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CHAPTER 1.0 - INTRODUCTION

Purpose of the Guide

This guide describes the Defense Finance and Accounting Service recruitment business processes for Hiring Managers in USA Staffing (USAS). This guide also provides specific steps and instructions for using USAS.

What is USA Staffing?

USA Staffing is OPM's talent acquisition system for Federal agencies. USA Staffing offers advanced features that position agencies to recruit, assess, certify, select, and onboard qualified candidates for Federal positions. USA Staffing is designed to facilitate the complex Federal hiring process to ensure an effective workforce for America's future. USA Staffing is the only approved Talent Acquisition System for the Department of Defense.

Hiring Manager Roles and Responsibilities in USA Staffing

There are a number of functions that the hiring manager will perform in the USA Staffing system. In general, the hiring manager will be responsible for these functions:

- Ensuring the Human Resources User has a completely filled out Request for Personnel Action (RPA)
- Discussing key aspects of the job with the Human Resources User
- Participating in the job analysis
- Reviewing the assessment and providing feedback
- Reviewing the announcement and providing feedback
- Making selections on the certificate and returning it in a timely manner
- Providing feedback on why certificates are unused or cancelled



CHAPTER 2.0 – SYSTEM ACCESS

User Accounts

Hiring Manager (HM) user accounts will be granted to Defense Finance and Accounting Service (DFAS) hiring managers that perform the hiring manager roles and responsibilities.

HM user accounts are created and maintained by the Human Resources Specialists in the Shared Services Center in DFAS Indianapolis. Requests to create or update HM user accounts may be made by contacting the organizations Staffing Specialist. The selecting official(s) listed on a Request for Personnel Action (RPA) will serve as a notification to create a HM user account if one has not already been created.

Accessing the System

You will receive an email from USA Staffing notifying you that your account has been created. The email will provide a link to click to create your new password. If you do not receive an email, please check your junk folder.

You will not be able log into USA Staffing using a personal computer or mobile device. USA Staffing is accessible only from official work computers with pre-authorized Internet Protocol (IP) addresses (e.g., NMCI).





HIRING MANAGER USER

The link will take you to the USA Staffing Reset Password screen. Enter your desired password and click change password.

Note: For security reasons the USA Staffing system is programmed to require password changes every 60 days.

| USA Staffing® | Reset Password | New Password Requirements | | | | |
|--|--|---|--|--|--|--|
| USA Staffing® is an Official U.S. Government System for authorized use only. Unauthorized use of this system or the information on this system could result in criminal prosecution. | New Password | Must be at least 12 characters Must not contain spaces | | | | |
| Signing into USA Staffing® indicates you have read and accepted the Full Terms and Conditions of Use and you consent to security testing and monitoring. | Confirm Password | Must not contain invalid special characters Must match Confirm Password | | | | |
| Full Terms and Conditions of Use USA Staffing® is a U.S. Government information system to be used by authorized users only. Information from this system resides on computer | Change Password C | ancel Must include 3 of the following 4 attributes: X Upper case: A-Z | | | | |
| The data and documents on this system include Federal records that contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a. The use of personally owned devices to process, store, or transmit USA Staffing® Personally Identifiable Information (PII) is prohibited. | | Lower case: a-z Numbers: 0-9 Special characters: #@\$\$\\$ == 0:000" | | | | |
| All access or use of this system constitutes user understanding and acceptance of these terms and constitutes unconditional consent to review, monitor, record, sufit, and take action by all authorized government and law enforcement personnel. | #@\$%&*+=?:(){[]" NOTE: Your New Password must not contain any four consecutive characters from your email address or your full name. This requirement will be checked once you click the Change Password button. | | | | | |
| Unsubtroized user attempts or acts to (1) access, view, upload, change, or detete information on this system (2) modify this system, (3) department of this system, (4) accure resources for unsubtroized use, or (5) otherwise misuse this system are shirtly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties. | zo should check for each and change r addreid batter. | | | | | |

If done correctly, you will receive another email from USA Staffing notifying you that your password has changed.

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| Delete | Respond | li li | Quick Steps | 6 | Move | 14. J. 17.73 | Tegs | 6 | | Editing | Zoom | |
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| 20 2000 | ord associated with your USA Sta ot change your password, please | 2.0 0 .000.000.0000.0000.0000.0000.00000.00000 | | name re | mains the sa | ne. | | | | | | |
| A STATE OF A | is an automated email message. | Please do not reply | directly to this message | | | | | | | | | |
| USA Staffing | g® System | | | | | | | | | | | |
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You may now go to https://usastaffing.gov to log in. Please book mark this URL for future access.



HIRING MANAGER USER

Password Reset

If you need to reset your password or if you forgot your password, the procedures are as follows:

1. At the main login screen, click on **Reset Password**.

| USA Staffing® | |
|---|-------------------------|
| USA Starting® is an Official U.S. Government System for authorized use only. Unauthorized use of this system or the information on this system could result in citizating prosecution. | |
| Signing into USA Staffing® indicates you have read and accepted the Full Terms and Cenditions of Use and you consent to security testing and monitoring. | Sign In with smart card |
| Full Terms and Conditions of Use | |
| USA Staffingt® is a U.S. Covernment information system to be used by autoroticed users only, information from this system resides on computer systems lunated by the government. | |
| The data and documents on this system lickule Federal incode that contain exolutive information protection by various Federal statutes, including the Prinkey ALS, 2015. § 1502. In use of personally and devices to process, store, or transmit SUAS statilized Presonally Genetizate Information (PVI) is probated. | Sign In |
| All access or use of this system constitutes user understanding and ancedations of heres terms and constitutes inventional consent to inventi- mentation and the action by all authorized government and tax enforcement generation. | Email Address |
| Unauthorized user attempts or acts to (1) access, view, upload, change, or delete information on this system, (2) modify this system, (3) deey access to | Password |
| the system, (d) accuse resources for unsubstration due, or (3) otherwise mease the system are stratic prohibide. Stark afterstop or acts are subject to action that may result in creminal, civil, or administrative penalties. | Reset Password |
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2. Type your email address and click on **Submit**.

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| <section-header><section-header><text><text><section-header><text><text><text></text></text></text></section-header></text></text></section-header></section-header> | Reset Password | Submit | × Cancel | |
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HIRING MANAGER USER

3. You will receive an email from USA Staffing. Click on the link in the email to reset your password.

Note: If you do not use the link in the email within 24 hours, you will need to repeat Step 1.

| | From: <usastaffingoffice@opm.gov> Date: Mar 2, 2016 8:44 AM Subject: Reset Password Link To: <jane.smith@navy.mil> Cc:</jane.smith@navy.mil></usastaffingoffice@opm.gov> |
|---------------|--|
| | This message was sent to you because you requested to reset your USA Staffing password. |
| | NOTE: You may only reset your password once within 24 hours. |
| \rightarrow | Click on the link below to create your new password. This link will expire in 24 hours. If you fail to use it within 24 hours, you will have to request a new password on the USA Staffing login page. https://signin.stage.usastaffing.gov/Account/SetPassword?RecoverPassword=660850e5-5a65-4033- a297-a7218de26d1f |
| | If you did not request a new password, no action is needed. |
| | If you are unable to open this link, follow these instructions to create your new password: - Copy the following text. |
| | https://signin.stage.usastaffing.gov/Account/SetPassword?RecoverPassword=660850e5-5a65-4033- a297-a7218de26d1f |
| | - Open a new browser window. |
| | - Paste the copied text into the browser's address bar. |
| | Note: This is an automated email message. Please do not reply directly to this message. |
| | USA Staffing® System |

4. The link will take you to the USA Staffing Reset Password screen. Enter your desired password and click **change password**.

