of results occur?

A: The department will be responsible for communicating results to their recruiter for onboarding to proceed.

Onboarding

1. Q: How will department specific new hire paperwork be handled?

A: Departments will continue offering orientation as usual. The department is welcome to continue providing department-specific paperwork during orientation.

I-9 Verification

1. Q: How will OPM handle I-9 Verifications?

A: OPM will run a report every Friday containing all information needed for employees starting the following Monday. Each recruiter will provide options to new hires on how and when the I9 verification will take place. If several new hires are starting in one department on a given day, the OPM Recruiter will come to the department to handle I9 verifications in person. For new hires in the field, verifications will be done via Teams video call.