

How to Select Vacancy Questions within the Question Library

Monster Government Solutions
Hiring Management System

The screenshot shows the 'Home Dashboard' for Monster Government Solutions. The user is logged in as Michelle Frederick. A navigation menu is open, showing options like Home Dashboard, Hiring Management, HR Admin, and Selecting Official. A red arrow points to the 'Launch Pad' link in the top right corner, and another red arrow points to the 'Selecting Official' option in the menu.

80 Day Hiring Progress

Set timeframe to Last 3 Months Data as of previous day

Announcement Type	Total # Hires	Hired Within 80 Days	% Hired Within 80 Days	Avg Days per Hire
Competitive DE	7	5	71.4%	105.3
USAJOBS Posted	10	6	60.0%	203.3
Leadership (SES/Equiv)	0	0	N/A	N/A
All Hires	10	6	60.0%	203.3

My Recent Announcements

0 items found, displaying 0 to 0

Bulk Actions [VIEW FAVORITES](#) [CREATE ANNOUNCEMENT](#)

Announcement	Org / Dept	Position	Actions
There are no announcements which are created, updated or marked as favorite by you.			

My Vacancy Activity

0 items found, displaying 0 to 0

Vacancy Activity Changed by Activity Date

No items found.

Show 10 results per page

Once logged into Enterprise, click the Launch Pad link in the upper right corner. Select and click Selecting Official.

MONSTER GOVERNMENT SOLUTIONS Selecting Official

MY ASSIGNED CERTIFICATES QUESTION SELECTION VACANCY REVIEW

My Assigned Certificates

Select the certificate to review by clicking on the certificate number. Only the Open and Amended certificates that are assigned to you are displayed in the table below. Amended certificates, if any, will be distinguished from the Open Certificate (s).

Showing: 1 to 1 of 1 certificate

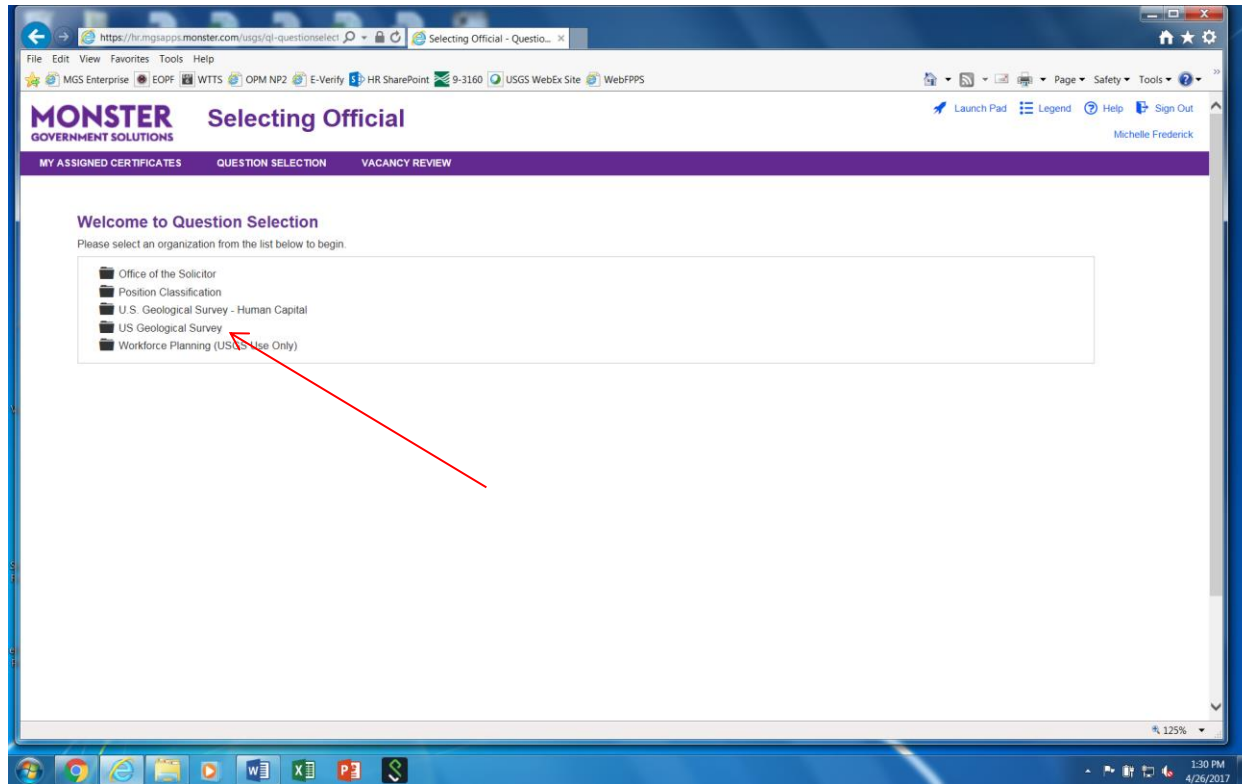
Certificate	Location	Grades/ Bands	Issue Date	Expiration Date	Sent to HR
QHC-2017-0005-MP SA-U9303-0001 Supervisory Human Resources Specialist (Employee Benefits), GS-201-13, AS-MP	Multiple locations	13	02/06/2017	05/07/2017	04/24/2017

Show 10 results per page GO FIRST PREVIOUS NEXT LAST

Home Dashboard Help Accessibility Sign Out Version 3.16 125%

1:28 PM 4/26/2017

Click the Question Selection link.



Click the US Geological Survey link.

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Selecting Official

Michelle Frederick | US Geological Survey (Change)

MY ASSIGNED CERTIFICATES QUESTION SELECTION VACANCY REVIEW

Question Selection

36570 items found, displayed 1 to 25

Search By: Search [Show Filter](#)

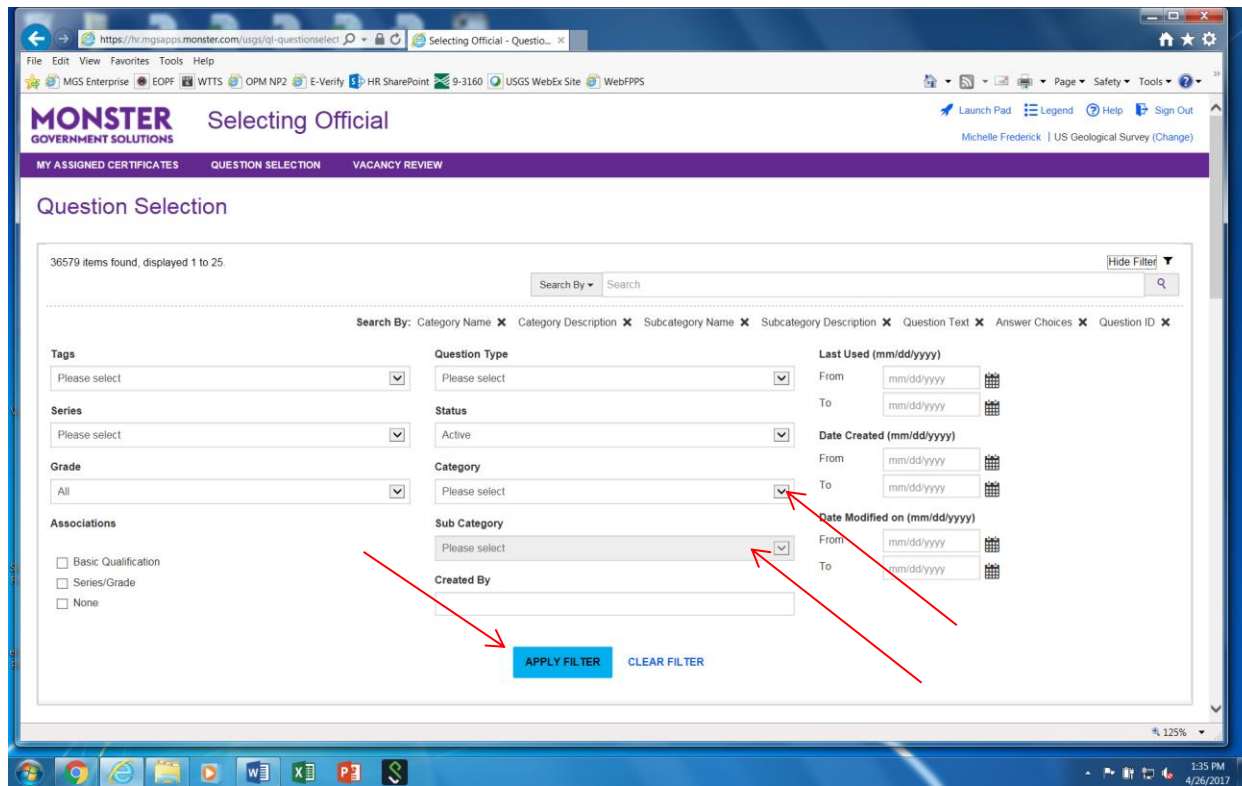
Search By: Category Name X Category Description X Subcategory Name X Subcategory Description X Question Text X Answer Choices X Question ID X

Bulk Actions APPLY

View List: Please Select APPLY

<input type="checkbox"/>	Category Subcategory	ID Status	Type	Question	JA Last Used Vac Last Used	Date Created Last Modified	Association	Tags
<input type="checkbox"/>	zzzArchive zzzArchive	0 Active	AA	Plan, conduct, and report on hydrologic interpretive studies requiring modification of established techniques or procedures and extensive collection, analysis, and interpretation of hydrologic data.	- 01/09/2017	02/03/2009		0
<input type="checkbox"/>	301 KASOC-2	35 Active	AA	Interpret and apply regulations dealing with personnel.	- 11/04/2016			0
<input type="checkbox"/>	301 KASOC-2	36 Active	AA	Interpret and apply regulations dealing with budget.	- 12/12/2016			0
<input type="checkbox"/>	301 KASOC-2	37 Active	AA	Interpret and apply regulations dealing with procurement.	- 03/13/2017			0
<input type="checkbox"/>	301 KASOC-2	38 Active	AA	Interpret and apply regulations dealing with travel.	- 03/13/2017			0

Click the Show Filter link.



Click the Category drop down menu. Select the appropriate Series. If you would like to limit to a specific KASOC Category, click the Sub Category drop down menu and select the appropriate KASOC Category. Once you have entered your selections, click the Apply Filter button.

The screenshot shows a web application interface for selecting questions. The interface includes several filter sections and a table of filtered questions.

Filter Sections:

- Associations:** Basic Qualification, Series/Grade, None
- Sub Category:** KASOC-17 - Information Management
- Date Modified on (mm/dd/yyyy):** From: mmm/dd/yyyy, To: mmm/dd/yyyy

Buttons: APPLY FILTER, CLEAR FILTER

Table:

Category	Subcategory	ID	Status	Type	Question	JA Last Used	Vac Last Used	Date Created	Last Modified	Association	Tags
	1315 KASOC-17	18047	Active	MC	Develop and implement information-management systems for ensuring direct access to and ready evaluation of hydrologic information.	-	Used-Date Unknown				0
	1315 KASOC-17	18805	Active	AA	Ensure that project data are archived appropriately on project completion, including mineral samples and X-ray diffraction data.	-	01/06/2017				0
	1315 KASOC-17	18806	Active	AA	Apply knowledge of state-of-the-art computer hardware and software, especially computer programs for quantitatively analyzing minerals by X-ray diffraction.	-	Used-Date Unknown				0
	1315 KASOC-17	18396	Active	AA	Use advanced GIS applications including gridding processes to map and present geologic and hydrologic data.	-	03/04/2011				0

The questions that meet your requirements are now displayed.

The screenshot shows a web browser window displaying a question selection interface. At the top, there is a search bar with a date picker set to 'mm/dd/yyyy'. Below the search bar are 'APPLY FILTER' and 'CLEAR FILTER' buttons. A 'Bulk Actions' dropdown menu is set to 'APPLY'. A 'View List' dropdown menu is set to 'Please Select' with an 'APPLY' button below it. The main content is a table of questions with the following columns: Category, Subcategory, ID, Status, Type, Question, JA Last Used, Vac Last Used, Date Created, Last Modified, Association, and Tags. A red arrow points to the checkbox in the 'Category' column of the row with ID 18396.

<input type="checkbox"/>	Category	Subcategory	ID	Status	Type	Question	JA Last Used	Vac Last Used	Date Created	Last Modified	Association	Tags
<input type="checkbox"/>	1315	KASOC-17	18047	Active	MC	Develop and implement information-management systems for ensuring direct access to and ready evaluation of hydrologic information.	-	Used-Date Unknown				0
<input type="checkbox"/>	1315	KASOC-17	18806	Active	AA	Ensure that project data are archived appropriately on project completion, including mineral samples and X-ray diffraction data.	-	01/06/2017				0
<input type="checkbox"/>	1315	KASOC-17	18806	Active	AA	Apply knowledge of state-of-the-art computer hardware and software, especially computer programs for quantitatively analyzing minerals by X-ray diffraction.	-	Used-Date Unknown				0
<input checked="" type="checkbox"/>	1315	KASOC-17	18396	Active	AA	Use advanced GIS applications including gridding processes to map and present geologic and hydrologic data.	-	03/04/2011				0
<input type="checkbox"/>	1315	KASOC-17	20132	Active	AA	Retrieve, maintain, reduce, and archive real-time data collected via radio telemetry from landslide monitoring instrumentation.	-	Used-Date Unknown				0
<input type="checkbox"/>	1315	KASOC-17	21380	Active	AA	Designs edits and maintains Internet web sites for data collection and dissemination.	-	05/11/2009				0

To select questions for your announcement, please check the boxes located to the left of the Category/Sub Category column.

The screenshot shows a web browser window with the URL <https://hr.mgsapps.monster.com/usgs/ql-questionselect>. The page has a menu bar with 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. Below the menu bar are several application icons and a search bar. The main content area features a 'Bulk Actions' dropdown menu with the following options: 'Bulk Actions', 'Email Question Selection', 'Print Questions', 'Create List' (highlighted in blue), and 'Add to Existing List'. A red arrow points from 'Create List' to an 'APPLY' button. To the right of the dropdown is a 'View List:' dropdown menu with the text 'Please Select' and a downward arrow, with an 'APPLY' button below it. Below these elements is a table with the following columns: 'Category', 'Subcategory', 'ID', 'Status', 'Type', 'Question', 'JA Last Used', 'Vac Last Used', 'Date Created', 'Last Modified', 'Association', and 'Tags'. The table contains several rows of question data, with the first five rows having their checkboxes checked. The bottom of the browser window shows the Windows taskbar with various application icons and the system clock displaying '1:52 PM 4/26/2017'.

<input type="checkbox"/>	Category	Subcategory	ID	Status	Type	Question	JA Last Used	Vac Last Used	Date Created	Last Modified	Association	Tags
<input checked="" type="checkbox"/>	1315	KASOC-17	18047	Active	MC	Develop and implement information-management systems for ensuring direct access to and ready evaluation of hydrologic information.	-	Used-Date Unknown				0
<input checked="" type="checkbox"/>	1315	KASOC-17	18805	Active	AA	Ensure that project data are archived appropriately on project completion, including mineral samples and X-ray diffraction data.	-	01/06/2017				0
<input checked="" type="checkbox"/>	1315	KASOC-17	18806	Active	AA	Apply knowledge of state-of-the-art computer hardware and software, especially computer programs for quantitatively analyzing minerals by X-ray diffraction.	-	Used-Date Unknown				0
<input checked="" type="checkbox"/>	1315	KASOC-17	18396	Active	AA	Use advanced GIS applications including gridding processes to map and present geologic and hydrologic data.	-	03/04/2011				0
<input checked="" type="checkbox"/>	1315	KASOC-17	20132	Active	AA	Retrieve, maintain, reduce, and archive real-time data collected via radio telemetry from landslide monitoring instrumentation.	-	Used-Date Unknown				0
<input type="checkbox"/>	1315	KASOC-17	21380	Active	AA	Designs edits and maintains Internet web sites for data collection and dissemination.	-	05/11/2009				0
<input type="checkbox"/>	1315	KASOC-17	39208	Active	AA	Collect, compile, edit, and maintain aquatic habitat, hydrologic, and landscape data in GIS datasets.	-	04/09/2015	09/03/2009	09/03/2009		0
<input type="checkbox"/>	1315	KASOC-17	24242	Active	AA	Maintain familiarity with current principles and applications of information technology (IT), using that familiarity to provide strategic direction and leadership to an organization in that field.	-	06/06/2008				0

To save a list, click the Bulk Actions drop down menu and click Create List. Click the Apply button and a screen will appear for you to enter a List Name (Example: Michelle April 2017). Click the Submit button to save the list. At the top of your Question Selection screen, you should receive a green highlighted message that your list was successfully created.

