

# HIRING REFORM

WHAT DOES IT MEAN TO ME?

***Know you are hiring  
the best...***



Presented by:

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# Background

- OMB Planning for the President's Fiscal Year 2011 Budget and Performance Plans Memorandum dated June 11, 2009
- President Obama's Hiring Reform Memorandum dated May 11, 2010
- Director, OPM Implementation Guidance dated May 12, 2010



# Key Objectives

- Managers and supervisors have a greater leadership role in recruiting and selecting candidates
- Provide for a common sense approach to hiring
- Raise the bar on candidate quality



# Changes to the Hiring Process

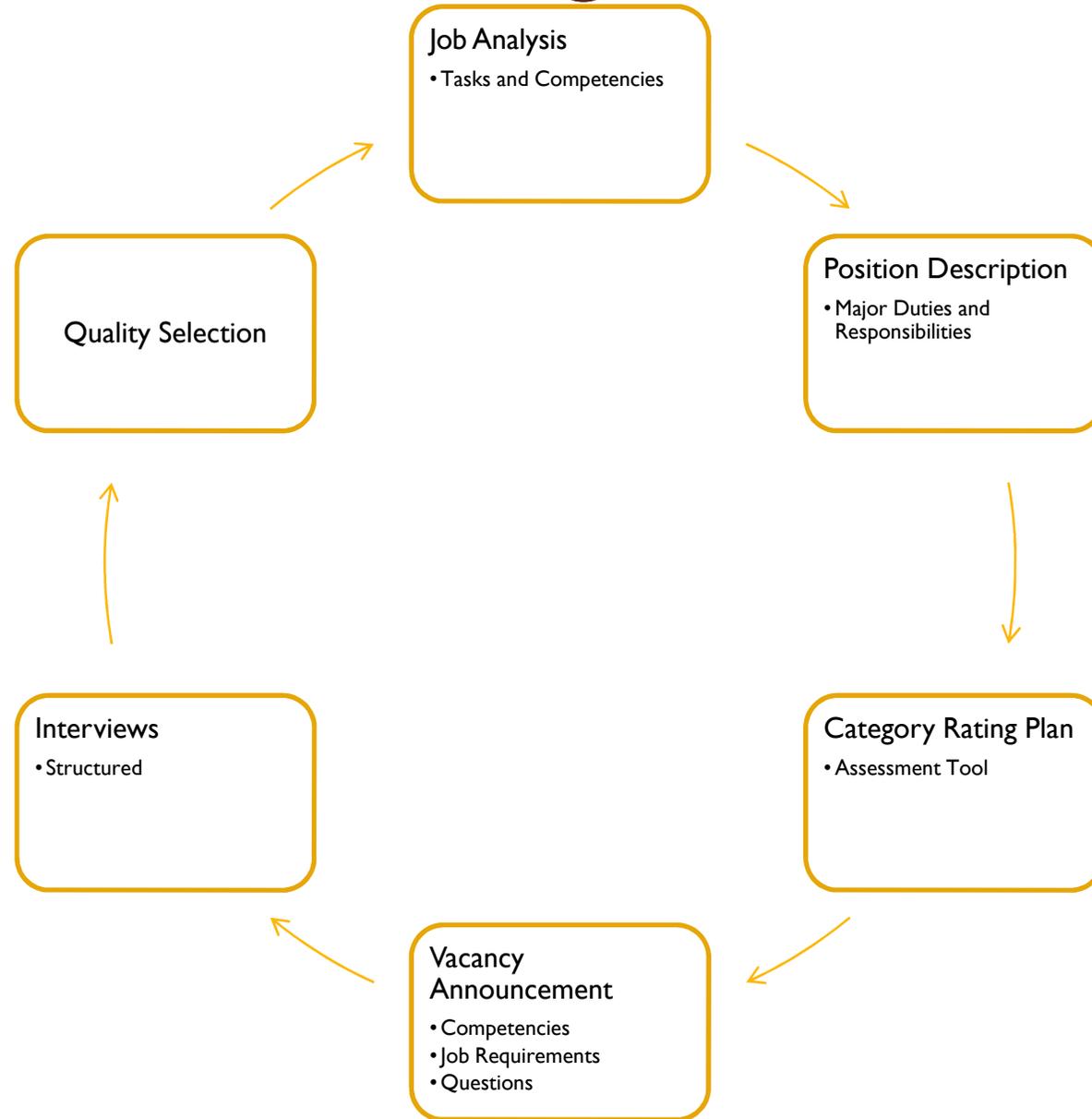
- Managers and supervisors are held accountable for their roles and responsibilities
- Individuals apply with a resume and optional cover letter
- No more written essay style questions
- Category rating is used to assess or rank applicants



