

Vacancy Review Request Form

INSTRUCTIONS: For your Agency’s first 5 USA Hire Core Assessment job opportunity announcements (EA - 3 reviews), please complete and submit this vacancy review form to USAHire@opm.gov and include your USA Staffing Account Manager. Follow your Agency’s internal review process for all USA Hire vacancies beyond these OPM reviews. This form must be submitted prior to opening the announcement. The USA Hire Program Office will notify you when your set number of reviews are complete. Reviews are typically completed within 48 hours of submission.

Agency Details

Agency/Component Requesting the Review:

Servicing Center (if applicable):

Agency USA Hire POC Name/E-mail Address:

USA Staffing Account Manager Name:

USA Staffing Tenant/Organization/Office Name:

Agency HR Specialist Name and E-mail Address:

Request Details

Date of Review Request: **Review Request #** **out of 5.**

VIN #: **Projected Open Date:**

Position Information: Title, Series, Grade(s) or Grade Equivalent(s):

Combine USA Hire rating with a Secondary Assessment rating? YES NO

 ▫ **If YES, then results are weighted using the following combination:**

If this is a status/merit promotion announcement, should the cut score be enabled? YES NO N/A

Executive Assessment only: Does this announcement use the Hold functionality? YES NO

Comments: