

Reclamation Manual

Directives and Standards

Subject:	Pre-Recruitment Consultation
Purpose:	This Directive and Standard (D&S) sets forth a collaborative process designed to inform, assist, and educate hiring officials with application of strategic recruitment options available for filling vacancies, and assist with identifying targeted outreach and/or recruitment efforts to increase the number of qualified applicants from diverse demographic groups.
Authority:	5 United States Code (USC) 51 – Classification; 5 Code of Federal Regulations (CFR) 511– Classification Under the General Schedule; 29 CFR1614 part 102 (a) and (a)(13), and 1614.601(e); Equal Employment Opportunity Commission (EEOC) Management Directive 715 (MD-715) dated October 1, 2003; Executive Order (E.O.) 13518, <i>Employment of Veterans in the Federal Government</i> , dated November 9, 2009; E.O. 13548, <i>Increasing Federal Employment of Individuals with Disabilities</i> , dated July 26, 2010; E.O. 13832, <i>Enhancing Noncompetitive Civil Service Appointments of Military Spouses</i> ; and E.O. 13583, <i>Establishing a Coordinated Government-wide Initiative to Promote Diversity and Inclusion in the Federal Workforce</i> , dated August 18, 2011
Approving Official:	Deputy Commissioner – Policy, Administration and Budget
Contact:	Human Resources Division, Human Resources Policy Office, 84-12100 and Civil Rights Division, 84-11000

1. Introduction.

- A. The Department of the Interior’s vision for a highly skilled workforce that reflects the diversity of the Nation is an inclusive strategy that uses multiple factors as tools for competition and workforce development. Differences in background, perspective, education, and experience contribute to the varied viewpoints in the workplace and create dynamism for higher performance and success in achieving mission goals.
- B. Reclamation, through its Reclamation Leadership Team (RLT) and hiring officials, strives to achieve a diverse workforce that reflects the public it serves. Reclamation hires both qualified non-Federal and current Federal employees to successfully accomplish its mission. The pre-recruitment consultation (PRC) gives hiring officials the opportunity to fulfill their affirmative employment and diversity responsibilities by helping Reclamation attain a diverse applicant pool. This process also allows hiring officials to apply strategic recruitment options resulting in informed decisions prior to advertising vacant positions.

2. **Applicability.** This D&S applies to the RLT, all Reclamation hiring officials, Human Resources (HR), and Equal Employment Opportunity (EEO)/Diversity specialists.

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3. Requirements and Responsibilities.

A. **RLT.** The RLT is responsible for:

- (1) promoting a diverse workforce and
- (2) ensuring hiring officials dedicate appropriate time and resources to carry out the responsibilities and activities outlined in this D&S.

B. **Hiring Officials.** Hiring officials are responsible for:

- (1) dedicating time and resources to carry out the responsibilities and activities outlined in this D&S;
- (2) considering position management principles as described in HRM 15-02, *Position Classification and Position Management*, when assigning duties and responsibilities to individual positions prior to filling vacancies and when long- and short-term organizational planning is occurring;
- (3) utilizing a variety of sources when seeking to fill positions, such as competitive examining, reassignments, promotion, change to lower grade, reinstatement, Veterans' Recruitment Appointment, hiring of individuals with disabilities, Pathways Program, military spouses or other sources; and
- (4) reviewing Reclamation's participation rates and the affirmative employment and diversity goals with the purpose of considering additional alternative recruitment sources such as diverse community and organizations (e.g., minority-oriented and disability related publications, media, education institutions, web-based job search engines, and supporting regional or national conferences, career expos and other jobs fairs) that may increase diversity participation both in the application process and in the workforce.

C. **Servicing EEO/Diversity Specialists.** EEO/Diversity specialists are responsible for:

- (1) collaborating with the servicing HR specialist and with hiring officials in carrying out the requirements and activities in this D&S;
- (2) updating and providing demographic information and outreach and recruitment sources for underrepresented groups to hiring officials; and
- (3) reviewing and analyzing targeted recruitment efforts in conjunction with applicant flow data to determine whether an increase of qualified applicants from diverse demographic groups was achieved.

D. **Servicing HR Specialists.** HR specialists are responsible for:

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- (1) collaborating with the servicing EEO/Diversity specialist and with hiring officials in carrying out the requirements and activities in this D&S;
 - (2) assisting hiring officials in considering strategic recruitment options for filling vacancies;
 - (3) providing information about the various recruitment sources to hiring officials and explaining the benefits and opportunities for each; and
 - (4) retaining PRC documentation in merit promotion or delegated examining vacancy recruitment files.
- E. **Reclamation Diversity and Inclusion Counsel (RDAIC).** The RDAIC is responsible for:
- (1) reviewing, analyzing, and reporting Reclamation-wide statistical workforce and applicant flow data; and
 - (2) recommending to the RLT appropriate courses of action to improve Reclamation's effort to demonstrate a model EEO program through the Management Directive 715 (MD-715) process.
4. **PRC Procedures.** HR and EEO/Diversity specialists will consult with hiring officials prior to any recruitment activity for the purpose of determining the most advantageous outreach and recruitment strategies which will lead to an increase in the number of qualified applicants from diverse demographic groups. This will be accomplished through a PRC, in which the HR and EEO/Diversity specialists will carry out the following actions:
- A. explaining the purpose for a PRC to hiring officials and providing them with a copy of this D&S;
 - B. assisting hiring officials with organizational analysis when considering position management principles and strategic recruitment options prior to filling vacancies;
 - C. providing current demographic information to hiring officials to make informed decisions on outreach and recruitment strategies;
 - D. educating and informing hiring officials on Presidential, Departmental, and Reclamation diversity and employment initiatives and goals;
 - E. advising and collaborating with hiring officials on outreach and recruitment strategies to increase the probability that the recruitment process produces qualified applicants from diverse demographic groups;
 - F. advising hiring officials in the identification of outreach and recruitment sources for demographic groups with low participation rates; and

