

**2010 Hiring Reform Action Plan**

<b>Hiring Reform Initiative:</b> Conduct action planning (Action Plan 1 of 7)	<b>Date:</b> July 30, 2010
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**Describe the barrier, problem, or deficiency being addressed:**  
Lack of Department-wide systematic approach to planning, implementing, and evaluating results in order to produce continuous improvement in the recruitment and hiring process across the total of 6 servicing HR offices with stakeholders that include more than 3,900 managers and supervisors potentially involved in the recruitment and hiring process

**Describe what is causing the barrier/problem (i.e., What is the root cause?):**  
No targeted planning and standardized processes and procedures to improve the recruitment and hiring process that includes a diverse Commerce workforce population of more than 45, 000 employees located in 12 bureaus and 2 organizational units (in work site both nationally and internationally) serviced by a total of 6 servicing HR offices

**Define success or the desired outcome upon completion of applied tasks:**  
Increase speed of hiring system by producing a decrease in the number of days to complete hiring process as measured by the data on the End-to-End 80 day hiring model;  
Increase management involvement and satisfaction with the hiring process and quality of new hires as measured by the results of the CHCO Council Management Satisfaction Survey; and  
Increase applicant satisfaction with the hiring process as measured by the results on the CHCO Council Applicant Satisfaction Survey and analysis of data on applicant notification of status in the automated hiring system

**Primary Action Planning Team**  
**Lead:** Commerce Hiring Reform Council Chair, Gay Shrum (Hiring Manager, BIS)  
**Members:** Commerce Hiring Reform Council: Darlene Drazenovich (Hiring Manager, NTIA), Ruben Pedroza (Hiring Manager, ITA), Sharon Gibson (Hiring Manager, BIS) Dan Clever (Hiring Manager, OS Acquisition), Belinda Collins (Hiring Manager, NIST), Cynthia Burley (Hiring Manager, NOAA), David Murray (Hiring Manager, NOAA), Brian Wolfe (Hiring Manager, OS Acquisition), Kerry McDonnell (HR, OIG), Joseph Abbott (HR, NOAA), Janice Guinyard (HR, OS), Valerie Smith (HR,OS) ), Gail Smith (HR, Census Bureau), John View (HR, Census Bureau), Felicia Purifoy (HR, OS), Essex Brown (HR, NIST), Michael Culpepper (HR, NIST)

**Action Steps**

Action(s) to be Taken	Key Deliverable(s)/Output	Start Date/ End Date	Responsible Party (Parties)	Budget, Resources, and Approvals Needed
1. Convene Commerce Hiring Reform Action Plan Working Group and submit Commerce 2010 Hiring Action Plan to OPM and OMB managers	1.a. 7 Action Plans (refer to page 3 of this plan) in accordance with directive guidance in President’s memo dated May 11, 2010, Improving the Federal Recruitment and Hiring Process Communication Plan	June 30, 2010 – July 30, 2010	Hiring Managers with HR staff consultants	Funded within existing resources

2. Develop and implement comprehensive Commerce Department-wide communication plan	2.a. Brief the Commerce Executive Management Team led by the Secretary and the Management Council led by the Deputy Secretary 2.b Release new policy guidance on hiring reform areas with templates as appropriate 2.c. Release broadcast message regarding Hiring Reform implementation, including policies 2.d. Create web page with FAQs on hiring reform implementation at Commerce 2.e. Conduct various targeted training sessions for hiring managers and HR staff	August 2, 2010 – November 1, 2010	Commerce Hiring Reform Action Plan Working Group and other Commerce top leaders	Funded within existing resources
3. Meet with OPM and OMB managers to review submitted Commerce 2010 Hiring Reform Action Plan and collaborate on ability to meet hiring reform objectives	3.a Commerce 2010 Hiring Action Plan	September 1 – 30, 2010	Commerce leaders	Funded within existing resources
4. Implement all requirements for hiring reform Department-wide in accordance with directives in President Obama’s memorandum dated May 11, 2010, Improving the Federal Recruitment and Hiring Process	4.a. Commerce 2010 Hiring Action Plan	December 1, 2009 – November 1, 2010	Commerce leaders	Funded within existing resources
5. Conduct preliminary evaluation of implementation of Commerce 2010 Hiring Action Plan	5.a. Hiring timeline results using process map for End-to End 80 day hiring model 5.b. Management Satisfaction Survey results 5.c. Applicant Satisfaction Survey results 5.d. Automated hiring system data on applicant notification results 5.e. Training evaluation results	December 1, 2010 – March 2011	Commerce Hiring Reform Council	Funded within existing resources
6. Report on measureable results of implementation of hiring reform action plan in the annual Human Capital Management Report as required by Title 5 Code of Federal Regulations Part 250	6.a. Commerce 2010 Human Capital Management Report as required by Title 5 Code of Federal Regulations Part 250	September 1, 2010 – December 15, 2010	Commerce leaders	Funded within existing resources
7. Conduct ongoing regular meetings of the Commerce Hiring Reform Council to monitor progress and make recommendations to the Commerce leadership	7.a. Recommendations to Commerce leadership to improve the recruitment and hiring process based on results of analysis of data and use of other evaluation tools	October 1, 2010 – September 30, 2011	Commerce Hiring Reform Council	Funded within existing resources

8. Conduct evaluations of implementation of hiring reform action plan and make improvements based on the results	8.a. Hiring timeline results using process map for End-to End 80 day hiring model 8.b. CHCO Council Management Satisfaction Survey results 8.c. CHCO Council Applicant Satisfaction Survey results 8.d. Automated hiring system data on applicant notification results	Quarterly beginning Q1 FY 2011	Commerce Hiring Reform Council	Funded within existing resources
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