



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

The Director

Wednesday, March 25, 2009

MEMORANDUM FOR: Chief Human Capital Officers

FROM: Kathie Ann Whipple, Acting Director

Subject: 2009 Senior Executive Service Selection Workshops

In support of agency implementation of the American Recovery and Reinvestment Act, the Office of Personnel Management (OPM) will host Senior Executive Service (SES) Selection Workshops in the coming months. OPM staff will provide SES recruitment and selection strategies that can be used to ensure your agencies have the executive talent you need to implement this vital initiative. Your executive resources staff is strongly encouraged to attend.

As many of you know, OPM recently concluded a pilot of innovative methods for SES selection, including a streamlined resume-based hiring process, and one using an applicant accomplishment record instead of the traditional narratives on the five Executive Core Qualifications (ECQs).

Agencies now have a choice of filling specific vacancies through either of these processes as well as the standard ECQ-based process. The workshop will provide detailed guidance on hiring procedures for all three options, including vacancy announcement templates and instruction on structured interviews, which have been shown to be a vital component of valid executive selection processes.

The workshops will be held at OPM from 9:30 – 3:30 on the following dates: April 23, May 7, and July 9. To register for one of the workshops, please contact the Center for Learning, Executive Resources, and Policy Analysis at 202-606-8046.

Questions regarding the workshop should be directed to Mr. Paul Thompson, Manager, Executive Resources Group, Center for Learning, Executive Resources, and Policy Analysis at 202-606-1429 or paul.thompson@opm.gov.

cc: Human Resources Directors

Inspectors General