



June 2, 2009

OFFICERS

SUBJECT: EAS Vacancy Package Closings – Policy Update

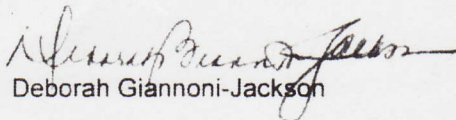
In the span of just one calendar year, we have implemented *eCareer* for internal and external hiring. Since implementation we have continued to review system capabilities and design new enhancements that improve ease-of-use for both applicants and managers, and greatly reduce manual processing.

Along with implementing a technology solution for hiring, we also committed to conducting a continuous review of our selection policies – always with the goal of making the entire selection, hiring, and placement process more effective. We have increased the frequency of job postings, modified eligibility, and provided greater flexibility to selecting officials on when to use review committees.

Consistent with these recent changes, effective June 23, we are changing the period of time that an EAS vacancy file may remain open from 120 calendar days to 60 calendar days. Vacancy files with the closing date of July 8, 2009 will automatically close after 60 days if a selection is not made. This change in policy will be communicated in the Handbook EL-312, Employment and Placement, and in the Management Instruction EL-350, External Recruitment and Selection for Executive and Administrative Service Positions, upon completion of relevant updates.

The expectation is that managers will make the best use of the advantages provided by *eCareer* and recent policy changes, and ensure that selection decisions are made as quickly and efficiently as possible.

Your ongoing cooperation and support is appreciated. If you have any questions, please contact me at 202-268-3783.


Deborah Giannoni-Jackson

