How to Use Mission Critical Occupation Tags in MHME

MONSTER
Government Solutions

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.

Current OPM Portals and Tags:

PREDETERMINED TAGS

Bipartisan Infrastructure Act Portal – Check "Infrastructure Act"

STEM Jobs Portal – Check "STEM"

CUSTOM TAGS

Federal Tech Portal – Select from dropdown "TechtoGov"

NatSec Portal – Select from dropdown "NatSec"

1 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.

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.

- System administrators: access the 4.15.2 Release Notes posted to the MonsterGov Corner for guidance on adding custom MCO tags.

2 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.