



# **Hiring Officials: Involvement & Accountability**

# Hiring Reform

## Why is it a good thing for hiring officials?

- Provides a common sense approach to hiring
- Speeds up the hiring process
- Raises the bar on candidate quality
- Provides for vigorous recruiting efforts



# Hiring Reform

## What you need to know about hiring reform:

- Individuals apply with a résumé and optional cover letter
- No more written essay-style KSA questions
- “Rule of 3” is gone! Category Rating will be used to rank applicants
- Hiring officials will be held accountable for their roles and responsibilities in the hiring process

# Hiring Officials' Involvement

## What is management involvement?

- Active involvement means:
  - ⇒ Planning current and future workforce requirements within your program area
  - ⇒ Partnering with HR to assess hiring needs
  - ⇒ Recruiting diverse qualified talent

Recruiting and hiring diverse talent for your vacancies is part of your job!





# Hiring Officials' Involvement

- ⇒ Collaborating with HR to complete the job analysis
- ⇒ Consulting with HR on selection assessments used for rating and ranking applicants
- ⇒ Conducting timely interviews



# Hiring Officials' Accountability

## What are hiring officials accountable for?

- ⇒ Recruiting and hiring highly-qualified candidates in a timely manner
- ⇒ Supporting new hires' successful transition into the Federal service

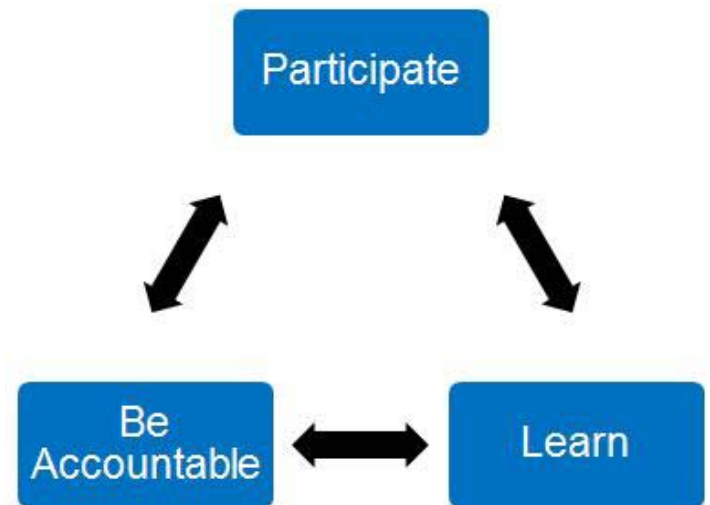
**NOTE:** Becomes effective FY 2011 performance cycle



# Hiring Officials' Accountability

## Formal ways to accept responsibility

- ⇒ Participate in recruitment (i.e., events, sourcing, etc.)
- ⇒ Learn how to recruit and hire highly-qualified candidates
- ⇒ Set clear goals and expectations



# Hiring Officials' Accountability


## Informal ways to accept responsibility

- ⇒ Promote your agency's mission and careers to schools, colleges and universities, diverse communities, and professional organizations
- ⇒ Make time to personally greet new employees and spend time with them as part of the onboarding process





# Indicators of Success with Meeting Requirements

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- CHCO Council Management Satisfaction Survey
    - ⇒ % of hiring supervisors and managers with positive rating of quality of applicant
    - ⇒ % of hiring supervisors and managers who recruit, conduct workforce planning, identify required skills, and interview candidates
    - ⇒ % of hiring supervisors and managers who rate quality of new hires at 8 or higher (on 10 point scale) at time of hire and six months later



# Indicators of Success with Meeting Requirements

## ➤ Agency Human Capital Management Report

⇒ % of employees hired within 80 days

## ➤ OPM/Agency Audit

⇒ % of CHCO agencies that include a specific performance element in the performance plans of hiring managers which hold them accountable for recruiting, hiring, and transitioning employees