



January 20, 1995

MANAGERS, HUMAN RESOURCES (DISTRICTS)

SUBJECT: EAS Selection Policies Update

Attached are the EAS Selection Policies for filling all EAS level vacancies. This reprint includes a small change on page four concerning the reassignment of postmasters prior to their completion of one year in office.

In addition, a clarification to the policy has been included. Part VI, Assessment of Applications spoke of the "Application Review/Interviewing Participant's Manual, EAS Selection Methods." Since 1989, it has been a requirement that selecting managers and review committee members take this training prior to acting in either of the preceding capacities. The concepts and activities presented in this training are the foundation of our selection process. A sentence was added concerning this requirement.

Our goal, when the EAS Selection Policies were initiated in 1993, was to provide you with maximum flexibility in choosing the individuals you need to help you achieve success. Neither of these additions should affect that flexibility.

A handwritten signature in black ink, appearing to read "M. Coughlin", with a long horizontal flourish extending to the right.

Attachment

cc: Managers, Human Resources
Gordon Jacobs
Bob Maddern
Steve Leavey

EAS Selection Policies

I. Purpose

Provide instructions for filling of area and field EAS positions, including manager, supervisor, administrative, clerical, and postmaster positions.

II. Principles

Managers administering these policies must:

- Assess talent available to fill specific positions and advertise accordingly;
- Make high quality selections to meet current and future organizational needs;
- Make selections in a manner which can be explained and supported internally and externally;
- Approach selections in such a way that the system and process is accepted by employees generally as fair, including tapping into perceptions and suggestions of employees and their representatives about what makes for a fair system and acting to address those perceptions.

III. Selection Process

A. Noncompetitive Selection

Management should consider noncompetitive applications for voluntary lateral reassignment or change to lower level before the competitive announcement process begins, during the process, or after the competitive applications have been assessed. Individuals with saved grade must be considered noncompetitively for positions up to the grade of their former position or at any intervening grade.

Management should periodically solicit expressions of interest for movement laterally or down to provide opportunities for employees to change career paths independent of a specific job advertisement.

B. Competitive Selection

1. Establishing Area of Consideration

Selecting managers are responsible for defining the area of consideration. The minimum area of consideration should consist of no less than all eligible EAS employees within commuting area or district wide, whichever is smaller.

The area of consideration may be expanded after assessment of potential applicants to include craft employees, contiguous districts, larger geographic territory, area, Postal-Service wide and/or Headquarters employees, etc.

Expansion of the area of consideration involving the payment of relocation benefits requires the approval of the District Manager, Customer Service and Sales or Plant Manager, Processing and Distribution, as appropriate.

2. Eligibility to Apply and Application Process

Advertisements for EAS vacancies are posted for no less than 15 calendar days. All EAS career employees with one year of current continuous career service, and postmasters who have met the one-year service requirement are eligible to apply if they are within the area of consideration. This eligibility requirement also extends to craft employees for supervisory positions, EAS-16, and certain postmaster positions.

Postmaster vacancy announcements should include a statement that the selected applicant may be required to relocate to the vacancy office community if it is determined necessary to meet the needs of the office.

In addition, Vice Presidents, Area Operations, and the Manager, Corporate Personnel Operations, may nominate employees from any location in the Postal Service for any vacancy advertised to be considered in competition with applicants within the area of consideration. This nomination process is to ensure expanded opportunities to resolve saved-grade situations, hardship, and/or trailing spouse cases.

3. Special Considerations

Postmaster Relief/Leave Replacements (PMR/LRs) at an EAS-11, EAS-13, or EAS-15 post office with three years of continuous successful service in the vacancy office may also apply for the postmaster vacancy at their office.

PMR/LRs at an A through E office can also be considered with internal applicants if there is at least two other postal applicants. If there are less than two internal applicants, the vacancy should be advertised for external application, including the PMR/LR.

Local career employees from the vacancy office, who are qualified and eligible for the position, may exercise the right of self-nomination to ensure review by the selecting official. This opportunity applies to all EAS employees at the vacancy office, as well as craft employees for those positions advertised for EAS and craft applicants. All local career eligibles, including the PMR/LR, must be considered by the selecting manager.

Newly appointed postmasters may not be reassigned or appointed to another position in the Postal Service until one year has elapsed from the date of appointment as a postmaster. Individuals accepting postmaster appointments must be advised of this requirement. The Area Vice President may grant an exception to this policy to meet operational or hardship needs.

Postmasters are expected to identify with, and be appropriately involved in, the communities they serve. If necessary, newly appointed postmasters may be required to relocate to their new post office community to provide the required services and to ensure their community involvement.

IV. Vacancy Announcement, Application Process and File

The vacancy announcement is to be established using the guidance provided in Handbook EL-350, Establishing Nonbargaining Requirements. The duty station, work assignment, nonscheduled days, and work hours must be included.

