



Hiring Reform: Human Resources Practitioners Training





Monster Hiring Management





Topics

- Occupational Questionnaires
- Resumes
- Cover Letters
- Viewing Resumes and Cover Letters
- Category Rating - Current MHM Functionality
- Category Rating – Future MHM Functionality
- Posting Job Opportunity Announcements – One-Phase
- Application Status Notification
- Application Notification Process
- Application Notification Timelines
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Occupational Questionnaires

Non-Essay Assessment Questions

There are currently 9 non-essay type questions available to assess applicants:

- True/False
- Multiple Choice
- Multiple Choice/Multiple Answer
- Multiple Answer/Multiple Location
- Ranked Answer/Multiple Location
- Yes/No
- Applicant Assessment (canned responses of 5 different levels)
- Date question
- Number question



Resumes

- Resume-based Application Process: Ability to accept uploaded or resume builder resumes from USAJOBS (USAJOBS has the ability to store resume in a variety of formats, such as GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX)).
- Applicant will choose the resume they want to upload per vacancy applied.

NOTE: When building announcements you must select “Accept USAJOBS resume building” OR “USAJOBS uploaded resume types” under *Acceptable Resume Types* in Step 3

NOTE: If a vacancy is copied, this setting in Step 3 will not copy over, it will have to re-input on Step 3.



Cover Letters

Cover Letters:

- Through “Utility” Feature – set up (per organization) a “cover letter” document that must be selected in Step 6 when building the vacancy
- Better to request at vacancy level than profile – applicants may change cover letters per announcement



Viewing Resumes and Cover Letters

View uploaded resumes and cover letters through “Applicant Manager”

- For selected applicant, click on “view documentation”
- There will be two tabs at the top (Applicant and Application), click on “Application”
- The applicant’s resume will show as “uploaded resume”



Category Rating

Current MHM Functionality

Category Rating:

- Ability to post and manage category rating vacancies
- Ability to establish score range for Gold, Silver, and Bronze categories per individual vacancy announcement



Category Rating

Future MHM Functionality

Merging Categories:

- Quality categories are merged when generating a certificate, not in the staging area view. Must change status code to “Best Qualified” for all applicants in gold and silver categories in staging area.
- Must check box “merge quality categories” when generating certificate
- Must apply appropriate veterans’ preference for series/grade, sort by last name and merge quality categories.

Note: The staging area will still reflect the initial category designations. The certificate is where you’ll see the merged categories.



Posting Job Opportunity (JOA) Announcements

One-Phase

Post one announcement:

- Collect resume and optional cover letter
- Applicants respond to scored occupational questionnaire (no essay questions or KSAs)
- Review applications for minimum qualifications, and then best qualified
- Generate certificate



Application Status Notification

Status Notification: Ability to provide applicant notification via USAJOBS and enhanced status capabilities through Hiring Management “seeker”

- USAJOBS is in the process of adding additional notification codes for a multi-phase process



Applicant Notification Process

Applicants who apply through USAJOBS MUST be notified through USAJOBS at the following points (as applicable):

- Application received
- Application assessed for qualifications
- Applicant referred (or not) to the hiring manager
- Applicant selected (or not)



Applicant Notification Timeframes

Applicant Notification Points	Timeframes
Application received	Automatic notification
Application assessed	10-14 business days from the closing date of the announcement
Application referred	1-3 business days from when the certificate is issued
Applicant selected	1-3 business days from the date of the final offer



Thank You!

