

**2010 Hiring Reform Action Plan**

<b>Hiring Reform Initiative:</b> Notify applicants through USAJOBS, an OPM-approved Federal web-based employment search portal, about the status of their application at key stages of the application process	<b>Date:</b> 08-02-2010
<b>Describe the barrier, problem, or deficiency being addressed:</b> Through Avue, emails are automatically sent at the following key points: (1) Resume received, (2) Qualified/Not Qualified, (3) Application Referred/Not Referred to Hiring Official, and (4) Not Selected (Tentative selectees are notified via telephone and letter.) Avue indicates it is fully integrated with USAJOBS. However, recent survey results indicate high rate of applicants not being notified of the final results of their applications (i.e., not selected).	
<b>Describe what is causing the barrier/problem (i.e., What is the root cause?):</b> HR Specialists are not closing out promptly case files that will trigger the final notification point (not selected) through Avue	
<b>Define success or the desired outcome upon completion of applied tasks:</b> High positive survey results of applicants being notified of status of their applications at key stages.	
<b>Primary Action Planning Team</b> <b>Lead:</b> Shelia Tolliver, Chief, Recruitment & Staffing Branch, Civil Service Personnel Division, Office of Human Resources (OHR/CSP/RS) <b>Members:</b> Delisia Carpenter, Helena Olivares, Michelle Batie	

**Action Steps**

<b>Actions to be Taken</b>	<b>Key Deliverables/Output</b>	<b>Start Date/End Date</b>	<b>Responsible Party (Parties)</b>	<b>Budget, Resources, and Approvals Needed</b>
Ensure HR Specialists close out the case files timely to trigger the final notification point, i.e., not selected.	Applicants are notified of the final outcome of their applications.	continuous	HR Specialists	
Validate achievement of 4-point notification process through applicant and employee surveys.	Increase in applicant and employee satisfaction in these areas	FY 2011 - continuous	OHR/CSP OHR/PPIM	