FEDERAL DEPOSIT INSURANCE CORPORATION
INSURING AMERICA'S FUTURE

PRIVACY IMPACT ASSESSMENT

Monster Hiring Management Enterprise (MHME)

October 2013

FDIC External Service

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System Overview

The FDIC Division of Administration (DOA) has contracted with Monster Government Solution (Monster) to license the proprietary service, Monster Hiring Management Enterprise 4.5 (MHME), to provide recruitment and application tracking services to fill open positions in the Corporation. As part of this contract, Monster also provides associated applicant user support services and maintenance support for MHME.

MHME operates as an externally-hosted web application and does not require any of its software to reside within the FDIC's environment or on client workstations. MHME houses vacancy and applicant data in a secure, centralized database that accommodates authorized FDIC end users located in multiple FDIC locations. There is a two-way interface between MHME and the FDIC's Corporate Human Resources Information System (CHRIS). On a daily basis, the FDIC initiates a Secure File Transfer Protocol (SFTP) session where a Job Requisition File is sent from CHRIS to MHME. The file is used to establish new vacancy announcements in Monster and does not include personally identifiable information (PII). MHME also provides an outbound Applicant File to CHRIS via SFTP on a daily basis. This file contains PII on all applicants marked as "Hired," including their full name, Social Security Number (SSN), date of birth (DOB), grade, and effective (hired) date. MHME also provides a Vacancy Information File to CHRIS for all job requisitions for which the associated vacancies have been updated since the previous transmission. The Vacancy Information File includes the following data: Job Requisition Number, Date Vacancy Closed, Date Transmittal Memo Generated, and Date First Applicant Hired.

Applicants apply online to FDIC job vacancies through USAJobs.gov, the U.S. Government's official website/system for Federal jobs and employment information. USAJobs is managed by the U.S. Office of Personnel Management (OPM). MHME securely obtains PII on FDIC job applicants from USAJobs via SFTP, which includes their full names, SSNs, dates of birth, employment information, and other PII provided in their job application.

MHME is restricted to FDIC Division of Administration (DOA) Human Resources (HR) users within FDIC IP address ranges. Authorized users are able to generate pre-formatted reports and carry out ad hoc queries against the MHME database. FDIC can also request various reports from Monster on an ad hoc basis. The available reports are All Applicant Data Report, Applicants Listing Report, and the Enhanced All Applicant Data Report. The PII contained in these reports are name, date of birth, last four digits of the social security number, and home address. Although data resides within the Monster environment, FDIC is the sole proprietor of the data, and upon request, Monster will securely deliver the Corporation with a complete download of all FDIC data in electronic format compatible with FDIC systems and standards.

Personally Identifiable Information (PII) in MHME

MHME collects personally identifiable Information (PII) and non PII information such as: full name, date of birth, place of birth, social security number (SSN), home address, phone number, email address, employment status/history, education records, and military status.

Purpose & Use of Information in MHME

The PII in MHME is used to support recruitment and application tracking services to fill open positions in the Corporation.

Sources of Information in MHME

Applicants apply online to FDIC job vacancies through USAJobs.gov, the U.S. Government's official website/system for Federal jobs and employment information. USA Jobs is managed by the U.S. Office of Personnel Management (OPM). Via Secure File Transfer Protocol, Monster Hiring Management Enterprise (MHME) securely obtains from USA Jobs personally identifiable information (PII) on all applicants who apply for FDIC jobs, including their full names, social security numbers (SSNs), dates of birth, places of birth, home addresses, personal telephone numbers, personal email addresses, employment information, military status, grades, and other PII provided in their job application.

Notice & Consent

Individuals do not have the opportunity to "opt out" of providing their data and/or consenting to particular uses of their information. MHME does not collect PII directly from applicants. MHME securely receives PII data about FDIC job applicants from USAJobs. This data is necessary in order to support corporate staffing and recruitment decisions, as well as facilitate personnel and payroll services for applicants selected for hire.

Access to Data in MHME

Using a secure login, authorized FDIC users in the following divisions/offices will have direct access to PII contained in the MHME database for the purposes specified below:

- Authorized Division of Administration (DOA) Human Resources (HR) Recruitment Specialists and Information Specialists have access to MHME data and reporting tools; Recruitment Specialists require access to review FDIC job applications and monitor application and recruitment status.

