



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Tuesday, April 19, 2011

MEMORANDUM FOR: Chief Human Capital Officers

FROM: Charles D. Grimes III, Acting Associate Director, Employee Services

Subject: Time-to-Hire Reporting Requirements

In his May 11, 2010 memorandum entitled, Improving the Federal Recruitment and Hiring Process, President Barack Obama directed Federal agencies to measure the quality and speed of the hiring process. To support this requirement and ensure consistency in our reporting, the Office of Personnel Management (OPM) worked closely with the Chief Human Capital Officers (CHCO) Council to develop guidance for measuring and reporting time-to-hire information.

Outlined below are the requirements for measuring and reporting time to hire starting June 30, 2011 (for the previous two quarters ending December 31, 2010 and March 31, 2011), and continuing every quarter thereafter. Attached to this memo you will find additional guidance, the time-to-hire chart and references to help you achieve these goals.

Reporting Requirements for FY 11 and beyond:

- In FY 11, agencies will report time-to-hire information for Delegated Examining (DE) permanent hires, and, if available, report time-to-hire information for all hires where the Job Opportunity Announcement (JOA) was posted on USAJOBS;
- In FY 12, agencies will report on both DE hires and all hires where the JOA was posted on USAJOBS; and
- In FY 13, agencies will report solely on all hires where the JOA was posted on USAJOBS, which includes all DE hires.

Reporting Quarterly Time-to-Hire Results:

- Report on agency-wide time to hire;
- Report on government-wide Mission Critical Occupations (MCO) (HR, IT, Acquisition and SES/Equivalent) and on agency-specific MCOs;
- Report on agency-specific Commonly Filled Positions;
- Measure time-to-hire in calendar days as outlined in the End-to-End Hiring Roadmap
- % of hires made in 80 day
- Average number of days per hire; and
- Each quarter, report time-to-hire information for the previous quarter and submit to OPM at time2hire@opm.gov.

Consistent with the President's memorandum, agencies are expected to set specific targets for measuring success in their efforts to reduce the time it takes hire employees. Working with the Office of Management and Budget, OPM will monitor agency progress in significantly reducing time to hire.

If you or your staff have any questions or need assistance, please call or e-mail Judith Rutkin at (202) 606-1474 or Judith.Rutkin@opm.gov.

cc: Deputy Chief Human Capital Officers

Human Resources Directors

Attachments

[Instructions for Reporting Quarterly Time-to-Hire \(T2H\) Information](#)

[Time to Hire Chart FY 2011](#)

[Time to Hire Chart FY 2012](#)

[Time to Hire Chart FY 2013](#)