



# Pennsylvania ITSA

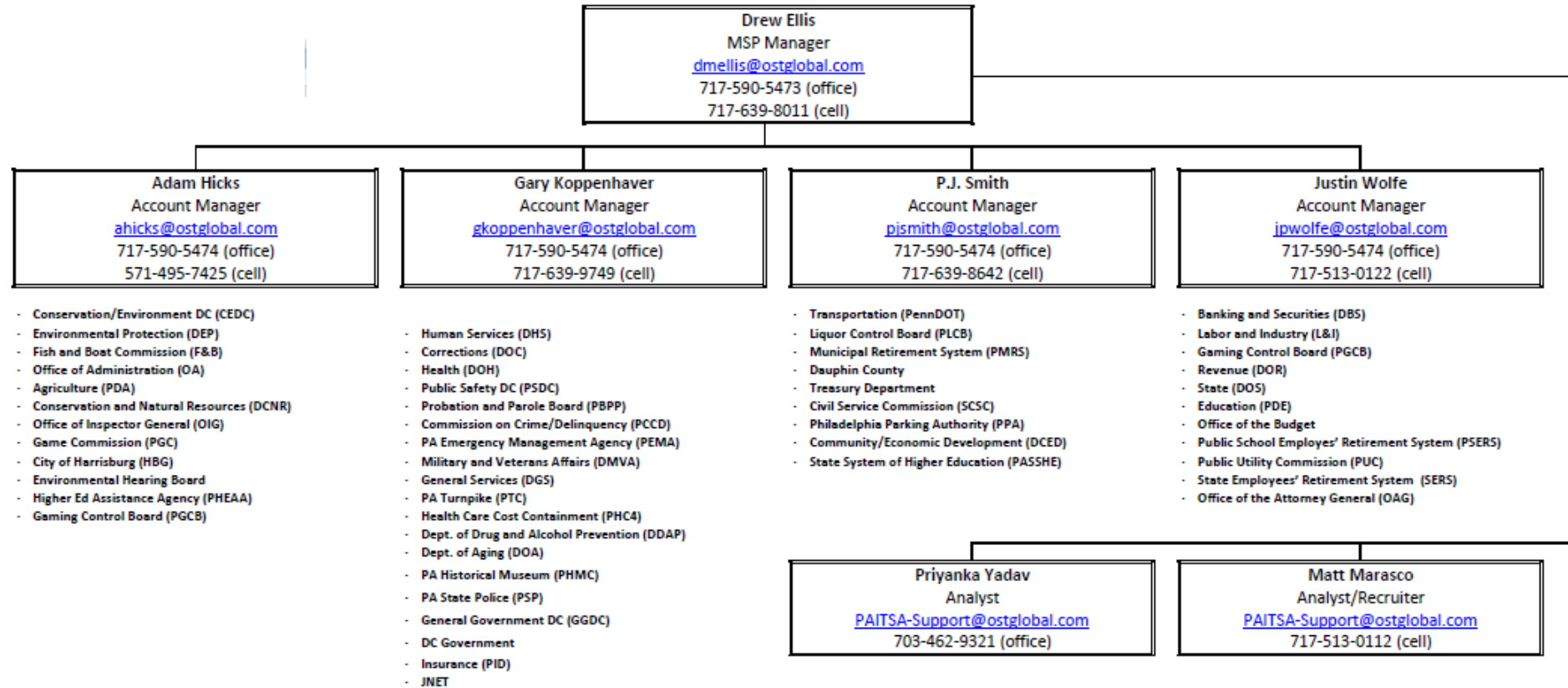
INFORMATION TECHNOLOGY STAFF AUGMENTATION

Pennsylvania IT Staff Augmentation  
*Training for Vendors of the PA ITSA Network*





## Organizational Chart w/ Agency Assignments as of August 2020



- ▶ What is PA ITSA?
  - ▶ OST Goals as MSP
  - ▶ Success Factors for Vendors
- ▶ General Candidate On Boarding Timeline
- ▶ Taking a Look at Vector VMS
- ▶ Requirements
- ▶ Submitting Candidates
- ▶ 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

# Onboarding Timeline (approx. 3-4 weeks)

1

- Requirement is released

2

- Vendor will select a qualified candidate (or multiple candidates)

