



Pilot Implementation

The Agricultural Research Service began a pilot implementation of the Monster Government Solutions (MGS) Hiring Management system, also known as Quickhire. Within the Research, Education and Economics (REE) Mission area, the staff of the Metropolitan Services Branch has been using the software for their serviced agencies (Cooperative State Research, Education and Extension Service, Economic Research Service and the National Agricultural Statistics Service). Working with MGS we have completed our preparations for a pilot of the system using vacant positions within the Human Resources Division, specifically in occupational series 0201, 0203, 0326 and 0318. The on-line application system will enable job candidates, both internal and external, to submit application packages through the use of the web-based software.

Our primary goal in converting part of the hiring process from a manual, paper-based applicant submission to an electronic submission is to provide the best possible application environment for job candidates. Applicants will instantly have more information on the status of their application – available 24 hours a day, 7 days a week. During the period a vacancy is open for submission, applicants will be able to prepare their ‘electronic’ applicant package, saving drafts as needed right up to the vacancy’s closing date. The latest version of **Hiring Management** has several new features that will also improve the application process for our customers. One exciting new feature is the ability of the applicant to fax supplemental documents directly into the Hiring Management system for automatic inclusion with their application package (e.g. DD-214).

As part of our goal of improved customer service, we plan to ‘pilot’ test prior to releasing the application throughout ARS. The initial pilot will include vacancy announcements to open on or after September 29th within the Human Resources Division for the occupational series identified above. Once the pilot periods has expired and is determined an effective recruitment tool, the system will be implemented in the remaining ARS offices over several phases. This ‘phased’ release will lessen the possibility of disruption in the staffing process.

It is important to note that during the pilot and the phased release, job applicants may have to apply using the current manual process for a position in one office, but will use the electronic process for the same position in another office. The difference will be clear to applicants based on how they are guided through the application process.

We will continue to keep you informed as the implementation progresses. Information will also be available under our upcoming Human Resources Division Information Systems website.

Your **Hiring Management** ARS implementation team is also available to answer questions. You may contact one of the primary team members by email or phone: Elizabeth Parker (301-504-1403; Liz.Parker@ars.usda.gov), Alice Macklin (301-504-1398; Alice.Macklin@ars.usda.gov), or Deidre Fisher (phone: 301-504-1359; email: Deidre.Fisher@ars.usda.gov)