



Selecting Official Guide

April 2017

Accessing the SO Module

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➤ From the Home Dashboard the user will click on the Launch Pad and select “Selecting Official”

The screenshot displays the MONSTER Home Dashboard. At the top, the header includes the MONSTER logo, 'Home Dashboard', and navigation links for Launch Pad, Legend, Help, and Sign Out. The user's name, MGS_Chris Traylor, is shown in the top right corner. A 'MY SETTINGS' dropdown menu is visible on the right. The main content area is titled 'System Home' and features a '80 Day Hiring Progress' section. Below this, there is a table with columns for Announcement Type, Total # Hires, Hired Within 80 Days, % Hired Within 80 Days, and a 'Switch to Hire Date' button. The table lists four announcement types: Competitive DE, USAJOBS Posted, Leadership (SE S/Equiv), and All Hires, all with 0 hires. A 'My Recent Announcements' section is also present, showing a search bar and a 'Create Announcement' button. The 'My Vacancy Activity' section displays one item found, with details for a certificate assigned for SO review. A dropdown menu is open over the 'Launch Pad' link, listing various navigation options: Home Dashboard, Hiring Management, HR Admin, Selecting Official (highlighted), Collaborate, User Management, Competency Management, Job Analysis, Analytics, and Auditor.

MONSTER Home Dashboard

Launch Pad Legend Help Sign Out MGS_Chris Traylor

MY SETTINGS

Dashboard Options

Switch to Hire Date

System Home

80 Day Hiring Progress

Set timeframe to Last 3 Months GO All data is as of previous day

Announcement Type	Total # Hires	Hired Within 80 Days	% Hired Within 80 Days
Competitive DE	0	0	N/A
USAJOBS Posted	0	0	N/A
Leadership (SE S/Equiv)	0	0	N/A
All Hires	0	0	N/A

My Recent Announcements

Search GO Clear Advanced Search View Favorites

Bulk Actions Apply Create Announcement

Announcement Org / Dept Position Actions

There are no announcements which are created, updated or marked as favorite by you.

Show 50 results per page GO

My Vacancy Activity

1 items found, displaying 1 to 1

Vacancy Activity	Changed by	Activity Date
CO-DEU-2016-0053 Certificate has been assigned for SO review	ZZCTRAY	10/25/2016 10:54:29

Show 75 results per page GO

➤ This will bring the user to the “Selecting Official” module



Selecting Official

 Launch Pad  Help  Sign Out

MGS_Chris Traylor

MY ASSIGNED CERTIFICATESQUESTION SELECTIONVACANCY 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
CO-DEU-2016-0053-Notify Test SA-NOC-0005 Human Resources Specialist-WTTS	Denver, CO, US	12	09/21/2016	12/20/2016	

Show results per page

Pages in the SO
Module

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My Assigned Certificates

- “My Assigned Certificates” is where the Selecting Official/Hiring Manager will see certificates that are assigned to them directly

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Selecting Official

[Launch Pad](#) [Help](#) [Sign Out](#)

MGS_Chris Traylor

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).

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Show results per page

Question Selection

- The “Question Selection” page allows the Selecting Official to easily Review, Perform Question Selection, Email Question Selection, Search, and Filter Questions

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Selecting Official

Launch Pad Legend Help Sign Out

MGS_Chris Traylor | BLM - BUREAU OF LAND MANAGEMENT (Testing) (Change)