3

- Submit Candidate before Requirement Deadline (submitting after the deadline will **always** result in rejection)

4

- Submissions will be screened by OST Account Management and the most highly qualified forwarded to the Commonwealth Hiring Manager

5

- Hiring Manager will review resumes and begin the interviewing process

6

- Hiring Manager will make a decision on the requirement and request an Engagement

7

- Vendor will accept the Engagement (this initiates the Background Check/PATCH)

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 VectorVMS login interface. On the left is the VectorVMS logo. On the right, a light blue box contains the login form. The form has three input fields: 'Username:', 'Password:', and 'Organization Key:'. A 'Forgot password?' link is next to the password field. Below the fields is a green 'Login' button with a circular arrow icon. Above the fields, a message says 'Please enter your Username and password below.' Below the login box, a dark blue footer contains the text: 'VectorVMS helps you achieve sustainable business results for your contingent workforce through an intuitive, flexible solution.'

Please enter your Username and password below.

Username:

Password:  [Forgot password?](#)

Organization Key:

 Login

VectorVMS helps you achieve sustainable business results for your contingent workforce through an intuitive, flexible solution.

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

VectorVMS

Hi, Drew

Dashboard>CreateViewReportsAdv. Search

Quick Find

Configure Dashboard

Attachments

Type	Description	File Name
Miscellaneous	2018 Invoice/Payment Schedule	PA IT SA - 2018 Invoice Schedule - 20171205.pdf
Miscellaneous	PA ITSA Vendor Training guide	PA IT SA Vendor Training Session_March 2018.pdf
Resume/CV	Resume Template	PAIT SA_Resume_Template_03292016.doc
Compliance	RTR	PA IT SA - Right to Represent Acknowledgement_20150925.doc
Project doc	PA ITSA Org Chart	PA IT SA - OST org chart with agency assignments - 20180525.pdf
Contract	OST Contract Extension to 9/30/2020	PA ITSA Contract_Modification #04_06.12.2018.pdf
Project doc	Job Titles and Skill Categories	PA IT SA Job Titles and Skill Categories.docx
Other	2019 Invoice/Payment Schedule	PA IT SA - 2019 Invoice Schedule - 20181229.pdf
Other	Inauguration Day building closures	Inauguration Day building closures_20190115.pdf

Page 1 of 1

Displaying 1 - 9 of 9

My Tasks

Interviews To Accept

Engagements To Accept

Current Activity

Active Requisitions	29	29
Active Candidates	0	1
Interviews Accepted	0	0
Engagements	0	0


Alerts




DayWeekMonth

Sun	Mon	Tue	Wed	Thu	Fri	Sat
May 26, 2019	27	28	29	30	31	Jun 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	Jul 1	2	3	4	5	6




# 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


Requisition: Database Administrator Level 3

When: 11/11/2011 11:00 AM

[Requisition Detail](#) [Close](#)

# Requisitions!

Dashboard Create ▾ View ▾ Reports ▾ Adv. Search

 Requisition Summary









All Active Requisitions ▾

Reset View

Save View



Show Filters

Export

 Action 	Requisition Title	Req. ID	Req. Status	# Openings	Active Candidates	Req. Created ▾
  •	PennDOT - A5 Emerging SS2 (Montgo...	596466	Open	1	5	06/04/2019 07:28 pm
  •	PDA - A4 Emerging TS4	596324	Open	1	15	06/03/2019 07:13 pm
  •	PennDOT - Emerging TS3	596191	Open	1	3	05/31/2019 07:29 pm

- 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 Part 1

 **Requisition**  
PDA - A4 Emerging TS4 (506324) 

Job Selection Details Skills Compliance Candidates Reference Approval/History

**Requisition Details**

Requisition Class:	TS : TS4 : A4 Emerging TS4		
Title/Role:	PDA - A4 Emerging TS4		
Req. Status:	Open		
No. of Openings:	1		
Start Date:	06/24/2019		
No New Submittals After:	06/06/2019		
Max Submittals by Vendor:	3	Per Opening	
Directed Award? :	No		
Selected Vendor/Resource :			
Require Enhanced Background Check? :	No		
SDB - Exception:	No		


**Rate Information**


Rate Structure used:	NEW Rate Structure		
Bill Range:			
Bill Rate Low:	\$ 0.01	USD	Per Hour
Bill Rate High:	\$ 91.24	USD	Per Hour
Do Not Allow Submission Above Maximum Bill Rate:	No		

