

How to Attract the Best and Brightest Job Applicants and Successfully Navigate the Federal Hiring Process, November 4, 2015

Keith Chanon

Greetings ART,

I hope our next Learning Seminar is of interest to you! It is intended to provide advice to both hiring officials and job candidates.

How to Attract the Best and Brightest Job Applicants and Successfully Navigate the Federal Hiring Process?

For many, the federal hiring process is a mystery. As job seekers, we often rely on the USAJobs "Resume Template," apply to vacancy announcements, and hope that we are selected for an interview. What actually occurs within the confines of the HR offices that are reviewing job applications? Are there actions to be taken by the applicant that can increase one's chances for success?

As a hiring manager, what can we do to attract the most qualified and talented candidates? How can we mobilize HR to work for us?

Session Description

This session will highlight the approach needed for developing a federal resume that secures you an interview. And if you are a hiring manager, you will learn about the roles and responsibilities of supervisors to ensure that vacancy announcements, questionnaires, and position descriptions are written effectively to attract the next generation of leaders.

We will be joined by two experts from OPM. Nate Mercer and Luz Cintron. Nate is a Personnel Development Trainer and Executive Coach at OPM. Luz is a Lead Human Resources Specialist at OPM and provides training and advice to managers regarding recruitment, staffing, and position management (see attached bios).

Session Agenda:

- Welcome and introductions (Keith; 5min.)
- Overview of the hiring process (Luz; 20min.)
 - Role of supervisor in creating job announcements, updating position descriptions, conducting job analyses
 - HR review process
- Strategies for preparing a federal resume (Nate: 10min.)
- Discussion and Q&As (All; 25min.)

Discussion Questions

1. Why should you care about federal resumes and the federal hiring process?

2. What are the roles/responsibilities of the hiring manager in the hiring process?
3. How can job announcements attract the best candidates?
4. What are the primary constraints of the federal hiring process?
5. How can the federal hiring system be improved?

Review Materials:

Introductory Video (10min): https://www.youtube.com/edit?o=U&video_id=Oc4BDaVrwMM

"The Truth About the Hiring Process"

<http://federalnewsradio.com/commentary/2015/01/the-truth-about-the-federal-hiring-process/>

"Four Steps Toward a Better Hiring Process" <http://chiefhro.com/2015/02/> (scroll towards bottom of page)

"Do You Have to Lie to Get a Federal Job?" <http://chiefhro.com/2015/09/> (scroll to middle of page)

Other Resources:

<https://www.youtube.com/watch?v=pgSo2xFDzBA> Full length resume training video (1:30hr)

<https://www.opm.gov/policy-data-oversight/hiring-authorities/> Link to info about hiring authorities that managers can use.

<https://www.opm.gov/policy-data-oversight/assessment-and-selection/> Link to the assessment and selection process.

http://www.eeoc.gov/eeoc/publications/abc_hiring_manager.cfm Link to information on hiring through Schedule A (disabilities)

NOAA Hiring Process Steps (see attachment)

NOAA Hiring Guide (see attachment)