



# QuickHire™

## NOAA Manager's Tutorial



# 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).

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**QuickHire. Xi**

Questions, Comments or Feedback can be directed to [jlawrence@quickhire.com](mailto:jlawrence@quickhire.com)  
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## QuickHire Advantages

- ◆ **Similar to COOL: little or no training needed**
- ◆ **Multiple grades and duty locations on one vacancy announcement**
- ◆ **Multiple-manager access to view draft vacancy announcements**
- ◆ **Marketing space to entice the applicants**
- ◆ **Sent to more diverse labor markets**



## QuickHire improvements from COOL

- ◆ Managers notify HR of selections via e-mail
- ◆ Manger's password assigned by HR
- ◆ Only validated questions may be used, available in QuickHire library
- ◆ QuickHire question library accessed with unique password



## QuickHire

### Improvements from COOL (cont'd)

- ◆ Answers are weighted, not the questions
- ◆ Vacancy announcements easier to read
- ◆ Automatic mailings to diverse labor markets



## QuickHire Unchanged from COOL:

- ◆ Draft Announcements still viewed electronically
- ◆ Managers still select questions for vacancy announcements
- ◆ Certificates still available on-line

## Managers Login Screen to view Certificates from HR

Address  http://qhtest/scripts/xi\_testing\_pz.exe/admin

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# Welcome to Client Data Retrieval

Userid:

Password:

---

  
Evaluate the people, not the paper.

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# Sample Managers Cert Selection Screen

Address [http://qh-test/scripts/xi\\_testing\\_p2.exe/runadmin](http://qh-test/scripts/xi_testing_p2.exe/runadmin)

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## Certs available for review

Select the radio button next to the cert to review and click the "Next" button. A new browser window with your cert will appear.

| Certification                                   | Locations  | Grades | Issue     |
|---|--|--------|-----------|
| <input checked="" type="radio"/> Reg2-2002-0025 | Baltimore Metro Area [Includes Curtis Bay & Lexington Park & Towson] | 09, 11 | 02/24/200 |

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# Sample Cert Screen

Address [http://qhtest/scripts/xi\\_testing\\_p2.exe/runviewcert](http://qhtest/scripts/xi_testing_p2.exe/runviewcert)

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## Applicants available for review

Serial: Reg2-2002-0025  
Vacancy: Reg2-2002-0025 Human Resources Specialist GS-0201-09/11  
Location: Baltimore Metro Area [Includes Curtis Bay & Lexington Park & Towson]  
Grade(s): 09,11

Click on the applicant name to review all data, otherwise click on the link in the column of the data you wish to review

| Applicant Name                   | Grade Elig | Rating | Vet Pref | Personal Data                 | Core Questions                 | Vacancy Data                 | Resume                      |
|----------------------------------|------------|--------|----------|-------------------------------|--------------------------------|------------------------------|-----------------------------|
| <a href="#">JENNINGS,TIM</a>     | 09         | 97.49  | CP       | <a href="#">Personal Data</a> | <a href="#">Core Questions</a> | <a href="#">Vacancy Data</a> | <a href="#">View Resume</a> |
| <a href="#">SMITH,JOHN</a>       | 09         | 97.00  | CP       | <a href="#">Personal Data</a> | <a href="#">Core Questions</a> | <a href="#">Vacancy Data</a> | <a href="#">View Resume</a> |
| <a href="#">COLLINS,SANDRA</a>   | 09         | 96.90  | NV       | <a href="#">Personal Data</a> | <a href="#">Core Questions</a> | <a href="#">Vacancy Data</a> | <a href="#">View Resume</a> |
| <a href="#">BOY,JOHN</a>         | 09         | 96.15  | NV       | <a href="#">Personal Data</a> | <a href="#">Core Questions</a> | <a href="#">Vacancy Data</a> | <a href="#">View Resume</a> |
| <a href="#">ANDERSON,RICHARD</a> | 09         | 95.70  | NV       | <a href="#">Personal Data</a> | <a href="#">Core Questions</a> | <a href="#">Vacancy Data</a> | <a href="#">View Resume</a> |
| <a href="#">WERNER,PE</a>        | 09         | 94.56  | NV       | <a href="#">Personal Data</a> | <a href="#">Core Questions</a> | <a href="#">Vacancy Data</a> | <a href="#">View Resume</a> |
| <a href="#">BUTTER,GEORGE</a>    | 09         | 94.12  | NV       | <a href="#">Personal Data</a> | <a href="#">Core Questions</a> | <a href="#">Vacancy Data</a> | <a href="#">View Resume</a> |



# Sample Applicant Screen – Personal Data

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Serial: Reg2-2002-0025

Vacancy: Reg2-2002-0025 Human Resources Specialist GS-0201-09/11

Location: Baltimore Metro Area [Includes Curtis Bay & Lexington Park & Towson]

