

Merit Hiring Pooled & Shared Hiring (including Candidate Inventory) September 2025



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The Merit Hiring Learning Series

U.S. Office of Personnel Management

Enabling Live Captions (Closed Captioning)

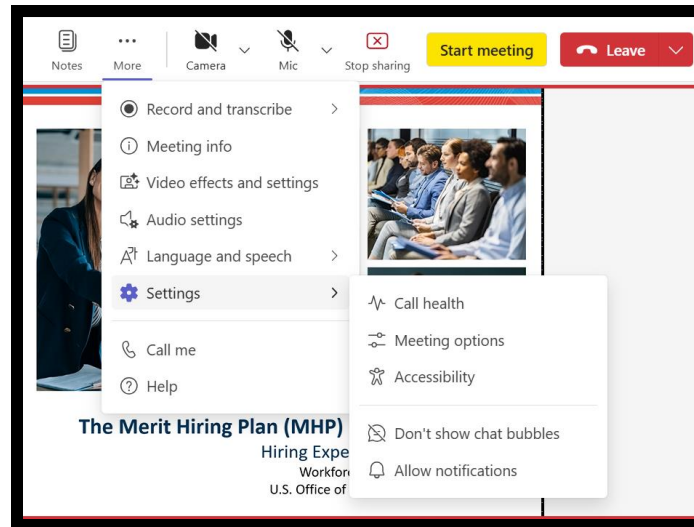
We do not have sign language interpreters for this session.

A recording of this session will be posted at <https://www.opm.gov/policy-data-oversight/hiring-information/merit-hiring-plan-resources/#url=Training-Learning-Series>.

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Housekeeping Items

- A copy of this slide presentation is/will be posted on [OPM's Merit Hiring Plan Resources](#) page.
- Ask questions in the Q&A, but please wait until a topic is covered so you're not posting a question that's already been answered.
- We'll respond to as many questions as we can; however, we cannot answer agency-specific or individual-specific questions.
- A recording of this webinar may be found on [OPM's Merit Hiring Plan Resources](#) page.

Agenda

- Understanding Pooled Hiring and its Benefits
- Pooled Hiring Tools

Understanding Pooled and Shared Hiring

Pooled and Shared Hiring

*One application, many jobs.
One posting, many hires.*

Why Pooled Hiring?

Typically, agencies engage in a “1 for 1” hiring

- 1 job announcement = 1 hire for 1 job at 1 agency

Efficiencies can be gained when moving to a pooled hiring model

- 1 announcement = many hires for many jobs across many agencies

Three types of Pooled Hiring

- Internal sharing - agency-to-agency within the same department
- Agency-led shared certificate actions
- OPM-led cross-government actions

How Do We Pool Hiring?

Agencies can also share hiring within their agencies by sharing certificates across components, bureaus, mission or program areas, etc. This system functionality will vary based on the Talent Acquisition System (TAS).

Shared Hiring under the Competitive Service Act - Agencies

- Leverage individual agency expertise in hiring for specific occupations
 - For example, GSA ran the first shared cert action for Contract Specialists

Cross-Government Hiring - OPM

- Leverage the size and scope of the Federal Government
 - Use subject matter experts (SMEs), knowledgeable about the position, from across agencies to ensure we're identifying and assessing on common job requirements that will meet the needs of multiple agencies to maximize the number of hires made from a single job announcement

Pooled Hiring – Candidate Inventory

Internal Agency Shared Certs – Across their own components, bureaus or program areas

- Component posts an announcement under merit promotion procedures
- Original component includes language in the announcement the applicants may be shared with other components within the agency and allows applicants to opt-in to having their applications shared
- Original component completes its hiring and manages which certificates are used to populate inventory and the length of availability
- Candidates are qualified and adjudicated against agency procedures
- Hiring Managers can curate lists of candidates that match the series, grade and location of their vacant position

32,956

Applicants opted-in

5,536

Certificates Included

3,062

Available Candidates

Benefits of Shared Candidate Inventory within an Organization

- ❖ Components within the same Organization can consider qualified candidates who have completed the hiring process using Agency specific processes
- ❖ The HR Office managing the original recruitment can determine which certificates to share with other components and when availability will start/expire.
- ❖ Reduces Time-to-Hire by eliminating the need for additional announcements to be opened for purposes of gathering applicants

Candidate Inventory Counts

Organization	Certificates Enabled	Available Applicants
DHS – FEMA	4,055	2,983
Dept of Treasury - Alcohol and Tobacco Tax and Trade Bureau	61	-
Dept of Treasury - Bureau of Engraving and Printing	137	53
Dept of Treasury - Bureau of the Fiscal Service	184	-
Dept of Treasury - Departmental Offices	277	24
Dept of Treasury - Office of the Inspector General for Tax Admin	75	-
Dept of Treasury - US Mint	194	1
DOD – Department of Navy	3	-
Department of Energy	18	-
OPM	365	1

