Compliant
Flexible
Proven

MONSTER
HIRING MANAGEMENT

An available, secure, integrated federal applicant tracking solution.

WHAT IS MONSTER HIRING MANAGEMENT?

COMPLIANCE WITHOUT COMPLEXITY

Monster Hiring Management is a compliant, flexible, proven applicant tracking solution that reduces the complexity of the federal hiring process while ensuring regulatory compliance is maintained. Built specifically to help federal agencies attract and hire superior quality talent, Monster Hiring Management was designed to address federal-level recruiting challenges.

- Helped federal agencies manage more than 5.1 million job applications last year
- Supports HR LOB framework, and easily integrates with other HR LOB compliant systems
- Meets or exceeds all 85 Office of Personnel Management (OPM) agency requirements

A FLEXIBLE SOLUTION FROM A PROVEN PROVIDER

Using Monster Hiring Management, you'll enjoy a significant increase in productivity and a shortened time-to-hire—from vacancy announcements and assessment creation to rating, ranking, and hiring the ideal applicant.

Proudly serving federal agencies since 1998, Monster Government Solutions is a premier workforce solutions provider. Our solutions have been field-tested for more than a decade.

COMPLIANT
- Designed to quickly and easily handle OPM audits
- Provides documentation of position tasks
- Offers relevant NIST, FISMA, and FIPS-140-2 compliance

FLEXIBLE
- Allows control where and when you need it
- Adapts to your agency's specific needs
- Provides access to common functions through user configurable dashboards
- Integrates dozens of configuration points
- Delivers performance-enhancing archiving of specified aged records

PROVEN
- Reliable, robust application
- Deployed in 14 of 15 cabinet level departments
- Developed by a premier workforce solution provider
- Achieved average uptime of 99.9955% in 2013, excluding scheduled maintenance

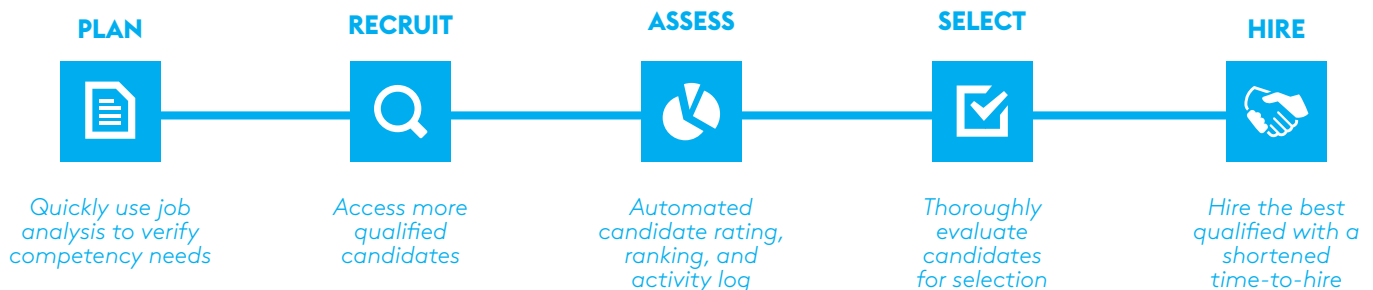# DISCOVER HOW YOUR AGENCY CAN INCREASE EFFICIENCY AND CONSISTENCY

- Save time creating and posting vacancies
- Engage with your most promising applicants
- Ensure compliance while reducing complexity
- Shorten time-to-hire
- Develop more precise competency assessments
- Quickly document candidates for hiring managers
- Uncover the most qualified talent

STREAMLINE THE HIRING PROCESS

Monster Hiring Management is designed to address the most critical hiring challenges faced by federal agencies—even in the face of diminished staff and budgetary constraints.

