Human Resource Initiative (HRI)
Implementation Plan for STARS Skills Search

1.0   INTRODUCTION

This plan was developed to support the STARS skill search process implementation for the Hiring Reform Initiative (HRI). The purpose of this plan is to outline the resources, tasks, schedule and costs necessary to implement the STARS skill search procedure.

1.1   Overview

The STARS Skills Search plan was established to document the process in which staffing specialists go beyond the skills pulled by Resumix from the major duties of the announcement to include additional skills requested by the Subject Matter Expert during job analysis, in addition to manually reviewing the applicants meeting specialized experience to ensure the appropriate skills were credited towards their score. This written procedure will serve as a reference for staffing specialists when there is a need to go beyond the Resumix system in assuring the selecting official has received all highly qualified applicants. This procedure will be provided electronically to the staffing specialist, added to the NASA STARS Guide and discussed during the monthly staffing telecom.

1.2   Scope

The primary focus of the STARS Skills Search process is to ensure the selecting officials are being provided the most highly qualified applicants from which to make a successful selection. This procedure will establish the steps to take in assuring all skill sets are being addressed and the applicants are being considered appropriately. The process will be discussed with the Centers' staffing specialists, in addition to providing via email and inserting in the NASA STARS Guide.

1.3   Resources

This written process will be developed under the current procedures applied in revising NASA STARS operational material.

1.4   Costs

There should be no significant costs, if any associated with this plan and implementation.

1.5   Schedule

NASA STARS SKILLS SEARCH SCHEDULE

Tasks	Who	By When?	% Complete	Comments
1. Establish Written Procedure for use by Center Staffing Specialist				
• Develop a written procedure addressing skills search during the job analysis with SME	STARS Administrator and HR Specialists	9/30/10		
Identify process for searching skills				
• Address the ability to search for skills in addition to the ones pulled by Resumix from the duties of the position	STARS Administrator and HR Specialists			
Additional review of resumes				
• Stress importance of reviewing resumes (mainly those scoring 80/high 70 that meet specialized experience) to ensure applicants were given proper credit	STARS Administrator and HR Specialists			
Documenting credit				
• If a skill is similar to one used in the applicant's resume but credit was not granted in STARS it is the responsibility of the staffer to document this finding in the Notes of the Requisition	STARS Administrator and HR Specialists			
• If the skill(s) finding results in an increase in rating for the applicant, the staffer will make a manual inclusion	STARS Administrator and HR Specialists			
2. Presenting the Procedure				
• Provide via email and discuss at staffing telecom	STARS Administrator	9/30/10		
• Include in NASA STARS Guide	STARS Administrator	9/30/10		