



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

Memorandum for Human Resources Directors

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**Subject: Updated Guidance and Reporting Requirements for Time to Hire**

This memorandum announces the U.S. Office of Personnel Management's (OPM) updated guidance for annual time to hire (T2H) reporting for Chief Financial Officer (CFO) Act agencies. The updated guidance reflects changes on how T2H is measured based on feedback through stakeholder engagement with Federal agencies. The guidance has three new data points, eliminates the data point from the time the Job Opportunity announcement closes to the Tentative Offer being made, and provides additional clarification. We understand that there may be some needed adjustment to systems to meet this requirement for the new data points. OPM is providing those agencies that do not have a current methodology to pull the new data points a grace period until the 2025 reporting cycle to report the new data points.

**T2H Reporting**

For the reporting cycle beginning in FY 24, agencies are required to submit their annual T2H report using the pre-populated chart provided by OPM on the following agency and applicant T2H intervals. Full definitions are found in the T2H Guidance document attached to this memo.

**Agency Time to Hire:**

1. The Time the Manager Validates the Hiring Need to Entrance on Duty (EOD);
2. The Time the Manager Validates the Hiring Need to the Tentative Offer was Made; and
3. The Time from Tentative Offer Made to Entrance on Duty .

**Applicant Time to Hire (New):**

1. The Time the Applicant submits an Application to the Time a Tentative Job Offer was Made; and
2. The Time the Applicant submits an Application to EoD.

Agencies are responsible for ensuring the data entries in the chart are complete and accurate per the updated T2H guidance. Please submit your T2H Charts to [Connect.gov](https://connect.gov) **by October 31, 2024**. Any questions can be sent to [humancapital@opm.gov](mailto:humancapital@opm.gov).

Cc: Chief Human Capital Officers (CHCOs) and Deputy CHCOs

Attachment: Updated Instructions for Reporting Annual Time to Hire - September 2024

# Updated Instructions for Reporting Annual Time to Hire



## Purpose

This document provides instructions on how to calculate and report time-to-hire (T2H) results. As part of the U.S. Office of Personnel Management's (OPM's) statutory role, we collect T2H information as part of the requirements outlined in 5 C.F.R. part 250 subpart B and as part of our central oversight and evidence-based strategic human capital policy functions.

Agencies are required to report on **all** hires, including those where there was not a requirement to post a Job Opportunity Announcement (JOA) on USAJOBS. While agencies will report T2H results to OPM on an annual basis, they should continuously analyze results using the latest data available through their agency's analytics platform and review at least quarterly through HRStat reviews, providing the opportunity to immediately address high risk areas and quickly analyze if implemented actions are yielding improvements.

Below are definitions and instructions for completing the T2H chart. Agencies will document the results from the previous Fiscal Year (FY) and submit the report through [Connect.gov](https://connect.opm.gov).

The Connect.gov site contains the agency's chart prepopulated with the MCOs along with the instructions for how to download, complete, and submit the chart. Any questions can be sent to [humancapital@opm.gov](mailto:humancapital@opm.gov).

## Part 1: Time-to-Hire Reporting Requirements

### Due Dates

Chief Financial Officer (CFO) Act agencies are required to submit an annual Time-to-Hire (T2H) chart to OPM. The data in the chart will represent the previous fiscal year's data. The T2H Chart is due no later than October 31 each year.

### Measurement Requirements

Agencies are required to submit time-to-hire data for:

- **All hires** regardless of examining methodology and source, including those where there is no requirement to post a job opportunity announcement (JOA) will be included in T2H reporting. This includes but is not limited to:
  - all Delegated Examining (DE) hires
  - all merit promotion and external hires
  - all hires from shared certificates/pooled hiring
  - all Direct Hires
  - all open continuous hires
  - all non-Title 5 hires, and

- all hires using any other hiring flexibilities or authority. (Do not include SES or appointees)
- All agency-specific Mission Critical Occupations (MCO)
  - this will align with the agency-specific MCOs identified on the agency's PMA Resource Chart made available on [Connect.gov](https://connect.gsa.gov);
  - agencies should update their charts with any updated agency MCOs;
- All government-wide MCOs
  - HR (0201)
  - IT (2210)
  - Acquisition (1102)
  - Cybersecurity (0391, 0854, 0855 and 1550 occupational series)
  - SES/Equivalent (counted separately from all Hires)

All time-to-hire data are reported in **calendar days**. Time to hire is measured using the [End-to-End Hiring Roadmap's 80-Day Hiring Model](#), which begins with the **Hiring Need Validated Date**, the date the need is validated by the hiring manager and generally when a request is submitted to human resources.

**Hires** are tracked in Talent Acquisition Systems as unique **hiring actions** or **requests** (known as SF-52s, Request for Personnel Actions, or RPAs in some personnel systems). In each hiring action/request scenario, T2H should be measured using the Hiring Need Validated Date for the individual hiring action/request. The following examples demonstrate how T2H should be measured in different hiring action/request scenarios:

**Example 1: A hiring action/request to hire one individual by posting an announcement on USAJOBS.** The Hiring Need Validated Date for the hiring action/request should be used for the starting point.

**Example 2: Open Continuous Certificate, multiple hires off of a single Certificate and shared certificates.** When any manager, after the initial manager, makes a selection off of that certificate, the clock starts *only when that subsequent manager initiates an SF-52*; the time does not revert back to the original request (see example below).

## Agency T2H

Beginning for the reporting cycle for FY 24, agencies will report on the following agency and applicant T2H intervals (each interval to include average number of days and total count of hires).