APPLY FILTER CLEAR FILTER

Bulk Actions
 Email Question Selection
 Print Questions
 Create List
 Add to Existing List

APPLY

View List:
 Please Select

APPLY

Expand All | Collapse All

<input type="checkbox"/>	Category Subcategory	ID Status	Type	Question	JA Last Used Vac Last Used	Date Created Last Modified	Association	Tags
<input type="checkbox"/>	1315 KASOC-17	18047 Active	MC	Develop and implement information-management systems for ensuring direct access to and ready evaluation of hydrologic information.	- Used-Date Unknown			0
<input type="checkbox"/>	1315 KASOC-17	18805 Active	AA	Ensure that project data are archived appropriately on project completion, including mineral samples and X-ray diffraction data.	- 01/06/2017			0
<input type="checkbox"/>	1315 KASOC-17	18806 Active	AA	Apply knowledge of state-of-the-art computer hardware and software, especially computer programs for quantitatively analyzing minerals by X-ray diffraction.	- Used-Date Unknown			0
<input type="checkbox"/>	1315 KASOC-17	18396 Active	AA	Use advanced GIS applications including gridding processes to map and present geologic and hydrologic data.	- 03/04/2011			0
<input type="checkbox"/>	1315 KASOC-17	20132 Active	AA	Retrieve, maintain, reduce, and archive real-time data collected via radio telemetry from landslide monitoring instrumentation.	- Used-Date Unknown			0
<input type="checkbox"/>	1315 KASOC-17	21380 Active	AA	Designs edits and maintains Internet web sites for data collection and dissemination.	- 05/11/2009			0
<input type="checkbox"/>	1315 KASOC-17	39208 Active	AA	Collect, compile, edit, and maintain aquatic habitat, hydrologic, and landscape data in GIS datasets.	- 04/09/2015	09/03/2009 09/03/2009		0

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4/26/2017

To add additional questions to a saved list, click the Bulk Actions drop down menu. Select Add to Existing List and click the Apply button. When the Add to List window appears, click the drop down menu and highlight the appropriate list and click the Submit button. At the top of your Question Selection screen, you should receive a green highlighted message that questions have been successfully added.

APPLY FILTER CLEAR FILTER

Bulk Actions
 Email Question Selection **APPLY**
 Print Questions
 Create List
 Add to Existing List

View List:
 Please Select

Expand All | Collapse All

<input type="checkbox"/>	Category Subcategory	ID Status	Type	Question	JA Last Used Vac Last Used	Date Created Last Modified	Association	Tags
<input checked="" type="checkbox"/>	1315 KASOC-17	18047 Active	MC	Develop and implement information-management systems for ensuring direct access to and ready evaluation of hydrologic information.	- Used-Date Unknown			0
<input checked="" type="checkbox"/>	1315 KASOC-17	18805 Active	AA	Ensure that project data are archived appropriately on project completion, including mineral samples and X-ray diffraction data.	- 01/06/2017			0
<input checked="" type="checkbox"/>	1315 KASOC-17	18806 Active	AA	Apply knowledge of state-of-the-art computer hardware and software, especially computer programs for quantitatively analyzing minerals by X-ray diffraction.	- Used-Date Unknown			0
<input checked="" type="checkbox"/>	1315 KASOC-17	18396 Active	AA	Use advanced GIS applications including gridding processes to map and present geologic and hydrologic data.	- 03/04/2011			0
<input checked="" type="checkbox"/>	1315 KASOC-17	20132 Active	AA	Retrieve, maintain, reduce, and archive real-time data collected via radio telemetry from landslide monitoring instrumentation.	- Used-Date Unknown			0
<input type="checkbox"/>	1315 KASOC-17	21380 Active	AA	Designs edits and maintains Internet web sites for data collection and dissemination.	- 05/11/2009			0
<input type="checkbox"/>	1315 KASOC-17	39208 Active	AA	Collect, compile, edit, and maintain aquatic habitat, hydrologic, and landscape data in GIS datasets.	- 04/09/2015	09/03/2009 09/03/2009		0

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2:00 PM
4/26/2017

To email these questions to your servicing HR Specialist, click the Bulk Actions drop down menu. Click the Email Question Selection and click the Apply button.