MY ASSIGNED CERTIFICATES QUESTION SELECTION VACANCY REVIEW

Question Selection

6780 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

Expand All Collapse All

☒	Category Subcategory	ID Status	Type	Question	JA Last Used Vac Last Used	Date Created Last Modified	Association	Tags
☒	> 0000 SELECTIVE FACTORS	1009 Active	YN	I am currently a BLM employee.	- 04/04/2016	02/13/2014		0
☒	> 0000 SELECTIVE FACTORS	1021 Active	YN	I am a Department of Interior employee.	- 04/12/2015	10/16/2008		0
☒	> 0000 SURVEY	1053 Active	MC	What was your experience in applying for this position?	- 04/28/2015	07/26/2007		0
☒	> 0000 COMPUTER SKILLS	1313 Active	MC	Select the statement that best describes your experience with office computer software.	- 04/28/2015			0
☒	> 0000 COMMUNICATION	1886 Active	MAMC	Select each of the following statements that describe your ability and experience with written communications.	- 09/01/2015			0
☒	> 0000 NEPA	2010 Active	AA	Indicate your level of experience, education or training as it relates to the laws, rules, and regulations of the National Environmental Policy Act (NEPA) process.	- 09/01/2015			0
☒	> 0000 GPS	2020 Active	AA	Which of the following best describes your highest level of experience, education or training in Global Positioning System (GPS) for data collection.	- 04/13/2015			0
☒	> 0000 COMMUNICATION	2156 Active	MAMC	I have experience providing technical information to the general public or co-workers in the following manner(s):	03/31/2016 04/15/2016			0

Vacancy Review

- “Vacancy Review” gives a Selecting Official the ability to attach documents, and preview a vacancy via Hiring Management and USAJOBS
- The SO must be provided the Announcement Number in order to review the vacancy
- Once they are provided the Announcement Number they will be able to search for that specific vacancy only

The screenshot shows the 'Vacancy Review' page for a Selecting Official. The header includes the Monster Government Solutions logo, the user's name 'MGS_Chris Traylor', and links for 'Launch Pad', 'Help', and 'Sign Out'. The main navigation bar has tabs for 'MY ASSIGNED CERTIFICATES', 'QUESTION SELECTION', and 'VACANCY REVIEW'.

The 'Vacancy Review' section contains a search bar for the 'Announcement Number' with the value 'CO-DEU-2016-0053' and a 'GO' button. Below this, a summary row displays: 'Announcement: CO-DEU-2016-0053', 'Organization: BLM - BUREAU OF LAND MANAGEMENT (Testing)', 'Department: Announcement Type Org 1', and 'Position: Human Resources Specialist-WTTS'.

A 'Preview' link is available, labeled 'Hiring Management USAJOBS'. Below the preview is an 'Attachments' section with a table header: 'File', 'Description', 'Document Type', 'Uploaded By', 'Date Uploaded', and 'Action'. The table currently shows 'No documents uploaded'.

Below the table, a note states: 'The following file formats are acceptable: GIF, JPEG, PNG, BMP, DOC, DOCX, PDF, RTF, WPD, XLS, XLSX. (Max: 3MB). An asterisk (*) indicates a required field.' The form includes fields for:

- * Description: A text input field with a '(100 character limit)' note.
- * Document Type: A dropdown menu currently set to 'Please Select'.
- * File: A 'Choose File' button followed by the text 'No file chosen'.

At the bottom of the attachment section are 'ATTACH' and 'CANCEL' buttons.

Actions within the
Certificate

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Print Applicant Information (Bulk Actions)

- Selecting Official has the ability to Print Applicant Data Reports with the following criteria:

The screenshot displays the Monster Government Solutions interface for a specific test. The main header shows 'My Certificates / CO-DEU-2016-0053-Notify Test'. Below this, the test title 'CO-DEU-2016-0053-Notify Test' is prominently displayed, along with 'Human Resources Specialist-WTTS' and a 'View Announcement' link. A 'BULK ACTIONS' dropdown menu is highlighted in yellow. A modal dialog titled 'Select Report Criteria' is centered on the screen, listing five options: 'Core Question Responses', 'Show UnAnswered Core Questions', 'Vacancy Question Responses', 'Show UnAnswered Vacancy Questions', and 'Resume'. The dialog includes 'SUBMIT' and 'CANCEL' buttons. In the background, a table of applicants is visible, showing names like 'TRIVERS, CORY' and 'WRIGHT, LESLIE' with checkboxes for selection. The interface also includes a 'SUBMIT CERTIFICATE' button and a 'Showing: 1 to 2 of 2 applicants' status.

