

Strategic Lean Project Report



For Reporting Period: January 1, 2015, through June 30, 2015

I. General Information:

Lead agency name: Washington Department of Fish and Wildlife

Partner agencies: N/A

Improvement project title: Hiring Process Improvement

Date improvement project was initiated: 9/1/2013

Project type: Previously reported project

Project is directly connected to:

- ☐ Results Washington performance measure
- ☐ Agency Strategic Plan
- ☒ Other

If applicable, specify the alignment:

Executive management selection

Report reviewed and approved by:

II. Project Summary:

The Washington Department of Fish and Wildlife reduced the average time to process hiring actions by 7 days, using a simplified hiring form that reduces the amount of inputs for hiring managers. A second improvement is to automate the process, which is ongoing.

III. Project Details:

Identify the problem: Our Department spent an average of 60 days to process a hiring action, and our executives wanted to reduce that time to increase employee capacity to focus on other work.

Problem statement: Currently, the average processing time for a hiring action is 60 days, compared to our target of 30 days, which we want to reach by 2016.

Improvement description: We pursued two improvements: 1) a team of hiring managers and human resource (HR) consultants simplified the hiring process form, and 2) our information technology team is automating the process.

Customer involvement: Six hiring managers helped a group of HR personnel simplify the hiring process form.

Strategic Lean Project Report



IV. Project Details:

Improved process as measured by: (Click those that apply)	Specific results achieved: (Complete the narrative boxes below)	Total Impact: (Actuals; Current Reporting Period)	Results status:
☐ Safety			
☐ Cost			
☐ Quality			
☒ Time	Decreased the average time spent on a hiring action from 60 days to 53 days . These results reflect 40 recent hiring actions, compared to 412 hiring actions over the past year.	Saved 280 days of processing time	Preliminary
☐ Customer Satisfaction		☐ N/A (or)	
☐ Employee Engagement		☐ N/A (or)	

V. Contact information:

Name: Rob Geddis

Phone number: 360-902-2241

e-mail: robert.geddis@dfw.wa.gov