



USA Staffing®
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USA Staffing

**Hiring Manager
Quick Reference Guide**

October 2020

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OPM HR SOLUTIONS
by government, for government

U.S. Office of Personnel Management
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Overview

This document provides an overview of USA Staffing for Hiring Managers or other subject matter experts. The USA Staffing system allows HR users to connect and share information with Hiring Manager users who need to provide feedback on work within USA Staffing. Through this interface, HR and Hiring Manager users can share notes, review assessment and announcement information, review applicant documents, and collaborate on certificates/new hires all within one system. How the system is utilized can vary by Agency and can be adapted to meet the needs of your Agency and HR Office’s business processes.

Logging In

Your Agency’s HR Office will create an account for you to log into the USA Staffing system. Once an account is created, you will receive a welcome email titled “**Your New USA Staffing Account**” containing the email address used to create your account and information for establishing your password. Click on the link in the body of the email and follow the on-screen prompts to create a password. Upon the first time logging in, you will be asked to accept the system’s **Rules of Behavior**.

The image shows an email interface. The subject is "Your New USA Staffing Account" with an "Inbox" tag. The sender is "usastaffingoffice@opm.gov" and the recipient is "to me". The time is "2:29 PM (35 minutes ago)". The email body contains instructions for creating a password, including a link to "https://signin.stage.usastaffing.gov/Account/SetPassword?RecoverPassword=fd6c82f4-1e35-4796-bbf4-06f20e509433&Email=1". A callout box on the right titled "New Password Requirements" lists the following rules:

- ✓ Must be at least 12 characters
- ✓ Must not contain spaces
- ✓ Must not contain invalid special characters
- ✓ Must match Confirm Password
- ✓ Must include 3 of the following 4 attributes:
 - ✓ Upper case: A-Z
 - ✓ Lower case: a-z
 - ✓ Numbers: 0-9
 - ✓ Special characters: #@\$%&*+=?:(){}[]"

Note: As a new system user, you will need to activate your account by creating a password and registering your Smart Card, such as the Personal Identification Verification (PIV) or Common Access Card (CAC). Once you complete this step, you will be able to access the system. You will only need to activate your account the first time you log in. After the initial setup you will be able to access the system directly using your Smart Card. If you have not logged into your account in more than 365 days, your account will be disabled. Use the “**Reset Password**” link to reset your password and re-activate your account.

Hiring Manager Dashboard

The Dashboard is your home page in USA Staffing. On this page, you can request hiring actions, view incomplete reviews, view and filter my hires, view and filter complete reviews and view a list of my hiring actions to manage your work. The tiles displayed on this page include:

- Incomplete Reviews.** This tile displays all reviews assigned to you that have not yet been returned to HR or reviews where you have not yet completed your individual assignment(s). This tile can be sorted by ascending or descending due dates. Clicking on the position title will open that review.
- My Hires.** This tile displays a list of new hires and their status where you are listed as the Supervisor/Manager. You can search for hires by their name, email, or position title, as well as filter the list based on the hire's onboarding status (Active, Inactive or Complete). Clicking on a hire will open the details of the corresponding hiring action.
- Complete Reviews.** This tile displays a list of reviews assigned to you that have been returned to HR and reviews in which you have completed your review assignment(s). Reviews are ordered by due date with the most recently due at the top. You can search reviews by position title, review name, or request number as well as filter the list based on the review type (JOA, Panel Review, Applicant List). Clicking the position title will open the review.
- My Hiring Actions.** This tile displays a list of requests where you are listed as the Requester with the most recently created requests at the top. You can search for hiring actions by position title, request number, or location. Clicking on a position title will open the corresponding hiring action details.


The screenshot shows the USA Staffing Hiring Manager Dashboard with the following sections:

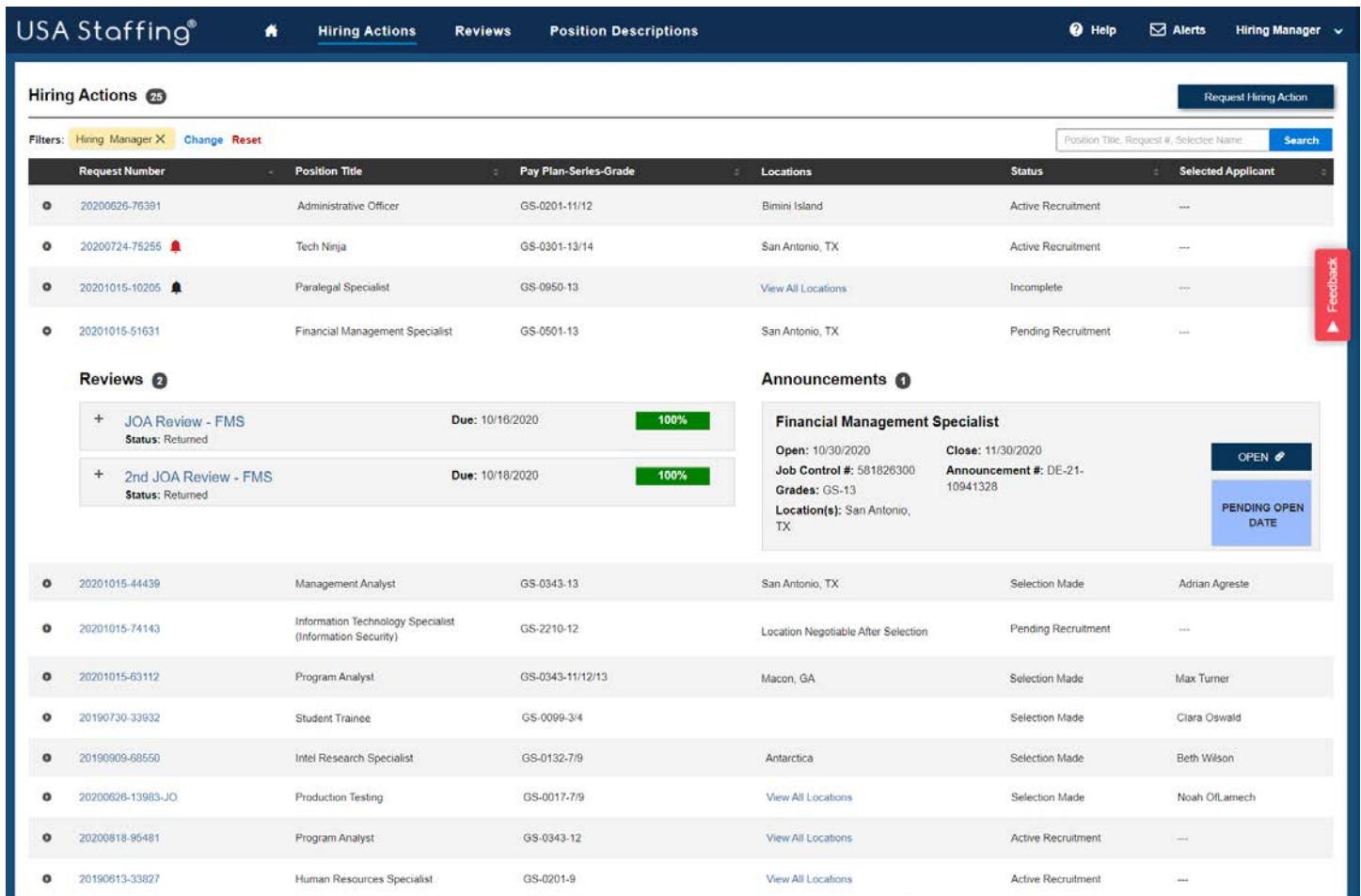
- Navigation:** USA Staffing logo, Home icon, Hiring Actions, Reviews, Position Descriptions, Help, Alerts, and Hiring Manager dropdown.
- Dashboard Header:** "Dashboard" title and "Request Hiring Action" button.
- Incomplete Reviews:**
 - Sort By: Due Date Ascending
 - Administrative Officer (Bimini Island) - Due: 10/16/2020 - Certificates - Admin Officer
 - Financial Management Specialist (San Antonio, Bexar County, Texas) - Due: 10/18/2020 - 2nd JOA Review - FMS
- My Hires:**
 - Search: Name, Email, Position Title; Select a status...
 - Adrian Agreste (Active) - mahmad.test+a@gmail.com - Management Analyst, GS-0343-13
 - Beth Wilson (Active) - mahmad.test+b@gmail.com - Intel Research Specialist, GS-0132-7
 - Robbie Short (Active) - will.grenz.test+robbie@gmail.com - March Prod Release Testing, GS-0099-3
 - Max Turner (Inactive) - mahmad.test+a@gmail.com - Testing DHS Cyber, DC-0401-1
 - Lamar Rivas (Active)
- Complete Reviews:**
 - Search: Position Title, Review Name, R; Select a review type...
 - Loan Specialist (Antarctica) - Due: 10/30/2020 - Panel Review - Loan Specialist
 - Information Technology Specialist (Information Security) (Washington, District of Columbia, District of Columbia) - Due: 10/18/2020 - JOA for IT Specialist (INFOSEC)
 - Financial Management Specialist (San Antonio, Bexar County, Texas) - Due: 10/18/2020 - JOA Review - FMS
 - Intel Research Specialist (Antarctica) - Due: 10/15/2020 - Certificate for Intel Specialist
 - Testing Manual Assessments (Mineral Wells, Wood County, West Virginia) - Due: 9/30/2020 - Panel Review - SME Quals
 - Program Analyst (Multiple Locations: Show All) - Due: 8/21/2020 - JOA Review for Program Analyst
- My Hiring Actions:**
 - Search: Position Title, Request Number, Location
 - Management Analyst (20201015-44439) - Created: 10/15/2020 - Selection Made - San Antonio, Bexar County, Texas
 - Information Technology Specialist (Information Security) (20201015-74143) - Created: 10/15/2020 - Pending Recruitment
 - Program Analyst (20201015-63112) - Created: 10/15/2020 - Incomplete
 - Financial Management Specialist (20201015-51631) - Created: 10/15/2020 - Pending Recruitment - San Antonio, Bexar County, Texas
 - Paralegal Specialist (20201015-90488) - Created: 10/15/2020 - Incomplete
 - Administrative Officer - Created: 10/15/2020

Viewing Hiring Actions

The Hiring Actions page displays all hiring actions you have access to in USA Staffing.


