

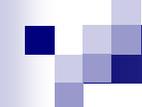


Jobs ACES

Automated Commerce Employment System

US Department of Commerce **Hiring Managers Training** Hiring Management(Version Xi 4.0)

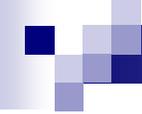
ACES Integration to Recruitment One-Stop



Introduction

Welcome!

This Manager User Guide was prepared to assist you when working in the Department's Automated Hiring system. Our system is integrated with the USAJOBS Recruitment One-Stop initiative, which allows positions to be posted and applicants to apply for all government jobs in one central location.



Introduction Continued

If you are reviewing this presentation, that means you have a position to fill. This guide, coupled with advice and counsel from your HR Specialist should result in successfully recruiting for and selecting the best qualified candidate for your vacancy.



Purpose

This Manager User Guide is for your use in providing your HR Specialist information for your recruitment announcements. It covers the question library, vacancy review, and reviewing your certificate of eligibles.

Benefits

Management Advantages

- Reduces time to hire
- Allows an applicant to self-certify
- Allows for certificates to be issued immediately after vacancy closing
- Produces higher quality applicants
- Minimizes the need for panels
- Allows for online review of applicants and certification lists

Human Resources Advantages

- Automates routine recruitment processes (allowing more time for consultation)
- Reduces operating costs
- Reduces time to hire
- Tracks vacancy and applicant information, including status changes

Hiring Management Log-in

Your HR Specialist will provide the link, your ID and PW.
Input the required information and click submit.



Hiring Management
monster

You have requested a secured page.
Please login.

User ID:

Password:

Maximum System Inactivity Time:

A period of inactivity may cause you to be automatically logged out of the system. Inactivity may be defined as anything other than submitting a form by clicking a submit button or requesting a new page by clicking a link. Due to security purposes your session will expire if you exceed the Maximum System Inactivity Time. You will NOT be notified prior to logout if this is about to occur. To prevent your session from expiring you may click a submit button or click a link.

Your Maximum System Inactivity Time is displayed upon login to the system. If you feel you require extra time to complete processes please contact your System Administrator (david.bachrach@monster.com) to adjust your Maximum System Inactivity Time.

Welcome Page

This is where you'll access each phase of your recruitment activity.

The screenshot shows the 'Hiring Management monster' web application interface. At the top left is the logo. The top center displays a welcome message: 'Welcome Alfonso Soriano, Aug 6, 2006'. The top right contains navigation links: 'Legend', 'Logout', and 'Help', with 'Legend' circled in blue. Below the navigation is a status message: 'Maximum System inactivity Time: 60 minutes'. A horizontal menu bar contains four tabs: 'Data Admin Home', 'Question Selection', 'Vacancy Review', and 'Certificate Review'. Below the menu are three content panels. The first panel, 'Question Selection', lists: 'Create/Edit List of Questions for HR Specialist', 'View Question Choices', 'Weight Questions', and 'Send the Question List via Email'. The second panel, 'Vacancy Review', lists: 'Preview Vacancy' and 'Preview Vacancy and Questions'. The third panel, 'Certificate Review', lists: 'View Open Certificates' and 'View Applicant Data'.

Hiring Management monster

Welcome Alfonso Soriano, Aug 6, 2006

[Legend](#) | [Logout](#) | [Help](#)

Maximum System inactivity Time: 60 minutes

[Data Admin Home](#) | [Question Selection](#) | [Vacancy Review](#) | [Certificate Review](#)

Question Selection

- Create/Edit List of Questions for HR Specialist
- View Question Choices
- Weight Questions
- Send the Question List via Email

Vacancy Review

- Preview Vacancy
- Preview Vacancy and Questions

Certificate Review

- View Open Certificates
- View Applicant Data

Question Selection

This section allows you to electronically search and select questions for submission to HR. From your Welcome Page select the “Question Selection” tab.

The screenshot displays the 'Hiring Management monster' application interface. At the top left, the logo 'Hiring Management monster' is visible. To the right, a welcome message reads 'Welcome Alfonso Soriano, Aug 6, 2006'. Below the logo, a navigation bar contains four tabs: 'Data Admin Home', 'Question Selection', 'Vacancy Review', and 'Certificate Review'. The 'Question Selection' tab is highlighted with a blue oval. Underneath this tab, a sub-navigation bar includes buttons for 'Organization', 'Category', 'Questions', 'Selection', 'Additional Request', and 'Email'. The 'Organization Selection' section is active, showing the text 'Please Select Organization' and a list item 'U.S. Department of Commerce' with a small flag icon to its left.

From this Opening Screen click on the “U.S. Department of Commerce”.

Data Admin Home

Question Selection

Vacancy Review

Certificate Review

Organization Selection

Organization

Category

Questions

Selection

Additional Request

Email

Please Select Organization

 U.S. Department of Commerce



After clicking on the “U.S. Department of Commerce,” this screen appears:

The screenshot displays the 'Hiring Management monster' interface. At the top, it says 'Welcome Alfonso Soriano, Aug 6, 2006' and 'Maximum System Inactivity Time: 60 minutes'. The main navigation bar includes 'Data Admin Home', 'Question Selection' (highlighted), 'Vacancy Review', and 'Certificate Review'. Below this, there are sub-tabs for 'Organization', 'Category', 'Questions', 'Selection', 'Additional Request', and 'Email'. The current view is 'Category Selection' for the 'U.S. Department of Commerce'. It features a 'Load List' dropdown menu with '-Please Select List Name-' and a 'GO' button. A 'Last Saved' field is also present. A note states: 'NOTE: You can review all subcategories within a category by clicking on question icon [?] next to the category. Please choose at least one category and click "Next >>" button'. A list of categories is shown, each with a checkbox and a question icon [?]:

- [?] 0000-General
- [?] 0020-Community Planner
- [?] 0080-Security Specialist
- [?] 0081-Fire Fighter
- [?] 0083-Police Officer
- [?] 0132-Intelligence Operations Specialist
- [?] 0201-Human Resources Specialist
- [?] 0201-Personnel Mgmt/Officer-Personnel Mgmt Specialist/Officer
- [?] 0301PMS-Program Mgt. Spec.
- [?] 0318-Secretary (OA)
- [?] 0343-NOAA
- [?] 0510-Accountant
- [?] 0802-Engineering Technician

Navigation buttons include '<< Previous' and 'Next >>' at the bottom of the list.

You will see all the series which have been entered into the question library: they are now categories. Within these categories are sub-categories.

