

**2010 Hiring Reform Action Plan**

<b>Hiring Reform Initiative:</b> Allow individuals to apply with resume and cover letters (Action Plan 3 of 7)	<b>Date:</b> September 20, 2010
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**Describe the barrier, problem, or deficiency being addressed:**  
While the Department of Commerce has always allowed applicants to submit resumes using USAJOBS resume template, the process of accepting cover letters and allowing resumes in any format is a new process for both applicants and Human Resources Specialists.

**Describe what is causing the barrier/problem (i.e., What is the root cause?):**  
Our automated hiring system needs to be modified to accept cover letters (our system already has the capability to accept resumes in any format). Applicants need to understand how to submit a resume in any format and cover letter. Hiring Managers are skeptical of the applicant assessment process when only a resume and cover letter are submitted.

**Define success or the desired outcome upon completion of applied tasks:**  
Using the on-line hiring system, applicants will be able to apply with a resume in any format and cover letter.

**Primary Action Planning Team**  
Lead: Gay Shrum, (Hiring Manager, BIS)  
Members: Joe Abbott, (Hiring Manager, NOAA), Ruben Pedroza, (Hiring Manager, ITA), with input from other members of the Commerce Hiring Reform Council

**Action Steps**

<b>Actions to be Taken</b>	<b>Key Deliverables/Output</b>	<b>Start Date/ End Date</b>	<b>Responsible Party (Parties)</b>	<b>Budget, Resources, and Approvals Needed</b>
1. Modify the automated hiring system to accept resumes and cover letters	1.a. System modification completed	August 2, 2010 – August 31, 2010	Director, Office of Policy and Programs (OPP), Office of Human Resources Management (OHRM), in collaboration with bureau-level servicing HR office staff	Funded within existing resources
2. Modify Job Opportunity Announcements to include instructions to applicants about applying with resumes and cover letters	2.a Job Opportunity Announcement templates with plain language about how to apply using resumes and cover letters	August 2, 2010 – August 31, 2010	Director, OPP/OHRM, in collaboration with bureau-level	Funded within existing resources

			servicing HR office staff	
3. Develop and deliver mandatory training for HR professionals and Hiring Managers on how applicants will be initially assessed and evaluated through their resumes and cover letters	3.a. Develop training materials 3.b. Schedule and deliver training Commerce-wide	September 1, 2010 – October 31, 2010	Director, OPP/OHRM, in collaboration with bureau-level servicing HR office staff	Funded within existing resources