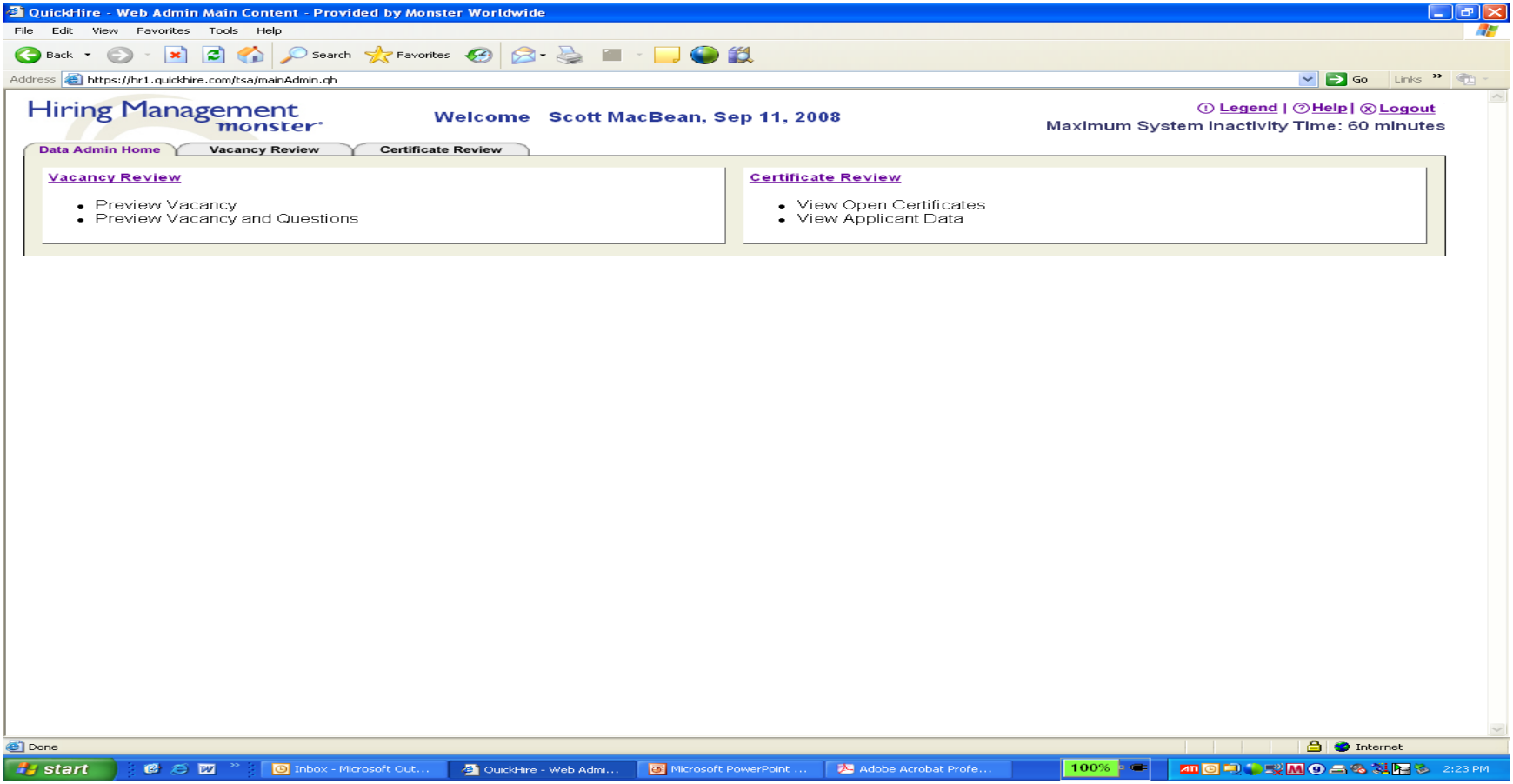
Web Admin Portal - https://hr1.quickhire.com/tsa

From this login screen managers and/or selecting officials will now log into the HR Application with a designated guest or assigned password to preview vacancy announcements and review online certificates.

HR will provide the login credentials to the managers and /or selecting officials via email.