# Managers' Roles and Responsibilities

- Collaborate with HR in the hiring process
- Consult with HR on rating and ranking applicants
- Conduct timely interviews
- Recruit and hire highly qualified candidates in a timely manner
- Support new hires and ensure successful transition into the workforce

# Hiring Process





# CATEGORY RATING



# CATEGORY RATING

- Mandatory
- Part of the competitive examining process
- Applies to all competitive positions
- Eliminates Rule of Three



# PURPOSE OF CATEGORY RATING

- Increase number of qualified candidates
- Preserve veterans' preference rights
- Flexible



# SUMMARY OF REQUIREMENTS

- Quality categories are defined through job analysis and your position description
- Each category must have a clear definition that distinguishes it from other categories
- Candidates meeting minimum qualifications are placed in one of the pre-defined categories



# VET PREFERENCE GROUPS

- CPS – compensable disability of 30% or more
- CP – compensable disability of at least 10% but less than 30%
- XP – disability less than 10% or other preference
- TP – 5 point preference
- NV – no veteran's preference

# VETERANS PREFERENCE UNDER CATEGORY RATING

## Placement of Preference Eligibles with a Compensable Service-Connected Disability of 10% or More (CPS and CP)

For scientific and professional positions at the GS-9 or higher

Place qualified CPS and CP preference eligibles above non-preference eligibles within the same quality category (CPS and CP eligibles **do not “float”** to the highest quality category)

For all other positions and grade levels

Place qualified CPS and CP preference eligibles at the top of the highest quality category regardless of the quality category in which they are placed (CPS and CP eligibles **“float”** to the highest quality category)



# SELECTION UNDER CATEGORY RATING

- Selections from within the highest quality category
- Preference eligibles receive absolute preference



# CATEGORY RATING DEFINITIONS

- Highly Qualified Category -- Applicants who have experience that is almost identical to the duties of the position.
- Well Qualified -- Applicants who have experience that is very similar to the duties of the position.
- Qualified -- Applicants who meet minimum qualification requirements, but do not show experience or skill beyond that.



# **STREAMLINING JOB ANNOUNCEMENTS AND THE APPLICATION PROCESS**



# STREAMLINING JOB ANNOUNCEMENTS

- Eliminate requirement that applicants respond to essay-style questions when submitting application materials for any Federal job.



# STREAMLINING JOB ANNOUNCEMENTS

- Minimize number of vacancy questions.
  - Decreases the length of the vacancy announcement
  - Is less intimidating and overwhelming for the applicants



# APPLICATION PROCESS

The Hiring Reform Initiative allows individuals to apply for Federal jobs by:

- Submitting a resume and cover letter  
(This method is used by DOE.)
- Completing a simple, plain language application



# STRUCTURED INTERVIEWS

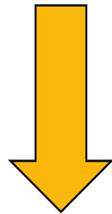


## WHY USE A STRUCTURED INTERVIEW?

- To ensure candidates have equal opportunities to provide information.
- To accurately and consistently assess candidates.

# IMPORTANCE OF STRUCTURED INTERVIEWS

- Valid
- Reliable
- Fair
- Practical



- Allows structured interview to meet legal standards.



# PREPARING FOR THE INTERVIEW

- Interview questions are developed by Subject Matter Experts (SME) based on job-related competencies
- Refer to Job Analysis/PD
- Determine 4-6 critical competencies
- Determine the format of the interview



# THE INTERVIEW SETTING

- Hold in a quiet, private place
- Accessible to candidates with disabilities
- Schedule interviews in advance



# DURING THE INTERVIEW

- Provide background
- Use probes
- Take notes
- Close the interview



# AFTER THE INTERVIEW

- Make selection
- Complete the Chief Human Capital Officers Manager Satisfaction Survey
- Reminders
  - Merit System Principles
  - Prohibited Personnel Actions
- Submit interview notes to HR to be retained in the case file



# “TIME TO HIRE” GOALS

- DOE Goal: 70 business days by end of calendar year 2011 (100 calendar days)
- OPM Goal: 80 days
- Federal Average: 110 days (Oct. 2010)



# PERFORMANCE EXPECTATIONS

“Provides leadership and support to improve the hiring process to recruit and retain a diverse and highly skilled workforce by ...

- planning for current and future workforce requirements,
- identifying skills required for the job,
- proactively participating in the recruitment and interviewing processes, and
- providing assistance to newly hired Federal employees

... in accordance with DOE requirements and established timeframes in order to meet the President’s recruitment and hiring report objectives.”



# FINAL THOUGHT

*“The ultimate goal of staffing is to make good hires as efficiently as possible. It is not to make bad hires quickly.”*

Maximizing the Value of Your  
Investment in Qualification  
Screening Technology  
Rocket-Hire, Feb 2004



**QUESTIONS??**