| USA Staffing® | Reset Password | | New Password Requirements |
|---|---|-------------|--|
| USA Staffing® is an Official U.S. Government System for authorized use only. Unauthorized use of this system or the information on this system could result in criminal prosecution. | New Password | | Must be at least 12 characters Must not contain spaces |
| Signing into USA Staffing® indicates you have read and accepted the Full Terms and Conditions of Use and you consent to security testing and monitoring. | Confirm Password | | Must not contain invalid special characters Must match Confirm Password |
| Full Terms and Conditions of Use USA Staffing® is a U.S. Government information system to be used by authorized users only. Information from this system resides on computer | Change Password | Cancel | Must include 3 of the following 4 attributes: |
| systems funded by the government. The data and documents on this system include Federal records that contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a. The use of personally owned devices to process, store, or transmit USA Staffing® Personally identifiable Information (PII) is prohibited. All access or use of this system constitutes user understanding and acceptance of these terms and constitutes unconditional consent to review, monitor, record, audit, and take action by all authorized government and law | NOTE: Your New Password must not contain any four consecuti | ive | Upper case: A-Z Lower case: a-z Numbers: 0-9 Special characters: #@\$%&*+=?:00[]" |
| enforcement personnel. | characters from your email address or your full name. This requi be checked once you click the Change Password button. | rement will | |



USA Staffing Rules of Behavior

When logging in, USA Staffing will provide you with the USA Staffing Rules of Behavior. You will be required to read and accept these rules before continuing. Failure to adhere to any of these rules will result in the loss of your USA Staffing access:

In accordance with the <u>Office of Management and Budget (OMB) Memorandum M-06-16</u>, <u>Protection of Sensitive Agency Information</u>, and to protect the confidentiality, integrity and availability of the U.S. Office of Personnel Management's (OPM's) USA Staffing system, rules of behavior on the safe handling of data must be followed when accessing <u>Personally Identifiable</u> <u>Information (PII)</u> in USA Staffing. The loss of PII can result in substantial harm, embarrassment, and inconvenience to individuals and may lead to identity theft or other fraudulent use of the information.

 \sqrt{I} acknowledge that I have access to download <u>Controlled Unclassified Information (CUI)</u> in the USA Staffing system.

 \sqrt{I} acknowledge my responsibility to ensure the confidentiality, integrity, and availability of USA Staffing information in a manner consistent with its sensitivity.

 $\sqrt{\text{By}}$ being granted access to <u>Controlled Unclassified Information (CUI)</u>, I am obligated to protect this information from unauthorized disclosure.

 \sqrt{I} agree that my obligation to safeguard the confidentiality of <u>Controlled Unclassified Information</u> (<u>CUI</u>) shall be in effect until a transfer of duties no longer requires access to this data or until termination of my employment.

 \sqrt{I} will obtain, use or disclose such data only in connection with the performance of my official duties solely for authorized purposes. I will not disclose any data to other agencies or persons not expressly authorized to receive or have access to it. I will make any such authorized disclosures in accordance with established regulations and procedures.

 \sqrt{I} will <u>encrypt</u> any PII data downloaded from USA Staffing on any portable storage device, including laptops, PDAs, iPods, thumbdrives, external hard drives, etc.

 \sqrt{I} will erase PII data downloaded from USA Staffing within 90 days unless its official use is still required.

 \sqrt{I} will immediately report any <u>security breach</u>, password compromises, anomalies in system performance, or suspicious activities. I will ensure that security breaches are reported to a Federal incident response center, <u>US-CERT</u>, located within the Department of Homeland Security.

 \sqrt{I} will protect my passwords and authentication tokens from disclosure and loss at all times. I will employ passwords in accordance with USA Staffing's password policy.

 \sqrt{I} will change my default passwords immediately when assigned. I will never reveal my passwords to unauthorized individuals. I will not construct my password from obvious personal data, (i.e. social security number, telephone numbers, relative's names, pet's name, etc.).



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 \sqrt{I} will not allow others to use my User ID and I will not access other users' accounts. I will not attempt to access accounts or data that are not expressly authorized to me. I understand that I am accountable for all actions taken under my User ID.

 \sqrt{I} understand that any changes in my employment status or changes in my job responsibilities may require my access to be modified or terminated.

 \sqrt{I} will ensure that any work performed remotely or off-site will be provided the same level of protection as provided at the office.

 \sqrt{I} will ensure proper protection and disposition of printed documents containing PII obtained through the USA Staffing system.

 \sqrt{I} understand that all conditions and obligations imposed upon me by these rules apply during the time I am granted access to the USA Staffing system. I understand I am being granted permission to access OPM's USA Staffing system and data as specified above, and that my use of this access may be monitored for compliance.

 \sqrt{I} understand that any system user who does not comply with these rules is subject to penalties including suspension or cancellation of system privileges and possible criminal prosecution. OPM will enforce the use of penalties against any user who willfully violates Federal system security.

These restrictions are consistent with and do not supersede, conflict with or otherwise alter the employee obligations, rights or liabilities created by Executive Order 12356; Section 7211 of Title 5, United States Code (governing disclosures to Congress); Section 2302(b)(8) of Title 5, United States Code, as amended by the Whistleblower Protection Act (governing disclosures of illegality, waste, fraud, abuse or public health or safety threats); the Intelligence Protection Act of 1982 (50 U.S.C. 421 et seq.) (governing disclosures that could expose confidential Government agents), and the statutes which protect against disclosure that may compromise the national security, including Sections 641, 793, 794, 798 and 952 of Title 18, United States Code, and Section 4(b) of the Subversive Activities Act of 1950 (50 U.S.C. Section 783(b)). This agreement shall not nullify or affect in any manner any other secrecy or nondisclosure Agreement which I have executed or may execute with the United States Government.

<u>I Accept</u> - by accepting, I acknowledge and understand my responsibilities, and will comply with these rules of behavior for USA Staffing



CHAPTER 3.0 – Job Analysis and Assessment Questionnaire

Assessment Questionnaire

The HR User will create an assessment questionnaire based on the completed job analysis. The competencies identified as important, frequent, needed at entry, and used to distinguish the best qualified candidates from all qualified candidates, will be incorporated into the assessment questionnaire.

Once the competencies are chosen, the HR User will select items that measure each competency from the DFAS USA Staffing Competency Library. The library was created by HR Specialists that specialize in applicant evaluation methods, and vetted by subject matter experts in the functional community. The HR User is an expert in analyzing items and choosing the items that will best measure the applicant's possession of the required competency.

Competencies and items cannot be edited. However, if you disagree with a competency or item used in the assessment questionnaire, you can request to have it removed or replaced.

How do I review my Assessment Questionnaire?

When your assessment is ready for your review, you will receive an email from USA Staffing. The email subject line will include the RPA number to help you identify which assessment is ready for review. The email will give you a due date for your review and the contact information of your HR User if you have any questions.

| From: | usastaffingoffice@opm.gov 🦙 🔕 | | | | | | |
|--------------------------------------|--|--|--|--|--|--|--|
| Date: | Thursday, January 7, 2016 12:43 PM | | | | | | |
| To: scott@dfas.mil | | | | | | | |
| Subject: | You have a new Review pending for Request 16JANTESTFORSD | | | | | | |
| Size: | 2 KB | | | | | | |
| 13 position. https://stage.usasta | Click on the link below or copy and paste the URL into your browser's address bar to access this Review for the Human Resources Specialist, GS-0201- 13 position. https://stage.usastaffing.gov/Staffing/Review/ViewReview/98/10002381?Tenant=DOD This review is due on 1/7/2016. | | | | | | |
| If you have any que | estions, please contact Jodi Morehouse at jodi.morehouse@navy.mil or (858) 577-5595. | | | | | | |
| Note: This is an au | tomated email message. Please do not reply. | | | | | | |
| USA Staffing® Sys | tem | | | | | | |



Reviewing the Assessment

Once you have logged into USA Staffing, you will find on your Dashboard (home page) the assessment to review.

