

Policy for Administering BLMJobs Online

1. All vacancies selected for advertisement will be advertised on BLMJobs Online for permanent and temporary positions. The use of BLMJobs Online is optional for details and interest announcements.
2. Hard copy applications are accepted only for those applicants who are unable to apply electronically. When a hard copy application is accepted, it must include all of the information an online applicant must submit and requires input into BLMJobs Online.
3. All qualified non-competitive candidates will be referred to the selecting official. Interviews will be conducted as outlined in BLM Manual 1400.335 – Promotion and Internal Placement.
4. Vacancies must be advertised in BLMJobs Online once the majority of the recruitment staff at each HR office has been trained on QuickHire software use and task statement development and once the task statements for BLM's most populous series become available in the BLMJobs Online library.
5. Task statements will be added to the library by (a) the National Human Resources Management Center (NHRMC) or (b) as delegated by the NHRMC to senior staffing specialist at individual HR that upon demonstrate the expertise for developing quality-level task statements in order to maintain the integrity of the BLMJobs Online Library.
6. Applications must be received by midnight Eastern Time in BLMJobs Online or by close of business at the servicing HR office on the closing date of the vacancy announcement for applications mailed in.