On this page, you can:

- View the **Status** of hiring actions for which you are the hiring manager.
- Initiate a new hiring action if your Agency decides to use this functionality as part of their business process.
- Open a Request, by clicking the **Request Number** [link](#) which will take you to the **Hiring Action Details** page.
- See additional details about a request, by clicking the arrow button  next to the **Request Number** to display the associated **Reviews** and **Announcements**.
- **Search** for specific requests by the *Position Title, Request Number, or Selectee Name*.



The screenshot shows the USA Staffing interface for the 'Hiring Actions' page. At the top, there are navigation tabs for 'Hiring Actions', 'Reviews', and 'Position Descriptions'. The main content area is titled 'Hiring Actions' and includes a search bar and a table of hiring actions. The table has columns for Request Number, Position Title, Pay Plan-Series-Grade, Locations, Status, and Selected Applicant. Below the table, there are sections for 'Reviews' and 'Announcements'. The 'Reviews' section shows two reviews for 'JOA Review - FMS' with a status of 'Returned' and a due date of '10/18/2020'. The 'Announcements' section shows details for a 'Financial Management Specialist' position, including the open and close dates, job control number, grades, and location(s).

Request Number	Position Title	Pay Plan-Series-Grade	Locations	Status	Selected Applicant
20200626-76391	Administrative Officer	GS-0201-11/12	Bimini Island	Active Recruitment	---
20200724-75255	Tech Ninja	GS-0301-13/14	San Antonio, TX	Active Recruitment	---
20201015-10205	Paralegal Specialist	GS-0950-13	View All Locations	Incomplete	---
20201015-51631	Financial Management Specialist	GS-0501-13	San Antonio, TX	Pending Recruitment	---
20201015-44439	Management Analyst	GS-0343-13	San Antonio, TX	Selection Made	Adrian Agreste
20201015-74143	Information Technology Specialist (Information Security)	GS-2210-12	Location Negotiable After Selection	Pending Recruitment	---
20201015-63112	Program Analyst	GS-0343-11/12/13	Macon, GA	Selection Made	Max Turner
20190730-33932	Student Trainee	GS-0099-3/4		Selection Made	Clara Oswald
20190909-68550	Intel Research Specialist	GS-0132-7/9	Antarctica	Selection Made	Beth Wilson
20200626-13983-JO	Production Testing	GS-0017-7/9	View All Locations	Selection Made	Noah O'Lamech
20200818-95481	Program Analyst	GS-0343-12	View All Locations	Active Recruitment	---
20190613-33827	Human Resources Specialist	GS-0201-9	View All Locations	Active Recruitment	---

A black bell icon  next to a request number indicates that the request has active reviews.

A red bell  icon indicates the presence of active reviews that are past the designated due date.

From the **Hiring Actions** page, you can also click on **Change** to apply filters or **Reset** your list of Hiring Actions.

The filter options are:

- **Position:** Series, Pay Plan, Grade(s)
- **Request Status:** Defaults to all
- **Customer:** Defaults to all
- **Location:** Defaults to all
- **Requester:** Defaults to your name
- **Request Type:** Additional Selection, New Vacancy, Onboard New Hire

The screenshot shows a 'Filters' panel with the following sections:

- POSITION:** Includes input fields for 'All Series', 'All Pay Plans', and 'All Grades', each with a 'Clear All' link below it.
- REQUEST STATUS:** Includes an input field for 'All Request Status' and a 'Clear All' link.
- CUSTOMER:** Includes an input field for 'All Customers' and a 'Clear All' link.
- LOCATION:** Includes an input field for 'All Locations' and a 'Clear All' link.
- REQUESTER:** Includes a text input field containing 'x Ahmad, Maria' and a 'Clear All' link.
- REQUEST TYPE:** Includes three checkboxes: 'Additional Selection', 'New Vacancy', and 'Onboard New Hire'. Below these are 'Select All' and 'Clear All' links.

At the bottom of the panel is a dark blue button labeled 'Apply Filters'.

Requesting a Hiring Action

Requests are the beginning of the recruitment process within USA Staffing. A Request is equivalent to a Request for Referral of Eligibles (SF-39) or a Request for Personnel Action (SF-52). Each Agency may use Requests in USA Staffing differently; please refer to your HR Office for Agency specific business processes.

