

OFFICE OF HUMAN RESOURCES MANAGEMENT

INITIATIVE: Human Capital Management & Succession Planning

ME-50 LEAD: Jerome Butler/Dottie Van Steinburg, ME-51

OBJECTIVE: Identify Web-based Skills Assessment Tool for use by DOE

Identify web-based tool that can be used to assess critical skills needs and gaps in support of recruiting, developing, and retaining scientific and technical personnel as well as the workforce of the future. The tool(s) selected for use by DOE will support a corporate, Department-wide Succession Planning model to assure that DOE has a highly skilled, well-qualified and diverse workforce capable of accomplishing the Department's missions. This action will also support the Corporate Education and Training Business Plan Goal 1 activities related to Human Capital Management and Succession Planning.

	A/O February 13, 2003			
ACTION	COMPLETION DATE	STATUS	ORG.	POC
Identify, Collect, analyze, summarize internal/external benchmark data on web-based skills assessment tools. (DOE and Other Fed. Agencies and Private Industry).	December 2002	Completed	ME-51	Dottie Van Steinburg, ME-51
Identify critical skills needs of key scientific and technical positions at Defense Nuclear Facilities.	December 2002	Completed	ME-51	Craig West, FTCP Executive Secretary, ME-51
Identify strategies to close critical skills gaps of key scientific and technical positions at Defense Nuclear Facilities	January 2003	Completed	ME-51	Craig West, FTCP Executive Secretary, ME-51
Brief FTCP on the need for web-based skills assessment tool(s) that will also support the DOE Tech. Qualification Program.	February 2003	On Target	ME-51	Craig West, FTCP Exec. Secretary/Dottie Van Steinburg, ME-51
Select skills assessment tool(s) that will support Corporate Succession Planning. Tool(s) will be compatible with existing DOE Systems.	February 2003	On Target	ME-51	Dottie Van Steinburg, ME-51
Develop Implementation Plan, Program/Product Documentation, and Marketing Strategy	February 2003	On Target	ME-51	Dottie Van Steinburg, ME-51
Brief TDMC on the selection of Skills Assessment Tools to support skills and gap analyses to obtain agreement/buy-in for corporate use.	March 2003	On Target	ME-51	Dottie Van Steinburg, ME-51
Brief DOE Management Council on the selection of Skills Assessment Tools to support skills and gap analyses.	March 2003* *Anticipated date of Mgmt. Council meeting.	On Target	ME-51	Jerome Butler, ME-51/Ingrid Kolb
Skills Assessment Tool(s) Announcement/ Pilot of Tool(s) with Scientific & Technical Positions (Phase I)	March 2003	On Target	ME-51	Dottie Van Steinburg, ME-51
Based on Pilot, Expand Use of Skills Assessment Tool(s)	September 2003	On Target	ME-51	Dottie Van Steinburg, ME-51