



# U.S. COAST GUARD



## Homeland Security

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### NEW SYSTEM FOR HIRING CIVILIAN PERSONNEL

The Coast Guard recently signed a contract for automated web-based Civilian Personnel staffing and recruiting services with QuickHire, LLC, now part of Monster Government Solutions. Monster Government Solutions already has over 50 Federal government agencies as customers, including several key agencies within the Department of Homeland Security.

The Coast Guard application of QuickHire is called COAST, which stands for: Civilian On-line Automated Staffing Tool. It will assist the Office of Civilian Personnel staff in electronically accepting applications, qualifying, rating and ranking job applicants and producing a list of candidates for the selecting official.

COAST became partially operational with our first job announcement posted in late June of this year. The entire system will be deployed in phases based upon occupational series. As required information is populated and validated in COAST, your servicing Human Resource Specialist or Command Staff Advisor will direct job announcements to the new system.

Applicants can review vacancy announcements and apply for jobs on the Coast Guard Civilian Human Resources website : <http://www.uscg.mil/civilian/>. The system also allows applicants to create, edit and archive an electronic resume. After the vacancy announcement closes, a Human Resources Specialist will use the system to qualify, rate and rank candidates according to pre-established criteria. The best-qualified candidates are identified and forwarded to the selecting official. Applicants can choose to receive electronic notifications of Coast Guard civilian vacancy announcements after establishing an account in COAST.

The Office of Civilian Personnel will be providing more information as the process of bringing QuickHire's services on-line progresses. Frequently Asked Questions will be posted on the Coast Guard Intranet at: <http://www.uscg.mil/civilian/>

You may also refer questions about COAST to your local Command Staff Advisor or Human Resources Specialist.

Regards,

*RADM Kenneth T. Venuto*  
Ken Venuto

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