The President’s Hiring Reform Initiative
Results to Date
SWAT Team Results

- Hiring 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 all agencies
- 73% Departments/Agencies provide notification to applicants at the four points in the application process
Elements of Hiring Reform
President’s Memo

Departments/Agencies will by November 1, 2010…

- 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

“Senior Official Leading the Effort”
President’s Memo

OPM, will in 90 days…

- Propose plan for promoting diversity in the Federal workforce
- Make recommendations concerning FCIP and pathways for students and recent grads
- Evaluate Shared Registers
- Establish Governmentwide performance review and improvement process
- Provide guidance and/or proposed regulations
- Increase USAJOBS capacity
  - USAJOBS Recruit
  - USAJOBS Assess
### Shared Registers

<table>
<thead>
<tr>
<th>Occupational Name</th>
<th>Series/Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountant</td>
<td>GS 510-7</td>
</tr>
<tr>
<td>Budget Analyst</td>
<td>GS 560-11/12</td>
</tr>
<tr>
<td>Contract Rep</td>
<td>GS 962-5</td>
</tr>
<tr>
<td>Contract Spec</td>
<td>GS 1102 11/12 DOD</td>
</tr>
<tr>
<td>Contract Spec</td>
<td>GS 1102 11/12 non-DOD</td>
</tr>
<tr>
<td>Financial Mgt Spec</td>
<td>GS 0501-11/12</td>
</tr>
<tr>
<td>HR Assistant</td>
<td>GS 203-5</td>
</tr>
<tr>
<td>HR Spec (Class)</td>
<td>GS 201-11/12/13</td>
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<tr>
<td>HR Spec (Recruit &amp; Place)</td>
<td>GS 201-11/12/13</td>
</tr>
<tr>
<td>Info Tech Spec</td>
<td>GS 2210-11/12</td>
</tr>
<tr>
<td>Mgt / Pgm Analyst</td>
<td>GS 343-7</td>
</tr>
<tr>
<td>Misc Clerk</td>
<td>GS 303 5</td>
</tr>
<tr>
<td>Security Spec</td>
<td>GS 0080-11/12</td>
</tr>
<tr>
<td>Secretary (OA)</td>
<td>GS 0318-5</td>
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</table>
USAJOBSRecruit.gov
USAJOBS Assess
OPM’s Assistance and Roll-out Strategy
Hiring Reform Web Page
Category Rating

Guidance

- Delegated Examining Operations Handbook Chapter 5 Section B [2.26 MB]
- Category Rating Fact Sheet
- Federal Hiring Flexibility Resource Center – Category Rating
- OPM Standing Registers Agency Guidance [1.01 MB]
- Category Rating: What It Is and How to Use It [1.01 MB]
Assessments
MAX Hiring Reform ‘10

Frequently Asked Questions

- Eliminate written essay-style questions (KSAs)
- Allow individuals to apply with resume/cover letters
- Use Category Rating
- Ensure manager responsibility/accountability for hiring
- Improve quality and speed of hiring
Twitter

[Image of a Twitter screenshot showing a post about Hiring Reform on Facebook]

http://www.opm.gov/HiringReform
Bite-size Awareness Training
Mobile Assistance Teams (MATs)

1. Agencies determine scope and level of support needed
2. Intake coordinator will contact Agency Hiring Reform POC
3. Intake coordinator and agency POC reconcile assistance requirements
4. Intake coordinator engages appropriate MAT leads to coordinate assistance
5. MATs deliver assistance
6. Feedback/Follow-up – Agency POC + OPM Intake Coordinator + MAT Lead

