

**Leadership/Management
Required Hiring Reform Language**

(2-Level and CAPS Performance Management Systems)

Selecting Officials

Major Activities:

- Recruitment, retention, and development strategies are applied in hiring and retaining qualified employees.

Criteria for Evaluation:

- Qualified employees are recruited, hired, retained and successfully transitioned into the Federal service in line with organizational goals, budget considerations, staffing needs, and established timeframes and deadlines (selections made by hiring managers within 14 days) outlined in the Agency/bureau's recruitment and hiring plan.

The language above must be incorporated into a critical element that focuses on other leadership and management responsibilities. If none exists, create a stand-alone element that uses the approved language for the 5-Level Performance Management System Leadership/Management critical element.