



# QuickHire™

## NOAA Employees & Applicants

### Tutorial



# What is QuickHire at the Department of Commerce?

---

- Answer: the automated hiring system that powers the DoC Online Recruitment System.
- It is similar to COOL - the former automated hiring system).



## QuickHire Advantages over COOL

---

- New vacancy announcements can be sent to you via e-mail.
- Status of vacancy announcements can be sent to you via e-mail.
- Applicants can store up to five résumés.



# What Remains the Same from COOL into QuickHire

---

- Applicants can apply online for vacancy announcements 24 hours, seven days a week.
- Applicants reply to position-related questions.
- You can copy your COOL Résumé into QuickHire.
  - You will be able to copy text selected from your current COOL résumé into QuickHire until Tuesday, December 21, 2004.
  - The COOL system will no longer be operable as of 12:00 am Wednesday, December 22.
  - Because it may take some time to arrange the text, we encourage you to begin this process now.



# QuickHire Start Screen

© QuickHire (tm) Web-Based Hiring Management Sy...



**New Users**

**Welcome to the U.S. Department of Commerce Job and Career Opportunities.** We have such great things in store for you so come along for the ride! You are on your way, fill in a profile and you are ready to go

**Register with our system  
START NOW!**

To search jobs without registering

**SEARCH JOBS**

To browse through ALL Jobs without registering

**BROWSE ALL JOBS**

**Registered Users**

Enter your QuickHire ID or E-mail Address and password in the space provided, select a destination, and click on the "Next" button.

QuickHire ID or E-mail Address:

Password:  [Forgot your password?](#)

Destination:

**NEXT**

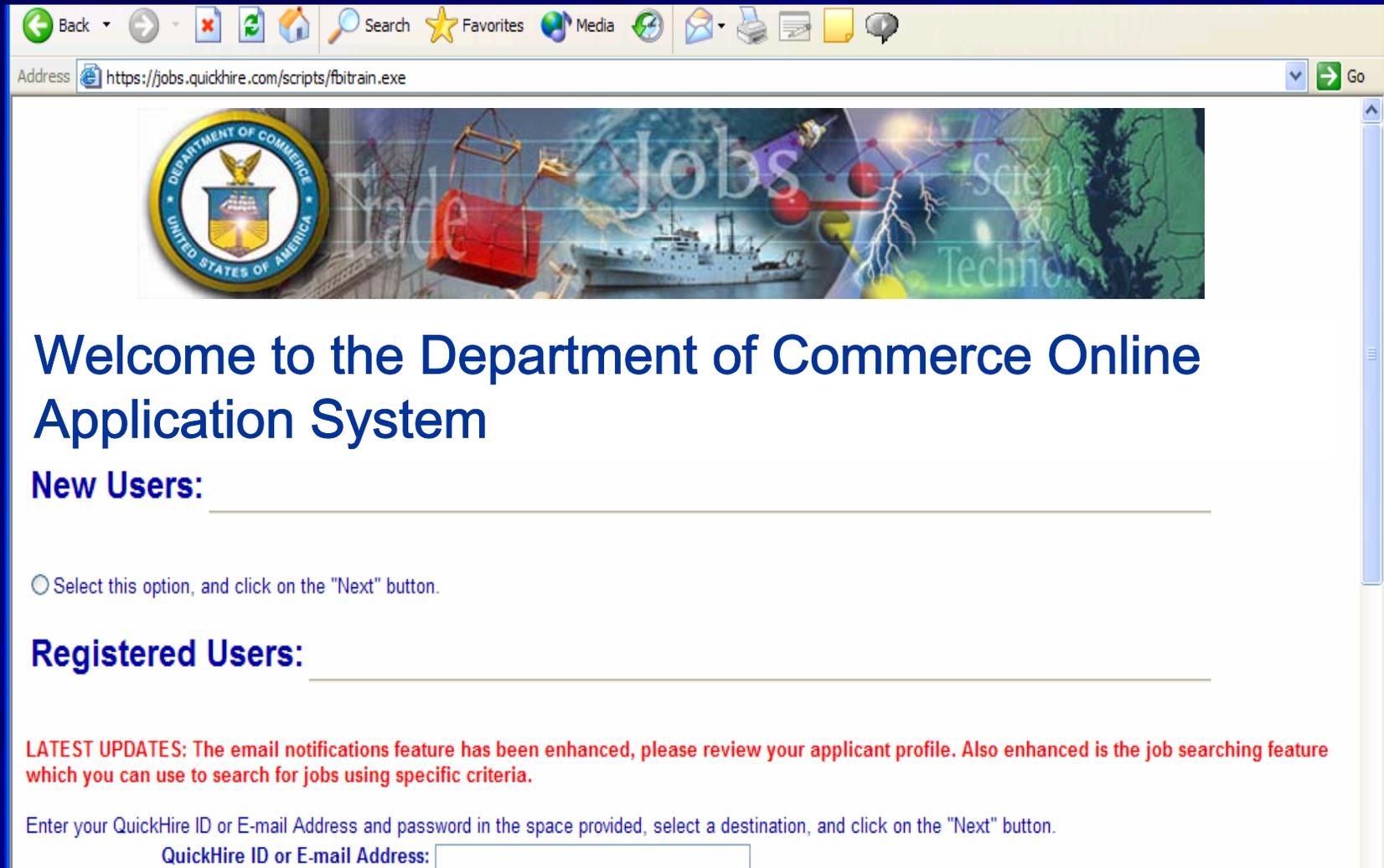
**Please note:** This is a Federal job application system. Providing false information, creating fake IDs, or failing to answer all questions truthfully and completely may be grounds for not hiring, for disbarment from Federal employment or for dismissal after the applicant begins work. Falsifying a Federal Job application, attempting to violate the privacy of others, or attempting to compromise the operation of this system may be punishable by fine or imprisonment (US Code, Title 18, section 1001).

