



## FEDRECRUIT

### AGENCIES: REQUIREMENTS FOR PARTICIPATION

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*FedRecruit* is a *free* Partnership for Public Service pilot program designed to assist federal agencies build their capacity to recruit, hire and retain entry-level talent. This program is ideal for enthusiastic agencies that are interested in affecting change at their offices by addressing identified issues around recruiting and hiring talent.

#### REQUIREMENTS

Agencies *must* do the following in order to be considered for participation in this program.

- ★ **Have a senior champion.**
  - Each agency team will need a senior champion to support its work on *FedRecruit*. While this person will not be directly involved with the day-to-day activities of the project, she or he will provide high-level buy-in and will hold the team accountable for meeting its objectives.
- ★ **Designate a team of talented staff members to work on this project, including a project manager.**
  - Agency teams will ideally be comprised of six to eight dynamic staff members from various background and pay grades, and will be led by an assigned project manager.
  - Work on *FedRecruit* must be included in the performance plans of staff members who will spend, *on average*, two to four hours per week on these activities.
- ★ **Be willing to adopt the *FedRecruit* approach.**
  - Project teams are expected to collaborate with the Partnership to test our methodology and pilot our particular approach. Agencies will:
    - Define a project with clear and meaningful objectives to address an identified problem around recruiting and hiring entry-level talent;
    - Evaluate processes and intermediate outcomes throughout the course of the engagement, and make midcourse corrections as needed; and
    - Communicate the team's accomplishments to agency leadership, and seek regular feedback about the project.
- ★ **Report outcomes and share deliverables with other agencies and offices.**
  - Agencies will commit to sharing lessons learned and final deliverables from their *FedRecruit* engagements with other offices inside of their agencies, as well as with agencies across government through the Partnership.

#### CONTACT US

If you have questions, need additional information or would like to schedule a meeting to discuss the program and requirements for participation in further detail, please do not hesitate to contact us at [fedrecruit@ourpublicservice.org](mailto:fedrecruit@ourpublicservice.org).