Cleared Hiring Readiness Checklist

CyberX Gov Solutions | GET FED READY™ | For hiring managers and contract owners

Use this before you extend an offer on a cleared role. Most clearance delays that cost a funded seat are the avoidable ones. Work top to bottom, then decide whether the role can wait on a new investigation or should go to an already-cleared hire.

1. Define the requirement

- [ ] Confirm the exact clearance level the role requires (Secret / Top Secret / TS/SCI).
- [ ] Confirm whether SCI access or a polygraph is required. Either one rules out interim eligibility.
- [ ] Confirm the investigation tier (Tier 3 for Secret, Tier 5 for Top Secret).
- [ ] Document the contract's need-by date and the latest acceptable start date.

2. Sponsorship status

- [ ] Confirm your facility holds, or can obtain, the right Facility Clearance (FCL) level.
- [ ] Confirm an active contract or sponsorship justifies the clearance request.
- [ ] Identify the sponsoring government agency and a named point of contact.

3. SF-86 readiness

- [ ] Candidate has a complete 10-year residence, employment, and education history ready.
- [ ] Foreign travel, foreign contacts, and financial items are documented and explained.
- [ ] Form reviewed for gaps, conflicting dates, and omissions before submission.
- [ ] Fingerprints captured and the correct investigation level is set.

Note: the SF-86 is transitioning to the Personnel Vetting Questionnaire (PVQ). Confirm the current form with your FSO.

4. Interim eligibility

- [ ] Determine whether the role qualifies for interim (Secret, sometimes Top Secret; not SCI).
- [ ] If eligible, set a plan to put the hire to work on interim while the case continues.

5. FSO contact

- [ ] FSO identified and looped in before the offer goes out.
- [ ] A clear owner is assigned for agency follow-up and status checks.
- [ ] A follow-up cadence is set (for example, every two weeks) so the case never sits idle.

6. Backup candidate plan

- [ ] At least one already-cleared or reciprocity-eligible candidate is identified.
- [ ] A decision point is set: how long do you wait before switching to a cleared hire?
- [ ] The cost of an empty seat per week is calculated so the trade-off is clear.

Seat can't wait on an investigation? CyberX Gov Solutions connects federal contractors with pre-screened, security-cleared professionals matched to Secret, Top Secret, and TS/SCI. Schedule a free consultation at cyberxgovsolutions.com/schedule-a-meeting.