

Human Resource Initiative (HRI) Implementation Plan for the Hiring Tool Kit

1.0 INTRODUCTION

This plan was developed to support the Hiring Tool Kit 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 Hiring Tool Kit.

1.1 Overview

The Hiring Tool Kit is a consolidation of the best practices and resources across the Agency to both streamline and inform the hiring process. The intent of the tool kit is to provide staffing specialist and hiring managers a central source for both regulatory requirements and best practices for working within the NASA regulatory framework. As such, the tool kit will specifically provide resources that address hiring complications that are unique to NASA and potentially other government agencies.

The Hiring Tool Kit will also help drive consistency across the different NASA Centers by highlighting best practices and “preferred” solutions. The primary goal of implementing a hiring tool kit is to provide Federal/Agency guidelines, rules and regulations, and case specific knowledge to reduce or eliminate the cloud of uncertainty that exists for many hiring managers. This goal will be accomplished by providing a framework that clearly shows the relationship between strong hiring manager and staffing specialist interaction and successful outcomes in the hiring process. Thus the entire tool kit is predicated upon the understanding that most, if not all, hiring complications can be mitigated through comprehension, careful planning and interaction between the hiring manager and staffing specialist.

1.2 Scope

The primary focus of the tool kit is to establish a website that concentrates on providing hiring managers and staffing specialists with the necessary material required to successfully meet the Agency’s staffing needs and the importance of fostering a close working relationship between the specialist and hiring manager.

The recommendation is to place the NASA Hiring website on the currently developed site, NASA People. This placement provides an easily accessible location for both hiring managers and staffing specialists. The site is not password protected. Password protected sites have proven to be a barrier for most supervisors and managers when having to go through the added burden of logging into an application. It is recommended that a tab to the Hiring website’s location be added to the current list of tabs that appear on the left hand side of NASA People’s homepage <http://nasapeople.nasa.gov/>.

The Tool Kit will contain a wide range of material including

- DEU and CPP guidelines, OPM Staffing web page (Veterans, Schedule A, etc.), IPA handbook, FCIP Policy, AST Rating Procedures, Pay Setting, OPM and NASA Flexibilities, etc.
- Examples of when to refer to specific areas (i.e., when is it appropriate to use an IPA or specific flexibilities)
- A “Scenarios” link (Real life examples of hiring issues and proposed solutions)
- Center developed material that supports best practices that have proved beneficial in the hiring process and in working with Hiring Managers

1.3 Resources

The following resources are essential to the success of this effort:

- Involvement of HR Specialists as part of the implementation to identify and approve content
- Involvement and active participation of the Agency Staffing Program Manager
- NSSC resources to create the webpage on the current NASApeople website.

1.4 Costs

Costs associated with this solution are currently resourced by the Office of Human Capital Management, which include funding of the Agency Staffing Program Manager and the NASApeople website.

Additional costs required include any associated communications and marketing expenses..

1.5 Schedule

See Attachment



NASAPeople HOME

BENEFITS & PAY

HUMAN CAPITAL MANAGEMENT

HR POLICIES & PROGRAMS

NASA JOBS

LIFE EVENTS

NASA WORKFORCE PROFILE

TRAINING & LEADERSHIP DEV.

HIRING & STAFFING

NSSC SERVICES



+ NSSC Home
+ HR Customer Service

HELPFUL TOOLS



Employee Express



Job Search



Employment & Income Verification



Thrift Savings Plan

Putting the pieces together of NASA's hiring process

This website is designed to provide NASA's Hiring Managers and staffing Specialists with the necessary essentials required to provide for a timely, efficient and effective hiring experience. At NASA we want to ensure a satisfactory hiring experience for our Hiring Managers to recruit the most highly qualified applicants



Hiring Reform Initiative

Federal hiring reform information, news, and resources

Fundamentals

Employment Laws and Regulations

Link to the laws and regulatory guidance that serve as the foundation for Federal employment.

Effective Recruitment

Policy and guidance for effective Federal recruitment.

