

Vacancy Training Exercise

Now that you have completed the online portion of training for Vacancy, it is time to log into the Training version of USA Staffing to practice what you have learned. Use this step-by-step guide to help you practice this lesson. Retain your notes to assist you with other lessons.

Since Vacancy is the second step in the staffing process, you will need an approved request to begin this lesson. If you already have an approved request, complete the information below. If not, you can access the entire practice training series on the USA Staffing Training Resources page at:

https://help.usastaffing.gov/ResourceCenter/index.php/USA Staffing Training Resources. You will then need to complete the Request exercise before proceeding with this exercise.

My Request Number:	
My Vacancy Number:	

- 1. Go into your **Vacancy Number**. There are several ways to access a Vacancy Number:
 - a. If you know your number, you can type it directly in the **Go To** box at the top of the page and click **Enter**.
 - b. You can locate your request in the Requests tab of your dashboard. Once in your request, there is a direct access link under the **Vacancy Created** section. (This is the option in the screenshot below.)
 - c. If you have recently accessed this Vacancy Number, it will show up in your dashboard drop-down list.

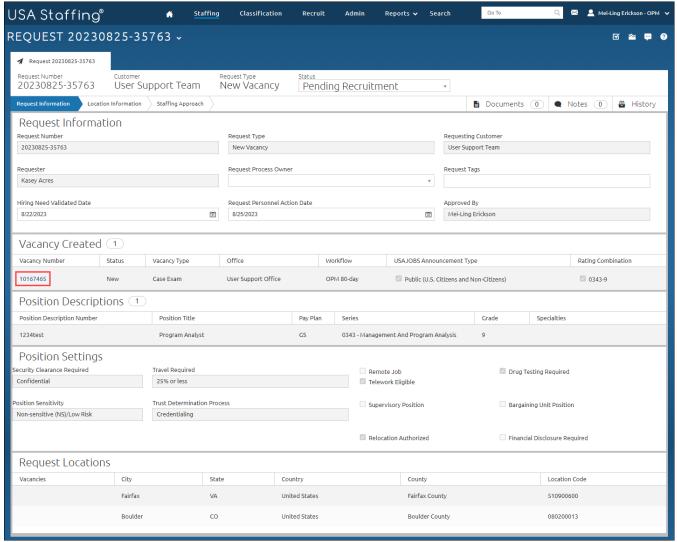


Image 1: Approved request page with the Vacancy Number highlighted. The Vacancy Number is located under the Vacancy Created section.

2. There are no actions needed on the Case File tab. Continue to the Position Information page.

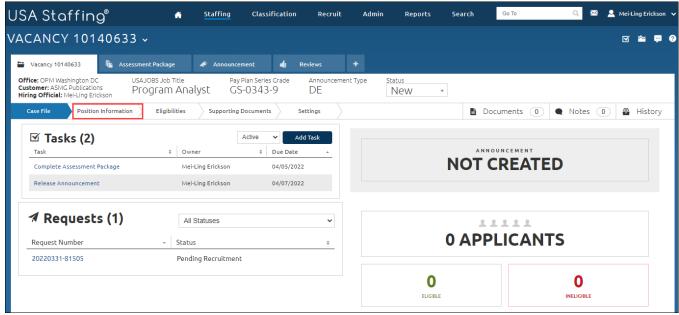


Image 2: Vacancy Case File page with the Position Information tab highlighted.

- 3. Verify the information on the **Position Information** page.
 - a. Change the Travel Required to 50% or less.
 - b. Click Save.

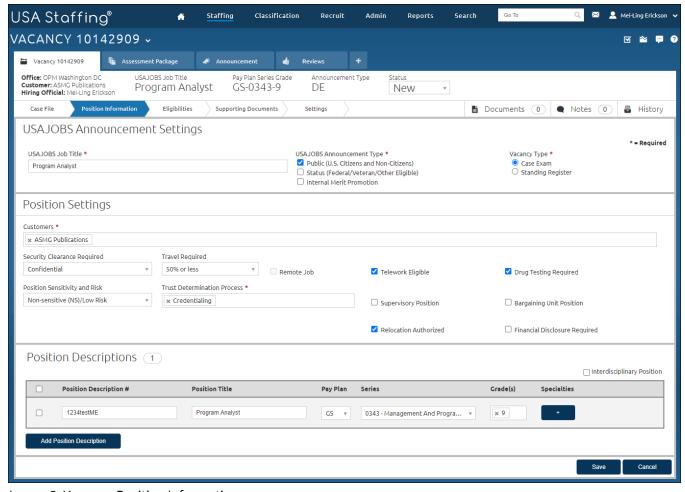


Image 3: Vacancy Position Information page.

