



Management Identification of Candidates (MIC)

General Instructions:

1. Ensure that your area of consideration is small enough so that all potential candidates are known to you. (Activity –wide, Department wide, Division-wide, etc...)
2. Ensure that your area of consideration is large enough to ensure competition. (More than one qualified person)
3. Initiate an RPA and send it to the HRSC. Even though HRSC will not be issuing a certificate, we need an RPA. The RPA will serve two purposes. One, we will open a PPP requisition. Two, we will use it to effect the personnel action once you have made your selection.
4. Decide whether or not you want to advertise your vacancy through emails, flyers or newsletters within in your activity. The DON merit promotion plan does not require any form of advertisement at all, but your activities merit promotion plan or labor agreements might.
5. Determine what type of evaluative criteria you will use to make your selection. You can evaluate your candidates based on experience, education, awards, previous performance appraisals, or any other job related measure.
6. Decide whether or not you want to solicit candidate interest or just make a decision based on your knowledge of the candidates and the position. (check your activity merit promotion plan and labor agreements)

If you do solicit interest, decide on what type of response you want from candidates. Do you want a resume, just an email saying yes or no, a work sample, etc...?

7. When you have a list of candidates to choose from, notify the HRSC so we can close the PPP requisition. You may have generated the list by collecting resumes or emails. You could also generate a list by running a CSU activity report. You may also just simply write a list of all known candidates that you know to be qualified for the position.
8. Number and/or name your list. The HRSC will need this information to process the action.
9. Make your selection and communicate that information to the HRSC.
10. Keep all documentation you have regarding your selection for two years. Documentation includes your list of potential candidates, the evaluative criteria that you used, and why you made your selection. This requirement applies whether you conduct a MIC or ask the HRSC to issue you a certificate.

Sample Evaluation Criteria:

A. Vacant position: Supervisory Human Resources Specialist YC-0201-02

Knowledge of Recruitment

Experience recruiting with DE/CE –2 points

Experience recruiting with merit-- 2 points

Experience recruiting for more than one personnel system—2 points

Leadership Skills

Experience training others-- 2 points

Experience leading projects—2 points

History of participating in process improvement events—1 point

B. Vacant position: Electrician WG-10

Best qualified electricians will have experience installing, testing and repairing circuitry for weapon control systems onboard submarines.

C. Vacant position: Lead medical records technician GS-06

Best qualified applicants will have exceeded their performance objectives on the last annual performance appraisal and will have a accuracy percentage of 90% or higher on completed medical records.

D. Vacant position: Model Maker WG-14

Candidates must submit a recently made model that includes electronic circuitry, a motor and a chassis. The model must include more than three different types of materials.

Merit System Principles:

Adapted from § 2301 (b) of title 5 U.S.C.

1. Recruit, select, and advance on merit after fair and open competition.

2. Treat employees and applicants fairly and equitably.

3. Provide equal pay for equal work and reward excellent performance.

4. Maintain high standards of integrity, conduct, and concern for the public interest.

5. Manage employees efficiently and effectively.

6. Retain or separate employees on the basis of their performance.

7. Educate and train employees if it will result in better organizational or individual performance.

8. Protect employees from improper political influence.

9. Protect employees against reprisal for the lawful disclosure of information in “whistleblower” situations.