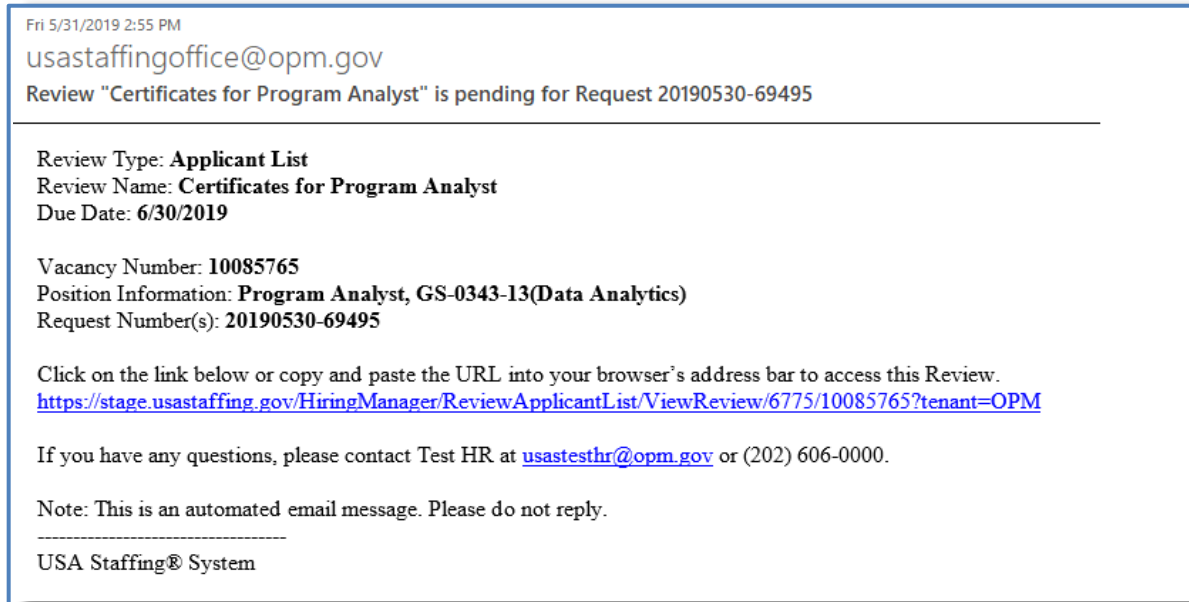
Your HR Office may initiate the Requests, or if your Agency policy and permissions allow, you can create new requests by following the steps below.

1. To initiate a new Request, click the **Request Hiring Action** button. This button can be found in the top right-hand area on the Dashboard home page as well as the Hiring Actions page.
2. On the Request Hiring Action page, select the appropriate **Type of Hiring Request** (*New Vacancy, Additional Selection, or Onboard New Hire*), and enter the **Request Number** or click **Generate** to designate a USA Staffing-generated number. Please check with your HR Office to determine your Agency's policy on Request numbering protocols. Each Request number must be unique and can only be used once. Valid characters include A-Z, 0-9, and hyphen (-) and can be up to 100 characters.
3. Select the **Requesting Customer** from the drop-down list. If you do not see the appropriate Customer to assign to the request, contact your HR Office.
4. The **Requester** field displays the name of the user who initiated the request or the designated hiring manager.
5. If the position is interdisciplinary, choose **Yes** from the options provided. You may either select the PD information by using the **Add From Library** option or enter the information by selecting the **Add Manually** button. To add multiple positions associated with a single Request, repeat this step. If you are recruiting for multiple grades, each grade must have its own PD number.

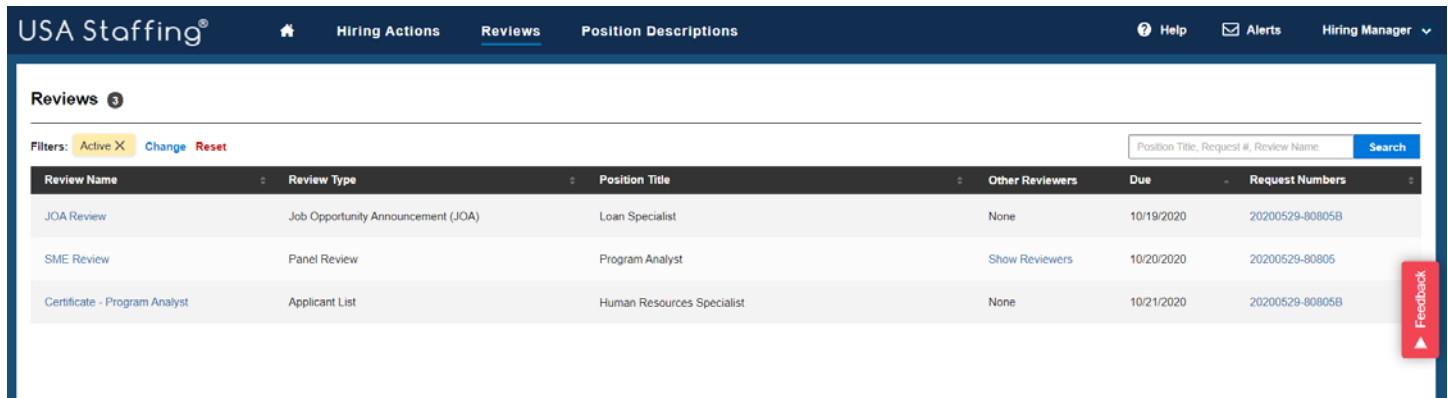
6. **Do you want to recruit for a specific number of vacancies per duty location?** If **Yes**, add your location. If **No**, enter the number of vacancies in the **Total Vacancies** field. You can enter a numeric value or if you have more than one Vacancy, you can use the words “Few” or “Many”.
7. Enter a **City, Zip Code, County, Country, or Location Code** in the Duty Location search field. The system will automatically display a list of locations based on the information entered.
8. Under **Position Settings** select the required Security Clearance Level, designate if the position is a supervisory position, select the estimated amount of travel required, select the sensitivity and risk level of the position, select how the position sensitivity and risk will be determined, and check other boxes as appropriate.
9. Once the request is saved, **Documents** can be uploaded using the button at the top right section of the page.
10. Once saved, **Notes** can also be entered using the button at the top right corner of the page.
11. Click **Save** to leave the Request in an *Incomplete* status for later review and submission or click **Submit to HR** to finalize the Request and transmit it to the HR Office. Submitting the Request will forward the action to your HR Office for review and action. All requests in an *Incomplete* status can be deleted prior to clicking Submit to HR.

