



## Guidance to Support Cross-Government Applicant Sharing

OPM encourages governmentwide sharing of talent to improve the quality of applicant pools as well as hiring experience and process efficiency for both applicants and agencies as recommended by the joint Office of Management and Budget and Office of Personnel Management memo, M-24-16, on [Improving the Federal Hiring Experience](#). This guidance will describe various instances of when and how agencies may share applicant resumes and other applicant materials. OPM encourages agencies to adopt these practices whenever possible.

When filling vacant positions, agencies should utilize proactive outreach and recruitment practices. This may include outreach to non-selected applicants from other components within your agency or from other agencies for inclusion in additional hiring actions. If candidates are received from another agency, the HR Specialist and the hiring manager must coordinate and determine the appropriate hiring authority to be used and follow all provisions applicable with using that authority. Agencies should also consider factors such as, but not limited to, the urgency with which a position must be filled, the level of expertise needed, the availability of applicants, etc.

**Please note:** The Competitive Service Act (CSA) allows agencies to share certificates of eligibles issued under delegated examining authority to agencies outside of their agency/department. Certificates issued under direct hire authority or excepted service authorities cannot be shared. Therefore, the guidance below is specific to sharing of applicant resumes with other agencies as a recruitment source separate from any authority to share applicants through the sharing of certificates of eligibles.

### **Q1. Are agencies allowed to share applicants' resumes they receive?**

**Response:** Yes, agencies may share names and resumes with other agencies as a recruitment source. This allows those applicants to be considered for inclusion in other agencies' recruitment actions. This includes resumes received when using an OPM issued governmentwide direct hire authority (DHA), an agency specific DHA, merit promotion procedures, and excepted service hiring authorities. Resumes may be shared within their department, across components, or with other agencies as long as applicant opt-in measures have been met (see question 2). If the hiring authority being used by the Receiving Agency requires public notice (i.e., a USAJOBS announcement) the Receiving Agency must have an active job opportunity announcement (JOA) open in order to add the resume(s) to the mix of

other applications received during the JOA open period (see question 4 for more information).

**Q2. What is a best practice an agency may use to allow an applicant's resume to be shared with other agencies?**

**Response:** An agency may obtain an applicant's consent before sharing their resume or other information outside the agency. This may occur in the talent acquisition system during the application process by asking the applicant to respond to the below question. This may also be done via email and, if so, agencies must retain applicants' responses as documentation of consent.

*Sample Question:* Do you provide your consent to having your name, application materials, and assessment results shared with other agencies who are hiring for similar positions?

- a. I consent to having my name, application materials, and assessment results shared with other agencies. I opt in to having this information shared with additional agencies who are hiring for similar positions.
- b. I only want to be considered by this agency. I opt-out of having my name, application materials, and assessment results shared with additional agencies.

If posting a JOA, agencies may want to include the following information in addition to including the opt-in question:

*Sample JOA Language:* When [Agency] completes its hiring, the resumes of the remaining qualified candidates may be shared with additional federal agencies. Please opt -in here if you would like your name, application material, and assessment results shared to be considered for employment with additional agencies. There is no guarantee of further consideration, and you can continue to explore other job opportunity announcements.

**Q3. How may an applicant's information (e.g., name, resume) be shared directly to other agency hiring teams so that they may reach out to that applicant for recruitment purposes?**

**Response:** An agency or department may share an applicant's name and resume for the purposes of outreach and recruitment. Agency human resources professionals and hiring managers are encouraged to partner to understand the circumstances in which that sharing can occur as well as the requirements that protect the privacy of all applicants.

An agency may share applicants' names and resumes through email, approved file transfer tools, talent acquisition systems, or through a Campaign in the USAJOBS Agency Talent Portal.