1. On the **Reviews** tab, click on your assessment under the **Review Name** column.

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| Assessment for SD | 16JANTESTFORSD | 10002381 | Human Resources Specialist | Active | 1/7/2016 | 1/7/2016 |
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2. Click on your assessment under **Review Status**. *Note: The due date of your review is displayed on this page.*

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| REVIEW - | ۹ |
| 🔥 Review Assessment 🚸 Assessment Review: 10958-69197-123456 | |
| Review Name Review Assessment Owner Jodi Morehouse-Admin | 6 Due Status Returned 4/15/2016 Active |
| Overview Review Information | 🗬 Notes (0) 🔮 History |
| Instructions | |
| Review Status | |
| Review Status | |
| C Assessment: 10958-69197-123456 | Text changes and comments Approval Status Incomplete + |
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HIRING MANAGER USER

3. Review your assessment by scrolling down on the right hand side.

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| Competency: STAFFING | & RECRUITING | | | | ^ |
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| | | | pendently and normally without review by a supervisor or senior employee. ance of this task or am normally the person who is consulted by other workers to assist or train them in doing this task becau | se of my expertise. | ~ |
| | | | | Save Cancel | |
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4. To make changes/comments, you can type in the document on the screen. The system will type your comments in a highlighted color, this way the HR User can assess the changes easier. Make sure you click **Save** when you have finished with your changes.

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| REVIEW - | | | 0 |
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| Review Assessment | | | |
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| Created: 3/25/2016 12:27 EDT | | | |
| Competencies | | | ^ |
| 1. Customer Service | | | |
| | ive the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or orga u can type anywhere on this screen to make your comments resolve their problems, or satisfy their expectations, knows about available products. | | |
| providing quality products and services. This is a change to the assessme | | | Ľ |
| 9 | | Save Cancel | |
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5. When you are ready to send the assessment back to Ops Center, click the down arrow (\bullet) in the **Approval Status** box. You have a choice to approve it, approve it pending changes or reject it.



HIRING MANAGER USER

6. Click Save.

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| REVIEW - | | 9 |
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| Review Assessment | | |
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| Assessment Questionnaire Review Created: 1/7/2016 12:43 EST | Approval Status | Incomplete • Incomplete Approved Approved Pending Changes |
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7. To add a note before you send the assessment back to the Ops Center, go to the **Assessment** tab, click on **Notes** and the (+) sign. Type in your note and click **Save**.

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HIRING MANAGER USER

8. Once you have reviewed your assessment and you have selected an approval status, the red (a) by your assessment should now be a green (a). You are now ready to return the assessment to the Ops Center. Click on **Return to HR** button.

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| Overview Review Information | > | | | | | 🗨 No | tes 🛈 🖴 | History |
| Instructions | | | | | | | | |
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| Review Status | | | | | | | | |
| Assessment: 10958-69197-12 | 3456 | | | Text cha | nges and comments | Approval Status | Approved | • |
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9. The system states "Do you want to return this review to HR?", click Return to HR.

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| Assessment for SD (2) Advectment Review 1092-00200 bit fund Review Name Assessment for SD Review Information Review Information Review Information Review Information Proster review assessment, | You have completed all review assignments. Do you want to X return this review to HR? Return to HR Cancel | Returned Owner Jodi Morehouse Notes 0 🖨 History |
| Review Status Assessment: 10922-09206-testforsd | | Text changes and comments Approval Status Approved + |
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HIRING MANAGER USER

10. Once you have approved and returned the assessment to Human Resources, the status changes to Returned and the returned date appears. When you return to your dashboard, the reviews you send back to Human Resources will disappear.

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|--|--|---------------------------------|--|---------------------------------|
| REVIEW - | | | | • |
| 👍 Review Assessment | | | | |
| Review Name Review Assessment ^{Owner} Jodi Morehouse-Admin | Position Title Administrative Services Specialist | ^{Created} 4/12/2016 | 4/15/2016 Status 4/15/2016 Returned | Returned 4/25/2016 |
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CHAPTER 4.0 – Job Opportunity Announcements (JOAs)

Reviews

The Reviews feature is a new function in the USA Staffing Upgrade. It allows HR Users to share USA Staffing content with Hiring Managers in the USA Staffing system, rather than granting access to a separate system (such as the Legacy Selection Manager module). HR Users can engage Hiring Managers by sharing the announcement text and announcement questionnaire, as well as certificates. Hiring Managers receive an email notification once a review has been sent, and they can sign in to USA Staffing to complete the review.

As a Hiring manager you will be able to access USA Staffing to:

- View announcement text and announcement questionnaire content, suggest changes, approve content, and return reviews to the HR User.
- Access electronic certificates in USA Staffing that will include the applicants' resume, and responses to the questionnaire.
- View and add notes at the applicant, certificate, and review level.
- Print certificates.
- Use your Dashboard to monitor pending reviews and due dates.
- Make tentative selections and return certificates to Human Resources for auditing.

How do I find my Job Opportunity Announcement (JOA)?

When your JOA is ready to review, you will receive an email from USA Staffing. The email subject line will include the RPA number to help you identify which JOA is ready for review. The email will give you a due date for your review and the contact information of your HR User if you have any questions. If you do not review the JOA by the review due date, it may be posted as is.

| File Messa | Je Adobe PDF | | | | |
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| From: usas' To: Robe Cc: | ss converted to plain text. affingoffice@opm.gov rts, Michele CIV DONAA OCHR have a new Review pending for Request : | 15AUGNW4INV1269197180883 | | | |
| https://usa This review If you have | staffing.gov/Staffing/Revier is due on 9/11/2015 any questions, please conta s an automated email mess | aste the URL into your browser's address ba w/ViewReview/1/10000227?Tenant=DOD act Dawn Fish at dawn.fish@navy.mil or (36 sage. Please do not reply. | | for the Human Resource | s Specialist, GS-0201-13 position. |



Reviewing the JOA

Once you have logged into USA Staffing, you will find on your home page the announcement to review.

1. Click on your assessment under the **Review Name** column.

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| d R | eviews 🚿 Requests | | | | | | | |
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| Active | * All Customers | | | | | Through Name, Departs | Number, Vecarry Namer and Pendon Title | |
| 100 | Review Name | Request Number | Vacancy Number | Position Title | a Status | 0 Due | t Received t | |
| 0 | Assessment for 5D | 16JANTESTFORSD | 10002381 | Human Resources Specialist | Active | 1/7/2016 | 1/7/2016 | |
| | Announcement for San Diego | 16JANTESTFORSD | 10002381 | Human Resources Specialist | Active | 1/8/2016 | 1/7/2016 | |
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2. Review the instructions and then click **Announcement Text**. *Note: The due date of your review is displayed at the top of the page.*

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| REVIEW - | | | | | | |
| Review-Announcement-0201-12/13 | | | | | | |
| Review Name Review-Announcement-0201-12/13 | Position Title Human Resources Specialist | Created 5/11/2016 | Due 5/27/2016 | Status Returned Active Jodi M | lorehouse | |
| Overview Review Information | | | \smile | | Note | is 🧿 🖀 History |
| Instructions | | | | | | |
| Your announcement for vacancy 121456 is being sent to you for yo by posting your announcement. Feel free to contact me if you have Review Status | ur review and approval. Please annotate your changes in the any questions or concerns. | e Notes section. Your response b | y 27-MAY-2016 (2 days) will assist o | us in posting your announcement. If you | fail to respond by this d | ate, we will move forward |
| O Announcement Questionnaire | | | | Text changes and comments | Approval Status | incomplete + |
| Announcement Text | | | | Text changes and comments | Approval Status | Incomplete + |
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HIRING MANAGER USER

3. You are now on the Announcement Text chevron. To add in changes of your announcement, click in the area you would like to add in text. Your text will be in a highlighted color. If you want something deleted, highlight the word(s) and press the delete key on your keyboard and the text on the screen will highlight in color and line out the word(s). Click on the **Save** button when you have finished. To preview the JOA, click on the **Preview** box.