STREAMLINE

PLAN	RECRUIT	ASSESS	SELECT	HIRE
Quickly use job analysis to verify competency needs	Access more qualified candidates	Automated candidate rating, ranking, and activity log	Thoroughly evaluate candidates for selection	Hire the best qualified with a shortened time-to-hire

INCREASE YOUR AGENCY'S EFFICIENCY THROUGH CONFIGURATION

Your agency business processes are supported through a set of configuration points utilized during implementation, such as:

- User permissions and management
- Templates and reference data
- Intuitive data collection and processing tools

UTILIZE ROBUST REPORTING, AUDITING, AND TRACKING TOOLS

In addition to a full array of system reporting, Monster Hiring Management provides you with the following integrated tools:

- OPM reporting, including the 80-day hiring report
- Comprehensive change tracking
- Policy and procedure auditing

📄 PLAN
Quickly use job analysis to verify competency needs.

🔍 RECRUIT
Easily access more qualified candidates.

SAVE TIME WITH VACANCY DEVELOPMENT

You can quickly build vacancies from scratch using our intuitive vacancy builder. Or you can jumpstart the creation process by copying existing vacancy announcements or using pre-constructed and approved templates.

With Monster Hiring Management's seven-step vacancy builder, you can quickly create your next vacancy while maintaining complete control of each phase in the process.

SEAMLESSLY PLAN VACANCIES

Monster Hiring Management's arsenal of powerful tools allows you to:

- Instantly access position descriptions, job analyses, and crediting plans
- Quickly re-advertise vacancies and mine existing applicant pools
- Manage vacancy open periods by date range or applications received
- Import and export vacancy, application, and hire data in real-time

QUICKLY DEVELOP COMPETENCY-BASED ASSESSMENTS

Monster Hiring Management gives you precise control over your assessment questions and applicant scoring. Your candidate's eligibility is determined using core and vacancy-specific questions. You'll quickly construct assessments by searching and accessing your organized question library.

You will be able to quickly determine the most-qualified candidates using multi-hurdle, phase-based assessments. Monster Hiring Management includes a broad range of question and answer types, allowing thorough applicant assessment.

We've also ensured you're able to leverage a full-range of assessment vehicles, including panel ratings, structured interviews, and integrated third-party assessment vehicles such as PAN.

ATTRACT AND ENGAGE APPLICANTS

Once you've built and posted your vacancy, Monster Hiring Management provides access to an array of qualified candidates.

Options are available for your vacancies to be seen by top candidates via channels such as USAJOBS, Monster.com, and a wide range of agency-focused internet sites.

In addition, you also have the option to access proven sources of sought-after talent such as Monster's Career Ad Network and Diversity and Inclusion program.
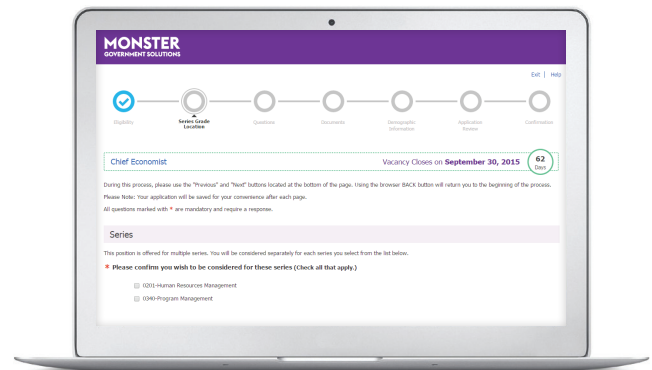
Using our Seeker Interface, applicants create a secure login account where they can store personal information, apply to vacancies, and track status.

SHARING INFORMATION IS EASY

Our users enjoy several convenient methods for interacting with potential hires, such as:

- A single sign-on with USAJOBS, providing a single-session application
- Seamless applicant notification updates at critical points during application
- Instant document uploads, such as resumes and DD-214s
- Robust seeker profiles with detailed records of all applicants
- Pre- and post-application survey capabilities
- Applicant source tracking

VACANCY BUILDER

1 Basic Announce-ment Information	**2** Announcement Text	**3** Job Board Information	**4** Assign Questions	**5** Crediting Plan	**6** Phases, Tracking, and Notifications	**7** Administrative Settings

• Position Title and Vacancy Number
• Eligibility
• Series, Grade, and Location
	• Overview and Position Duties
	• Qualification and Evaluation Criteria
	• How to Apply
		• Job Posting Configuration
		  ○ USAJOBS
		  ○ Monster.com
		  ○ Agency Sites, etc.
			• Filter by Category or Competency
			• Assign Questions per Grade
				• Set Screen-outs
				• Assign Weights to Responses
					• Add Phases
					• Track Milestones
					• Set-up Notifications
						• Finalize
						• Approve
						• Post

Enhance your control of the hiring process using Monster Hiring Management's vacancy builder.