Pooled Hiring – Agency Shared Certs

Agency Shared Certs - Competitive Service Act

- Agency posts an announcement open to the public under delegated examining procedures
- Original agency includes language in the announcement the applicants may be shared with external agencies and allows applicants to opt-in to having their applications shared
- Original agency completes its hiring and audits the certificate before it can be shared
- Receiving agency must post an internal announcement to allow considerations for its own employees and others first (including RPL and CTAP)
- Most use rigorous assessments including SME involvement
- Selections may be made up to 240 calendar days from the original certificate issue date

25
Agency shared hiring
actions

166*
Selections from
shared certs

4
Hiring receiving
agencies

Benefits of an Agency-Led Shared Hiring Action (Competitive Service Act)

- ❖ Agency shared CSA actions can be a result of the partnerships between Councils and agency partners, or components across the department:
 - Typically led by the agency's Talent Team(s)
- ❖ The original agency (the agency leading this effort) has first claim to the selections and remaining candidates on the certificate will be shared with external agencies (the receiving agency) through the Talent Pool(s) in the USAJOBS ATP
 - ❖ Components within the department leading this effort are included as being part of the “original” agency
- ❖ Reduces agencies' Time-to-Hire for receiving agencies with the original agency handling the upfront work of the recruitment process

Examples of Past Agency Shared Certificates (CSA)

Original Agency	Position Title	Series/ Grade	Selections Made
GSA	Contract Specialist	GS-1102-09	32
GSA	Program Evaluator	GS-0101-13	15
DHS/CISA	Human-Centered Designer	GS-2210-14/15	27
OPM	Content Strategist	GS-0301-13	2
HHS	Data Scientist	GS-1560-13	13
HHS	Social Science Research Analyst	GS-0101-13	18 (over 2 separate actions)

Pooled Hiring – OPM Cross-Government

OPM-Run Cross-Government Hiring Action

- OPM posts an announcement open to the public and provides the certificate(s) issued under delegated examining procedures to agencies
- OPM includes language in the announcement that the applicants will be shared with external agencies and allows applicants to opt-in to having their applications shared
- Interested agencies review and complete a *Talent Pool Request Form* to request the certificate of eligibles
- Use rigorous assessments to include SME involvement
- Certificates are open for approximately 12 months from the original certificate issue date

22

Cross-government
hiring actions

432

Selections from cross-
government actions

37*

Hiring Agencies

Examples of Past Cross-Government Hiring Actions

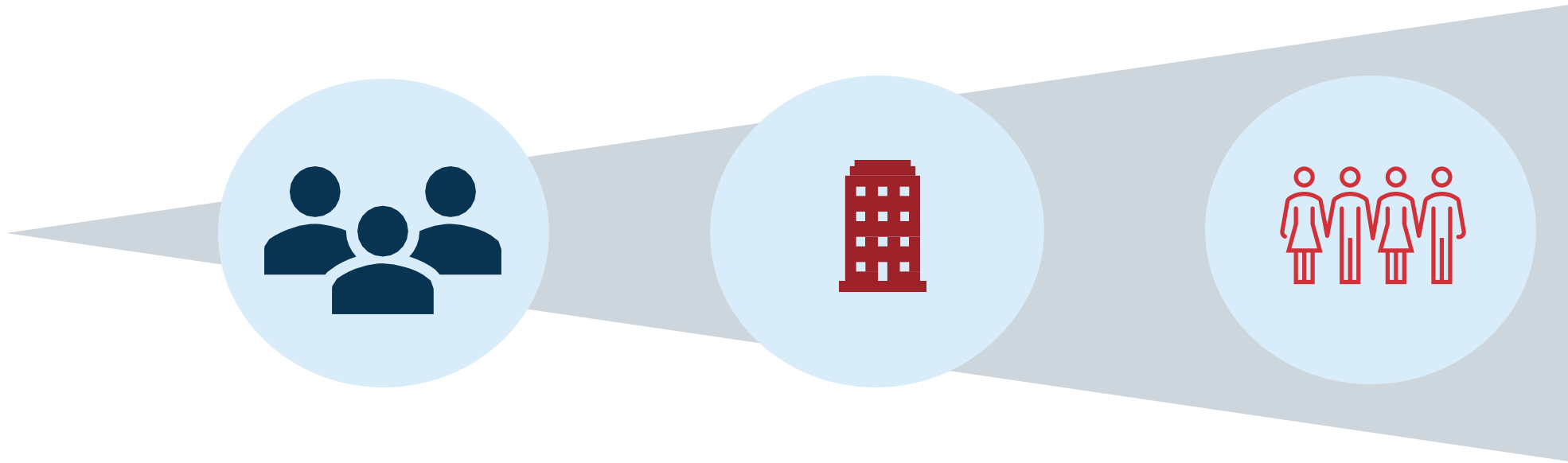
Position Title	Series/ Grade	Selections Made
CX Strategist	GS-0301-13	80 (over 3 separate actions)
HR Specialist	GS-0201-09/11	86
Grants Management Specialist	GS-1109-13	48
IT Product Manager	GS-2210-13	39
Permitting Project Manager	GS-0301-12/13	13
Data Scientist	GS-1560-14	16

