

Agency/Component: Nuclear Regulatory Commission Section 1 (a) (1)

2010 Hiring Reform Action Plan

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| <p>Hiring Reform Initiative: Eliminate any requirement that applicants respond to essay-style questions when submitting their initial application materials for any Federal job.</p> | <p>Date: July 29, 2010</p> |
|---|--|

Describe the barrier, problem, or deficiency being addressed:
Expansion to streamlined strategies is hindered by the application of appropriate qualification standards to assess minimum qualifications for positions.

Describe what is causing the barrier/problem (i.e., What is the root cause?):
The current qualification standards are written specifically towards assessing answers to essay questions and the qualifications are not always easily identified on a resume.

Define success or the desired outcome upon completion of applied tasks:
The resume only process does not extend the time period for HR review of qualifications and new employee survey scores show improved satisfaction with the hiring process.

Primary Action Planning Team
Lead: Powell
Members: Powell, Buchholz, Davis, Dosch

Action Steps

| Actions to be Taken | Key Deliverables/Output | Start Date/ End Date | Responsible Party (Parties) | Budget, Resources, and Approvals Needed |
|--|--|-----------------------------|------------------------------------|--|
| The NRC has used the resume only model on several vacancies. We will continue to refine the resume only process. | Expand the use of resume only vacancies for those positions where the applicant pool is a manageable size. | 8/1/2010 – 11/1/2010 | Powell | None |
| NRC has created and used automated rating and ranking process on some of our high volume vacancies. | Streamline the process for creating and validating the automated rating and ranking process. | 8/1/2010 | Davis | \$70K |
| The NRC will deploy a new employee survey to assess satisfaction with the hiring and on-boarding processes | Deploy survey. | 8/1/2010 – 9/30/2010 | Powell Chin | None |

Agency/Component: Nuclear Regulatory Commission Section 1 (a) (2)

2010 Hiring Reform Action Plan

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|---|---|
| <p>Hiring Reform Initiative: Allow individuals to apply for Federal employment by submitting resumes and cover letters or completing simple, plain language applications, and assess applicants using valid, reliable tools</p> | <p>Date: July 29, 2010</p> |
|---|---|

Describe the barrier, problem, or deficiency being addressed:
 Expansion to streamlined strategies is hindered by the application of appropriate qualification standards to assess minimum qualifications for positions.

Describe what is causing the barrier/problem (i.e., What is the root cause?):
 The current qualification standards are written specifically towards assessing answers to essay questions and the qualifications are not always easily identified on a resume.

Define success or the desired outcome upon completion of applied tasks:
 The resume only process does not extend the time period for HR review of qualifications and new employee survey scores show improved satisfaction with the hiring process.

Primary Action Planning Team
Lead:
Members:

Action Steps

| Actions to be Taken | Key Deliverables/Output | Start Date/ End Date | Responsible Party (Parties) | Budget, Resources, and Approvals Needed |
|--|--|---------------------------------|------------------------------------|--|
| The NRC has used the resume only model on several vacancies. | We will continue to refine the resume only process. | 8/1/2010 – 11/1/2010 | Powell | None |
| Enhance Job Analysis Skills | The Agency will provide training to HR Specialists to enhance their job analysis skills. | 8/1/2010 – 11/1/2010 | Powell | None |
| We have also created and used automated rating and ranking process on some of our high volume vacancies. | We will work on streamlining the process for creating the automated questions for vacancies. | 8/1/2010 | Davis | \$70K |

Agency/Component: Nuclear Regulatory Commission Section 1 (a) (3)

2010 Hiring Reform Action Plan

Hiring Reform Initiative:

Provide for selection from among a larger number of qualified applicants by using the "category rating" approach rather than the "rule of 3".

Date:

July 29, 2010

Describe the barrier, problem, or deficiency being addressed:

None. This item has been fully implemented at the NRC for many years.

Describe what is causing the barrier/problem (i.e., What is the root cause?):

Define success or the desired outcome upon completion of applied tasks:

Hiring manager satisfaction scores continue to remain high.