[Careers Home](#) | [DOT Home](#) | [Accessibility](#) | [Privacy Policy](#) | [Site Map](#)

**QuickHire. Xi**

Questions, Comments or Feedback can be directed to [jlawrence@quickhire.com](mailto:jlawrence@quickhire.com)  
QuickHire®: Evaluate the People, Not the Paper. All Rights Reserved.

# QuickHire Application Welcome Screen



Address  https://jobs.quickhire.com/scripts/fbitrain.exe  Go



## Welcome to the Department of Commerce Online Application System

**New Users:** \_\_\_\_\_

Select this option, and click on the "Next" button.

**Registered Users:** \_\_\_\_\_

**LATEST UPDATES:** The email notifications feature has been enhanced, please review your applicant profile. Also enhanced is the job searching feature which you can use to search for jobs using specific criteria.

Enter your QuickHire ID or E-mail Address and password in the space provided, select a destination, and click on the "Next" button.

QuickHire ID or E-mail Address:

# QuickHire Application Screen

Address  <https://jobs.quickhire.com/scripts/fbitrain.exe/runuserinfo>

**Please note:**Your SSN and birthdate are used only by the Human Resources staff to uniquely identify you. This information is only available to those directly involved in the hiring process.

First Name	<input type="text" value="Mindy"/>
MI	<input type="text" value="L"/>
Last Name	<input type="text" value="Pope"/>
Date of Birth	<input type="text" value="March"/> <input type="text" value="07"/> <input type="text" value="1920"/>
SSN	<input type="text" value="854-95-4873"/> (Format XXX-XX-XXXX)
Address1	<input type="text" value="123 Testing Street"/>
Address2	<input type="text"/>
City	<input type="text" value="Alexandria"/>
State	<input type="text" value="Virginia"/>
Zip Code	<input type="text" value="22314"/>
Plus 4	<input type="text"/>
Phone	<input type="text" value="703-875-9934"/>
Email	<input type="text" value="mpope@quickhire.com"/> <i>Enter only ONE Internet E-Mail Address (example: john_doe@company.com)</i>
Password	<input type="password" value="••••••"/> (Minimum 5 characters)
Password Confirm	<input type="password" value="••••••"/>
Secret Question	<input type="text" value="Favorite pet's name?"/>
Secret Answer	<input type="text" value="Heather"/> (Minimum 5 characters, Maximum 25 characters)

I am a US Citizen.  I am NOT a US Citizen.