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| d Review Announcement 4201-12/13 🕹 Announcement Beview | | | | |
| Review Announcement | | | | |
| Announcement Text Announcement Questionnaire | | | | |
| Announcement Text Review Created: 5/11/2016 14:35 EDT | Approval Status | incomplete | | Preview |
| • → B I | | | | _ |
| PROMOTION POTENTIAL: 13 DUTY LOCATIONS: 1 vacarely in the following location: Washington DC, District of Columbia I want to add in another location: WHO MAY APPLY: | | | | ^ |
| Current Permanent Competitive Service Civilian Federal Employees, Reinstatement Eligibles, 30% or more Disabled Veterans, Certain Former Overseas Employees (Executive Order 12721), Interchange Agreemen | nt, VEOA, or ICTAP | | | ~ |
| | _ | \rightarrow | Save | Cancel |
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4. Click on **Announcement Questionnaire** chevron to review the JOA questionnaire items. This includes the eligibilities for your JOA. To add in changes, you can click in the area that you would like to add in text.

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| 💰 Announcement for San Diego 💰 Announcement Review | | | |
| Review Announcement | | | |
| Announcement Text Announcement Questionnaire | | | |
| Announcement Questionnaire Review Created: 1/7/2016 17:10 EST | Approval Status | Incomplete | * |
| | | | |
| Etigibilities Veterans' Preference: Do you claim Veterans' Preference? | | | - |
| 1. NV – No Preference Claimed. 2. NP – No Preference. | | | ~ |
| | | Save | Cancel |
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HIRING MANAGER USER

5. When you are ready to send the JOA back to Human Resources, click the down arrow (\bullet) in the **Approval Status** box. You have a choice to approve it, approve it pending changes or reject it, then click **Save**.

Note: You must Approve both the Announcement Text and Announcement Questionnaire.

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| Review Announcement | |
| Announcement Text Announcement Questionnaire | |
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| | Save Cancel |

6. To add a note before you send the assessment back to Human Resources, go to the Announcement tab, click on **Notes** and the (+) sign. Type in your note and click **Save**, then proceed with Step 5.

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| 🕼 Announcement for San Diego 🛛 🤞 Announce | ment Review | | | | | |
| Announcement for San Diego | Position Title Human Resources Specialist | Created 1/7/2016 | Due 1/8/2016 | Status Active | ^{Returned} ^{Owner} Jodi Morehouse | |
| Overview Review Information | | | | | Notes 0 | 🖨 History |
| Instructions | | | Notes | | + | |
| Please review the announcement, | | | | | | - |
| Review Status | | | | | | |
| Announcement Questionnaire | | | | | | · • |
| Announcement Text | | | | | | ce + |
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| | | | Add your note text here | | | |
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HIRING MANAGER USER

7. You are now ready to return the assessment to Human Resources. Click on **Return to HR** button.

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| 👍 Announcement for San Diego 🕤 🤞 Announcem | ent Review 💿 | | | | |
| Review Name Announcement for San Diego | Position Title Human Resources Specialist | Created 1/7/2016 | Due 1/8/2016 | Status Returned Active | _{owner} Jodi Morehouse |
| Overview Review Information | | | | | 🗬 Notes 🕕 🖨 History |
| Instructions | | | | | |
| Please review the announcement. | | | | | |
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| Announcement Questionnaire | | | | Text changes and comments | Approval Status Approved + |
| Announcement Text | | | | Text changes and comments | Approval Status Approved + |
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8. The system states "Do you want to return this review to HR?", click **Return to HR**.

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| Announcement for San Diego Human Resources Sp | wassignments. Do you want to X Aum to HR Cancel Aum to HR Cancel Aum to HR Cancel Aum to HR Cancel Aum to HR Cancel |
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HIRING MANAGER USER

9. Once you have approved and returned the assessment to Human Resources, the red check mark under **Review Status** turns green and the status at the top of the page changes from Active to Returned.

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| Review Name Announcement for San Diego Owner Jodi Morehouse | Position Title Human Resources Specialist | Created 1/7/2016 | Due 1/8/2016 | Returned 1/19/2 | 2016 | | |
| Overview Review Information | | | | | Note | s 🕕 🖀 Histo | ory |
| Instructions | | | | | | | _ |
| Please review the announcement. | | | | | | | |
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CHAPTER 5.0 – Certificates and Selections

How do I find my Certificate?

When your certificate is ready to review, you will receive an email from USA Staffing. The email subject line will include the RPA number to help you identify which certificate is ready for review. The email will give you a due date for your review and the contact information of your Human Resources POC if you have any questions. If you do not make a selection by the review due date, the certificate may be closed.

| 🖂 🖬 🔊 ن 🔺 | · → = [Non-DoD Source] F | w: You have a new Review | v pending for Request | 20160522-38292 · | - Me | |
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| € Ignore X Junk - Delete Delete | Reply Reply Forward All Respond | Move to: ? To Manager Team E-mail Quick Steps | Move Move Move Move | Mark Unread Categorize * Follow Up * Tags | Translate | Q Zoom Zoom |
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| Click c Accounting Te Cautic https://stage.u | on the link below or copy an chnician, GS-0525-5 position of https://stage.usastaffing usastaffing.gov/Staffing/Re- eview is due on 7/14/2016. | d paste the URL into yo n. .gov/Staffing/Review/N | /iewReview/564/100 | 04169?Tenant=I | | |
| lf you 2392. | have any questions, please | contact Scott Harding a | at SCOTT.R.HARDING | 4.CIV@MAIL.MI | L or (317) 212- | |
| | This is an automated email taffing® System | message. Please do not | t reply. | | | |
| 3 See more | about: Scott Harding. | | | | Ω | 2 ^ |

Reviewing the Certificate

1. Click on the certificate under **Reviews** to view the certificate. If you have been issued more than one certificate you will have to click on each one to see all of your candidates.



HIRING MANAGER USER

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| de R | eviews 🖪 Requests | | | | | | | |
| Revie | ews (3) | | | | | 2 Past Due De | 1 O ue This Week More Than A | Week |
| Active | All Customers | Ŧ | | | | Review Name, Request Num | nber, Vacancy Number and Position Ti | de. Q |
| | Review Name \$ | Request Number | Vacancy Number | Position Title | Status | Due | * Received | ÷ |
| Ŀ | Accountant | 20160509-53960 | 10003951 | Accountant | Active | 5/11/2016 | 5/9/2016 | |
| G | Supervisory Accountant, GS-0510- 13 | 20160329-32169 | 10003405 | Supervisory Accountant | Active | 5/18/2016 | 5/17/2016 | |
| | Accounting Technician GS-0525-05 | 20160522-38292 | 10004169 | Accounting Technician | Active | 7/14/2016 | 7/12/2016 | |
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2. Under **Review Status** click on your certificate. *Note: The due date of your review is displayed at the top of the page.*

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| REVIEW - | | | 8 |
| 4 Accounting Technician GS-0525-05 | | \frown | |
| Review Name Accounting Technician GS-0525-05 Owner | Position Title Accounting Technician | Created Due 7/12/2016 7/14/2016 | Status Returned |
| Scott Harding | | | |
| Overview Review Information | | | 🗨 Notes 🕕 🖶 History |
| Instructions | | | |
| Review this. Make a selection. | | | |
| Review Status | | | |
| Certificate: 20160712-JJKA-002 | | Make selection decisions | Approval Status Incomplete • |
| Certificate: 20160629-JJKA-001 | | Make selection decisions | Approval Status Incomplete * |
| Certificate: 20160712-JJKA-003 | | Make selection decisions | Approval Status Incomplete • |
| Certificate: 20160712-JJKA-001 | | Make selection decisions | Approval Status Incomplete • |
| | | | Return to HR |



