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# Hiring Reform (Informational)

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# Bottom Line Up Front

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- The DoN aims to:
  - Improve the process for applicants
  - Increase involvement and collaboration of hiring managers, senior leaders and HR professionals
  - Streamline hiring process – shorter time to hire
    - Fill vacancies within 80-110 days
    - Maximize use of available technology
  - Increase the quality of candidates and newly hired employees



# Background / Stakeholders

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- On May 11, 2010 President Obama directed agencies to improve the hiring process through implementation of six initiatives:
  - 1) Notify Applicants About Their Status At Four Specific Points In the Hiring Process
  - 2) Allow Individuals to Apply with Résumés and Cover Letters



# Background / Stakeholders

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- 3) Eliminate Written Essay-Style Questions
- 4) Use Category Rating
- 5) Ensure Manager Responsibility and Accountability for Hiring
- 6) Improve the Quality and Speed of Hiring



# Discussion

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- What is USA Staffing?
  - USA Staffing is software integrated with USAJOBS to support Federal recruitment.
  - USA Staffing was developed and is maintained by the Office of Personnel Management.



# Discussion

<b>FUNC/ PROCESS</b>	<b>USAJOBS/USA STAFFING (new)</b>	<b>CHART/ RESUMIX (current)</b>
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**FOR THE HIRING MANAGER**

Job Analysis	<ul style="list-style-type: none"> <li>•Identify KSAs and/or competencies</li> <li>•Approve task statements and rating schedule</li> </ul>	<ul style="list-style-type: none"> <li>• Identify 6-8 key skills</li> </ul>
Online Certificates	<ul style="list-style-type: none"> <li>•Access to dashboard of certificates</li> <li>•Ability to store relevant selection rates with certificate</li> <li>•No email capability</li> </ul>	<ul style="list-style-type: none"> <li>•Access to one certificate at a time</li> <li>•Email capability to applicants</li> </ul>
Account Management	<ul style="list-style-type: none"> <li>•Automatic reminders</li> <li>•Reset password</li> <li>•Robust help feature throughout</li> </ul>	<ul style="list-style-type: none"> <li>•No automatic reminders</li> <li>•Password request required</li> <li>•Tips available</li> </ul>



# Discussion

FUNC/ PROCESS	USAJOBS/USA STAFFING (new)	CHART/ RESUMIX (current)
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FOR THE APPLICANT

Where to apply	<ul style="list-style-type: none"> <li>•USAJOBS</li> </ul>	<ul style="list-style-type: none"> <li>•CHART</li> </ul>
Resume	<ul style="list-style-type: none"> <li>•Create &amp; store 5 resumes</li> <li>•Spell-check capable</li> <li>•Ability to upload attach. &amp; resumes</li> <li>•Email notification of job postings</li> <li>•Ability to store 25 job interests</li> <li>•Submit via fax, hardcopy, online</li> </ul>	<ul style="list-style-type: none"> <li>•Create &amp; store 1 resume</li> <li>•Cannot upload attach. or resumes</li> <li>•Submit via hardcopy &amp; online</li> </ul>
Application Status	<ul style="list-style-type: none"> <li>•Remains in system 18 months</li> </ul>	<ul style="list-style-type: none"> <li>•Drops status 60 days after action filled</li> </ul>
Job Searches	<ul style="list-style-type: none"> <li>•Ability to set up 10 searches</li> </ul>	<ul style="list-style-type: none"> <li>•Ability to set up 5 searches</li> </ul>
Rating	<ul style="list-style-type: none"> <li>•Based on answer to assessment questions &amp; updated by experience within resume</li> </ul>	<ul style="list-style-type: none"> <li>•Based on description of skills &amp; experience within resume</li> </ul>



# Way Ahead

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- During the transition to USA Staffing and USAJOBS, vacancy announcements will be posted as follows:
  - On both CHART and USAJOBS for those activities which have **not** yet transitioned.
  - Exclusively on USAJOBS for those activities which **have** transitioned to the USA Staffing and USAJOBS tools.
    - *Already transitioned for DE recruitments*
    - *Targeted to begin internal recruitments in June*



# Way Ahead

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- Make copies of existing resumes from CHART
- Explore USAJOBS features and functionality
  - Create an account
  - Upload or create updated resumes
  - Set up a search agent to automatically notify applicants of new positions
- Access tutorials at:

**[www.donhr.navy.mil](http://www.donhr.navy.mil), or**

**[www.usajobs.gov](http://www.usajobs.gov)**