Applicants for all EAS positions will use the PS Form 991 (October 1993 version). The supervisory evaluation is no longer required, except for Initial Level Supervisor (ILS). Applicants are to submit their application directly to the location identified in the announcement. The selecting manager may verify with appropriate persons any information provided on the PS Form 991.

V. External Recruitment

Generally, EAS positions are to be filled from within the Postal Service. Management is not required, however, to select postal applicants over significantly better qualified outside applicants. Every effort must be made to select the individual who best meets the requirements of the position.

The Manager, Human Resources, at the Customer Service and Sales District Office, will initiate outside recruitment efforts for certain technical and specialized positions when requested by the District Manager or Plant Manager as appropriate. This may be done after exhausting the normal internal selection process, or simultaneously with internal selection to produce an adequate number of well-qualified people to be considered for vacant positions. Ranking and selection of outside applicants is described in Attachment A.

If external recruitment is needed to fill A through E postmaster positions, the vacancy must be posted to the public in the vacancy office and publicized to the community organizations and in local publications. The process is defined in Attachment B.

VI. Assessment of Applications

Selections are to be made by utilizing the methods described in the Application Review/Interviewing Participants Manual, EAS Selection Methods* (This course is required training for Selectors & Review Committee members). Selections for EAS-16 supervisory positions also require the use of the Candidate Evaluation Board (CEB) Guidelines.

The selecting manager is the manager with the vacancy and the next higher level is the reviewing manager. For positions reporting directly to the installation head, except for positions above EAS-17, the installation head is the selecting and reviewing manager. Customer Service and Sales District Managers and/or Processing and Distribution Managers provide oversight to the overall selection process in their area of responsibility. The selecting manager, with or without the assistance of a review committee, identifies applicants whose knowledge, skills, and abilities "best meet" the requirements of the position and who have a high probability of successful performance in it.

The selecting manager with the vacancy has the option of designating a review committee to reduce the number of applications to only those highly recommended, or to assess all the applications themselves. The committee, if used, should consist of at least three members who are knowledgeable of the vacancy, affirmative action, and EAS selection methods. In assembling review committees, the diversity of the work force is to be considered.

It is the function of the review committee to assist the selecting manager in assessing the applicants. The selecting manager and the committee need to establish a supportive relationship that includes sharing information critical to the needs of the vacancy office and position.

* EAS Selection Methods Training, Course 21553-00

VII. Supervisory EAS 16 Positions

Selecting officials should consider current supervisors interested in assignment changes (tour, off days, or assignment location) prior to evaluating other candidates. Acceptance of applications from supervisors interested in this opportunity can be annually, semiannually, quarterly, or as the vacancy becomes available.

Residual vacancies are to be announced using the ILS individual announcement process with eligibility to include all craft employees with at least one year of continuous career service.

After assessing applications, the designated selecting manager may opt for the assistance of a review committee. The committee will rate the applicants using the CEB guidelines. In the event the selecting manager decides to evaluate the applicants without assistance, the selecting manager personally applies the CEB guidelines to derive a rating. Using the CEB guidelines, each applicant is rated as superior, above average, or basic.

Starting with the "superior" category, applicants are further evaluated through personal interviews in order to determine who best meets the requirements of the position.

If a review committee is utilized, the committee conducts the interviews and recommends applicants to the selecting manager.

If it is necessary to provide a sufficient number of applicants, those rated "above average" will be interviewed and evaluated. Applications rated "basic" will not receive any further consideration.

The results of the rating process can be used for filling future positions for six months before another individual announcement is requested. These ratings are only used for residual vacancies following solicitation of current EAS supervisors wanting duty assignment changes.

VIII. Role and Responsibility

District Managers, Customer Service and Sales and Plant Managers, Processing and Distribution

Provides policy and direction to all selecting managers and assists with needs assessment as necessary to ensure a quality selection process.

Selecting Manager

Selects candidates for designated vacancies and defines area of consideration after assessing potential applicants.

Determines the need for a review, a review committee, and approves membership.

Provides background information to the review committee if needed. This includes any needs assessment and guidelines for the maximum number of applicants to be referred.

Notifies nonselected candidates in writing.

Coordinates the selection and job offers with Human Resources.

Assures that selections are made in accordance with all applicable selection principles, including equal employment opportunity laws and the Affirmative Action Program of the Postal Service.

Explains the rationale for the selection process followed and the selection made if either is questioned.

Determines, as appropriate, the need of newly selected postmasters to relocate to the vicinity of the service area, if necessary to meet operational and community needs.

Manager, Human Resources

Assists selecting managers in determining appropriate area of consideration and ensures meaningful advancement for career opportunities.

Provides support and guidelines to managers on selection, compensation, and personnel action processing.

