



MG Robert M Joyce, Installation Management Academy
School for Family and MWR

NAF Personnel Management:

Recruitment, Readiness & Retention

Session 2
Participant Guide



Virtual Classroom Course

Recruitment... Starting the Hiring Process Right

"The world is full of willing people, some willing to work, the rest willing to let them"
Robert Frost

In Session 2 of the NAF Personnel Management virtual course learners will assess talent needs and verify required talents with organizational competencies to determine "right fit". Given appropriate tools, learners will be able to complete a thorough job analysis as a means to the strategic recruitment discussion to assist NAF Human Resources in obtaining a highly qualified pool of applicants.

Objectives

- Select and defend three (3) strengths potential employees should possess for identified position.
- Verify identified strengths using PDP for position.
- Complete Job Analysis for CPAC Strategic Requirement Discussion (SRD) by using PDP to verify Position Description (PD) duties.
- Identify what Factor E will look like on candidate's resume.

Pre-Session

- Review HO-002-PM(Assessment Dev in USA Staffing). It is copied as a book – so be mindful of the page numbers.
- Review AR 213-3 Sections 2-7 Referral and 2-8 Selection preferences

In addition to the Participant Guide, have available:

- HO-002-PM(Assessment Dev in USA Staffing).
- Review AR 213-3 Sections 2-7 Referral and 2-9 Selection preferences
- JA-001-PM USA_Staffing_Upgrade_HM_Quick_Reference_Guide_May_2017
- JA-002-PM Strength Finders

Adobe Connect Online

Your virtual classroom is located at <https://sfmwr.acms.com/pm>

Please login 15 minutes prior to the start of your session

Conference Calling



OCONUS

For OCONUS there are several dialing options. You will need to test each option to determine which one is best for your location.

Option 1 – dial 94 866-748-1120

Option 2 – dial 94 517-623-2946

Option 3 – dial 517-623-2946 as if you are dialing a local commercial number

Option 4 – dial 809-463-3376, wait for a second dial tone, and then dial 1-866-748-1120

CONUS 866-748-1120 (No DSN for CONUS calling)

Participant Pass Code: 64104442#

RATH'S 34 THEMES OF TALENT

Achiever	Connectedness	Harmony	Relator
Activator	Consistency	Ideation	Responsibility
Adaptability	Context	Includer	Restorative
Analytical	Deliberative	Individualization	Self-Assurance
Arranger	Developer	Input	Significance
Belief	Discipline	Intellection	Strategic
Command	Empathy	Learner	Woo
Communication	Focus	Maximizer	
Competition	Futuristic	Positivity	

Take note of the ones the class agreed upon are needed strengths for NF03 Recreation Assistant position.

POSITION DESCRIPTION

ARMY NAF STANDARDIZED POSITION DESCRIPTION

PD#:
AL965

Sequence#: VARIES

Replaces PD#:

RECREATION ASSISTANT

NF-0189-03

POSITION CLASSIFICATION STANDARDS USED IN CLASSIFYING/GRADING POSITION

Citation 1: NAF PERSONNEL POLICY, AR 215-3, CHAPTER 3, 29 SEPTEMBER 2003

Citation 2: OPM PCS REC AID & ASST SERIES, GS-189, MAY 80

Classification/Job Grading Certification: *I certify that this position has been classified/graded as required by Title 5, U.S. Code in conformance with standard published by the U.S. Office of Personnel Management or if no published standards apply directly, consistently with the most applicable published standards.*

Classified By: NAF GENERIC **Classified Date:** 08/07/2001

POSITION INFORMATION:

FLSA:

Career Field:

Program Code:

Bus Code: VARIES

Region: Northeast

Financial Disclosure: NO

PD Status: VERIFIED

CONDITION OF EMPLOYMENT:

Drug Test Required: VARIES

Position Designation: VARIES

Position Sensitivity:

Security Access: VARIES

Emergency Essential: VARIES

Investigation:

DEVELOPMENTAL ASSIGNMENT:

Career Ladder PD:
NO

Target Grade/FPL:
03

Career Pos 1:

Career Pos 2:

Career Pos 3:

Career Pos 4:

Career Pos 5:

Career Pos 6:

DESCRIPTION OF MAJOR DUTIES AND RESPONSIBILITIES:

MAJOR DUTIES:

Serves as a Recreation Assistant in support of a recreational activity applying a practical knowledge of recreational activities and skills in the use of recreation equipment, materials, and facilities. Assist in the planning/establishing of objectives and goals for the facility. Instruct customers in the proper use of equipment and programs within area of responsibility. Sets up recreational areas for sporting events, serving as an official as required. Helps plan, conduct, publicize, and arrange support for a variety of sponsored special events, social activities, tournaments and related functions.