4. Go to the **Eligibilities** tab.

- a. Select 3-6 eligibilities depending on the options available. If you want to see what one of the eligibilities contains, click the + next to the title to expand that item.
- b. Click Save.

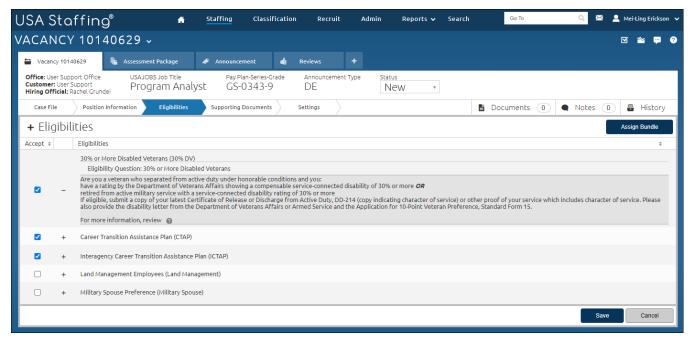


Image 4: Eligibilities page of Vacancy completed as specified in the above steps.

5. Go to the **Supporting Documents** tab.

- a. Accept document types: Cover Letter, DD-214, Other (Type *Performance Qualifications* as the label), Resume, SF-15, SF-50, and Transcript.
- b. The only required document type should be Resume.
- c. Mark the following Supporting Documents as **Hiring Manager Viewable**: Cover Letter, Other, Resume, Transcript.
- d. Mark the following Supporting Documents as **New Hire Viewable**: DD-214, Resume, SF-15, SF-50, Transcript.
- e. Click Save.

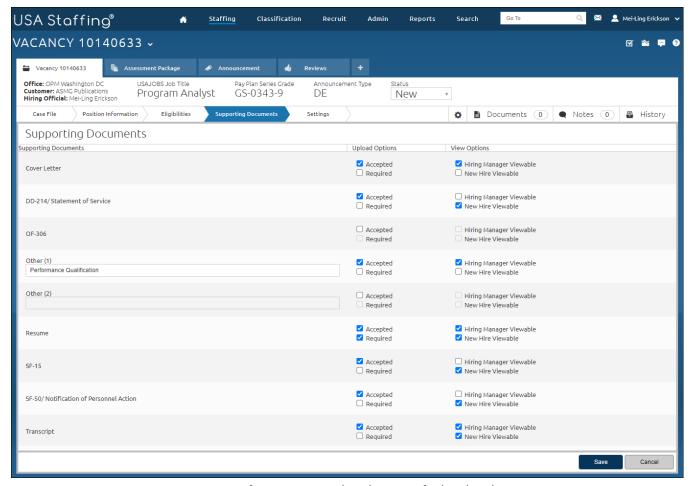


Image 5: Supporting Documents page of Vacancy completed as specified in the above steps.

- 6. Go to the **Settings** tab.
 - a. In the Application Confirmation Messages section, ensure both items are checked.
 - b. If desired, check the item **Require completion of all announcement and assessment items** in the Application Processing section. This will require all applicants to respond to every question in the application.
 - c. Click Save.

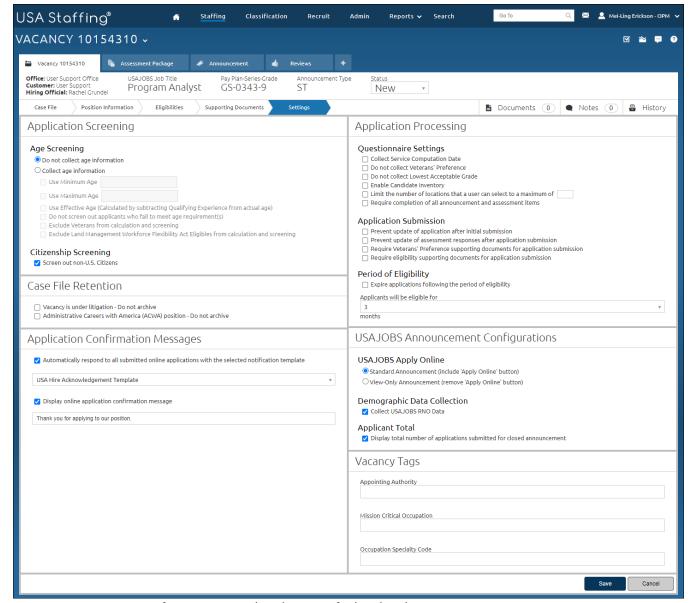


Image 6: Settings page of Vacancy completed as specified in the above steps.

You now have a completed vacancy. This concludes the lesson on Vacancy.