

Biennial Review of Executive Resources
FY 2024 – 2025
Vacancy/Recruitment Status Template
 (This template accompanies the Agency Cover Sheet)

#	Component/Bureau	Position Title	Recruitment Phase
-	Sample	Director, Office of XYZ	Post Recruitment
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

<p>Pre-Advertised – Indicates ERB approval and vacancy is pending posting by HR Advertised – The vacancy announcement is posted on USAJobs Post Advertised – The vacancy announcement has closed, and the internal merit process is in progress Post Approval – Selection approved by Authorizing Official and OPM QRB decision pending EOD Pending – Appointment date established, and final onboarding items being completed</p>