Benefits of an OPM-Led Cross-Government Hiring Action

- ❖ Cross-government hiring actions are a result of the partnerships between Councils and agency partners, OPM's HX Group, and OPM's Human Resources Solutions (HRS):
 - HRS is comprised of HR Specialists from the Staff Acquisition Group (SAG) and Industrial/Organizational Psychologists from Center for Assessment and Evaluation (CAE)
- ❖ HX will partner with Councils and agency partners to solicit support for:
 - The position, series, grade level(s)
 - Subject Matter Experts (SMEs) to participate in the SME panels
 - Agencies can submit SMEs whether they are actively recruiting or not
 - Position Descriptions to be used to develop the vacancy announcement, the job analysis, and the assessment questionnaire
 - Continued engagement in the pooled hiring actions
- ❖ Agencies with SMEs that participated in the job analysis and assessment develop workshop and/or the SME Structured Resume Review process have priority access to the talent pools
 - All agencies that have priority access on a first come-first serve basis and access to the same Talent Pool/certificate
 - Priority access is granted for the entire department of the participating agency, but each agency must coordinate through their own agency's Shared Certificate Coordinator to request access to the Talent Pool(s) in the USAJOBS ATP
- ❖ Reduces agencies' Time-to-Hire with OPM handling the upfront work of the recruitment process

Pooled Hiring Tools

Pooled Hiring Capabilities



Candidate Inventory

Platform: USA Staffing

Scope: Within an agency (USAS organization)

Use Case: Source candidates from existing internal certificates

Talent Pools

Platform: USAJOBS Agency

Talent Portal Scope:

Government-wide **Use Case:**
Share Cross-Gov or Competitive Service Act certificates between agencies

Talent Programs

Platform: USAJOBS Agency

Talent Portal Scope:

Government-wide **Use Case:**
share a curated group of vetted candidates who have applied to federal programs and may be eligible for conversion through other recruitment tools

Candidate Inventory

USA Staffing's Candidate Inventory

HR can use Candidate Inventory to meet agency-specific hiring needs from previous certificates issued within their own Organization

Hiring Managers can search for, review, and curate a list of candidates for similar positions across an organization or in making non-competitive hires outside of the normal job announcement process based on their agency-specific position criteria (i.e., series, grade, location)

Value to Agencies

Candidate Inventory allows Human Resources and Hiring Managers within a single USA Staffing organization direct access to available candidates **without the need to undergo a new recruitment**



Candidate Inventory

Provides Hiring Managers direct access to **an inventory of qualified and eligible candidates.**

HR manages the inventory by including candidates from certain non-competitive, excepted service, and merit promotion recruitments for a specified period.

Improve applicant time to hire and benefits through access to more opportunities within the agency to which they have applied.

Browse Candidates

To fill a position, start your search and browse candidates.

[Browse Candidates](#) [Saved Candidates](#)

Search available candidates

[Start a new search](#) [Save search](#)

Occupational Series

0201 - Human Resources Management

Pay Plan

GS

Grade

11

Duty Location

Kansas City, Kansas

☐ NO Saved candidates

☐ NO Hidden candidates

☐ NO Sent to HR

Apply Filters

Showing results 1-24 of 32

Sort By

Date updated (oldest)

Jane Smith

Updated 08/24/2023 | Available Until 10/26/2024

QUALIFIED FOR JOB ANNOUNCEMENT
Human Resource Specialist (0201-GS-11)
and 2 similar positions...

Saved

Mateo Mateo

Updated 08/24/2023 | Available Until 05/31/2025

QUALIFIED FOR JOB ANNOUNCEMENT
Special Tester
and 1 similar position...

Saved

James A. Fraser

Updated 08/24/2023 | Available Until 05/31/2025

QUALIFIED FOR JOB ANNOUNCEMENT
Special Tester
and no similar positions...