Grade(s): 09,11

Applicant: **JENNINGS, TIM**

## Personal Data

|                     |  |
|---------------------|--|
| First Name:         | TIM  |
| MI:                 |  |
| Last Name:          | JENNINGS   |
| Address1:           | 786 WALL STREET  |
| Address2:           |  |
| City:               | NEW YORK   |
| State:              | NY   |
| Zip Code:           | 23423  |
| Plus 4:             |  |
| Phone:              | 212-345-5555   |
| Email:              | <a href="mailto:tim@quickhire.com">tim@quickhire.com</a> |
| US Citizen:         | Y  |
| Veteran Preference: | 10-point compensable veteran.                            |
| Start of Service:   | 06/10/1962   |
| End of Service:     | 10/21/1973   |

# Sample Applicant Responses Screen

## – Core Questions

Address [http://qhtest/scripts/xi\\_testing\\_p2.exe/runGetCertAppData?TYPE=2&AIDX=7300&CERTID=148&GRADE=09&SEQ=3](http://qhtest/scripts/xi_testing_p2.exe/runGetCertAppData?TYPE=2&AIDX=7300&CERTID=148&GRADE=09&SEQ=3)

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**Vacancy:** Reg2-2002-0025 Human Resources Specialist GS-0201-09/11  
**Location:** Baltimore Metro Area [Includes Curtis Bay & Lexington Park & Towson]  
**Grade(s):** 09,11

**Applicant:** JENNINGS, TIM

### Core Questions

|   |  |                                       |
|---|--|---------------------------------------|
| 1 | Are you a vet who was separated from the armed forces under honorable conditions after completing an initial continuous tour of duty and then released just short of 3 years)? | Yes                                   |
| 2 | Are you a current Federal employee?  | Yes                                   |
| 3 | Are you a current Federal employee serving under a Veterans Readjustment Authority (VRA) appointment?  | Yes                                   |
| 4 | If you are a current Federal employee, by what agency and organization are you employed?   | Department of Federals                |
| 7 | If you are a Federal employee, under what type of appointment are you currently serving?   | Permanent-Career, competitive service |

# Sample Applicant Responses Screen

## – Report Results

Address [http://qntest/scripts/xi\\_testing\\_pz.exe/rungetCertAppData?TYPE=3&AIDX=7300&CERTID=148&GRADE=09&SEQ=3](http://qntest/scripts/xi_testing_pz.exe/rungetCertAppData?TYPE=3&AIDX=7300&CERTID=148&GRADE=09&SEQ=3)

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Serial: Reg2-2002-0025  
 Vacancy: Reg2-2002-0025 Human Resources Specialist GS-0201-09/11  
 Location: Baltimore Metro Area [Includes Curtis Bay & Lexington Park & Towson]  
 Grade(s): 09,11

**Applicant: JENNINGS, TIM**

## Report Results

**Reg2-2002-0025 Train25 Human Resources Specialist GS-0201-09/11**

|            |   |   |
|------------|---|---|
| 09         | 1 | GS-9 Choose the one answer that best describes your education and experience.<br>I possess 1 year of specialized experience equivalent to GS-7 level .  |
| All Grades | 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.)<br>Both Delegated Examining and Merit Promotion Procedures |
| All Grades | 2 | Knowledge and experience in classification.<br>I have applied/interpreted federal classification standards as a part of my job experience on a regular basis. I would consider myself at the journey level.   |

# Sample Applicant Responses Screen - Résumé



Address [http://qhstest/scripts/xi\\_testing\\_p2.exe/runGetCertAppData?TYPE=4&AIDX=7285&CERTID=148&GRADE=09&SEQ=3](http://qhstest/scripts/xi_testing_p2.exe/runGetCertAppData?TYPE=4&AIDX=7285&CERTID=148&GRADE=09&SEQ=3)

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Serial: Reg2-2002-0025  
Vacancy: Reg2-2002-0025      Human Resources Specialist GS-0201-09/11  
Location: Baltimore Metro Area [Includes Curtis Bay & Lexington Park & Towson]  
Grade(s): 09,11

**Applicant: JENNINGS, TIM**

**RESUME for JENNINGS, TIM**

**RESUME**

Summary of Qualifications

Over ten years of progressively challenging information services experience in both the public and private sectors, highlighted with notable technical achievements.

Detail-oriented with strong analytical, organizational and problem solving abilities.  
Excellent written and interpersonal communication skills.  
Technology-focused with advanced level computer skills (hardware, software, programming).  
High volume keyboarding and telephone experience.



# QuickHire Implementation Schedule 2004

|                    |  |
|--------------------|--|
| <b>October 29</b>  | Last day all COOL vacancy announcements closed |
| <b>November 01</b> | First day QuickHire vacancy announcements open |
| <b>December 03</b> | All COOL certificates are due back to HR       |
| <b>December 22</b> | COOL system shut down                          |



# Thank You For Your Time

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

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

