

Four Steps of the Hiring Process Name	Ten Step Name	Hiring Manager Toolkit Guide/ TipSheet	Training Name	Description	Date & Location	Audience	Provided By
Plan to Hire		Four Key Steps of the Hiring Process, Hiring Manager's Checklist, Tips for Hiring Managers	DoD Hiring Reform – Step 1 -Plan to Hire	This training module covers topics that revolve around the first step in the hiring process. Planning to Hire is a methodology that will provide you with a clear picture of the current workforce, future requirements, and a plan to fill gaps at the right time with well-qualified employees that will meet your workforce priorities.  <a href="http://www.cpms.osd.mil/hiringreform/webinars.aspx">http://www.cpms.osd.mil/hiringreform/webinars.aspx</a>	Online	Hiring Managers and HR Professionals	DoD
Plan to Hire			Proving Your HR/Hiring Manager Collaboration Is Improving	Effective Hiring Workshops - <a href="http://ourpublicservice.org/OPS/programs/calltoserve/agencies/ehw.shtml#webinars">http://ourpublicservice.org/OPS/programs/calltoserve/agencies/ehw.shtml#webinars</a>	<b>Workshop</b> - Tuesday, October 11, 2011 1:00 to 4:00 p.m. EST or <b>Webinar</b> - Tuesday, November 15, 2011 1:00 to 4:00 p.m. EST	Hiring Managers and HR Supervisors	Partnership for Public Service
Plan to Hire			Maintaining the Collaboration through Transition and Change	Effective Hiring Workshops – <a href="http://ourpublicservice.org/OPS/programs/calltoserve/agencies/ehw.shtml#webinars">http://ourpublicservice.org/OPS/programs/calltoserve/agencies/ehw.shtml#webinars</a>	Workshop and conference call- Thursday, December 1, 2011 1:00 to 4:00 p.m. EST	Hiring Managers and HR Supervisors	Partnership for Public Service
Plan to Hire	Workforce Planning	Guide to Workforce Planning	Hiring People with Disabilities Made Simple – Bite Sized Training	<a href="http://hru.gov/course_catalog.aspx">http://hru.gov/course_catalog.aspx</a>	Online	Hiring Managers, HR Professionals, Executives	OPM
Plan to Hire	Review Position Description	Job Analysis Guide					
Plan to Hire	Confirm Job Analysis & Create/Post JOA	Selling the Job	Streamlining Job Opportunity Announcements	1 day classroom training - This workshop includes the regulatory requirements of posting jobs; utilizing templates; writing clearly and concisely; effectively describing job duties, experience requirements and benefits; and marketing the agency and marketing the job all in a streamlined, easy to read format.  <a href="http://hru.gov/course_catalog.aspx">http://hru.gov/course_catalog.aspx</a>	Online	Hiring Managers and HR Professionals	OPM
Plan to Hire			Fundamentals of Human Resources Management	HR Management – <a href="http://www.amanet.org/training/live-online-seminars.aspx">http://www.amanet.org/training/live-online-seminars.aspx</a>	Online	HR Supervisors	AMA