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- G. providing information to, and collaborating with, hiring officials to identify ways to remove barriers in achieving diversity amongst the applicant pool, such as reviewing a crediting plan to determine if it may unnecessarily narrow the potential diversity of the applicant pool.
5. **Timeframe of a PRC.** If a PRC has occurred for the same occupational series and grade or hourly pay level within a 6-month period and with the same hiring official, then the PRC procedures described in Paragraph 4 are not required. Rather, the PRC will instead focus on reviewing the previous PRCs and determining whether a change of outreach and recruitment strategies is necessary for increasing the number of qualified applicants from diverse demographic groups from prior recruitments.
6. **Data Integrity.** For consistency purposes, the current statistical workforce data must be extracted from the Federal Personnel/Payroll System.
7. **Tracking.** Reclamation's automated staffing program will be used to obtain available statistics of applicant flow data voluntarily provided by applicants. PRC documentation will be retained within the merit promotion or delegated examining vacancy recruitment files for the required retention period.
8. **Reporting.** Reclamation's MD-715 data tables will be reviewed by the RDAIC annually for employee losses in all demographic groups to identify triggers that are causing changes in the statistical data. Conversely, the MD-715 data tables will be reviewed for gains that show improvement in the individual demographic groups. Reclamation's reporting will be accomplished annually through its "MD-715 Accomplishments Report and Plan Update" to the Commissioner, the Department, and the Equal Employment Opportunity Commission (EEOC).
9. **Evaluation.** Consistent use of PRCs will be reviewed during HR accountability reviews and/or EEO program evaluations.
10. **Definitions.**
- A. **Affirmative Employment.** Positive steps taken by Reclamation toward greater employment opportunities for demographic groups with lower-than-expected participation rates as compared with the Civilian Labor Force (CLF) and the Departmental and Presidential administration goals such as the hiring of individuals with disabilities, veterans, or youth. The focus is on outreach and recruitment to increase the number of qualified applicants from diverse demographic groups for each vacancy advertised.
- B. **Applicant Flow Data.** Information reflecting demographic characteristics of the pool of individuals applying for an employment opportunity.

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- C. **Applicant Pool.** The sum total of all individuals who have applied for, been referred, or otherwise considered for a position.
- D. **CLF.** The United States Bureau of Labor Statistics defines CLF as the sum of persons 16 years of age and over who are employed or are unemployed and seeking work in the U.S. with the exception of members of the armed forces and those who are incarcerated.
- E. **Demographic Groups.** The EEOC defines demographic groups as Hispanic or Latino male/female; white male/female; black or African American male/female; Asian male/female; Native Hawaiian or Other Pacific Islander male/female; American Indian or Alaska Native male/female; and two or more races male/female.
- F. **Disability.** A physical or mental impairment that substantially limits one or more of the major life activities of an individual who has a record of such impairment or is regarded as having such an impairment [see 29 CFR 1630.2(g)]. For the purpose of statistics, disability refers to the number of employees in the workforce who have identified a disability on Standard Form 256, Self-Identification of Disability.
- G. **Hiring Officials.** Those individuals responsible for considering position management, strategic recruitment and making selections consistent with merit principles, MD-715, other applicable laws and regulations, as well as Presidential, Department, and/or Reclamation initiatives.
- H. **Low Participation Rates.** Workforce participation rate of a specific demographic group which is below their representation in the CLF.
- I. **MD-715.** The policy guidance provided by the EEOC to Federal agencies for their use in establishing and maintaining effective programs of EEO.
- J. **Position Management.** The process by which positions and organizational structures are carefully designed to align skills and assignments of employees with the goals and objectives of successfully carrying out the organization's mission and program, balancing the efficient and effective use of economic and human resources.
- K. **PRC.** An assessment of a vacant position, including strategic recruitment methods, the sharing of statistical workforce data, and targeted recruitment options for advertisement which are discussed between HR, EEO/Diversity specialists, and the hiring official prior to a position being advertised.
- L. **RDAIC.** A group of senior managers and staff representing each region, as well as Denver and Washington offices, charged with furthering MD-715 efforts of Reclamation.

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- M. **RLT.** Reclamation's Executive Schedule, Senior Executive Service, and Senior Level positions comprise the RLT.
- N. **Targeted Recruitment.** The process of identifying specific sources and locating qualified applicants from demographic groups where low participation rates exist.

RECLAMATION MANUAL TRANSMITTAL SHEET

Effective Date: _____

Release No. _____

Ensure all employees needing this information are provided a copy of this release.

Reclamation Manual Release Number and Subject

Summary of Changes

NOTE: This Reclamation Manual release applies to all Reclamation employees. When an exclusive bargaining unit exists, changes to this release may be subject to the provisions of collective bargaining agreements.

Filing instructions

Remove Sheets

Insert Sheets

All Reclamation Manual releases are available at <http://www.usbr.gov/recman/>

Filed by: _____

Date: _____