Issues/receives recreational equipment to authorized users. Collects applicable fees for items issued, accounts for monies, safeguards funds and makes daily deposits. Cleans and performs minor maintenance on facility equipment.
Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Work experience or education directly related to the duties to be performed.



PDP-Recreation Assistant-Sports-NF03

- **Business and Technical Proficiency**
- **Change and Continuous Improvement**
- **Communication**
- **Drive for Results**
- **Functional Proficiency**
- **Leading People**



Strength/**Model Competency**/ Core Competency/KSAs

Strength	Model Competency/ Core Competency	KSA
Strategic	Change and Continuous Improvement Creativity/Innovation	Ability to create and implement new ideas/skills.
Responsibility	Drive for Results Accountability	Skill to operate/monitor program and/or activities and take corrective action when necessary.



Breakout Room Exercise Part I

Activity

Technical

- Left column: Identify two of three agreed upon strengths
- Center column: Identify *Model* and *Core Competency*.
- Right column: Identify specific *KSA*
- Take notes on p. 6 PG
- 10 minutes
- Dial into phone sub-conferencing once you are put into BOR
- To return to main phone conferencing, dial 0##
- Raise your hand if you have questions

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Strength/**Model Competency**/ Core Competency/KSAs

Strength	Model Competency/ Core Competency	KSAs



Breakout Room Exercise Part II

Activity

- Duty outlined
- Match with KSA on PDP
- Identify what it look like on someone's resume who responded, "I am considered an expert on performing this task."
- 10 minutes

Technical

- Dial into phone sub-conferencing once you are put into BOR
- To return to main phone conferencing, dial 0##
- Raise your hand if you have questions

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Post-Session Assignment

Assignment

1. Identify three important duties for a position for which you frequently hire
 - Take them from the PD.
 - Match them with the KSA from that position's PDP.
 - Include what it would look like on a resume
 - Do not use Recreation Assistant-Sports position
 - Submit PD and PDP for said position
 - Review syllabus for assignment rubric
2. Complete a-ha! Blog (S2)

Technical Directions

1. Upload to Collaboration Space .
2. Due NLT midnight three days following today's class Central Time.
3. Use naming conventions outlined in syllabus [SmithJ-2].
4. Please DO NOT check in your work.



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Use FASCLASS to locate Position Descriptions: https://acpol2.army.mil/fasclass/search_fs/search_fasclass.asp
Click NAF PD in top navigation bar. Position must be typed as it appears on job description or you can use the PD# if you have it.

There are two job aids which have been uploaded to the Collaboration Space to help you access the PDP library. They are: JA-002-PM (PDPJobAid), JA-002-PM (StepActionForPDP) and JA-002-PM PDP Library Slide Deck

JOB ANALYSIS for:
Recreation Assistant NF03
Minimum Qualifications

Performance Elements (Tasks)	Importance	Frequency	Notes about why the quality, preference, or skill is important to you
Possess work experience or education directly related to recreation - including equipment, facilities, and assisting customers.	5	5	
<u>IMPORTANCE</u> 1 = Not Important 2 = Somewhat Important 3 = Important 4 = Very Important 5 = Extremely Important			<u>FREQUENCY</u> 1 = Every few months to yearly 2 = Every few weeks to monthly 3 = Every few days to weekly 4 = Every few hours to daily 5 = Hourly to many times each hour
Signature: _____	Date: _____		Title: _____

JOB ANALYSIS for:
Recreation Assistant NF03
PD Duties/PDP KSAs

Performance Elements (Tasks)	Importance	Frequency	Notes about why the quality, preference, or skill is important to you
PD: Ability to plan and establish objectives and goals for the recreation facility. PDP: Ability to make decisions, set priorities and develop goals on the basis of future potential. (PDP p. 6 - Change and Continuous Improvement Strategic Planning)	2	1	
PD: Ability to plan & promote, support & set up for variety of sponsored events (ex: tournaments) PDP: Facilitate scheduling and program planning. (PDP p. 12 - Functional: Sports Mgt Assistant)	3	3	
PD: Issues/receives recreational equipment to authorized users. PDP: Prepare equipment for customers, ensure patrons are properly trained on equipment use and assure equipment is appropriately used. (PDP p. 11 Functional: Equipment Rental Maint)	4	5	
PD: Collects and accounts for monies, safeguards funds and makes daily deposits. PDP: Collect cash or payment by credit card and complete cashier drawer count and document daily fund discrepancies. (PDP p. 10 - Functional: Cashier Check-out Functions)	5	5	
PD: Cleans and performs minor maintenance on facilities and equipment. PDP: Clean equipment. Troubleshoot and perform minor repair and maintenance of equipment. (PDP p. 11 - Functional: Equipment Rental Maint)	4	4	