Receiving and Accessing Reviews

Once HR has populated the information specific to your vacancy into USA Staffing and they have assigned you a task to review, an email will be sent to you indicating you have a new Review to complete. You may either click the URL in the email or log directly into the system.



1. To see your list of active reviews, select **Reviews** on the top menu bar.



2. The Review Type column will identify which type of Review you have been assigned. There are three different types of reviews that you may receive in USA Staffing:
 - **Job Opportunity Announcement (JOA)** reviews can include the assessment, announcement text and/or the announcement questionnaire for a recruitment. This is typically used to provide hiring managers an opportunity to review and request changes to the recruitment before it is posted on USAJOBS.
 - **Panel Reviews** allow subject matter experts to receive a list of applicants, their documents, their qualifications determination and their rating (when assessments were used) in order to make decisions critical to the hiring process. This type of review is typically completed before a final Certificate of Eligibles is issued to the selecting official to make an official hiring decision.
 - **Applicant List** reviews includes Certificate(s) of Eligible applicants who have been referred for selection consideration. This is typically used by hiring managers and/or subject matter experts to review applicants, determine which candidates should be interviewed, and make selection decisions.

Reviewing the Announcement and Assessments

1. To open a Job Opportunity Announcement (JOA) review, click the URL from the Review notification email or log directly into USA Staffing and click the hyperlink for the review either from the Dashboard's **Incomplete Reviews** tile or from the **Reviews** page.
2. Each Review will have its own details and instructions regarding the actions you should take, the date the Review must be completed by, and the hiring action to which the Review is tied. When you open a review for the first time, the instructions from your HR office will be shown.
3. In the top right corner, there are several options:
 - **HR Contact** shows the HR person who sent you the review. You can see their phone number and email address by clicking on the information **i** icon next to their name.
 - **View Instructions** allows you to see the review instructions if you need to refer to them again.
 - **Other Reviewers** will show you the name(s), contact information and assignments of any other reviewers who were assigned to review this JOA, if applicable.
 - **Documents** allows you to see attached documents or add additional documents to the Review.
 - **Notes** allows you see notes added by your HR Office or add additional notes. Notes you save will be viewable by the HR office.
4. If you have been given the permission to make changes, your edits will be tracked by a distinct color assigned by the system. If other reviewers are assigned, you will be able to see their edits in other colors. After completing your edits, be sure to click **Save**.

USA Staffing® Hiring Actions Reviews Position Descriptions Help Alerts Hiring Manager

Job Opportunity Announcement (JOA): JOA Review - Loan Specialist Request Number(s) 20200529-80805B Due 10/19/2020 Returned N/A HR Contact Hiring Manager

My Assignments 3 View Instructions Other Reviewers Documents (0) Notes

Assessment: AQ Text changes and comments

Competencies

1. Creative Thinking
Uses imagination to develop new insights into situations and applies innovative solutions to problems, designs new methods where established methods and procedures are inapplicable or are unavailable

2. Customer Service
Works with clients and customers (that is, any individuals who use or receive the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services.

3. Decision Making
Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.
added by Hiring Manager now

Items

Competency: None

1. From the choices below, select the response that best describes how you meet the minimum qualification requirements for this position.

Approval Statuses Incomplete Incomplete Approved Approved Pending Changes Rejected Next

Announcement Questionnaire View only

Announcement Text Text changes and comments

Save Return to HR Cancel

5. Once you have completed reviewing a section, change the **Approval Status** drop-down menu to reflect the appropriate status, and click **Next** to proceed to the next review assignment.
 - **Incomplete:** I have not finished the review.
 - **Approved:** I am comfortable with HR moving forward with the information provided.
 - **Approved Pending Changes:** I am comfortable with HR moving forward once the changes are made.
 - **Rejected:** I do not approve of this information.
6. As you set the Approval Status for each Review assignment (i.e., Assessment, Announcement Questionnaire, and/or Announcement Text) you will see a green check mark which indicates you have completed that assignment. A red checkbox next to a Review assignment indicates the Approval Status is not yet complete.
7. When all the Review assignments have a green check mark next to them, if your permissions allow, click the **Return to HR** button to return the Review. If you do not see this option, you are finished when all Approval Statuses are complete. **Note:** Changes cannot be made to reviews that have been returned to HR.

