

Table of Contents

CHAPTERS	LAST UPDATE
1.0 Introduction	2016-10-06
2.0 System Access	2016-10-06
3.0 Job Analysis and Assessment Questionnaire	2016-08-10
4.0 Job Opportunity Announcements (JOAs)	2017-04-21
5.0 Certificates and Selections	2017-04-21



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	Cancel X Must include 3 of the following 4 attributes:					
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: #dx\$8*t=-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, audit, and take action by all authorized government and law enforcement personnel.	#@\$%&*+=?:(\0[]" 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 your click the Charange Descured button						
Unsubtroized user attempts or tects to (1) access, view, upload, change, or detels information on this system (2) modify this system, (3) department of this system, (4) accute resources for unsubtroized use, or (5) otherwise misuse this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.	and another and the standard standard barrow.						

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

3 8 9	0.9.7 4				Nor	1-DoD	Source] Passy	word cha	inged for	USA Staf	fing Acco	unt – Messag	e (Plain	xt)	
. File 1	Message														۵ (
🖏 Ignore 🔏 Sy Junk - Di	elete Reply	Reply Forward Nore	g 🖓 Move to: ? ✓ Done ❤ Create New	📫 To Manager 🕰 Reply & Delete	1. 1.	Move	Rules *	Mark Unread	Categoria	te Follow Up -	a Translat	Related	Zoom		
Delete	_	Respond		Quick Steps	G.		Move		Tags	5		Editing	Zoom		
O This mess From: To: CC Subject:	age was conver usastoffingoffic Morehouse, Joi (Non-DoD Sou	ted to plan text. x@opm.gov d L CIV OCHR-SAN DIEGO, SH rce] Password changed for U	2 SA Staffing Account												Sent: Fri 12/4/2015 11:28
The passw If you did	vord associat not change y	ted with your USA Staff your password, please o	ng account has be ontact your Office	een changed. Your usen Administrator.	name re	emains	the same.								2 2
Note: This	s is an autom	ated email message. Pl	ease do not reply	directly to this message											
115A Staffi	ing® System														
0,04,010111	- Alateria														

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 Startling® is an Official U.S. Government System for authorized use only. Unantibuted use of this system or the information on this system could result in chinal prosecution.	
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.	Sign in with smart card
Full Terms and Conditions of Use	
USA Staffingth is a U.S. Government information system to be used by authorized users only. Information from this system resides on computer system Auxed by the government.	
The data and documents on this system include Federal incords that contain investme sharehold protects by various Federal statutes, reckeling the Prinkary Act, 2013, 5 \$553. The use of personally and dataces to process, store, or transmit SUAS Statilized Presonally identifiable Information (91) is probled.	Sign In
All access or use of his system contributes user understanding and acceptance of heres terms and incontinues uncontaction control to involve, monitor, record, acid, and tate action by all substanced government and tax enforcement generation.	Email Address
Unauthorized user attempts or acts to (1) access, view, upload, change, or debte information on this astern. (2) modify the statute (2) does score to	Password
The system, (c) account encourses for uncertaintime or (c) activity of the minute the system and storty protocold Scara Bornetter on the an autoport to action that may result in criminal, cval, or administrative penalties	Beset Password Sign In

2. Type your email address and click on **Submit**.

	<section-header><text><text><text><text><text><text><text><text></text></text></text></text></text></text></text></text></section-header>	Reset Password	× Submit Cancel	
4.				



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.

F C S T	From: <usastaffingoffice@opm.gov> Date: Mar 2, 2016 8:44 AM Subject: Reset Password Link Fo: <jane.smith@navy.mil> Cc:</jane.smith@navy.mil></usastaffingoffice@opm.gov>
г	This message was sent to you because you requested to reset your USA Staffing password.
r	NOTE: You may only reset your password once within 24 hours.
	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
1	f you did not request a new password, no action is needed.
I	f you are unable to open this link, follow these instructions to create your new password: · Copy the following text.
ł	nttps://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.
r	Note: This is an automated email message. Please do not reply directly to this message.
ī	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:
In data and out of the generation with a system include Federal records that contain be 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 dentifiable 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.	NOTE: Your New Password must not contain any four consecuti	ive	 Lower case: a-z Numbers: 0-9 Special characters: #@\$%&*+=?:(){]]"
Informer, recease, econed. Unauthorized user attempts or acts to (1) access, view, upload, change, or detete information on this system. (2) modify this system, (3) deny access to this system, (4) accrue resources for unauthorized use, or (5) otherwise misuse this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.	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.).



HIRING MANAGER USER

 \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							
Click on the link be 13 position. https://stage.usasta This review is due o	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.

USA Staffing 🔹	Staffing Search		the Te	🔍 🖼 🚊 Jodi Morehouse (UAT) 🐱
DASHBOARD -				0
Reviews Requests				
Reviews (1)			O Past Due	1 O Due This Week More Than A Week
Active * All Customers	w.			Normality, summing harmonic matrix (nonormality Θ_k]
Review Name a	Request Number # Vacancy Number	Position Title # Status	s Due	8 Received 9
O Assessment for SD	16JANTESTFORSD 10002381	Human Resources Specialist Active	1/7/2016	1/7/2016
O Assessment for SD	16JANTESTFORSD 10002381	Human Resources Specialist Active	1/7/2016	1/7/2016

2. Click on your assessment under **Review Status**. *Note: The due date of your review is displayed on this page.*

USA Staffing® 🔺 Staffing Search	🗸 (IAU) Marehouse-HM (UAT) 🗸
REVIEW -	•
👍 Review Assessment 🐠 Assessment Review: 10958-69197-123456	
Review Name Review Assessment Owner Jodi Morehouse-Admin	116 Due Status Returned 4/15/2016 Active
Overview Review Information	🗬 Notes (0) 🚭 History
Instructions	
Review Status	
C Assessment: 10958-69197-123456	Text changes and comments Approval Status Incomplete •
	Return to HR



HIRING MANAGER USER

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

USA Staffing) [®] ^	Staffing	Search	conte- Q	🖾 🚊 Jadi Marehouse (U	JAT) 🗸
REVIEW ~						0
Assessment for SD	✤ Assessment Review:	10922-69206-tes	stforsd			
Review Assessm	nent		17			3.
Assessment Questionnaire						
Assessment Qu Created: 1/7/2016 12:43 EST	estionnaire Re	view		Approvel Status	Incomplete	•
 ★ → B I 6 						
Competency: STAFFING	& RECRUITING					^
 Conduct job analysis (e.g. A. I have not had ed B. I have had educa C. I have performed 	g., review position descripti lucation, training, or experi- tion or training in how to pe this task on the job. My wo	on (PD), classifi ence in performi arform this task, ork on this task t	fication standar ing this task. but have not y was monitored	ds, performance standards, etc.) for a variety of occupational series and grades to write candidate assessment tools. et performed it on the job. closely by a supervisor or senior employee to ensure compliance with proper procedures.		
D. I have performed E. I am considered a	this task as a regular part an expert in performing this	of a job. I have p task. I have su	performed it inc pervised perfor	dependently and normally without review by a supervisor or senior employee. mance of this task or am normally the person who is consulted by other workers to assist or train them in doing this task becau	ise of my expertise.	~
					Save Cancel	

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.

