

## Groundswell Position Description Management (PDM)

With thousands of government employees retiring each year, agencies are struggling to find an effective process to connect qualified candidates with positions. This is often complicated by siloed systems and broken processes hindering the way agencies identify, track, maintain, and execute hiring actions against vacancies. The lack of visibility leads to these issues:

- **Duplicated or incorrect data** related to position descriptions.
- **Wasted time and effort** spent by HR teams classifying positions that already exist.
- **Inability to track positions** against approved fiscal year budgets.
- **Ineffective and non-compliant recruitment and selection processes** resulting in talent gaps or hiring from a pool of less qualified candidates.

**Groundswell's Position Description Management (PDM)** solution, built on the Appian Low-Code Platform, facilitates the hiring process by providing agencies with an efficient, transparent, and streamlined process to create, review, and manage position descriptions and hiring actions in a manner that is compliant with federal standards.

Built from the ground up as a federal-specific solution for HR, the PDM solution offers the following:

- **Flexibility** to seamlessly adapt to changing needs across the HR management landscape.
- **Efficient and effective** processes to create, review, and manage position descriptions and hiring actions.
- **Organizational compliance** to manage work based on OPM mandates, agency requirements, and federal guidelines.
- **Real-time visibility** into organizational structures via org charts.
- **Enhanced visibility** into hiring action processes, which helps to identify bottlenecks and areas for process improvement.

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## Business impacts.

The PDM solution positively impacts on business in these ways:

- **Eliminates any paper-based, manual processes** to reduce associated human errors.
- **Centralizes hiring data** to view all filled and vacant positions in one place.
- **Increases transparency** in identifying talent gaps and surpluses to facilitate forecasting.
- **Speeds up hiring cycles** by reducing time to hire by 50%.
- **Makes classification of positions more efficient** by decreasing classification time by 70%.
- **Eliminates time-consuming redundancies** by reducing multiple signatures and redundant processes.
- **Streamlines processing times** for hiring managers to select suitable candidates.

## Features.

The PDM solution has the following features:

- Creation, review, and approval processes for position descriptions based on federal and agency-specific standards.
- Creation and maintenance of organizational position structures based on position descriptions created and filled seamlessly through the system.
- Creation and review of hiring actions using the positions created in the system.
- Candidate analysis to determine the most effective posting and hiring criteria.
- Streamlined dashboards to track key metrics on position descriptions, hiring actions, and selections as well as to identify bottlenecks and process improvements around candidates' hiring experience.

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Groundswell, previously CollabraLink Technologies LLC, is a premier technology integrator resolutely committed to solving the most complex challenges facing federal agencies today. We leverage our wealth of technology, capabilities, and expertise to help the government further its objectives and redefine what citizens can expect from digital government services. Our new name, Groundswell, represents our commitment to be an unstoppable, seismic change in government. For more information, visit [gswell.com](http://gswell.com).



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