USA Staffing® Hiring Actions **Reviews** Position Descriptions Help Alerts Hiring Manager

Job Opportunity Announcement (JOA): JOA Review - Loan Specialist Request Number(s) 20200529-80805B Due 10/19/2020 Returned N/A HR Contact Hiring Manager

My Assignments 3 View Instructions Other Reviewers Documents 0 Notes

- ✓ Assessment: AQ Text changes and comments
- ✓ Announcement Questionnaire View only
- ✓ Announcement Text Text changes and comments

JOB TITLE: Testing Manual Assessments and Panel Reviews
 DEPARTMENT: Other Agencies and Independent Organizations
 AGENCY: Office of Personnel Management
 JOB ANNOUNCEMENT NUMBER: DEST-20-10829734
 SALARY RANGE: \$100,000.00 to \$100,001.00 / per year
 OPEN PERIOD: Friday, August 21, 2020 to Friday, October 16, 2020
 SERVICE TYPE: Competitive
 SERIES & GRADE: GS-0301-11/12
 WORK SCHEDULE: Full-Time
 APPOINTMENT TYPE: Permanent

Show Announcement Approval Statuses Approved Next

Save **Return to HR** Cancel

Completing Panel Reviews

1. To open a Panel review, click the URL from the Review notification email or log into USA Staffing and click the hyperlink for the review either from the Dashboard's **Incomplete Reviews** tile or from the **Reviews** page.
2. When you open a review for the first time, the instructions your HR office entered will be visible. If you have closed them and need to refer to them again, you can click the **View Instructions** button.
3. You can use the **View Announcement** to open a copy of the announcement in a new browser window. The **Documents** and **Notes** can also be helpful tools in referencing additional information or documentation for the panel review. Documents you add and notes you save will be viewable by the HR office and other reviewers.
4. Select the applicant list(s) you would like to review and click the **Review Lists** button.

The screenshot shows the USA Staffing web application interface. At the top, there is a navigation bar with 'USA Staffing' logo, home icon, and menu items: 'Hiring Actions', 'Reviews' (highlighted), and 'Position Descriptions'. On the right of the navigation bar are 'Help', 'Alerts', and 'Hiring Manager' with a dropdown arrow. Below the navigation bar, the page title is 'Panel Review: SME Panel Review - Program Analyst'. To the right of the title, there is a table with columns: 'Request Number(s)' (20200529-80805), 'Due' (10/20/2020), 'Returned' (N/A), and 'HR Contact' (Hiring Manager). Below this is a section titled 'My Assignments' with a notification badge '1'. It contains a table with one row: 'Stored List SME Review Applicant List' with a status of 'Incomplete'. The table also shows 'GS-0301-11/12', 'Agency Employees - edited', 'San Antonio, TX', and '11 Applicants'. Below the table are buttons for 'Review (1) Lists' (highlighted with a red box) and 'Clear Selections'. To the right of the table are buttons for 'View Instructions', 'View Announcement', 'Documents' (with a '5' in a circle), and 'Notes'. At the bottom right of the page are 'Return to HR' and 'Cancel' buttons. A vertical 'Feedback' button is on the far right edge.

5. On the Panel Review page, you can review applicant information, open their supporting documents, add notes, and toggle applicants as flagged and/or reviewed to help keep track of your progress.
6. You may also access an expanded view of the applicant record by clicking on the plus button **+** next to the applicants' name. The following applicant information may be displayed, depending on the announcement and the applicant list settings enabled by the HR office:
 - **Contact Information:** Email, Phone, Street Address, City/State/Country, and Postal Code.
 - **Preferences:** responses to the Preferences section of the Announcement Questionnaire.
 - **Eligibilities:** claim(s) and adjudication for any applicable eligibilities.
 - **Assessment:** responses to the Assessment Questionnaire.

USA Staffing® Hiring Actions Reviews Position Descriptions Help Alerts Hiring Manager

Panel Review: SME Panel Review - Program Analyst > View Lists Request Number(s) 20200529-90805 Due 10/20/2020 Returned N/A HR Contact Hiring Manager

Stored Lists 1 Documents 5

Stored List: SME Review Applicant List

Applicants	Pay Plan	Location	Filters	Specialties	Print	Notes
11	GS-0301-11/12	San Antonio, TX	Agency Employees - edited			

