

Agency/Component: Department of Commerce

2010 Hiring Reform Action Plan

Hiring Reform Initiative:

Use Category Rating (Action Plan 5 of 7)

Date:

September 20, 2010

Describe the barrier, problem, or deficiency being addressed:

Lack of awareness and usage of Category Rating as an applicant evaluation assessment tool

Describe what is causing the barrier/problem (i.e., What is the root cause?):

Insufficient awareness regarding this applicant evaluation assessment tool

Define success or the desired outcome upon completion of applied tasks:

Category Rating utilized 100% throughout Commerce

Primary Action Planning Team

Lead: Gay Shrum (Hiring Manager, BIS)

Members: Felicia Purifoy (HR,OS), Essex Brown (HR, NIST), Valerie Smith (HR, OS), Dawn white (HR, NIST), with input from other members of the Commerce Hiring Reform Council

Action Steps

Actions to be Taken	Key Deliverables/Output	Start Date/ End Date	Responsible Party (Parties)	Budget, Resources, and Approvals Needed
1. Educate managers and HR professionals on the use of Category Rating	1.a. Category Rating Managers Toolkit to include items such as: Q&As, HR Bulletin, Do's & Dont's, Website resources	July 19, 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. Develop and deliver mandatory training sessions to HR professionals (field and headquarter employees)	2.a. Develop training materials 2.b. Schedule and deliver training Commerce-wide	September 1, 2010 – October 31, 2010	Director, OPP/OHRM, in collaboration with bureau-level	Funded within existing resources

			servicing HR office staff	
3. Develop and deliver mandatory training sessions to Hiring Managers (field and headquarter employee)	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
4. Modify automated hiring system so veterans' preference is applied when merging categories	4.a. System modification completed	May 11, 2010 – October 31, 2010	Monster Government Solutions	Funded within existing resources