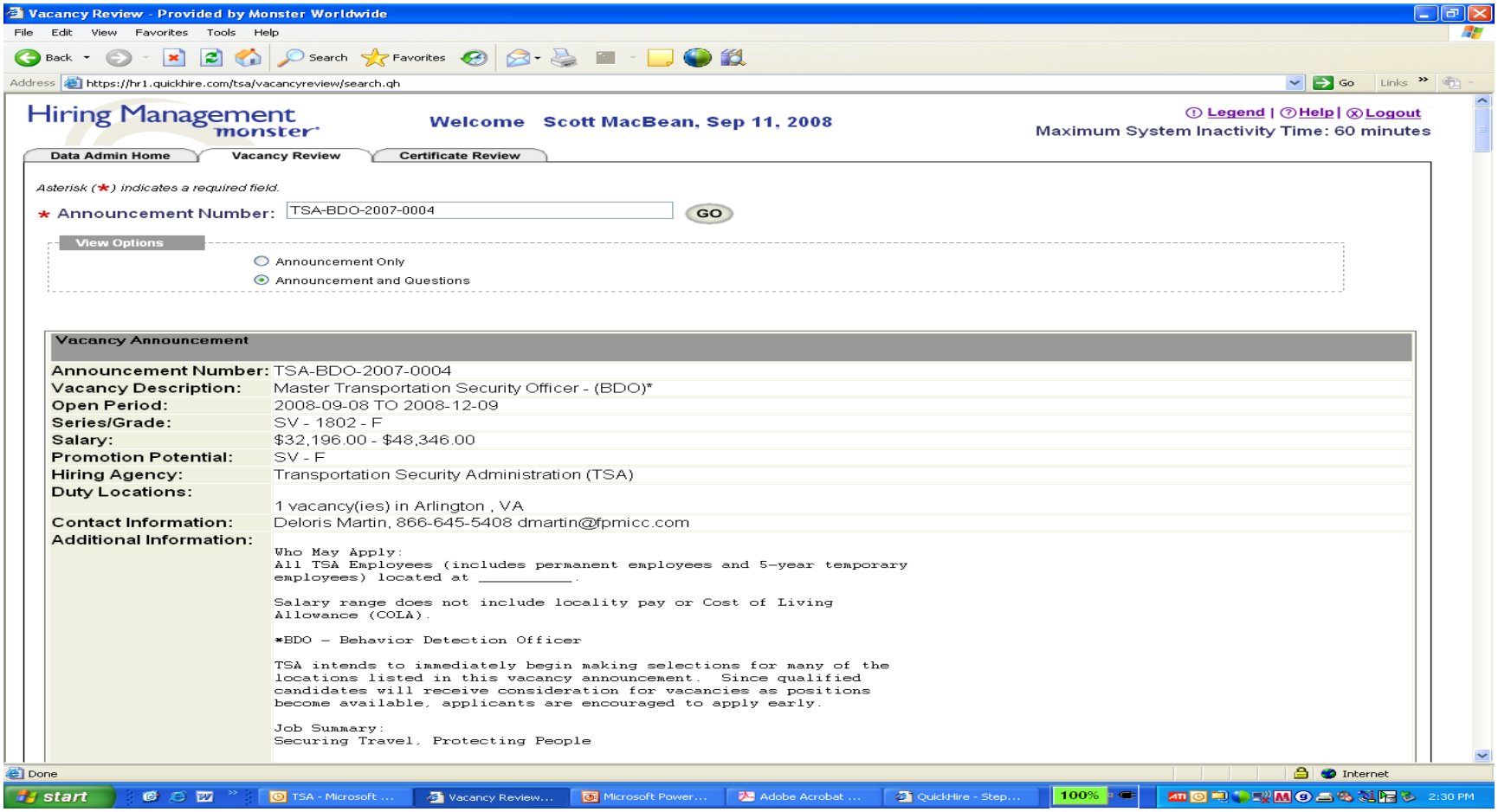
Manager/Selecting Official Main Menu



Once a manager or selecting official is logged in they will see a homepage.

