



# Pennsylvania IT Staff Augmentation

*Training for Vendors of the PA ITSA  
Network*

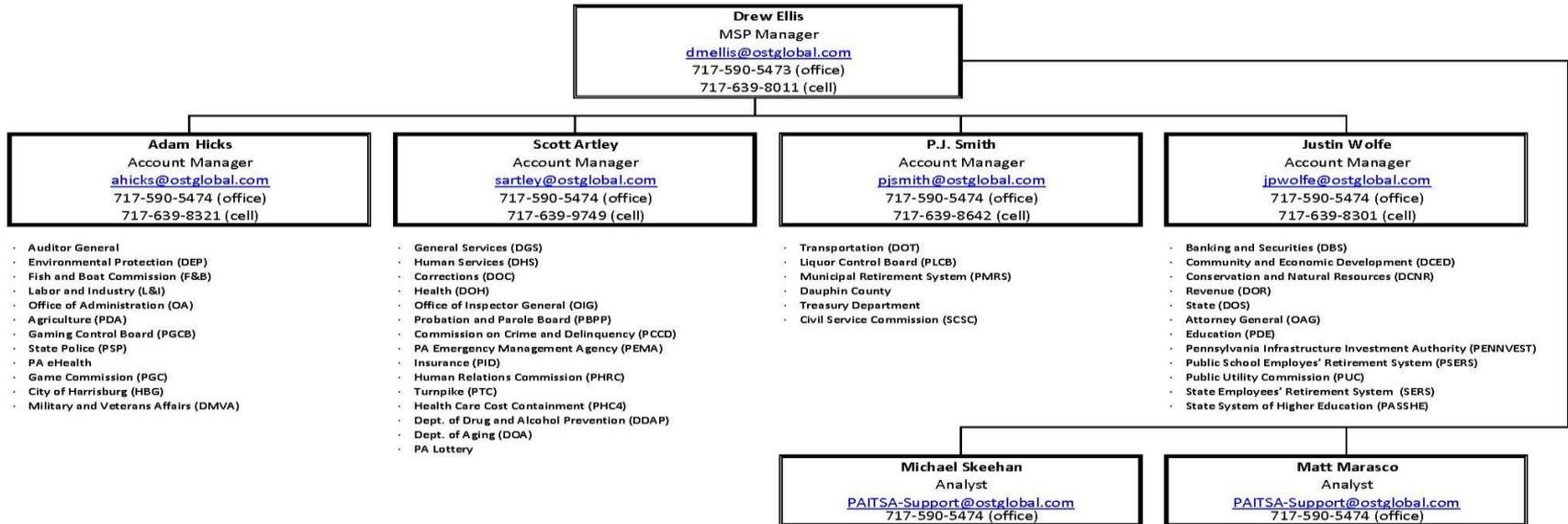


**Pennsylvania ITSA**

INFORMATION TECHNOLOGY STAFF AUGMENTATION



## Organizational Chart w/ Agency Assignments as of March 2018



- ▶ What is PA ITSA?
  - ▶ OST Goals as MSP
  - ▶ Success Factors for Vendors
- ▶ How to Join the PA ITSA Contract
- ▶ General Candidate On Boarding Timeline
- ▶ Taking a Look at PeopleFluent
  - ▶ Login Screen
  - ▶ Main Dashboard
- ▶ Requirements
  - ▶ Requirement Details
    - Submittal Deadline
    - No. of Openings
    - Bill/Vendor Rate
    - Requirement Description
    - Required Skills
- ▶ Submitting Candidate
- ▶ Interview Scheduling
- ▶ Engagements

- ▶ Active SDB Participation
- ▶ 95% Small Diverse Business (SDB) Commitment
- ▶ Equal opportunity to source candidates (e.g., 3-day window)
- ▶ High quality candidates
- ▶ Easy-to-use Vendor Management System (VMS)
- ▶ Rapid turnaround of requisitions to the vendor network once received from Commonwealth
- ▶ Negligible attrition and performance removal
- ▶ High Customer Service Survey Results
- ▶ Strong partnerships with stakeholders

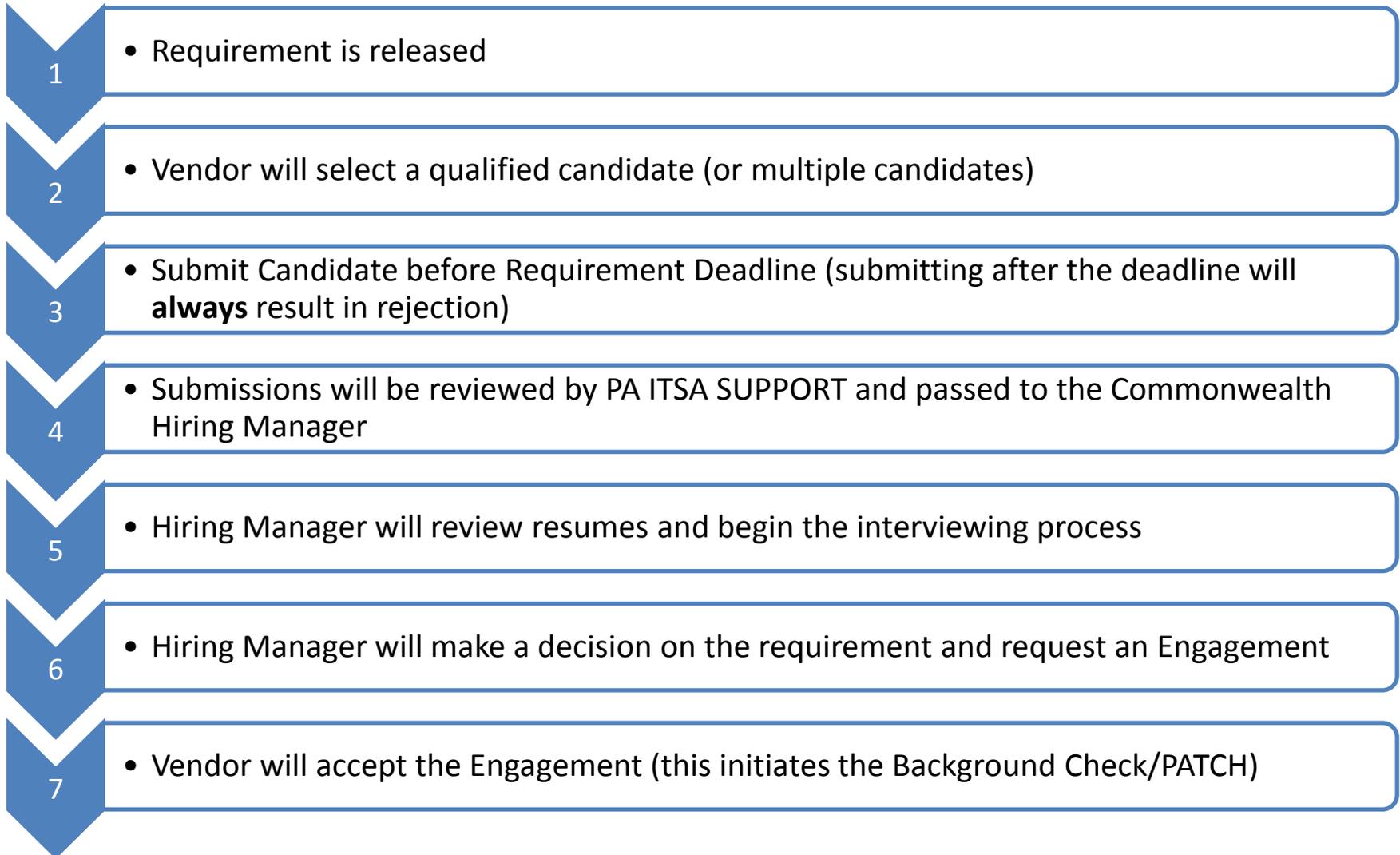
# Success Factors for Vendors

- ▶ Active Participation
- ▶ Quality Candidate Screening
- ▶ Process Compliance
- ▶ Performance Compliance
- ▶ Subcontract Compliance
- ▶ Open and Clear Communication with MSP
- ▶ Engagement with Resource

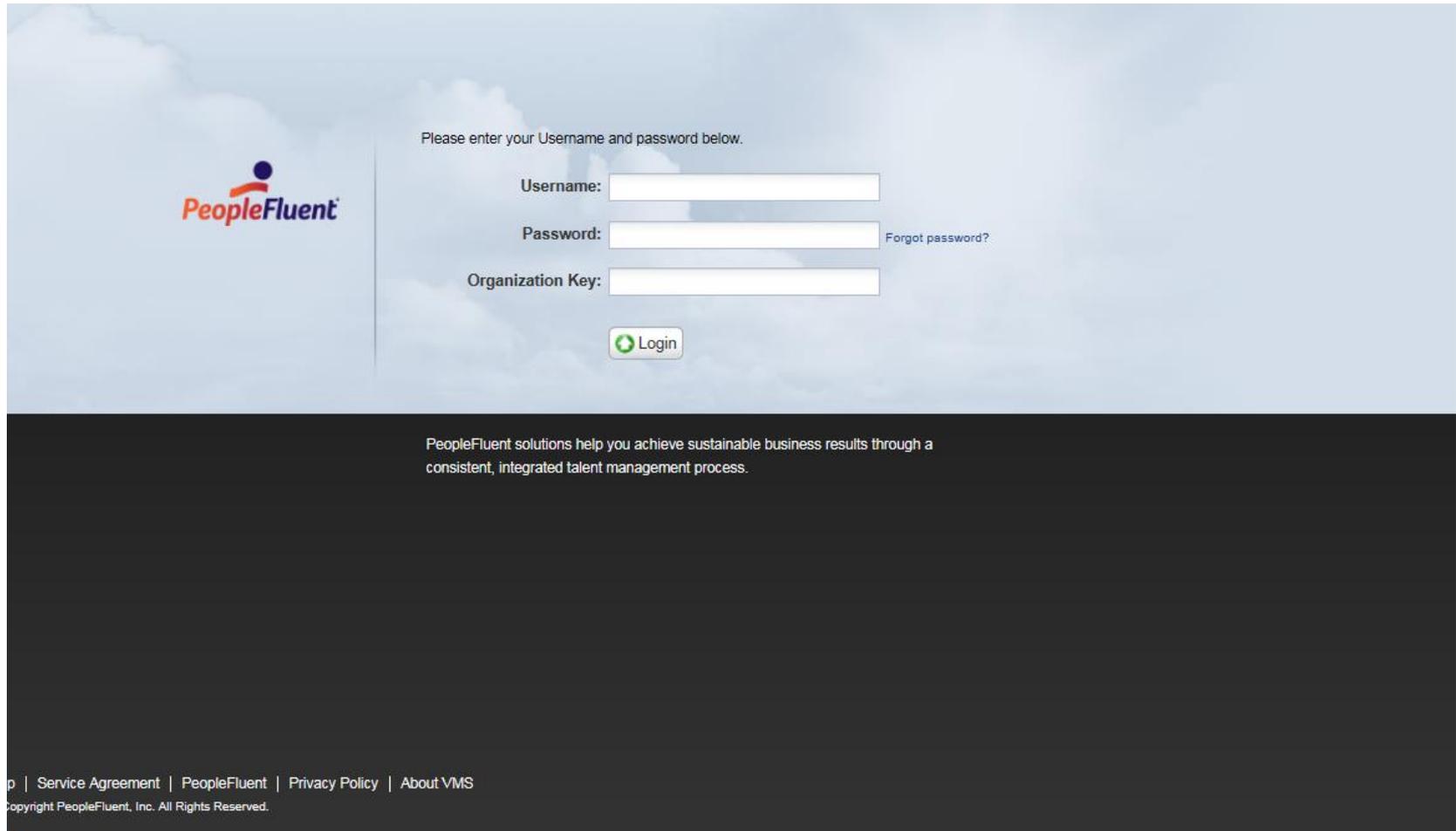
# How to Join the PA ITSA Network

- ▶ Contact our [PAITSA-Support@ostglobal.com](mailto:PAITSA-Support@ostglobal.com) team
- ▶ Sign the Subcontractor Agreement
- ▶ Provide Proof of Active SDB Registration (if applicable)
- ▶ Complete a W-9
- ▶ Provide an ACH Authorization Form
- ▶ Complete Training and Receive PeopleFluent Credentials
- ▶ Provide Insurance Documents – required prior to first award

# On-boarding Timeline (approx. 3-4 weeks)



PA ITSA will issue the vendor their login credentials once all contractual prerequisites have been met. This is your login page view.



The screenshot shows the login page for PeopleFluent. On the left is the PeopleFluent logo. The main content area has a light blue background with a cloud pattern. It contains the text "Please enter your Username and password below." followed by three input fields: "Username:", "Password:", and "Organization Key:". To the right of the password field is a link "Forgot password?". Below the input fields is a "Login" button with a green circular arrow icon. At the bottom of the page, there is a dark grey footer with the text "PeopleFluent solutions help you achieve sustainable business results through a consistent, integrated talent management process." and a navigation menu with links: "p | Service Agreement | PeopleFluent | Privacy Policy | About VMS". Below the navigation menu is the copyright notice "Copyright PeopleFluent, Inc. All Rights Reserved."

This is the main dashboard you will see upon login. Let's review!



Hi, Drew ▾

Dashboard Create ▾ View ▾ Reports ▾ Adv. Search

Quick Find

[Configure Dashboard](#)

### Attachments

Type	Description	File Name
Miscellaneous	2018 Invoice/Payment Schedule	PA ITSA - 2018 Invoice Schedule - 20171205.pdf
Agreement	Contract extension	PA ITSA Subcontractor Agreement Mod 3 (Extension to 20180930)_v2.pdf

Page: 1 of 1

Displaying 1 - 2 of 2

### My Tasks



Interviews  
To Accept



Engagements  
To Accept

### Current Activity

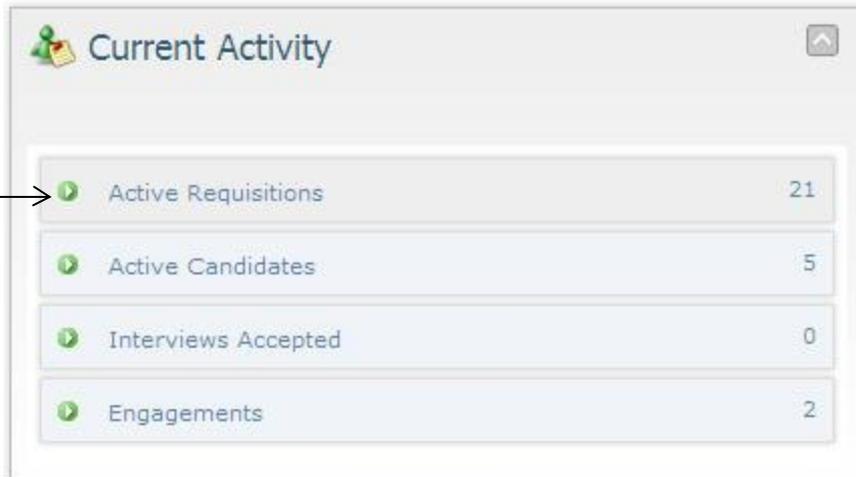
Active Requisitions	29	29
Active Candidates	0	0
Interviews Accepted	0	0
Engagements	0	0

### Alerts

Day Week Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Jan 28, 2018	29	30	31	Feb 1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	Mar 1	2	3

# Let's take a closer look...

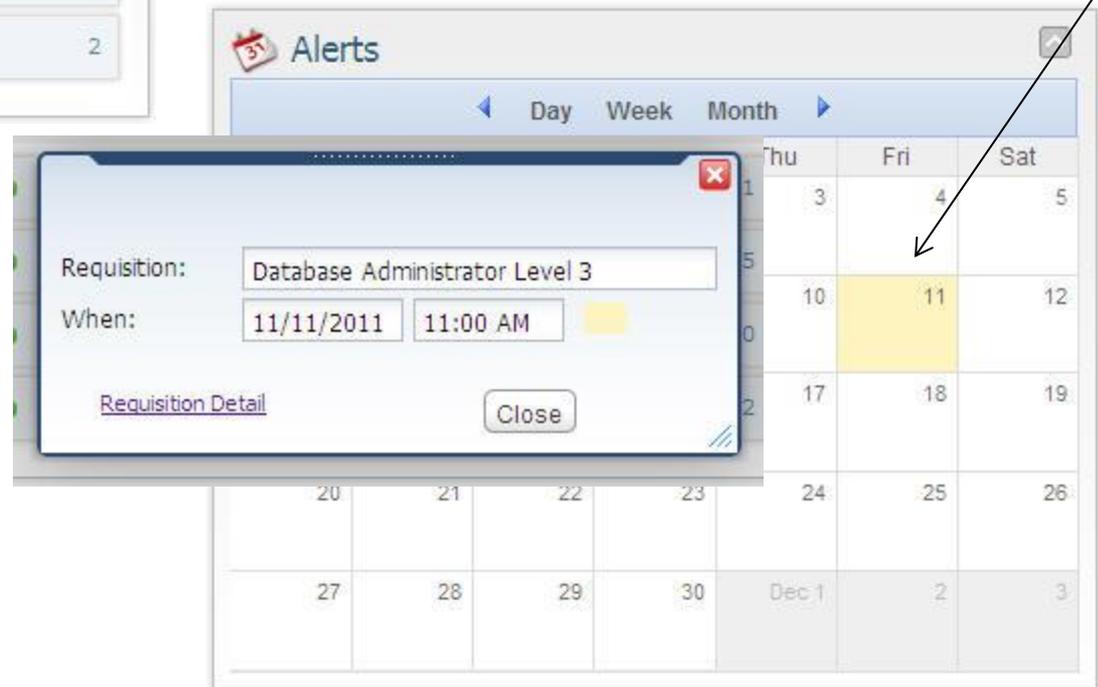


Current Activity

Active Requisitions	21
Active Candidates	5
Interviews Accepted	0
Engagements	2

Clicking on this will allow you to see all the active requisitions that are “out on the street”

To view details of alerts, click on the date in the calendar and a pop-up will appear.



Alerts

Day Week Month

Thu	Fri	Sat
1	2	3
4	5	6
7	8	9
10	11	12
13	14	15
16	17	18
19	20	21
22	23	24
25	26	27
28	29	30
31	Dec 1	2
3		

Requisition: Database Administrator Level 3

When: 11/11/2011 11:00 AM

[Requisition Detail](#)

# Requisitions!

PeopleFluent

Requisition Summary

All Active Requisitions

Reset View | Save View | Show Filters | Export

Action	Requisition Title	Req. ID	Req. Status	# Openings	Active Candidates	Req. Created	Client
	DOC - SCRUM/Agile Deve...	442740	Open	1	42	01/20/2016 06:10 pm	COPA
	PDA GIS AS3	439161	Open	1	8	12/11/2015 03:07 pm	COPA

Page 1 of 1 | Displaying 1 - 2 of 2

For this training, we will use this requirement

- This screen provides you with the different requisitions that are out “on the street” and their statuses.
- Before you can submit a candidate, you must review the Requisition Details

# Requisition Details Pt.1

**Requisition**  
DOC - Senior .NET Developer Emerging PR6 (529858)

Job Selection | **Details** | Skills | Compliance | Candidates | Reference | Approval/History

### Requisition Details

Requisition Class:	PR : PR6 : A4 Emerging PR6		
Title/Role:	DOC - Senior .NET Developer Eme		
Req. Status:	Open		
No. of Openings:	1		
Start Date:	03/12/2018		
No New Submittals After:	03/04/2018		
Max Submittals by Vendor:	3	Per Opening	
Directed Award? :	No		
Selected Vendor/Resource :			
Require Enhanced Background Check? :	Yes		
SDB - Exception:	Yes		

### Rate Information

Rate Structure used:	Standard		
Bill Range:			
Bill Rate Low:	\$ 0.01	USD	Per Hour
Bill Rate High:	\$ 68.43	USD	Per Hour
Do Not Allow Submission Above Maximum Bill Rate:	No		

### Requisition Description

Engagement Type:	Contract		
Short Description:	DOC requires the services of a .NET developer staff augmentation consultant to assist with DOC applications architect group. This person will be tasked to work on DOC enterprise development team.		
Complete Description:	DOC requires the services of a .NET developer staff augmentation consultant to assist with DOC applications architecture group. This person will be tasked to work on enterprise development team.  DOC IT utilizes both waterfall and agile project methodologies. As such, experience with both waterfall and agile project methodologies will be preferred.  The candidate should have all of the following requirements:		

[Requisition Summary List](#)

## Description of Key Points:

- **“No. of Openings”:** Refers to the number of positions available under this Req (i.e. in this example, there is ONE position for hire)
- **“No New Submittals After”:** Signifies the deadline for submitting candidates. The exact time will always be 6PM ET sharp
- **“Max Submittals”:** Currently PeopleFluent is set for vendors to submit no more than 3 candidates
- **“Bill Rate High”:** Refers to the exact bill rate to the Commonwealth

# Requisition Details Pt. 2



## Requisition

DOC - SCRUM/Agile Development Team Lead (442740)



Req. Status	Start Date	End Date
Open	02/01/2016	06/30/2016

- Job Selection
- Details**
- Skills
- Compliance
- Candidates
- Reference
- Approval/History

### Requisition Description

**Engagement Type:** Contract

**Short Description:** DOC requires the services of an agile development team lead staff augmentation consultant to assist with leading DOC applications development group.

**Complete Description:** \*\*\*PLEASE LIMIT SUBMISSIONS TO 3 PER STAFFING VENDOR\*\*\*

DOC requires the services of an Agile development team lead staff augmentation consultant to assist with leading DOC applications development group. This person will also be tasked to act as SCRUM master, while actively involved with the development effort.

The candidate should have all of the following requirements:

Experience / Skills

This is where the full Job Description is – keep an eye out for submittal restrictions in this area.

### Client Information

**Work Location:** Cumberland County

**GL:** Competitive: Non-SDB

**Cost Center:** DOC

**Projects:** LINE000001

[Requisition Summary List](#)

[Print](#)



## Requisition

DOC - SCRUM/Agile Development Team Lead (442740)



Reports To

Req. Status

Start Date

End Date

Open

02/01/2016

06/30/2016

Details

**Skills**

Compliance

Candidates

Distribution

Reference

Approval/History

### Required / Desired Skills

Skill	Required / Desired	Amount	of Experience
SCRUM Master/Team Lead	Required	5	Years
Agile Methodology	Required	5	Years
.NET Framework (1.1 – 4.6)	Required	7	Years
ASP.NET	Required	7	Years
ASMX Web Services	Highly desired	5	Years
Microsoft Test Manager & Microsoft Release Manager	Highly desired	5	Years
AngularJS	Highly desired	3	Years
Workflow Foundation	Highly desired	3	Years
WebsphereMQ	Highly desired	3	Years

Required skills listed in this area **MUST** be reflected on the resume!

### Questions

#### Description

Background Check: This position requires an in depth background check, including fingerprinting, and requires successful results. Do you accept this requirement?

Question 1

The VENDOR RATE for this position is \$76.33. Do you accept this rate?

Question 2

Make sure to reply accurately to all questions!



## Requisition

DOC - SCRUM/Agile Development Team Lead (442740)



- Submit Candidate
- Decline Participation

Req. Status	Start Date	End Date
Open	02/01/2016	06/30/2016

Click this icon and the "Submit Candidate" dropdown will appear to start the submittal!

- Job Selection
- Details
- Skills
- Compliance
- Approval/History

### Required / Desired Skills

Skill	Required / Desired	Amount	of Experience
SCRUM Master/Team Lead	Required	5	Years
Agile Methodology	Required	5	Years
.NET Framework (1.1 – 4.6)	Required	7	Years
ASP.NET	Required	7	Years
VB.NET	Required	7	Years
Javascript, HTML, CSS	Required	7	Years
jQuery	Required	5	Years
Web Forms	Required	7	Years
Classic ASP VB 6.0	Required	3	Years
IIS 8.x	Required	3	Years
WCF Web Services	Required	5	Years
Object Oriented Development	Required	7	Years

https://vms.peopleclick.com/7000/7020.aspx?reqID=442740&wf=0&filtertype=2#



# Submitting A Candidate

 **Submit Candidate**

Vendor

Candidate Status

Req Title

Submit

Details

Skills

Compliance

Employment Info

Rate Info

Reference

## Candidate Submission User Confirmation

First Name:

Middle Initial:

Last Name:

Vendor Candidate ID:

You can also utilize the “Vendor Candidate ID” field to assign a number to your candidate. This helps in organizing your resources.

# Submitting a Candidate (Details)

 Submit Candidate

Vendor Candidate Status Req Title



## Candidate Information

First Name:  \*

Middle Initial:

Last Name:  \*

Username:  \*

Email Address:  \*

Client Region:

Candidate Status:

Vendor Name:

Vendor ID:

Vendor Candidate ID:

Vendor Candidate Status:

Engagement Type:  \*

Interview Date:

Interviewed By:

Alternate Vendor Name:

Availability:

Summary of Qualifications:

Enter candidate email address to ensure proper time sheet access

Use this field to sell your candidate!

# Submitting a Candidate (Skills)

 **Candidate**  
Doe, John (2388171)

Vendor	Candidate Status	Req Title
Commonwealth of PA	Incomplete	DOC - SCRUM/Agile Development Tes R



## Requisition Details And Candidate Match

Skill	Required / Desired	Amount	of Experience	Response
SCRUM Master/Team Lead	Required	5	Years	<input type="text"/>
Agile Methodology	Required	5	Years	<input type="text"/>
.NET Framework (1.1 – 4.6)	Required	7	Years	<input type="text"/>
ASP.NET	Required	7	Years	<input type="text"/>
VB.NET	Required	7	Years	<input type="text"/>
Javascript, HTML, CSS	Required	7	Years	<input type="text"/>
jQuery	Required	5	Years	<input type="text"/>
Web Forms	Required	7	Years	<input type="text"/>
Classic ASP VB 6.0	Required	3	Years	<input type="text"/>
IIS 8.x	Required	3	Years	<input type="text"/>
WCF Web Services	Required	5	Years	<input type="text"/>
Object Oriented Development	Required	7	Years	<input type="text"/>
MS SQL Server	Required	7	Years	<input type="text"/>

Fill out your candidate's experience. This must be **explicitly** proven & not implied/assumed in the resume.

# Submitting a Candidate (Compliance)

 **Candidate**  
Doe, John (2388171)

Vendor	Candidate Status	Req Title	Refer
Commonwealth of PA	Incomplete	DOC - SCRUM/Agile Development Te	Req IT



## Compliance Items

This section contains tasks that will need to be completed as part of the Candidate Submittal and/or Engagement process.

Edit Associations					
Remove	Item	Due	Owner	Status	Attachments
MSP Required Onboarding Items					
	Background Check Validation	<input type="checkbox"/> Engagement Start Date	Client	Not Started	
Vendor Required Onboarding Items					
	PATCH Background Check	<input type="checkbox"/> Engagement Start Date	Vendor	Not Started	
	Right to Represent (RTR)	<input type="checkbox"/> Candidate Submittal	Vendor	Not Started	

Page 1 of 1

Right to Represent is the only required document at the time of submittal. PATCH is required at time of hire. You must upload the RTR in this tab, or you will not be able to go any farther.

# Submitting a Candidate (Compliance)

**Candidate**  
Doe, John (2388171)

Vendor: Commonwealth of PA  
Candidate Status: Incomplete  
Req Title: DOC - SCRUM/Agile Development Te...  
Req ID: Refere...

