

# **Hiring Reform**

## **Instructions for Reporting Quarterly Time-to-Hire (T2H) Information**

## **INSTRUCTIONS FOR REPORTING QUARTERLY TIME-TO-HIRE INFORMATION**

### **Purpose**

This document provides instructions on how to calculate and report results in reducing time to hire. These instructions were developed in conjunction with a working group of the Chief Human Capital Officers Council (CHCOC) who partnered with the U.S. Office of Personnel Management (OPM) to develop consistent guidelines to calculate time-to-hire (T2H) results. To monitor achievements, agencies will report time-to-hire results to OPM on a quarterly basis. By analyzing results quarterly, agencies will have the opportunity to immediately address high risk areas and quickly analyze if implemented actions are yielding improvements.

Agencies will use the quarterly T2H chart to report results. The quarterly T2H chart captures statistical information reflecting agency results associated with improving time to hire.

Below are definitions and instructions for completing the chart. Agencies will document the results from the previous FY quarter and submit the report as an email attachment to [time2hire@opm.gov](mailto:time2hire@opm.gov).

### **Part 1: Time-to-Hire Reporting Requirements**

Chief Human Capital Officer (CHCO) Agencies are required to submit a quarterly Time-to-Hire (T2H) chart to OPM by the last day of the calendar quarter, while non-CHCO agencies are to report T2H annually in their Human Capital Management Reports. The data in the chart will represent the previous quarter's data. The first reporting deadline is June 30, 2011, representing the hiring data from the two (2) previous quarters of October 1 - December 31, 2010 and January 1 - March 31, 2011. Thereafter, all T2H reporting will be done on a quarterly basis due no later than the last day of the month of the quarter. For the first report, covering two quarters, agencies are to report each quarter's data on a separate T2H template.

Agencies are required to submit time-to-hire information for:

- Delegated Examining (DE) hires agency-wide in FY 2011 and FY 2012;
- All hires where a Job Opportunity Announcement (JOA) was posted on USAJOBS for FY 2011 (if data are available), FY 2012, FY 2013 and forward, which will include all DE hires within the total (See Reporting Requirements below).
- All agency-specific Mission Critical Occupations (MCO)
- All government-wide MCOs: HR, IT, Acquisition and SES/Equivalent
- All agency-specific Commonly Filled Positions

All time-to-hire data are reported in **calendar days**. Time to hire is measured, using the End-to-End Hiring Roadmap's 80-Day Hiring Model, from the time the need is validated by the hiring manager to the time of entry on duty (EOD). Hires from "open/continuous" announcements are to be counted in time-to-hire reporting using the same End-to-End standard. Calculate the time-to-hire from the time the need is validated by the hiring manager to the time of entry on duty (EOD) with the understanding that in "open/continuous" announcements managers will determine needs at different times.

## **Reporting**

Since agencies are in various stages in implementing their systems to support collecting and reporting time-to-hire data for all hires, OPM is instituting a transition period:

- For FY 2011, agencies are required to report time-to-hire for all DE hires to establish a baseline; and, if available, report time-to-hire for all hires where the JOA was posted on USAJOBS.
- For FY 2012, agencies will report on time-to-hire for DE hires (compare against baseline) and on all hires where the JOA was posted on USAJOBS (establish new baseline) which will include DE hires.
- For FY 2013 and beyond, agencies will report on time-to-hire for all hires where the JOA was posted on USAJOBS (compare against new baseline).

Note: Agencies are expected to be able to report on requirements outlined in the May 11, 2011 President's memorandum regarding time to hire for commonly filled positions and mission critical positions. Agencies unable to collect data on these two areas due to system limitations are given a transition period to enhance their systems. Agencies must be able to report on MCOs and commonly filled positions by Q2 FY 12.

## **Part 2: Time-to-Hire Chart**

Agencies will use the time-to-hire chart (T2H) to report quarterly time-to-hire data. Agencies are responsible for ensuring the data entries in the chart are complete and accurate per the guidance in Part 1 above. (Note there are three (3) tabs at the bottom of the T2H chart: one each for FY 11, FY 12, and FY 13.)

### **Time-to-Hire Chart for FY 11:**

- A. Column A, Total Number of Hires:** For each data field, enter the total number of DE hires and, if possible, the total number of all hires where the Job Opportunity Announcement (JOA) was posted on USAJOBS.
- B. Column B, Percent of Employees Hired within 80 Calendar Days:** For each data field, enter the percent of employees hired within 80 calendar days for DE hires and, if possible, the total number of all hires where the JOA was posted on USAJOBS.
- C. Column C, Average Number of Calendar Days per Hire:** For each data field, enter the average number of calendar days per hire for DE hires and, if possible, the total number of all hires where the JOA was posted on USAJOBS.