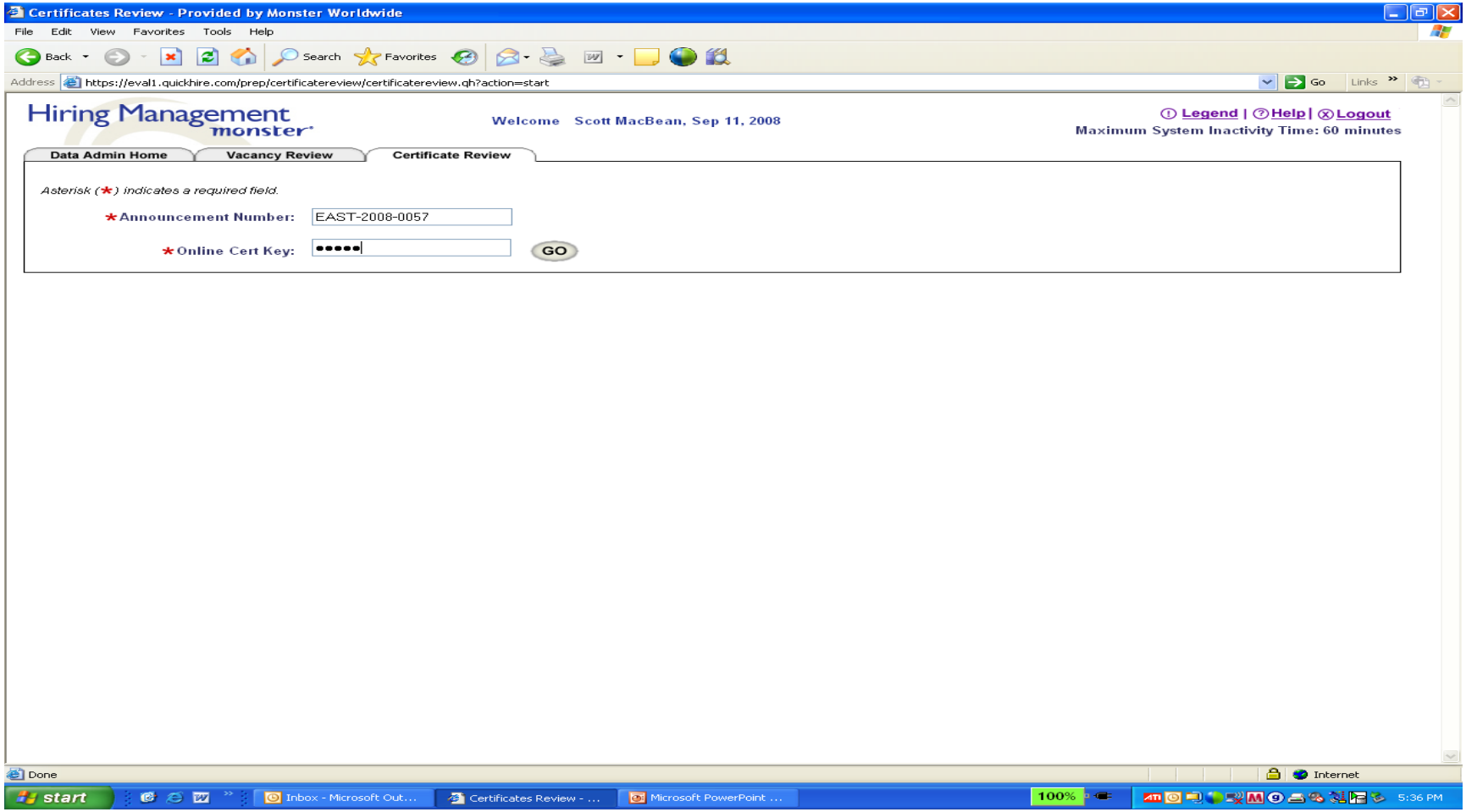
From this point, the user may choose to preview a vacancy announcement or review any certificates that he/she has access to.

Vacancy Preview



In order for a manager to preview a vacancy built by an HR Specialist, the manager will click the “Vacancy Review” tab and enter the vacancy announcement number. The user may choose to view just the vacancy or the vacancy and assessment questions.

Online Certificates - Access



In order for a user to begin using the Certificate Review functionality, they must click on the “Certificate Review” tab. This will present the user screen where they must enter the Announcement Number and the Online Certificate Key provided by the HR Specialist and then Click “GO”.

Online Certificates - Selection

Certificates List - Provided by Monster Worldwide

File Edit View Favorites Tools Help

Back Search Favorites

Address https://eval1.quickhire.com/prep/certificatereview/chooseAnnouncement.qh

Hiring Management monster

Welcome Scott MacBean, Sep 11, 2008

Legend | Help | Logout

Maximum System Inactivity Time: 60 minutes

Data Admin Home | Vacancy Review | Certificate Review

Vacancy Details

Announcement Number : EAST-2008-0057

Position Title : HR Specialist Test

Hiring Process Evaluation

After reviewing each certificate, please complete a hiring survey located at http://study.opm.gov/mss/. Hiring Officials are encouraged to provide feedback for each vacancy. Completing the survey should take 5 minutes or less.