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Attract Top Talent		Four Key Steps of the Hiring Process, Hiring Manager's Checklist, Tips for Hiring Managers, Tips for Recruiting, Top DoD Hiring Options & Appointing Authorities Quick Guide, Hiring Options & Incentives Matrix, Hiring Options Guide, Hiring Incentives Guide, Guide to Improving the JOA	DoD Hiring Reform – Step 2 of 4 – Attract the Candidate	This training module covers topics that revolve around the second step of the hiring process. Attracting Top Talent involves not only capturing the attention of your potential candidates through incentives and salary, but also understanding what kind of candidates you should look for, and how to properly advertise your open position through the creation of a Job Opportunity Announcement.  <a href="http://www.cpms.osd.mil/hiringreform/webinars.aspx">http://www.cpms.osd.mil/hiringreform/webinars.aspx</a>	Online	Hiring Managers and HR Professionals	DoD
Attract Top Talent	Receive Applications and Close JOA						
Making Hiring Decisions		Four Key Steps of the Hiring Process, Hiring Manager's Checklist, Tips for Hiring Managers	DoD Hiring Reform – Step 3 of 4 – Make A Decision	This training module covers topics that revolve around Making a Decision, the third of the four steps in the hiring process. These including interviewing, common Veteran hiring options, and selecting your candidate after concluding the interview process.  <a href="http://www.cpms.osd.mil/hiringreform/webinars.aspx">http://www.cpms.osd.mil/hiringreform/webinars.aspx</a>	Online	Hiring Managers and HR Professionals	DoD
Making Hiring Decisions	Evaluate Applicants & Issue Certificate	Mandatory and Priority Placement Programs Quick Guide, Guide to Hiring Veterans, Interview Guidelines, Interview Tip Sheet, Reference Checking Tip Sheet					

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Making Hiring Decisions			Veteran Employment Training for Federal Hiring Managers	<a href="http://hru.gov/course_catalog.aspx">http://hru.gov/course_catalog.aspx</a>	Online	Hiring Managers	OPM
Making Hiring Decisions			Veteran Employment Training for Federal HR Professionals	<a href="http://hru.gov/course_catalog.aspx">http://hru.gov/course_catalog.aspx</a>	Online	HR Professionals	OPM
Making Hiring Decisions	Make Selection		Recruiting, Interviewing, and Selecting Employees	<a href="http://www.amanet.org/training/seminars/Recruiting-Interviewing-and-Selecting-Employees.aspx">http://www.amanet.org/training/seminars/Recruiting-Interviewing-and-Selecting-Employees.aspx</a>	3 day course, multiple locations	Hiring Managers and Executives	AMA
Making Hiring Decisions	Tentative Offer	Tentative Job Offer Tip Sheet					
Making Hiring Decisions	Conditions of Employment						
Shaping Early Experiences		Four Key Steps of the Hiring Process, Hiring Manager's Checklist, Tips for Hiring Managers	DoD Hiring Reform – Step 4 of 4 – Shape Early Experiences	The final training module of the four steps of the hiring process covers the onboarding process, and why properly setting the foundation for your new hire is so important.  <a href="http://www.cpms.osd.mil/hiringreform/webinars.aspx">http://www.cpms.osd.mil/hiringreform/webinars.aspx</a>	Online	Hiring Managers and HR Professionals	DoD
Shaping Early Experiences	Official Offer/ Acceptance						
Shaping Early Experiences	Entrance on Duty						
Shaping Early Experiences	Onboarding	Onboarding Key Activities Matrix, Onboarding Guide, Onboarding Checklist	DCPAS Onboarding Training	Onboarding is the process of integrating new employees into an organization and equipping them to become successful and productive.  <a href="http://dcpasonboarding.golearn.biz/">http://dcpasonboarding.golearn.biz/</a>	Online	Hiring Managers, HR Professionals and Executives	DoD/DCPAS
Shaping Early Experiences	Onboarding		Coaching Skills for Federal Executives	<a href="https://www.leadership.opm.gov/Programs/Organizational-Leadership-for-Executives/EXE0009/Index.aspx">https://www.leadership.opm.gov/Programs/Organizational-Leadership-for-Executives/EXE0009/Index.aspx</a>	5/9/12 – 5/11/12	Executives	Federal Executive Institute
DoD Manager Training				<a href="http://www.cpms.osd.mil/LPDD/MandS_index.aspx">http://www.cpms.osd.mil/LPDD/MandS_index.aspx</a>	2012	Hiring Managers	DoD -LPDD
Engaging and Encouraging Employees			Engaging and Encouraging Employees	<a href="https://www.leadership.opm.gov/Programs/Specialized-Skills/EEE/Index.aspx">https://www.leadership.opm.gov/Programs/Specialized-Skills/EEE/Index.aspx</a>	4/24/12 – 4/26/12	HR Professionals, Executives	