USA Staffing® 🖷 Staffing Sea	rch autor a s	💈 💄 Jodi Morehouse-HM (UA)	n 🗸
REVIEW -			0
👍 Review Assessment 🔶 Assessment Review: 10958-69197-123456			
Review Assessment			
Assessment Questionnaire			
Assessment Questionnaire Review	Approval Status	Incomplete	3
Created: 3/25/2016 12:27 EDT			
Competencies			~
1. Customer Service			1
Works with clients and customers (that is, any individuals who use or received Government) to assess their needs, provide information or assistance, You	e the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or orga can type anywhere on this screen to make your comments resolve their problems, or satisfy their expectations; knows about available products	inizations outside the and services; is committed to	
providing quality products and services. This is a change to the assessmen			Ľ
	·	Save Cancel	

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.

USA Staffing search	Ga fa Q	😫 💄 Jodi Morehouse (UAT) 🐱
REVIEW -		0
👍 Assessment for SD 🖌 Assessment Review: 10922-69206-testforsd 🕕		
Review Assessment		1
Assessment Questionnaire		
Assessment Questionnaire Review Created: 1//2016 12:43 EST	Approval Status	Incomplete Incomplete Approved Approved Pending Changes Privated
Competencies 1. STAFFING & RECRUITING Apply HR concepts, principles, rules, and practices related to identifying, attracting, and referring individuals for placement.		
Items Competency: None		~
	\rightarrow	Save Cancel

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**.

USA Staffing®	search			Go Te	ر 🛓 🖾 🔔	odi Morehouse-HM (UAT) 🗸 🗸
REVIEW ~						0
👍 Review Assessment 🕥 🍁 Assessme	aent Review: 10958-69197-123456					
Review Assessment Owner Jodi Morehouse-Admin	Position Title Administrative Services Specialist	Created 4/12/2016	Due 4/15/2016	_{Status} Active	Returned	
Overview Review Information			_			0 🔒 History
Instructions			Notes			()
Review Status						
Assessment: 10958-69197-12345	.56					
						Return to HR
			Add your note text be	re.		
					Save Cancel	



HIRING MANAGER USER

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

A Staffing Search			GO TA.	Q 🛛	💄 Jodi Morehou:	se-HM (UAT) 🗸
SA Staffing	0					
sment Review: 10958-69197-123456						
Position Title Administrative Services Specialist	^{Created} 4/12/2016	^{Due} 4/15/2016	status Active	Returned		
>				 No 	tes 🔘 🖴	History
3456		Text cha	nges and comments	Approval Status	Approved	•
					Retu	m to HR
	sment Review: 10958-60197-123456 Position Title Administrative Services Specialist	sment Brokew 10958-69197-123456 Position Title Administrative Services Specialist	Staffing Search sment Review: 10958-09197-123456 Position Title Administrative Services Specialist Created 4/12/2016 Due 4/15/2016 2456 Text cha	Staffing Search smeet Review: 10956 69197-123456 Position Title Due Administrative Services Specialist	Administrative Services Specialist Created 4/12/2016 Dee Active Returned Administrative Services Specialist Created 4/12/2016 Active No.	Staffing Search Image: Comparison of the search of th

9. The system states "Do you want to return this review to HR?", click Return to HR.

USA Staffing search		👘 🖉 😂 Jodi Morehousa-HM (JAT) 👻
REVIEW ~		
Advectment for SD Advectment Parking (1992-6920634st Junu) Review Name Assessment for SD Position Table Human Resources Specialist Output/ Review Information	You have completed all review assignments. Do you want to X return this review to HR? Roturn to HR Cancel	Returned Owner Jodi Morehouse Rotes 0 & History
Instructions		
Presic review assissment.		
Review Status		
Assessment: 10922-09206-testforsd		Text changes and comments Approval Status Approved +
		Refum to HR.



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.

USA Staffing®	📫 Staffing Search		On To	🔍 🛛 💄 Jodi Morehouse-HM (UAT) 🗸
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
Overview Review Information	Σ			🗬 Notes 🕧 🖀 History
Instructions				
Review Status				
Assessment: 10958-69197-12	3456		Text changes and comments	Approval Status Approved +



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						
🕞 Ignore 🗙 & Junk + Delete	Reply Reply Forward The More +	Image: Seldg 944 All Image: Create an appoi Image: Create an appoi Image: Create an appoi Image: Seldg 944 All Image: Create an appoi Image: Create an appoi Image: Create an appoi Image: Seldg 944 All Image: Create an appoi Image: Create an appoi Image: Create an appoi Image: Seldg 944 All Image: Create an appoi Image: Create an appoi Image: Create an appoi Image: Seldg 944 All Image: Create an appoi Image: Create an appoi Image: Create an appoi Image: Seldg 944 All Image: Create an appoi Image: Create an appoi Image: Create an appoi Image: Seldg 944 All Image: Create an appoi Image: Create an appoi Image: Create an appoi Image: Seldg 944 All Image: Create an appoi Image: Create an appoi Image: Create an appoi Image: Seldg 944 All Image: Create an appoi Image: Create an appoi Image: Create an appoi Image: Seldg 944 All Image: Create an appoi Image: Create an appoi Image: Create an appoi Image: Seldg 944 All Image: Create an appoi Image: Create an appoi Image: Create an appoi Image: Seldg 944 All Image: Create an appoi Image: Create an appoi Image: Create an appoi Image: Seldg 944 All I	IAG Io EIC Fwd Treate New	Rules *	Mark Categorize Follow Unread • Up •	Translate ↓ Select →	Zoom
Delete	Respond	Quick Steps	Fa	Move	Tags	Editing	Zoom
This message with From: usasing the second sec	ss converted to plain text. affingoffice@opm.gov rts, Michele CIV DONAA OCHR have a new Review pending for Request :	L5AUGNW4INV1269197180883					
Click on the https://usa This review If you have Note: This i USA Staffing	e link below or copy and pa staffing.gov/Staffing/Revier is due on 9/11/2015 any questions, please conta s an automated email mess	ste the URL into your browser's add w/ViewReview/1/10000227?Tenant ict Dawn Fish at dawn.fish@navy.mi age. Please do not reply.	ress bar to access =DOD I or (360) 315-8286	this Review	for the Human Res	ources 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.

