



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

The Director

Friday, June 22, 2012

MEMORANDUM FOR: Heads Of Executive Departments And Agencies

FROM: John Berry, Director

Subject: Senior Executive Service (SES) Hiring Workbook

I am pleased to announce the availability of a new Senior Executive Service (SES) hiring workbook for Federal agency hiring officials and executive resources staff. In coordination with OPM, the Partnership for Public Service created this workbook to assist Federal agencies in the efficient and effective recruitment and hiring of SES employees.

In Fiscal Year 2011, an interagency workgroup sponsored by the President's Management Council (including the Departments of Agriculture, Education, Housing and Urban Development, Labor, and State, as well as the General Services Administration and Small Business Administration), conducted a pilot of resume-based hiring for SES positions. In support of this pilot and future agency implementation of streamlined SES hiring methods, the Partnership for Public Service worked with OPM and the interagency workgroup to develop a workbook which will provide hiring officials and executive resources staff with a framework, guidance, best practices, and templates to improve the hiring of SES employees through more efficient and effective methods. This workbook is now available on the Partnership's website at: ourpublicservice.org/publications/viewcontentdetails.php?id=78.

I would like to express my thanks to your agencies' representatives who participated in the pilot and collaborated on this workbook. My staff is available to provide additional information or service, and may be contacted through Barbara Colchao, Executive Resources and Employee Development, by telephone at 202-606-8046, or by e-mail at Barbara.Colchao@opm.gov.

cc: Chief Human Capital Officers, Inspectors General, Human Resources Directors, and Executive Resources Contacts