One EPA, One Great Place to Work Campaign

SKILLS MARKETPLACE AND VIRTUAL COLLABORATION PROGRAM

Skills Marketplace Pilot Champions Meeting | April 18, 2013

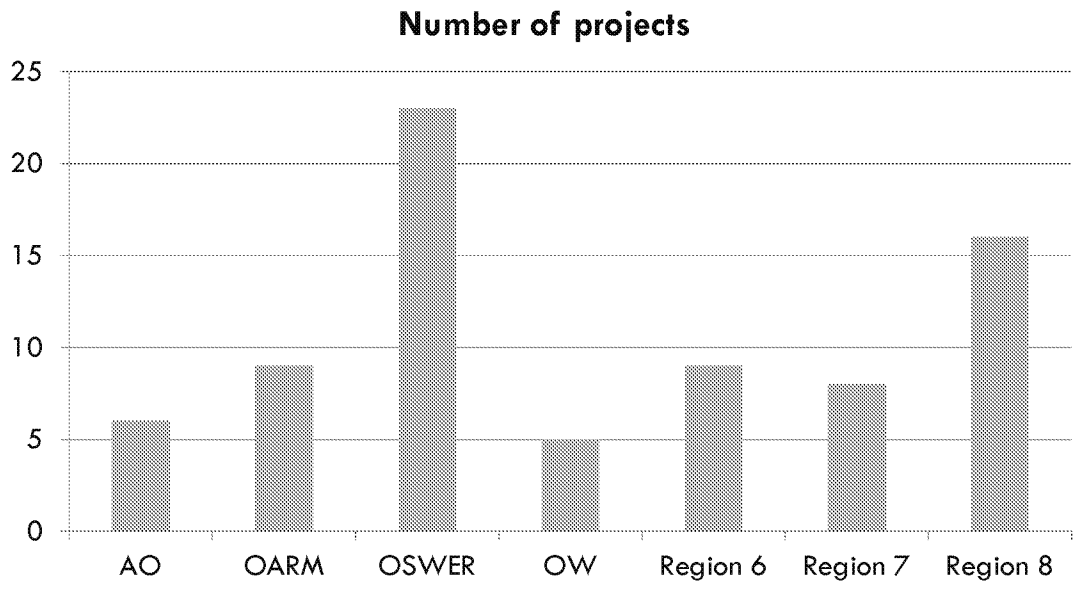
Please do not print this presentation unless

Briefing Outline

- Analysis of Launch Projects
- Tool-kit(s)

