

Agency/Component: U.S. Agency for International Development (USAID)

2010 Hiring Reform Action Plan

Hiring Reform Initiative: Fill competitive jobs through Category Rating (CR) process rather than "rule of three"	Date: 08/01/2010
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Describe the barrier, problem, or deficiency being addressed:
USAID has a category policy and used category rating since 2007, but its use has been limited. The challenge is to vet and implement CR to meet the imposed deadline, and to be able to apply CR correctly. In addition, current self-assessment scored methodologies need to be converted to our category rating methodology. This can be accomplished in all of our existing hiring systems but there is a level of effort involved in doing so.

Describe what is causing the barrier/problem (i.e., What is the root cause?):
-HR practitioners' lack of understanding of CR procedures, or procedures not uniformly applied
-Managers' lack of familiarity/training in CR selection procedures, or resistance in eliminating an option to fill competitive positions, particularly when there is a name request

Define success or the desired outcome upon completion of applied tasks:
Full implementation of CR in the AVUE system

Primary Action Planning Team
Lead: Shelia Tolliver, Chief, Recruitment & Staffing Branch, Civil Service Personnel Division, Office of Human Resources (OHR/CSP/RS)
Members: Michelle Batie, Helena Olivares, DeLisia Carpenter, Edith Olson

Action Steps

Actions to be Taken	Key Deliverables/Output	Start Date/End Date	Responsible Party (Parties)	Budget, Resources, and Approvals Needed
Develop and implement Agency Category Rating SOP requiring CR as the sole Delegated Examining (DE) evaluation method	Finalize updated SOP	07/2010 - 10/31/2010	OHR/CSP	
Labor negotiations on impact and implementation (I&I)	Union buy-in	Target Date: 10/31/2010	OHR/ELR	AFGE
Provide briefings to HR practitioners, hiring officials and Administrative Management Staff in CR selection procedures	Seamless transition to CR	08/2010 - 10/2010	OHR/CSP	
Properly annotate use of CR on Job Opportunity Announcements (JOA)	Elimination of "rule of three;" candidates are properly advised on how they will be evaluated	Target Date: 11/01/2010	OHR/CSP	

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Increase coordination/collaboration with subject matter experts (SME) when screening applications for inclusion on referral lists especially for highly technical positions.	Greater number of highly qualified candidates on the DE referral list; greater number of satisfied hiring officials on the quantity and quality of candidates	Target Date: 11/01/2010	OHR/CSP; SMEs	
Modify automated hiring system to automatically default to "Category Rating"	Automated hiring system automatically defaults to "Category Rating"	08/02-2010 -10/31/2010	OHR/CSP; Rick Osborne (OHR/PPIM)	AVUE