Robert I. Smith

Maria I. Smith

Jayden Jimenez

For more information, see the [Candidate Inventory page](#) on our Resource Center

Talent Pools & Talent Programs

Resources

Questions

For OPM's Hiring Experience Group

HX@opm.gov

For USA Staffing

USASTaffing@opm.gov

For USAJOBS

USAJOBSEngagement@opm.gov

For Staff Acquisition Group

StaffAcquisition@opm.gov

For USA Hire

USAHire@opm.gov



U.S. Office of
Personnel Management

Pooled Hiring Resources

- [M-24-16 Memo - Improving the Federal Hiring Experience](#)
- [Guidance to Support Cross-Government Applicant Sharing](#)
- [New Talent Pools \(Shared Certs\) Feature for USAJOBS' Agency Talent Portal](#)
- [USAJOBS Agency Talent Portal](#)
- [Merit Hiring Plan – Pooled and Shared Hiring Including Candidate Inventory](#) (September 15, 2025)

OPM-Run Cross-Government Hiring

- [Civil Service Rule II \(§2.1\)](#)
 - Legal authorities -- [5 USC 3301](#) and [5 USC 3302](#)

Agency Shared Hiring (Competitive Service Act)

- [Recruitment and Selection through Competitive Examination \(5 CFR Parts 330, 332, and 337\)](#)
- [P.L. 114-137 – Competitive Service Act of 2015](#)
- [Implementing Policy Guidance for the Competitive Service Act \(Shared Certificates\)](#)
- [OPM Delegated Examining Operations Handbook](#)
- [Shared Certificate Guide for Monster Hiring Management Enterprise \(MHME\)](#) (July 29, 2024)
- [Shared Certificate Guide for USA Staffing](#) (June 2025)

Talent Pool Manager & Shared Certificate Coordinator Roles



- The process for requesting the **Talent Pool Manager** and **Shared Certificate Coordinator** roles has changed – instead of going to HX or recruiter-help@usajobs.gov, the primary Talent Team POC will work with their agency and components to identify these roles and include as part of the **Agency Talent Team** tab (sheet 2) of the monthly **Merit Hiring Action Plan** submissions.
- Individuals who had the Talent Pool Manager and/or Shared Cert Coordinator role(s) in 2023/2024 may not necessarily have the roles now – OPM is starting with a clean slate and will coordinate with those submitted with the **Merit Hiring Action Plan**.
- Training will be scheduled by the USAJOBS team and once you attend that training, the Talent Pool Manager and/or Shared Cert Coordinator role(s) will be assigned to you in the USAJOBS ATP.
 - Active DE certificate is required for these roles
 - We are verifying DE certification

Merit Hiring Plan Resources for Agencies

- [Merit Hiring Resources Page](#)
 - [Merit Hiring Plan](#)
 - [Answers to Frequently Asked Questions](#)
 - [Agency Guidance on the Two-Page Limit on Resume Length](#)
 - [Applicant Guidance on the Two-Page Resume Limit](#)
 - [Job Titling Guidance in Alignment with Executive Order 14170 and the Merit Hiring Plan](#)
 - [Guidance on Using the Four Short Essay Questions](#)
 - [Fact Sheet: OPM Launches Merit Hiring Plan to Modernize Federal Workforce and Restore Accountability](#) (May 29, 2025)
 - [Merit Hiring Learning Series](#) (Eventbrite collection)
 - [Merit Hiring Plan – Training & Learning Series](#)
- [Executive Order 14170 - Reforming the Federal Hiring Process and Restoring Merit to Government Service](#)
- [Public Law 118-188 – Chance to Compete Act](#)
- [Reinvigorating Merit-Based Hiring Through Candidate Ranking in the Competitive and Excepted Service \(Rule of Many\)](#)

Assessment Resources

- [OPM's Assessment and Selection page](#)
- [Assessment Decision Guide](#)
- [Assessment Tools - Considerations](#)
- [Structured Interview Guide](#)
- [Federal Hiring Assessment and Selection Dashboard](#)
- Federal Workforce Competency Initiative
 - [OPM's MOSAIC Studies](#) - critical competencies and tasks employees need to perform successfully in nearly 200 Federal occupations, as well as for leadership positions.
- **Training:**
 - [Designing An Assessment Strategy: “Fundamental Concepts, Processes and Applications” and “Use of Hiring Assessments: A SME –Based Approach”](#)
 - [Structured Resume Review Training](#)

The Merit Hiring Learning Series

OPM Talent Team

The U.S. Office of Personnel Management (OPM) is pleased to provide a free, government-wide learning series to support HR professionals, Talent Team members, hiring managers, and agency leaders in effective implementation of the Merit Hiring Plan.

Must have a .gov or .mil email to register on [Eventbrite](#).



Upcoming Events - Check back at our series collection for updates!

September 16 – USAJOBS Agency Talent Portal Overview: Learn how to access and navigate the Agency Talent Portal (ATP) to use features, such as resume mining, campaigns, events, Talent Programs and Talent Pools.

Virtual events are hosted on MS Teams Townhall. Depending on your agency's network, the Teams Townhall features may not be available to you.

Thank You

Please take a moment to complete a short survey to provide your feedback on today's session:

<https://surveys.opm.gov/se/5B5534D47CE58116>



The Merit Hiring Learning Series
Hiring Experience (HX) Group

HX@opm.gov