On a request by the selecting manager, assists in setting up of a review committee.

Maintains an effective administrative system to support EAS selection.

Maintains the vacancy file for the selecting manager after completion of the selection process.

IX. Vacancy File and Promotion Report

A vacancy file is established and maintained for each vacancy. The file is maintained for five years by the vacancy announcement number and/or position title.

The file must include:

-Vacancy Announcement;

-Position Description and Job Requirements (KSAs);

- Needs assessment or community issues if appropriate;
- PS Forms 991;
- Review Committee's recommendation memo, signed by all members, if appropriate;
- Copies of all letters to all nonselected applicants;
- Copies of PS Form 5938, Promotion Report;
- Copies of any exception memoranda.

X. Implementing Selection

Effective Dates

Effective dates should be coordinated between the gaining and losing organizations to ensure appropriate coverage.

Transition

Whenever possible, the gaining manager and the successful applicant should meet to share expectations and concerns and assist with an effective transition to the new position.

Selecting manager should introduce newly selected supervisors and managers to the work force whenever practical.

Postmaster Installation

The Postal Operations Manager will be responsible for coordinating postmaster installation ceremonies and determines the approach most appropriate for the office and the community based on the overall business value. Activities can range from rescheduled group meetings with community members, open house, product presentations, and reception, etc.

XI. Funding

Relocation Expenses

Employees who are selected competitively or noncompetitively as a result of applying or being nominated under a vacancy announcement are entitled to reimbursement of authorized relocation expenses as described in the published Relocation Guidelines. This rule also applies when employees voluntarily apply for announced positions at their present or lower grades and are selected. Allowable relocation expenses are paid by the gaining installation.

Relocation expenses are not paid by the Postal Service incident to other voluntary reassignments or other voluntary changes outside of the vacancy announcement process.

Allowable travel expenses for interviews of review committee meetings are borne by the selecting official's organization.

XII. Exceptions

Any request for exception to these policies must be approved by the Manager, Human Resources (Area), in coordination with appropriate Area Manager with a copy sent to the Vice President, Employee Relations.

Attachment A

External Recruitment - EAS Vacancies

- 1) Publicize vacancies for external recruitment throughout the geographic area of consideration by placing paid or unpaid commercial advertisement to reach the diversity of professionals represented in the specialty of the vacancy.
- 2) Select from the outside candidate pool by utilizing the methods described in the Applications Review/ Interviewing Participant's Manual, EAS Selections.
- 3) Eliminate the obviously not qualified applicants first.
- 4) Rate and indicate the applicant's demonstration of knowledge, skills, and abilities for each requirement statement the Requirement By Applicant Matrix, using the following scale:
 - 0 point - Not demonstrated at minimum level
 - 1 point - Minimally acceptable
 - 2 points - Strong
 - 3 points - Excellent
- 5) Total the number of points achieved for each requirement and make the following computation:
 - a) Divide the total point score by the number of requirements for the position. This computation results in the applicant's point average.
 - b) Multiply the applicant's point average by 33.3, round the result and add any applicable veteran's preference points to achieve the final score.

- 6) Establish a list of applicants in descending score order, observing the veterans' preferences as follows:

- a) Group 1, Compensable Disability

All 10-point preference eligibles with a compensable service-connected disability of 10 percent or more are placed in descending order of the final rating. The 30 percent or more disabled veterans are placed ahead of this group in descending order.

- b) Group 2, All other Eligibles

Eligibles claiming other 10-point preference or a 5-point preference are placed ahead of nonpreference eligibles with the same numerical rating. 10-point eligibles are placed ahead of 5-point eligibles with the same rating.

- 7) Make selections in accordance with the applicant's standing after meeting all other suitability criteria.

Attachment B

External Recruitment- Postmasters A through E

- 1) For external recruitment, post Notice 1 for ten (10) days in the lobby of the vacancy office. The notice reflects that only applicants who reside in the delivery/commuting service area will be considered.
- 2) The selecting manager defines the commuting area.
- 3) Publicize the vacancy to community organizations and in publications within the delivery/commuting area.
- 4) Obtain from the Inspector-in-Charge suitability investigations for all applicants and the establishment of the register of eligibles.
- 5) Interview the eligibles in accordance with the register and start with eligibles resident in the service area as follows:
 - Group 1: All qualified and suitable applicants with "CP" preference listed in order of their relative qualifications.
 - Group 2: All other qualified and suitable applicants in order of their relative qualifications with the veterans' preference entitlement shown.
- 6) Select the best qualified applicant in accordance with the register standing serving the veterans' preference.
- 7) Conduct the drug test; failure to pass disqualifies the applicant.
- 8) Obtain management approval of the selectee.
- 9) Conduct the preemployment medical examination to ensure that the candidate meets the medical requirements of the vacancy with or without reasonable accommodation.