USA	Staffing" 🙍	Staffing Search				Both	🔍 🔤 🚊 Jodi Morehouse (UAT)	
DASH	BOARD -							0
d R	eviews 🚿 Requests							
Revie	ews (2)					O Past Due	2 O Due This Week More Than A Week	
Active	* All Customers					Thronge Nemic, Treparty	Nembor, Vecary) Nember and Pontein TitleQ.	1
100	Review Name	Request Number	Vacancy Number	Position Title	a Status	0 Due	* Received	•
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	

2. Review the instructions and then click **Announcement Text**. *Note: The due date of your review is displayed at the top of the page.*

USA Staffing" 🔺 Staffing	Search			So In	Q 8	💄 Jodi Morehouse HM (UA	n v
REVIEW -							3
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	es (0) 🖀 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	us in posting your announcement. If you	fail to respond by this e	fate, we will move forward	
Announcement Questionnaire				Text changes and comments	Approval Status	Incomplete +	
Announcement Text				Text changes and comments	Approval Status	Incomplete +	
						Return to HR	Ì



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.

USA Staffing® A staffing Search	die 74	Q B	3 💄 Jodi Morehouse HM	(UAT) 🗸
REVIEW +				0
d Review Announcement 42/01-12/13 d Announcement Beview				
Review Announcement				
Announcement Text Announcement Questionnaire				
Announcement Text Review Created: 5/11/2016 1435 EDT	Approval Status	Incomplete	* Previe	ン
• → B I				
PROMOTION POTENTIAL: 13 DUTY LOCATIONS: 1 vacarety 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 Agreement	N, VEOA, or ICTAP			~
	_	\rightarrow	Save Can	el .

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.

USA Staffing * staffing Search	Go TB Q	Mibol 💄 🔤	4orehouse (UAT) 💊
REVIEW ~			e
💰 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



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.

USA Staffing search Details	2 🖾 💄 Jodi Morehouse (UAT) 🗸
REVIEW ~	0
🔞 Announcement for San Diego 💰 Announcement Review	
Review Announcement	
Announcement Text Announcement Questionnaire	
Announcement Questionnaire Review Created: 1/1/2016 17:10 53 Eligibilities Veterans' Preference Do you claim Veterans' Preference? 1. NV - No Preference Claimed. 2. NP - No Preference. 3. OP - NO Prefer	Incomplete Approved Approved Approved Rejected
	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.

				9		
EVIEW ~						
🕼 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 +
			Add your note text here			
					Save Cancel	



HIRING MANAGER USER

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

USA Staffing" 🔺 💈	taffing Search			Gefti	🔍 🖾 💄 Jodi Morehouse HM (UAT) 🗸
REVIEW -					٥
👍 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.					
Review Status					
Announcement Questionnaire				Text changes and comments	Approval Status Approved +
Announcement Text				Text changes and comments	Approval Status Approved +
					Return to HR

8. The system states "Do you want to return this review to HR?", click **Return to HR**.

USA Staffing® 🙍 staffing Search	🖂 🖾 🖄 🖉 🖉 🖉
REVIEW -	
Anouncement for San Diego A	v assignments. Do you want to X Status Returned Dwner Active Jodi Morehouse with the Notes 0 & History
Review Status	
Anoovnicement Questionmaine	Text changes and comments Approval Status Approved -
Announcement Text	Text-changes and comments Approval Status Approved •
	Partum to HR



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.

USA Staffing® 🔺 🗄	Staffing Search			Se Te	Q 🛛	Jodi Morehouse	eHM (UAT) 🐱
REVIEW -							0
👍 Announcement for San Diego 📀 🍲 Announcer	ment Review 🔞						
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 💿 🖀	History
Instructions							
Please review the announcement.							
Review Status							
Announcement Questionnaire				Text changes and comments	Approval Status	Approved	•
Announcement Text				Text changes and comments	Approval Status	Approved	
19 1							



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.

🖂 🕁 🤊 O 🔺	🔹 🗢 🗧 [Non-DoD Source] F	w: You have a new Review	v pending for Request 2	20160522-38292 ·	- Me	
File Messa	age McAfee E-mail Scan Ac	dobe PDF				~ ?
€ Ignore X Junk - Delete Delete	Reply Reply Forward All Respond	Move to: ? To Manager Team E-mail Quick Steps	Move	Mark Unread Categorize Follow Up Tags	Translate	Q Zoom Zoom
 This message w From: Sc To: Image: Ha Cc: Subject: [Non 	as converted to plain text. ott Harding <scott.harding@yahoo. rding, Scott R CIV DFAS ZHC (US) -DoD Sourcel Fw: You have a new</scott.harding@yahoo. 	com> Review pendina for Request :	20160522-38292	٤	Sent: Tue 7/12/20	016 8:52 AM
Click c Accounting Te Cautic https://stage.u This re	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/V view/ViewReview/564/	ur browser's address ⁄iewReview/564/100 10004169?Tenant=D	bar to access th 04169?Tenant=I OD >	nis Review for t	the
lf you 2392.	have any questions, please	contact Scott Harding a	t SCOTT.R.HARDING	4.CIV@MAIL.MI	L or (317) 212	-
USA S	This is an automated email taffing® System	message. Please do not	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

USA	Staffing 🕺 🛕	Staffing	Search			Go To	Q 🔀	💄 Scott Harding (UAT	r) 🗸
DAS	HBOARD 🗸								?
4	Reviews 🛛 Requests								
Rev	views (3)					2 Past Due	1 Due This Week	O More Than A Week	c.
Act	ive • All Customers	Ŧ				Review Name, Request No	umber, Vacancy Num	ber and Position Title. Q	Ł
	Review Name \$	Request Number	Vacancy Number *	Position Title	Status	\$ Due	\$	Received	÷
Ŀ	Accountant	20160509-53960	10003951	Accountant	Active	5/11/201	6	5/9/2016	
Ŀ	Supervisory Accountant, GS-0510- 13	20160329-32169	10003405	Supervisory Accountant	Active	5/18/201	6	5/17/2016	
	Accounting Technician GS-0525-05	20160522-38292	10004169	Accounting Technician	Active	7/14/201	6	7/12/2016	

2. Under **Review Status** click on your certificate. *Note: The due date of your review is displayed at the top of the page.*

USA Staffing® 🔺 Staffing	Search		Go To Q	🔀 👤 Scott Harding (UAT) 🗸
REVIEW -				3
Accounting Technician GS-0525-05				
Review Name Accounting Technician GS-0525-05 ^{Owner} Scott Harding	Position Title Accounting Technician	Created 7/12/2016 7/14/201	status 16 Active	Returned
Overview Review Information			■ Ne	otes 🕕 🖶 History
Instructions				
Review this. Make a selection.				
Review Status				
Certificate: 20160712-JJKA-002		Make selection d	lecisions Approval Status	incomplete +
Certificate: 20160629-JJKA-001		Make selection d	lecisions Approval Status	Incomplete •
Certificate: 20160712-JJKA-003		Make selection d	lecisions Approval Status	Incomplete v
Certificate: 20160712-JJKA-001		Make selection d	lecisions 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.*