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Selecting Official

Launch Pad Legend Help Sign Out
Michelle Frederick | US Geological Survey (Change)

MY ASSIGNED CERTIFICATES QUESTION SELECTION VACANCY REVIEW

Question Selection / Email Question Selection

Email Question Selection

* To Please select

CC

From noreply@monster.com

* Subject

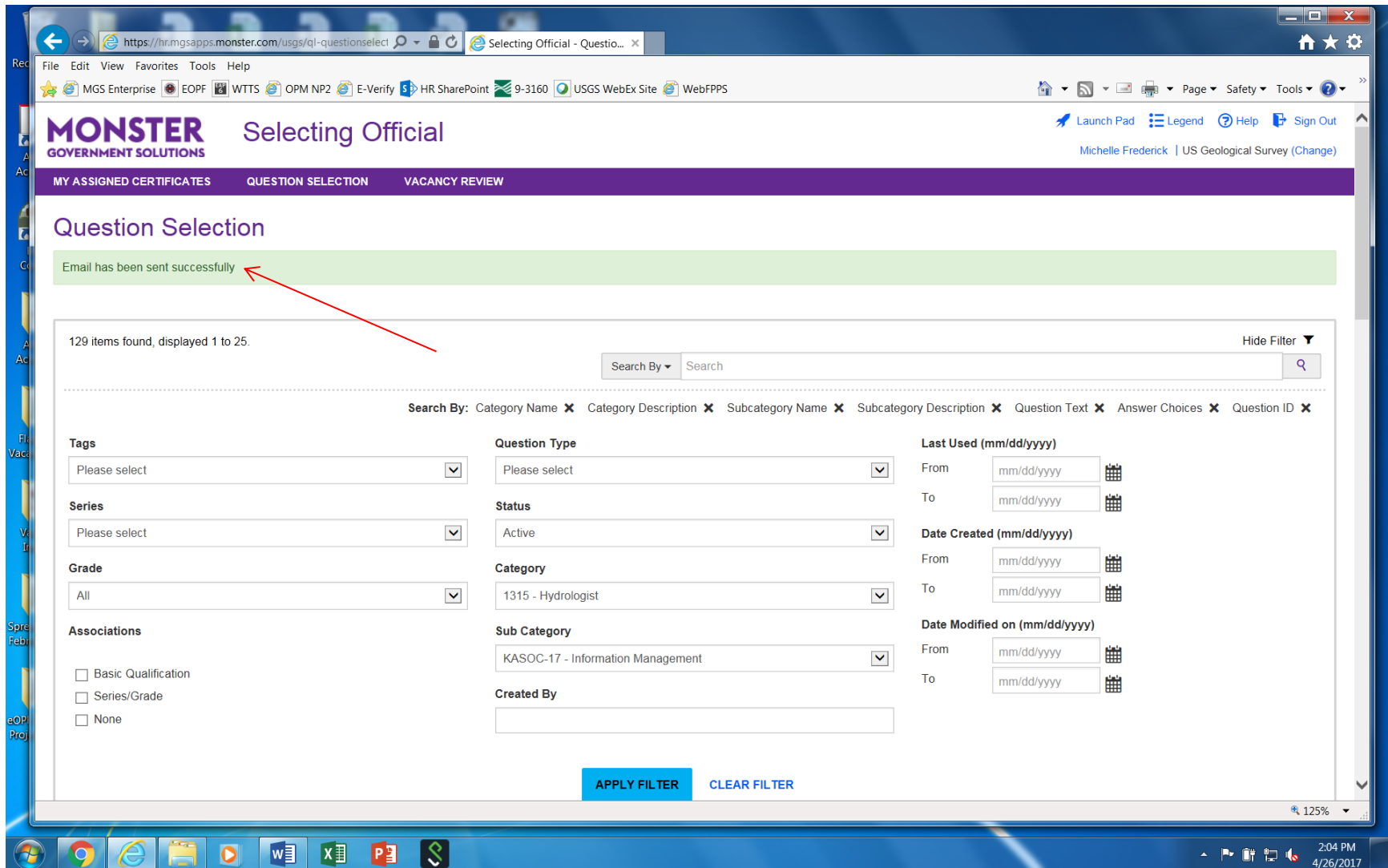
Additional KSA's

Additional Vacancy Questions

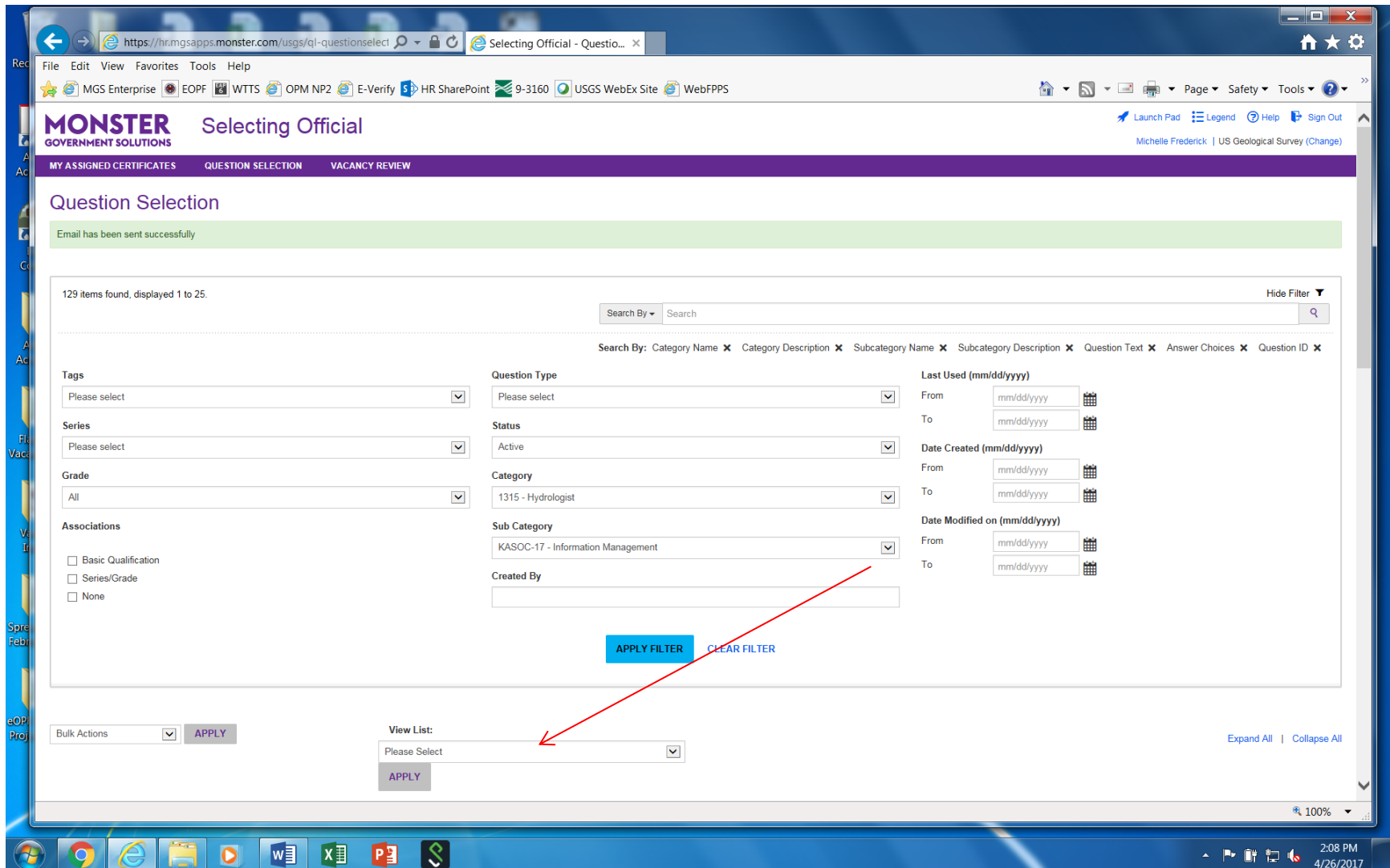
INCLUDE CHOICES

Message ID 18047
Question Type Multiple Choice
Question Text Develop and implement information-management systems for ensuring direct access to and ready evaluation of hydrologic information.

Please click the “To” drop down menu to select the name of your servicing HR Specialist. Enter your email address within the CC distribution line in order to receive a copy. Enter a Subject and click the Send button located at the bottom of the screen.



At the top of your screen, you should receive a green highlighted message for a successful email transmission.



