



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, D.C. 20240

DEC 3 1993

PERSONNEL MANAGEMENT LETTER NO. 93-13 (330)

SUBJECT: Departmental Recruitment Analysis

The Secretary has identified Workforce Diversity as a critical element in the performance standards of all members of the Senior Executive Service (SES). Workforce management, especially as it involves the recruitment and selection of job applicants, is a key responsibility of SES members, as well as managers and supervisors throughout the Department. The Departmental Recruitment Analysis, established herein, is designed to provide a record of bureau recruitment activities by which executives, managers and supervisors can measure workforce management results.

Currently, bureaus provide recruitment plans and statistical information along with case submissions for Departmental selection approval (see Personnel Management Letters No. 91-12, dated November 29, 1991, and No. 93-6, dated April 12, 1993). The newly established Recruitment Analysis Report will include a summary of the bureau recruitment and selection process for all position vacancies occurring at grades GS/GM-13/15. The summary will address specifically for each advertised vacancy: number of applicants, number determined to be minimally qualified, number referred, and number selected. Applicants will be categorized by female, disabled, and minority (i.e., American Indian or Alaskan Native; Asian or Pacific Islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin and other). The Recruitment Analysis Report will also include a narrative explanation of recruitment plans, efforts, and accomplishments.

Bureaus will no longer need to provide the requested numerical data when current efforts to automate the process are completed in the near future. At that time, numerical data summaries will be provided to bureaus for analysis in subsequent quarterly reports.

INQUIRIES: Nate Drown, Division of Staffing, Classification and Executive Resources Management, Telephone (202) 208-4231. Room 5023. Mail Stop 5203 MIB

Bureau Recruitment Analysis Reports, after concurrence by the appropriate program Assistant Secretary (or equivalent official), will be provided to the Deputy Assistant Secretary for Human Resources through this office by the 30th of the month following the end of each quarter (i.e., October 30, January 30, April 30 and July 30). The first Recruitment Analysis Report for your bureau, covering the period from October through December 1993, is due January 30, 1994.

  
Director of Personnel