

For: FFAS Employees

Additional Software for Vacancy Announcements

Approved by: Deputy Administrator, Management



1 Overview

A Background

To further streamline the hiring process and the process of applying online, HRD is adopting the use of QuickHire automated staffing software for vacancy announcements and rating and ranking applicants. The transition to an automated application process began in 2002 with the implementation of USA Staffing software and was introduced in Notice PM-2314. Since that time, many vacancy announcements have been advertised through USA Staffing and employees have been successfully applying online.

B Purpose

This notice informs employees about the improved process of applying online and the benefits of QuickHire software.

C Labor Management Obligations

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

Disposal Date	Distribution
May 1, 2005	All FAS, FSA, and RMA employees; State Offices relay to County Offices

Notice PM-2433

2 Characteristics of QuickHire Software

A Benefits of QuickHire Software

The following are some of the benefits of QuickHire software.

- QuickHire software is being adopted and used by some USDA agencies and may be used by other USDA agencies in the future. Therefore applicants will register only once for USDA vacancies open through the QuickHire software.
- Assistance will be available for questions and resetting passwords.
- More up-front edits are included in the registration to assist applicants through the process.
- Applicants may develop, store, and update their resume at any time.
- Applicants can request e-mail notification of new vacancies of their choice through the USDA QuickHire software.
- Vacancy announcements will be shorter and have more internet links for additional information and guidance.
- Fewer vacancy-specific statements for which to respond will be on each announcement.
- QuickHire's online application is an easier 2-step process.
- The web site is extremely secure and the online process is more dependable than relying on mail.
- Applicants will receive more timely updates on the status of their applications by e-mail.
- A feature will be available in the future where applicants may see an online status of their application throughout the recruitment process.
- Selecting officials will view certificates and resumes online where all information is password protected for each vacancy.

Note: Certificates will continue to be valid for 90 calendar days.

3 Guidance

A How to Register

Applicants may register for USDA vacancies that are open through QuickHire software at <https://jobs1.quickhire.com/scripts/usda.exe>. Answer the questions and copy and paste the resume.

3 Guidance (Continued)

B How to Apply for a Job

Locate a vacancy and read the entire announcement. Select the appropriate link and follow the instructions carefully to apply online.

C Required Documents

Required documents such as SF-50, performance appraisal, college transcript, DD-214, etc. may be required. Read and carefully follow instructions on **each** vacancy announcement about the documents that are required. FAX the required documents to the designated FAX number or send to the designated address.

D Common Mistakes

The following are some common mistakes that frequently make applicants ineligible.

- Applicant fails to read entire vacancy announcement and follow instructions carefully.
- Applicant fails to call the contact listed on the vacancy announcement, but relies on information from other sources.
- “Required documents” are received late.
- Applicant fails to send all of the documents required by the vacancy announcement.
- Performance appraisal is not submitted.
- Applicant submits “required documents”, but fails to complete online application.

E Contact

For general information, contact the servicing human resources specialist/assistant for each office. For more information on applying for a job, carefully follow specific instructions on **each** vacancy announcement which also will list a contact person and telephone number.

4 Implementation

A Implementation Phase

The Washington, DC and Kansas City HRD offices plan to begin using the new QuickHire software in October 2004. However, implementation will be phased in and some vacancy announcements will continue to be opened with the current USA Staffing software.