My Certificates / CO-DEU-2016-0053-Notify Test

CO-DEU-2016-0053-Notify Test

Human Resources Specialist-WTTS [View Announcement](#)

Location: Denver, CO, US

BULK ACTIONS ▼ **SELECT RESPONSE**

☐ Applicant

☒ TRIVERS, CORY
cory.trivers@monster.com

☐ WRIGHT, LESLIE
Leslie.Wright@Monster.com

Show 10 ▼ results per page **GO**

Select Report Criteria

- ☐ Core Question Responses
- ☐ Show UnAnswered Core Questions
- ☐ Vacancy Question Responses
- ☐ Show UnAnswered Vacancy Questions
- ☐ Resume

SUBMIT **CANCEL**

Showing: 1 to 2 of 2 applicants

n	Rank	Actions
		☐ Add Feedback
		☐ Add Feedback

PREVIOUS **NEXT** **LAST**

Print All Applicant Data Report

- The output will be a PDF report of the criteria you selected:

All Applicant Data Report 1 / 6

BLM - BUREAU OF LAND MANAGEMENT (Testing)
Application Information
Announcement Number: CO-DEU-2016-0053
Position Title: Human Resources Specialist-WTTS

Name: CORY TRIVERS
SSN: ***-**-****
MIDX: 003620661
Address1:
Address2:
City: Chesapeake Beach
State: Maryland
Country: United States
Post Code: 20732
Plus4:
Telephone 1: Mobile -
Telephone 2:
Telephone 3:
Email:
United States Citizen: Y
Veteran's Preference: NV
Military Service Dates (Start of Service - End of Service) :

Applicant Level Assessments:

Eligibility Questions
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)?
Answers:
2. No

(Note: If yes, or if you claim veterans preference you will need to submit a copy of

Applicant Detail View

- Applicant Detail View offers the Selecting Official a seamless and easy to use view of the Applicants Details

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Selecting Official

Launch Pad Help Sign Out

MGS_Chris Traylor

MY ASSIGNED CERTIFICATES QUESTION SELECTION VACANCY REVIEW

[My Certificates](#) / [CO-DEU-2016-0053-Notify Test](#) / [WRIGHT, LESLIE](#)

Applicant Detail

WRIGHT, LESLIE

Applicant 2 of 2

PREVIOUS

NEXT

Email: Leslie.Wright@Monster.com Grade: 12 Location(s) Applied: Denver, CO, US

Expand All | Collapse All

> Feedback

> Attachments

Application Data

Jump to: [Personal Data](#) [Eligibility Questions](#) [Vacancy Questions](#)

Personal Data

Street Address 1:

12 Wickid Drive

Street Address 2:

Street Address 3:

City:

Pepperell

State:

Massachusetts

Zip Code:

01463

Plus 4:

Country:

United States

Telephone 1:

Mobile - 999-666-9999

Telephone 2:

Telephone 3:

Telephone 4:

Telephone 5:

Telephone 6:

Telephone 7:

Telephone 8:

Telephone 9:

Telephone 10:

Telephone 11:

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Applicant Detail View (Continued)

- The Selecting Official can also leave their detailed feedback on the candidate

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Selecting Official

Launch Pad Help Sign Out

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MY ASSIGNED CERTIFICATES QUESTION SELECTION VACANCY REVIEW

My Certificates / CO-DEU-2016-0053-Notify Test / WRIGHT, LESLIE

Applicant Detail

WRIGHT, LESLIE

Applicant 2 of 2

PREVIOUS

NEXT

Email: Leslie.Wright@Monster.com

Grade: 12

Location(s) Applied: Denver, CO, US

Expand All | Collapse All

Feedback

Feedback for WRIGHT, LESLIE (Grade 12)

Maximum number of characters allowed: 2000

SAVE

"How To" Information

- Under "Actions" in the top right corner the Selecting Official has access to a brief "How To" guide