**Military Service and Veteran Preference**

1.  Not a veteran.

# QuickHire Résumé Input Screen

Back → × ↻ 🏠 🔍 Search ☆ Favorites 🌐 Media 🔄 📧 🖨️ 📄 💬

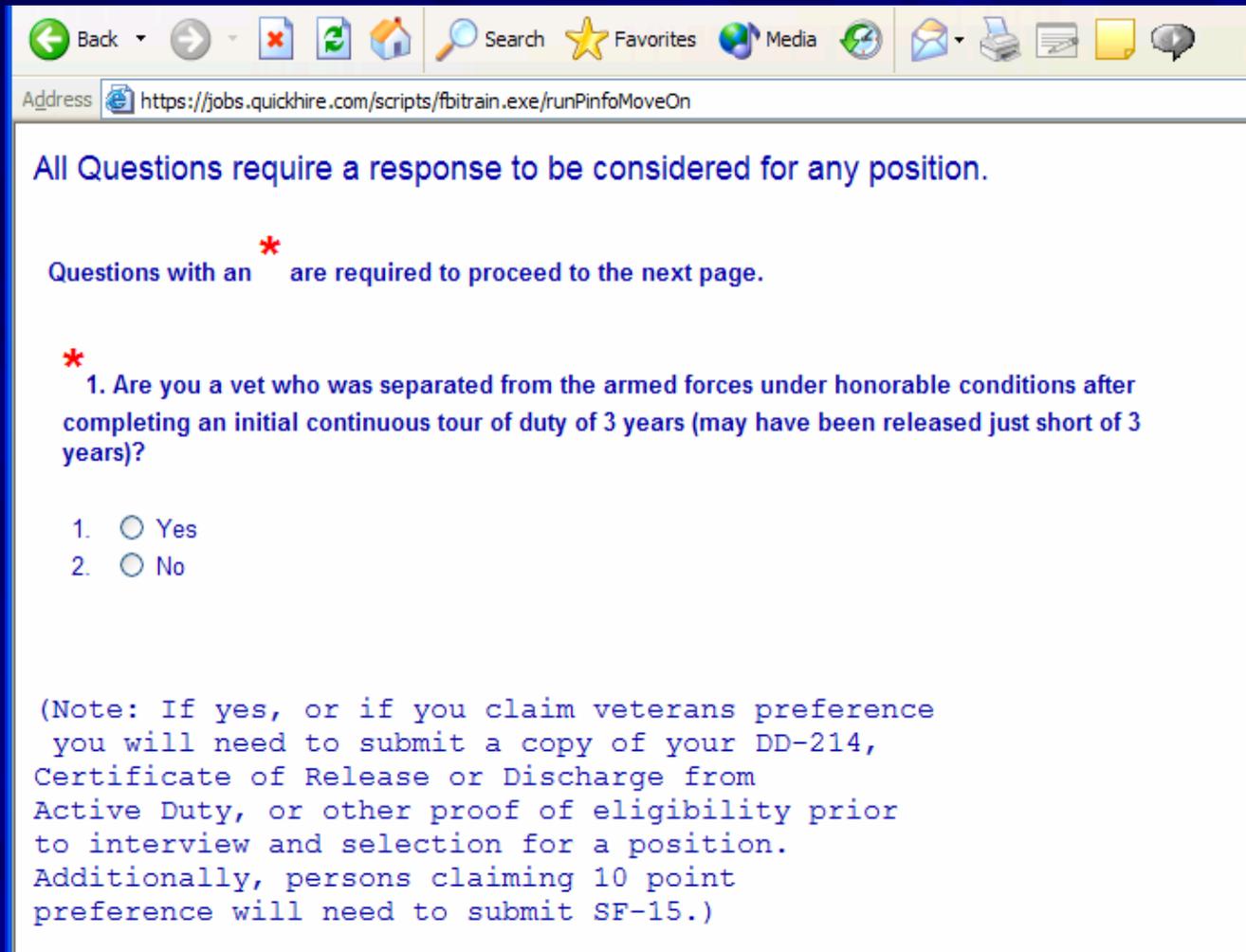
Address <https://jobs.quickhire.com/scripts/fbitrain.exe/runuserinfo>

Note: Some text editing programs are not taking the hidden characters into account.

This is where I tell you how wonderful I am!

Check Resume Length

# QuickHire Questions Response Screen



The screenshot shows a web browser window with the address bar containing the URL: <https://jobs.quickhire.com/scripts/fbitrain.exe/runPinfoMoveOn>. The browser's toolbar includes icons for Back, Forward, Stop, Refresh, Home, Search, Favorites, Media, Print, and other standard functions.