HIRING MANAGER USER

3. The first time you open the certificate, instruction will display. Read and click **OK**. *Note: The instructions are also located on the Certificate Information chevron.*

| | | centificater 2 | 2165511-JJJ7 081 | | | | | | | |
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| Appli ousu | cant List | | A.A. Thightes | files, any selection crite responses, and/or any | t you document, for your personal tria used, interview questions and other information you think may be nquiry. Some of this information may es Section. | | | Approval Status | licomplete | × |
| | | Marrise | Selection Decision | 1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1. | based on the information provided | ser | Date Certified | | | |
| | | Bakar, todi | | in their resumes. Appo prior to final offer and | a based on the information provided intment eligibility must be verified appointment into the position. nent alternate selections in case your | | 5/11/2016 | | | |
| | | Balant, S. kt | | | ole, declines or is otherwise | | 3/11/2010 | | | |
| | | Hovers, Phillip | | | (s) and alternate(s) by using the Apply n be added for each applicant on the | | 5/13/2016 | | | |
| | | Tackey, Edite | | Applicant List view, Ad certificate can be adde When you are ready to certificate overview ta the appropriate action With your selection an | ditional notes concerning the d at the top of your screen. return the certificate, go to the b, in the approval status box select and click the Return to HR button. I return of this hinng certificate, you have reviewed all of the contents in | | 3/11/2016 | | | |
| i Abdily Ac | clois; | | - | the mandatory "Merit s Managers" online train If you have not comple https://twms.navy.mil/ Guide" is available to a | systems Principle Basics for Hiring ing course, available through TWAS. ted this training, you may do so at selfservice/login.asp. A "Quick Step sist you in locating the course at avy.mi/orgs/NEA/DONIH/Recruitmeni | Dagas Malana | | | | |
| | | | | to access this site. | Please use your e-mail PKI certificate | | | | | |
| | | | | referral list are for OFF considered - PRIVACY | and attachments contained on this ICIAL USE ONLY (FOUO) and are SENSITIVE - Any misuse or e can result in both civil and criminal | | | | | |

Once the certificate opens you will see two chevrons, **Applicant List** and **Certificate Information**. On the **Applicant List** chevron, you will be able to review the names on the certificate, as well as the applicants supporting documents (e.g. resume). On the **Certification Information** chevron, you can review details about the certificate and the instructions.

4. To view the resume, click on the down arrow $(\mathbf{\nabla})$ next to the number under **Documents.**

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| de Certificate RPA | 123456 O Certificate | - 20160111-JJJV-002 | | | | | |
| Certificate Number 20160111- | | ^{ed} 11/2016 16:25 EST | Jodi Morehouse | Certificate Type Competitiv | ve Merit Promotion | | |
| Applicant List | Certificate Information | Q.C. | | - 14 | | 🖨 🗬 Notes | (o) 🖨 History |
| Applicant | List (2) | | | | | Approval Status Incom | nplete * |
| Criteria: San D | lego County 13 | AC Staffing and Classification | 0201 Eligibles | / | | | |
| | Name | Rating Selection Decis | ion Documents | Notes | Request Number | Date Certified | 1 |
| • | Walt Disney | 99 | (1 | (0.*) | | 1/11/2016 | PØ¢ |
| - * | Donald Duck | 96 | (•) (| (0.*) | | 1/11/2016 | 4 0 G |
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HIRING MANAGER USER

5. A pop up window will appear listing all the available documents. Click on the document to view.

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| Applicant | tist | Certificate Information | | | | | | | | | • | Notes | 0 | ₿ + | History | |
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6. To view the assessment questionnaire reponses, click the (+) sign next to the applicant name.

| Certificate RPA 123456 | Certificate: 20160111-JJJ | 6002 | | | | | |
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| Certificate Number 20160111-JJJY-(| Issued | les | odi Morehouse | certificate Type Competitiv | e Merit Promotion | | |
| Applicant List Certific | ate Information | | | | | 🖶 🗬 Note | es 💿 🖀 History |
| Applicant List (| 2) | | | | | Approval Status Inc | omplete + |
| riteria: San Diego Cour | nty 13 AC St | affing and Classification 02 | Eligibles | | | | |
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HIRING MANAGER USER

7. Click the (+) sign under Assessment Questionnaire Responses.

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| REVIEW - | * 7 |
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| Criteria: San Diego County 13 AC Staffing and Classification 0201 Eligibles | |
| Image: Selection Decision Documents Notes Request Number Date | e Certified |
| - Walt Disney 99 1 • 0 • 1/11 | 1/2016 ≅ ⊘ ☆ |
| Assessment Eligibility | |
| Assessment Questionnaire Responses (8 Items) | |
| + 10922-69206-testForsd (8) | |
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8. Then click the (+) sign for each question to view the reponses.

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| 10922-69200 | | | ses (8 Items) | | | | | |
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| 10922-69200 This is the sp Conduct job write candid I have not ha I have had ec | 6-testforsd (8) pecialized experience. 6 analysis (e.g., review p date assessment tools. ad education, training, or ducation or training in ho | position description experience in perfor w to perform this tas | n (PD), classification stand ming this task. ik, but have not yet perform | ned it on the job. | | | to | STAFFING & RECRUITING |
| 10922-69200 This is the sp Conduct job write candid Thave not had Thave had ec Thave performed | 6-testforsd (8) pecialized experience, ' b analysis (e.g., review p date assessment tools, ad education, training, or ducation or training in ho rmed this task on the job. | position description experience in perfor w to perform this task . My work on this task | n (PD), classification stand ming this task. Ik, but have not yet perform k was monitored closely by | ned it on the job. a supervisor or senior employee | to ensure compliance w | ith proper procedures. | to | STAFFING & RECRUITIN |
| 10922-69204 This is the sp Conduct job write candid I have not ha I have not had ee I have perfor I have perfor | 6-testforsd (8) pecialized experience, ' b analysis (e.g., review p date assessment tools, ad education, training, or ducation or training in ho rmed this task on the job, rmed this task as a regula | position description experience in perfor w to perform this tas My work on this tasi ar part of a job. I have | i (PD), classification stare ming this task. ik, but have not yet perform was monitored closely by performed it independent | ned it on the job. a supervisor or senior employee ly and normally without review b | to ensure compliance w y a supervisor or senior | ith proper procedures, employee, | to m in doing this task because of my | STAFFING & RECRUITING |



HIRING MANAGER USER

9. To view the applicants eligibilities, click on the **Eligibility** tab.

| Certificate Number 20160111-JJ | JJY-002 1/ | ^{ed} 11/2016 16 | | odi Morehouse | Certificate Type Competitiv | ve Merit Promotion | | | |
|-----------------------------------|-------------------------|-----------------------------|--------------------------|---------------|--------------------------------|--------------------|-------------|---------------------------|----------|
| Applicant List | Certificate Information | | | | | | | Notes | 0 🖨 Hist |
| Applicant L | ist (2) | | | | | | Approval S | status Incomp | plete |
| Criteria: San Die | go County 13 | AC Staffi | ng and Classification 02 | 201 Eligibles | | | | | |
| | Name | Rating | Selection Decision | Documents | Notes | Request Number | Date Certif | ied | |
| - | Walt Disney | 99 | | (1.*) | | | 1/11/2016 | | POp |
| Assessment | Eligibility | ← | - | | | | | | |
| Eligibilities | | | | | | | | | |
| Adjudication | a Name | | | | | | | | |
| Claimed | Current Permanent Fe | ederal Employee | | | | | | | |
| | | | | | | | | | |

10. To manage your applicant list, there are three symbols displayed on the right hand side for each applicant. The flag symbol \bowtie (follow-up), the checkmark \bigcirc (reviewed) and the star \bigstar applicant interest). If you click either of the symbols they will turn a color.

| 18-19-10- | orehouse | O Certificate: 20 | | | | | | | |
|------------|-------------------|-----------------------|---------------------|-------------------------|---------------|-------------------------------------|----------------|-----------------|--------------------|
| | Number 111-JJJ | Y-001 | Issued 1/11/2016 15 | :53 EST J | odi Morehouse | Certificate Type Competitive Mer | it Promotion | | |
| pplicant I | List Ce | rtificate Information |) | | | | | e • | Notes (0) 🖨 Histor |
| Applie | cant Lis | st (2) | | | | | | Approval Status | No Selection Made |
| iteria: | San Diego | County 13 | AA Staffin | and Classification 0201 | Eligibles | | | | |
| | | Name | Rating | Selection Decision | Documents | Notes | Request Number | Date Certified | |
| | 1 | Walt Disne | y ⁹⁹ | Not Selected | (1.+) | 0.* | | 1/11/2016 | |
| | | Donald Due | 96 96 | Not Selected | (1+) | (0 +) | | 1/11/2016 | 中 @ d |
| | | | | | | | | | |
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How do I batch print documents?

