Department of Energy
Washington, DC 20585

October 7, 2010

MEMORANDUM FOR HEADS OF ALL DEPARTMENTAL ELEMENTS
HUMAN RESOURCES DIRECTORS

FROM: MICHAEL C. KANE
CHIEF HUMAN CAPITAL OFFICER

SUBJECT: IMPROVING DOE RECRUITMENT AND HIRING PROCESSES

This is a follow-up to the Deputy Secretary's Memorandum dated October 6, 2010 where he communicated the need to implement the Action Plan developed to improve the recruitment and hiring processes throughout the Department. One of the central tenets of the President's reform efforts and the Department's Action Plan is management's commitment and attention to an efficient and effective hiring process that yields quality employees. This was clearly articulated in the President's Memorandum dated May 11, 2010 where he directed that management be held accountable through the performance evaluation system for their role and responsibilities in the recruitment and hiring processes beginning with the upcoming FY-11 performance cycle.

As a result, we have developed the following language that will be included in every SES performance plan as a descriptor within Key Leadership Attributes under Leading People:

"Provides leadership and support to improve the hiring process to recruit and retain a diverse and highly skilled workforce by planning for current and future workforce requirements, identifying skills required for the job, proactively participating in the recruitment and interviewing processes, and providing assistance to newly hired Federal employees in accordance with DOE requirements and established timeframes in order to meet the President's recruitment and hiring reform objectives."

This language or some applicable, tailored version of it must be used as a goal within the Supervisory performance element for General Schedule managers and supervisors.

I look forward to working with you on this Key Reform Initiative that will better position the Department to meet the demands of the future. I encourage you to visit the Department's Human Capital website to get the latest updates on Hiring Reform and to visit the time-to-hire reports within the iPortal to gauge the Department's progress.

We are always open to new ideas on how to improve the recruitment and hiring process. If you have any questions or suggestions, please contact either Ken Venuto at (202) 586-7138 or Tony Nguyen at (202) 586-4533.

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