



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

July 23, 2020

PERSONNEL BULLETIN NO. 20-09

SUBJECT: Time to Hire Reporting Requirements

1. **Purpose.** This Personnel Bulletin establishes the Time-to-Hire (T2H) measurements and framework that the Department of the Interior will utilize as key performance indicators (KPI) of overall hiring processes efficacy and required reporting to the U.S. Office of Personnel Management (OPM). Standardizing T2H KPIs allows the Department and bureaus to more effectively analyze aggregate data and compare results to the OPM 80 day hiring model, industry norms, and other internal goals to gain better visibility into potential strategic improvement opportunities. This policy aligns with the U.S. Office of Personnel Management (OPM) Time-to-Hire reporting requirements established under [OPM Memorandum, Subject: Time-to-Hire Requirements, dated February 25, 2020.](#)
2. **Applicability.** This policy applies to all Servicing Human Resource Offices (SHRO) and Delegated Examining Units (DEUs) supporting all bureaus and offices within the Department of the Interior. T2H will be measured in accordance (IAW) this policy effective immediately and reporting for fiscal year (FY) 2020 will adhere to the standards set forth.
3. **Policy.** The Department of the Interior (DOI) is establishing guidelines that will provide consistent and accurate T2H metrics for reporting and gaining better insight into the hiring process across the Department. **All** hires regardless of examining methodology and source, including those where there is no requirement to post a job opportunity announcement (JOA), will be included in T2H reporting. The methodology, data definitions and metrics described within this policy are minimum requirements for all hiring transactions. All required data will be inputted and collected from a single talent acquisition system, currently USAStaffing. Bureaus may collect additional data necessary to provide more finite information that is needed to inform organizational decisions.
4. **Reporting/Data Requirements.** All T2H data is measured and reported in **calendar days**, as informed by the OPM End-to-End Hiring Roadmap's 80-Day Hiring Model, which begins with the **Hiring Need Validated Date**, based on each individual hiring action/request. DOI T2H KPIs include six (6) standard measurements:
 - a. **T2H Measurement 1:** # of days from the Hiring Need Validated Date (start date) to the Tentative Offer Accepted Date (end date). (Reportable to OPM)
 - b. **T2H Measurement 2:** # of days from the Hiring Need Validated Date (start date) to the Entry on Duty (EOD) Date (end date). (Reportable to OPM)
 - c. **T2H Measurement 3:** # of days from the Request Personnel Action Date (start date) to the Announcement Open Date (end-date). [Collaborative metric]
 - d. **T2H Measurement 4:** # of days from Announcement Close Date (start date) to the Certificate Issue Date (end date). [HR analysis metric]
 - e. **T2H Measurement 5:** # days from Certificate Issue Date (start date) to the Certificate Review Return Date (end date). [Management engagement metric]
 - f. **T2H Measurement 6:** # days from Initiate Suitability Review Date (start) to the Receive Suitability Review Date (end date). [Security processing metric]

All DEUs, other human resource offices and personnel security offices responsible for the staffing process and inputting information into the talent acquisition system, e.g. USAStaffing, and the systems that interface are responsible for the integrity, accuracy and validity of all data fields.