Select the certificate to review by clicking on the certificate number. An active certificate is a certificate whose status is equal to "Open" or "Amended". 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
	EAST-2008-0057-4 (SA-QHXi-0017)	Washington DC Metro Area, DC	09	2008-09-03	2008-12-02	2008-09-03
	EAST-2008-0057-4 (SA-QHXi-0018)	Washington DC Metro Area, DC	09	2008-09-03	2008-12-02	2008-09-03
	EAST-2008-0057-3 (SA-QHXi-0016)	Washington DC Metro Area, DC	11	2008-08-28	2008-11-26	
	EAST-2008-0057-3 (SA-QHXi-0017)	Washington DC Metro Area, DC	11	2008-08-28	2008-11-26	
	EAST-2008-0057-3 (SA-QHXi-0018)	Washington DC Metro Area, DC	11	2008-08-28	2008-11-26	
	EAST-2008-0057-2 (SA-QHXi-0016)	Washington DC Metro Area, DC	11	2008-08-28	2008-11-26	
	EAST-2008-0057-2 (SA-QHXi-0017)	Washington DC Metro Area, DC	11	2008-08-28	2008-11-26	
	EAST-2008-0057-2 (SA-QHXi-0018)	Washington DC Metro Area, DC	11	2008-08-28	2008-11-26	
	EAST-2008-0057-1 (SA-QHXi-0016)	Washington DC Metro Area, DC	09	2008-08-28	2008-11-26	
	EAST-2008-0057-1 (SA-QHXi-0017)	Washington DC Metro Area, DC	09	2008-08-28	2008-11-26	
	EAST-2008-0057-1 (SA-QHXi-0018)	Washington DC Metro Area, DC	09	2008-08-28	2008-11-26	

Result 1 - 11 of 11

Page 1 of 1

Show 20 results per page. APPLY

Done | Internet

start | Inbox - Microsoft Out... | Certificates List - Pro... | Microsoft PowerPoint ... | 100% | 5:36 PM

After selecting “GO” the user will be presented with all certificates that pertain to that recruitment. There may be multiple certificates per recruitment. All certificates that have been issued will be listed on this screen.

In order to view the details of the certificate the user will click on the “Certificate Name”. The certificate name will become a hyperlink when the user scrolls over with their mouse.

Online Certificates – Review of Applicants

Certificate - Provided by Monster Worldwide

File Edit View Favorites Tools Help

Address https://eval1.quickhire.com/prep/certificatereview/submitCertificate.qh

Hiring Management monster

Welcome Scott MacBean, Sep 11, 2008

Legend | Help | Logout

Maximum System Inactivity Time: 60 minutes

Data Admin Home | Vacancy Review | Certificate Review

Certificate Details

Vacancy:	EAST-2008-0057 HR Specialist Test
Certificate Number:	EAST-2008-0057-4
Location:	Washington DC Metro Area, DC
Grade/Band(s):	09
Announcement Type:	Delegated Examining Unit

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

Data Mining | Return to Certificate Listing

Applicant Name	Grade/Band (s)	Personal Data	Core Questions	Vacancy Data	Resume	Documentation	Selection Ranking	Disposition
FLAV, FLAVOR	09	view	view	view	view	view		– Select a disposition value –
MONSTER, TIM	09	view	view	view	view	view		– Select a disposition value –
MACBEAN, SCOTT	09	view	view	view	view	view		– Select a disposition value –

Result 1 - 3 of 3

Page 1 of 1

Show 20 results per page. APPLY

Save | Submit to HR

Done | Internet

start | Inbox - Microsoft Out... | Certificate - Provided... | Microsoft PowerPoint ... | 100% | 5:40 PM

After selecting the certificate for review, the user is presented with the applicant listing. From here, the user can click “view” under the various field names. Any “view” link may be clicked to view that information. By clicking the applicant’s name the user will see the entire applicant profile.

Online Certificates – Application Review

Applicant Details - Provided by Monster Worldwide

Address https://eval1.quickhire.com/prep/certificatereview/reviewCertApplication.qh?aidx=271&vacancy=EAST-2008-0057&certNumber=EAST-2008-0057-4&certLocation=457&certSeqNum=4&grade=09&title=HR+Specia

Hiring Management monster

Welcome Scott MacBean, Sep 11, 2008

Legend | Help | Logout

Maximum System Inactivity Time: 60 minutes

Data Admin Home | Vacancy Review | Certificate Review

Certificate Details

Vacancy:	EAST-2008-0057 HR Specialist Test
Certificate Number:	EAST-2008-0057-4
Location:	Washington DC Metro Area, DC
Grade/Band(s):	09
Announcement Type:	Delegated Examining Unit

Applicant: MONSTER, TIM

Return to Applicant Listing

Personal Data

Address:	
Street Address 1:	8280 GREENSBORO DRIVE
Street Address 2:	
City:	MCLEAN
State:	VA
Zip Code:	22304
Plus 4:	
Phone Number:	111-111-1123
Email Address:	tim_monster@monster.com
United States Citizen:	Yes
Veteran Preference:	XP
Start of Service:	1997-01-24
End of Service:	2000-02-22

Core Question Responses

Number	Question/Answer	
1	Question:	Are you a vet 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)?
	Answer:	Yes
2	Question:	Are you a current Federal employee?
	Answer:	No
3	Question:	Are you a current Federal employee serving under a Veterans Readjustment Authority (VRA) appointment?
	Answer:	No
4	Question:	If you are a current Federal employee, by what agency and organization are you employed?
	Answer:	Not applicable
5	Question:	If you selected "Other", please enter the agency and organization.

