

UNITED STATES DEPARTMENT OF AGRICULTURE

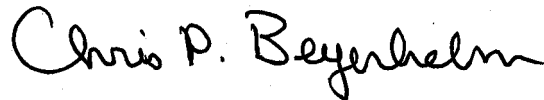
Farm Service Agency
Washington, DC 20250

Notice PM-2947

For: All FSA Managers and Supervisors

Mandatory Hiring Manager's Training Update

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

The Farm Service Agency (FSA) is implementing hiring changes designed to help agencies meet departmental and federal mandates and objectives, improve hiring efficiency and effectiveness, and achieve cultural transformation goals within the U.S. Department of Agriculture.

Notice PM-2945, Mandatory Hiring Manager's Training provided guidance to managers and supervisors about training to review the new procedures and objectives associated with these hiring changes. The Human Resources Division (HRD) is delivering this mandatory training in three phases:

Phase One: A two-day, face-to-face training format for FSA administrative officers ended September 25, 2015. An additional face-to-face training session will be held for FSA national office hiring managers on October 20 and 21, 2015.

Phase Two: A self-paced and live virtual training format for all remaining FSA national office and state-level federal hiring managers (that includes the field federal managers). Phase two does not include non-federal hiring managers.

Phase Three Federal: A self-paced online training format for federal hiring managers who did not attend phase one or phase two training as well as all future federal hiring managers that are **hired after** training in phase two concludes.

Phase Three Non-Federal: The non-federal hiring manager's training is a different course from the federal hiring manager's training course. All current and future non-federal hiring managers will be trained in phase three only. See subparagraph 2 C.

Disposal Date	Distribution
December 1, 2015	All FSA Managers and Supervisors; State Offices relay to County Offices

1 Overview (Continued)

B Purpose

This notice:

- informs all federal and non-federal hiring managers about the updated requirements of phase two and phase three hiring manager's training,
- informs national office hiring managers of the opportunity for a phase one face-to-face training session, and
- obsoletes Notice PM-2945.

C Training

The **phase one** face-to-face training session is an option now available for FSA national office hiring managers. The all-day session will be held on October 20, 2015 and will conclude with a morning session on October 21, 2015. Both sessions will be held at Patriot Plaza III, on the 12th floor in the HRD training room A. The face to face training sessions will be limited to 30 attendees. Registration will be on a first-come first-serve basis. All hiring managers who do not attend the face-to-face session **must** attend one of the virtual sessions offered as part of phase two. To register for the phase one session click the following link: [Register to attend the WDC Hiring Manager Training on October 20-21, 2015.](#)

The **phase two** self-paced virtual training covers the same information as the face-to-face training session, but is divided into two separate training blocks. As you complete each training block, you will receive credit for the hiring manager course in AgLearn. The two training blocks are as follows:

The basic prerequisite (self-paced video format) consists of the following topics:

- Welcome from Management and Training Overview,
- Introduction to New Hiring Initiatives and Process Changes,
- Keys to Implement New Hiring Initiatives,
- Monthly Customer Service (Engagement) Meeting,
- Hiring Manager Best Practices and Interviewing Tips, and
- Tips for Applicants.

1 Overview (Continued)

C Training (Continued)

The core live virtual training is three hours and consists of the following topics:

- Workforce Planning & Hiring Action Plan,
- Recruitment Building Blocks (Position Description/Job Analysis/Assessment Tool),
- Hiring Authorities (Non-Competitive and Competitive), and
- Hiring Roadmaps Question and Answer.

Note: Federal managers (except state executive directors (SED's)) taking this course in phase two **must** complete the basics prerequisite training **before** completing the core training.

2 Phase Two and Three Training Schedule and Registration

A Basics Hiring Manager Training Registration Information

The basic prerequisite hiring manager training will be a self-paced video format independent training session. The basic prerequisite hiring manager training may be accessed in AgLearn by using the browse box on the right side and entering hiring manager. When the list of courses is displayed, select the course titled hiring manager training (VClass FSA-KC-15-HMT).

B Core Virtual Training Schedule Adjustments and Registration Information

The original schedule in Notice PM-2945 included 11 **core** hiring manager virtual training sessions. However, to encourage a quality learning experience and allow for enhanced collaboration, two additional virtual training sessions have been added to the schedule to reduce the number of participants in each session. Each virtual training session will have a maximum number of 85 participants. The two additional sessions will be held on November 4, 2015.

To register for the **core** session, click the appropriate training session link for the session that accommodates the participant's schedule. Space is limited. **Register as soon as possible for the session that you plan to attend.**

- **FSA Southeast States**

8 a.m. to 11 a.m. CDT

Southeast Region state hiring managers, October 14, 2015, at 8 a.m. CDT

noon to 3 p.m. CDT

Southeast Region state hiring managers, October 14, 2015, at noon CDT

- **FSA Midwest States**

8:30 a.m. to 11:30 a.m. CDT

Midwest Region state hiring managers, October 15, 2015, at 8:30 a.m. CDT

2 Phase Two and Three Training Schedule and Registration (Continued)

B Core Virtual Training Schedule Adjustments and Registration Information (Continued)

- **FSA National Office Managers (Washington, DC (WDC), Kansas City (KC), St. Louis, and APFO)**

8 a.m. to 11 a.m. CDT

National Office WDC, KC, St. Louis and APFO hiring managers, October 16, 2015, at 8 a.m. CDT

- **FSA Northeast States, October 27, 2015**

8 a.m. to 11 a.m. CDT

Northeast Region state hiring managers, October 27, 2015, at 8 a.m. CDT

noon to 3 p.m. CDT

Northeast Region state hiring managers, October 27, 2015, at noon CDT

- **FSA Make-Up Session for National Office (WDC, KC, St. Louis, and APFO) and State Hiring Managers, October 28, 2015**

8 a.m. to 11 a.m. CDT

Make-up session for all national office and state hiring managers, October 28, 2015, at 8 a.m. CDT

- **FSA Additional Sessions for All Hiring Managers (WDC, KC, St. Louis, APFO, and state offices), November 4, 2015**

8 a.m. to 11 a.m. CDT

Additional Session for All Hiring Managers (WDC, KC, St. Louis, APFO, and state office) on November 4, 2015 at 8 a.m. CDT

noon to 3 p.m. CDT

Additional Session for All Hiring Managers (WDC, KC, St. Louis, APFO, and state office) on November 4, 2015 at noon CDT

2 Phase Two and Three Training Schedule and Registration (Continued)

C Phase Three Training and Registration

Phase three will be conducted using AgLearn for:

- current hiring managers who did not complete training in phase one or two, and
- new hiring managers hired after November 4, 2015.

Phase three will consist of two separate modules; one for federal hiring and one for non-federal hiring. New hiring managers will automatically be enrolled in AgLearn for the applicable module (federal or county hiring) by HRD and they will have 60 calendar days to complete the training.

- Training must be completed before the new hiring manager is allowed to recruit and fill positions, according to departmental guidance.
- All current and future non-federal hiring managers (excluding county committee (COC) members) will be automatically enrolled in non-federal hiring training in AgLearn during October or November 2015 and must complete the training within 60 calendar days.

Note: Any federal hiring manager who needs training on the non-federal hiring process may complete the county training module in AgLearn (for example SED's and District Directors (DD's)).

- All COC members are required to complete a paper-based non-federal hiring training annually during COC orientation training. State committee (STC) members may also take the paper-based county training during the first meeting in calendar year 2016.

D Contact

For questions regarding the hiring manager's training, contact Velerie Eddleman, Employee Development Specialist, at 816-926-7449 or at velerie.eddleman@kcc.usda.gov.