MONSTER HIRING MANAGEMENT INTEGRATES WITH EXISTING AND EVOLVING HRIS ECOSYSTEMS AND
FULLY INTEGRATES WITH USAJOBS.

ASSESS
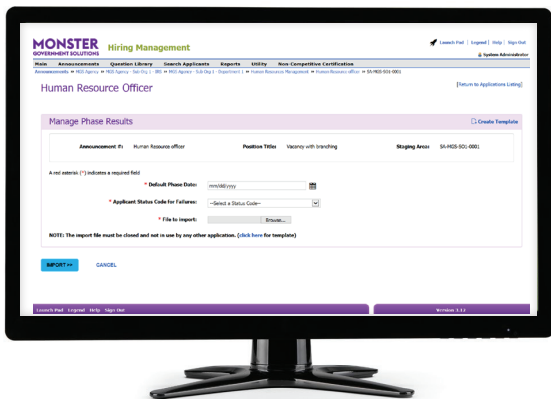*Automated candidate rating, ranking, and activity log.*

ASSESS ONLY THE MOST QUALIFIED CANDIDATES

Supporting OPM's multiple hurdles and vetting requirements, Monster Hiring Management provides the flexibility to implement a full-range of assessment strategies.

You will easily target specific job-related competencies and uncover your highest-quality candidates.

RANK TOP-QUALITY CANDIDATES USING AUTOMATED PROCESSES

• Rank eligible applicants based on vacancy-specific assessments and automatically screen ineligible candidates.

• Quickly pinpoint the most eligible candidates using Monster Hiring Management's automated ranking capabilities.

• Ensure accommodations are met for veteran's preference, non-competitive hiring, and federal hiring reform initiatives with our federally-compliant scoring process.
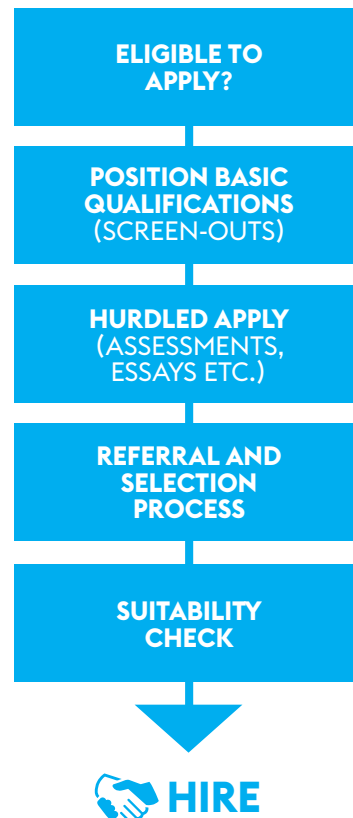
STREAMLINE YOUR WORKDAY

We place the entire applicant vetting process right at your fingertips. You'll save time with the repetitive aspects of talent acquisition, such as candidate response verification and veteran's preference designations. From candidate status management to assessment phases and performance results, Monster Hiring Management streamlines your day.

LEVERAGE YOUR INTERNAL EXPERTS

Monster Hiring Management supports a collaboration feature that allows your experts to work together to build a consensus applicant score.

Our Announcement Summary page provides vacancy overviews, including up-to-date applicant counts and links to perform vacancy actions.

APPLICATION PROCESS

ELIGIBLE TO APPLY?

POSITION BASIC QUALIFICATIONS (SCREEN-OUTS)

HURDLED APPLY (ASSESSMENTS, ESSAYS ETC.)

REFERRAL AND SELECTION PROCESS

SUITABILITY CHECK

HIRE

Our seamless application process identifies the most suitable candidates through a comprehensive vetting process.

