

1.0 BACKGROUND

The Department of Defense has launched an online Hiring Manager's Toolkit to serve as a consolidated "one stop shop" to equip Hiring Managers and Human Resources Professionals with guidance, automated tools, and hiring information to enhance the hiring process.

2.0 KEY POINTS

- The Department continues to show progress on many New Beginnings initiatives designed to improve the effectiveness of hiring throughout the Department.
- The Toolkit is one of several hiring initiatives designed to streamline the hiring process.
- The Toolkit is comprised of an online collection of guides, checklists, quick references, pamphlets, and tip sheets that will assist hiring managers and Human Resources staff, and promote collaboration between hiring managers and Human Resource professionals.
- The Toolkit will be continually improved as more resources are developed.

3.0 QUESTIONS AND ANSWERS

Q: What is the Hiring Manager's Toolkit?

A. The Hiring Manager's Toolkit is an online tool containing guides, references, pamphlets and tip sheets to provide DoD HR professionals and hiring managers access to guidance and assistance on a wide range of hiring topics.

Q: Who will benefit from utilizing the Hiring Manager's Toolkit?

A. Hiring managers, supervisors, team leads, human resources practitioners and employees will benefit from utilizing the Hiring Manager's Toolkit.

Q: What parts of the hiring process will be addressed by the Hiring Manager's Toolkit?

A. The Hiring Manager's Toolkit encompasses the four phases of the hiring process: Planning to Hire, Attracting the Candidate, Making Hiring Decisions and Shaping Early Experiences.

Q: How do employees access the Hiring Manager's Toolkit?

A. DoD employees are able to easily access the Hiring Manager's Toolkit on the DCPAS website using their Common Access Card. The toolkit can be accessed at <https://dodhrinfo.cpms.osd.mil/>