The screenshot displays the Monster Government Solutions interface. A modal window titled "How to use this Certificate" is centered on the screen. The modal text reads: "Click on the applicant name to review their detailed information. If selecting multiple applicants for a vacancy, use 'Rank' column to prioritize your choice(s) by putting a number. Ranking must be from 1 to n in number without repeating or skipping numbers. Rank validation shall be done upon Certificate submission and until then all the data will be auto saved. When your selection(s) is complete, press SUBMIT CERTIFICATE." Below the text is a blue "CLOSE" button. The background interface shows the "Selecting Official" header, navigation links like "Launch Pad", "Help", and "Sign Out", and a user profile "MGS_Chris Traylor". The main content area displays "MY ASSIGNED CERTIFICATES" with a specific certificate "CO-DEU-2016-0053-Notify Test" for "Human Resources Specialist-". It includes a "Location" field set to "Denver, CO, US" and a table of applicants. The table has columns for "Applicant", "Rank", and "Actions". Two applicants are listed: "TRIVERS, CORY" and "WRIGHT, LESLIE", both with a rank of 12 and an "Add Feedback" link. At the bottom, there are pagination controls showing "Showing: 1 to 2 of 2 applicants" and buttons for "FIRST", "PREVIOUS", "NEXT", and "LAST".

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Selecting Official

Launch Pad ? Help Sign Out

MGS_Chris Traylor

MY ASSIGNED CERTIFICATES QUEST

My Certificates / CO-DEU-2016-0053-Notify Test

CO-DEU-2016-0053-

Human Resources Specialist-

Location: Denver, CO, US

BULK ACTIONS ▾ SELECT RESP

How to use this Certificate

Click on the applicant name to review their detailed information. If selecting multiple applicants for a vacancy, use "Rank" column to prioritize your choice(s) by putting a number. Ranking must be from 1 to n in number without repeating or skipping numbers. Rank validation shall be done upon Certificate submission and until then all the data will be auto saved. When your selection(s) is complete, press SUBMIT CERTIFICATE.

CLOSE

ACTIONS ▾ SUBMIT CERTIFICATE

ED EXAMINING

Showing: 1 to 2 of 2 applicants

Applicant	Rank	Actions
☒ TRIVERS, CORY cory.trivers@monster.com	12	Add Feedback
☒ WRIGHT, LESLIE Leslie.Wright@Monster.com	12	Add Feedback

Show 10 ▾ results per page GO

FIRST PREVIOUS NEXT LAST

Dispositions

- The Selecting Official will make their Dispositions on the certificate prior to submitting the certificate

CO-DEU-2016-0053-Notify Test

ACTIONS ▾ SUBMIT CERTIFICATE

Human Resources Specialist-WTTS [View Announcement](#)

Location: Denver, CO, US Grade / Bands: 12 Announcement Type: DELEGATED EXAMINING

BULK ACTIONS ▾ SELECT RESPONSE MATCH CRITERIA

Showing: 1 to 2 of 2 applicants

☐ Applicant	Grade	Disposition	Rank	Actions
☐ TRIVERS, CORY cory.trivers@monster.com	12	A ▾	1	Add Feedback
☐ WRIGHT, LESLIE Leslie.Wright@Monster.com	12	NS ▾	2	Add Feedback

Show 10 ▾ results per page GO

LAST

None

Selected

Communication Returned

Failed to Reply

Not Selected

Not Selected-Not Contacted

Appointed by Non-Comp Action

Submitting the Certificate

- Once the Selecting Official has reviewed the certificate they will submit their selections/additional requests back to HR

My Certificates / CO-DEU-2016-0053-Notify Test / Submit Certificate

Submit Certificate

An asterisk (*) indicates a required field

To:

CC:

* Selecting Official Name:

* Selection Date: 

* Options:

Comments:

Maximum number of characters allowed: 1000

* By checking "Signed" below you are approving the annotated certificate for submission to HR.

☒ Signed on 10/31/2016 11:23:12 AM

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Thank You