<table>
<thead>
<tr>
<th>Agency Needs</th>
<th>OPM MATs</th>
</tr>
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<tbody>
<tr>
<td>1. Elimination of essays</td>
<td>1. Elimination of essays MAT</td>
</tr>
<tr>
<td>2. Resume/Cover Letter</td>
<td>2. Resume/Cover Letter MAT</td>
</tr>
<tr>
<td>3. Category Rating</td>
<td>3. Category Rating MAT</td>
</tr>
<tr>
<td>4. Manager involvement</td>
<td>4. Manager involvement MAT</td>
</tr>
<tr>
<td>5. Hiring speed / quality</td>
<td>5. Hiring speed / quality MAT</td>
</tr>
<tr>
<td>6. Applicant notification</td>
<td>6. Applicant notification MAT</td>
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Agency Hiring Reform POC Interface

OPM Intake Coordinator
MATS

OPM Intake Coordinators:
- Michelle Jackson (Dept/Agencies), Michelle.Jackson@opm.gov
- Joanne Plasky (Dept/Agencies), Joanne.Plasky@opm.gov
- Anita Spinner (Small Agencies), Anita.Spinner@opm.gov
- Patty Guzman-Evans (Small Agencies), Ana.Guzman-Evans@OPM.gov

Mobile Assistance Team Leads

1. KSA MAT | Andrea Bright
2. Resume/Cover Letter MAT | Andrea Bright
3. Category Rating MAT | Mike Mahoney
4. Manager involvement MAT | Carmen Andujar / Jason Barke
5. Hiring speed / quality MAT | Shelley Thomas
6. Applicant notification MAT | Dale Anglin/Alesia Booth
7. Hiring Reform Action Plan MAT | Shelley Thomas
Improvement and Tracking 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
Tracking/Reporting

• 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
  - 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 Administration HRM initiatives
Oversight
Oversight

• Hiring reform oversight integrated into existing OPM oversight and compliance activities
  ◦ Delegated Examining Unit evaluations
  ◦ OPM-led HR evaluations
  ◦ Agency-led HR evaluations

• Aim to minimize burden on agencies and help OPM gather information effectively and efficiently
Key Oversight Questions

- Are agencies complying with merit system principles and related civil service requirements and meeting hiring reform goals?
- Is the hiring process easier to understand and use?
- Is hiring reform helping agencies identify and hire the talent they need?
- Are applicants and managers satisfied with hiring reforms?
Way Ahead
<table>
<thead>
<tr>
<th>Date</th>
<th>Task</th>
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</thead>
<tbody>
<tr>
<td>May 21</td>
<td>Identify senior official accountable for leading implementation</td>
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<tr>
<td>May 21</td>
<td>Identify Agency Hiring Reform POC</td>
</tr>
<tr>
<td>Jun 4</td>
<td>Submit Agency Assistance Request</td>
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<tr>
<td>Aug 1</td>
<td>Submit revised Agency Hiring Reform Action Plan</td>
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<tr>
<td>Sep 1-30</td>
<td>Agencies meet with OPM/OMB – review Action Plan to collaborate on ability to meet hiring reform objectives</td>
</tr>
<tr>
<td>Oct 1</td>
<td>Complete Agency Implementation Checklist - post to MAX community site at <a href="https://max.omb.gov/community/x/boB5Gw">https://max.omb.gov/community/x/boB5Gw</a></td>
</tr>
<tr>
<td>Nov 1</td>
<td>Implement requirements per President Obama’s Memo</td>
</tr>
<tr>
<td>Dec 1-30</td>
<td>Each CHCO agency will meet with OPM/OMB twice yearly – participate in a collaborative in-progress review assessing the status/progress of hiring reform as related to the President’s Hiring Reform Memo</td>
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</tbody>
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Key Deliverables - OPM

May 12  MATs available to provide Agency-specific assistance

May 12–26  OPM Senior Leader Team on-site awareness support

May 15  Define measures to monitor success

May 24  Comprehensive list of FAQs

May 31  CPI and Action Planning Training Courses available

Jun 7  “Bite-size” hiring reform awareness training modules

Jun 14  Agency Implementation Checklist

Oct 1  HR Dashboard (v2) released to agencies