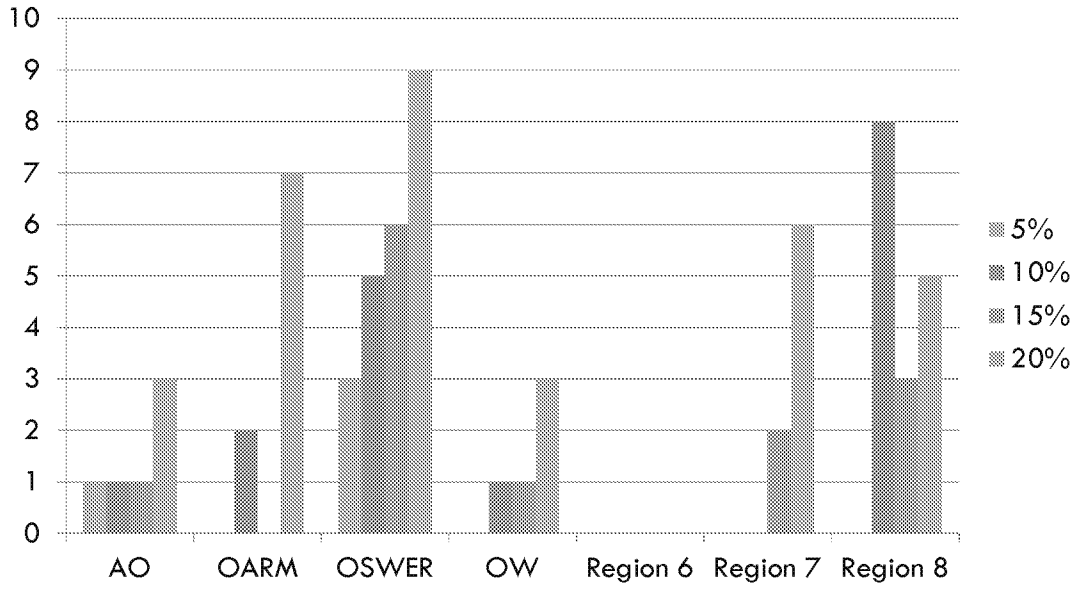
Launch Projects: Number of Projects

3



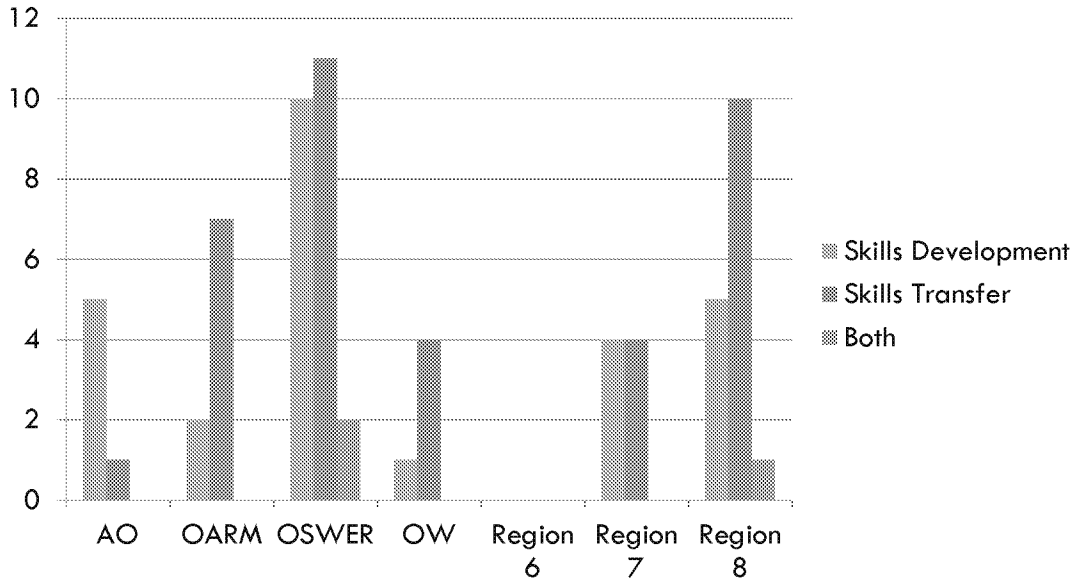
Launch Projects: Expected Time Commitment

4



Launch Projects: Skill Development vs. Skills Transfer

5



Launch Projects: Type of Work

Office	Type of work
AO	Information Management/ GIS/ web; Generalist; Administrative
OARM	Generalist; Contracts and Grants; Information Management/ web; Financial; Administrative
OSWER	Generalist; Information Management/ web; Policy; Science/ Engineering; Financial; Contracts/ Grants
OW	Information Management/ web
Region 6	
Region 7	Science/ Engineering; Policy; Legal; Administrative: Financial; Contracts/ Grants; Generalist; Information Management/ Web
Region 8	

Launch Projects: Discussion

- Quality and diversity of projects
- Number of projects
- Ensuring that the projects are realistic and can be accomplished without requiring more than 20% of an employee's time…
- Ensuring projects foster cross-office collaboration/ give employees opportunity to work in another part of the Agency
- ?

Tool-Kits Overview

- **Purpose:** Provide in an easily accessible location for information that would be useful for employees and managers participating in the Skills Marketplace pilot
- **Contents:**
  - Program policies, processes and guidelines
  - Practical information
  - Useful resources
  - Contacts

Our Vetting Criteria (titled "Region 7 Vetting Criteria Feb 19v1.docx")
Selection Process developed the selection workgroup ("Selection Process 2 21 13.docx")
Template Guidelines Todd sent via email on 4/4/13 ("Skills Marketplace Project Template Guidelines(27Feb13)(2).docx")
An updated template Todd sent via email on 4/4/13 ("Skills Marketplace Project Template (27Feb2013).pdf")
Our Project Development Flowchart ("SMP Project Development FlowChart Feb13v1.pdf")
Selection Team's Flowchart ("SMP selection FlowChart Feb21v1.pdf")

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ONE EPA Workplace

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FINANCIAL | HUMAN RESOURCES | GET TRAINED | COLLABORATE

Mock-up Option 1

Employee Tool Kit

ONE EPA SKILLS MARKETPLACE

Policies

- ~~Roles & Responsibilities~~
- Operational Framework

Practical Information

- FAQs
- Organization Chart
- ~~Privacy guidelines and information regarding the tool~~

Resources

- ~~How to create your profile~~
- ~~Example Profile~~
- How to Apply
- ~~How to Enhance your Profile (to be developed)~~
- Application Checklist

Contacts

- Point of Contact for Technical Issues (Helpdesk)
- Point of Contact for Programmatic Issues
- Who to talk to in your organization for assistance.