All Questions require a response to be considered for any position.

Questions with an **\*** are required to proceed to the next page.

**\***

1. 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)?

1.  Yes

2.  No

(Note: If yes, or if you claim veterans preference you will need to submit a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility prior to interview and selection for a position. Additionally, persons claiming 10 point preference will need to submit SF-15.)

# QuickHire Confirmation Screen

Address <https://jobs.quickhire.com/scripts/fbitrain.exe/runnopost>



**Your registration information has been saved!**

**Your QuickHire ID is: 7307 with E-Mail: mpope@quickhire.com**

Store this number in a safe place! You may use this number *OR* your E-mail Address to login anytime you apply for a vacancy.

**Based upon the information provided you are eligible for the announcement types listed below**

<b>Public Non-Status Positions</b>	Open to all qualified candidates, including Federal employees.
<b>Public Status Positions</b>	Unless otherwise stated on the vacancy announcement, Open to current or former Federal employees with Federal competitive employment status obtained through a current or former permanent competitive service appointment with the Federal government or to individuals with eligibility for noncompetitive special appointing authority or to Veterans eligible under the Veterans Employment Opportunity Act of 1998.

# QuickHire Vacancy Search Welcome Screen



Back Search Favorites Media

Address <https://jobs.quickhire.com/scripts/fbitrain.exe/runNewUser>



**Welcome Mindy! Please select the radio button for the organization to which you wish to apply and click the Next button.**

**QuickHire**  
*The way to People*

Department of Commerce  
Federal Bureau of Investigation

Next->

**QuickHire**  
Evaluate the people, not the paper.

Questions, Comments or Feedback can be directed to [testing@quickhire.com](mailto:testing@quickhire.com)  
QuickHire®: Evaluate the People, Not the Paper. All Rights Reserved.

# QuickHire Grade & Location Selection Screen

Back Search Favorites Media

Address <https://jobs.quickhire.com/scripts/fbitrain.exe/runjobquery> Go



## Grade and Location Selection

This position is offered at multiple grade levels. To better determine your eligibility you can opt in for the grades for which you would like to compete. You will be considered separately for each grade you select. Select from the list below.

**\*** Please indicate the grades for which you wish to be considered.

Check all that apply

- Grade 09
- Grade 11

To better match applicants with location preferences, indicate location preferences below.

**\*** Please indicate the locations for which you wish to be considered.

# QuickHire

## Questions & Response Screen

Questions with an \* require a response to be considered for this position.

1. How would you like to be considered for this position? (Please note: In order to be considered for both procedures, you must have federal government status or otherwise be eligible for dual referral.)

- Delegated Examining (Open Competitive Procedures)
- Merit Promotion (Closed Competitive Procedures)
- Both Delegated Examining and Merit Promotion Procedures

\* 2. Knowledge and experience in classification.

- I am familiar with federal classification standards but have not applied these standards as a regular part of my job experience. I would consider myself at the beginner level.
- I have applied federal classification standards as part of my job experience. I would consider myself at the intermediate level.
- I have applied/interpreted federal classification standards as a part of my job experience on a regular basis. I would consider myself at the journeyman level.
- I have applied/interpreted federal classification standards as a regular part of my job experience and have assisted/trained others in this function. I would consider myself at the expert level.
- I have written classification policies and procedures based on my expert classification experience and interpretation of federal classification standards.

# QuickHire Application Confirmation Screen

Back Search Favorites Media

Address <https://jobs.quickhire.com/scripts/fbitrain.exe/runpostquery>



**Your application has been successfully transmitted!**

Your application for announcement: Reg2-2004-0013 "Train01 Human Resources Specialist GS-0201-09/11" has been received.

Please make sure that you have entered your resume. You will be disqualified from consideration if your resume has not been entered before the vacancy closes.

Please remember to send all supporting documentation to the HR office for proper consideration.

I would like to return to the User Information page, where I can update my resume.  
 I would like a copy of the questions and my responses sent to my e-mail account.  
 I would like to return to the Vacancy Listing.  
 I would like to logout.

Next->

To enter Department of Commerce QuickHire,  
go to:



<https://jobs.quickhire.com/scripts/doc.exe>

For more information, visit:  
[Frequently Asked Questions](#)

NOAA QuickHire Website:  
<http://www.HR.noaa.gov/quickhire.htm>