Submit ✓ Details ✓ Skills ✓ Compliance

**Compliance Items**  
This section contains tasks that will need to be completed as part of the...

**Compliance Item Response Details**

← Previous Right to Represent (RTR) Next →

**Compliance Item**

Name: Right to Represent (RTR)  
Description: All Candidates must provide written permission to submit  
Owner: Vendor  
Due: Candidate Submittal  
Response Status: Not Started

**Candidate Compliance Info Response**

Meets Requirement:   
Completed Date: mm/dd/yyyy  
Comment:

0/254

Provide your response here for the RTR – choose “Completed” if you have the signed document.

Save Cancel Close

Previous

# Submitting a Candidate (Employment Info)

 **Candidate**  
Doe, John (2388171)

Vendor	Candidate Status	Req Title	Referen
Commonwealth of PA	Incomplete	DOC - SCRUM/Agile Development Te	Req ID:

Submit ✓ Details ✓ Skills ✓ Compliance ✓ **Employment Info** Rate Info Reference

## Candidate Employment Status

Is Candidate currently employed by Vendor:  Yes  No •

Is/will be Paid-Employee/W2 to Vendor:  Yes  No •

If not, list candidate employer if subcontracted to vendor:

Independent Contractor:  Yes  No •

If yes, incorporated or 1099/Self-Employed:

Was Candidate ever contracted/employed by client:  Yes  No •

If yes, specify what type:

If yes, when did the last employment end?:  •

If yes, why did the employment end?:

If yes, detail previous contract/employment at client:

Citizen Status:

## Candidate Vendor Contact Information

Vendor Contact:   •

Vendor Email:

Vendor Contact Phone:

Vendor Client Status:

Vendor Rep.:   •

Complete the fields to reflect if your candidate is a 1099, W2 or Corp to Corp.

# Submitting a Candidate (Rates)

 Candidate  
Doe, John (2388171)

Vendor	Candidate Status	Req Title	Reference Info
Commonwealth of PA	Incomplete	DOC - SCRUM/Agile Development Te: Req ID: 442740	



**Rate Information**

Candidate Rate Settings:

Rate Structure: Standard

Vendor Charge %: 0

Payment Basis: Per Hour

Candidate Rates:

New rates:

Rule Name	Client Rate	Vendor Rate
Straight Time Regular	\$0.00 USD	
Straight Time OT	\$0.00 USD	\$0.00 USD

When you enter your vendor rate, the client rate will auto-populate. The vendor rate must be the exact rate found on the rate card. OST will also include the Vendor rate to be submitted as one of the questions on the bottom of the skills tab. **Candidates with wrong vendor rates will be removed from consideration.**

Candidate Rates:

New rates:

Rule Name	Client Rate	Vendor Rate
Straight Time Regular	\$57.84 USD	\$55.22 USD
Straight Time OT	\$57.84 USD	\$55.22 USD

# Finding the Resume Template



## Overview

OST, Inc. (Optimal Solutions and Technologies) is the Commonwealth of Pennsylvania's Managed Service Provider for IT Staff Augmentation (ITSA). OST facilitates the staff augmentation procurement process between Commonwealth hiring managers and ITSA-registered vendors. OST is partnered with PeopleFluent and provides a Vendor Management System that handles the workflow from beginning to end. The PAITSA program is dedicated to transparency, continuous improvement of process efficiency, and providing opportunities to the Small Diverse Business (SDB) community.

Go to <http://paitsa.ostglobal.com>

Scroll to the bottom of the page and locate the Vendors box on the right

Click on PA ITSA Resume Template link

## Announcements

Vendors must be registered with ITSA as an SDB or Non-SDB. Please contact [PAITSA-Support@ostglobal.com](mailto:PAITSA-Support@ostglobal.com) to request vendor registration information.

### To the Vendor Community

We would like to thank the vendor community for helping make this program successful. Your feedback is valued as it helps us find areas to improve. Please continue to provide your comments and suggestions to us at [PAITSA-Support@ostglobal.com](mailto:PAITSA-Support@ostglobal.com).

### Small Diverse Business Registration

In order to participate in ITSA as a Small Diverse Business, companies must first be registered with the PA Department of General Services Bureau of Small Business Opportunities

### PA ITSA Goes Live October 1st

New Requisitions for IT Staff Augmentation needs will come through OST as of October 1, 2015. For questions on how to get started, email us at [PAITSA-Support@ostglobal.com](mailto:PAITSA-Support@ostglobal.com).