Certified based Assess each candidde's experience, training, performance, avairs, etc. applicable ment stating or bargaining unit genements. Applicant List (4) Assess each candidde's experience, training, performance, avairs, etc. applicable ment stating or bargaining unit genements. Contract in nonuclear It is recommended that you comment, for your personal fires, any selection inquiry. Some of this information provided in the Notes Section inquiry. Some of this information provided in the Notes Section inquiry. Some of the information provided in the Notes Section inquiry. Some of the possible. Provide the possible. Provide the top of your personal fires, any selection inquiry. Some of the information provided in the Notes Section. Indicate your selection is inquiry. Some of the information provided in the Notes Section. Applicatist certified based on the information provided in the Notes Section. Indicate your selection is inquiry. Some of the applicant is enclosed for each applicants in the possible. That we approve the states be selection. Notes Section the cortificate conservation the cortificate your persons the provided for each applicants the top of your greenen. Note you are ready to return the certificate, goo to the cortificate eventse tain and dick the top of your greenen. Notes Section and Return to Return the certificate, you there events in the paperoval states bases and the information and attached to return the certificate, you there events and the consets in the manocry 7Meil. System method the contexts in the manocry Meil. Spotem and Return the certificate, you there events and the consets in the manocry Meil. Spotem and Return the certificate you in the certificate and the top of your greenenenents in the								
Control to the second of the second				etificata: 20160511-3327-901				
Applicant List (4) Class (4) Class (4) <th>Cettificate 20160</th> <th>Number 511.JJJ</th> <th>001</th> <th>5/11/2016 12:40 ED1</th> <th>Assess each candidate's experience, training, performance, JOC awards, etc. against job-related criteria, and in conjunction with applicable merit staffing or bargaining unit agreements.</th> <th></th> <th></th> <th>A History</th>	Cettificate 20160	Number 511.JJJ	001	5/11/2016 12:40 ED1	Assess each candidate's experience, training, performance, JOC awards, etc. against job-related criteria, and in conjunction with applicable merit staffing or bargaining unit agreements.			A History
Applications and comparison Clearly weakings on Control 0	Appli	cant List	(4)		It is recommended that you document, for your personal			Car Thatony
Image:	Oleila.	vanit citar	oc 5	0320 An Ugities	files, any selection criteria used, interview questions and responses, and/or any other information you think may be relevant in a selection inquiry. Some of this information may be recorded in the Notes Section.		Approval Status locompliate	
Image:			Naria	Selection Decision	Applicants are certified based on the information provided	Date Certified		
Actor Notest, KKG X1140016 Image: Make and Mathematic Mathmatic Mathematic Mathmatic Mathematic Mathematic Mathemati			Bakar, Jodi		in their resumes. Appointment eligibility must be verified prior to final offer and appointment into the position.	5/11/2016		
Accode/Acction Indicate your selection(s) and alternate(s) by using the Apply Action menu. Notes can be added after each applicant on the Apply Action menu. Notes can be added at the top of your screen. NTU200K Image: Control in the Apply Action menu. Notes can be added at the top of your screen. Accode/Action When you are ready to return the certificate, go to the certificate can be added at the top of your screen. Struzons Image: Control in the Appropriate action and disk the Return to HR button. Accode/Action White your selection and return of this himing certificate, you and the appropriate action and click the Return to HR button. White your selection and return of this himing certificate, you and the contents in the mandatory Therk Systems Principle Basis for Himing White your selection and return of this himing, you may do so at the mandatory Therk Systems Principle Basis for Himing Accode/Action Note: The information and attamments contained on this integrating the course of the top of yours ecretificate action and attaments contained on this transport. Prese cases your email PAQ certificate Note: The information and attaments contained on this error principle Basis for Himing Note: The information and attaments contained on this site. Note: The information and attaments contained on this tord action and attaments contained on this tord action and returns and the principle Basis for Himing Note: The information and attaments contained on this tord action and attaments contained on this integration action and attaments contained on this integration and attaments contained on this integration and attaments contained on this integraterentis the read f			Balant, Scieti		first selection is ineligible, declines or is otherwise unavailable.	3/11/2010		
Activity and a set of the set of			Hivers, Phillip		Indicate your selection(s) and alternate(s) by using the Apply Action menu. Notes can be added for each applicant on the	5/11/2016		
Apply Actions • Apply Actions •			Tactay, faire		Applicant List view. Additional notes concerning the certificate can be added at the top of your screen.	3/11/2016		
Actory Action • Actory Action • With your sale totum of this hining certificate, you have reviewed all of the contents in the mandloury? Healt Systems Principle Basis for Hining INMAIS. If you have not completed this training, you may do so at https://twms.navy.mil/spsf.MRAJDONHR/Recruitment, Lasson and the systems Principle Basis for the systems Principle Basis for the systems Principle Basis for Hining INMAIS. If you have not completed this training, you may do so at https://twms.navy.mil/spsf.MRAJDONHR/Recruitment, Lasson and the systems Principle Basis for the systems Principl					When you are ready to return the certificate, go to the certificate overview tab, in the approval status box select the appropriate action and click the Return to HR button.			
Atadaper* online training course, available through TWMS. If you have not completed this training, you may do so at https://twms.naw,mil/selfservice/login.asp. A*Quick Step Guide* Guide* Https://twms.naw,mil/selfservice/login.asp. A*Quick Step Guide* Savailable to assist you in bracing the course at https://prost.ase.anx.naw,mil/selfservice/login.asp. A*Quick Step Guide* Note: The information and attachments contained on this referrat list are for OFFICIAL USE ONLY (POUO) and are considered - PNNICY SENSITIVE - Any misuse or umaniformation					With your selection and return of this hiring certificate, you hereby certify that you have reviewed all of the contents in the mandatory "Merik Systems Principle Basis for Hiring			
https://twm.snwy.mil/selfsevice/login.asp. A "oulck Step Guide" is available to assistly ou in locating the course at https://portal.ace.anx.navy.mil/org./MRA/DONHR/Recruitment_ace.org./man.ace.org./m	Apply Ap	tion:			Managers" online training course, available through TWMS. If you have not completed this training, you may do so at			
Note: The information and attachments contained on this referral IIsL are for OFFICIAL USE ONLY (FOUO) and are considered - PHYNACY SENSITIVE - Any misuse or upauthorized disclosure can result in both civil and criminal					https://twms.navy.mil/selfservice/fogin.asp. A "Quick Step Guide" is available to assist you in focating the course at https://portal.secnav.navy.mil/orgs//HRA/DONHR/Recruitment, approx/ Manager-Toolkit.aspx. Please use your e-mail PKI certificate to access this site.			
penalties.					Note: The information and attachments contained on this refertal list are for OFFICIAL USE ONLY (FOUO) and are considered - PRIVACY SENSITIVE - Any misuse or unauthorized disclosure can result in both civil and criminal penelties.			

