

**Updated  
Instructions for  
Reporting Annual  
Time-to-Hire (T2H)  
December 2019**

## 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 to respond to inquiries from Congressional committees and leverage this information as part of our central oversight and evidence-based strategic human capital policy functions.

In an effort to ensure consistency in reporting and gain a more complete picture of agency T2H results, these instructions are being modified to include ***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 continue analyzing results quarterly, giving them the opportunity to immediately address high risk areas and quickly analyze if implemented actions are yielding improvements. Agencies will continue to use the annual combined Mission Critical Occupation (MCO) Resource Chart and T2H chart to report results.

Below are definitions and instructions for completing the chart. Agencies will document the results from the previous Fiscal Year (FY) and submit the report, along with their MCO Resource data, through MAX at:

<https://community.max.gov/display/HumanCapital/SSM+Resource+Charts>.

The MAX site contains the blank chart along with the instructions for how to download, complete, and submit the chart.

Any questions can be sent to [time2hire@opm.gov](mailto:time2hire@opm.gov).

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

#### *Due Dates:*

Chief Human Capital Officer (CHCO) 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, which includes the mission critical occupation resource data, is due no later than March 20, 2020.

#### *Measurement Requirements:*

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

- ***All hires*** made, including Delegated Examining (DE) hires, all merit promotion and external hires, all hires where a Job Opportunity Announcement was posted on USAJOBS, all hires from shared certificates, all Direct Hires, all non-Title 5 hires, and all hires using any other hiring flexibilities or authority;

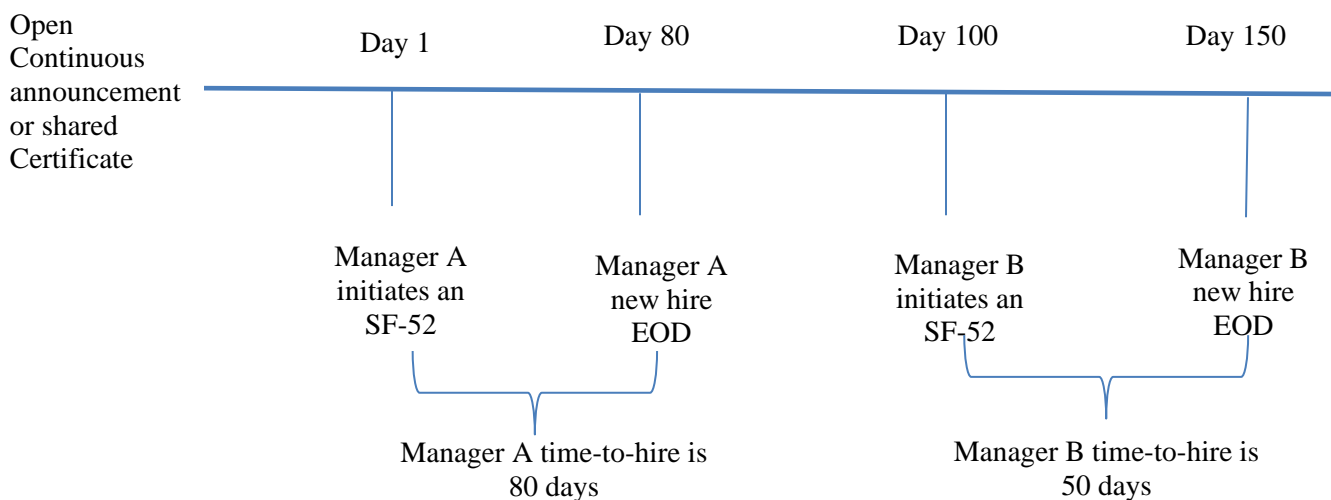
- All agency-specific Mission Critical Occupations (MCO) – this will align with the agency-specific MCOs identified in the closing skills gaps effort;
- All government-wide MCOs: Economist, HR, Auditor, IT, Acquisition, Cybersecurity, and SES/Equivalent; and
- Agency-specific Commonly Filled Positions.

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***, this is 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 (New Vacancy Request Type in USA Staffing) 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). For example, in USA Staffing, this will result in the initiating request (New Vacancy Request Type), and then the secondary requests (Additional Selection Request Type) will only include days after the additional requests were initiated; in many cases, the counting of days start after certificates/referral lists are issued.



