Info Session for Shared Certificate Coordinators

Early Careers Cross-Government Hiring

August 19, 2026

U.S. Office of Personnel Management

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FY26 Cross-Government Hiring Actions

EARLY CAREER OPPORTUNITIES DIRECT HIRE AND PATHWAYS RECENT GRADUATE 🎓 Certs issued August 2026			
Position Title	**Series**	**Grades**	**Location**
Contract Specialist (Procurement) *Direct Hire*	1102	7, 9, 11	Negotiable (Anywhere in the U.S.)
Financial Analyst (Finance) *Direct Hire*	0501		
Human Resources Specialist (People) *Direct Hire*	0201		
Criminal Investigator (Investigations) *Pathways Recent Graduate**	1811		
IT Specialist (Information Technology) *Pathways Recent Graduate**	2210		
Program Analyst (Strategy and Operations) *Pathways Recent Graduate**	0343		

(Job announcements are linked above.)

**The Pathways Recent Graduate job announcements were custom / exclusive postings (not searchable on USAJOBS). Agencies that shared the job announcement link on their website may receive cert access.*

Cross-Gov Hiring Process

OPM Role

Position description template
Provides to agencies for classification

Job announcement
Opens announcement for specific series and grades with minimum qualifications

Assessments
Applies rigorous assessment strategy (e.g., USA Hire)

Application screening
Reviews resumes and transcripts for qualifications, eligibility, ICTAP priority, and veteran documents

Certificates
Issues certificates of qualified eligibles, including priority referrals and veterans' preference. Shares matching info from applicants (e.g., agency and location preferences)

CERTIFICATE OF ELIGIBLES READY

Hiring Agency Role

Request access
Submit request page to access available certificates

Interview candidates
Schedule interviews to share details about the agency and confirm candidate fit for the job

Notify OPM of selection
Email CrossGovHiring@opm.gov when ready to make a selection – OPM quickly validates and grants approval-to-proceed

Extend offer and onboard
Issue job offer and conduct pre-employment processing per the agency's standard process

OPM U.S. Office of Personnel Management

OPM Cross-Government Hiring
https://cross-govhiring.opm.gov/hc/en-us

Cross Government Hiring

Search



Welcome to OPM's Cross-Government Hiring Resource Page

The OPM Cross-Government Hiring Resource Page provides support for agencies to request cross-government certificates of eligible candidates and additional information about our hiring process. This page provides access request instructions and connects you with the appropriate resources and points of contact across OPM.

Helpful Links

- Merit Hiring Plan Resources

Contact Us

- For Cross-Government Hiring: CrossGovHiring@opm.gov
- For agency Talent Teams (including Shared Certificate Coordinators): HX@opm.gov
- For Early Careers: EarlyCareers@opm.gov

Request Certificate of Eligible Candidates

https://cross-govhiring.opm.gov/hc/en-us

Submit a Request

Fields marked with an asterisk (*) are required.

Your email address*

First Name*

Last Name*

Confirm Email Address*

https://cross-govhiring.opm.gov/hc/en-us

Agency*

Shared Certificate Coordinators: Thank you for requesting a cross-government certificate of eligible candidates (cert). Please submit this page for each hiring action you request. We will grant you access in USA Staffing®. List of Shared Cert Coordinators: https://abrc-usastaffing.opm.gov/hc/en-us/articles/53329273066643-Agency-Shared-Certificate-Coordinators
POC for questions: CrossGovHiring@opm.gov

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Additional Emails Addresses for Cert Access:

https://cross-govhiring.opm.gov/hc/en-us

Hiring Authority:*

Direct Hire Authority (DHA)

My agency is requesting DHA certs for:*

Before making a selection below, please ensure the DHA Job Opportunity Announcement aligns with your recruitment needs. To confirm, click the applicable USAJOBS link(s) below to review the announcement before selecting the corresponding DHA Job Opportunity Announcement. Contract Specialist (Early Career - Procurement), GS-1102-07/09/11: www.usajobs.gov/job/871949300; Financial Analyst (Early Career - Finance), GS-0501-07/09/11: www.usajobs.gov/job/871949900; Human Resources Specialist (Early Career - People), GS-0201-07/09/11: www.usajobs.gov/job/871950000

Human Resources Specialist (Early Career - People), GS-0201-07/09/11

- [ ] **The position being hired matches the cross-gov job announcement, including:***
  Occupational series; Grade (GS or equivalent pay band or plan) (Any promotion potential is acceptable); Appointment type and service (i.e., permanent, competitive); and Specialized experience.

