



Research Recap

Research Based Tips for Recruiting

“Recruitment should be from qualified individuals from appropriate sources in an endeavor to achieve a work force from all segments of society, and selection and advancement should be determined solely on the basis of relative ability, knowledge, and skills, after fair and open competition which assures that all receive equal opportunity.”

Merit System Principles, 5 U.S.C. § 2301(b)(1)

Plan Your Workforce

- Regularly update job descriptions to reflect key responsibilities and mission-critical skills.
- Use attrition data to forecast needs and plan succession.
- Build a pipeline of early-career and experienced staff.
- Hire for current and future skill needs.



Attract Talent

- Offer clear, honest job previews.
- Define duties and required skills in postings.
- Clarify what makes a good job fit.
- Prioritize candidates who actively pursue continuous learning and professional growth.
- Remain flexible about the geographic location of positions.



Recruit Smart

- Promote your mission and careers early.
- Post jobs where candidates search.
- Consult HR experts, private sector peers, and professional groups to expand reach.
- Use a multi-channel strategy by leveraging networks, events, and job platforms.