## 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 Vector VMS 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 Part 2

 **Requisition**

PDA - A4 Emerging TS4 (596324) 

Req. Status  
Open

Job Selection

Details

Skills

Compliance

Candidates

Reference

Approval/History

Do Not Allow Submission Above Maximum Bill Rate: No

Requisition Description

Engagement Type:

Contract

Short Description:

Technical Specialist 4 (TS4) - More than 10 years relevant experience. This position will be funded until 06/30/2020

Complete Description:

Role Description:

As a Business Intelligence Power BI Developer, you will evaluate the current data-warehouse environment and then make changes to and/or create new data marts, end-to-end flows, by designing and implementing these processes. You will also ensure proper data cardinality, data relationships, and quality of the data. You will develop dashboards and reports that efficiently fulfill the requirements of the BI for the delivery center. The goal is to modernize the data infrastructure supporting the Business Intelligence Environment and utilize Power BI for developers and power users alike. In this role, you will provide data analysis for customers and data integration activities to ensure that data is received, complete, accurate and available for product delivery. You will act as a liaison between cross functional teams and participate in resolving new Business Intelligence

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

Client Information

Work Location:

Dauphin County

Cost Center:


PDA

GL:

Competitive: SDB

Projects:

LINE000003


**Requisition**  
 DOC - SCRUM/Agile Development Team Lead (442740)

Reports To: 
 Req. Status: Open
 Start Date: 02/01/2016
 End Date: 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

**Questions**

Description
Question 1 Background Check: This position requires an in depth background check, including fingerprinting, and requires successful results. Do you accept this requirement?
Question 2 The VENDOR RATE for this position is \$76.33. Do you accept this rate?

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

Make sure to reply accurately to all questions!



**Requisition**  
DOC - SCRUM/Agile Development Team Lead (442740)

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

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

Submit Candidate  
Decline Participation

Click this icon and the "Submit Candidate" drop-down will appear to start the submittal!

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

Print

://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

Submit

Details

Skills

Compliance

Employment Info

Rate Info

Reference


## Candidate Information

First Name:	<input type="text" value="John"/>	•
Middle Initial:	<input type="text"/>	
Last Name:	<input type="text" value="Doe"/>	•
Username:	<input type="text" value="JohnDoe"/>	
Email Address:	<input type="text" value="johndoe@gmail.com"/>	•
Client Region:	<input type="text" value="COPA"/>	
Candidate Status:	<input type="text" value="Incomplete"/>	▼
Vendor Name:	<input type="text" value="Commonwealth of PA"/>	
Vendor ID:	<input type="text" value="13315"/>	
Vendor Candidate ID:		
Vendor Candidate Status:	<input type="text" value="Available"/>	▼
Engagement Type:	<input type="text" value="Contract"/>	▼ •
Interview Date:	<input type="text" value="mm/dd/yyyy"/>	📅
Interviewed By:	<input type="text"/>	
Alternate Vendor Name:	<input type="text"/>	
Availability:	<input type="text"/>	
Summary of Qualifications:	<input type="text"/>	

Enter candidate email address to ensure proper time sheet access

Use this field to sell your candidate!

# Submitting a Candidate (Skills)

 **Candidate**  
Doe, John (2308171)

Vendor

Commonwealth of PA

Candidate Status

Incomplete

Req Title

DOC - SCRUM/Agile Development Test R

Submit ✓

Details ✓

**Skills**

Compliance

Employment Info


Rate Info

Reference

Requisition Details And Candidate Match

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 Test Req II	

Submit

Details

Skills

Compliance

Employment Info

Rate Info

Reference

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	F At
<div>MSP Required Onboarding Items </div>						
	Background Check Validation	Engagement Start Date	Client	Not Started		
<div>Vendor Required Onboarding Items </div>						
	PATCH Background Check	Engagement Start Date	Vendor	Not Started		
	Right to Represent (RTR)	Candidate Submittal	Vendor	Not Started		

Page 1 of 1

Right to Represent and properly formatted resume are the only required documents 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 - BCRUM/Agle Development Test Req ID

