External Hiring Journey

TALENT ACQUISITION



Final Job Offer (FJO)

Once the candidate selects a start date, accepts the FJO and receives an official offer letter, Talent Acquisition will provide additional information regarding Agency benefits, growth opportunities and Relocation Benefits.



Applicant submits an external



selects a candidate

for interview. The

and successfully

completes the

interview.

candidate schedules

Talent Acquisition conducts a minimum qualification review. If applicable, the applicant will complete proctored/unproctored testing. If the applicant successfully completes and passes all assessments, the applicant's resume will be forwarded to a hiring partner for review.

Candidate Notification

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The candidate will be contacted by Talent Acquisition and informed of the FJO. Talent Acquisition will gather any new documents and extend the FJO.



Ready for Hire

Once Suitability has been completed and approval to move forward has been received. the hiring partner submits the Final Job Offer (FJO) request.



The candidate will remain in this phase until they Enter On Duty (EOD). Candidates will be contacted and informed of their EOD date.



Reimbursement

The candidate will provide documentation for processing following onboarding in support of any reimbursable expenses.



and requests documentation. The recruiter creates and extends the CJO. After the offer has been accepted, the candidate receives an automated message to complete Security Forms using CESP (SF-86).

the candidate will enter Suitability. The candidate will be required to undergo a Background Investigation, Polygraph and Psychological Assessment. Each assessment must be reviewed and approved prior to the candidate moving forward in the process.

