

Exhibit 2-B: Check List for New Hire Panel Cases

DATE: _____
TO: RPE Staff

FROM: _____
Personnel Specialist

The following materials are submitted in ☐ 6 copies (ad hoc panel)
or ☐ 8 copies (regular panel) for New Hire review of

_____, in the _____ Peer Group:

- ☐ IDR Contact Sheet (ARS-570)
- ☐ Position Description (Factors I-III)
- ☐ "Streamlined" Factor IV

REMEMBER
If this is an RL position, and **Area so desires:** (1) apply GSSG, (2) determine likely RGEF grade, (3) if GSSG is \geq RGEF, can appoint without panel and review within 1 year

☐ For **all** grade levels):

- ☐ SF-171 (or equivalent)
- ☐ Narrative summary (pertinent courses, duties, responsibilities, accomplishments and publications)
- ☐ 1-page abstract of MS thesis
- ☐ 1-page abstract of Ph.D. dissertation
- ☐ List of honors and awards, invitations to make presentations at scientific/technical meetings, scientific society office and committee assignments, presentations (other than invitations), and publications

☐ For selection at **GS-13 or above**, the following **additional materials** are provided:

- ☐ Research accomplishment summary (**maximum of 3** concise statements in chronological order)
- ☐ Exhibits (**maximum of 1 per accomplishment**; normally publications)

OR,

- ☐ Standard ("full blown") writeup--Factor III, Element C and complete Factor IV (selecting official's option at **GS-13 and above**)