Hiring Management
monster

Welcome Alfonso Soriano, Aug 6, 2006

Legend | Logout | Help
Maximum System Inactivity Time: 60 minutes

Data Admin Home | **Question Selection** | Vacancy Review | Certificate Review

Return to Organization Selection

Category Selection | Organization | Category | Questions | Selection | Additional Request | Email

<< Previous | Next >>

U.S. Department of Commerce

Load List: -Please Select List Name- GO

Last Saved:

NOTE: You can review all subcategories within a category by clicking on question icon next to the category. Please choose at least one category and click "Next >>" button

- 0000-General
- 0020-Community Planner
- 0080-Security Specialist
- 0081-Fire Fighter
- 0083-Police Officer
- 0132-Intelligence Operations Specialist
- 0201-Human Resources Specialist
- 0201-Personnel Mgmt/Officer-Personnel Mgmt Specialist/Officer
- 0301PMS-Program Mgt. Spec.
- 0318-Secretary (OA)
- 0343-NOAA
- 0510-Accountant
- 0807-Engineering Technician

<< Previous | Next >>

Just click on a category, then "Next"

On this screen, click “Expand All”.

Data Admin Home | **Question Selection** | Vacancy Review | Certificate Review

Return to Category Listing

Question Listing | Organization | Category | Questions | Selection | Additional Request | Email

<< Previous | Next >>

U.S. Department of Commerce
List Name: List Not Saved
Last Saved:

NOTE: You can review the full question text and choices of the chosen question by clicking on question icon  next to the question. Each of the categories may be expanded by choosing the plus icon (+) located next to the category. This functionality also exists for each subcategory.

 Filter Questions

  0132-Intelligence Operations Specialist

Save

<< Previous | Next >>

Here are questions. Select your questions, then click “next.” (We’ll review the “save” option shortly)

Data Admin Home

Question Selection

Vacancy Review

Certificate Review

[Return to Category](#)

Question Listing

Organization

Category

Questions

Selection

Additional Request

Email

[<< Previous](#)

U.S. Department of Commerce

List Name: List Not Saved

Last Saved:

NOTE: You can review the full question text and choices of the chosen question by clicking on question icon next to the question. Each of the categories may be expanded by choosing the plus icon (+) located next to the category. This functionality also exists for each subcategory.

[Expand All](#)

[Filter Questions](#)

0132-Intelligence Operations Specialist

OS-Office of the Secretary

- YN ZA-IV: Do you have at least 1 year of specialized experience which is equivalent to at least next lower grade (GS-12)? (See "Qualifications" for the definition of specialized experience).
- AA Do you have experience recognizing and evaluating all sources of intelligence information likely to impact trade, economic, and science and research programs?
- AA Do you have experience in the planning and presentation of intelligence and/or threat analysis briefings for senior management officials?
- AA Do you have experience developing and implementing policies and procedures based on threat information to safeguard specific Department-level programs and mission activities?
- AA Do you have experience working under tight deadlines and responding to ad hoc, immediate turn-around requests for intelligence support?
- AA Do you have experience critically analyzing all-source intelligence information and assisting with the development of formal threat assessments?
- AA Do you have experience in federal, military or civilian counterintelligence activities?
- AA Do you have experience editing a wide range of written security products such as policies, procedures, standards, memoranda, manuals, and reports?
- YN Have you successfully completed training in effective writing?
- YN Have you successfully completed counterintelligence training?
- YN Have you successfully completed training in delivering effective presentations?

Save

[<< Previous](#)

[Next >>](#)

Your questions are presented with leading numbers. These numbers can be used when “filtering” (more on filtering to come) for specific questions. Click “next” to send your selection to HR.

The screenshot displays the Hiring Management monster web application. At the top left is the logo, and at the top center is the user greeting: "Welcome Alfonso Soriano, Aug 15, 2006". At the top right are links for "Legend", "Logout", and "Help", along with the text "Maximum System Inactivity Time: 60 minutes". Below the header is a navigation bar with tabs for "Data Admin Home", "Question Selection", "Vacancy Review", and "Certificate Review". The main content area has a sub-navigation bar with tabs for "Organization", "Category", "Questions", "Selection", "Additional Request", and "Email". A "Return to Question Listing" button is in the top right of the main area. The "Selection Review" section shows the "U.S. Department of Commerce" and a "List Name" field containing "List Not Saved". Below this is a "Last Saved:" field. The job title is "Intelligence Operations Specialist, Office of the Secretary". Two questions are listed: (301) YN-ZA-IV regarding specialized experience, and (302) AA regarding intelligence information evaluation. A "Print" button is centered below the questions. At the bottom of the main content area, there are "Previous" and "Next" navigation buttons, with the "Next" button circled in blue.

Hiring Management
monster

Welcome Alfonso Soriano, Aug 15, 2006

Legend | Logout | Help
Maximum System Inactivity Time: 60 minutes

Data Admin Home | Question Selection | Vacancy Review | Certificate Review

Return to Question Listing

Selection Review | Organization | Category | Questions | Selection | Additional Request | Email

U.S. Department of Commerce

List Name: List Not Saved

Last Saved:

Intelligence Operations Specialist
Office of the Secretary

(301) YN-ZA-IV: Do you have at least 1 year of specialized experience which is equivalent to at least next lower grade (GS-12)? (See "Qualifications" for the definition of specialized experience).

1. Yes
2. No

(302) AA- Do you have experience recognizing and evaluating all sources of intelligence information likely to impact trade, economic, and science and research programs?

1. I have not had education, training or experience in performing this task.
2. I have had education or training in performing this task, but have not yet performed this task on the job.
3. I have performed this task on the job with close supervision from a supervisor or senior employee.
4. I have performed this task as a regular part of the job, independently and usually without review by a supervisor or senior employee.
5. I have supervised performance of this task and/or I have trained others in performance and/or am normally consulted as an expert for assistance in performing this task.

Print

Previous Next

This screen allows you to add a Title, KSAs, and additional questions not found in the library. Complete then click “Next”.

The screenshot displays the 'Hiring Management monster' web application interface. At the top, there is a navigation bar with tabs for 'Data Admin Home', 'Question Selection', 'Vacancy Review', and 'Certificate Review'. The 'Vacancy Review' tab is active. The user is logged in as 'Alfonso Soriano' on 'Aug 15, 2006'. There are links for 'Legend', 'Logout', and 'Help', along with a note: 'Maximum System Inactivity Time: 60 minutes'. Below the navigation bar, there is a breadcrumb trail: 'Additional Requested' > 'Organization' > 'Category' > 'Questions' > 'Selection' > 'Additional Request' > 'Email'. A 'Return to Organization Selection' button is located in the top right. The main form area contains a 'Title:' field, a large text area for 'Additional KSA's', and another large text area for 'Additional Vacancy Questions:'. At the bottom left, there is a checkbox labeled 'Include Choices'. At the bottom right, there are '<< Previous' and 'Next >>' buttons, with a blue arrow pointing to the 'Next >>' button.

Select the “to” name, RETYPE that persons complete e-mail address in the “cc” box. Click “send” to forward the questions. This completes your submission to HR.

Hiring Management monster Welcome Alfonso Soriano, Aug 15, 2006 Legend | Logout | Help
Maximum System Inactivity Time: 60 minutes

Data Admin Home Question Selection Vacancy Review Certificate Review

Return to Question Listing

Email Question Selection Organization Category Questions Selection Additional Request Email

Asterisk (*) indicates a required field.