Primary Action Planning Team

Lead:

Members:

Action Steps

| Actions to be Taken | Key Deliverables/Output | Start Date/ End Date | Responsible Party (Parties) | Budget, Resources, and Approvals Needed |
|--|---|-----------------------------|------------------------------------|--|
| The NRC is an excepted service Agency and does not use the "rule of three". The NRC has always used category rating. | Category rating is already in place at NRC. | NA | NA | NA |

Agency/Component: Nuclear Regulatory Commission Section 1 (b) (1 & 2)

2010 Hiring Reform Action Plan

Hiring Reform Initiative: Require that managers and supervisors with responsibility for hiring are: (1) more fully involved in the hiring process, including planning current and future workforce requirements, identifying the skills required for the job, and engaging actively in the recruitment and, when applicable, the interviewing process; and (2) Accountable for recruiting and hiring highly qualified employees and supporting their successful transition into Federal service, beginning with the first performance review cycle starting after November 1, 2010.

Date:
July 29, 2010

Describe the barrier, problem, or deficiency being addressed:

None. The HR staff and managers at NRC have consistently had a partnership relationship when working on recruiting/hiring for positions.

Describe what is causing the barrier/problem (i.e., What is the root cause?): NA

Define success or the desired outcome upon completion of applied tasks:

Hiring manager satisfaction scores continue to remain high.

Primary Action Planning Team

Lead:

Members:

Action Steps

| Actions to be Taken | Key Deliverables/Output | Start Date/ End Date | Responsible Party (Parties) | Budget, Resources, and Approvals Needed |
|---|---|-------------------------|-----------------------------|---|
| NRC hiring managers are highly engaged in the hiring process. The NRC scored 20% above the Federal average on the Hiring Managers Satisfaction Survey. NRC will continue to review the results of the OPM Hiring Managers Satisfaction Survey. | Quarterly review the results of the OPM Hiring Managers Satisfaction Survey for any barriers identified. | Ongoing | Buchholz | None |
| As part of the SWAT team activities last year, we an SES manager lead a group of hiring managers in a focus session on managers' satisfaction with the hiring process. NRC will revive the group of managers to follow-up on activities and gain additional insights. | Reconvene the hiring managers focus sessions and update the information paper that was produced identifying any additional barriers for the hiring manager. | 11/1/2010 – 12/31/2010 | Buchholz Lubinski | None |
| NRC is going to revise the process for obtaining reference checks for external hires. | Revise the reference check form. Revise the number and type of reference | 1/1/2011 – 6/30/2011 | Powell | OMB concurrence on |

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| | checks required for external hires | | | form |
| NRC will provide training sessions for hiring managers on the difference between active recruitment for vacancies vs pre-selection. | Conduct three to four sessions in FY 2011 for hiring managers on the merit selection process. | 11/1/2010 – 6/30/2010 | Powell | None |
| The NRC is going to update the current language in performance appraisals for managers and supervisors to capture performance related to hiring staff in a timely fashion. Currently this metric is in the NRC SES appraisals. | A working group has been formed and is drafting language to include in first line supervisors elements & standards starting in FY 2011. | 8/1/2010 - 10/1/2010 | Johns | None |

Agency/Component: Nuclear Regulatory Commission Section 1 (c) (1)

2010 Hiring Reform Action Plan

Hiring Reform Initiative:

Provide the OPM and the Office of Management and Budget (OMB) timelines and targets to: improve the quality and speed of agency hiring by: (i) reducing substantially the time it takes to hire mission-critical and commonly filled positions; (ii) measuring the quality and speed of the hiring process; and (iii) analyzing the causes of agency hiring problems and actions that will be taken to reduce them.

Date:

July 29, 2010

Describe the barrier, problem, or deficiency being addressed:

NA

Describe what is causing the barrier/problem (i.e., What is the root cause?): NA

Define success or the desired outcome upon completion of applied tasks:

NRC Operating plan metric for time to hire remains green.