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General Training			Classification, Benefits, Staffing, & Compensation courses	Currently scheduling for August. See website for details: <a href="http://www.cpms.osd.mil/forms/fas/trainings/training_s.aspx">http://www.cpms.osd.mil/forms/fas/trainings/training_s.aspx</a>		HR Specialists	DoD - EHRAS
General Training			Civilian Human Resources Management - Management Guide covering HR Topics	<a href="http://cpol.army.mil/library/train/acteds/CP_10/toc.html">http://cpol.army.mil/library/train/acteds/CP_10/toc.html</a>	Online	Hiring Managers and HR Supervisors	Army
General Training			Supervisor Development Course	<a href="http://cpol.army.mil/library/train/catalog/ch01sdc.html">http://cpol.army.mil/library/train/catalog/ch01sdc.html</a>	Online	Hiring Managers and HR Supervisors	Army
General Training			Foundations Course	<a href="http://cpol.army.mil/library/train/catalog/ch01-ces1fc.html">http://cpol.army.mil/library/train/catalog/ch01-ces1fc.html</a>	Online	Hiring Managers and HR Supervisors	Army
General Training			HR Basic Course	<a href="http://cpol.army.mil/library/train/catalog/ch01-ces2bc.html">http://cpol.army.mil/library/train/catalog/ch01-ces2bc.html</a>	Online and 2 week residential	Hiring Managers and HR Supervisors	Army
General Training			<ul style="list-style-type: none"> <li>• Maximizing Executive Leadership</li> <li>• Ethics for Executives</li> <li>• Emotional Intelligence</li> <li>• Peer Coaching</li> <li>• Leadership Education and Development (LEAD)</li> </ul>	<a href="http://www.hr.dla.mil/downloads/dtc/courses/Leadership.pdf">http://www.hr.dla.mil/downloads/dtc/courses/Leadership.pdf</a> and <a href="http://www.hr.dla.mil/dtc/courses.asp">http://www.hr.dla.mil/dtc/courses.asp</a>	Classroom	Executives	DLA

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General Training			<ul style="list-style-type: none"> <li>• Building Better Work Relationships: New Techniques for Results-oriented Communication</li> <li>• Getting Results Without Authority</li> <li>• Negotiating to Win</li> <li>• AMA's 2-Day Business Writing Workshop</li> <li>• Effective Technical Writing</li> <li>• Responding to Conflict: Strategies for Improved Communication</li> </ul>	Communications Training - <a href="http://www.amanet.org/training/live-online-seminars.aspx">http://www.amanet.org/training/live-online-seminars.aspx</a>	Online	Hiring Managers, HR Supervisors, and Executives	AMA
General Training			<ul style="list-style-type: none"> <li>• Developing Executive Leadership</li> <li>• The Voice of Leadership: How Leaders Inspire, Influence and Achieve Results</li> <li>• Critical Thinking</li> <li>• Leadership and Team Development for Managerial Success</li> <li>• Leadership Skills and Team Development for IT and Technical Professionals</li> <li>• Leading Virtual and Remote Teams</li> <li>• Preparing for Leadership: What it Takes to Take the Lead</li> </ul>	Leadership - <a href="http://www.amanet.org/training/live-online-seminars.aspx">http://www.amanet.org/training/live-online-seminars.aspx</a>	Online	Executives	AMA