1. When you are in your certificate, you need to be on the **Applicant List** chevron. Click the box left of the names of who you would like to print their resumes. Then at the bottom of the page click the down arrow (♥) next to **Apply Action** and click on **Print Documents**.

21 April 2017 – DFAS HUMAN RESOURCES



HIRING MANAGER USER

| VIEW ~ | | | | | | | |
|---|----------------------|----------------------------|---------------|-------------------------------------|----------------|-----------------|---------------------|
| | | | | | | | - |
| Jodi Morehouse 📀 Certificate: 20160 | 111-JUJY-001 | | | | | | |
| rtificate Number Iss 0160111-JJJY-001 1/ | ved /11/2016 15 | 5:53 EST Jodi M | lorehouse | Certificate Type Competitive Mer | it Promotion | | |
| oplicant List Certificate Information | | | | | | | Notes (0) 🖨 History |
| pplicant List (2) | | | | | | Approval Status | No Selection Made + |
| | | | | | | | No Street of Page |
| iteria: San Diego County 13 | AA Staffin | ng and Classification 0201 | Eligibles | | | | |
| Applicant records on this page are selected. Se | lect all 0 Applicant | records | | | | | |
| Name Name | Rating | Selection Decision | Documents | Notes | Request Number | Date Certified | |
| Walt Disney | 99 | Not Selected | (1.4) | (0)*) | | 1/11/2016 | FR & |
| 2 | 96 | Not Selected | (1 •) | | | 1/11/2016 | FOX |
| Donald Duck | | | | | | | |
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| Apply Action | | | | | | | |

2. In the pop up box, resume is already checked. To print the resumes by last name, you will need to click the box, Order by Last Name, otherwise click **Print Documents**.

| USA S | taffi | ing" i | A Staffing | | | | | 10-11 (Q. | 🖾 💄 Jodi Morokova HM (UA1) 🐱 |
|--------------------------------|-------------------|---|---|--|-----------------------------|-----------------------------------|-----------------|-----------------------------|------------------------------|
| | | | | | | | | | |
| | | O Certificate: 20 | 100 YLLL 1110010 | | | | | | |
| Certificate 20160 | Number 111-JJ. | JY-001 | I/11/2016 15 | asa est | Issued By Jodi Morehouse | Certificate Type Competitive N | Aerit Promotion | | |
| Applicant | lai 👔 ei | ortificate information | | | | | | | Notes 0 📓 History |
| Applic | ant Li | st (2) | | | | | | Approval Status | No Selection Made + |
| Criteria 2 Applicar 20 - | | n this page are selecter Name Barta, Carlos | AA Staffin 1. Select all 0 Applicant Rating 99 96 | g and Classification 00 records Selection Decision Not Selected Not Selected | Select all docume | | Request Number | Date certified (/11/2016 | |
| Apply Act | idén 1 | × | | | | nt Documents Cancel | | | |



HIRING MANAGER USER

| USA S | Staffin | 9° | 🖷 Stalling Search | | | | | 😋 🕮 🛓 Judi Marel | |
|---------------------|-------------------------|-------------------|-------------------------------|-----------------------------------|---|---------|----------------|---------------------------|-----------|
| REVIE | | | | | | | | | |
| at this | | 105 O 0 | entificate: 20160511-1119-001 | | | | | | |
| Centificat 20160 | * Number 0511-JJJJY- | 001 | 5/11/2016 12:40 EDT | lisord By Llodi Morehouse | Competitive Merit Pr | omotion | | | |
| Addition | _ | icate memoriation | | | | | | 🖶 🗬 Notes 0 | 🔓 History |
| Appl | icant List | (4) | | | | | | uproval Status Incomplete | |
| Criteria: | Washington D | é 🧃 🛛 | 0325 AA Eligibles | | | | | | |
| D 01 | | Marpe | Selection Decision | Confirmatio | Constant of the second | tumber | Data Cettified | | |
| | | Baker, Jodi | | | | | 5/11/2016 | | |
| S. | |) Belant, Kristi | | Batch printing receive an ale | g in progress. When complete, you will rt, click the alert to download the file. | | 5/11/2016 | | |
| | | Rivers, Phillip | | | | | \$/11/2016 | | |
| | | Tactay, Edric | | 1.1 | (B.9) | | 5/11/2016 | | |
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| Apply A | iction . | - | | | | | | | |
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3. Click **OK** to confirm your printing.

4. At the top of your screen, a **1** will appear by your mail box informing you that you have a message. Click on the envelope and a box will drop down. You will see your Batch Printing Complete. Click on it and then Open at the bottom of the page, your documents will appear in a PDF. You can now print or save the document.

| EVIEW - | | | | | Alerts Batch Printing Complete | |
|--|-------------------------------------|--|------------------------------|---------------------|--|------------------|
| 🖕 - Review-Certificate 0326-05 🛛 🥝 Certifi | ate: 20160511-JJJY-001 | | | | Batch printing for Certificate number 20160511- JJJY-001 is complete. Click this alert to open the batch file. | |
| | soued 5/11/2016 12:40 EDT | ^{Issued By} Jodi Morehouse | Certificate Type Competit | ive Merit Promotion | Job Offer Declined Tentative Job Offer Declined by Mei-Ling Erickson at 4/7/2016 14:22 EDT. | |
| Applicant List Certificate Information | | | | | Betch Printing Complete Batch printing for Certificate number 20160127- JJJY-001 is complete. | tes (0) 🖀 Histor |
| Applicant List (4) Criteria: Washington DC 5 03 | 26 AA Eligibles | | | | Batch Printing Complete Batch printing for Certificate number 20160111- JJV-001 is complete. | ncomplete |
| Name Name | Selection Decision | Documents | Notes | Request Number | Date Certified | |
| Walt Disney | | 1.0 | 0.* | | 5/11/2016 | P @ \$ |
| Donald Duck | | (1.) | (0 •) | | 5/11/2016 | P @ # |
| Micky Mourse | | (1.) | 0.0 | | 5/11/2016 | PØ# |
| Minnie Mouse | | (1.) | 0.+) | | 5/11/2016 | P Ø A |
| | | | | | | |
| | | | | | | |
| Apply Action + | | | | 1 | | |
| | | | | | | |
| | Do you want to open or save Certifi | | | staffing.gov? Ope | en Save - Cancel 🗴 | |



How do I print my certificate?

