



Hiring Reform : Accountability Training





Topics

- President's Memorandum
- End-to-End Hiring Process Roadmap
- When does the clock start and stop "ticking"?
- Elements and Tasks throughout the process
- Hiring Managers Accountability
- Improved Quality and Speed of Hiring



Hiring Reform

The President's Memorandum calls for:

- Improving the Quality and Speed of Hiring
- Ensuring Manager Responsibility and Accountability for Hiring



Department of Commerce End to End Hiring Road Map

- Provides a guide through the steps of the hiring process that includes the approximate number of days it should take for each step



Accountability

When does the clock start ticking?

When the HR Professional has the complete hiring request package

When does the clock stop ticking?

When the individual enters on duty



80 Day Hiring Module

Elements and Tasks

Day 1- 5 (complete package received in HR)

Ownership: Human Resources Office

- Create and post vacancy announcement

Day 6 – 19

Ownership: Human Resources Office

- Receive applications during vacancy open period



80 Day Hiring Module

Elements and Tasks

Day 20- 29

Ownership: Human Resources Office

- Conduct qualification analysis
 - Identify CTAP, ICTAP, or special hiring authority eligibility
 - Review applications for legal requirements (i.e. veterans preference, citizenship, etc.)
- Issue certificate of eligibles
- Provide applicant notification



80 Day Hiring Model

Elements and Tasks

Day 30- 59

Ownership: Manager

- Review applications of candidates on the certificate
- Schedule and conduct interviews
- Perform reference checks
- Annotate the certificate and return the signed certificate to HR



80 Day Hiring Model

Elements and Tasks

Day 30- 59 (cont)

Ownership: Manager

- Must return certificate within 30 days
- Exceptions can be made for unforeseen situations such as:
 - Unplanned official travel
 - Illness



80 Day Hiring Model

Elements and Tasks

Day 60

Ownership: Human Resources Office

- Audit certificate for compliance with laws and regulations
- Request required documentation from selected applicant
- Determine Suitability
- Schedule fingerprints appointment
- Input into EQIP
- Validate any conditions of employment, if applicable



80 Day Hiring Model

Elements and Tasks

Day 61 - 65

Ownership: Selectee, Human Resource Office and Security Office

- EQIP and fingerprints completed
- Fingerprints cleared by Security
- Additional security checks, if applicable
- Turn in of required documentation (i.e. official transcripts, etc.)
- Other job requirements completed, if applicable



80 Day Hiring Model

Elements and Tasks

Day 66

Ownership: Human Resources Office

- **Provide final applicant notifications**

Day 67 – 80

Ownership: Human Resources Office and Manager

- **Entry on Duty**



Documenting Unique Situations

Documenting Unique Hiring Situations Beyond 80 Days

- Deviations from timeframes should be documented in case file
- Documentation should be specific and indicate the reason(s) the delay could not be avoided
- Some examples include:
 - Selectee must relocate
 - Selectee is awaiting discharge from military
 - Selectee is completing degree program



Accountability

Hiring Managers held accountable for recruiting/hiring

- Hiring Managers' involvement is critical to success of hiring effort
- Hiring Managers know best the work of their organization, job duties and key qualifications, and potential recruitment
- As part of the FY 11 performance appraisal cycle, performance element will be added for Hiring Managers



Accountability

Critical Element

Can be written in a variety of styles:

- Competency-based
- Results-focused
- Recruitment/hiring activity
- Performance management



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Thank You!

