











Office of the Chief Human Capital Officer: *For customers of HR Services*

STAFFING CONSOLIDATION
WHAT STAYS THE **SAME** AND WHAT IS **DIFFERENT** ?

Staffing Consolidation is a priority initiative of HC Transformation, which is a Mission Support Future Architecture Program (MAP) Phase 1 project. Through this initiative, the NASA Shared Services Center (NSSC) will begin providing staffing services to the agency, directly supporting managers to hire the talent that they need. Managers will experience some changes to the hiring process, but will ultimately benefit from more **effective**, **efficient** and **accountable** services.

 HIRING PHASE	 SAME	 DIFFERENT
 Pre-Hiring Phase Planning and preparing to fill your vacancy	<ul style="list-style-type: none">• Hiring managers continue to obtain authorization to fill positions from their Centers• They will continue to receive up-front advice on recruitment strategies and hiring authorities from their servicing HR office	<ul style="list-style-type: none">• Hiring managers will receive advice and consultation from HR Business Partners (HRBPs) at their servicing HR office – not Staffing Specialists• Hiring managers will use ServiceNow to initiate requests for all hiring. They will no longer use the RFE Portlet
 Preparing the Announcement Preparing your job announcement and skills	<ul style="list-style-type: none">• Hiring managers will continue to provide information for the job analysis (including skills) to complete the vacancy announcement• They will identify SMEs to contribute, if needed• Hiring managers will validate the final vacancy announcement and skills before it is posted	<ul style="list-style-type: none">• Hiring managers will no longer collaborate with local center HR Staffing Specialists to develop their vacancy announcements• They will work directly with a NSSC Staffing Specialist for the duration of their hiring action• Hiring managers will use ServiceNow to monitor the status of their hiring action, share information, and communicate with their NSSC Staffing Specialist• They will be able to see estimated time frames for each phase of the hiring process in ServiceNow
 Applicant Evaluation Receiving the Certificate of Eligibles	<ul style="list-style-type: none">• Hiring managers will receive a certificate of qualified candidates for their position• They will manage the interview process (scheduling, etc.), and may continue to rely on their servicing HR office to provide support, as needed	<ul style="list-style-type: none">• NSSC Staffing Specialists will issue certificates to Hiring Managers• NSSC Staffing Specialists will address applicant inquiries, as needed
 Candidate Selection Making selections and negotiating incentives	<ul style="list-style-type: none">• Hiring managers will make their selection and return certificates through the NASASTars link• They will participate in the process to negotiate incentives and facilitate Center approvals (with HRBP support)• Hiring managers will provide information for incentive justifications	<ul style="list-style-type: none">• Hiring managers will return certificates to NSSC• Hiring Managers will receive support from their HRBP, as needed, to obtain Center approvals and justifications for incentives
 Security & Onboarding Completing the security and suitability process, final job offer and entrance on duty (EOD)	<ul style="list-style-type: none">• Hiring managers will continue to prepare for their new employee's EOD date• They will provide organizational orientation for new employees	<ul style="list-style-type: none">• Hiring managers will be able to monitor the progress of their candidate's in-processing activities in ServiceNow• Hiring managers will work with the NSSC staffing specialist on a start date and final onboarding logistics



HOW TO PREPARE

NSSC will begin providing staffing services for the Agency on May 20, 2019
Here's what you can do to prepare:

- Contact your servicing HR office to learn more about HRBPs and how they can support you
- Attend an NSSC webinar about Staffing Consolidation and use of ServiceNow
- Email questions and comments to: Hq-HC-Transformation-Feedback@mail.nasa.gov