Appointing Authorities

Types of appointments available for hiring job applicants, including special appointments for targeting veterans.

Special Employment Programs

Recruitment programs for students, interns, Presidential Management Fellows and part-time employees.

Exchange Programs

Programs that allow an exchange of employees between international organizations, private sector or Federal, state, Indian tribal, and local governments.

Competitive Hiring Process

Regulatory guidance for hiring job applicants under competitive examining.

Veterans

Link to OPM's Veteran Website.

VetGuide

Conveniently summarizes in one place the many laws and regulations that affect the employment of veterans in the Federal Government.

Federal Classification and Job Grading Systems

Information that is used to determine the pay plan, series, title, and grade for most work in the Federal Government.

NASA Desk Guides

Link to NASA's guidance and flexibilities

Training

OPM's Online Video Library

Provides access to automated training material

Application of Fundamentals

"Real Life" Scenarios

NASA hiring experiences, addressing problems and solutions.

Center Best Practices

NASA developed material that has proved beneficial in educating Hiring Managers and Staffing Specialist

Manager's Guide to NASA's Hiring Process

Assist NASA managers in understand the NASA hiring process and their role

HR Practitioner's Tools

NASA developed website to conveniently place staffing tools

Federal Job Sites

NASA Jobs – Link to the public site
USA Jobs – Link to the public site



- + Inspector General Hotline
- + No Fear Act
- + Budgets, Strategic Plans and Accountability Reports
- + Freedom of Information Act
- + The President's Management Agenda
- + NASA Privacy Statement, Disclaimer, and Accessibility Certification



NASA Official: Mike McCann
Last Updated: July 29, 2009
+ NASAPeople Curator
+ Contact Phone: 1-877-677-2123

SAMPLE SCHEDULE

Tasks	Who	By When?	% Complete	Comments
1. Create a website focused on NASA's hiring process				
<ul style="list-style-type: none"> Establish a website that concentrates on providing Hiring Managers and Staffing Specialists with the necessary material required to successfully meet the Agency's staffing needs. 	Agency Staffing Program Manager and Staffing Specialists			
<ul style="list-style-type: none"> Place the site within a NASA webpage that has been developed and does not require a password (ie NASA People) 	NSSC			
2. Identify, collect and arrange the site's material				
<ul style="list-style-type: none"> Center staffers submit best practices and developed material that has proved beneficial in the Hiring process and in working with Hiring Managers. 	Center Staffing Specialists			
<ul style="list-style-type: none"> Request "Real Life" scenarios to provide Hiring Managers and Staffers with problems and solutions encountered in filling positions. 	Agency Staffing Program Manager, Staffing Specialist and Hiring Managers			
<ul style="list-style-type: none"> Collect Federal and Agency guidelines, rules, regulations, flexibilities, and policies as they pertain to staffing. <ul style="list-style-type: none"> DEU and CPP guidelines, OPM Staffing web page (Veterans, Schedule A, etc.), IPA handbook, FCIP Policy, AST Rating Procedures, Pay Setting, OPM and NASA Flexibilities, etc. Provide examples of when to refer to specific areas (i.e., when is it appropriate to use an IPA or specific flexibilities) 				Much of the referenced material is on NASA People, but would best be consolidated to one Website dedicated to Staffing, along with OPM's material.
<ul style="list-style-type: none"> Gather submitted material and arrange by subject 				
<ul style="list-style-type: none"> Develop communication link for Hiring Managers and Staffers to provide their thoughts on the site's material, as well as provide additional scenarios. 	NSSC			

Tasks	Who	By When?	% Complete	Comments
3. Communicate the site's existence				
<ul style="list-style-type: none"> Develop a way to market the website's development to the staffing community and Center hiring managers 				
4. Site maintenance				
<ul style="list-style-type: none"> Ensure the site remains up-to-date with the latest material 	Agency Staffing Program Manager			
<ul style="list-style-type: none"> New scenarios to be requested by the staffing community at monthly telecons <ul style="list-style-type: none"> Scenarios will be sent to the Agency Staffing Program Manager 	Agency Staffing Program Manager			