

**Statewide Fire and Aviation  
SEASONAL HIRING TIMELINES  
2010/2011**

Process Timelines:

The following timeline/goals are established for the 2010/2011 seasonal hiring process. Some dates are estimates; actual date may vary between Districts.

<i>Date</i>	<i>Action</i>	<i>Responsible Party</i>	<i>Completed</i>
September 20, 2010	Memo requesting projected seasonal hiring needs ( <i>due date of responses 10/12/10</i> )	State Office	√
October 15, 2010	2011 Hiring Needs submitted to FPO	State Office	√
November 1, 2010	Hotshot announcement opens	FPO	√
November 16, 2010	Fact Sheets, Hiring Timeline, & advance copy of recruitment flyer to FMOs/AOs/HR Liasons	State Office	√
November 23, 2010	Offer/Inquiry Letter to Rehires	Field Offices	
November 29, 2010	Recruitment Flyer out to All Employees	State Office	
November 29, 2010	DOI Announcements open for GS-2/3/4/5	FPO	Auto
December 13, 2010	BLM Announcements open for all other positions	FPO	Auto
January 4, 2011 (Within 5 days)	DOI FIRES issues early consideration certificates (for Hotshots)	FPO	Auto
January 10, 2011	Rehire Offer/Inquiry responses due	Field Offices	
January 11, 2011 (Within 5 days)	DOI FIRES issues early consideration certificates (for GS-6s/7s)	FPO	Auto
January 25, 2011 (Within 5 days)	DOI FIRES issues early consideration certificates (All Other Positions)	FPO	Auto
February 21, 2011	Rehire packages out to rehires	Field Offices	
March 1, 2011	New hire selections made	Field Offices	
March 30, 2011	Last day to apply to DOI Fires announcements	FPO	Auto
March 14, 2011	New hire packages out to new hires	Field Offices	
March 15, 2011	Rehire packages due back to Field Office	Field Offices	
March 21, 2011	1 <sup>st</sup> FO Hiring Matrix due to State Office (posted on shared drive)	Field Offices	
April 15, 2011	New-hire packages due back to Field Offices	Field Offices	

QuickHire:

All temporary fire positions will be announced on DOI Fires through USAJobs website at [www.usajobs.gov](http://www.usajobs.gov) (see employment flyer for details). Non-fire positions will be advertised on USAJobs website as well.

The FPO will verify veteran preference, qualification requirements and any selective placement factors prior to issuing certificates.

However, Supervisors/Selecting Officials are reminded to ensure that applicants appear to be qualified based on the resume information provided. FIRES is set up to allow applicants to self qualify based on the answers to the set questions. These answers are required to be substantiated in the resume portion of the application. The resume portion of the on-line application is a required element. Please encourage applicants to answer all core questions when registering.

The SPO can and will become involved with verification of qualifications when requested as well as when selections have been made. The SPO will review all selections prior to effective date to ensure qualifications are met. If there are any questions regarding qualifications, please contact your servicing HR Fire Contact.

Selective placement factors will be in place at the GG-4 and up. Interagency Fire Program Management (IFPM) Qualification Standards became effective October 1, 2010. Please see Fact Sheet - Qualifications for more information. Seasonal fire employment announcements will be emailed to all employees for these and all other positions being advertised.

Instructions for Selecting Officials, Tips for Certificates and SOPs may be found at the FIRES website, [www.firejobs.doi.gov](http://www.firejobs.doi.gov) Select "HR/Selecting Officials" button at bottom left.

#### Background Investigations:

All temporary employees must complete and submit the background investigation paperwork (SF-85, SF-87 & OF-306) within 7 days of receipt of hiring packet. A copy of the application for all selections must be pulled from QuickHire and sent with hiring paperwork to the SO.

#### Drug Testing:

Drug test request forms are to be completed by FO liason and faxed into HR prior to report date. Employees are required to complete their drug test prior to report date.

#### Physicals:

Physicals are to be cleared by MDI and results logged on matrix prior to report date.

#### HR Fire Contacts:

ISO Michelle Wood, HR Specialist, Statewide Lead  
Sarah Burley, HR Assistant, IFD  
Melanie Keyes, HR Assistant, TFD / CDA  
Ryan Wilkins, HR Assistant, BDO

BDO Lisa Tindall, Management & Program Analyst  
Katrina Telleria, Administrative Assistant

TFD Judy Gates, Administrative Assistant  
Sandy Cameron, Fire Management Specialist

IFD Vacant, Fire Program Assistant  
Kim Mathews, Supervisory Admin Specialist

CDA Desiree Struble, Administrative Assistant