## Hiring Managers

- PeopleFluent VMS Login
- Job Categories and Descriptions
- Agency Rate Card

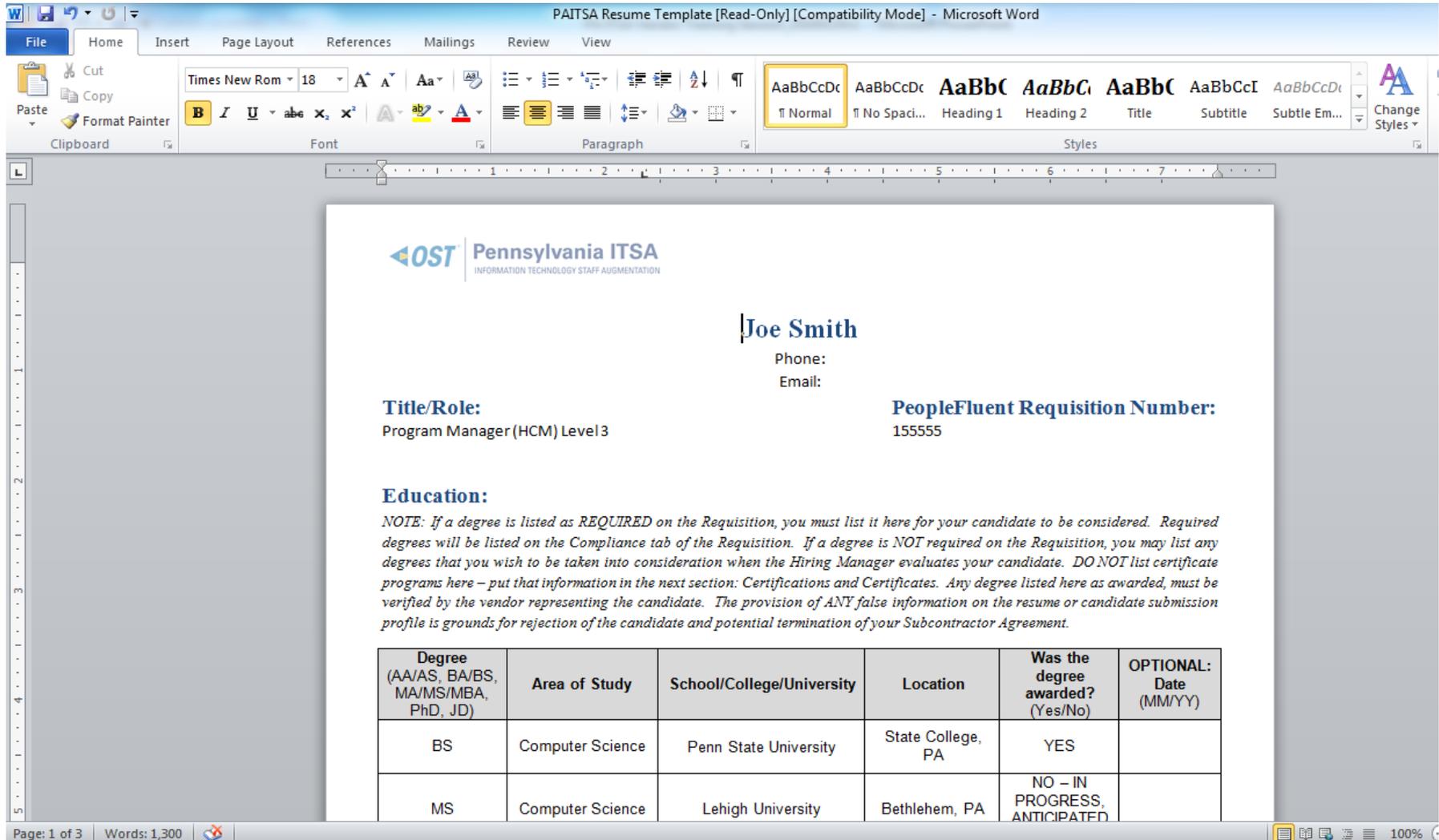
## OST Corp

- OST Website  
[www.ostglobal.com](http://www.ostglobal.com)
- CMMI Website  
[cmiiinstitute.com](http://cmiiinstitute.com)
- ISO Website  
[www.iso.org](http://www.iso.org)

## Vendors

- PeopleFluent VMS Login
- PA BSBO SDB Registration
- Job Categories and Descriptions
- Vendor Rate Card
- PA ITSA Resume Template
- Right to Represent (RTR)

Open the resume template for review:



**OST** Pennsylvania ITSA  
INFORMATION TECHNOLOGY STAFF AUGMENTATION

**Joe Smith**  
Phone:  
Email:

**Title/Role:**  
Program Manager (HCM) Level 3

**PeopleFluent Requisition Number:**  
15555

**Education:**

*NOTE: If a degree is listed as REQUIRED on the Requisition, you must list it here for your candidate to be considered. Required degrees will be listed on the Compliance tab of the Requisition. If a degree is NOT required on the Requisition, you may list any degrees that you wish to be taken into consideration when the Hiring Manager evaluates your candidate. DO NOT list certificate programs here – put that information in the next section: Certifications and Certificates. Any degree listed here as awarded, must be verified by the vendor representing the candidate. The provision of ANY false information on the resume or candidate submission profile is grounds for rejection of the candidate and potential termination of your Subcontractor Agreement.*

Degree (AA/AS, BA/BS, MA/MS/MBA, PhD, JD)	Area of Study	School/College/University	Location	Was the degree awarded? (Yes/No)	OPTIONAL: Date (MM/YY)
BS	Computer Science	Penn State University	State College, PA	YES	
MS	Computer Science	Lehigh University	Bethlehem, PA	NO – IN PROGRESS, ANTICIPATED	

Page: 1 of 3 Words: 1,300

Education and Certifications must be shown in this table

<b>Degree</b> (AA/AS, BA/BS, MA/MS/MBA, PhD, JD)	<b>Area of Study</b>	<b>School/College/University</b>	<b>Location</b>	<b>Was the degree awarded? (Yes/No)</b>	<b>OPTIONAL: Date</b> (MM/YY)
BS	Computer Science	Penn State University	State College, PA	YES	
MS	Computer Science	Lehigh University	Bethlehem, PA	NO – IN PROGRESS, ANTICIPATED 12/2014	

<b>Certification</b>	<b>Issued By</b>	<b>Date Obtained</b> (MM/YY)	<b>Certification Number</b> (If Applicable)	<b>Expiration Date</b> (If Applicable)
Graduate Certificate in Computer Security & Information Assurance (CSIA)	University of Pennsylvania	IN PROGRESS – Expected 12/2014	N/A	N/A
PeopleSoft Human Resources 9 Consultant Certified Expert	Oracle	05/2014	1234567	N/A
Project Management Professional (PMP)	Project Management Institute (PMI)	10/2003	1234567	N/A

List: Company & Title, Years Employed, Brief Description, and Technologies. Any skills pertaining to the required skills should be **bolded** or **highlighted** in the description. Please see example below:

## State Government – Contractor

### *Project Manager / Sr. Program Manager*

Oct 2006 – Present

- Hands on **personnel and project management** as the Project Manager of HCM Modules **implementation** project including **PeopleSoft HCM 8.8** eRecruit, ePerformance, eCompensation and UPK, **Enterprise Learning Management (ELM) and Workforce Analytics** modules.
- Hands on **personnel and project management** as the Controller for the **PeopleSoft HCM Payroll implementation**.
- Utilized **MS Project, MS Office, SharePoint, Planview** and **Project Management Institute (PMI) methodology** to successfully monitor and report project performance and assure collaboration.
- Leveraging extensive knowledge of **Government Human Resources practices**, partnered with stakeholders to develop the **PeopleSoft HCM** strategic roadmap and developed the **ERP** strategic business framework.
- Evaluated various **PeopleSoft HCM** Modules including **Enterprise Learning Management** and **Workforce Analytics** for the **PeopleSoft HCM** strategic roadmap.
- Currently managing the deliverables of the **HCM Modules implementation** project.

**Key Technologies/Skills:** PeopleSoft HCM 8.8, eRecruit, eCompensation, Enterprise Learning Management, Performance Management, Workforce Analytics, UPK, Planview, MS Project, MS Office, SharePoint, MS Visio

**All REQUIRED skills listed in the Skills Response in PeopleFluent MUST BE SHOWN in the Employment History!**

# The Finished Resume...

## PAGE 1

## ADDITIONAL PAGES

**Joe Smith**

Phone:  
Email:

**Title/Role:**  
Program Manager (HCM) Level 3

**PeopleFluent Requisition Number:**  
155555

### Education:

*NOTE: If a degree is listed as REQUIRED on the Requisition, you must list it here for your candidate to be considered. Required degrees will be listed on the Compliance tab of the Requisition. If a degree is NOT required on the Requisition, you may list any degrees that you wish to be taken into consideration when the Hiring Manager evaluates your candidate. DO NOT list certificate programs here – put that information in the next section: Certifications and Certificates. Any degree listed here as awarded, must be verified by the vendor representing the candidate. The provision of ANY false information on the resume or candidate submission profile is grounds for rejection of the candidate and potential termination of your Subcontractor Agreement.*

Degree (AA/AS, BA/BS, MA/MS/MBA, PHD, JD)	Area of Study	School/College/University	Location	Was the degree awarded? (Yes/No)	OPTIONAL: Date (MM/YY)
BS	Computer Science	Penn State University	State College, PA	YES	
MS	Computer Science	Lehigh University	Bethlehem, PA	NO – IN PROGRESS, ANTICIPATED 12/2015	

