



Date: November 30, 2005

MEMORANDUM FOR:

ITA OHRM Staff

FROM:

Doris W. Brown
Human Resources Office

A handwritten signature in cursive script that reads "Doris W. Brown".

SUBJECT:

Staffing Timeliness Measure (STM) & Measuring the
45-Day Hiring Model
(File code 300)

The purpose of this standard operating procedure is to ensure that all HR Specialists/Assistants use STM. STM is designed to capture and measure recruitment data that is keyed in by HR Specialists and Assistants. It is essential that all the necessary data required by STM are keyed into this system so that we can successfully measure the results of the 45-Day Hiring model (also referred to as the OPM Hiring Model). Keying in of information must be done consistently and throughout the entire life cycle of a recruitment action. To ensure we capture only the relevant actual time necessary to accurately measure the 45-Day Hiring Model, please be aware that anytime a recruitment action is delayed due to incomplete recruitment packages, that you stop the STM clock by not creating an STM record, until you receive the necessary information to assure a complete recruitment package. This is important because as soon as an STM account is created, the measuring clock begins. Please note that you should also stop the STM clock if you receive notice from your hiring manager(s) that a hiring freeze is in effect. STM is designed to subtract the number of days from the hiring metrics so that our hiring measures are accurate. Attached are screen shots that illustrate the process.

Staffing Timeliness Measure (STM) & Measuring the 45-Day Hiring Model

The following screen shot is a display of an STM record. This record shows all of the fields required (core data) to be populated in order to measure results of the 45-Day Hiring Model.

STM Core Data	
Red Field Name Indicates Required Entry	
Agency/Bureau:	International Trade Administration
Pay Plan/Series/Grade:	GS - 0301 - 15
Position Type:	P (P=Perm, L=Limited <=12 months, M=Limited >=13 Months, O=Other)
HR Specialist:	Clinton, Rita
Org Code:(NO Hyphens/Spaces)	55603000000000 <small>Type directly in the box if you're <i>sure</i> you know the correct code, otherwise click the "Org Code Builder" button</small>
Organization:	M&S
Title:	Senior Advisor
Duty City/State:	Washington District of Columbia
Supervisor's e-mail:	Robert_Pearson@ita.doc.gov
Staffing Specialist's e-mail:	Rita_Clinton@ita.doc.gov
Staffing Specialist's Initials:	RC
Selectee First Name:	Steven
Selectee Last Name:	Meyers
Certificate Number:	XXXXXXXX

Required Information

SF-52 arrived in HR Office:	9/28/2005
Announcement Number:	ITA-OCIO-2005-0026
VA Opening Date:	10/28/2005
Closing Date:	11/4/2005

Item "Certificate to Manager"

Certificate Number:

Date Certificate to Manager:

Date Certificate Returned:

Management Action: Selection No Selection

Offer Made:	11/21/2005
EOD/Effective Date:	11/28/2005

HR Specialists are also able to generate a report on the 45-Day Hiring Model. There are three options in generating this type of report, by POI, by Specialist, or by Organization. The STM screen shot below illustrates the reports screen for the 45-Day Hiring Model.

Follow the steps below to generate a report.

Select one of the following STM Reports:

OPM Hiring Model 

- The default "From" and "To" dates refer to the date an offer was made, as recorded in STM. This is because the OPM Hiring Model is the number of days from the closing date of a vacancy announcement to the tendering of an offer of employment. Using this default ensures that you are only looking at records that have complete data for this metric.

Select Starting Action

Select Ending Action