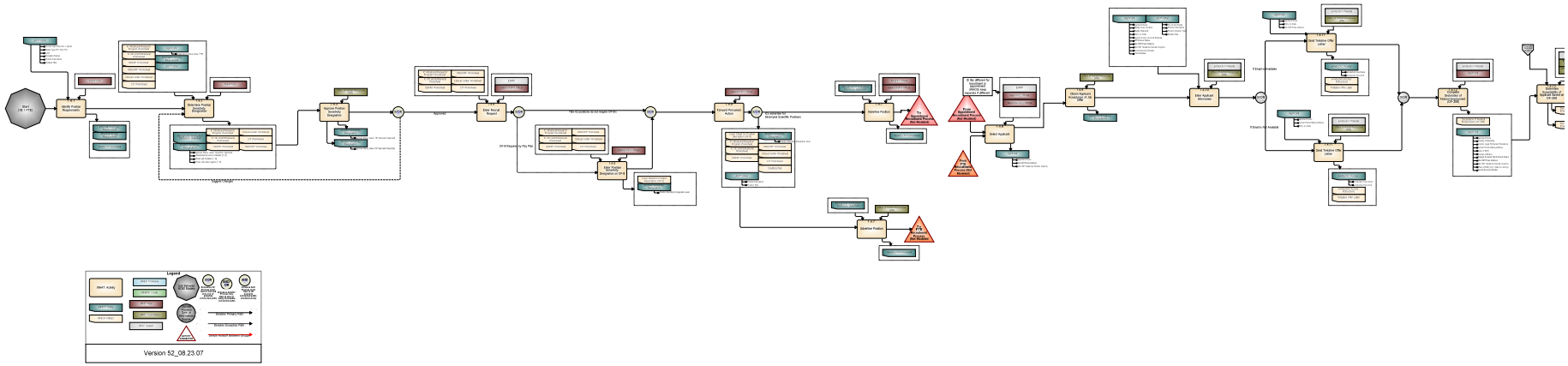
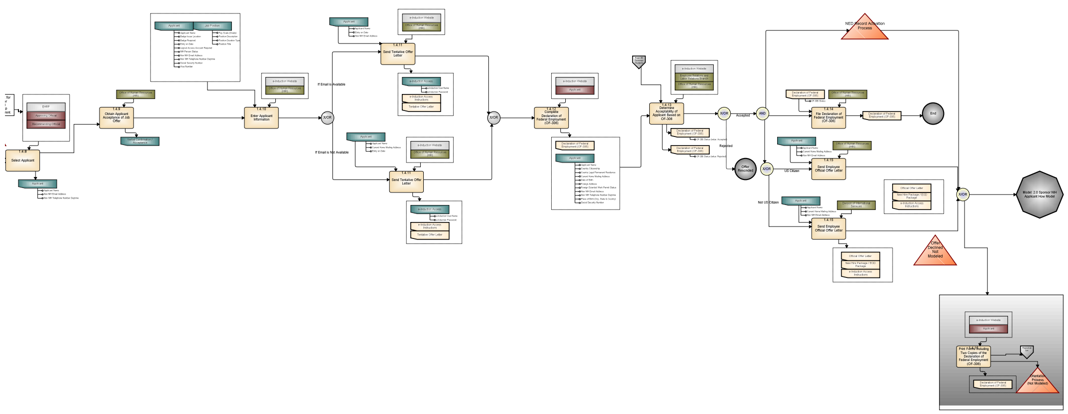

Start
Identify Position Requirements
Determine Position Classification Designation
Initiate Position Classification Request
Approved
Not Approved
Forward Classification Action
Classification Position
Classification Position
Classification Position
Send Tentative Offer Letter
Send Tentative Offer Letter
Send Tentative Offer Letter
Legend
Version 52_08.23.07


1.4.8
Select Applicant
Applicant
Applicant Name
Non NIH Email Address
Non NIH Telephone Number Daytime
EHRP
Approving Official
Recommending Official
Office of Human Resources (HR)
1.4.9
Obtain Applicant Acceptance of Job Offer
Verbal Confirmation / Acceptance
Applicant
Job Position
Applicant Name
Badge Issue Location
Badge Required
Entry on Date
Logical Access Account Required
NIH Person Status
Non NIH Email Address
Non NIH Telephone Number Daytime
Social Security Number
Visa Number
Pay Scale (Grade)
Position Description
Position Title
e-Induction Website
Office of Human Resources (HR)
1.4.10
Enter Applicant Information
X/OR
If Email is Available
If Email is Not Available
1.4.11
Send Tentative Offer Letter
Applicant Name
Entry on Date
Non NIH Email Address
Current Home Mailing Address
e-Induction Access
e-Induction User Name
e-Induction Password
e-Induction Access Instructions
Tentative Offer Letter
X/OR
1.4.12
Complete Declaration of Federal Employment (OF-306)
Declaration of Federal Employment (OF-306)
Applicant Name
Country Citizenship
Country Legal Permanent Residence
Current Home Mailing Address
Date of Birth
Foreign Address
Foreign Scientist Work Permit Status
Non NIH Email Address
Non NIH Telephone Number Daytime
Place of Birth (City, State & Country)
Social Security Number
e-Induction Website
Employee Relations and Labor Relations Branch
Office of Human Resources (HR)
1.4.13
Determine Acceptability of Applicant Based on OF-306
OF-306 Status (value: Accepted)
OF-306 Status (value: Rejected)
X/OR
Accepted
Rejected
Offer Rescinded
AND
NED Record Activation Process
1.4.14
File Declaration of Federal Employment (OF-306)
OF-306 Status
End
X/OR
US Citizen
Not US Citizen
1.4.15
Send Employee Official Offer Letter
Division of International Services
Official Offer Letter
New Hire Package / EOD Package
e-Induction Access Instructions
X/OR
Offer Declined Not Modeled
Model: 2.0 Sponsor NIH Applicant How Model
1.4.16
Print Forms Including Two Copies of the Declaration of Federal Employment (OF-306)
Orientation Process (Not Modeled)