Submit ✓ | Details ✓ | Skills ✓ | Compliance

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

Edit Associations  
Remove

- MSP Required Onboarding Items  
Background Check Validation
- Vendor Required Onboarding Items  
PATCH Background Check  
\* Right to Represent (RTR)

Page 1 of 1

**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 Submitted  
Response Status: **Not Started**


**Candidate Compliance Info Response**

Meets Requirement: ☐  
Completed Date: mm/dd/yyyy  
Comment:   
0/254

Save | Cancel | Close

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

# Submitting a Candidate (Employment Info)

Candidate  
Doe, John (2303171)

Vendor	Candidate Status	Req Title	Reference
Commonwealth of PA	Incomplete	DOC - SCRUM/Agile Development Test	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?:

mm/dd/yyyy

If yes, why did the employment end?:

If yes, detail previous contract/employment at client:

Citizen Status:

Candidate Vendor Contact Information

Vendor Contact:

Halgash, Elizabeth

Vendor Email:

ehalgash@ostglobal.com

Vendor Contact Phone:

Vendor Client Status:

Active

Vendor Rep.:

Halgash, Elizabeth

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

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

**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

\$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 PA ITSA 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)
- CMM Website  
[cmm.institute.com](http://cmm.institute.com)
- ISO Website  
[www.iso.org](http://www.iso.org)

## Vendors

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

Open the resume template for review:

PAITSA Resume Template [Read-Only] [Compatibility Mode] - Microsoft Word

**<OST Pennsylvania ITSA**  
INNOVATION TECHNOLOGY START ADMINISTRATION

**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	



Education and Certifications must be shown in this table

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 12/2014	

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 12/2014	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!***

## PAGE 1

**<OST** Pennsylvania ITSA  
INFORMATION TECHNOLOGY STAFF AUGMENTATION

**Joe Smith**  
Phone:  
Email:

**Title/Role:**  
Program Manager (HOM) 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)	10/2000	1234567	N/A

**Employment History:**  
*NOTE: The employment history provided here MUST not duplicate 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 skill or experience that your*

Page 1 of 3

## ADDITIONAL PAGES

**<OST** Pennsylvania ITSA  
INFORMATION TECHNOLOGY STAFF AUGMENTATION

*candidate possesses FROM THAT JOB (it is helpful to indicate key terms in bold), and must provide a concise 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 a skill does 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, OST 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 LRM, 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, LRM, 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 I).
- 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.

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# Completing the Submission

**Candidate**  
Doe, John (2388171)

Vendor: Commonwealth of PA | Candidate Status: Incomplete | Req Title: DOC - SCRUM/Agile Development Test | Reference Info: 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 By	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
		Select File

New attachments to add

Save candidate attachments to the user record: ☐

Save Cancel

Previous Save as Draft Submit

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.*
- *Submitting a rate different from the vendor rate provided.*
- *ALL required skills must be explicitly proven. No skills should be implied/assumed.*
- *Resumes not following the PA ITSA Resume Guidelines are subject to rejection.*
- *Duplicate submittals are automatically rejected.*

 **Candidate**

Vendor

Candidate Status

Req Title

Reference Info

Interview Accepted

Details

Skills

Compliance

Employment Info

Rate Info

Reference

Interview

History

Current Interview

Interview ID: 199588

Interview Status: Interview Accepted

Actions

Interview Information

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.

- ▶ 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.

Click on "Add New Line"

Period (Begin - End): Sunday, March 19, 2011 - Saturday, March 25, 2011

### 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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
End time of Day *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<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>								
<a href="#">Add New Line</a>								
Time Entry Comment: <div><div></div><div>0/1000</div></div>								

# Submitting a Timesheet (cont.)

Pick the PO Line you want to add (LINE000007). Then pick NEW Straight Time Regular. Then ADD.

**Project:**

- Projects
  - 1368590 - L&I
    - 1411383 - 4300553411
      - 1411384 - LINE000001 - Central Service
      - 1411386 - LINE000003 - GGO
      - 1411393 - LINE000007 - Central Service
    - 1448997 - 4300590708
      - 1449001 - LINE000004

General Ledger Directed: Non-SDB

Cost Center L&I

Billing Rule:

NEW Straight Time Regular

Straight Time OT

+ Add - Cancel

- ◀ 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) .



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

Optimal Solutions and Technologies  
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Mechanicsburg, PA 17055