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.**

USA Staffi	ing" 🔺	Staffing Search				10 Q 🔤	💄 Jodi Morehouse (UA1) 🐱
REVIEW -							≈ 9
de Certificate RPA 123	1456 O Certificate:	20160111-JJJV-002					
Certificate Number 20160111-JJ	JY-002 1/1	d 1/2016 16:25 EST	Jodi Morehouse	Certificate Type Competitiv	ve Merit Promotion		
Applicant List Co	ertificate information	9.0		- 12		🖨 🗬 Notes	() 🖨 History
Applicant Li	st (2)					Approval Status Incom	splete *
Criteria: San Diego	o County 13 A	C Staffing and Classification	0201 Eligibles	/			
	Name	Rating Selection Decis	ion Documents	Notes	Request Number	Date Certified	1
•	Walt Disney	99	1.1	0		1/11/2016	$P \otimes \phi$
*	Donald Duck	96	(1-)	(<u>0</u> •)		1/11/2016	409



HIRING MANAGER USER

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

USA Staffing®	Staffing Search			Gi 11	0	👤 Jodi Morehouse (UAT) 🗸
REVIEW ~						≌ 0
👍 Certificate RPA 123456 🧔 G	erbificate: 20160111-JJJY-002					
Certificate Number 20160111-JJJY-002	Issued 1/11/2016 16:25 EST	Issued By Jodi Morehouse	Certificate Type Competitive Merit Promotion	1		
Applicant List Certificate Informatio	n				Notes	() 🖀 History
Applicant List (2)				Approval St.	atus Incom	olete +
Criteria: San Diego County 13	AC Staffing and Classification	0201 Eligibles				
□ - Name	Rating Selection Deci	ion Documents	Notes Request Number	Date Certifie	d	
	99	(0 *	1/11/2016		$(\cong \oslash \ \Delta$
Donald Duck	Documents Document Name	ocument Type Reco	rived	1/11/2016		P©☆
	Resume	Resume 1/	11/2016 11:38 EST			

6. To view the assessment questionnaire reponses, click the (+) sign next to the applicant name.

USA Staffir	ng" 🗖	Staffing Search					ata 🔍 🔍	💈 💄 Jodi Morehouse (UAT) 🗸
REVIEW ~								≈ 0
👍 Certificate RPA 1234	56 O Certificate: 20	0160111-JJJY-002						
Certificate Number 20160111-JJJ	Y-002 1/11	/2016 16:25 EST	Jodi Mo	orehouse	Certificate Type Competitiv	e Merit Promotion		
Applicant List Cert	tificate Information						🖨 🔍 Not	es 💿 🖨 History
Applicant Lis	t (2)						Approval Status In	complete *
Criteria: San Diego C	County 13 AC	Staffing and Classifica	tion 0201	Eligibles				
	Name	Rating Selection D	ecision	Documents	Notes	Request Number	Date Certified	
• •	Walt Disney	99		(1.4)	0 *		1/11/2016	$P \otimes \phi$
	Donald Duck	96		(1.)	0 •)		1/11/2016	$\rhd \odot \Leftrightarrow$
· ·								



HIRING MANAGER USER

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

USA Staffing® 🐐 Staffing Search 🐼	🔍 🖾 💄 Jodi Morehouse (UAT) 🗸
REVIEW -	≈ 0
👍 Certificate RPA 123456 🥥 Certificate: 20160111-JJJY-002	
Certificate Number Issued Issued By Certificate Type 20160111-JJJY-002 1/11/2016 16:25 EST Jodi Morehouse Competitive Merit Promotion	
Applicant List Certificate Information	😝 🗨 Notes 💿 🖀 History
Applicant List (2)	pproval Status Incomplete +
Criteria: San Diego County 13 AC Staffing and Classification 0201 Eligibles	
V Name Rating Selection Decision Documents Notes Request Number Date	te Certified
- Walt Disnev 99 1 + 0 + 1/	11/2016 户 ② ☆
Assessment Eligibility	
Assessment Questionnaire Responses (8 Items)	
+ 10922-69206-testforsd (s)	
↑	

8. Then click the (+) sign for each question to view the reponses.

ertificate Number		Issued		Issued By	Certificate Type			
0160111-JJJ	Y-002	1/11/2016 10	6:25 EST	Jodi Morehou	ise Competit	ive Merit Promotion		
pplicant List Cert	tificate Information						🖨 🗨 Note	s 💿 🖨 Histor
pplicant Lis	t (2)						Approval Status Inco	mplete
21.1211								
iteria: San Diego C	County 13	AC Staff	fing and Classification	0201 Eligibles				
□~	Name	Rating	Selection Decision	Docu	ments Notes	Request Number	Date Certified	
	Walt Disnev	99			0		1/11/2016	${\rm P} \odot \varphi$
	10 10 10 10 10 10 10 10 10 10 10 10 10 1	1						
A COLORE CONTRACTOR								
Assessment	Eligibility		1.200-000 KM					
Assessment (Questionnai	ire Respons	es (8 Items)					
Assessment Assessment 10922-69206-te	Questionnai	ire Respons	ses (8 Items)					
Assessment Assessment (10922-69206-te	Questionnai	ire Respons	es (8 Items)					
Assessment Assessment 10922-69206-to This is the speci	Questionnai estforsd (8) ialized experience.	ire Respons	ses (8 Items)					
Assessment Assessment 10922-69206-to This is the speci	estforsd (8) ialized experience.	osition description	es (8 Items)	indards, performance	standards, etc.) for a variety o	f occupational series and grades	sto	STAFFING & RECOULTIN
Assessment ASSESSMENT 10922-69206-ta This is the speci Conduct job anwite candidate	Eligibility Questionnai estforsd (8) ialized experience. • alysis (e.g., review p e assessment tools. •	osition description	es (8 Items) (PD), classification sta	indards, performance s	itandards, etc.) for a variety o	f occupational series and grades	sto	STAFFING & RECRUITIN
Assessment ASSESSMENT / 10922-69206-td This is the speci Conduct job ani write candidate	Eligibility Questionnai estforsd (8) ialized experience. • alysis (e.g., review p e assessment tools. • ducation, training, or e	osition description	(PD), classification sta	indards, performance :	itandards, etc.) for a variety o	f occupational series and grades	sto	STAFFING & RECRUITIN
Assessment Assessment 10922-69206-to This is the speci This is the speci Conduct job and write candidate I have not had etco	estforsd (8) ialized experience. • alysis (e.g., review p e assessment tools. • ducation, training, or 4 ision or training in how	osition description	(PD), classification sta ming this task.	indards, performance : prmed it on the job.	itandards, etc.) for a variety o	f occupational series and grades	sto	STAFFING & RECRUITIN
Assessment 10922-69206-tc This is the speci Conduct job and write candidate Thave not had et I have performe	etigobility Questionnai estforsd (8) ialized experience. alysis (e.g., review p e assessment tools. ' ducation, training, or or abion or training in or abion or training in or	osition description experience in perform w to perform this task	(PD), classification sta (PD), classification sta ming this task. k, but have not yet perfoc was monitored closely 1	indards, performance : irmed it on the job. by a supervisor or senior	itandards, etc.) for a variety o employee to ensure compliance	f occupational series and grades with proper procedures.	sto	STAFFING & RECRUITIN
Assessment Assessment 10922-69206-tu This is the speci Conduct job ani- write candidate Thave not had ed I have not had ed Thave had educa I have performed	Eligibility Questionnai estforsd (8) ialized experience. • alysis (e.g., review p e assessment tools. • ducation, training, or « attion or training in how d this task on the job.	osition description experience in perform to perform this task My work on this task	(PD), classification sta ming this task. k, but have not yet perfor was monitored closely 1 performed k independe	indards, performance : ormed it on the job. by a supervisor or senior ntly and normally withou	itandards, etc.) for a variety o employee to ensure compliance it review by a supervisor or senic	f occupational series and grades with proper procedures. or employee.	sto	STAFFING & RECRUITIN