1. You will need to be on the Applicant List in your certificate. Click the printer icon

| | Exercise Providence | | | | | | |
|-----------------------------------|-------------------------|--------------------------------|---------------------|-----------------------------------|-----------------|----------------------|---------------|
| approximation | te RPA 12:1456 | Certificate: 20160111-JJJV-002 | | | | | |
| Certificate No 201601 | umber 11-JJJY-002 | 1/11/2016 16:25 EST | Jodi Morehouse | Certificate Type Competitive N | 1erit Promotion | | |
| Applicant List | t Certificate Informati | ion 🔪 | | | | | (0) 🖀 History |
| Applica | ant List (2) | | | | | Approval Status Inco | nplete * |
| Criteria: | San Diego County 13 | AC Staffing and Classific | tion 0201 Eligibles | | | | |
| | Name | Rating Selection C | ecision Documents | Notes | Request Number | Date Certified | |
| | • Walt Disne | ey 99 | (t.+) | 0.+ | | 1/11/2016 | POD |
| | + Donald Du | ick ⁹⁶ | (1.+) | (0 *) | | 1/11/2016 | |
| | | | | | | | |

2. Your certificate will open up in a separate tab and you can now save it and/or print it.

| - Plumber , 4206 -10 | |
|--|---------------------------------------|
| Certificate Name | Rank By |
| 20160203-JJOZ-002 | 2 |
| Certificate Type | Priority Order |
| Competitive Merit Promotion | 32 |
| Certificate Issue Date | Refer Method |
| 02/03/2016 | None |
| Certificate Issuer | Order |
| - | 2 |
| Announcement Number | Tie Breaker |
| NRF-10002632-16-DD-033003-M | 2 |
| Vacancy Number | Eligibility |
| 10002632 | Veterans Employment Opportunities Act |
| Vacancy Type 0 | |
| Locations Villanova, Pennsylvania United Stat | es |



Making Selections

1. Hover over the name of the selectee until a small blue edit box appears, then click it.

| VIEW ~ | | | | | | * |
|--|--------------------------------|-------------------|---------------------------------|-----------------|-----------------|------------------------------|
| Ceitificate RPA 123456 | Certificate: 20160111-JJJY-002 | | | | | |
| ertificate Number 20160111-JJJY-002 | 1/11/2016 16:25 EST | Jodi Morehouse | Certificate Type Competitive | Merit Promotion | | |
| Applicant List Certificate Informat | ion | | | | 🖨 🗨 N | otes 💿 🖀 History |
| Applicant List (2) | | | | | Approval Status | Incomplete + |
| riteria: San Diego County 13 | AC Staffing and Classificat | in 0201 Eligibles | | | | |
| Nome Nome | Rating Selection De | ision Documents | Notes | Request Number | Date Certified | |
| Walt Disney | 99 | (1.*) | 0.* | | 1/11/2016 | $ ^{\simeq} \oslash \forall$ |
| Donald Duck | Ef. 96 | (1 v) | (0 v) | | 1/11/2016 | POt |
| Donald Duck | | | | | | |
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2. A pop up box appears. Under **Selection Decision** choose from the list of codes. Then click **Save and Close**.

| 0160111 | JJJY-002 1/1 | | leant in | Centrater | Turner . | - | | |
|---------------|-------------------------|---------------------------------------|--------------------------------------|-----------|------------------------|---------|--------------------|------------------|
| 0100111- | | 1/ Document Selecti | on Decision | | | Ø | | |
| splicarikkisk | Certificate Information | Applicants | | | | | 8 Q Not | tes (0 🖀 Histor |
| pplicant | List (2) | Donald Duck | | | | | Approval Status In | complete |
| teria: San D | | Selection Decision | Request Number | | | | | |
| San D | Nego County 13 A | Select a code | Select a request | | | | | |
| | Name | 8 | Q. Reviewer | | Decision Date/Time | | Date Certified | |
| | Barba, | Select a code Selected | A NETRINET | | Decision Decey fillite | | 1/11/2010 | |
| | | Already Employee | Position Description Num | ber | Series | | | |
| | March | Alternate Selection Cert Cancelled | Select a position | . * | | * | 1/11/2016 | |
| | | Certificate Unused Declined Grade | | | | | | |
| | | Declined Location | | Save | Save and Close | Cancel | | |
| | | Declined Position Failed to Reply | × | Save | Save and Cidse | Garreta | | |
| | | rance to nepul | | | 1 | | | |



HIRING MANAGER USER

3. For your selectee, in the **Request Number** box, click the down arrow(\checkmark) to select the RPA number.

Note: The Location, Position Description Number and Series will fill in when you select the RPA number.

| REVIE | | | | | | | | | | | * 0 |
|----------------------|------|-------------------------|---------------------|---|--------------------------------------|---------------------------------|---|-------------|-------------------|----------------|---------|
| | | 85500 📀 Certific | uite: 20160127-JJ, | IV-001 | | | | | | | |
| Certificate 20160 | | -JJJY-001 | Issued 1/27/20 | 16 18:11 EST Jodi M | orehouse | Certificate Type Ranking Lis | t: | | | | |
| | | Certificate Information | | | | | | | | Notes 1 | History |
| Appli | can | t List (6) | | Document Selection De | cision | | | 0 | | | |
| Criteria: | San | Diego a (| 0055 104 | Applicants | | | | | | | |
| | | Name | Rating | Donald Duck | | | | | umber | Date Certified | |
| | | Acres, Kasey | 70 | Selection Decision Selected * | Request Number Select a request | | | | | 1/27/2016 | |
| | | Barba, Carlos | 98 | Review Name Certificate-0855-04 | Select a request 16JANSWPBNV39660 | | Decision Date/Time 3/30/2016 13:09 EDT | | | 1/27/2016 | 19 0 0 |
| | | Erickson, Mel-Ling | 106 | Location | Position Description f | | Series Electronics Engineering | | | 1/27/2016 | 19 @ A |
| | | Fish, Dawn | 70 | San Diego, San Diego County, Calif + | 12394-2002 | Save | Save and Close | Cancel | | 1/27/2016 | 1992 |
| | | Jorgan, Hugh | 98 | NV – No Preference Claimed. | | Not Selected | | 0 - | | 1/27/2016 | 100 |
| (8) | | Morehouse, Jodi L | | CPS - 10-point preference based on a compen connected disability of 30 percent or more (B proof of eligibility DD-214(s) showing the len service and type of discharge). | a prepared to submit | Alternate Selection | n (1-) (| 0 - 16JANSW | PENV3966001000001 | 1/27/2016 | ₽Ø¢ |
| Apply A | tion | | | | | | | | | | |

4. Please make at least one alternate selection, by selecting alternate selection under **Selection Decision**. If you make more than one alternate selection, make sure you select the proper order number under **Alternate Selection Order**. Then click **Save and Close**.

| Document Selection De | ecision | \otimes |
|------------------------------------|--------------------------------|------------------------------|
| Applicants Walt Disney | — · | Alternate Selection Order |
| Selection Decision | Request Number | |
| Alternate Selection 👻 | No available Request Numbers 🔹 | |
| Review Name | Reviewer | Decision Date/Time |
| Location | Position Description Number | Series |
| San Diego County, San Diego Coun 🔻 | 10901-69197 * | Human Resources Management 🔹 |
| | Savo | Save and Close Cancel |



HIRING MANAGER USER

5. To mark a **Selection Decision** code in mass (i.e. Not Selected), click the box next to the names you want to code the same and then click the drop down arrow (\checkmark) by **Apply Action** and select **Document Selection Decision**.