- T2H1: Overall Time to Hire. For each unique hiring action or request number, the number of days from the time the manager validates the hiring need to the time of entrance on duty (EoD);

- T2H2: Manager Validates the Hiring Need to when Tentative Offer was Made. For each unique hiring action or request number, the number of days from the time the manager validates the hiring need to the time the tentative offer was made; and
- T2H3: Tentative Offer Made to Entry on Duty (EoD). For each unique hiring action or request number, the number of days from the time the tentative offer was made to EOD.

## Applicant T2H

- T2H4: Job Application submitted to Tentative Offer Made. The time the applicant submits a job application to the time a tentative job offer was made; and
- T2H5: Job Application submitted to EoD. The time the applicant submits a job application until EoD.

## Part 2: Time-to-Hire Chart

Agencies are responsible for ensuring the data entries in the chart are complete and accurate per the guidance in Part 1 above.

### T2H Chart for FY 24 and Beyond: What Agencies Need to Track

#### Mission Critical Occupations

- Columns A and B: Mission Critical Occupations (Occupation Series and Description)
- Agencywide Time-to-Hire Data (excluding SES/appointees)
- Government-wide MCOs
- Cybersecurity (0391, 0854, 0855, and 1550)
- Agency Specific MCOs
- SES Leadership (SES only)

#### T2H1:

- Column C: Average number of calendar days per hire from manager's hiring need validation to Entrance on Duty
- Column D: Number of Hires included in calculating previous column (Column C)

#### T2H2:

- Column E: Average number of calendar days per hire from manager's hiring need validation to when Tentative Offer was made
- Column F: Number of Hires included in calculating previous column (Column E)

#### T2H3:

- Column G: Average number of calendar days per hire from Tentative Offer was made to EOD
- Column H: Number of Hires included in calculating previous column (Column G)

#### T2H4:

- Column I: Average number of calendar days per hire from Job Application was Submitted to Tentative Offer was made
- Column J: Number of Hires included in calculating previous column (Column I)

#### T2H5:

- Column K: Average number of calendar days per hire from when Job Application was Submitted to EOD
- Column L: Number of Hires included in calculating previous column (Column K)

### Part 3: Time-to-Hire Definitions

- **Calendar Days:** Each day represented in a calendar year. Every day is to be counted including weekends and holidays when determining time to hire.
- **Certificates/Certificates of Eligibles:** A list of qualified candidates submitted to a hiring manager for appointment consideration in compliance with the appropriate merit staffing procedures.
- **Shared Certificates:** On March 18, 2016, the Competitive Service Act of 2015 was enacted as Public Law 114-137. The Act allows an appointing authority (i.e., the head of a Federal agency or department) to share a competitive certificate issued under delegated examining procedures with one or more appointing authorities (at different departments or agencies) to make an appointment to a position that is in the same occupational series, grade level (or equivalent), full performance level, and duty location during the 240-day period beginning on the date of issuance of the certificate of eligibles. See Competitive Service Act – Shared Certificates Questions & Answers (chcoc.gov).
- **Delegated Examining (DE) Authority:** Authorized under 5 U.S.C. § 1104(a)(2) to fill competitive civil service positions through the agency's Interagency Delegated Examining Agreement with OPM. Delegated examining authority must be exercised in accordance with civil service laws and regulations. Delegated examining authority grants agencies the power to fill competitive civil service jobs with individuals from the general public in accordance with fair and open competition, recruitment from all segments of society, and selection on the basis of the applicants' competencies or knowledge, skills, and abilities (see 5 U.S.C. § 2301).
- **End-to-End (E2E):** An [End-to-End Hiring roadmap](#) developed by the CHCO Council and OPM detailing specific standards for Federal hiring. The E2E consists of five distinct components: workforce planning, recruitment, the hiring process, security/suitability, and orientation.
- **Government-wide Mission Critical Occupation (MCO):** The following occupations are considered Government-wide MCOs: Human Resources (0201), Acquisition Positions (1102), Information Technology (2210), Leadership (SES/Equivalent), and

functional area of cybersecurity which is included as part of the Science, Technology, Engineering and Mathematics (STEM) workforce.

- **Job Opportunity Announcement (JOA):** An announcement that outlines general information, the major duties, and qualification requirements for a specific position with an appropriate open/close period for receipt of job applications.
- **Mission Critical Occupation (MCO):** Occupations agencies consider core to carrying out their mission(s). Such occupations are usually directly associated with the primary mission of the organization without which mission-critical work cannot be completed.
- **Open Continuous Announcements:** Job Opportunity Announcements which are left open over an extended period of time for which selections are made after various cut-off dates.

## Part 4: Frequently Ask Questions (FAQ)

**Q: Why must agencies track and report on time to hire for mission critical occupations (MCO)?** Agencies are required by the Presidential Memo issued on May 11, 2010, to reduce substantially the time it takes to hire mission-critical occupations. OPM also requires the reporting of this data through 5 C.F.R. 250 subpart (B). By collecting this data, OPM, the Office of Management and Budget (OMB), and agencies are better able to effectively monitor progress in meeting this objective.

**Q: Why must we enter the number of hires for each T2H interval?** OPM uses a weighted average to calculate the government wide T2H intervals using the number of hires. There are some instances, unique to a sub-set of agencies, where the number of hires for the interval averages may be different.

**Q: Who do I contact regarding T2H and the MCO Resource Chart?**

Please contact [humancapital@opm.gov](mailto:humancapital@opm.gov).





## **U.S. Office of Personnel Management**

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