

Let OPM Help You Hire!

Cross-Government Talent Pools for Shared Certificate Coordinators

We are working to make federal hiring easier, more efficient, and save agencies time through pooled and shared hiring, where multiple agencies in the competitive service with the same need can take advantage of one hiring action rather than each agency running its own. Talent Pools is a governmentwide platform to share certificates in USAJOBS® Agency Talent Portal. These lists, issued under delegated examining or direct hire authority, contain candidates who have applied to an announcement, have been assessed for qualifications, and are immediately available for agencies' consideration.

OPM Role

For each cross-government Talent Pool, OPM has already done the following:

1. Drafted a position description template for agencies to use for classification
2. Opened a job announcement for particular series, grades, and locations that includes minimum qualifications (specialized experience, competencies) required
3. Applied a rigorous assessment strategy, such as USA Hire
4. Screened application packages (resumes, transcripts) for qualifications and eligibility, including ICTAP priority
5. Issued certificates of qualified eligibles, including priority referrals and veterans' preference

Hiring Agency Role

When OPM creates a Talent Pool, agency Shared Certificate Coordinators, HR, and/or selecting officials participate by:

1. Submitting requests to access available Talent Pools in USAJOBS® Agency Talent Portal
2. Scheduling interviews with candidates to share specific details about the hiring agency and ensure the candidate fits the vacancy being hired
3. Emailing CrossGovHiring@opm.gov when ready to make a selection, so we can quickly validate and grant approval to proceed
4. Extending job offers and conducting pre-employment processing per the hiring agency's usual process

Don't lose another day—Access available Talent Pools and hire qualified candidates!

Reach out to your agency Shared Certificate Coordinator, HX@opm.gov, or CrossGovHiring@opm.gov for more information.