* To: Alice Macklin

CC: Retype E-mail Here

* From: jperez@doc.gov

Subject: [Empty text box]

Message:
List Name: List Not Saved
Title:
"PLEASE NOTE: Numbers in () are question ID numbers."
0132 Intelligence Operations Specialist
OS Office of the Secretary
(301) ZA-IV: Do you have at least 1 year of specialized experience which is equivalent to at least next lower grade (GS-12)? (See "Qualifications" for the definition of specialized experience).
(302) Do you have experience recognizing and evaluating all sources of intelligence information likely to impact trade, economic, and science and research programs?
KSA's:
Additional Vacancy Questions:

Cancel Send

As mentioned earlier, after selecting your questions (screen 14), you could have “saved” your question list for future reference by clicking the “save” button at the bottom of that screen.

Selection Review

Organization

Category

Questions

Selection

Additional Request

Email

U.S. Department of Commerce

List Name: List Not Saved

Last Saved:

Intelligence Operations Specialist

Office of the Secretary

(301) YN-ZA-IV: Do you have at least 1 year of specialized experience which is equivalent to at least next lower grade (GS-12)? (See "Qualifications" for the definition of specialized experience).

1. Yes
2. No

(302) AA-Do you have experience recognizing and evaluating all sources of intelligence information likely to impact trade, economic, and science and research programs?

1. I have not had education, training or experience in performing this task.
2. I have had education or training in performing this task, but have not yet performed this task on the job.
3. I have performed this task on the job with close supervision from a supervisor or senior employee.
4. I have performed this task as a regular part of the job, independently and usually without review by a supervisor or senior employee.
5. I have supervised performance of this task and/or I have trained others in performance and/or am normally consulted as an expert for assistance in performing this task.

Print

<< Previous

Next >>

0132-Intelligence Operations Specialist

OS-Office of the Secretary

- YN ZA-IV: Do you have at least 1 year of specialized experience which is equivalent to at least next lower grade (GS-12)? (See "Qualifications" for the definition of specialized experience).
- AA Do you have experience recognizing and evaluating all sources of intelligence information likely to impact trade, economic, and science and research programs?
- AA Do you have experience in the planning and presentation of intelligence and/or threat analysis briefings for senior management?
- AA Do you have experience developing and implementing policies and procedures based on threat information to support the development of intelligence and/or threat analysis briefings for senior management?
- AA Do you have experience working under tight deadlines and responding to ad hoc, immediate turn-around requests?
- AA Do you have experience critically analyzing all-source intelligence information and assisting with the development of intelligence and/or threat analysis briefings for senior management?
- AA Do you have experience in federal, military or civilian counterintelligence activities?
- AA Do you have experience editing a wide range of written security products such as policies, procedures, standards, and reports?
- YN Have you successfully completed training in effective writing?
- YN Have you successfully completed counterintelligence training?
- YN Have you successfully completed training in delivering effective presentations?

Save

<< Previous

Next >>

You'll have access to your list for 30 days. Enter a "List Name", then click "Save".



Welcome Alfonso Soriano, Aug 15, 2006

[Legend](#) | [Logout](#) | [Help](#)

Maximum System Inactivity Time: 60 minutes

Data Admin Home Question Selection Vacancy Review Certificate Review

Save Selection

Selections will be saved as part of the currently loaded list, if one was previously loaded. The saved list of questions will be available for 30 days from the date it was last saved.

List Name: **Name your list here**

Last Saved:

- 0132-Intelligence Operations Specialist
- OS-Office of the Secretary
 - YN ZA-IV: Do you have at least 1 year of specialized experience which is equivalent to at least next lower grade (GS-1
 - AA Do you have experience recognizing and evaluating all sources of intelligence information likely to impact trade,
 - AA Do you have experience in the planning and presentation of intelligence and/or threat analysis briefings for senior
 - AA Do you have experience developing and implementing policies and procedures based on threat information to s
 - AA Do you have experience working under tight deadlines and responding to ad hoc, immediate, turn-around reques
 - AA Do you have experience critically analyzing all-source intelligence information and assisting with the developmen
 - AA Do you have experience in federal, military or civilian counterintelligence activities?
 - AA Do you have experience editing a wide range of written security products such as policies, procedures, standard
 - YN Have you successfully completed training in effective writing?
 - YN Have you successfully completed counterintelligence training?
 - YN Have you successfully completed training in delivering effective presentations?

You'll see your List Name and the selected questions. Click "Next".

Data Admin Home Question Selection Vacancy Review Certificate Review

[Return to Category Listing](#)

Question Listing

Organization Category Questions Selection Additional Request Email

[<< Previous](#) [Next >>](#)

U.S. Department of Commerce
List Name: **Practice List**
Last Saved: 08-15-2006

[Expand All](#) [Filter Questions](#)

NOTE: You can review the full question text and choices of the chosen question by clicking on question icon  next to the question. Each of the categories may be expanded by choosing the plus icon (+) located next to the category. This functionality also exists for each subcategory.

-  0132-Intelligence Operations Specialist
 -  OS-Office of the Secretary
 - YN** ZA-IV: Do you have at least 1 year of specialized experience which is equivalent to at least next lower grade (GS-12)? (See "Qualifications" for the definition of specialized experience). 
 - AA** Do you have experience recognizing and evaluating all sources of intelligence information likely to impact trade, economic, and science and research programs? 
 - AA** Do you have experience in the planning and presentation of intelligence and/or threat analysis briefings for senior management officials? 
 - AA** Do you have experience developing and implementing policies and procedures based on threat information to safeguard specific Department-level programs and mission activities? 
 - AA** Do you have experience working under tight deadlines and responding to ad hoc, immediate turn-around requests for intelligence support? 
 - AA** Do you have experience critically analyzing all-source intelligence information and assisting with the development of formal threat assessments? 
 - AA** Do you have experience in federal, military or civilian counterintelligence activities? 
 - AA** Do you have experience editing a wide range of written security products such as policies, procedures, standards, memoranda, manuals, and reports? 
 - YN** Have you successfully completed training in effective writing? 
 - YN** Have you successfully completed counterintelligence training? 
 - YN** Have you successfully completed training in delivering effective presentations? 

[Save](#)

[<< Previous](#) [Next >>](#)

Again, you'll see your questions (with filtering numbers), the List Name and date it was saved. Click "Next".

Data Admin Home Question Selection **Vacancy Review** Certificate Review

[Return to Question Listing](#)

Selection Review Organization Category Questions **Selection** Additional Request Email

U.S. Department of Commerce
List Name: Practice List
Last Saved: 08-15-2006

Intelligence Operations Specialist
Office of the Secretary

(301) YN-ZA-IV: Do you have at least 1 year of specialized experience which is equivalent to at least next lower grade (GS-12)? (See "Qualifications" for the definition of specialized experience).