<input type="checkbox"/>	Applicant Name	Vet Preference	Documents	Notes	Rating	Reviewed
<input type="checkbox"/>	Turtle, Lisa	CP - 10-point preference base ...	1	1	View	<input type="checkbox"/>
+ Contact Information						View Only
+ Preferences 4						View Only
+ Eligibilities 1						View Only
+ Assessment: AQ 5						View Only
<input type="checkbox"/>	Santiago, Blanca	TP - 5-point preference based ...	1	0	View	<input type="checkbox"/>
<input type="checkbox"/>	Applicant, Test	TP - 5-point preference based ...	1	2	View	<input type="checkbox"/>
<input type="checkbox"/>	van Pelt, Lucy	NV - No Preference Claimed	1	0	View	<input type="checkbox"/>
<input type="checkbox"/>	Doss, Tanya	NV - No Preference Claimed	1	0	View	<input type="checkbox"/>
<input type="checkbox"/>	Schrute, Dwight Kurt	NV - No Preference Claimed	1	0	View	<input type="checkbox"/>
<input type="checkbox"/>	Agreste, Adrian	NV - No Preference Claimed	1	0	View	<input type="checkbox"/>
<input type="checkbox"/>	Atrick, Jerry	NV - No Preference Claimed	1	0	View	<input type="checkbox"/>
<input type="checkbox"/>	Little, Omar Devon	NV - No Preference Claimed	1	0	View	<input type="checkbox"/>
<input type="checkbox"/>	Bluth, Lucille	NV - No Preference Claimed	1	2	View	<input type="checkbox"/>
<input type="checkbox"/>	Dean, James	NV - No Preference Claimed	1	0	View	<input type="checkbox"/>

Status: Incomplete
Incomplete
Complete Next

[Back to Assignments](#)

7. If you prefer to review the applicant list in a hard copy format, click the **Print** button.
8. If your permissions allow, you can recommend rating decisions for the candidates on the list by clicking the [View](#) hyperlink for each applicant. Doing so will open a Rating Details popup where you can enter:
 - **Minimum Qualification Determination:** eligible or ineligible message, and/or
 - **Rating Determination:** score from 70 to 100.

Note: Your applicant ratings will only be viewable to the HR office, and cannot be seen by other panel reviewers.

Rating Details x

Rating Combination	Original Min Quals	Min Quals Determination	Original Rating	Rating Determination
0301-12	ELTE	[Dropdown]	84	[Dropdown]

Save Cancel

9. Once you have completed reviewing all applicants on your list, if your permissions allow, change the **Status** drop-down menu to reflect **Complete**, and click **Next** to proceed to the next review assignment. If you do not see the Status menu option, follow the instructions from your HR office on completing the panel review process.

10. When all assignments show a Complete status, if your permissions allow, click the **Return to HR** button to return the Review. If you do not see this option, you are finished when all the **Approval Statuses** are **Complete** or when you have completed the steps outlined in the instructions provided by your HR office.

The screenshot displays the 'USA Staffing' interface for a 'Panel Review: SME Panel Review - Program Analyst'. The top navigation bar includes 'Hiring Actions', 'Reviews', and 'Position Descriptions'. The main content area shows 'My Assignments' with a count of 1. Below this, a table lists a 'Stored List SME Review Applicant List' with a status of 'Complete'. A 'Return to HR' button is visible at the bottom right of the review area. A 'Feedback' button is also present on the right side of the interface.

Request Number(s)	Due	Returned	HR Contact
20200529-80805	10/20/2020	N/A	Hiring Manager

My Assignments 1

Select the stored lists below that you want to review.

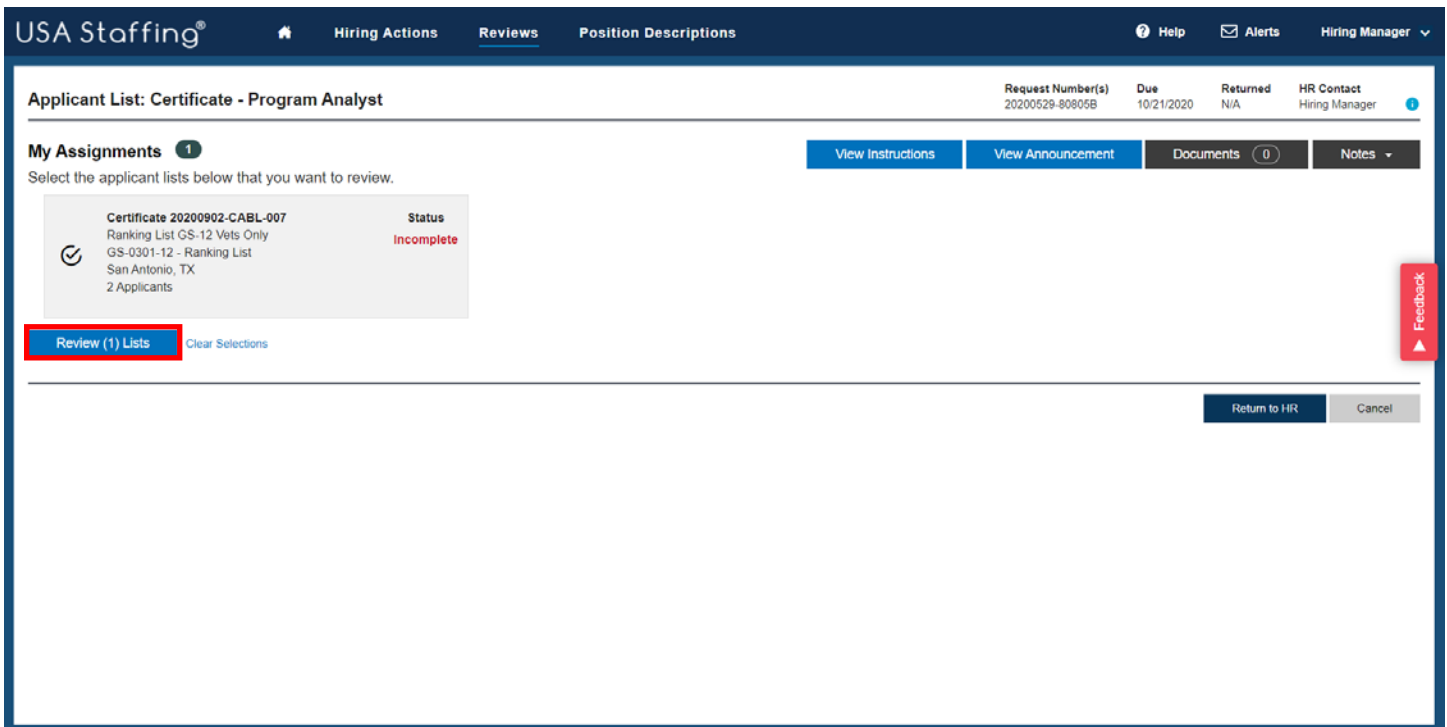
Stored List SME Review Applicant List	Status
GS-0301-11/12 Agency Employees - edited San Antonio, TX 11 Applicants	Complete