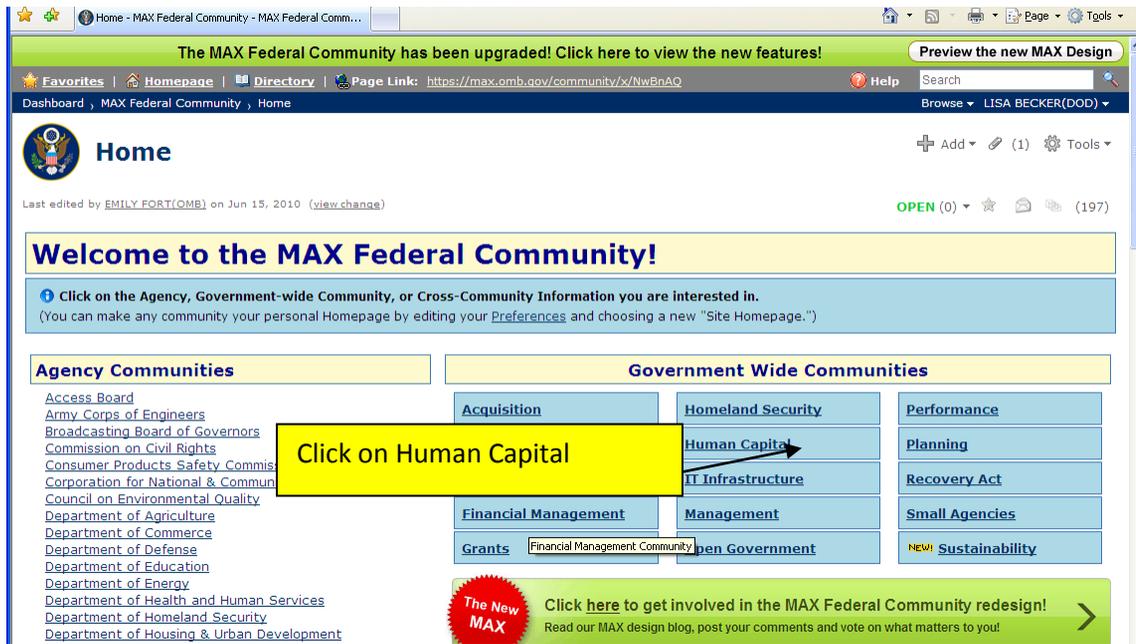
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General Training			<ul style="list-style-type: none"> <li>• Management and Supervisory Skills</li> <li>• Management Skills for New Managers</li> <li>• Management Skills for New Supervisors</li> <li>• Managing Chaos: Tools to Set Priorities and Make Decisions Under Pressure</li> <li>• Successfully Managing People</li> <li>• Time Management</li> <li>• Managing Today's IT and Technical Professionals</li> </ul>	Management and Supervisory Skills - <a href="http://www.amanet.org/training/live-online-seminars.aspx">http://www.amanet.org/training/live-online-seminars.aspx</a>	Online	Hiring Manager, HR Supervisors, and Executives	AMA
Inactive Training			<ul style="list-style-type: none"> <li>• Job Analysis (Plan to Hire)</li> <li>• Occupational Questionnaires (Plan to Hire)</li> <li>• Using Multiple Hurdles</li> <li>• Structured Interviews (Make A Decision)</li> <li>• Resume Writing for Applicants</li> <li>• Assessment Tools (Plan to Hire)</li> </ul>	See the end of this document for instructions on where to find Hiring Reform events on MAX	Check Calendar of Events Section on MAX		OPM

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Inactive Training			<ul style="list-style-type: none"> <li>• Describing Specialized Experience (Plan to Hire)</li> <li>• Streamlined JOAs (Attract Top Talent)</li> <li>• Assessing Resumes (Make A Decision)</li> <li>• Establishing Category Rating Policy (Plan to Hire)</li> <li>• Category Rating Refresher Training (Plan To Hire)</li> <li>• Using Shared Registers (Plan To Hire)</li> </ul>	See the end of this document for instructions on where to find Hiring Reform events on MAX	Check Calendar of Events Section on MAX	HR Professionals	OPM
Inactive Training			Federal Hiring Reform Workshops	<a href="https://hiringreform.golearnportal.org/information.aspx">https://hiringreform.golearnportal.org/information.aspx</a>			OPM
Inactive Training			Training Resource Center	<a href="http://www.public.navy.mil/DONHR/TRAININGDEVELOPMENT/traincenter/Pages/default.aspx">http://www.public.navy.mil/DONHR/TRAININGDEVELOPMENT/traincenter/Pages/default.aspx</a>	Online	TBD	Navy

To register for a MAX account go to <https://max.omb.gov/maxportal/registrationForm.do>.

