

Bureau of Land Management
Recruitment, Relocation and Retention Incentive Checklist

Recruitment and Relocation Incentives:

_____ Employee has a rating of Fully Successful or above (relocation incentive only)

_____ The success of recent efforts to recruit high quality candidates for the same or similar positions.

- a. How many times has the position been advertised?
- b. How long did the vacancy announcement(s) remain open?
- c. What was the area of consideration used for each vacancy announcement(s)?
- d. How many well qualified applicants were there for each vacancy announcement?
- e. How many job offers were extended, if any?
- f. What is the acceptance rate for applicants?
- g. What is the average length of time it normally takes to fill these types of positions?

_____ Recent turnovers in similar positions:

- a. What was the reason for the loss of the employees (retirement, resignation, acceptance of offers from other Federal agencies and/or private industry)?
- b. If the employees accepted other offers of employment, were the pay/benefits more than what BLM could have offered?
- c. What efforts were made, by management, to retain these employees?

_____ Labor Market Factors:

- a. Is there a lack of available candidates in the labor market who could, after a reasonable orientation period, perform the full range of duties and responsibilities?
- b. What are the salary ranges being offered by other employers?
- c. What are the benefits packages being offered by other employers?

_____ Special Qualifications needed for the position:

- a. What are the unique qualifications/skills required for the position?
- b. Does the selectee possess these unique qualifications/skills? If so, describe.

_____For recruitment incentives only:

- a. Does the request include written documentation that management considered offering a superior qualifications appointment in lieu of or in conjunction with a recruitment incentive?
- b. Was the individual offered a superior qualifications appointment? If not, please explain.

Retention Incentives:

- a. What are the unusually high or unique skills required for the position(s)?
- b. What are the unusually high or unique qualifications of the employee(s)? OR
- c. What are the special needs of BLM for the services that make it essential to retain the employee(s)?
- d. How does the loss of the employee(s) impact BLM's ability to carry out an activity or perform a function essential to BLM's mission?
- e. What is the turnover rate for position(s) and how has it impacted BLM's mission accomplishment?

_____The success of recent recruitment efforts:

- a. Number of times the position(s) were advertised?
- b. How long did the vacancy announcement(s) remain open?
- c. What was the area of consideration used for each vacancy announcement?
- d. How many well qualified applicants were there for each vacancy announcement?
- e. How many job offers were extended, if any?
- f. What is the acceptance rate for applicants?
- g. What is the average length of time it normally takes to fill these types of positions?

_____Labor Market Factors:

- a. Is there a lack of available candidates in the labor market who could, after a reasonable orientation period, perform the full range of duties and responsibilities?
- b. What are the salary ranges being offered by other employers?
- c. What are the benefits packages being offered by other employers?

_____ Likely to leave Federal Service and/or likely to leave for another Federal position:

- a. What indication does management have that the employee is likely to leave Federal service?
- b. Has the agency issued a general or specific written notice to the employee(s) that their position(s) may or would be affected by the closure or relocation of the office, facility, activity, or organization (e.g. the employee's position(s) may or would move to a new geographic location or the position(s) may or would be eliminated?