### Certifications and Certificates:

*NOTE: If a certification is listed as REQUIRED on the Requisition, you must list it here for your candidate to be considered. Required certifications will be listed on the Compliance tab of the Requisition. If a certification is NOT required on the Requisition, you may list any certifications that you wish to be taken into consideration when the Hiring Manager evaluates your candidate. Any certification listed here as obtained, must be verified by the vendor representing the candidate. The provision of ANY false information on the resume or candidate submission profile is grounds for rejection of the candidate and potential termination of your Subcontractor Agreement.*

Certification	Issued By	Date Obtained (MM/YY)	Certification Number (If Applicable)	Expiration Date (If Applicable)
Graduate Certificate in Computer Security & Information Assurance (CSIA)	University of Pennsylvania	IN PROGRESS – Expected 12/2015	N/A	N/A
PeopleSoft Human Resources 9 Consultant Certified Expert	Oracle	05/2014	1234567	N/A
Project Management Professional (PMP)	Project Management Institute (PMI)	10/2003	1234567	N/A

### Employment History:

*NOTE: The employment history provided here MUST substantiate the experience that you have indicated on the PeopleFluent candidate submission. For example, if the Requisition requires 12 years of experience, there must be a cumulative total of 12 years of experience detailed in this resume. Each work experience provided must explicitly call out all required skills or experience that your*

*candidate possesses FROM THAT JOB (it is helpful to indicate key terms in bold), and must provide context or explanation to support the experience. For example, if the requirement is for PeopleSoft HCM 8 experience, you should write something like: "Supported PeopleSoft HCM 8 implementation, including configuration, testing and deployment." DO NOT simply copy and paste the required skills from the PeopleFluent Requisition into the resume. OST will not consider that to satisfy the requirement that resumes substantiate claimed experience. DO NOT list required skills on every work experience if those skills do not apply to every work experience. For example, if your candidate has PeopleSoft HCM 8 experience on their most recent job, but not previous jobs, ONLY list that required skill on the most recent job. ALL information provided in the resume must be accurate – if candidates are found to have falsified information in order to pass the screening process, they will be rejected. It is the vendor's responsibility to ensure that all information listed is truthful. If vendors are found to have intentionally falsified information to pass the screening process, they will be suspended or terminated from the ITSA program at OST's and the Commonwealth's discretion.*

### EXAMPLES:

#### State Government – Contractor

##### Project Manager / Sr. Program Manager

Oct 2006 – Present

- Hands on personnel and project management as the Project Manager of HCM Modules implementation project including PeopleSoft HCM 8.8 eRecruit, ePerformance, eCompensation and UPK, Enterprise Learning Management (ELM) and Workforce Analytics modules.
- Hands on personnel and project management as the Controller for the PeopleSoft HCM Payroll implementation.
- Utilized MS Project, MS Office, SharePoint, Planview and Project Management Institute (PMI) methodology to successfully monitor and report project performance and assure collaboration.
- Leveraging extensive knowledge of Government Human Resources practices, partnered with stakeholders to develop the PeopleSoft HCM strategic roadmap and developed the ERP strategic business framework.
- Evaluated various PeopleSoft HCM Modules including Enterprise Learning Management and Workforce Analytics for the PeopleSoft HCM strategic roadmap.
- Currently managing the deliverables of the HCM Modules implementation project.

**Key Technologies/Skills:** PeopleSoft HCM 8.8, eRecruit, eCompensation, Enterprise Learning Management, Performance Management, Workforce Analytics, UPK, Planview, MS Project, MS Office, SharePoint, MS Visio

#### Company One, Inc. – Full Time Employee

##### Director of PeopleSoft HCM and Financials

Nov 2004 – Oct 2006

- Hands on personnel management as the director of the global PeopleSoft HCM and Financials.
- Directed a PeopleSoft 8.8 upgrade project to success.
- Directed the worldwide PeopleSoft ERP implementation program, replacing EMEA and APAC applications with PeopleSoft (Phase 1).
- Utilized MS Project and MS Office and Project Management Institute (PMI) methodology to successfully monitor and report project performance.
- Leveraging extensive knowledge of Human Resources and Financial practices developed and managed the PeopleSoft HCM and Financials strategic roadmap including the evaluation of the HCM expansion and outsourcing vs. in-house maintenance options.

**Key Technologies/Skills:** PeopleSoft HCM 8.8, PeopleSoft Financials 8.8, MS Project, MS Office, MS Visio, WebMethods Fabric (SOA)

#### Company Two, Inc. – Full Time Employee

##### PeopleSoft HCM Project Director

Aug 2003 – Nov 2004

- Hands on personnel and project management as the director of the full cycle PeopleSoft HCM 8.8 implementation.
- Leveraging extensive knowledge of Government Human Resources practices, successfully implemented PeopleSoft HCM 8.8 Time and Labor, ePerformance, eCompensation, eBenefits, ePay, eProfile modules early and under budget.

# Completing the Submission

**Candidate**  
Doe, John (2388171)

Vendor	Candidate Status	Req Title	Reference Info
Commonwealth of PA	Incomplete	DOC - SCRUM/Agile Development Te	Req ID: 442740

Submit ✓ Details ✓ Skills ✓ Compliance ✓ Employment Info ✓ Rate Info ✓ Reference

### Candidate Comments

+ Add Comment

Remove	User Name	Org. Short Name	Date/Time	Comment	Sys. ID
There are currently no comments					

### Internal Comments

+ Add Comment

Remove	User Name	Org. Short Name	Date/Time	Comment	Sys. ID
There are currently no comments					

### Attachments

**Add New Attachment**

Action	Attachment Type	Description	File Name	Created Date
No data to display				

Fill the fields, then click the paper clip icon to browse for a file to upload.

**Add Attachment**

Attachment Type	Description	File Name
<input type="text"/>	<input type="text"/>	Select File   

New attachments to add

Save candidate attachments to the user record:

Save Cancel

Make sure to add RTR and Formatted Resume on the REFERENCE TAB of the candidate's record. If documents are not attached, candidate will be disqualified.

# Candidate Submission Checklist

- ✓ All columns are filled out in the Skills section
- ✓ The candidate's years experience is equal to or greater than required years experience for all skills
- ✓ You have responded to all Questions for Requirement
- ✓ The resume is on the PA ITSA Resume Template
- ✓ There is no vendor information on the resume (name, logo, etc.)
- ✓ All certifications are listed
- ✓ All technologies and skills listed are shown in Employment History
- ✓ All necessary documents (RTR and Resume) are uploaded and in the correct format

▶ **The Account Management team will review all submissions to each requirement. The following are what would constitute a rejection of a submission:**

- *All submissions after the 6PM ET deadline will not be accepted and will be immediately subjected to rejection.*
- *ALL required skills must be explicitly proven. No skills should be implied/assumed.*
- *Resume's not following the PA ITSA Resume Guidelines are subject to rejection.*
- *Duplicate submittals are automatically rejected.*

# Interview Scheduling

**Candidate** [Redacted] [Avatar]

Vendor: [Redacted] Candidate Status: Interview Accepted Req Title: [Redacted] Reference Info: [Redacted]

Details Skills Compliance Employment Info Rate Info Reference **Interview** History