1. Yes
2. No

(302) AA: Do you have experience recognizing and evaluating all sources of intelligence information likely to impact trade, economic, and science and research programs?

1. I have not had education, training or experience in performing this task.
2. I have had education or training in performing this task, but have not yet performed this task on the job.
3. I have performed this task on the job with close supervision from a supervisor or senior employee.
4. I have performed this task as a regular part of the job, independently and usually without review by a supervisor or senior employee.
5. I have supervised performance of this task and/or I have trained others in performance and/or am normally consulted as an expert for assistance in performing this task.

Print

[<< Previous](#) [Next >>](#)

You're back to the e-mail screens for submission to HR. Follow the previous instructions on e-mailing to HR listed on screen 16 and 17. Your submission will be complete.

The screenshot shows the 'Additional Requested' screen in the Hiring Management monster system. The user is Alfonso Soriano, logged in on August 15, 2006. The system has a maximum inactivity time of 60 minutes. The navigation tabs are 'Data Admin Home', 'Question Selection', 'Vacancy Review', and 'Certificate Review'. The current screen is 'Additional Requested', with sub-tabs for 'Organization', 'Category', 'Questions', 'Selection', 'Additional Request', and 'Email'. A 'Return to Organization Select' button is visible. The form includes a 'Title' field, an 'Additional KSA's' text area, and an 'Additional Vacancy Questions' text area. There are '<< Previous' and 'Next >>' buttons at the bottom.

The screenshot shows the 'Email Question Selection' screen in the Hiring Management monster system. The user is Alfonso Soriano, logged in on August 15, 2006. The system has a maximum inactivity time of 60 minutes. The navigation tabs are 'Data Admin Home', 'Question Selection', 'Vacancy Review', and 'Certificate Review'. The current screen is 'Email Question Selection', with sub-tabs for 'Organization', 'Category', 'Questions', 'Selection', 'Additional Request', and 'Email'. A 'Return to Question Listing' button is visible. The form includes a 'To:' dropdown menu with 'Alice Macklin' selected, a 'CC:' field with the text 'Retype E-mail Address Here', a 'From:' field with 'jperez@doc.gov', and a 'Subject' field. The 'Message:' section contains the following text: 'List Name: Practice List', 'Title: *PLEASE NOTE: Numbers in () are question ID numbers*', '0132 Intelligence Operations Specialist', 'OS Office of the Secretary', '(301) ZA-IV: Do you have at least 1 year of specialized experience which is equivalent to at least next lower grade (GS-12)? (See "Qualifications" for the definition of specialized experience).', '(302) Do you have experience recognizing and evaluating all sources of intelligence information likely to impact trade, economic, and science and research programs?', 'KSAs:', and 'Additional Vacancy Questions:'. There are 'Cancel' and 'Send' buttons at the bottom.



Additional Functionality within the Question Library

Selecting questions from multiple series –
referred to as categories.

Using the Filtering option.

Multiple Categories

In some instances you may need questions from more than one category, e.g. Budget and HR. From this screen select instead of selecting one category, select multiple categories, then click “Next”.

Category Selection Organization Category Questions Selection Additional Request Email

U.S. Department of Commerce

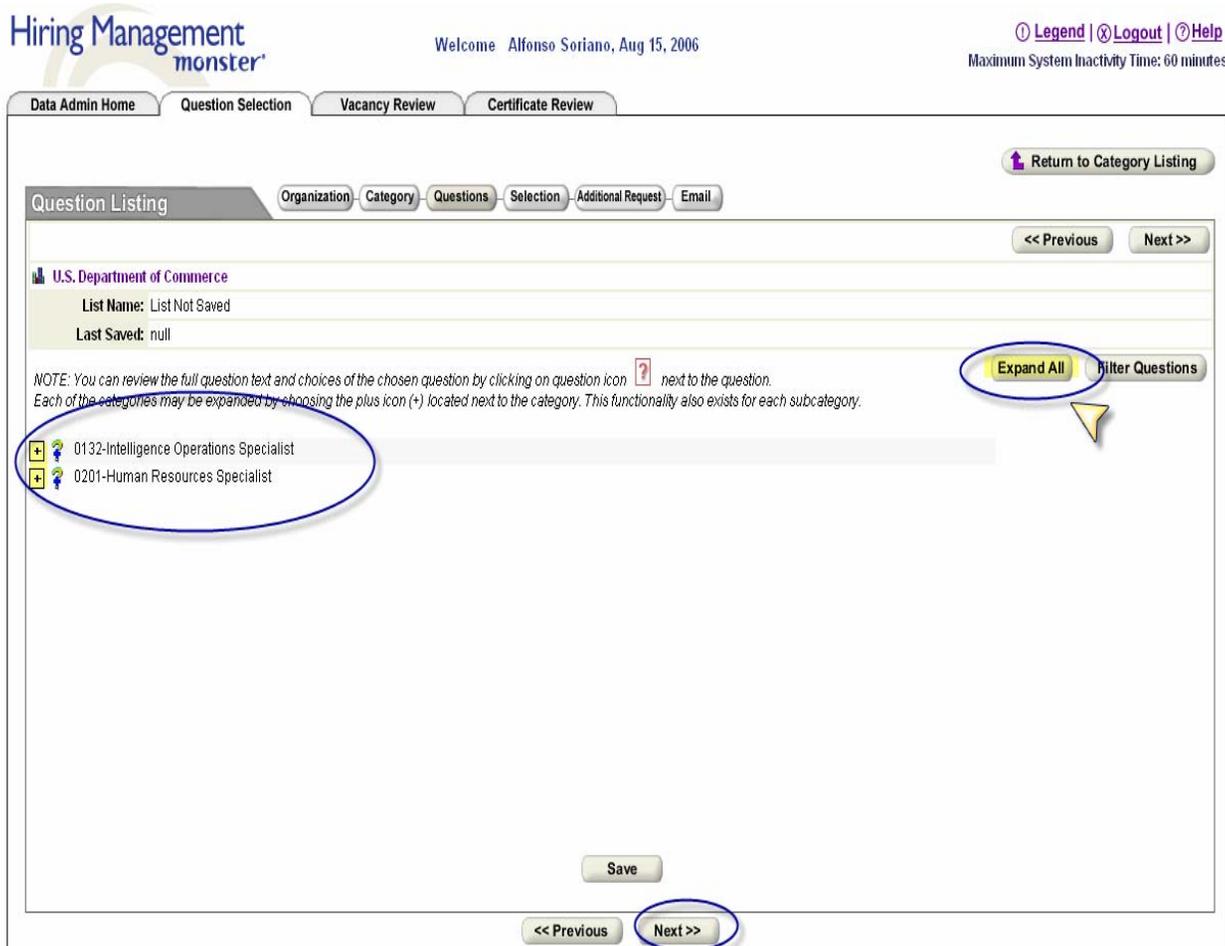
Load List:

Last Saved:

NOTE: You can review all subcategories within a category by clicking on question icon next to the category. Please choose at least one category and click "Next >>" button

<input type="checkbox"/>		0000-General	
<input type="checkbox"/>		0020-Community Planner	
<input type="checkbox"/>		0080-Security Specialist	
<input type="checkbox"/>		0081-Fire Fighter	
<input type="checkbox"/>		0083-Police Officer	
<input checked="" type="checkbox"/>		0132-Intelligence Operations Specialist	
<input checked="" type="checkbox"/>		0201-Human Resources Specialist	
<input type="checkbox"/>		0201-Personnel Mgmt/Officer-Personnel Mgmt Specialist/Officer	
<input type="checkbox"/>		0301PMS-Program Mgt. Spec.	
<input type="checkbox"/>		0318-Secretary (OA)	
<input type="checkbox"/>		0343-NOAA	
<input type="checkbox"/>		0510-Accountant	
<input type="checkbox"/>		0807-Engineering Technician	

This screen allows you to expand the questions in each category by either a) clicking on the plus sign on the left of the category or b) clicking on “expand all.”



Expand all” opens up the subcategories and makes all questions in the category available

The category/subcategory is listed at the top followed by the questions. Select the questions you would like to use in your vacancy, then click “Next”.

Hiring Management
monster

Welcome Alfonso Soriano, Aug 15, 2006

Legend | Logout |
Maximum System Inactivity Time: 60

Data Admin Home Question Selection Vacancy Review Certificate Review

Return to Category List

Question Listing Organization Category Questions Selection Additional Request Email

<< Previous Next >>

U.S. Department of Commerce
List Name: List Not Saved
Last Saved: 08-15-2006

NOTE: You can review the full question text and choices of the chosen question by clicking on question icon (?) next to the question. Each of the categories may be expanded by choosing the plus icon (+) located next to the category. This functionality also exists for each subcategory.

Expand All Filter Questions

0132- Intelligence Operations Specialist
0201-Human Resources Specialist
0201-Empl & Class-Employment & Classification - Basic quals, grade 11

- YN Do you have 52 weeks of specialized experience equivalent to grade 9 in the federal service.
- AA I can cut a melon in 100 pieces.
- YN Have you successfully completed any formal training courses in Customer Service within the last five years?
- MC Have you used judgement and originality to develop innovative solutions to HR issues where guidance is conflicting or entirely lacking?
- YN Have you provided advisory services to managers on all matters pertinent to position classification and position management?
- YN Have you provided advisory services to managers on all matters pertinent to recruitment and staffing?
- YN Have you provided advisory services to managers on all matters pertinent to pay administration and compensation?
- YN Do you have experience creating vacancy announcements in a web based automated vacancy announcement system such as Quick Hire, RESUMIX, or USAJOBS?
- YN Do you have experience in providing human resource management advice and support under an alternative or demonstration project type of HR program (e.g. new hiring, pay for

Save

<< Previous Next >>

You'll see your questions presented with leading numbers. These numbers can be used when "filtering" for specific questions. Click "Next"– you'll be back to the e-mail screens. To complete the question selection process, follow instructions in screens 16 and 17.

The screenshot displays the 'Hiring Management' system interface. At the top, there are navigation tabs: 'Data Admin Home', 'Question Selection', 'Vacancy Review', and 'Certificate Review'. Below these, a breadcrumb trail shows 'Organization', 'Category', 'Questions', 'Selection', 'Additional Request', and 'Email'. The main content area is titled 'Selection Review' and shows details for 'U.S. Department of Commerce'. It lists 'List Name: List Not Saved' and 'Last Saved: null'. The job title is 'Intelligence Operations Specialist' under the 'Office of the Secretary'. Two questions are listed: (301) YN-ZA-IV: Do you have at least 1 year of specialized experience which is equivalent to at least next lower grade (GS-12)? (See "Qualifications" for the definition of specialized experience). and (302) AA: Do you have experience recognizing and evaluating all sources of intelligence information likely to impact trade, economic, and science and research programs? Both question numbers are circled in red. At the bottom, there are 'Print', '<< Previous', and 'Next >>' buttons. A blue arrow points to the 'Next >>' button.

Using the Filter Function

This is a new function for managers. It is a powerful search tool and will help avoid repetition in the question library.

Category Selection

Organization | Category | Questions | Selection | Additional Request | Email

U.S. Department of Commerce

Load List: GO

Last Saved:

NOTE: You can review all subcategories within a category by clicking on question icon  next to the category. Please choose at least one category and click "Next >>" button

<input type="checkbox"/>	 0000-General	
<input type="checkbox"/>	 0020-Community Planner	
<input type="checkbox"/>	 0080-Security Specialist	
<input type="checkbox"/>	 0081-Fire Fighter	
<input type="checkbox"/>	 0083-Police Officer	
<input type="checkbox"/>	 0132-Intelligence Operations Specialist	
<input type="checkbox"/>	 0201-Human Resources Specialist	
<input type="checkbox"/>	 0201-Personnel Mgmt/Officer-Personnel Mgmt Specialist/Officer	
<input type="checkbox"/>	 0301PMS-Program Mgt. Spec.	
<input type="checkbox"/>	 0318-Secretary (OA)	
<input type="checkbox"/>	 0343-NOAA	
<input type="checkbox"/>	 0510-Accountant	
<input type="checkbox"/>	 0802-Engineering Technician	

<< Previous Next >>

To clear any previous filters, leave "Please Select List Name" in the Load List block. Select the categories you wish to search then click "Next".

A screen showing your selections appear. Now click “filter questions.” You could click “expand, but you don’t have to. The filter will search for you. Click next.

Data Admin Home Question Selection Vacancy Review Certificate Review

[Return to Category Listing](#)

Question Listing Organization Category Questions Selection Additional Request Email

<< Previous Next >>

U.S. Department of Commerce
List Name: List Not Saved
Last Saved: 07-28-2006

NOTE: You can review the full question text and choices of the chosen question by clicking on question icon  next to the question. Each of the categories may be expanded by choosing the plus icon (+) located next to the category. This functionality also exists for each subcategory.

[Expand All](#) [Filter Questions](#)

-   0132-Intelligence Operations Specialist
-   0081-Fire Fighter
-   0083-Police Officer

Save

<< Previous Next >>

To begin identifying your filter criteria, click “select field.”

Data Admin Home Question Selection Vacancy Review Certificate Review

[Return to Question Listing](#)

Filter Criteria [Save Filter](#) [Load Filter](#)

Please select Filter Criteria

Filter Field(s)	Operator	Filter Value(s)	Logical	Option
Select Field	Equals	<input type="text"/>		Remove

[Apply](#) [Cancel](#)

[Insert Row](#)

Your options are listed. "Question Text" is recommended. You can then search for questions with specific words.