Primary Action Planning Team

Lead:

Action Steps

| Actions to be Taken | Key Deliverables/Output | Start Date/ End Date | Responsible Party (Parties) | Budget, Resources, and Approvals Needed |
|--|---|-----------------------------|------------------------------------|--|
| <p>The NRC has conducted two Lean Six Sigma Studies of the Hiring Process. This has resulted in implementing some streamlining initiatives. The NRC chooses to use the 45 day hiring metric as a measure. We recruit for highly skilled individuals and they cannot always come on board in a 2 week notice period. In addition, we have a Security process for all employees. We have been very successful using the 45 day hiring metric and manager's work within that timeframe.</p> | <p>As part of the NRC Operating Plan each office reports on a quarterly basis on the 45 day hiring metric. This is then rolled into an Agency level metric.</p> | <p>Ongoing</p> | <p>Powell</p> | <p>NA</p> |

Agency/Component: Nuclear Regulatory Commission Section 1 (c) (2)

2010 Hiring Reform Action Plan

Hiring Reform Initiative:

Provide every agency hiring manager training on effective, efficient, and timely ways to recruit and hire well-qualified individuals.

Date:

July 29, 2010

Describe the barrier, problem, or deficiency being addressed:

NA

Describe what is causing the barrier/problem (i.e., What is the root cause?): NA

Define success or the desired outcome upon completion of applied tasks:

Hiring manager satisfaction scores continue to remain high.

Primary Action Planning Team

Lead:

Action Steps

| Actions to be Taken | Key Deliverables/Output | Start Date/End Date | Responsible Party (Parties) | Budget, Resources, and Approvals Needed |
|--|--|----------------------------|------------------------------------|--|
| The NRC has a working group in place consisting of HR Specialists and Hiring Managers. | This group will meet on a regular basis and discuss best practices for hiring success stories. | Ongoing | Powell | None |
| The NRC has an up-to-date Agency Strategic Human Capital Plan. Due to our Lean Six Sigma efforts streamlining the Hiring Process Initiatives are included. | Continue to look for efficiencies in the hiring process. The agency is currently within the Operating Plan 45 day hiring metric. | Ongoing | Davis | None |

Agency/Component: Nuclear Regulatory Commission Section 1 (d)

2010 Hiring Reform Action Plan

Hiring Reform Initiative:

Notify individuals applying for Federal employment through USAJOBS, an OPM-approved Federal web-based employment search portal, about the status of their application at key stages of the application process.

Date:

July 29, 2010

Describe the barrier, problem, or deficiency being addressed:

Applicant notifications sent out by HR Specialists do not align with the applicant status in USAJOBS.

Describe what is causing the barrier/problem (i.e., What is the root cause?):

NRC uses Hiring Management as a front end to USA jobs. The status of applicants in Hiring Management does not correlate one for one to the USAJobs applicant status. The NRC hiring system is in transition to a more modern system and we hope this will eliminate some of the issues. Staff needs time to complete the transition.

Define success or the desired outcome upon completion of applied tasks:

New employee survey scores show improved satisfaction with the hiring process.

Primary Action Planning Team

Lead:

Action Steps

| Actions to be Taken | Key Deliverables/Output | Start Date/ End Date | Responsible Party (Parties) | Budget, Resources, and Approvals Needed |
|---|--|-------------------------|-----------------------------|---|
| NRC HR Specialists routinely interact with applicants regarding the status of the application at the four key stages of the process. NRC is using Hiring Manager back-end to USAJobs. | All HR Specialists are reminded on a regular basis to respond to applicants at the four touch points. | Ongoing | Powell | None |
| NRC has a task group of HR Specialists looking at the current templates for responses to applicants. | Working group will revise the templates to make it clearer to the non-Federal applicant about the status of their application in the hiring process. | 8/1/2010 – 12/1/2010 | Powell | None |
| NRC will convert to Monster Enterprise January 2011 | Work with Monster Enterprise Hiring System to ensure the cross reference on applicant status is effective. | 8/1/2011 | Powell Davis | None |