- A. Through USA Staffing - If you wish to share applicant information and resumes with agency partners outside of your organization via USA Staffing, follow the steps below. The receiving agency should consult their policies to determine appropriate next steps and should contact their USA Staffing Account Manager to discuss how best to use USA Staffing features to facilitate their process.
  1. [Create a hiring manager user account](#) for the receiving agency point of contact with the appropriate permission profile assigned.
  2. [Create an Applicant List](#) that uses the appropriate filters, for example, add an Advanced Criteria filter to include only those applicants who opt-ed in to having their application shared.
  3. [Send the Applicant List](#) to the receiving agency contact through an Applicant List Review. Ensure the resume document type is the only one granted viewable to hiring manager User permissions when sending this review.
- B. If your agency does not use USA Staffing, please contact the account manager for your talent acquisition system for instructions.
- C. Create a Campaign in the USAJOBS Agency Talent Portal (ATP) - Note that the applicants must already have a searchable resume in USAJOBS to be added to the campaign.
  1. Search resumes and add job seekers to a campaign who meet your hiring needs.
  2. Click on the campaign and select "team members."
  3. Type the email address of the ATP user(s) at the Receiving Agency who should be added to collaborate on the campaign and select "add." When the ATP user(s) logs into ATP, they will be able to view and edit the campaign.

**Q4. Do the referred applicants need to apply for the receiving agencies' hiring actions?**

**Response:** The answer depends on the type of hiring authority to be used to fill the job. The recruitment and assessment strategy established for the Receiving Agency's position will determine if the shared applicant must formally apply to the new role before being included in the hiring process. Agencies always have the option to invite referred applicants of other hiring actions into their own currently open or future hiring actions.

If the hiring authority requires public notice (i.e., a USAJOBS announcement) the Receiving Agency must have an active JOA open to add the resume to the mix of other applications received during the JOA open period. If the hiring authority does not require public notice, the Receiving Agency can add the resume to its applicant supply file and consider the applicant in accordance with its 'receipt of application' procedures in accordance with 5 CFR part 302.301.

- For Direct Hire Authority: If an agency has an open public notice JOA on USAJOBS, the shared resume(s) may be blended with other resumes received during the JOA open period. Agencies should follow their policies on accepting applications.
- For Excepted Service Authorities: It depends on the specific authority being used, the recruitment and assessment strategy established for the action, and the agency's excepted service policies on accepting applications. For example,
  - Positions filled under the Pathways Recent Graduate authority require public notice and applying veterans' preference. Therefore, agencies may only accept resumes while a JOA is open and, depending on the assessment process and the rating and ranking method used, shared applicants may need to complete application procedures for the hiring action. (See more information on [Students & Recent Graduates](#).)
  - Positions filled under the Schedule A(r) Fellowships and Industry Exchange Programs authority do not require public notice and, while veterans' preference is applied, formal rating and ranking is not required. Therefore, shared applicants may be considered without going through application procedures, consistent with the agency's excepted service policies on accepting applications, to include applicable documentation from veteran applicants.
- For delegated examining (DE) and merit promotion: Yes, shared applicants must apply to the agency's open JOA.

Applicants cannot be blended into a hiring action after the JOA has closed.

**Q5. Under what circumstances might an applicant not need to be re-vetted / qualified for a new hiring action if they have already been qualified by an assessment deemed valid and appropriate by the new hiring team?**

**Response:** Each agency should determine the assessment process for their hiring action based on their agency policy and the hiring authority being used. Agencies must verify that all

applicants, including those eligible candidates you may have added to your pool from other agencies, are assessed with the same assessment criteria and tool(s). The hiring agency, at its discretion, does not need to re-assess an applicant who has already been assessed at another agency with the same assessment criteria and tool(s), as long as the test results are still current or valid (e.g., USA Hire assessment results are valid for one year). For example, in the case of a hiring action utilizing direct hire authority, evaluation for minimum qualifications by another agency may be sufficient if the qualification requirements for the Receiving Agency's position are the same.

However, actions under authorities that require rating and ranking, or identification of best qualified candidates, will most likely require applicants to be assessed by the receiving agency. In these cases, all applicants, including those that have been shared from another agency, must go through the same assessment process using the same assessment tool(s).

**Q6: When applicant information (e.g., names, resumes) is received from another agency, should the Receiving Agency notify the applicants?**

**Response:** Yes. Agencies receiving applicants from another agency should contact the applicants to let them know they have received their application information and provide information on the position the agency is filling. Agencies should also include information on next steps and what steps applicants may need to take if interested in being considered for the agency's position; for example, applying to an open JOA or confirming their interest in the agency's position.

**Resources:**

[Improving the Federal Hiring Experience](#)

[ATP Help Center](#)

[Talent Surge Playbook](#)

[USA Staffing Competitive Service Act User Guide](#)

[Shared Certificate Guide for Monster Hiring Manager Enterprise \(MHME\)](#)