## Updates to Time-to-Hire

As referred in the email sent on [November 19, 2020](https://content.govdelivery.com/accounts/USDOIIBC/bulletins/2acef2f), we updated our Hiring Process to ensure IBC is positioned to report Time to Hire (T2H) data and meet the time frames for each measure identified in the [DOI Personnel Bulletin 20-09](https://www.doi.gov/sites/doi.gov/files/elips/documents/personnel-bulletin-20-09-time-to-hire-reporting-requirements-508.pdf).

Hiring managers have sole responsibility for Measure four, which measures the time elapsed from the certificate issue date to the certificate return date. OPM’s End-to-End Hiring Roadmap allows 15 days for a selecting official to review applications, conduct interviews, check references, make selections, and return certificates to the HR Operations Division (HROD). We will still be issuing certificates in increments of 30 days, but the goal is for hiring managers to return certificates to HR within 15 days in order to avoid a negative impact to their T2H measurements.

We have developed a [Hiring Manager Checklist: Expediting Time to Hire](https://ibc.doi.gov/sites/default/files/HRD/files/Hiring_Manager_Checklist.pdf) with helpful tips and other information to assist you in meeting the 15-day goal to review applications, schedule interviews, and make selections.

Additionally, IBC HR representatives will host two one-hour Q&A sessions to answer any questions that you may have related to T2H.

## Session Dates and Times

Choose one of the sessions listed below to attend via Teams; you do not need to attend both sessions.

|  |  |
| --- | --- |
| **Monday, August 30, 2021**3:00 p.m. – 4:00 p.m. ET/1:00 p.m. – 2:00 p.m. MTJoin Via [Teams](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_YmZkMjBhMDEtMmNmNS00NzNjLWE2MjktMTQxYzY5MTg2ZDFi%40thread.v2/0?context=%7b%22Tid%22%3a%220693b5ba-4b18-4d7b-9341-f32f400a5494%22%2c%22Oid%22%3a%2282304931-10d6-40e7-8e41-4fe24670357e%22%7d) | **Thursday, September 16, 2021**12:00 p.m. – 1:00 p.m. ET/10:00 a.m. – 11:00 a.m. MTJoin Via [Teams](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_NTY0M2ZlYTgtODFlOS00ZTA1LWI0YzMtZTU4YWIyNmE0Yjk3%40thread.v2/0?context=%7b%22Tid%22%3a%220693b5ba-4b18-4d7b-9341-f32f400a5494%22%2c%22Oid%22%3a%2282304931-10d6-40e7-8e41-4fe24670357e%22%7d) |

**Unable to attend the sessions?** No problem. The questions and answers discussed during these sessions will be posted to the [Supervisor Toolkit](https://ibc.doi.gov/HRD/DOI-PB-t2h) by September 24, 2021.

# Resources

* [Time to Hire Reporting Requirements Resources Page](https://ibc.doi.gov/HRD/DOI-PB-t2h)
* Please review the [Personnel Bulletin](https://www.doi.gov/sites/doi.gov/files/elips/documents/personnel-bulletin-20-09-time-to-hire-reporting-requirements-508.pdf) for specific definitions as well as roles and responsibilities
* OPM’s [Hiring Process Analysis Tool](https://www.opm.gov/policy-data-oversight/human-capital-management/hiring-reform/hiring-process-analysis-tool)

# Questions?

* If you have questions, please contact your [servicing HR Specialist](https://ibc.doi.gov/HRD/hr-services-contacts).