



June 29, 2010

MANAGERS, HUMAN RESOURCES (AREA)

SUBJECT: Revised Timeline - Second Offering of the Short-Term Supervisor Selection Process

In our June 7 correspondence, we announced the Second Offering of the Short-Term Supervisor Selection Process (ST SSP) and provided timelines as well as other process information. However, as discussed during our June 23 Webinar, the timelines have been revised. Please see the revised timelines attached for your general information and use.

As information, we have also planned teleconferences for area and district local services support teams for the week of July 19. Updated guidelines and more specific and detailed information regarding the second offering and associated testing activities will be provided at that time.

Thank you for your continued support. If you have any questions, you may contact SPNadmin@usps.gov.

A handwritten signature in cursive script that reads "Mangala P. Gandhi".

Mangala P. Gandhi
Manager
Selection, Evaluation, and Recognition

Attachment

Attachment 1

**TIMELINES FOR THE SECOND OFFERING
OF THE SHORT-TERM SUPERVISOR SELECTION PROCESS (revised June 17, 2010)**

Selection Timelines / Supporting Activities		Start	Complete
1	Requisition submitted (deadline).		July 16
2	Posting Open – Eligibility is all career postal employees (including headquarters and headquarters field units and area employees) assigned within the district of the vacancy office.	July 27	August 11
3	HRSSC checks eligibility of all applicants, and notifies individuals who are not eligible to apply. HRSSC forwards all eligible EAS-17 and above employees to the Selecting Official (SO) for non-competitive consideration.	August 12	September 2
4	SO follows standard process for non-competitive consideration. If a non-competitive selection is made, the SO notifies HRSSC and the center notifies all other applicants that the posting has been cancelled.	August 12	September 16
5	If there are no non-competitive requests, or if the SO does not make a non-competitive selection, the competitive process begins. Local Services (LS) enters applicants EAS-16 and below into OASys, and "links" Exam 642 to applicants (as needed).		September 21
6	EAS-16 and below take Exam 642 - PAN administered.	September 2	October 4
7	LS completes the RCC questionnaires, "recommending" the top 10 ranked applicants to the SO.		October 8
8	Selecting Official Interviews the applicants and makes a selection.	October 11	October 25
9	Selection / Higher Level Approval.	October 25	October 29

Note: For more detailed information, see process guidelines dated July 1, 2010.