



Hiring Reform Initiative
Measuring the Quality and Speed
of the Hiring Process
Federal Executive Board
October 2010



Agenda

Purpose

Hiring Reform – December 2009

Overview of Presidential Memo Initiatives

Improvement and Tracking Progress

- Planning for Improvement
- Tracking and Reporting

Q&A

- Time To Hire
- Manager and Applicant Surveys

OPM Assessment Resource



Purpose

The purpose of today's discussion is to provide information on the President's Hiring Reform vision and scope with a focus on decreasing time to hire and increasing the quality of new hires.



Hiring Reform – December 2009

- Time to hire process baseline established—130 days to hire
- More than 650 job announcements were streamlined
 - 84% of agencies met requirement of 5 pages or fewer
- #1 barrier to timely hiring: managers not conducting timely interviews and selections
 - On average it takes 37 days
 - End-to-End Hiring Roadmap - no more than 15 days
- Corrective action plans were submitted by agencies
- 84% Departments/Agencies provide notification to applicants at the four points in the application process



The President's Vision and Scope

By November 1, 2010, Departments/Agencies will ...

- Eliminate written essay-style questions (KSAs)
- Allow individuals to apply with resume and cover letters
- Use Category Rating
- Ensure manager responsibility and accountability for hiring
- Improve quality and speed of hiring
- Notify applicants about their status
- Conduct action planning



Plan, Improve, Implement and Track Progress



Planning for Improvement

- Utilize process improvement methods
 - Identify problems/barriers
 - Analyze causes
- Develop/update action plans that outline strategies and drive improvement
 - Establish metrics and timeline
- Ensure progress and results are measured
 - Performance
 - Accountability



Implementation

Methodology:

- Stakeholders

- Agency Hiring Reform POCs and Senior Officials (Agency self-assessments)
- OPM Intake Coordinators
- Mobile Assessment Teams
- Agency HR POCs

- Layered Delivery

- Self help thru OPM HR Website and MAX
- Building a foundation (Continuous Process Improvement, Action Planning)
- Targeted training to 10 selected GeoLocs
- OPM HRS thru Management Development Centers (EMC/WMDC)
- MAT delivery



Implementation

Training for Delivery:

- 10 GeoLocs (Atlanta, Baltimore, DC, Oklahoma City, Los Angeles, San Antonio, San Francisco, Chicago, Philadelphia, Seattle) - 1st round
 - Workshops:
 - ✓ (Job Analysis, Occupational Questionnaires, Structured Interviews)
 - ✓ Designing an Assessment Strategy (Assessment planning, Assessment Tools, Assessment options – all as related to Category Rating)
 - ✓ Category Rating
- Washington on DC
 - Workshops, Information Briefings and Webinars:
 - ✓ Category Rating Refresher Training
 - ✓ Streamlining JOAs
 - ✓ Minimum Qualifications
 - ✓ Using OPM Shared Registers



Implementation

Training for Delivery:

- OPM Management Development Centers
 - Eastern Management Development Center (EMDC)
 - ✓ Hiring Reform for Managers – Finding and Keeping Talent
 - ✓ 28-30 Sep
 - ✓ 13-15 Oct
 - ✓ 16-18 Nov
 - Western Management Development Center (WMDC):
 - ✓ Hiring Reform for Managers – Finding and Keeping Talent
 - ✓ 6-8 Oct
 - ✓ 18-21 Oct
 - ✓ 3-5 Nov
- Overview of hiring reform, responsibilities for hiring managers, JOAs that work, recruiting sources, assessment tools, using certificates of eligibles, high impact interviewing, successful EOD, partnering, tools and resources



Track and Report

- OPM and OMB will review agency action plans, provide targeted assistance, manage data from agency/existing sources, and track progress
- Key Indicators of Success (HR Dashboard)
 - Increased Applicant Satisfaction with Hiring Process
 - Increased Manager Satisfaction with Quality of Candidates/Hires
 - Improvements in Time to Hire
- Report results in annual Human Capital Management Report (an agency report that outlines the results of key agency and government-wide HRM initiatives)



Q & A



Questions Regarding Time to Hire

- Q. Does OPM foresee any change to the 80-Day Hiring Model upon identifiable successes of the Hiring Reform?
- Q. How will these reforms affect the time to hire?
- Q. How will agencies measure time to hire?



Questions Regarding Manager and Applicant Survey

- Q: How do these surveys relate to hiring reform?
- Q: What measures will be used?
- Q. How often does my agency get survey results?
- Q. How do we receive the data?
- Q. Managers in my agency often do not complete the survey. What actions can we take to increase participation?
- Q. What is "Proactive Notification" in USAJobs? Has this enhancement been implemented?



OPM Assessment Resource

Hiring Reform sites

- www.opm.gov/hiringreform
- www.max.omb.gov
- www.facebook.com/hiringreform
- www.twitter.com/hiringreform
- www.performance.gov

Personnel Assessment and Selection Resource Center

<http://apps.opm.gov/ADT>

- Assessment Decision Guide
- Interactive Assessment Decision Tool
- Structured Interview Guide
- Links to Useful Websites



Questions?