Complete information and wait until your access is confirmed.

The following screenshots will guide you to the Hiring Reform Calendar of Events area to locate training offerings



**Welcome to the Human Capital Community!**

[Calendar and OPM Meetings](#)  
[Chief Human Capital Officers Council \(CHCO\)](#)  
[Collaborations](#)  
[Data Calls and Exercises](#)  
[Documents and Guidance](#)  
[Human Capital & HR Career Development Center](#)  
[Human Capital Assessment and Accountability Framework \(HCAAF\)](#)  
[Human Resources Line of Business \(HRLob\)](#)  
[Media on Human Capital](#)  
[Multisector Workforce](#)  
[Shared Information](#)

**Hiring Reform**

- [Hiring Reform 2009](#)
- [Hiring Reform 2010 \(Implementation\)](#)

**Human Capital Community-Highlights**

Welcome all Federal Government personnel interested in sharing HR and Human Capital best practices!

- NEW!** [OMB guidance for the FY 2012 budget and identifying low-priority agency programs.](#)

**Note:** Agency Budget Submissions should include:

**Recently Updated**

- [Leadership Development](#) updated by ELIZABETH WOOLEY(ED) about 2 hours ago
- [GSA Manager Satisfaction Survey Results](#) commented by CHERYL WARD(GRA) about 5 hours ago
- [Group Email Addresses for HWI 2010-6-30.xls](#) attached by JOAN SHERMAN(OPM\_Ctr) yesterday at 05:23 PM
- [Human Capital Collaborations](#) updated by BERWYN GONZALVO(OPM) yesterday at 03:16 PM
- [HCMR on MAX](#) updated by BERWYN GONZALVO(OPM) yesterday at 02:59 PM
- [WellnessWorks Implementation & Coordination](#)
- [ActionItems-2010-6-9.xlsx](#) attached by JOAN SHERMAN(OPM\_Ctr) Jun 29
- [Healthways Action Items 2010-6-24.xls](#) attached by JOAN SHERMAN(OPM\_Ctr) Jun 29
- [Use of Category Rating \(Official OPM Response\)](#) commented by EDWARD CUNEO(OPM) Jun 28
- [Ask A Question About Hiring Reform 2010](#) commented by GERALDINE MCCANN(EPA) Jun 28

Hiring Reform '10 - Human Capital Community - MAX Federal Community - Windows Internet Explorer

https://max.omb.gov/community/display/HumanCapital/Hiring+Reform- Office of Management and Budget [US] Google

**Hiring Reform '10**

Last edited by EDWARD CUNEO(OPM) on Jun 22, 2010 (view change) OPEN (0) (59)

- [Agency Assessment Tools](#)
- [Agency Submissions](#)
- [Hiring Reform Weekly Updates](#)
- [Calendar of Events](#)
- [Oversight of Hiring Reform - Compliance](#)
- [Guidance](#)
- [Hiring Reform 2009](#)
- [Hiring Reform Feedback \(Formal and Informal\)](#)
- [Implementation Points of Contact \(POCs\)](#)
- [Improvement and Tracking Progress](#)

**Hiring Reform-Highlights**

- If you have any questions about 'Hiring Reform '10' events please contact **Ied Cuneo**: [edward.cuneo@opm.gov](mailto:edward.cuneo@opm.gov)

**FAQ - Frequently Asked Questions**

- Eliminate written essay-style questions (KSAs) (Official OPM Response)
- Allow individuals to apply with resume & cover letters (Official OPM Response)
- Use of Category Rating (Official OPM Response)
- Ensure manager responsibility & accountability for hiring (Official OPM Response)
- Improve quality and speed of hiring (Official OPM Response)

**Select Calendar of Events**