

Hiring Reform Evaluation Report Template

The President’s Memorandum dated May 11, 2010, *Improving the Federal Recruitment and Hiring process*, directed OPM to establish a Government-wide performance review and improvement process for hiring reform actions described in the Memorandum. The following table will assist agencies evaluate their hiring reform efforts as part of their accountability program.

Applicable Merit System Principles: The following merit system principles (MSPs) are especially relevant to the Talent Management system (5 U.S.C. 2301):

- Recruitment should be from qualified individuals from appropriate sources in an endeavor to achieve a workforce from all segments of society, and selection and advancement should be determined solely on the basis of relative ability, knowledge and skills, after fair and open competition which assures that all receive equal opportunity. [5 U.S.C. 2301(b)(1)]
- All employees and applicants for employment should receive fair and equitable treatment in all aspects of personnel management without regard to political affiliation, race, color, religion, national origin, sex, marital status, age, or handicapping condition, and with proper regard for their privacy and constitutional rights. [5 U.S.C. 2301(b)(2)]

Law: Veterans Preference Act of 1944 (as amended)

Expected Outcomes	Assessment	Findings/Required or Recommended Actions
Recruitment and hiring actions are consistent with merit system principles and related civil service requirements.	<input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met	
DE operations enable rather than deter the public from applying for vacancies (e.g., streamlined JOAs written in plain language with clear application procedures; meaningful definitions of qualifying specialized experience specific to positions advertised; clear descriptions of evaluation methods; initial submissions limited to resumes and cover letters or simple applications; no essays required at time of application).	<input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met	
The agency uses an assessment process based on professionally accepted standards that meet the validity provisions of the <i>Uniform Guidelines</i> .	<input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met	

<p>Applicants are assessed using category rating procedures. Use of the “rule of three” has been discontinued.</p>	<input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met	
<p>The agency is working toward improving the quality and speed of hiring by (1) reducing time to fill mission-critical and commonly filled positions; (2) measuring the quality and speed of the hiring process; (3) analyzing the causes of hiring problems and actions to be taken to reduce them, and (4) training hiring managers on ways to recruit and hire well-qualified individuals.</p>	<input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met	
<p>Hiring officials are involved in workforce planning, identifying skills required for the job, and actively engaged in the recruitment and interviewing process. They are held accountable for recruiting and hiring highly qualified employees and supporting their successful transition into Federal service.</p>	<input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met	
<p>Applicants are timely notified about the status of their applications at key points of the hiring process (e.g., application received; meets/does not meet minimum eligibility/qualification requirements; referred/not referred on Certificate of Eligibles; selected/not selected).</p>	<input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met	
<p>Managers indicate satisfaction with the quality of applicants and timeliness of referrals.</p>	<input type="checkbox"/> Met <input type="checkbox"/> Partially Met <input type="checkbox"/> Not Met	