Beginning for the reporting cycle for FY 19, agencies will report on two distinct end dates for calculating T2H:

- For each unique hiring action or request number, the number of days from the time the need is validated by the hiring manager to the acceptance of the tentative offer; and
- For each unique hiring action or request number, the number of days from the time the need is validated by the hiring manager to the time of entrance on duty (EOD).

## **Part 2: Time-to-Hire Chart**

Agencies will use the MCO Resource Chart to report annual T2H data. Agencies are responsible for ensuring the data entries in the chart are complete and accurate per the guidance in Part 1 above. For the FY 19 reporting cycle, please indicate the level of impact the 2018-2019 government shutdown had on your agency, in reference to T2H, in row 8.

### **Time-to-hire Chart for FY 19 and beyond:**

- **Column P, Total Number of Hires:** For each data field, enter the total number of all hires.
- **Column Q, Average Number of Calendar Days per Hire –Tentative Offer Accepted:** For each data field, enter the average number of calendar days per hire for all hires measuring from the time the need was validated by the hiring manager to the time the tentative offer was accepted.
- **Column R, Average Number of Calendar Days per Hire – Entrance on Duty (EOD):** For each data field, enter the average number of calendar days per hire for all hires measuring from the time the need was validated by the hiring manager to the time of EOD.

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

**All Hires Made:** includes Delegated Examining (DE) hires, all internal hires such as merit promotion and external hires, all hires where a Job Opportunity Announcement was posted on USAJOBS, all hires from shared certificates, all Direct Hires, all non-Title 5 hires, and all hires using any other hiring flexibilities or authority.

**Agency-Specific Commonly Filled Occupations:** Agency-defined occupations with the greatest number or highest volume of filled positions. Commonly Filled Occupations are those which, historically, have high volume of positions filled. Agencies may define as they wish, but they should not change from quarter to quarter based on immediate hiring needs; instead, agencies may select those occupations that generally have high vacancy rates and report on those over time.

**Calendar Days:** Each day represented in a calendar year. Every day is to be counted including weekends and holidays when determining time-to-hire.

**Delegated Examining (DE) Authority:** Authorized under 5 USC 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. The memo can be found at <https://www.chcoc.gov/content/end-end-hiring-roadmap> and the complete roadmap can be found at <https://www.opm.gov/policy-data-oversight/human-capital-management/hiring-reform/reference/end-to-end-hiring-initiative.pdf>.

**Government-wide Mission Critical Occupation (MCO):** The following occupations are considered Government-wide MCOs: Economist (0110), Human Resources (0201), Auditor (0511), 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 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. For T2H and MCO Resource Chart reporting, the agency-specific MCOs should include all the agency MCOs that the agency identified in the recent mid-cycle review template for the closing skills gaps initiative.

**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.

**Target:** A target is a future metric or number that agencies would like to achieve. The target is typically an improvement over the baseline or past result.

**Time-to-Hire (T2H) Measurement:** Time-to-hire is calculated from the time the need is validated by the hiring manager to the acceptance of the tentative offer and from the time a need is validated by the hiring manager until the day the new employee's entrance on duty (EOD).

#### **Part 4: Frequently Ask Questions (FAQ):**

**Q: We were one of the agencies closed during the 2018-2019 furlough. Should we back out the calendar days that were impacted by our office being closed?** No. We acknowledge that the furlough may have a significant impact on T2H, but we want to be sure to report an accurate account and be able to identify where the furlough had an impact in the hiring process.

**Q: Why must agencies track and report on time-to-hire for mission critical occupations (MCO) and commonly filled occupations?** Agencies are required by the Presidential Memo issued on May 11, 2010 to reduce substantially the time it takes to hire mission-critical and commonly filled positions. OPM also requires the reporting of this data through 5 CFR 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: OPM used to collect T2H and the MCO Resource Chart separately. Are they now reported on one chart?** Yes, based on agency feedback, OPM has simplified the process beginning in 2018 by combining the two charts into one single chart as well as only requiring agencies to submit one aggregate chart for their agency.

**Q: Where do I find information about the other required items included in the chart?** Information about the MCO Resource data and data related to the cybersecurity positions along with points of contact can be found on the Max site:

<https://community.max.gov/display/HumanCapital/SSM+Resource+Charts>.

**Q: Who do I contact regarding time-to-hire and the MCO Resource Chart?** Please contact Berwyn Gonzalvo at [Berwyn.Gonzalvo@opm.gov](mailto:Berwyn.Gonzalvo@opm.gov).