The screenshot displays the 'Hiring Management monster' application interface. At the top left is the logo, and at the top center is the user greeting 'Welcome Alfonso Soriano, Aug 15, 2006'. On the top right are links for 'Legend', 'Logout', and 'Help', along with the text 'Maximum System Inactivity Time: 60 minutes'. Below the header is a navigation bar with four tabs: 'Data Admin Home', 'Question Selection', 'Vacancy Review', and 'Certificate Review'. The 'Question Selection' tab is active. The main content area is titled 'Filter Fields' and contains the instruction 'Please select one of the following filter fields:'. A list of filter fields is shown: 'Question ID', 'Category', 'Subcategory', 'Question Type', 'Question Text', 'Choice Text', and 'Question Status'. The 'Question Text' option is highlighted in yellow and circled with a blue oval. Two 'Cancel Selection' buttons are located at the top right and bottom right of the filter field list.

Under “Operator”, pick “Contains the text” and put your term in “Filter Value(s).” For this example we used the word “security”. In some cases, you may need different forms of a word such as “Budget” and “Budgetary”. Click “Apply”.

Data Admin Home Question Selection Vacancy Review Certificate Review

[Return to Question Listing](#)

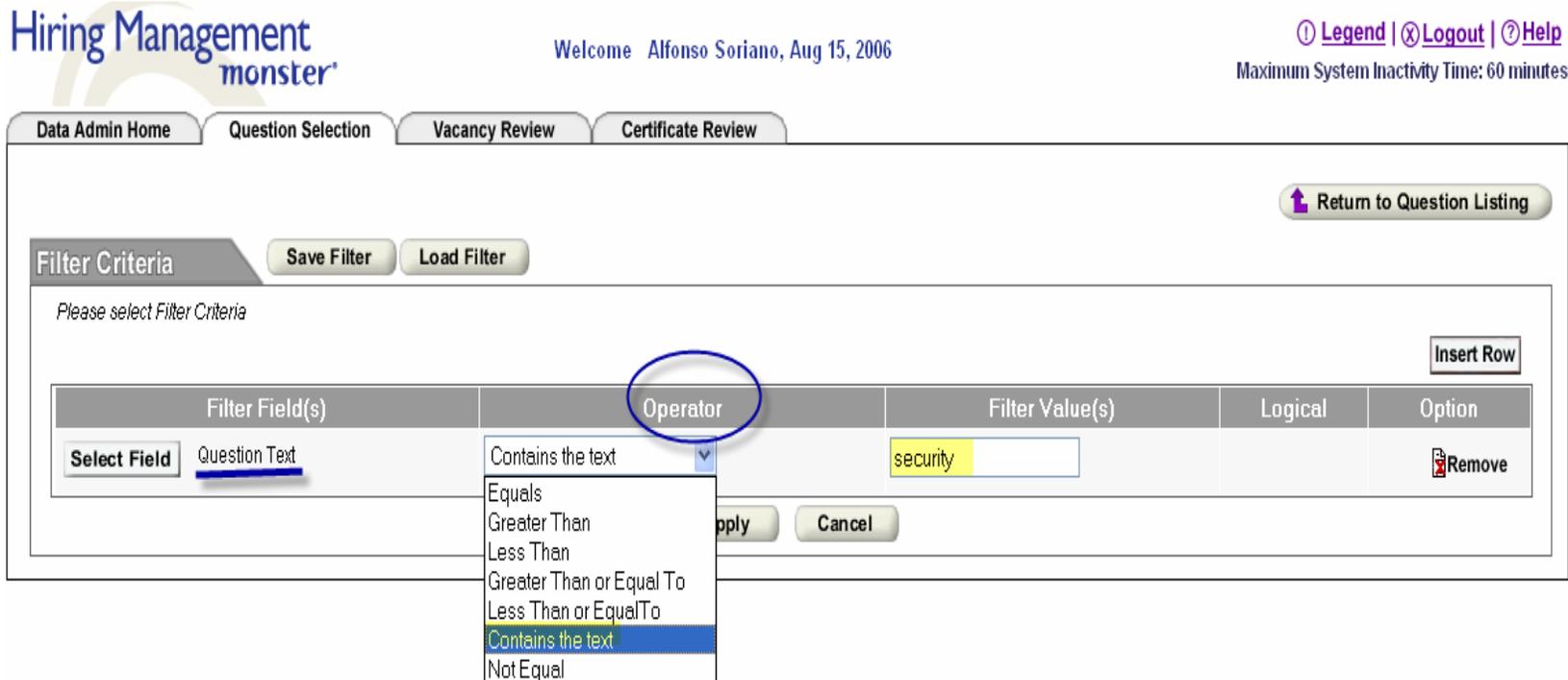
Filter Criteria [Save Filter](#) [Load Filter](#)

Please select Filter Criteria

Filter Field(s)	Operator	Filter Value(s)	Logical	Option
Select Field <u>Question Text</u>	Contains the text	security		Remove

[Apply](#) [Cancel](#)

[Insert Row](#)



You'll see that only questions with your key word (security) appear. Make your selections, click "Next" and you'll be back to the question selection/submission process (screen 16 and 17).

The screenshot displays the 'Question Listing' page for the U.S. Department of Commerce. The page includes a navigation bar with tabs for 'Data Admin Home', 'Question Selection', 'Vacancy Review', and 'Certificate Review'. Below this, there are sub-tabs for 'Organization', 'Category', 'Questions', 'Selection', 'Additional Request', and 'Email'. A 'Return to Category Listing' button is located in the top right. The main content area shows a list of questions under the heading 'U.S. Department of Commerce'. The 'List Name' is 'List Not Saved' and the 'Last Saved' date is '07-28-2006'. A note explains that users can review full question text and choices by clicking on a question icon next to the question. The list includes categories like '0132-Intelligence Operations Specialist', '0081-Fire Fighter', and '0083-Police Officer'. Under '0083-Police Officer', there are several questions related to security investigations, each with a checkbox and a question icon. A 'Save' button is at the bottom of the list. At the very bottom of the page, there are '<< Previous' and 'Next >>' buttons, with a blue arrow pointing to the 'Next >>' button.

You also have the option to save these questions as previously described.

If you're familiar with your "favorite" questions, this is where you can use the question number to search for specific questions. Select field "Question ID", then "Equals" then insert the number. Resume the question selection process.

Data Admin Home Question Selection Vacancy Review Certificate Review

Filter Fields

Please select one of the following filter fields:

- Question ID** ←
- Category
- Subcategory
- Question Type
- Question Text
- Choice Text
- Question Status

Cancel Selection

Cancel Selection

Data Admin Home Question Selection Vacancy Review Certificate Review

Filter Criteria

Save Filter Load Filter

Please select Filter Criteria

	Filter Field(s)	Operator	Filter Value(s)
Select Field	Question Text	Contains the text	security
Select Field	Question ID	Equals	

Apply Cancel

Now that you are familiar with the Filter option, you can add Multiple Filter Terms: Refer to the above screen, but now click on “insert row.” You identify “select field”, “operator”, and “filter” values for each additional row.