- [ ] **My agency cleared the Reemployment Priority List (RPL).***
  By checking this box, you're acknowledging that your agency cleared the Reemployment Priority List (RPL).

- [ ] **My agency cleared the Career Transition Assistance Plan (CTAP).***
  By checking this box, you're acknowledging that your agency cleared the Career Transition Assistance Plan (CTAP).

- [ ] **The following information is used to clear the Interagency Career Transition Assistance Plan (ICTAP):**

https://cross-govhiring.opm.gov/hc/en-us

Hiring Authority:*

Pathways Recent Graduate

☐ **My agency has a Pathways policy.***
By checking this box, you're acknowledging that your agency has a Pathways policy.

☐ **My agency has a Rule of Many policy.***
By checking this box, you're acknowledging that your agency has a Rule of Many policy.

My agency is requesting Pathways certs for:*
Before making a selection below, please ensure the Pathways Job Opportunity Announcement aligns with your recruitment needs. To confirm, click the applicable USAJOBS link(s) below to review the announcement before selecting the corresponding Pathways Job Opportunity Announcement. Criminal Investigator (Early Career - Investigations), GS-1811-07/09/11: www.usajobs.gov/job/871949500; IT Specialist (Early Career - Information Technology), GS-2210-07/09/11: www.usajobs.gov/job/871950200; Program Analyst (Early Career - Strategy & Operations), GS-0343-07/09/11: www.usajobs.gov/job/871950400

IT Specialist (Early Career - Information Technology), GS-2210-07/09/11

☐ **The position being hired matches the cross-gov job announcement, including: ***
Occupational series; Grade (GS or equivalent pay band or plan) (Any promotion potential is acceptable.); Appointment type and service (i.e., permanent, excepted – Pathways Recent Graduate); and Specialized experience.

https://cross-govhiring.opm.gov/hc/en-us

Grade(s) of position being hired: *

Target grade (full performance level) of position being hired:*

Location(s) (city, state) of position being hired:*

Subject*

Description*

Please enter the details of your request. A member of our support staff will respond as soon as possible.

Paragraph

https://cross-govhiring.opm.gov/hc/en-us

Subject*

Description*

Please enter the details of your request. A member of our support staff will respond as soon as possible.

Paragraph

Submit

U.S. Office of Personnel Management

When you receive a list of candidates…

Interviews

- Since the jobseekers applied to a cross-gov job announcement for multiple Federal agencies, they don't know about your agency in particular. Best practice is to email specific information (conditions of employment, location (address), schedule, and anything else that could help) before / when you contact them to schedule an interview, so they can decide if they're interested. This could save time, so you don't conduct interviews with candidates who don't want the job

Selections

- Follow your agency policy and rules for reviewing the cert, interviewing, and making selections
- Agencies share the same cert and see who was selected by other agencies
- *For DHA:* CTAP and ICTAP priority programs apply. If there are matches for the location you're filling, we'll send you a CTAP or ICTAP cert
- *For Pathways:* Veterans' preference applies. Rule of Many procedures are followed

Onboarding

- **Email CrossGovHiring@opm.gov when you're ready to make a selection.** After you receive OPM's approval-to-proceed with job offers, your agency's HR pulls the selectee's resume and application package from the cert in order to complete pre-employment processing. Your HR receives the same cert access as Hiring Managers (because OPM retains HR access in USA Staffing)
- Follow your agency onboarding procedures. Your HR is responsible for sending job offers, requesting SF-75 and confirming Federal employment (if applicable), setting pay, etc.

Pooled Hiring Resources

- OPM Pooled and Shared Hiring
- The Employee's Guide to Career Transition (CTAP, ICTAP, RPL)
  - Applying CTAP Selection Priority (5 CFR § 330.607)
- Merit Hiring Plan (May 29, 2025)
- Updated Guidance on Establishing Agency Talent Teams (February 2026)
- Pooled and Shared Hiring Including Candidate Inventory (September 15, 2025)
- Guidance to Support Cross-Government Applicant Sharing (December 1, 2023)
- Delegated Examining Operations Handbook (DEOH)
- Rule of Many Numerical Ranking System Implementation

Specific to OPM-led Cross-Government Hiring:

- OPM Cross-Government Hiring Resource Page
- Cross-Government Hiring in USA Staffing Advisory Board Resource Center

Questions?

for Early Careers:
EarlyCareers@opm.gov

for Cross-Government Hiring:
CrossGovHiring@opm.gov

for agency Talent Teams
(including Shared Cert Coordinators):
HX@opm.gov

Thank You