- Division of Resolutions and Receiverships (DRR) Planning and Resource Management (RM) Section staff have access in order to capture new application data and manually enter this data into the Personnel, Recruiting, and Reporting (PRR) application to improve the hiring process. PRR is used by DRR RM staff to log and monitor the new hire and position management

processes across all FDIC offices (nationwide) and provide real time reporting capabilities based on input into the application.

- FDIC Information Technology Staff and the FDIC Inspector General may conduct inspections and assessments of Monster facilities, personnel, hardware, software and its security and privacy practices. These inspections may involve access to PII contained in MHME as necessary to ensure and verify compliance with FDIC IT security and privacy requirements.

- In addition, authorized FDIC staff have the ability to request ad hoc reports from the MHME system. These reports may contain PII, such as name, date of birth, last four digits of social security number, and home address.

- Authorized contractors supporting the FDIC Division of Administration (DOA) Human Resources (HR) have access to Monster Hiring Management Enterprise in order to post vacancies; however, they are not able to access or view PII. The contractor company is Your Recruitment Company (YRC).

Authorized Monster personnel responsible for maintaining MHME and providing Help Desk support for FDIC users have access to the system and may access PII data within MHME as part of their system maintenance and administrative duties.

The U.S. General Accountability Office (GAO) may conduct inspections and assessments of Monster facilities, personnel, hardware, software, and its security and privacy practices. These inspections may be conducted via phone, electronically, or in-person, and may involve access to PII contained in MHME, as/if necessary and applicable to ensure and verify compliance with IT security and privacy requirements.

Data Sharing

Other Systems that Share or Have Access to Data in the System:

System Name	System Description	Type of Information Processed
Corporate Human Resources Information System (CHRIS)	CHRIS provides the FDIC with an integrated system supporting all existing human resource functions. Monster provides a Vacancy Information File and an Applicant File to the FDIC's CHRIS HR system via SFTP. The Applicant File contains PII data about FDIC job applicants marked as "Hired," including their full names, SSNs, dates of birth, grades and effective dates; this file is necessary for Corporate staffing and recruitment decisions. The Vacancy Information File contains non-PII data, such as job requisition numbers; dates vacancies were approved, opened and closed; etc.	Employee name, SSN, employment application data is imported and job related/requisition non-PII data
Reporting Data Mart Migration (RDMM)	RDMM is used to support data analysis and reporting requirements across several FDIC Divisions/Offices. RDMM securely obtains PII data about FDIC job applicants from MHME to support Corporate staffing	Employee name, SSN, and employment application data

System Name	System Description	Type of Information Processed
	and recruiting decisions. The source data from Monster is loaded into the Enterprise Data Warehouse (EDW). In turn, RDMM pulls data from EDW to satisfy specific data analysis and business reporting requirements of authorized Corporate users.	

Data Accuracy in MHME

Data is collected directly from individuals via USAJobs. As such, the FDIC and its vendors rely on the individuals to provide accurate data in their employment applications on USAJobs**.**

Data Security for MHME

Monster is required to implement adequate administrative, technical, physical and procedural security controls to ensure that all FDIC information in its possession or under its control is adequately protected from loss, misuse, and unauthorized access or modification. The collection, use, transmission, and disclosure of FDIC information must comply with all Federal and FDIC rules addressing information security and privacy.

Monster ensures that FDIC PII is separated both physically and logically from Contractor's data. Monster may not use any FDIC information except to the extent necessary to carry out its obligations under the contract. Monster may not disclose FDIC data to any third party unless disclosure is authorized in the contract or Monster obtains the prior written consent of the FDIC Contracting Officer.

Monster monitors its facility and premises for security and privacy incidents and provides the capability to respond to and resolve them effectively and in a timely manner. All security and privacy incidents that involve FDIC information must be immediately reported to FDIC's Computer Security Incident Response Team (CSIRT).

System of Records Notice (SORN)

MHME operates under the FDIC Privacy Act SORN, 30-64-0011, *Corporate Applicant Recruiting, Evaluating and Electronic Referral Records.*

Contact Us

To learn more about the FDIC's Privacy Program, please visit: http://www.fdic.gov/about/privacy/.

If you have a privacy-related question or request, email Privacy@fdic.gov or one of the FDIC Privacy Program Contacts. You may also mail your privacy question or request to the FDIC Privacy Program at the following address: 3501 Fairfax Drive, Arlington, VA 22226.