



Leveraging the Schedule A Hiring Authority

**Have you thought about using Schedule A to hire
qualified individuals?**

It could expedite your hiring !



OBJECTIVES

- **To gain an understanding of the Schedule A hiring authority and the Agency's commitment for a diverse and inclusive workforce and how this benefits you.**





WHAT IS SCHEDULE A?

- **Schedule A is a special hiring Authority under the Excepted Service Appointing Authority that gives Federal agencies an optional, and potentially quicker way to hire individuals with disabilities non-competitively.**

SCHEDULE A - BACKGROUND

The initiative to increase the non-competitive Schedule A hiring is an agency priority

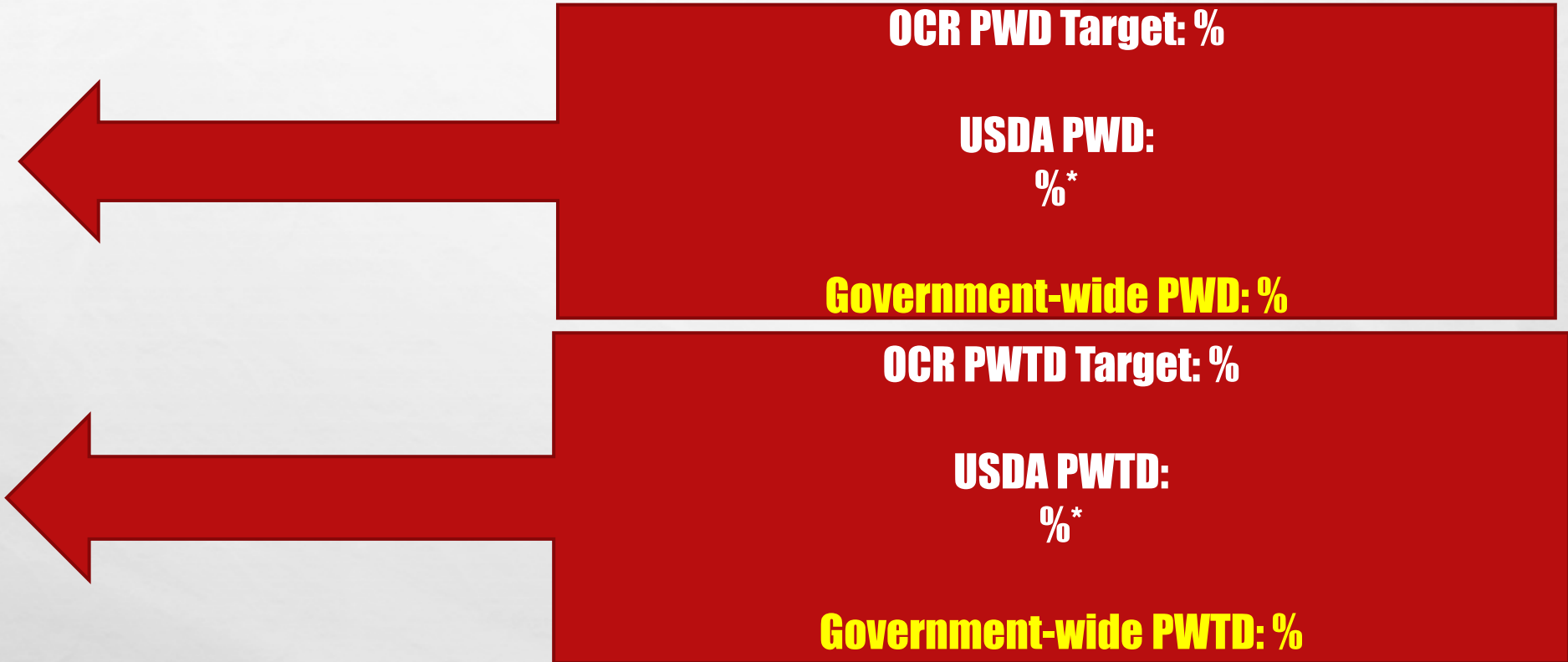


Optimize Inclusive Diversity Efforts Using Data-Driven Approaches

Create a diverse, high-performing workforce by educating hiring managers; designing fair and effective recruitment and examining strategies for competitive examining and examining for the career Senior Executive Service that cast the broadest net possible and apply merit principles; utilizing applicable special hiring authorities (e.g., Schedule A authority for individuals with certain disabilities, veterans hiring authorities, etc.) as supplements to competitive hiring processes.

U.S. Equal Employment Opportunity Commission (EEOC)
Targets for Percentages of Persons With Disabilities and Persons with Targeted Disabilities
% (xxSchedule A hires out of xxx hires)

**The EEOC 501
Affirmative
Action Rules
require federal
agencies to
engage in
affirmative
action for
individuals with
disabilities.**



*Data tables display information from FY2019.