5. **Definitions.** Standard definitions are established to ensure equity, validity and usability of the information derived for process analysis and reporting.
 - a. **All Hires** includes hires/selections made under competitive merit promotion procedures and delegated examining procedures, all hires made under non-competitive authorities, and any other hiring action regardless of whether a job opportunity announcement was posted on USAJOBS or not (includes all nature of action code (NOAC) actions beginning with a 1xx).
 - b. **Announcement Open Date** is the calendar date the announcement opened.
 - c. **Announcement Close Date** is the calendar date the announcement closed.
 - d. **Calendar Days** is represented in terms of the calendar year, whereas, every day is counted including weekends and holidays.
 - e. **Certificate Issue Date** is the date that the applicant list was issued as a certificate to the selecting official.
 - f. **Certificate Review Returned Date** is the earliest date the certificate review was completed by the selecting official (reviewer) and returned to HR.
 - g. **Entry on Duty (EOD) Date** is the actual appointment effective date of a selectee into the new position for which selected.
 - h. **Hiring Need Validated Date** is the date a position is ready for executing the staffing action. This date represents that the hiring manager has coordinated with leadership, budget, HR and any other bureau specific processes, including workforce planning documents identified under workforce planning in OPM end-to-end hiring (e.g. position descriptions, job analysis) and received all required approvals to announce and hire into a vacancy. This field should be completed to reflect the date that is one (1) day prior to the hiring manager's submission of the hiring request within the talent acquisition system(s), if left blank it will auto-populate to two (2) days prior to the approval of the request. There should be no more than two (2) days between the *Hiring Need Validated Date* and the approval date of the request.
 - i. **Initiate Suitability Review Date** is the date PERSEC receives certification that the candidate completed e-QIP.
 - j. **Receive Suitability Review Date** is the date PERSEC completes preliminary suitability review and schedules investigation with DCSA.
 - k. **Request Personnel Action Date** is the date that the hiring action request is received by the servicing HR office. All required approvals, as defined in the *Hiring Need Validated Date* **must** be accomplished prior to submission of the hiring action request.
 - l. **Tentative Offer Accepted Date** is the date the tentative offer was accepted by the selectee.
 - m. **Time-to-Hire (T2H) Measurements** are key recruiting and hiring metrics used to inform the recruitment planning process and validating the efficiency of the selection process.
6. **Responsibilities.** The efficacy of the hiring process is a shared responsibility among human resource professionals, selecting officials/hiring managers, and personnel security professionals. Each stakeholder is responsible for accomplishing their tasks timely, accurately, and collaboratively.
 - a. **Hiring Managers/Selecting Officials** are responsible for ensuring requests for hiring actions are only initiated via bureau request for personnel action (e.g. SF52, SF39, etc.) when all preliminary approvals are met (e.g. budget, leadership approvals),

including workforce planning actions such as job analysis, position management and classification are completed, and the position is actively ready for immediate placement of a selectee. Hiring managers/selecting officials have an inherent responsibility to actively engage and collaborate closely with HR through the whole hiring process – especially during classification, job analysis, assessment (as SMEs), and selection phases.

- b. Human Resource Professionals/Servicing Human Resource Offices/DEUs** are responsible for administering this policy, managing the overall hiring process and actively engaging hiring managers/officials throughout the hiring process. HR offices are responsible for ensuring data entered into the talent acquisition system is accurate, valid and meets the minimum standards established herein. HR offices/professionals should also utilize T2H data to advise hiring managers on approaches to efficiently and effectively fill positions.
 - c. Personnel Security Specialists (and HR specialists with personnel security duties)** are responsible for administering the personnel security and suitability process. Personnel Security Offices coordinate with the servicing human resource office and selectees to obtain required information and work with OPM and other investigative offices to ensure maximum efficacy of background checks/investigations and security/suitability determinations.
 - d. Bureau Human Resource Policy Offices** are responsible for maintaining oversight of delegated examining units and servicing HR offices to ensure adherence to policy and standards; utilization of T2H data to identify challenges and opportunities for improvement in the hiring process; consolidation of reporting, as requested by the Department; and implementing management controls to maintain quality assurance of data entry and overall process.
 - e. Department Office of Human Capital** is responsible for the overall management of this policy; assessing compliance through HR independent audit and evaluation processes; and reporting T2H metrics to Department leadership and OPM.
- 7. Oversight and Reporting.** The Office of Human Capital (OHC) will compile and submit agency average T2H data to OPM annually. OHC will monitor T2H KPIs for mission critical occupations (Gov't-wide and DOI specific) and commonly filled positions quarterly, starting with 4th quarter, FY20. **Effective within 60 days of issuance of this policy, servicing human resource offices will ensure, as a minimum, that all dates specified within the metrics described in paragraphs 4 and 5 above are populated in the talent acquisition system (e.g. USAStaffing). Accurately provisioning the system with this data will enable the Department to better compile agency-level reporting from a single source.**
- 8.** Bureau policy leads may reach out to the Talent Management Division at DOI_Office_of_Human_Resources@ios.doi.gov with any questions.

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