<p>PD: Instructs customers in proper use of equipment & programs within area of responsibility.</p> <p>PDP: Communicate ideas so others understand.</p> <p>(PDP p. 7 - Communication: Oral/Written)</p>	5	5	
<p>PD: Possess experience using a point of sale system to make transactions.</p> <p>PDP: Use Point of Sales System to make transactions.</p> <p>(PDP p. 10 - Functional: MIS L3)</p>	5	5	
<p>Possess experience providing customer service.</p> <p>(PDP p. 8/9 - Drive for Results: Customer Service)</p>	5	5	
<p><u>IMPORTANCE</u></p> <p>1 = Not Important</p> <p>2 = Somewhat Important</p> <p>3 = Important</p> <p>4 = Very Important</p> <p>5 = Extremely Important</p>			<p><u>FREQUENCY</u></p> <p>1 = Every few months to yearly</p> <p>2 = Every few weeks to monthly</p> <p>3 = Every few days to weekly</p> <p>4 = Every few hours to daily</p> <p>5 = Hourly to many times each hour</p>
<p>Signature: _____</p>	<p>Date: _____</p>		<p>Title: _____</p>



Session 2

Determining the "Right Fit"



Session 2 Objectives

Given appropriate tools, construct astute assessment questions to obtaining a highly qualified pool of applicants.
We will:

- Select and defend three (3) strengths potential employees should possess for identified position.
- Verify identified strengths using PDP for position.
- Complete Job Analysis for CPAC Strategic Requirement Discussion (SRD) by using PDP to verify Position Description (PD) duties.
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2-1



Key Takeaways From Session 1 Generations/Strengthfinders 2.0

2-2



Strengths Finder 2.0 Assignment

	STRENGTHS/TALENTS	JUSTIFICATION
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		

2-3



Mini PDP training PDP-Recreation Assistant-Sports-NF03

Below is the preview of the PDP for the selected job title. Where applicable, your skills survey data and progress data are included.

Name
Job Title
Period
More Data

Recreation Assistant - Sports - NF03 ***

☐ Score Details
☒ Learning Elements

Refresh PDP

Core PDP
Records found: 6

Model

☐ ☒ Business and Technical Proficiency Level 3

Competency	Weighted Score	Baseline Score	Skills Gap	Priority
<input type="checkbox"/> <input checked="" type="checkbox"/> Organizational Awareness Level 2				
Learning Element	Content Type	Program Status	Action	
1 Family & MWR Orientation Course	Online	Not Started	Cancel Enrollment	Go
2 Family and MWR Basic Management Course ONLINE (Version 3.0)	Curriculum	Not Started	Save Shortcut	Go
KSA				
<input checked="" type="checkbox"/>	Ability to follow the policies and procedures of own work unit			
<input checked="" type="checkbox"/>	Knowledge of Army mission, goals, organizations, and functions			
<input checked="" type="checkbox"/>	Knowledge of historical background of PMWR programs and direction			

2-4



PDP-Recreation Assistant-Sports-NF03

- **Business and Technical Proficiency**
- **Change and Continuous Improvement**
- **Communication**
- **Drive for Results**
- **Functional Proficiency**
- **Leading People**

2-5



Strength/**Model Competency**/ Core Competency/KSAs

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Responsibility	Drive for Results Accountability	Skill to operate/monitor program and/or activities and take corrective action when necessary.

2-6



Sample Assessment Questionnaire Format (Recreation Assistant NF-0189-03)

For each item, select ONE response that most accurately describes your current level of experience and capability using the scale below.

Ability to plan & promote, support & set up for variety of sponsored events (ex: tournaments)

What might this look like on a resume?

who is consulted by others.



Duties should reflect KSAs and be strong, clear and well written. Talk this over with CPAC during your SRD. You should also know what you would like to see on candidate's resume to verify his/her self-rating.



2-10



Hiring Tools

- Rath's *Strengths finder 2.0*
- PDP (Competencies & KSAs)
- Job Description & Announcement
(USA Jobs & USA Staffing)

2-12