



November 20, 2009

MANAGERS, HUMAN RESOURCES (AREA)
MANAGERS, HUMAN RESOURCES (DISTRICT)

SUBJECT: Short-Term Supervisor Selection and Placement Process

We have discussed the significant number of supervisor vacancies and a need to fill them in an expedient manner. Discussions also included concern about the length of time it takes to fill positions using our current selection processes. To address these needs, we have created an abbreviated supervisor selection process. Please note that this memorandum and attachment supersedes the October 30 memorandum.

Vacant Level EAS-17, Supervisor, Customer Services and Supervisor, Distribution Operations positions may be filled using the abbreviated process for a single posting period beginning December 29. Attached is a brief outline of the short-term supervisor selection process, including a timeline. This timeline include steps for consideration and selection of non-competitive lateral and downgrade requests, as well as a competitive process for employees seeking promotion.

A more detailed discussion will take place via teleconference. Please watch for the invitation and ensure that you (or a representative) attend the teleconference in order to review and discuss necessary information.

If you have any questions, please contact Shirley Plunkett at (202) 268-3955.

A handwritten signature in cursive script that reads "Mangala P. Gandhi".

Mangala P. Gandhi
Manager
Selection, Evaluation, and Recognition

Attachment

ATTACHMENT

Short Term Selection and Placement Process for Supervisor Distribution Operations EAS-17 and Supervisor Customer Services EAS-17

Filling of vacancies under this process is in
effect for a December 29, 2009 posting.

General Information for Area and District HR Professionals

- Critical positions are identified and vacancies are authorized based on complement criteria.
- The area of consideration, at the minimum, is all eligible career EAS employees and career Bargaining Unit employees within a district.
- The process reflects a universal approach to initial level supervisor selection. Applicants apply through eCareer for a specific vacancy and may apply for multiple vacancies within their district.
- Local Services enters applicants into OASys.
- Applicants take new automated assessment (exam 642) at PAN location.
- Local Services pulls a ranked score report from OASys once all Applicants complete assessment, and forwards the top 10 ranked applicants to the Selecting Official (manager with the vacancy) in alpha order. (Note: This reflects a one-time waiver of structured committee review and rating of applications.)
- The Selecting Official interviews this group of applicants using a structured interview process, makes selection, and forwards for higher-level approval.
- Successful applicants are selected as EAS-17 Supervisors, associated with a goal of effectively abolishing the EAS-15 Associate Supervisor position. Promotional increase will be to the SDA or 6%, whichever is greater.
- Supervisors report immediately with on-the-job coaching.
- The formal training period begins no later than 90 days after applicant's reporting date.

The selection and placement timeline has been greatly reduced by capitalizing on eCareer and test automation. Several of the steps have been streamlined in the selection process. Once posting closes, hiring managers could potentially make a selection in less than 3 weeks.

	Selection Timelines	Start	Complete
1.	Post	Dec 29, 2009	Jan 13, 2010
2.	PAN Assessment	Jan 14, 2010	Jan 27, 2010
3.	Shared Service	Jan 14, 2010	Jan 28, 2010
4.	Selecting Official Interviews	Jan 29, 2010	Feb 3, 2010
5.	Selection / Higher Level Approval	Feb 4, 2010	Feb 8, 2010
		TOTAL	40 Days

**ATTACHMENT
Short Term Selection and Placement Process**

	Selection Timelines	Start	Complete
1.	Requisition submitted (deadline)		Dec 18, 2009*
2.	Posting Open – Eligibility is all career EAS employees and all career Bargaining employees within the district	Dec 29, 2009	Jan 13, 2010
3.	Local Services (LS) enters applicants EAS-16 and below into OASys, and "links" Exam 642 to them. (Employees requesting laterals / downgrades are not required to take the exam.)	Dec 29, 2009	Jan 14, 2010
4.	EAS-16 and below take Exam 642 - PAN administered	Jan 14, 2010	Jan 28, 2010
5.	HRSSC checks eligibility of all the applicants, and notified any that are not eligible to apply	Jan 14, 2010	Jan 18, 2010
6.	HRSSC forwards all eligible EAS-17 and above employees to the Selecting Official for non-competitive consideration. SO follows standard process for non-competitive consideration. If a non-competitive selection is made, the SO notifies HRSSC and the center notifies all other applicants that the posting has been cancelled.		Jan 14, 2009
7.	If the SO has not made a non-competitive selection, LS completes the RCC questionnaires, "recommending" the top 10 ranked applicants to the SO.		Jan 29, 2010
8.	Selecting Official Interviews the applicants and make a selection.	Jan 29, 2010	Feb 3, 2010
9.	Selection / Higher Level Approval	Feb 4, 2010	Feb 8, 2010
	TOTAL		40 Days

* time prior to posting of the vacancy is not included in total number of days.