



DoD HIRING REFORM

A HIRING MANAGER'S CHECKLIST

STEP 1: PLANNING

- Review your strategic workforce plans
- Identify your talent requirements
- Consider the labor market

STEP 2: ATTRACTING THE CANDIDATE

- Confirm required skills and responsibilities, and align with needs
- Choose the best recruitment strategy
- Use simplified job announcements

STEP 3: MAKING HIRING DECISIONS

- Determine schedule availability and set aside time for interviews early in the process
- Complete interviews in a timely manner
- Notify appropriate officials of your decision

STEP 4: SHAPING EARLY EXPERIENCES

- Stay informed and involved
- Plan for a successful Day One
- Cultivate a positive experience for the new employee

For more information go to: http://www.cpms.osd.mil/hiring_reform/hiring_index.aspx



The right people in the right jobs at the right time.