Hiring Management
monster

Welcome Alfonso Soriano, Aug 15, 2006

[Legend](#) | [Logout](#) | [Help](#)
Maximum System Inactivity Time: 60 minute

Data Admin Home | Question Selection | Vacancy Review | Certificate Review

[Return to Question Listing](#)

Filter Criteria | [Save Filter](#) | [Load Filter](#)

Please select Filter Criteria

Filter Field(s)	Operator	Filter Value(s)	Logical	Option
Select Field Question Text	Contains the text	security	And	Remove
Select Field Question Text	Contains the text	mars		Remove

[Insert Row](#)

[Apply](#) [Cancel](#)

You'll have the options of either a) clicking “apply” (you'll get a list of questions properly filtered) or clicking “save filter” (a copy of your filtered questions will be saved: you can go back and add other filtered values to the list).

Vacancy Review

This section allows you to review and authorize your HR Specialist to announce your position.
From your welcome page select the Vacancy Review tab.

Data Admin Home	Question Selection	Vacancy Review	Certificate Review
<u>Question Selection</u> <ul style="list-style-type: none">• Create/Edit List of Questions for HR Specialist• View Question Choices• Weight Questions• Send the Question List via Email	<u>Vacancy Review</u> <ul style="list-style-type: none">• Preview Vacancy• Preview Vacancy and Questions	<u>Certificate Review</u> <ul style="list-style-type: none">• View Open Certificates• View Applicant Data	

Your HR Specialist will provide you the announcement number. Enter it, select your view options, and click “go”.

Data Admin Home

Question Selection

Vacancy Review

Certificate Review

Asterisk (*) indicates a required field.

* Announcement Number: OSY-2006-0029

GO

View Options

- Announcement Only
- Announcement and Questions

Review your announcement! If required, contact your HR Specialist at the conclusion of your review.

Asterisk (*) indicates a required field.

* Announcement Number:

View Options

- Announcement Only
- Announcement and Questions

Vacancy Announcement

Announcement Number:	OSY-2006-0029
Vacancy Description:	2006-Joint-3 JP
Open Period:	2006-05-01 TO 2006-05-05
Series/Grade:	ZA - 0080 - 04 / 05
Salary:	\$90,000.00 - \$130,305.00
Promotion Potential:	ZA - 05
Hiring Agency:	OFFICE OF THE SECRETARY
Duty Locations:	FEW vacancy(ies) in Washington DC Metro Area, DC FEW vacancy(ies) in Suitland
Contact Information:	Jonathan Perez, 202-482-5567 Jperez@doc.gov
Additional Information:	<p>Who May Apply: All qualified US citizens.</p> <p>Job Summary: The Department of Commerce Office of Security enhances nationwide programmatic security services, which ultimately aid in the Department's overall ability to identify and respond to threats to personnel, assets, and operations thus creating a more secure work environment for all. Specifically, five major security-related programs are working together to reduce the terrorism and espionage risks and increase emergency management effectiveness throughout the Department.</p> <p>In this role, the incumbent will provide policy and guidance to both OSY and the Department. The duties will include overseeing the</p>



Certificate Review

This section allows you to electronically review and make a selection from your certificate of eligibles.
From your welcome page select the Certificate Review tab.

The screenshot displays the 'Hiring Management monster' application interface. At the top left is the logo. The top center shows a welcome message: 'Welcome Alfonso Soriano, Aug 15, 2006'. The top right contains navigation links: 'Legend', 'Logout', and 'Help', along with a system inactivity warning: 'Maximum System Inactivity Time: 60 minutes'. Below the header is a navigation bar with four tabs: 'Data Admin Home', 'Question Selection', 'Vacancy Review', and 'Certificate Review'. The 'Certificate Review' tab is currently selected. The main content area is divided into three columns. The first column, under the 'Question Selection' heading, lists: 'Create/Edit List of Questions for HR Specialist', 'View Question Choices', 'Weight Questions', and 'Send the Question List via Email'. The second column, under the 'Vacancy Review' heading, lists: 'Preview Vacancy' and 'Preview Vacancy and Questions'. The third column, under the 'Certificate Review' heading, lists: 'View Open Certificates' and 'View Applicant Data'.

Hiring Management monster

Welcome Alfonso Soriano, Aug 15, 2006

[Legend](#) | [Logout](#) | [Help](#)
Maximum System Inactivity Time: 60 minutes

[Data Admin Home](#) | [Question Selection](#) | [Vacancy Review](#) | [Certificate Review](#)

Question Selection

- Create/Edit List of Questions for HR Specialist
- View Question Choices
- Weight Questions
- Send the Question List via Email

Vacancy Review

- Preview Vacancy
- Preview Vacancy and Questions

Certificate Review

- View Open Certificates
- View Applicant Data

Your HR Specialist will provide you the announcement number and password. Enter them, and click “go”.

The screenshot displays the 'Hiring Management monster' application interface. At the top left is the logo. In the center, it says 'Welcome Alfonso Soriano, Aug 15, 2006'. On the top right, there are links for 'Legend', 'Logout', and 'Help', along with the text 'Maximum System Inactivity Time: 60 minutes'. Below this is a navigation bar with four tabs: 'Data Admin Home', 'Question Selection', 'Vacancy Review', and 'Certificate Review'. The 'Certificate Review' tab is highlighted in yellow. The main content area contains a form with two input fields: 'Announcement Number' with the value 'OSY-2006-0029' and 'Password' with masked characters. A circular 'GO' button is positioned to the right of the password field.

Hiring Management
monster

Welcome Alfonso Soriano, Aug 15, 2006

[Legend](#) | [Logout](#) | [Help](#)
Maximum System Inactivity Time: 60 minutes

Data Admin Home | Question Selection | Vacancy Review | **Certificate Review**

Announcement Number:

Password:

Your certificates will be listed. Click on the certificate number you would like to view.

Data Admin Home

Question Selection

Vacancy Review

Certificate Review

Vacancy Details

Announcement Number : OSY-2006-0029

Position Title : 2006-Joint-3 JP

Select the certificate to review by clicking on the certificate number. An active certificate is a certificate whose status is equal to "Open". Inactive certificates have a status of "Closed" or "Audited". Any certificate where the Expiration date is after the current date is considered "Closed".

Certificate Listing

[Return to Vacancy](#)

Status	Certificate	Location	Grade/Band(s)	Issue Date	Expiration Date	Sent to HR
	OSY-2006-0029-DEU 11	Suitland	04	2006-08-04	2006-11-02	
	<u>OSY-2006-0029-LK</u>	Suitland	04/05	2006-07-24	2006-10-22	

Result 1 - 3 of 3

Page 1 of 1

Show results per page.

From here, you click on the applicant name to see the entire application, or the “view” under a specific column.

