The Deputy Secretary of Energy
Washington, DC 20585
October 6, 2010

MEMORANDUM FOR HEADS OF ALL DEPARTMENTAL ELEMENTS
HUMAN RESOURCES DIRECTORS

FROM: DANIEL B. PONEMAN

SUBJECT: Improving DOE Recruitment and Hiring Processes

Secretary Chu has set forth an ambitious agenda for the Department of Energy in order to build a clean, secure and prosperous energy future for our Nation. Fulfilling that agenda depends largely on our ability to recruit, retain, and develop a dedicated, high-performing workforce.

In June 2009, the Office of Personnel Management (OPM) asked the Department to form a cross-cutting Hiring Reform SWAT team of professionals within and outside of the human resources community to examine ways to improve the hiring process. That team has provided valuable insight, analysis, and recommendations on how to improve the hiring process throughout the Department. On January 6, 2010, I issued a memorandum directing the Office of the Chief Human Capital Officer (OCHCO) to lead an effort to improve the hiring process at Headquarters. This provided an opportunity for the OCHCO and Headquarters organizations to implement the improvements developed by the SWAT team.

Though more needs to be done to improve the speed and quality of our hires, I would like to commend the progress to date at Headquarters. The average time-to-hire from the initiation of a recruit action until a job selectee enters on duty for a headquarters position has dramatically improved from a DOE-wide average of 174 calendar days in FY 2009 to an average of 86 calendar days in FY 2010.

On May 11, 2010, President Obama and OPM Director John Berry issued memoranda directing the improvement of Federal recruitment and hiring processes throughout the Federal Government. The Department's Hiring Reform SWAT team has developed an Action Plan (attached) that addresses the requirements of the President's memorandum. The Action Plan builds on the reform efforts already underway at Headquarters and some field organizations. I expect all Departmental Elements to implement all aspects of the Action Plan no later than November 1, 2010. The Chief Human Capital Officer, Mike Kane, will be sending additional guidance including how senior executives, managers, and supervisors will be held accountable for their part in the hiring process.

We need to work together to continuously improve the speed and quality of our hiring actions. To monitor our reform efforts, the OCHCO will provide me with monthly reports at the Operations Management Council and regular updates to the Department on the Human Capital website at http://humancapital.doe.gov/resources_hiringreform.htm.

Attachment

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