### Current Interview

Interview ID: 199588 Interview Status: Interview Accepted

Actions	Interview Information
[Icon]	Date/Time : 02/09/2016 11:30 AM
	Interview Type : In-person
	Location : 651 Boas Street, Harrisburg, PA 17121
	Details : Please arrive onsite and sign in at the front desk. Let them know you're there to meet with [Redacted] and they will call her and direct you to her office.
	Vendor Comment : Accepted Date/Time change
	Time Zone : (GMT-05:00) Eastern Time (US & Canada)
	Interviewer : [Redacted]
	Phone : [Redacted]

### Candidate Interview History

Interview ID	Status	Interviewer	Updated Date	Updated User	Details
199588	Interview Accepted	[Redacted]	01/21/2016 2:22 PM	[Redacted]	<input type="checkbox"/>
199524	Interview Cancelled - Client	[Redacted]	01/21/2016 1:20 PM	Elizabeth Halgash	<input type="checkbox"/>

If an interview request conflicts with your candidate's prior engagements, make sure you do the following: Enter, in the "comment" field, the availability of your candidate. Then REJECT the interview. The Hiring Manager will then consider rescheduling.

Note: Always read the details. For instance, you may be asked to leave a contact number for your candidate's phone interview.

# Accepting an Engagement

- ▶ OST will receive a notification that the engagement has been requested.
- ▶ You will receive a notification from the OST Account Manager to initiate the background check and confirm a start date.
- ▶ Upload PATCH check results.
- ▶ OST Account manager will create the engagement with the finalized start date and PATCH.

# Submitting a Timesheet

Click on “Add New Line”

PERIOD (Begin - End): Sunday, March 19, 2017 - Saturday, March 25, 2017

## Timesheet

### Timesheet Note:

Turn on automatic calculation of hours based on Start time/End time

\*All time can be entered either with an am/pm designator or in a 24 hour clock format. (05:00 pm or 17:00)

Billing Rule	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	Total
Start time of Day *	<input type="text"/>							
End time of Day *	<input type="text"/>							
Non-billable hours	<input type="text"/>	02:00	04:00	02:00	04:00	04:00	<input type="text"/>	16:00
<b>Total Billable Hours (Day)</b>								

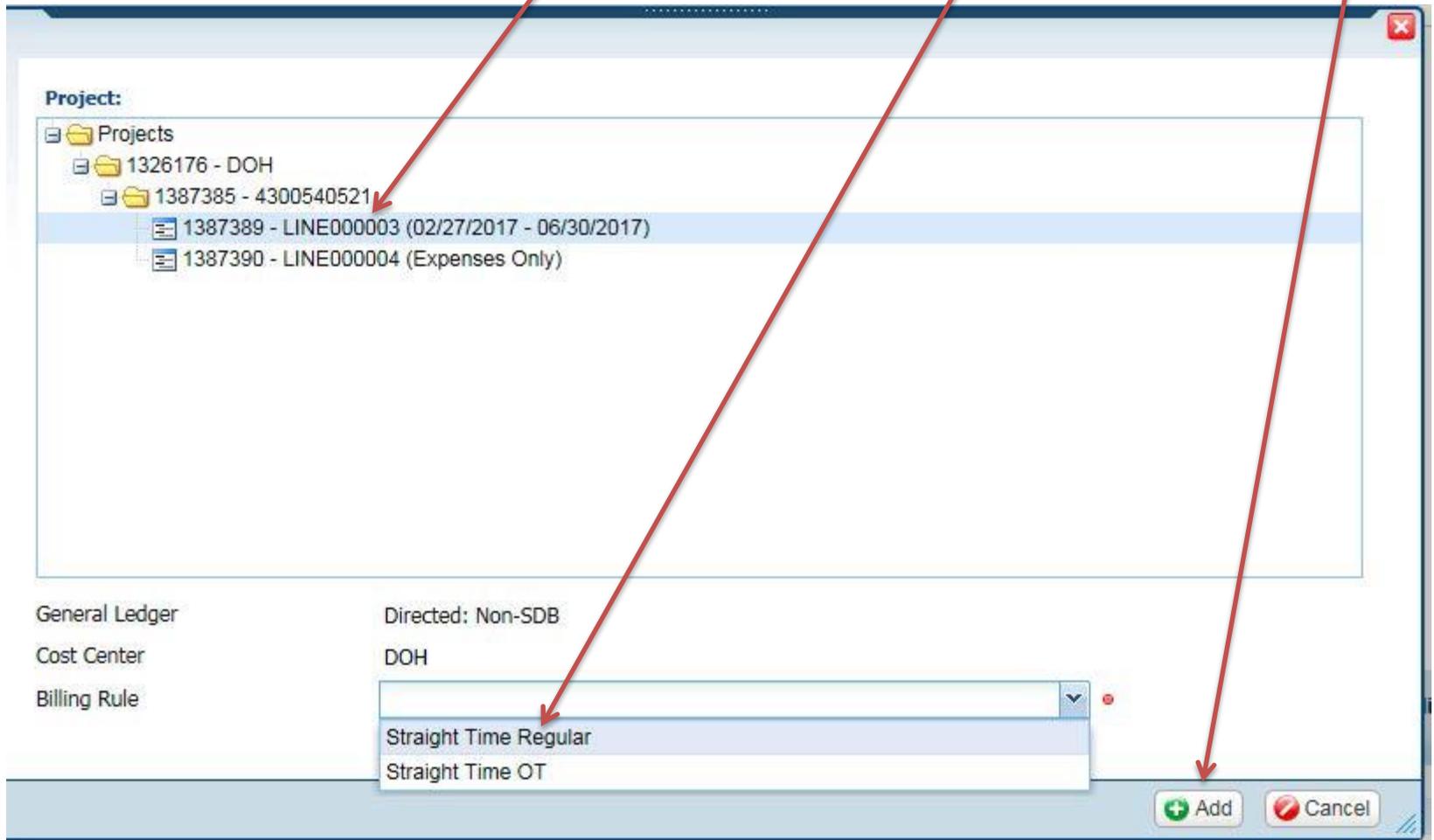
[+ Add New Line](#)

Time Entry Comment:

0/1000

# Submitting a Timesheet (cont.)

Pick the PO Line you want to add (LINE000003). Then pick Straight Time Regular. Then ADD.



- ▶ Duplicate Submittals are instances when two vendors submit the same candidate to a requirement. This situation always results in the rejection of the candidate entirely.
- ▶ A Right to Represent (RTR) is a written agreement that the vendor has exclusive rights to submit their candidate. The only two acceptable forms of this document is either a scanned, signed copy or a picture of an actual, signed document. **No electronic signatures are acceptable.**
- ▶ Other information you may need can be found at [www.paitsa.ostglobal.com](http://www.paitsa.ostglobal.com) .

# Thank You!!

We hope the information provided today has been valuable, and sincerely thank you for your time and participation!

[PAITSA-Support@ostglobal.com](mailto:PAITSA-Support@ostglobal.com)

Optimal Solutions and Technologies  
5000 Ritter Rd, Suite 105  
Mechanicsburg, PA 17055