Certificate Details

Vacancy: OSY-2006-0029 2006-Joint-3 JP
Certificate Number: OSY-2006-0029-LK
Location: Suitland
Grade/Band(s): 04/05
Announcement Type: DELEGATED EXAMINING

Click on the applicant name to review all data or click on the link in the column of the data you wish to review. If selecting multiple applicants for a vacancy, use the Selection Ranking column to prioritize your choice (s) by putting a number. (Do not assign the same number to multiple applicants.) Use the SAVE option to retain your selections without submitting to HR. When your selection(s) is complete press SUBMIT TO HR.

Available Applicants

[Return to Certificate Listing](#)

Applicant Name	Grade/Band (s)	Personal Data	Core Questions	Vacancy Data	Resume	Documentation	Selection Ranking	Disposition
MKNP, MKNP	04	view	<input type="text" value="1"/>	A-Selected <input type="button" value="v"/>				
LPESAA, LOUISE	04	view	<input type="text" value="2"/>	FR-Failed to Reply <input type="button" value="v"/>				
JPNFS, JONATHAN	04	view	<input type="text"/>	- Select a disposition value - <input type="button" value="v"/>				

Result 1 - 3 of 3

Page 1 of 1

Show results per page.

Depending on what you selected, you'll see the entire application or the specific area you chose to view. Click "Return to Applicant Listing" when you complete your reviews.

Certificate Details

Vacancy: OSY-2006-0029 2006-Joint-3 JP
 Certificate Number: OSY-2006-0029-LK
 Location: Suitland
 Grade/Band(s): 04/05
 Announcement Type: DELEGATED EXAMINING

 Return to Applicant Listing

Applicant: MKNP, MKNP, M

Personal Data

Address:
 Street Address 1: 2850 LOCHNESS LANE
 Street Address 2:
 City: CHES BCK
 State: MD
 Zip Code: 20732
 Plus 4:
 Phone Number: 301-855-5730
 Email Address: MEMETEETAW@HOTMAIL.COM
 United States Citizen: Yes
 Veteran Preference: NV
 Start of Service: 1990-06-23
 End of Service: 1991-06-23

Core Question Responses

Number	Question Text	Question Response
1	Are you a veteran who was separated from the armed forces under honorable conditions after completing an initial continuous tour of duty of 3 years (may have been released just short of 3 years)?	Yes
2	Are you a current Federal employee?	No
3	Are you a current Federal employee serving under a Veterans Recruitment Appointment (VRA) appointment?	Yes
4	If you are a current Federal employee, by what agency and organization are you employed?	I am not a current Federal employee
5	If you selected "Other", please enter the agency and organization.	No Answer
6	If you are a Federal employee, under what type of appointment are you currently serving?	I am not a Federal employee
7	If you selected "Other", please enter your current appointment type.	No Answer
8	If you are NOT currently serving in the competitive service as a permanent career or career conditional Federal employee, are you eligible for reinstatement?	Not Applicable
9	If you are, or ever were, a Federal civilian employee, please indicate the pay plan of the highest grade level /pay band you held:	I am not, nor have I ever been, a Federal civilian employee
10	If you selected "Other", please enter the Pay Plan.	No Answer
11	If you are, or ever were, a Federal civilian employee, please indicate the highest grade level/pay band you held that corresponds to the pay plan you identified in Question number 9 or 10.	I am not, nor have I ever been, a Federal civilian employee

Then make your selections: using the drop down to get your codes (Disposition). Use numerical ranking (i.e., first choice is “1”) to identify a second applicant if the first declines.

Data Admin Home | Question Selection | Vacancy Review | Certificate Review

Certificate Details

Vacancy:	OSY-2006-0029 2006-Joint-3 JP
Certificate Number:	OSY-2006-0029-LK
Location:	Suitland
Grade Band(s):	04/05
Announcement Type:	DELEGATED EXAMINING

Click on the applicant name to review all data or click on the link in the column of the data you wish to review. If selecting multiple applicants for a vacancy, use the Selection Ranking column to prioritize your choice (s) by putting a number. (Do not assign the same number to multiple applicants.) Use the SAVE option to retain your selections without submitting to HR. When your selection(s) is complete press SUBMIT TO HR.

Available Applicants [Return to Certificate Listing](#)

Applicant Name	Grade/Band (s)	Personal Data	Core Questions	Vacancy Data	Resume	Documentation	Selection Ranking	Disposition
MKNP, MKNP	04	view	<input type="text" value="1"/>	A-Selected				
LPESAA, LOUISE	04	view	<input type="text" value="2"/>	FR-Failed to Reply				
JPNFS, JONATHAN	04	view	<input type="text"/>	- Select a disposition value -				

Result 1 - 3 of 3

Page 1 of 1

Show results per page.

Click “Save” to keep your work and return to it later, or click “Submit to HR” to send it to HR now.

If you click “Submit to HR,” this is what you’ll see.

Data Admin Home

Question Selection

Vacancy Review

Certificate Review

Submit to HR

Asterisk (*) indicates a required field.

* To:

(Multiple addresses may be entered but must be separated by semicolons)

* Selection Official Name:

* Selection Date: Select the date

* Options:

Comments:
(Maximum 1000 characters.)

Cancel

Send

Complete this form – making sure the e-mail address is correct -- click “Send”. Your HR office may also require you to sign a hard copy of your selection certificate.

Data Admin Home Question Selection Vacancy Review Certificate Review

Submit to HR

Asterisk (*) indicates a required field.

*** To:**
(Multiple addresses may be entered but must be separated by semicolons)

*** Selection Official Name:**

*** Selection Date:** Select the date
August | 15 | 2006

*** Options:** Selection(s) completed

Comments:
(Maximum 1000 characters.)

Please Select
I do not wish to select any of the candidates
I do not wish to fill this position at this time
Please refer additional names
Selection(s) completed
Other - See Comments.

Cancel **Send**

Once you send it to us, this is what we will see. Your HR Specialist will proceed according to their office policy!

New Memo Reply Reply To All Forward Delete Follow Up Folder Copy Into New Chat Show Thread Tools

 **admin@quickhire.com**
08/15/2006 03:10 PM

To: rmaddox@doc.gov
cc:
bcc:
Subject: Cert of Eligibles Ready for Review/Selection

Dear Human Resources,

The following Certificate of Eligibles has been completed by Joe Blow on August 15 2006 and is ready for your review:

Certificate #: OSY-2006-0029-LK

Title: OSY-2006-0029

Grade/Band: 04/05

Location(s): Suitland

Action: Selection(s) completed

Comments: Test

Please log into HR Department of Commerce Career Opportunities View My Certificates at <https://training.quickhire.com/doc> to view the manager's selection(s) and comments.

This message was sent from an automated system that cannot receive e-mail. Please do not reply to this message.



Questions? Please contact your servicing HR specialist for more detail on any of the information provided.

We thank you for your consideration and look forward to working with you to ensure that this new upgrade of ACES is a resounding success!