| Applicance List (4) Approval Satus Incomplete Criteria: Best Qualified (90) San Diego 12 055 Eligible Criteria: Name Selection Decision Documents Notes Request Number Date Certified Image: Constraint of the Constra | Appli | cant Li | st (4) | | | | | Accession 1 | |
|--|-------------------------------|--------------|-----------------------|--------------------|---------------|-------|----------------|---------------------|-----------|
| Deck Qualified (vfr) Sam beigg Lagues Image: Comparison of the second of the | , the fun | come En | 50(1) | | | | | Approval Status Inc | omplete * |
| → Wat Disacv 2 · 0 · 1 4/19/2016 P ⊙ ☆ ✓ + Denild Dack • • 0 · 1 0 · 1 4/19/2016 P ⊙ ☆ ✓ + Minice Mourse 1 · 0 · 1 0 · 1 4/19/2016 P ⊙ ☆ ✓ + Minice Mourse 1 · 0 · 1 0 · 1 4/19/2016 P ⊙ ☆ | Criteria: | Best Qua | lified (90) San Diego | 12 0855 | Eligibles | | | | |
| Arris (a) Arris (a) Arris (a) Arris (a) Arris (a) Image: Arris (a) Arris (a) (a) (a) (a) (a) Image: Arris (a) Minic Konse (a) (a) (a) (a) (a) Image: Arris (a) Minic Konse (a) (a) (a) (a) (a) (a) Image: Arrive (a) (a) (a) (a) (a) (a) (a) (a) Image: Arrive (a) | $ \overline{\Box}_{1} \sim $ | | Name | Selection Decision | Documents | Notes | Request Number | Date Certified | |
| Image: Section Imag | | (#)) | Walt Disney | | (2.+) | 0 * | | 4/19/2016 | ☆ © 의 |
| ✓ ▲ Apply Action ▲ Document Selection ▲ | | + | Donald Duck | | (1 *) | (0 ·) | | 4/19/2016 | ☆◎되 |
| Apply Action Document Selection | | | Mickev Mourse | | (<u>1</u> .) | 0.* | | 4/19/2016 | |
| Document Selection | × | + | Minnie Mouse | | (1 ·) | (0 v) | | 4/19/2016 | |
| Document Selection | | | | | | | | | |
| Document Selection | | | | | | | | | |
| Document Selection | | | | | | | | | |
| | Apply Ac | tion | 1 | | | | | | |
| Decision | Documen | nt Selection | | | | | | | |
| | Decision | | | | | | | | |

6. A pop up box appears. Under **Selection Decision** choose from the list of codes. Then click **Save and Close**.

| Certificate 20160 | | JY-001 ^{Issued} | 9/2016 14: | 01 EDT Jodi More | ehouse-Admin | Certificate Type Category Rating | | |
|-------------------|----------|--------------------------|----------------|---|--------------------|-------------------------------------|-----------------|----------------|
| Applicant | list C | ertificate Information | | | | | A Not | es 🕕 🖀 History |
| Applie | cant Li | st (4) | | | | | Approval Status | omplete • |
| Criteria; | Best Qua | llRed (90) San Diego | 12 08 | 5 Eligibles | | | | |
| | | Name | Selection Deck | Declined Location | Q Notes | Request Number | Date Certified | |
| | | Baker, Jodi | | Declined Position Failed to Reply | ^ <u>0.+</u> | _ | 4/19/2016 | |
| 8 | | Morton, Kimberly | | Not Selected Removed Drug Screen Removed Security | ision | 0 | 4/19/2016 | |
| × | | Rivers, Phillip | | Removed Suitability Removed Quals Withdrawn | Minnie Mouse | | 4/19/2016 | |
| X | æ | Tactay, Edric | | Accepted Another Position with Agency Select a code | Request Number | Numbers * | 4/19/2016 | |
| | | | | | Save Save and Clos | e Cancel | | |



HIRING MANAGER USER

7. Once all Selection Decision codes have been properly assigned, in the **Approved Status** box click **Selection Made** or if no selections are made click **No Selection Made**.

| EVIEV | A1 | | | | | | | | ~ |
|----------------------|------------------------------|--------------------------|--------------------------------|----------------|---|-------------------|-----------------|---|-----------|
| EVIEV | /v ~ | | | | | | | | |
| 🕼 Certific | cate RPA 123456 🥥 😋 | ertificate: 20160111-JJJ | /-002 | | | | | | |
| Certificate 20160 | Number 111-JJJY-002 | lssued 1/11/2016 | 16:25 EST Jodi I | , Morehouse | ^{Certificate Type} Competitiv | e Merit Promotion | | | |
| Applicant I | List Certificate Information | on | | | | | | Notes 0 | 🖨 History |
| Applic | cant List (2) | | | | | | Approval Status | Incomplete | |
| Criteria: | San Diego County 13 | AC St | affing and Classification 0201 | Eligibles | | | | Incomplete Selection Made No Selection Ma | |
| | Name | Rating | Selection Decision | Documents | Notes | Request Number | Date Certified | | |
| | Donal Duck | 99 | Alternate Selection 1 | (1.* | 0 * | | 1/11/2016 | P | ⊘ ☆ |
| | + Minnie Mouse | 96 | Selected | (1 +) | 0 *) | 16JANTESTFORSD | 1/11/2016 | 12 | 0 \$ |

8. You are now ready to return the certificate to Human Resources. Click on the certificate tab and click **Return to HR** button.

| | tion Title man Resources Specialist | Created 1/11/2016 | Due 1/13/2016 | status Active | Returned Make selection decisions | Owner Jodi Morehouse Notes History |
|---|--|----------------------|------------------|------------------|--------------------------------------|--|
| Review Name Positi Certificate RPA 123456 Hur Overview Review Information Instructions Please make a selection by the due date and return to the Review Status | tion Title man Resources Specialist | Created 1/11/2016 | Due 1/13/2016 | Active | | Jodi Morehouse |
| Certificate RPA 123456 Hur Overview Review Information Instructions Please make a selection by the due date and return to the Review Status | man Resources Specialist | Created 1/11/2016 | Due 1/13/2016 | Active | | Jodi Morehouse |
| Instructions Please make a selection by the due date and return to the Review Status | e Ops Center. | | | | | |
| Please make a selection by the due date and return to the Review Status | e Ops Center. | | | | | 1 |
| Review Status | e Ops Center. | | | | | 1 |
| | | | | | | |
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| Certificate: 20160111-JJJY-002 | | | | | CON 1 1 1 1 1 1 1 | |
| | | | | | Make selection decisions | Approval Status Selection Made + |
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| | | | | | | Return to HR |
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9. The system states "Do you want to return this review to HR?", click Return to HR.

| USA Staffing® 🔹 Staffing Search | 🕐 🖄 Jodi Marehoute-HM (UAT) 👳 |
|---|--|
| REVIEW ~ | |
| Contribute RPA 123838 Oxinitivate 2010011131/0000 Review Name Certificate RPA 123456 Human Resources Specially Review to HR? Review to HR? Review to HR? Cancel | Owier Jodi Morehouse Notes (0) 🛔 History |
| Instructions | |
| Plosse make a selection by the due date and return to the Opy Center. | |
| Review Status | |
| Certificata: 20160111-3139-002 Make selection d | lecisions Approval Status Selection Made - |
| | Return to HR |
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10. Once you have approved and returned the assessment to the Ops Center, the red O under **Review Status** turns to a green checkmark O and the status at the top of the page changes from **Active** to **Returned**.

| USA Staffing" | Staffing Search | | | | Qu'fi | 🔍 🖾 🙎 Jodi Morehouse HM (UAT) 🔹 |
|---|--|----------------------|------------------|--------------------|-----------------------|----------------------------------|
| REVIEW - | | | | | | • |
| 🔥 Certificate RPA 123456 🙆 Certific | rate: 20160111-JJJY-002 | | | | | |
| Review Name Certificate RPA 123456 ^{Owner} Jodi Morehouse | Position Title Human Resources Specialist | Created 1/11/2016 | Due 1/13/2016 | status Returned | Returned 1/19/2016 | 5 |
| Overview Review Information | | | | | | 🗬 Notes 🕡 🖀 History |
| Instructions | | | | | | |
| Please make a selection by the due date and r | return to the Ops Center. | | | | | |
| | | | | | | |
| Review Status | | | | | | |
| Certificate: 20160111-JJJY-002 | | | | Make | selection decisions | Approval Status Selection Made * |
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