

CORPORATE OUTREACH RECRUITMENT ROLES & RESPONSIBILITIES

1. PURPOSE: To identify the roles and responsibilities of the U.S. Army Corps of Engineers (USACE) Corporate Outreach Recruitment participants.

2. PROPONENT: USACE, Directorate of Human Resources, Employment and Compensation Division.

3. SCOPE: These procedures apply to all employees engaged in the USACE Corporate Outreach Recruitment efforts.

4. RESPONSIBILITIES:

a. HQ USACE, Directorate of Human Resources, Employment and Compensation Division will:

(1) Manage this initiative and ensure compliance with the established procedures and guidelines

(2) Forecast, justify, and provide funds to support headquarters-sponsored recruitment costs. This may include recruitment for national career/job fairs, recruitment aids, marketing, publications, training etc.

(3) Identify the lead Division within USACE to coordinate the recruitment activities for each national career/job fair. Normally this will be the division that has geographic responsibility for the location where the event will be held. When this is not possible, HQs USACE will take the lead role in managing the recruitment activities.

(4) Develop and maintain calendar of events for national and regional career/job fairs.

(5) Develop and maintain the USACE recruiting website and other recruiting tools such as USACE publications/literature.

(6) Provide funds for training of recruitment cadre on an as-needed basis.

(7) Maintain communication with Department of Army, Functional Career Representative, and Civilian Personnel Operations Center Management Agency (CPOCMA) on USACE needs and goals.

(8) Report to all MSCs/Districts the results and findings of each career or job fair.

b. HQ USACE EEO office will:

(1) Support USACE corporate recruitment by identifying targeted series for recruitment by RNO by district.

(2) Participate as a recruitment cadre member and work the recruitment booth when needed at national career/job fairs. Participation at local career fairs will be done as an as needed basis.

(3) Advise USACE HR of any career/job fairs that should be supported in order to increase diversity within the workforce.

c. Major Subordinate Commands (MSC) will:

(1) Support and advocate USACE corporate philosophy to all recruiters and cadre.

(2) Identify MSC Recruitment Coordinator to serve as primary liaison with Headquarters HR Directorate. Identify impediments to successful corporate recruitment, develop workable solutions, and share lessons learned.

(3) Identify the MSC point of contact that will manage the recruitment booth at national or regional career/job fairs being held in their region. The designated individual may be assigned to any location within the MSC.

(4) When designated as the lead division, coordinate the recruitment needs for all MSCs. The MSC HR Director will solicit vacancy information USACE-wide and publicize at career/job fair. The Director will identify the cadre member who will be on site to collect information on vacancies and collect resumes from applicants/employees.

(6) Nominate personnel from MSC and Districts to receive training as part of the recruitment cadre.

(7) Request publications/literature from USACE for issuance at regional and local career/job fairs.

(8) Submit After Action Report (AAR) to MACOM NLT 7 business days after the career fair.

d. District offices will:

(1) Support USACE corporate philosophy.

(2) Work with servicing CPAC and EEO to identify current/projected vacancies, areas of under-representation, and appropriate recruitment events to increase diversity of applicant pool.

(3) Identify the district recruitment cadre.

(4) Identify regional and local career/job fairs to MSC for inclusion on the USACE recruitment calendar.

(5) Nominate personnel to receive training as part of the recruitment cadre staff.

(6) Request publications/literature from MSC and/or USACE for issuance at regional and local career/job fairs.

(7) Partner with servicing CPOC on USACE Corporate Outreach Recruitment efforts (i.e., open vacancy announcements, issue referrals, etc.).

(8) Assure personnel actions are processed in a timely manner.

(9) Coordinate and assist managers in utilizing all existing recruitment flexibilities (i.e., Federal Career Intern Program, Student Career Employment Program, etc.).

e. Recruitment cadre will:

(1) Support USACE corporate philosophy.

(2) Notify District or MSC of upcoming local career/job fairs.

(3) Identify the number of cadre members needed to work the fair, set up recruitment booth, develop cadre work schedules, coordinate with CPAC to ensure that recruitment announcement is open by CPOC for upcoming career/job fair.

(4) Scan surplus resumes, sort by disciplines and email the resumes to MACOM for dissemination throughout USACE. Provide a follow-up notification to candidates via form letter or email. Sample notification letters are in the USACE Recruiter's Handbook.

(5) Prepare the AAR and forward to the MSC NLT 5 business days after the career fair and forward to MSC HR Director.

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