If the user selected "Applicant Name", they would see the application in this format. Scrolling down will provide all information included with each individual application. The user can use their browser functionality to print this form - if necessary, but recommend printing only information for the selectee(s).

Online Certificates - Selection

Certificate - Provided by Monster Worldwide

File Edit View Favorites Tools Help

Hiring Management monster

Welcome Scott MacBean, Sep 11, 2008

Legend | Help | Logout

Maximum System Inactivity Time: 60 minutes

Data Admin Home | Vacancy Review | Certificate Review

Certificate Details

Vacancy:	EAST-2008-0057 HR Specialist Test
Certificate Number:	EAST-2008-0057-4
Location:	Washington DC Metro Area, DC
Grade/Band(s):	09
Announcement Type:	Delegated Examining Unit

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

Data Mining | Return to Certificate Listing

Applicant Name	Grade/Band (s)	Personal Data	Core Questions	Vacancy Data	Resume	Documentation	Selection Ranking	Disposition
FLAV, FLAVOR	09	view	view	view	view	view	1	A-Selected
MONSTER, TIM	09	view	view	view	view	view	2	A-Selected
MACBEAN, SCOTT	09	view	view	view	view	view	3	A-Selected

Result 1 - 3 of 3

Page 1 of 1

Show 20 results per page. APPLY

Save | Submit to HR

After reviewing all applications, the user MUST then assign a “Disposition” (the action taken on each applicant) and MAY also indicate their “Selection Ranking” (the order in which HR is to make tentative job offers). Annotate with disposition status codes ALL certificates linked to the announcement. Click “SAVE” to ensure that candidate dispositions are retained and then click the “SUBMIT TO HR” button.

Online Certificates – Submit to HR

Submit to HR - Provided by Monster Worldwide

File Edit View Favorites Tools Help

Back Search Favorites

Address https://eval1.quickhire.com/prep/certificatereview/reviewCertificate.qh

Hiring Management monster

Welcome Scott MacBean, Sep 11, 2008

Legend | Help | Logout

Maximum System Inactivity Time: 60 minutes

Data Admin Home | Vacancy Review | Certificate Review

Submit to HR

Asterisk (*) indicates a required field.

* To: scott.macbean@monster.com
(Multiple addresses may be entered but must separated by semicolons)

* Selection Official Name: Selecting Official

* Selection Date: Select the date — September 3 2008

* Options: Selection(s) completed

Comments: Insert Comments Here.
(Maximum 1000 characters.)

Cancel Send

Done Internet

start Inbox - Microsoft Out... Submit to HR - Provid... Microsoft PowerPoint ... 100% 5:39 PM

After clicking “Submit to HR”, the “To:” line auto-populates with the RHSC@tsa-hraccess.com email address. The user then enters their name, selection date, options*, and any comments (e.g., “Pls note selections are ranked”). Clicking “Send” will send an email to HR.

Online Certificates-Email Received in HR

Cert of Eligibles Ready for Review/Selection - Message (Plain Text)

File Edit View Insert Format Tools Actions Help

Reply | Reply to All | Forward

From: admin@QuickHire.com
Sent: Thu 9/11/2008 5:40 PM
To: MacBean, Scott
Cc:
Subject: Cert of Eligibles Ready for Review/Selection

Dear Human Resources,

The following Certificate of Eligibles has been completed by Selecting Official on September 03 2008 and is ready for your review:

Certificate #: EAST-2008-0057-4

Title: EAST-2008-0057

Grade/Band: 09

Location(s): Washington DC Metro Area, DC

Action: Selection(s) completed

Comments: Insert Comments Here.

Please log into HR Client Services' PREP System View My Certificates at https://eval.quickhire.com/prep 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.

start | Inbox - Microsoft ... | Breaking News, W... | Cert of Eligibles Re... | Microsoft PowerPo... | 72% | 9:51 PM

Once the email is received in HR, the HR user can then click the link or simply log into the HR Admin portion of Hiring Management to view the selections made by the Manager and/or Selecting Official.