

# MEMORANDUM

February 11, 2020



U.S. DEPARTMENT  
OF HOUSING  
AND URBAN  
DEVELOPMENT

To: Monica Matthews  
Chief Human Capital Officer, Office of the Chief Human Capital Officer, A

From:   
Brian T. Pattison  
Assistant Inspector General for Evaluation, Office the Inspector General, G

Subject: Evaluation Notification – The Efficiency of the U.S. Department of Housing and Urban Development’s (HUD) Hiring Process, 2020-OE-0002

The Office of Evaluation is initiating an evaluation of HUD’s hiring efficiency. Our objectives are to:

1. Determine how HUD hires new employees.
2. Determine if HUD is able to hire new employees in a timely manner.<sup>1</sup>
3. Determine if HUD’s ongoing efforts to reduce the average time-to-hire are having the intended effect.
4. Compare HUD’s hiring practices and timeframes to other similarly-sized Federal agencies.

I have included our evaluation design (attachment 1), which provides more information about our planned work. In addition, I have included our initial document request (attachment 2) to discuss at the entrance conference.

We look forward to a collaborative working relationship during the evaluation. To ensure timely completion of the evaluation, HUD personnel should apprise us when requested materials contain classified national security information, privacy-protected materials, attorney-client or deliberative communications, other sensitive information, or materials from agencies outside the Department. However, this should not delay or prevent the production of requested materials.

My staff will contact yours to schedule a meeting to discuss this evaluation. At the meeting, we will be happy to answer any questions you may have about the evaluation process or the initial document request. Please do not hesitate to contact me at 202-402-5832 or [BPattison@hudoig.gov](mailto:BPattison@hudoig.gov) or Paul Bergstrand, Director of the Program Evaluations Division, at 202-402-2728 or [PBergstrand@hudoig.gov](mailto:PBergstrand@hudoig.gov) with any questions or concerns.

cc:

Shannon Steinbauer, Acting Audit Liaison Division Director, Office of the Chief Financial Officer, FMA

Rassii Elliot, Audit Liaison, Office of Chief Human Capital Officer, AHCBB

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<sup>1</sup> “Timely” may be defined as (1) the Office of Personnel Management 80-day end-to-end hiring standard; (2) HUD’s average time-to-hire target for the FY, as defined in the FY 2020 Annual Performance Plan/FY 2018 Annual Performance Report; or (3) both.

Terri Hawkins Swann, Audit Liaison, Office of Chief Human Capital Officer, AHCBB

Attachments - 2