HIRING MANAGER USER

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

pplicant List Certi	ificate Information								
pplicant List	(0)						8	 Notes 	0 🖨 Hist
	: (2)						Approval !	Status Incomp	lete
iteria: San Diego Co	ounty 13 AC	Staffing and	Classification 0201	Eligibles					
- 1	Name	Rating Sel	lection Decision	Documents	Notes	Request Number	Date Certif	lied	
	Walt Disney	99		1.0			1/11/2016		₽ @ ☆
Assessment	Eligibility								
ligibilities									
djudication a	Name								
Claimed	Current Permanent Feder	ral 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.

USA Staffing® 🔹 staffing	Search				(60.10 . Q .	🗃 💄 Jodi Morehouse-HM (UAT) 🗸
REVIEW -						≥ 0
d Jodi Morehouse O Certificate: 20160111-JJJY-001						
Certificate Number 20160111-JJJY-001 1/11/2016 15:5	3 EST Jodi Moreho	ouse C	ertificate Type Competitive Merit	t Promotion		
Applicant List Certificate Information						Notes (0) 🖨 History
Applicant List (2)					Approval Status	No Selection Made +
Criteria: San Diego County 13 AA .Staffing an	d Classification 0201 Eligibles					
□ - Name Rating	Selection Decision	Documents	Notes	Request Number	Date Certified	
U + Walt Disney 99	Not Selected	(1.)	0 *		1/11/2016	
Donald Duck 96	Not Selected	(1.)	(0 +)		1/11/2016	10 G
Apply Action -						

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

USA Staffing®	Staffing	Search				Gen Q	🖴 💄 Jodi Morehouse HM (UAT). 🗸
REVIEW -							* 0
👍 Jodi Morehouse 🥥 Certificates	100-YLLL-11100103						
Certificate Number 20160111-JJJY-001	Issued 1/11/2016 15:	53 EST Joc	d By di Morehouse	Certificate Type Competitive Me	erit Promotion		
Applicant List Certificate Information							Notes 🔘 🖨 History
Applicant List (2)						Approval Status	No Selection Made +
Criteria: San Diego County 13	AA Staffing	and Classification 0201	Eligibles				
2 Applicant records on this page are select	ed. Select all 0 Applicant re	vords					
Name	Rating	Selection Decision	Documents	Notes	Request Number	Date Certified	
Walt Disney	99	Not Selected		(0.*)		1/11/2016	12.0 4
2 +	96	Not Selected	(1 -	(0 ·)		1/11/2016	PØø
Donald Duc	k						
Apply Action							
Document Selection Decision							
Print Documents							

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" 🗖						11670 (Q.	🖾 🚊 Jodi Moroboune HM (DAT) 🗸
		O Certificate: 20	100 YLLL 111001						
Certificate 1 20160	Number 111-JJ.	JY-001	Issued 1/11/2016 15	ess est	Issued By Jodi Morehouse	Certificate Type Competitive N	Aerit Promotion		
Applicant	lai 👔 te	ertificate information							Notes 0 🙇 History
Applic	ant Lis	st (2)						Approval Status	No Selection Made +
Criteria:	SanDiago	Country 13	AA Staffin	g and Classification 02	Choose Do	cument Types	0		
E Applican		Nime	Rating	Selection Decision	Select all docume	ent types	Request Number	Date Certified	
8		Barba, Carlos	99	Not Selected	Order by Last Na	me 🗆		1/17/2016	
Apply Act	60 646 -		96.)	Not Selected		of Documents Cancel		.1/11/2016	HØ.S.



HIRING MANAGER USER

USA S	Staffin	9°	🖷 Stalling Search					💭 🕮 🛓 Judi Mare	
REVIE									
at this		105 O 0	entificate: 20160511-1111 - 601						
Centificat 20160	* Number 0511-JJJJY-	001	5/11/2016 12:40 EDT	lisord By Llodi Morehouse	Competitive Merit Pr	omotion			
Addition	till centr	icate memoriation						🖶 🗬 Notes 0	🔓 History
Appl	icant List	(4)						aproval Status Incomplete	
Criteria:	Washington D	é 🧃 🛛	0325 AA Eligibles						
D 01		Marpe	Selection Decision	Confirmatio	Constant of the second	tumber	Data Cettified		
		Baker, Jodi		Comminació		-	5/11/2016		
S.) Balant, 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		
Apply A	iction .	-							
									_

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.

JSA Staffing® 🔹 🗖	Staffing Search				Deni Q 🛤	🛓 Jodi Morehouse-HM (UAT)
EVIEW ~	te: 20160511-JJJY-001				Alerts Batch Printing Complete Batch printing for Certificate number 20160511- JJV001 is complete. Click this alert to open the	× •
Certificate Number Iss 20160511-JJJY-001 5/	ued /11/2016 12:40 EDT	Issued By Jodi Morehouse	Certificate Typ Competil	e tive Merit Promotion	Job Offer Declined ▲ Tentative Job Offer Declined by Mei-Ling Erickson at 4/7/2016 14:22 EDT.	
Applicant List Certificate Information					Batch Printing Complete Batch printing for Certificate number 20160127-	tes 🕕 🖀 History
Applicant List (4) Criteria: washington DC 5 0326	AA Eligibles				Batch Printing Complete Batch printing for Certificate number 20160111- JJJV-001 is complete.	ncomplete +
Name	Selection Decision	Documents	Notes	Request Number	Date Certified	
Walt Disnev		(1.4)	0 +		5/11/2016	P@\$
Donald Duck		(1.)	(0 ·)		5/11/2016	中 [©] 4
Micky Mourse		4.4	0 +		5/11/2016	PØ¢
Minnie Mouse		(1.)	0 *)		5/11/2016	\$© \$
Apply Action 👻						
	Do you want to open or save Certifi	cate number 20160511-JJJY-001.pdf (236 KB) from stage.us	astaffing.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