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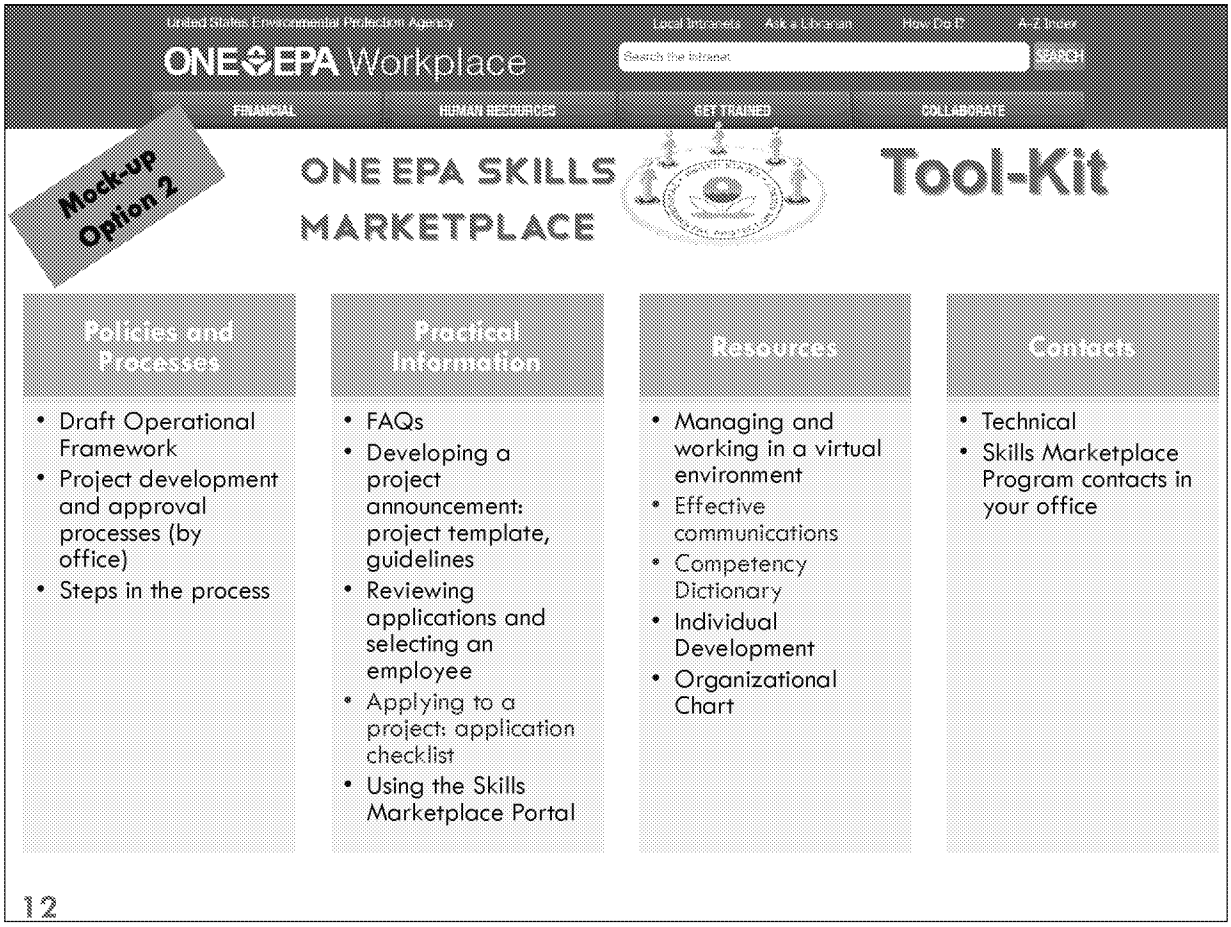
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Mock-up Option 2
ONE EPA SKILLS MARKETPLACE
Tool-Kit
Policies and Processes
• Draft Operational Framework
• Project development and approval processes (by office)
• Steps in the process
Practical Information
• FAQs
• Developing a project announcement: project template, guidelines
• Reviewing applications and selecting an employee
• Applying to a project: application checklist
• Using the Skills Marketplace Portal
Resources
• Managing and working in a virtual environment
• Effective communications
• Competency Dictionary
• Individual Development
• Organizational Chart
Contacts
• Technical
• Skills Marketplace Program contacts in your office
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Noha

An option put forward by Elaine/ Jan

ONE EPA SKILLS MARKETPLACE

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Weeks to launch

http://intranet.epa.gov/skillsmarketplace.html