

MAP Hiring Guide: Key Terms and Definitions

Term	Definition
Hiring Requirements	
Merit System Principles	Stipulations governing the federal hiring process that are codified at 5 USC 2301.
Prohibited Personnel Practices	Prohibited federal hiring practices that are codified at 5 USC 2302.
President's Memo on Hiring Reform	Presidential Memorandum released 5/11/2010 that launched a comprehensive initiative to address major, long-standing impediments to federal recruiting and hiring. Key initiatives included the elimination of written essays, the use category rating, increased managerial accountability and involvement, and other improvements.
Hiring Methods	
Competitive Hiring	Method used when candidates apply to a job opportunity announcement and qualified candidates are evaluated against job-related selection criteria. Competitive procedures must be used for permanent assignments unless the action is an exception to competitive procedures as outlined in the TSA MD 1100.30-4 Handbook.
Non-competitive Hiring	Method used to place a candidate in a position without the use of competitive procedures associated with a job opportunity announcement.
Direct Hire Authority	Method used to hire a minimally qualified candidate without competition in cases where there is a critical hiring need or a severe shortage of candidates, e.g., Information Technology, SV-2210-G band and above; Medical Officer, SV-0602, Nurse, SV-0610, etc.
Hiring Actions	
Appointment	Personnel action that brings an individual onto the rolls of TSA.
Change to lower band/grade (demotion)	Personnel action that moves an employee to a position at a lower band level.
Conversion	Personnel action that moves an employee from a position in the competitive service to a position in the excepted service, or that moves an employee from a position in the excepted service to another position in the excepted service under a different appointment authority.
Promotion	Personnel action that changes an employee to a position at a higher band level.
Reassignment	Personnel action that moves an employee from one position to another without a change in band or pay.
Reinstatement	Non-competitive appointment of a former federal employee from another agency to a TSA position that is comparable in terms of job category and promotion potential.
Transfer	Non-competitive appointment of a current federal employee from another agency to a TSA position that is comparable in terms of job category and promotion potential.

Term	Definition
Types of Hiring Consideration	
TSA Interchange Agreement	Agreement between TSA, an excepted service agency, and the Office of Personnel Management that allows most permanent TSA employees to be considered for positions in competitive service agencies.
Priority Consideration	Procedures resulting from a corrective action associated with a previous assignment action, for example, failure to receive proper consideration for a promotion.
Preparing to Hire	
Workforce Planning	Process for identifying and addressing the gaps between the workforce of today and the human capital needs of tomorrow, based upon a set of workforce analyses which provide insight into how agencies can align their workforce to meet human capital goals and objectives that link to the agency's mission and strategic objectives.
Table of Organization	Process focused on formalizing the results of workforce planning by creating an accurate set of positions with all of their attributes, e.g., series, band, location, etc.
Position Classification	Systematic process for analyzing and categorizing positions according to similarities and differences in duties, responsibilities, and qualifications.
Job Analysis Tool (JAT)	Standard document used to record core duties and responsibilities, competency requirements, position title, series, category, and pay band for L band and field positions.
Standard Job Description (SJD)	Standard document used to identify and record the same information included on the JAT for positions located in TSA Headquarters.
Job Request Cover Sheet (JRCS)	Document used by a Headquarters program office in conjunction with the SJD to officially indicate the "job specific criteria" of a particular position within the context of a program office's mission. The JRCS covers the most significant duties as well as the knowledge, skills, and abilities and technical competencies/requirements specific to a particular position.
Hiring Incentives	
Recruitment Incentive	Amount that may be paid to an employee newly appointed to the Federal Government, or re-appointed following a 90-day break in service, to a position that is difficult to fill.
Relocation Incentive	Amount that may be paid to a current TSA employee, or to an employee hired by TSA from another Federal agency, who must relocate to a position in a new geographic area that is difficult to fill.
Retention Incentive	Amount that may be paid to an employee with unusually high or unique qualifications, or in cases where a special need for the employee's services makes it essential to retain the employee who would likely leave TSA without the incentive.
Job Opportunity Announcements	
Occupational	Automated assessment tool that is part of the job opportunity

Term	Definition
Questionnaire	announcement used to evaluate experience along with general and technical competencies.
Area of Consideration	Definition of applicants who may be considered under a specific job opportunity announcement, e.g., all U.S. citizens, current and former permanent federal employees, all permanent TSA employees, etc.
Candidate Referral	
Category Grouping	Evaluation and referral method where qualified candidates are placed in categories based on pre-determined, job-related criteria. Selection is generally made from the Best Qualified category, and preference eligibles are listed ahead of and must be selected before non-preference eligibles.
Numerical Ranking	Referral method where applicants are listed in point score order on certificates of eligibles. Candidates are considered in groups of three, and higher-ranking preference eligibles must be selected ahead of lower-ranking non-preference eligibles.
Selecting Official (SO) Interview	Interview of the Best Qualified candidates, administered at the discretion of the SO, that may be structured or unstructured in format and conducted by the individual SO or by a panel.
Structured Interview	Interview in which all candidates are asked the same questions in the same order to assess the critical general competencies required for the position and are evaluated using a common rating scale.
Hiring Systems	
Integrated Hiring Solution	System that leverages an integrated technology suite to meet the needs of the hiring process through automation and data integration beginning with the job announcement process and continuing through employee on-boarding.
EODonline	Automated tool used by applicants to complete the pre-orientation entry on duty process.