**Persons with Disabilities (PWD)- To qualify for Schedule A the applicant will need proof of an intellectual disability, severe physical disability or psychiatric disability.*

**Persons with Targeted Disabilities (PWTD)- They are defined by OPM and include: deafness; blindness; missing extremities; partial paralysis; complete paralysis; convulsive disorders; intellectual disabilities; mental illness; and distortion of limb and/or spine.*

UNDERSTANDING COMPETITIVE HIRING VS. NON-COMPETITIVE HIRING



The Federal Government consists of three types of services, the Competitive Service, the Excepted Service, and the Senior Executive Service. We will address the first two.

COMPETITIVE HIRING

- **The competitive service consists of all civil service positions in the executive branch of the Federal Government with some exceptions. The exceptions are defined in section 2102 of title 5, United States Code (5 U.S.C. 2102)**
- **In the competitive service, individual must go through a competitive process (i.e. competitive examining) which is open to all applicants.**

UNDERSTANDING COMPETITIVE HIRING VS. NON-COMPETITIVE HIRING



NON - COMPETITIVE HIRING

- **Excepted service consist of positions within the Federal Government that have been excepted in one or more ways from the rules governing competitive appointments.**
- **The Excepted appointing authority, the Schedule A Hiring Authority, 5 CFR 213.3102(u) is a critical tool for increasing employment opportunities for people with disabilities in the Federal Government without the need to compete for the job.**



Common Benefits of NON-COMPETITIVE hiring:

Streamlines and expedites the complex federal hiring process without compromising on the caliber of competitive candidates.

Allows hiring managers to hire qualified individuals with disabilities without posting a job announcement or going through the certificate process.

WHO QUALIFIES AND HOW SCHEDULE A WORKS?

- **Qualified applicants with a disability who meet the minimum qualification requirements for the position may be hired Non-competitively under a special hiring authority, Schedule A.**
- **“persons with **intellectual** disabilities, **severe physical** disabilities, or **psychiatric** disabilities”**
- **Must provide proof of disability documentation.**
- **May be converted to the competitive service after two years of satisfactory service.**

[5 C.F.R. 213.3102(u). For conversion, see 5 C.F.R. 315.709]



SCHEDULE A AUTHORITY ELIGIBILITY

- **The Schedule A documentation comes from:**
 - **A licensed medical professional (including psychologists),**
 - **A vocational rehabilitation specialist, or**
 - **Any Federal or state agency that issues or provides disability benefits.**
- **Schedule A letters should not include specific details about a candidate's disability.**

Reference: Click here for sample OPM Schedule A letter



SCHEDULE A AUTHORITY CANDIDATE

- **A qualified individual with a disability has the skills, experience, education, and other requirements of the job the individual holds or desires, and can perform the essential functions of the position with or without reasonable accommodation.**

****Note: The home office pays for the requested accommodations. Most accommodations have low cost. RAs must be documented with the National Reasonable Accommodation (RA) program. There are programs that provide free assistance and equipment – Job Accommodations Network and Computer/Electronic Accommodations Program. Sign Language/CART Services are centrally funded.***



SCHEDULE A AUTHORITY CANDIDATE

- **Statement of Job Readiness is NOT required..**
- **Expectations of work performance are the same.**
- **Interviewers must not factor an applicant's disability into interviewing questions or hiring decisions.**
- **Applicants for employment and employees may request a reasonable accommodation at any time. The agency is required to make a reasonable accommodation to the known physical or mental limitations of a qualified individual with a disability unless the agency can show that the accommodation would cause an undue hardship.**



SCHEDULE A HIRING AUTHORITY ADVANTAGES

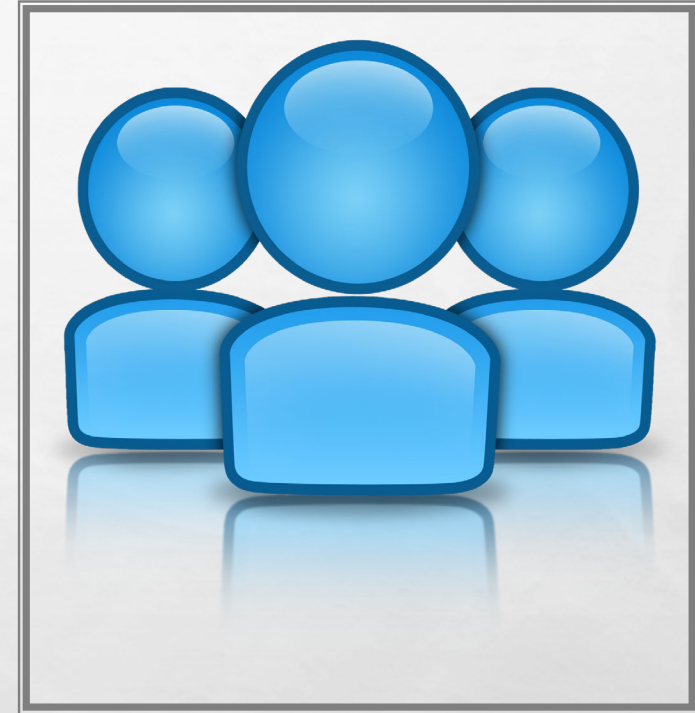
- **Without the typical recruitment headaches**
- **Without posting and publicizing the position**
- **No public notice required**
- **Without going through the certificate process**

