

2000-714 Audit of the Efficiency and Effectiveness of the Staffing Process: Action Plan

<u>Recommendations</u> it is recommended that:	<u>Action Plan</u>	<u>Implementation Timetable</u>
1. HRB implement changes to the staffing function to improve its efficiency and effectiveness by:		
- establishing a common staffing process for PWGSC; core services for HRB's; timeframe standards; and, a monitoring system for decision making and performance reporting;	<p>HRB must first complete the implementation of the staffing process standardization in order to be able to negotiate with each Branch, core and/or extended services.</p> <p>Actions already taken to standardize processes and to reduce delays:</p> <p>Additional equipment for HR staff (65 printers and 4 facsimile machines).</p> <p>Following the Mapping study undertaken in Spring 2001, procedures have been written for 14 staffing action types.</p> <p>Creation of 6 coach positions (PE-04 level) in order to effectively train HR recruit consultants and to implement the standardization.</p> <p>Creation of 6 HR Coordinator positions</p>	<p>End 2002/2003</p> <p>Completed.</p> <p>Completed.</p> <p>Positions will be staffed by March 2002.</p> <p>Positions will be staffed by September 2002.</p>

2000-714 Audit of the Efficiency and Effectiveness of the Staffing Process: Action Plan

	<i>(AS-02 level) to ensure the monitoring of the standardization process and the training for the Human Resources Management system (HRMS).</i>	
<i>- standardizing control and documentation practices in order to monitor PWGSC efficiency and effectiveness of the staffing process; and</i>	<i>These functions will be performed by the new HR Coordinators in each client service teams.</i>	<i>Positions will be staffed by September 2002.</i>
<i>- continuing the implementation of a results-based staffing action.</i>	<i>Continue staffing training for managers and training of new HR consultants.</i>	<i>On going.</i>
<i>2. HRB establish a mandatory training program in the area of human resources planning for managers and mandatory training seminars or workshops on selection and processing of staffing actions.</i>	<i>Design and deliver an HR Planning learning event for HR consultants to prepare them to align their activities with managers's business planning.</i>	<i>February 2002</i>
	<i>Design and develop a departmental module for managers on HR Planning for staffing/recruitment.</i>	<i>May/June 2002</i>
	<i>Starting delivery of HRP module for managers.</i>	<i>Fiscal year 2002/2003</i>
	<i>The departmental staffing course currently optional, will become mandatory for all</i>	<i>April 2002</i>

December 27, 2001

***2000-714 Audit of the Efficiency and Effectiveness of the Staffing
Process: Action Plan***

	<i>managers with staffing subdelegation, effective next fiscal year.</i>	
--	--	--