Certificate RPA 123456 Certificate: 20160111-JJJY-002 Certificate Romber Issued By Control Contention Intention Applicant List (2) Act. Criteria San Diego County + Walt Disney 99 1 • 1 • 0 • 1 1 • 0 • 1 • 0 • 1 • 0 •	JSA S	Staff	ing	Staffing S	earch			to the second	a a a a a a a a a a a a a a a a a a a	🗃 🚊 Jodi Morehouse (UAT)
▲ Certificate RPA 123456 ● Certificate: 201001111-JJJV-002 Issued By Jodi Morehouse Certificate Type Competitive Merit Promotion Applicant List (2) ▲ C Staffing and Classification 0 201 Fligglides Criteria: San Diego County 13 A C Staffing and Classification 0 201 Fligglides	REVIEN	w ~								
Certificate Number Issued Issued By Jodi Morehouse Certificate Type Competitive Merit Promotion Arplicant List Certificate Information Image: Certificate Type Competitive Merit Promotion Applicant List Certificate Information Image: Certificate Type Competitive Merit Promotion Criteriate Sen Diego County 13 AC Staffing and Classification 0201 Fligbles Criteriate Sen Diego County 13 AC Staffing and Classification 0201 Fligbles Criteriate Name Rating Selection Decision Documents Notes Request Number Date Certified Image: Provide Status 99 1 * 0 * 1/11/2016 Image: Provide Status Image: Provide Status Image: Provide Status 99 1 * 0 * 1/11/2016 Image: Provide Status Image: Provide Status 99 1 * 0 * 1/11/2016 Image: Provide Status Image: Provide Status 99 1 * 0 * 1/11/2016 Image: Provide Status	de Certifi	icate RPA 1	21456 🛛 🔿 Certil	ficate: 20160111-JJJY-002						
Applicant List (2) Approval Status Incomplete Criteria: San Diego County 13 AC. Staffing and Classification 0201 Eligibles Criteria: San Diego County 13 AC. Staffing and Classification 0201 Eligibles Image: Criteria: Name Rating Selection Decision Documents Notes Request Number Date Certified Image: Criteria: Mail Disney 99 1 + 0 + 1/11/2016 P © 1 Image: Criteria: Pointal Duck 96 1 + 0 + 1/11/2016 P © 1	Certificate	e Number)111-J.	JJY-002	1/11/2016 16:25	EST Jo	odi Morehouse	Certificate Type Competitiv	e Merit Promotion		
Applicant List (2) Approval Stating and Classification 0.001 Eligibles Criteria: Sen Diego County 13 AC Staffing and Classification 0.001 Eligibles I Name Rating Selection Decision Documents Notes Request Number Date Certified Important I * Walt Disney 99 1 * 0 * 1/11/2016 Important I * Donald Duck 96 1 * 0 * 1/11/2016 Important	Applicant	List	Certificate Information	>						tes 🕡 🖀 History
Criteria: San Diego County 13 A.C. Staffing and Classification 0201 Eligibles Image: Selection Decision Documents Notes Request Number Date Certified Image: Selection Decision Documents Notes Request Number Date Certified Image: Selection Decision Documents Notes Request Number Date Certified Image: Selection Decision Image: Selection Decision Documents Notes Request Number Date Certified Image: Selection Decision Image: Selection Decision Image: Selection Decision Image: Selection Decision Image: Selection Decision Image: Selection Decision Image: Selection Decision Image: Selection Decision Image: Selection Decision Image: Selection Decision Image: Selection Decision Image: Selection Decision Image: Selection Decision Image: Selection Decision Image: Selection Decision Image: Selection Decision Image: Selection Decision Image: Selection Decision Image: Selection Decision Image: Selection Decision Image: Selection Decision Image: Selection Decision Image: Selection Decision Image: Selection Decision	Appli	cant L	.ist (2)						Approval Status	ncomplete +
□ Name Rating Selection Decision Documents Notes Request Number Date Certified □ + Walt Disney 99 1 + 0 + 1/11/2016 ▷ ☆☆ □ + Donald Duck 96 1 + 0 + 1/11/2016 ▷ ☆☆	Criteria:	San Diej	go County 13	AC Staffing and	Classification 02	01 Eligibles				
Image: Matrix Disney 99 1 · · · · · · · · · · · · · · · · · · ·			Name	Rating Se	election Decision	Documents	Notes	Request Number	Date Certified	
□ + Donald Duck 96 (1 +) (0 +) 1/11/2016 P⊘ ☆		201	Walt Disney	99		(4.9)	0.+		1/11/2016	$P \otimes \phi$
		+	Donald Duck	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.

JSA S	staffing"	staffing	Search					70	Q 9	Bol 💄 🖻	Morehouse (U	JAT) 🗸
EVIE	w ~											~ 0
🤞 Centifi	icate RPA 123456 🥥	Certificate: 20160111-JUJY-	002									
20160	Number 1111-JJJY-002	1/11/2016 1	6:25 EST	Jodi M	orehouse	Certificate Type Competitiv	ve Merit Promotion					
Applicant	List Certificate Informat	tion							No	tes 💿	🚔 Histor	ry
Appli	cant List (2)							Approval 5	tatus la	complete		*
Criteria:	San Diego County 13	AC Sta	ffing and Classification	0201	Eligibles							
	Nome	Rating	Selection Decision	n	Documents	Notes	Request Number	Date Certifi	ed			
	* Walt Disney	99			(1.*)	0.*		1/11/2016		12	© \$	
	+ Donald Duck	E5 96			(1 *)			1/11/2016		P	0 #	
	Donaid Duci											

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

rtificate Number	V_002 1/1		loaned fire	Centilizate	Type			
0100111-555	1002 1/1	Document Selecti	on Decision			Ø		
splicinit List Ce	rtificate Information	Applicants					e e No	tes (0) 🖨 Histo
pplicant Lis	st (2)	Donald Duck					Approval Status	complete
	\longrightarrow	Selection Decision	Request Number					
San Diego	County 13	Select a code	 Select a request 					
	Name	R	Q Poviower		Decision Date/Time		Date Certified	
	Barba,	Select a code Selected			because bace/ time		1/11/2010	
		Already Employee	Position Description No	imber	Series			
	Mareh	Alternate Selection Cert Cancelled	Select a position		Select a series	*	1/11/2016	
		Certificate Unused						
		Declined Location		Paul	Sam and Class	Conset		
		Declined Position	~	Save	Save and Ciese	Gandta		
		raited to heavy			•			



