Section C - Create a Job Announcement

The job announcement is one of the most powerful tools in the recruitment process. It provides an important opportunity to make a first impression on potential applicants, and may strongly influence their decision to apply for your position. Therefore, it is important to create an announcement that is clear, concise, and attractive. It should capture interest and make applicants want to apply. You should broadcast a realistic preview of the position and provide a glimpse of the organization and its culture, if possible.

What to include in a job announcement

You must include the following required items in your job announcement (see 5 U.S.C. 3327 and 3330, 5 CFR Part 330 and Executive Order 13078):

Required Items for a Job Announcement

- Agency Name
- Announcement Number
- Title of the Position
- Series
- Grade(s) (or equivalent) and Entrance Pay
- Open and Closing Dates (including cut-off dates, if any)
- Duty Location
- Number of Vacancies
- Description of Duties
- Qualification Requirements (Competencies/KSAs required)
  **Reminder:** For positions with minimum education requirements, with limited exceptions, only education from institutions which are accredited or preaccredited/candidate for accreditation may be used to meet those requirements. For further information on the acceptability of higher education for meeting minimum qualification requirements, please refer to [www.opm.gov/qualifications](http://www.opm.gov/qualifications). For a list of schools which meet these criteria, please refer to [http://www.ed.gov](http://www.ed.gov).
- Basis for Rating:
  - Type of rating procedure either numeric rating or category rating;
  - Type of assessment(s) to be used,
  - If using an interview, whether the interview is pass/fail or scored,
  - If using category rating, description of each quality category,
  - Whether a drug test is required.
- How to Apply (including point of contact, telephone number and email address, if appropriate)
- What to File
- Agency’s Definition of “Well-Qualified” (CTAP/ICTAP)
- Information on How to Claim Veterans’ Preference
- Equal Employment Opportunity Statement
- Reasonable Accommodation Statement
Additional items for a job announcement

In addition to the required public notice items, you may include additional items designed to attract job-seekers, such as information covering the following:

- Recruitment/Relocation Incentive Opportunities
- Alternative Work Schedules
- Part-time Employment and Job Sharing Opportunities
- Telework Options
- Employee Benefits:
  - Insurance (Life, Health, Dental, Vision, Long Term Care)
  - Flexible Spending Accounts for Health Care and for Dependent Care
  - Leave (Vacation, Medical, Family, and Leave Sharing)
- Work/Like Programs (e.g., On-site Day Care, Nursing Mothers Program, Child Care Subsidy, Employee Health Programs)
- Transit Subsidy
- Employee Assistance Programs
- Incentive Award Opportunities
- Development and Training Opportunities

Reasonable accommodation statement

You must include language in the job announcement stating that reasonable accommodations are made for qualified applicants or employees with disabilities. The statement below complies with Executive Order 13078 and OPM’s goal to increase the representation of adults with disabilities in the Federal workforce. You can use this statement or the wording of your choice, so long as you convey the message that your agency provides reasonable accommodation for applicants with disabilities:

*This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be made on a case-by-case basis.*

For more information on OPM’s Plan for Employment of People with Disabilities, you can visit our website, [www.opm.gov/disability](http://www.opm.gov/disability).