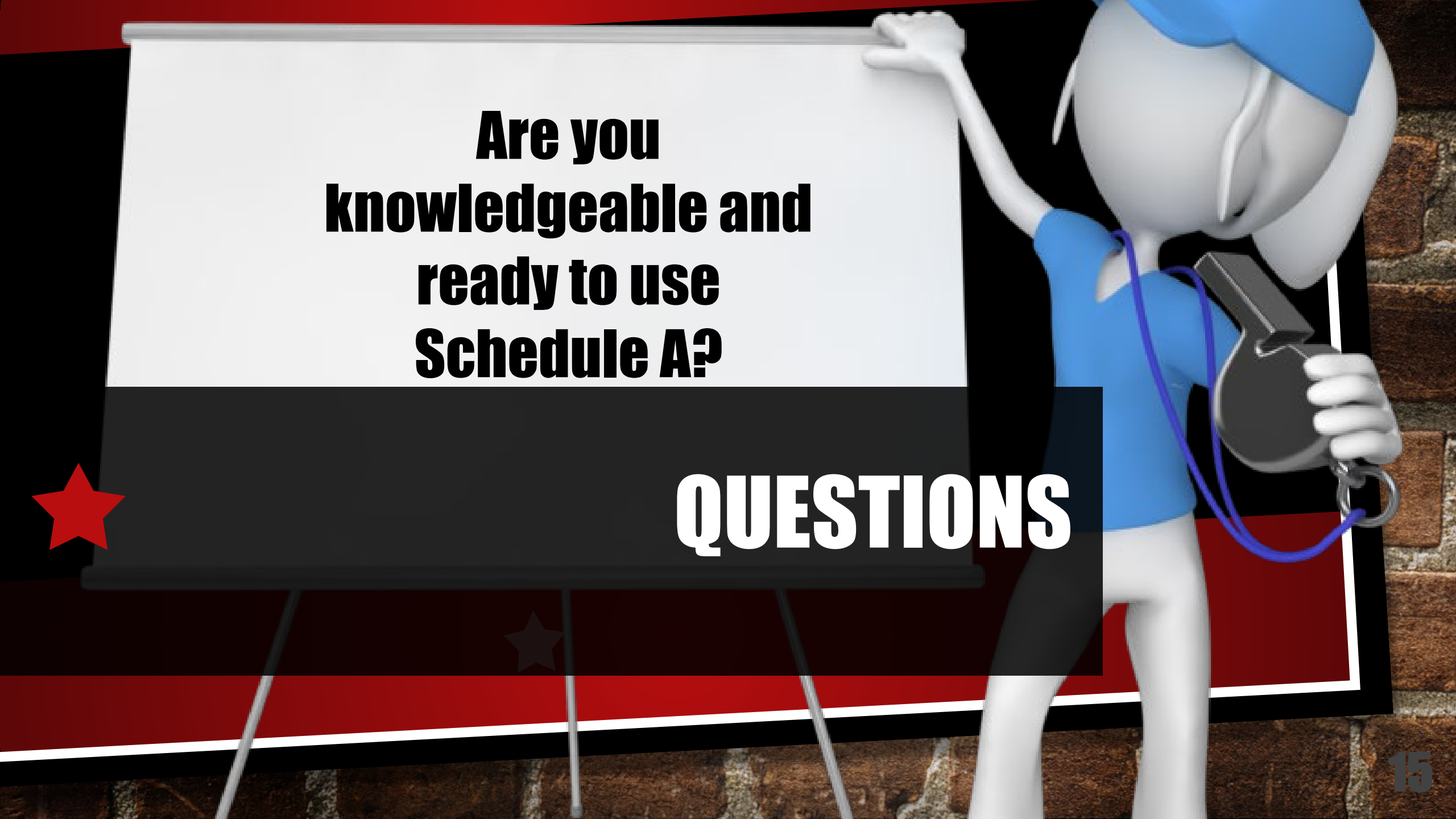


- **No ranking or interviewing required**
- **Unlimited number of appointments**
- **Temporary, time-limited, and permanent appointments**
- **Can accept paper resumes**

HOW DO WE RECRUIT SCHEDULE A APPLICANTS?

- **Strategies and Resources for Recruiting, Hiring, Retaining, and Advancing People with Disabilities/Targeted Disabilities**
- **State Vocational Rehabilitation Agencies (SVRAs) and State Disability Service Agencies**
- **One-Stop Career Centers and Job Fairs**
- **Collaborative Relationships with Community and Governmental Groups**
- **Equal Opportunity Publications, Inc.**
- **Social Networking**
- **Work Force Recruitment Program (WRP)**
- **Selective Placement Program Coordinators**





**Are you
knowledgeable and
ready to use
Schedule A?**



QUESTIONS