

**United States Department of the Interior
BUREAU OF LAND MANAGEMENT
National Human Resources Management Center
Denver Federal Center, Building 50
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In Reply Refer To:
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October 2, 2000

EMS TRANSMISSION
Information Bulletin No. HR-2001-002

To: State Directors
Attn: Servicing Personnel Officers and EEO Managers

From: Acting Director, National Human Resources Management Center

Subject: QuickHire User Training and Orientation DD: 10/10/00

QuickHire implementation remains on track. As discussed in previous memoranda, QuickHire User Training and Orientation is scheduled for the week of October 16, 2000. We have scheduled three one-day sessions for that week: Tuesday, October 17; Wednesday, October 18; and Thursday, October 19; from 8:30 a.m. to 4:00 p.m. each day. The training will be presented at the National Human Resources Management Center, Denver Federal Center, Building 50.

The training is designed to demonstrate the inner workings of QuickHire, how applicants apply, and how to pull and refer electronic certificates from QuickHire. Attendees will also be provided information they can use to train other employees as well as managers and supervisors on how to use the system. Training is targeted for personnelists responsible for the seasonal employment program and SCEP Coordinators. Two slots will be set aside for each State and Center. A third slot will be made available to each State and Center on a first come, first serve basis.

We are asking for nominations by **Wednesday, October 11, 2000**. Nominations can be sent to Julia Rael, HR-210, via Lotus Notes or by calling her at 303-236-6705. We will send students information about local hotels once we receive their nomination.

Signed by:
Mark Whitesell
Acting Director

Authenticated by:
Darlene Robitaille
Secretary

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