### **Time-to-hire Chart for FY 12:**

- A. Column A, Total Number of Hires:** For each data field, enter the total number of DE hires and the total number of all hires where the Job Opportunity Announcement (JOA) was posted on USAJOBS which includes all DE hires.
- B. Column B, Percent of Employees Hired within 80 Calendar Days:** For each data field, enter the percent of employees that were hired within 80 calendar days for DE hires and for all hires where the JOA was posted on USAJOBS which includes all DE hires.
- C. Column C, Average Number of Calendar Days per Hire:** For each data field, enter the average number of calendar days per hire for DE hires and for all hires where the JOA was posted on USAJOBS which includes all DE hires.

### **Time-to-Hire Chart for FY 13:**

- A. Column A, Total Number of Hires:** For each data field, enter the total number of all hires where the JOA was posted on USAJOBS.
- B. Column B, Percent of Employees Hired within 80 Calendar Days:** For each data field, enter the percent of employees that were hired within 80 calendar days for all hires where the JOA was posted on USAJOBS.
- C. Column C, Average Number of Calendar Days per Hire:** For each data field, enter the average number of calendar days per hire for all hires where the JOA was posted on USAJOBS.

### **Part 3: Time-to-Hire Definitions**

**All hires where the JOA was posted on USAJOBS:** This will include all hires where the organization posted the JOA on USAJOBS, which could include, but would not be limited to, DE, Excepted Service, Merit Promotion, etc.

**Agency-Specific Commonly Filled Occupation:** Agency-defined occupations with the greatest number or highest volume of filled positions. Commonly Filled Occupations are those which, historically, have high volume of positions filled. Agencies may define as they wish, but they should not change from quarter to quarter based on immediate hiring needs; instead, agencies may select those occupations that generally have high vacancy rates and report on those over time.

**Calendar Days:** Each day represented in a calendar year. Every day is to be counted including weekends and holidays when determining time-to-hire.

**Delegated Examining (DE) Authority:** Authorized under 5 USC 1104(a)(2) to fill competitive civil service positions through the agency's Interagency Delegated Examining Agreement with OPM. Delegated examining authority must be exercised in accordance with civil service laws and regulations. Delegated examining authority grants agencies the power to fill competitive civil service jobs with individuals from the general

public in accordance with fair and open competition, recruitment from all segments of society, and selection on the basis of the applicants' competencies or knowledge, skills, and abilities (see 5 U.S.C. § 2301).

**End-to-End (E2E):** An End-to-End Hiring roadmap developed by the Chief Human Capital Officers (CHCO) Council and OPM detailing specific standards for Federal hiring. The E2E consists of five distinct components: workforce planning, recruitment, the hiring process, security/suitability, and orientation. The complete roadmap can be found at <http://www.chcoc.gov/Transmittals/TransmittalDetails.aspx?TransmittalID=1513>

**Government-wide Mission Critical Occupation (MCO):** The following occupations are considered Government-wide MCOs: Human Resources (0201), Acquisition Positions (1102), Information Technology (2210), and Leadership (SES/Equivalent.) Additionally, Veterinarian Medical Officer (VMO) (0701) is considered a MCO for those agencies who employ VMOs.

**Job Opportunity Announcement (JOA):** An announcement that outlines general information, the major duties, and qualification requirements for a specific position with an appropriate open/close period for receipt of applications.

**Mission Critical Occupation (MCO):** Occupations agencies consider core to carrying out their mission(s). Such occupations are usually directly associated with the primary mission of the organization without which mission-critical work cannot be completed

**Open Continuous Announcements: Job Opportunity** Announcements which are left open over an extended period of time for which selections are made after various cut-off dates.

**Target:** A target is a future metric or number that agencies would like to achieve. The target is typically an improvement over the baseline or past result.

**Time-to-Hire (T2H) Measurement:** Time to hire is calculated from the time a need is validated by the hiring manager until the day the new employee enters on duty (EOD).

#### **Part 4: Frequently Ask Questions (FAQ):**

**Q: Why must agencies track and report on time-to-hire for mission critical occupations (MCO) and commonly filled occupations?** Agencies are required by the Presidential Memo issued on May 11, 2010. to reduce substantially the time it takes to hire mission-critical and commonly filled positions. By collecting this data on a quarterly basis, OPM, OMB, and agencies are better able to effectively monitor progress in meeting this objective.

**Q: What if my agency does not have the technological capability to report on MCOs and commonly filled position T2H?** OPM built a transition phase of one year into the time-to-hire reporting guidance. The expectation is that agencies can meet this requirement by FY 12.

**Q: What if I can currently report on all hires now and do not need a transition time from DE hires to all hires?** If you currently have the capability to report on all hires posted on USAJOBS, then you can simply begin reporting in FY 11 rather than FY 12.

**Q: Will my agency's T2H data be displayed on [www.performance.gov](http://www.performance.gov)?** Yes, pending release of [www.performance.gov](http://www.performance.gov), all T2H data will be displayed at the agency level. This will only be the agency's overall T2H information not broken down by MCO, commonly filled, or sub agency.

**Q: Since I am now reporting T2H quarterly do I need to report it on the End-to-End (E2E) SSM chart in my annual Human Capital Management Report (HCMR)?**  
No, the E2E SSM chart will be eliminated and agencies will no longer be required to complete and submit this chart. Agencies should though continue to set targets for improvement and monitor results internally.