☑ SELECT
Thoroughly evaluate candidates for selection.

🤝 HIRE
Hire the best qualified with a shortened time-to-hire.

## QUICKLY DOCUMENT AND SELECT PROMISING CANDIDATES

Monster Hiring Management allows for fast creation of applicant documentation throughout your hiring process:

- Certificates that allow for disposition and candidate rank that support your hiring decisions

- Finalist application packages that your hiring managers may review offline, at any time

PEACE OF MIND WITH EVERY CASE FILE

As you fill and close out a vacancy, Monster Hiring Management ensures your paperwork is in order. Monster Hiring Management allows you to:

- Verify the legality of the selection

- Compile required supporting documentation

- Enter the offer, hire, and entrance-on-duty dates

- Retain vacancy case files

- Support OPM or internal audits of vacancy case files in a read-only auditor role
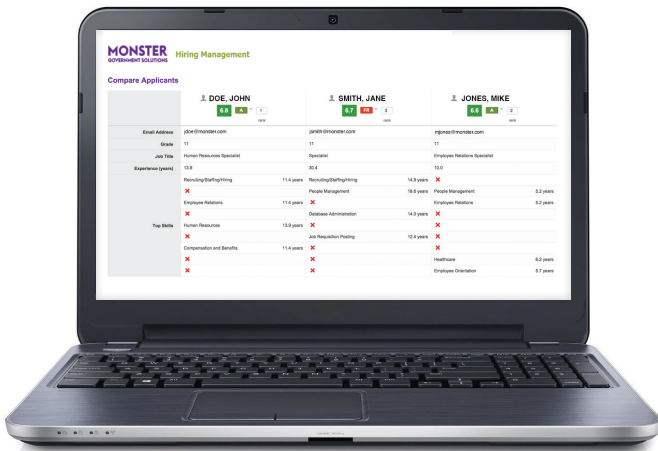
At a glance, users can see the most qualified applicants, ranked, and review their applications easily.

MONSTER HIRING MANAGEMENT ENTERPRISE
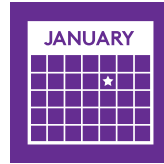

| PERSONNEL ACTION REQUEST | POSITION CLASSIFICATION | HIRING MANAGEMENT | EVENT SCHEDULER | ONBOARDING |

ANALYTICS

An adaptable applicant tracking system, Monster Hiring Management is an integral component of the Monster Hiring Management Enterprise suite of talent acquisition solutions.

MONSTER HIRING MANAGEMENT DELIVERS

- **Scalability** – Federal agencies managed more than 5.1 million federal job applications last year alone with Monster Hiring Management.

- **Availability & Reliability** – Monster Hiring Management consistently exceeds service level agreements we have with our customers.

- **Quality** – Monster Hiring Management consistently surpasses software industry metrics for quality.

- **Interoperability** – Monster Hiring Management integrates with existing and evolving HRIS ecosystems and fully integrates with USAJOBS.

- **Security** – Monster Hiring Management uses a multi-layer security approach as part of an approved System Security Plan which was developed in accordance with the common criteria of NIST/FISMA and other security best practices. The system has successfully been audited by third parties and has achieved multiple federal agencies' Authorization To Operate.

WHY MONSTER GOVERNMENT SOLUTIONS

In 1994, Monster created an industry – online recruiting. Since then, we've invested hundreds of millions of dollars and countless hours into researching and building technology-based solutions, product innovation and development, security and high availability to help organizations everywhere find, hire, and develop workforces. This investment powers the best job matching experience and workforce management systems anywhere.

We stand ready to help your organization with:
- Large Scale Implemention
- Workforce/Succession Planning
- Job Analysis/Competency Modeling
- Selection Tool Development
- Change Management
- Skills Gap Analysis
- Hiring Process Optimization
- Import/Export Vacancy, Application, and Hire Data in Real-Time
- Agency Training Programs

STREAMLINE YOUR TALENT ACQUISITION

To discover how Monster Government Solutions can help optimize your recruiting process, contact us today.

Monster Government Solutions

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