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	Ŵ.										20
		855500 📀 Certific	ate: 20160127-JJ,	IV-001							
Certificate 20160	Numi 127	er -JJJY-001	issued 1/27/20	16 18:11 EST Jodi M	orehouse	Certificate Type Ranking Lis	L:				
		Certificate Information								Notes 1	History
Appli	can	t List (6)		Document Selection De	cision			٢			
Criteria:	SM	Diego a (2055 ERgi	Applicants							
		Name	Rating	Donald Duck				5	Imber	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	Q. 01000001	Decision Date/Time 3/30/2016 13:09 EDT			1/27/2016	19 Q Q
		Erickson, Mel-Ling	100	Location	Position Description #	lumber	Series			1/27/2016	
		Fish, Dawn	70	San Diego, San Diego County, Cair *	12394-2002		Electronics Engineering	Canad		1/27/2016	1992
(0)		Jorgan, Hugh	98	NV – No Preference Claimed.		Not Selected	2 - 0	Carlo		1/27/2016	100
		Morehouse, Jodi L	96	CPS - 10-point preference based on a compen- connected disability of 30-percent or more (ii) proof of eligibility DD-214(s) showing the len- service and type of docharge).	sable service- e prepared to submit oth of active duty	Alternate Selection	đ (1.1) (0	a tojansw	PBNV3966001000001	1/27/2016	F04
Apply A	tioni										

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**.

Iteria: Best Qualified (90) San Diego 12 055 Eligible Image: Selection Decision Documents Notes Request Number Date Certified Image: Selection Decision Image: Selection Decisio	Applic	cant List (4)								Approval Status Inc	omplete
Best Qualified (00) San Diego 12 0055 Eligibles Image: Selection Decision Documents Notes Request Number Date Certified Image: Selection Decision Documents Notes Request Number Date Certified Image: Selection Decision Documents Image: Selection Decision Image: Selection Decis Decision Image: Selection Decisio											
Image: Name Selection Decision Documents Notes Request Number Date Certified Image: Participant Selection Image: Participant Selection Mail Dance Image: Participant Selection Image: Partiter Selectipant Selection	riteria:	Best Qualified (90)	San Diego	12	0855	Eligibles					
Apply Action Mut Disace 2 • 0 • 1 0 • 0 • 1 4/19/2016 P © ☆ Apply Action • 1 • 0 • 1 0 • 0 • 1 4/19/2016 P © ☆	$\square \sim$	Name		Select	ion Decision		Documents	Notes	Request Number	Date Certified	
Image: Selection Decksion 1 0 4/19/2016 P © ☆ Image: Selection Decksion 1 0 0 4/19/2016 P © ☆		+ Walt	Disnev				2.*	0.*		4/19/2016	12 ③ 43
Mickee Maare 1 • 0 • 4/19/2016 P © ☆ Image: Apply Action 1 • 0 • 4/19/2016 P © ☆	V	+ Dona	ld Duck				(1 *)	(0 ··)		4/19/2016	P@☆
✓ Minnix Marace 1 • 1 • 1 • 4/19/2016 P ② ☆ Apply Action Document Selection Decksion	Z	Mick	ev Mourse				(1.9)	0.*		4/19/2016	PØ☆
Apply Action Document Selection Decision	2	+ Minn	ie Mouse				(1.*)	(0 *)		4/19/2016	
Apply Action ADDress Constraints and Constrain											
Apply Action A Document Selection Decision											
Apply Action Cocument Selection Decision											
Apply Action Concernent Selection Decision											
Document Selection Decision	Apply Ac	ction) 🧖									
Decision	Documer	nt Selection									
	Decision										

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

	19-JJJ	IY-001 4/*	19/2016 14:0	1 EDT Jodi More	house-Admin	Category Rating		
ApplicancLis	Ce	rtificate Information					📾 🗨 Not	es 0 🖀 Histor
Applica	nt Lis	st (4)					Approval Status In	complete
riteria;	Best Quali	Fled (90) San Diego	12 085	5 Eligibles				
		Name	Selection Deck		Q Notes	Request Number	Date Certified	
		Baker, Jodi		Declined Location Declined Position	^ ·		4/19/2016	
M		Morton, Kimberly		Failed to Reply Not Selected Removed Drug Screen	ision	0	4/19/2016	
×		Rivers, Phillip		Removed Suitability Removed Quals	Minnie Mouse	_	4/19/2016	
×	385	Tactay, Edric		Accepted Another Position with Agency Select a code	Request Number No available Request	st Numbers v	4/19/2016	
				s	Save Save and Clo	ose 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**.

USA Staffing®	Staffing Searc	ĥ				io To Q	🖾 💄 Jodi Morehouse (UAT) 🗸
REVIEW ~							\$ 9
🤞 Certificate RPA 123456 🥥 Certifica	ate: 20160111-JJJY-002						
Certificate Number Is 20160111-JJJY-002 1	sued 1/11/2016 16:25 ES	T Jodi Mor	ehouse	Certificate Type Competitive	e Merit Promotion		
Applicant List Certificate Information							Notes 🕜 🖨 History
Applicant List (2)						Approval Status	Incomplete *
Criteria: San Diego County 13	AC Staffing and Clas	sification 0201 E	ligibles				Incomplete Selection Made No Selection Made
🗆 - 🛛 Name	Rating Selectio	n Decision	Documents	Notes	Request Number	Date Certified	
Donal Duck	99 Alterna	te Selection 1	(1.*)	0 *		1/11/2016	POA
Minnie Mouse	96 Selecte	d	(1 *)	0 *)	16JANTESTFORSD	1/11/2016	

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

USA Staffing"	Staffing Search				Goltá	🔍 🛛 🚊 Jodi Morehouse-HM (UAT) 🗸
REVIEW -						•
🖕 Certificate RPA 123456 💿 Certific						
Review Name Certificate RPA 123456	Position Title Human Resources Specialist	^{Created} 1/11/2016	Due 1/13/2016	Status Active	Returned	owner Jodi Morehouse
Overview Review Information						🗬 Notes 🕕 💩 History
Instructions						
Please make a selection by the due date and	return to the Ops Center.					
Review Status						
Certificate: 20160111-JJJY-002					Make selection decisions	Approval Status Selection Made +
						Approversites States
						Return to HR



9. The system states "Do you want to return this review to HR?", click Return to HR.

USA Staffing * Staffing Search	🖉 🔛 🖾 Jodi Marahama-HM (DAT) 🐱
REVIEW ~	
Centificate RPA 123858 O : Centificate 201601152120002 Review Name Centificate RPA 123456 Human Resources Specials Position Title Review to HR? Review to HR? Cancel Cancel	Jodi Morehouse Voites (0) 🛔 History
Instructions	
Please make a selection by the due date and return to the Opy Center.	
Review Status	
Certificate: 20160111-3334-002 Make selection de	cisions Approval Status Selection Made +
	· Return to HR

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 🙆 Certifi	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	return to the Ops Center.					
Review Status						
Certificate: 20160111-JJJY-002				Make	selection decisions	Approval Status Selection Made *