MEMORANDUM FOR: All Supervisors and Managers

FROM: Eduardo J. Ribas
Director, Workforce Management Office

SUBJECT: Changes in DOC Jobs ONLINE (QuickHire Process)

You are being sent this email because as a supervisor, manager, or other member of the NOAA Management Team, you may need to be aware of issues affecting the management of agency resources.

The Department of Commerce (DOC) is entering the next phase of the Office of Personnel Management’s (OPM’s) Recruitment One-Stop (ROS) initiative. It will be fully integrated with OPM’s USAJOBS, currently scheduled to be effective March 6, 2006.

During this integration, we will be upgrading our current automated hiring system, QuickHire, to the latest Internet based version. The issuance of vacancy announcements will be affected during the transition period, and employees applying for positions through DOC Jobs ONLINE (QuickHire) after March 6, 2006 will need to register with USAJOBS.

Under ROS, applicants will create an account with USAJOBS, store up to five résumés on the system, and maintain only one ID/Password to access and apply for any Federal vacancy posted. Once applicants begin applying to DOC vacancies, their applicant information will be transferred to DOC’s automated hiring system where the applicants will answer the job specific questions. To the applicant, this process will be seamless.

ISSUANCE OF VACANCY ANNOUNCEMENTS:
To integrate with USAJOBS, the current vacancy announcement system will close down on Friday, March 3, 2006, at 11:59 p.m. Eastern Standard Time. The new fully integrated vacancy announcement system will start up on Monday, March 6, 2006. All vacancy announcements in the current system must close by Friday, March 3, 2006, which means they must open no later than Friday, February 17, 2006, or earlier if required by a particular bargaining agreement. It also means we will be unable to post any announcements between February 18 and March 3, 2006. Please work closely with your servicing Workforce Management Office Advisor/Specialist to ensure that your top vacancies are in the pipeline to meet these deadlines. We will begin posting new announcements under the integrated vacancy system on Monday, March 6, 2006.

ISSUANCE OF SELECTION CERTIFICATES:
The issuing of selection certificates will not be immediately impacted during the integration. Selecting Officials will continue to have access to certificates on-line and will receive new certificates under the current system for vacancies closing on March 3, 2006.

HOW WILL THIS CHANGE AFFECT APPLICANTS REGISTERED IN DOC JOBS ONLINE?
Effective March 6, 2006, all current DOC Jobs ONLINE applicants will need to apply for DOC vacancies through USAJOBS at http://www.usajobs.opm.gov. To
register for the first time, applicants will go to USAJOBS and click on NEW TO USAJOBS. All registrants in the DOC Jobs ONLINE will be sent several notifications directly from the system regarding the change, and they will be encouraged to register with USAJOBS. Information from current QuickHire accounts cannot be transferred to USAJOBS, including résumé information, but it can be saved to a Word document and pasted into USAJOBS.

HOW WILL QUICKHIRE CHANGE?
During the transition period, the QuickHire software will be upgraded. A new question library will be established to eliminate duplicative questions, streamline categories and subcategories, and improve the library’s user friendliness. Improvements will include the ability to search for questions and to see questions and answers in the emails sent from the system. The creation of a new question library will require the establishment of a new numbering system for the questions; however, access to the old question library will still be available through your servicing Workforce Management Office.

If you have any questions regarding this integration with USAJOBS and/or the changes with the DOC’s Jobs ONLINE, please contact your servicing Workforce Management Office Advisor/Specialist for assistance, http://www.wfm.noaa.gov/contact_lists.html

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