To view an existing list, click the View List drop down menu. Highlight the appropriate saved list and click the Apply Button.

https://hr.mgsapps.monster.com/usgs/ql-questionselect

Selecting Official - Michelle... x

File Edit View Favorites Tools Help

MGS Enterprise EOPF WTTTS OPM NP2 E-Verify HR SharePoint 9-3160 USGS WebEx Site WebFPPS

MY ASSIGNED CERTIFICATES QUESTION SELECTION VACANCY REVIEW

Question Selection / Question List

Michelle April Test

Displaying 5 of 5

ID	Question Type	Question Text	Choices	Weight
18047	Multiple Choice	Develop and implement information-management systems for ensuring direct access to and ready evaluation of hydrologic information.	<ol style="list-style-type: none">1. I have no had experience, education, or training in performing this task.2. I have completed formal education or training in performing this task, but have not yet performed it on the job.3. I have performed this task on the job, under close supervision by a supervisor, manager or senior employee to ensure compliance with proper procedures.4. I have performed this task as a regular part of a job, independently and usually without review by supervisor or senior employee.5. This task was considered a central or major part of my work. I have performed it myself routinely, and I have provided on the job training to others in performance of this task. I am normally consulted by others as an expert for assistance in performing this task.6. I have supervised others in performance of this task, and have been held responsible for results.	<p>Weight: 0</p> <p>Weight: 1</p> <p>Weight: 3</p> <p>Weight: 5</p> <p>Weight: 7</p> <p>Weight: 9</p>
18396	Applicant Assessment	Use advanced GIS applications including gridding processes to map and present geologic and hydrologic data.	<ol style="list-style-type: none">1. I have not had experience, education, or training in performing this task.2. I have completed formal education or training in performing this task, but have not yet performed this task on the job.3. I have performed this task on the job under close supervision by a supervisor, manager or senior employee to ensure compliance with correct procedures.4. I have performed this task as a regular part of a job, independently and usually without review by a supervisor, manager or senior employee.5. This task has been a central or major part of my work. I have performed it myself routinely, and I have trained others in performance of this task, and (or) others have consulted me as an expert for assistance in performing this task.	<p>Weight: 0</p> <p>Weight: 1</p> <p>Weight: 3</p> <p>Weight: 5</p> <p>Weight: 7</p>

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4/26/2017

Your saved list of questions will appear and you will have multiple options available on this screen. You will have the ability to email this list to your servicing HR Specialist, print the entire question list, delete individual questions or delete the entire question list.

https://hr.mgsapps.monster.com/usgs/ql-questionselect

MONSTER Selecting Official

MY ASSIGNED CERTIFICATES QUESTION SELECTION VACANCY REVIEW

Question Selection / Question List

Michelle April Test

Displaying 5 of 5

ID	18047	
Question Type	Multiple Choice	
Question Text	Develop and implement information-management systems for ensuring direct access to and ready evaluation of hydrologic information.	
Choices	<ol style="list-style-type: none">1. I have no had experience, education, or training in performing this task.2. I have completed formal education or training in performing this task, but have not yet performed it on the job.3. I have performed this task on the job, under close supervision by a supervisor, manager or senior employee to ensure compliance with proper procedures.4. I have performed this task as a regular part of a job, independently and usually without review by supervisor or senior employee.5. This task was considered a central or major part of my work. I have performed it myself routinely, and I have provided on the job training to others in performance of this task. I am normally consulted by others as an expert for assistance in performing this task.6. I have supervised others in performance of this task, and have been held responsible for results.	Weight: 0 Weight: 1 Weight: 3 Weight: 5 Weight: 7 Weight: 9
ID	18396	
Question Type	Applicant Assessment	
Question Text	Use advanced GIS applications including gridding processes to map and present geologic and hydrologic data.	
Choices	<ol style="list-style-type: none">1. I have not had experience, education, or training in performing this task.2. I have completed formal education or training in performing this task, but have not yet performed this task on the job.3. I have performed this task on the job under close supervision by a supervisor, manager or senior employee to ensure compliance with correct procedures.4. I have performed this task as a regular part of a job, independently and usually without review by a supervisor, manager or senior employee.	Weight: 0 Weight: 1 Weight: 3 Weight: 5

125%

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4/26/2017

This completes the review of manipulating through the Question Library. To go back to the main Question Selection screen, click the Question Selection cookie crumb located at the top of the screen.