
RECRUITMENT CASE FILE CHECKLIST

Check one: Demonstration Project Merit Promotion/Alternative Merit Promotion

 CTAP

Vacancy Announcement No.: _____

Reemployment Priority List Date of Clearance (*Not required for Merit Promotion-REE-wide*): _____

LEFT SIDE (BOTTOM TO TOP)

- Conversation Record (optional)
- Request & Justification for Recruitment Action
Mandatory
- Copy of Position Description (at grade level filled)
- FJOB Worksheet
- Copy of Paid Advertisement
- Vacancy Announcement
- Evaluation Criteria (crediting plan, rating sheets)
- Certificate/Roster
- Copy of Completed SF-52
- Recruitment Case File Checklist

RIGHT SIDE (BOTTOM TO TOP)

If applicable:

- Shortage of Candidates determination
- Pass Over Requests
- Incentive Authorization forms
- Applications in alphabetical order (include Non-Select Notice and Qualifications Analysis Record)

Remarks:

Name of Selectee: _____

Effective Date: _____

Closed Out by: _____
Name/Title

Date: _____

Reviewed by: _____
Name/Title

Date: _____