

How to Use Mission Critical Occupation Tags in MHME

Mission Critical Occupation (MCO) Tags allow vacancies to be published to established USAJOBS Agency Branded Search Pages and other specific OPM pages/portal supporting key hiring initiatives (as well as support applicant job searches). Once there is an established page, it's easy to add your announcement to be part of these initiatives.

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Start with posting a vacancy as you normally do in the Monster Hiring Management Module. When you get to the Announcement Text step, either select the checkbox for your tag under Mission Critical Occupation Tags or use the dropdown to find a tag under Custom Mission Critical Occupation Tags and click Add.

The screenshot shows the Monster Hiring Management Module (MHME) interface during the 'Announcement Text' step. The interface is divided into a sidebar on the left and a main content area on the right. The sidebar contains navigation links for Overview, Duties, Requirements, Documents, Benefits, How to Apply, and Agency Information. The main content area is divided into several sections: Work Schedule Details (Full-time), Appointment Type (I - ICTAP eligibles only), Appointment Type Details (Permanent), Service Type (Please Select), and Drug Test Required (No). A highlighted box on the right side of the form contains the 'Mission Critical Occupation Tags' section, which lists various tags with checkboxes: Cyber Security, Data Scientist, Economist, Privacy, Program/Project Management, Grants Management, STEM, Intelligence, and Infrastructure Act. Below this list is a 'Custom Mission Critical Occupation Tags' dropdown menu with an 'ADD' button. The 'Hiring Agency' and 'Subagency' fields are also visible at the top right of the form.

Notes:

- Ensure the Hiring Path is not Custom Announcement, as it will not populate on the corresponding page.
- If the custom tag you are looking for is not available in the dropdown, reach out to your Agency System Administrator to have it added. Custom tags are issued by OPM after partnering with an entity on a custom portal/search page. Agency System Administrators can quickly add relevant tags to your system without MonsterGov's support.
- To be listed on a [designated cyber page](#) (see career fields hiring now), HR specialists must select a [Cyber Work Role Designation](#), which are below the MCO tag area (or the announcement is for a specific series). View each page to learn posting requirements.
- System administrators: access the 4.15.2 Release Notes posted to the MonsterGov Corner for guidance on adding custom MCO tags.

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Complete the vacancy announcement as you regularly do, per your internal agency processes, and you are done. Your vacancy will be posted on the USAJOBS board, as well as the Agency-Branded Search Page or specific OPM pages/portal related to the tags used.