UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

APR 7 2010

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: JOHN BERRY
DIRECTOR

Subject: OPM Shared Registers

The U. S. Office of Personnel Management (OPM) has launched shared registers – a great tool to help you find people for your most commonly hired positions. We identified 14 of your top hiring areas, such as Financial Management, Contracting, Human Resources, Information Technology, Office Support, and Security. We have, currently, today, registers up and running for 12 of them. We just announced the last two jobs and will soon have registers available for those, too.

Once you identify a hiring need, just have your HR Director submit a request to us. We'll filter the 100,000-plus certified applicants for the location and grade you're looking for, determine who meets minimum qualifications, apply veterans preference, and determine who is in the highest category based on their preference status and scores on the assessment. This process takes us only 2-3 business days.

You don't have to develop an announcement, issue the announcement, wait for applicants to apply, look at all of the names and applications, rate/assess the applicants, apply veterans preference, and issue the certificate – we do that for you, and we estimate that it should save you about **three weeks** in the hiring process.

This is a great opportunity for you to address some of your staffing challenges. There are over 100,000 great applicants on these registers, and I urge you to request certificates as soon as possible.

Thank you for your continued support of this important initiative. If you have additional questions, your HR Director can provide more details, including locations, grades, and procedures.