Return to HR Cancel

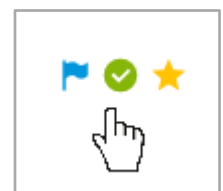
11. A pop-up box will display that says: **All review assignments are complete. The review is ready to be returned to HR.** Clicking **Return to HR** will send the review back to HR and it will no longer be available for you or any other Reviewers.

Reviewing Applicant Lists

1. To open an Applicant List review, click the URL from the Review notification email or log into USA Staffing and click the hyperlink for the review either from the Dashboard's **Incomplete Reviews** or from the **Reviews** page.
2. When you open a review for the first time, the instructions your HR office entered will be visible. If you have closed them and need to refer to them again, you can click the **View Instructions** button.
3. You can use the **View Announcement** to open a copy of the announcement in a new browser window. The **Documents** and **Notes** can also be helpful tools in referencing additional information or documentation for the review. Documents you add and notes you save will be viewable by the HR office and other reviewers.
4. Select the Certificate Number(s) that you would like to review and click the **Review Lists** button.



5. On the **Applicant List** page, you can review applicant records, review documents, document selection decisions, and add notes based on the permissions you have been granted. If you prefer to review the certificate information in a hard copy format, click the **Print** button.
6. Click the **+** icon to the left of the applicant's name to view additional information, such as their **Contact Information, Preferences, Eligibilities** and **Assessment** responses, if available.
7. Click the **Documents** drop-down menu within the applicant's row to review their supporting documents, including their resume.
8. Click to toggle the icons to the right in each applicant's row per your Agency's policy. Your HR Office will inform you of any business processes they have identified for using these options. If no business processes have been identified, you may use them to denote follow-up actions with a candidate, indicate whether you have reviewed the candidate, and/or designate candidates of interest.



USA Staffing® Hiring Actions **Reviews** Position Descriptions Help Alerts Hiring Manager

Applicant List: **Certificates - Program Analyst** > View Lists Request Number(s) 20200529-80805B Due 10/21/2020 Returned N/A HR Contact Hiring Manager

Applicant Lists 1 Documents 0

Certificate 20200902-CABL-006

Applicants 8 Pay Plan: GS-0301-11 Location: San Antonio, TX Filters: Specialties: Instructions Print Notes

<input type="checkbox"/>	Applicant Name	Category	Rating	Vet Preference	Selection Decision	Documents	Notes	Request Number	Date Certified	Interested
<input type="checkbox"/>	— Agreste, Adrian		97	NV - No Preference Claimed	No Decision	1	0		9/2/2020	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
+ Contact Information View Only										
+ Preferences 4 View Only										
+ Eligibilities 1 View Only										
+ Assessment: AQ 5 View Only										
<input type="checkbox"/>	+ Applicant, Test	Best Qualified	90	TP - 5-point preference based ...	No Decision	1	2		9/2/2020	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	+ Bluth, Lucille		89	NV - No Preference Claimed	No Decision	2	2		9/2/2020	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	+ Dean, James		93	NV - No Preference Claimed	No Decision	2	0		9/2/2020	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	+ Little, Omar Devon		88	NV - No Preference Claimed	No Decision	2	0		9/2/2020	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	+ Santiago, Blanca		85	TP - 5-point preference based ...	No Decision	2	0		9/2/2020	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	+ Schrute, Dwight Kurt		94	NV - No Preference Claimed	No Decision	2	0		9/2/2020	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	+ van Pelt, Lucy		85	NV - No Preference Claimed	No Decision	1	0		9/2/2020	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

Approval Status: Incomplete Next

Back to Assignments

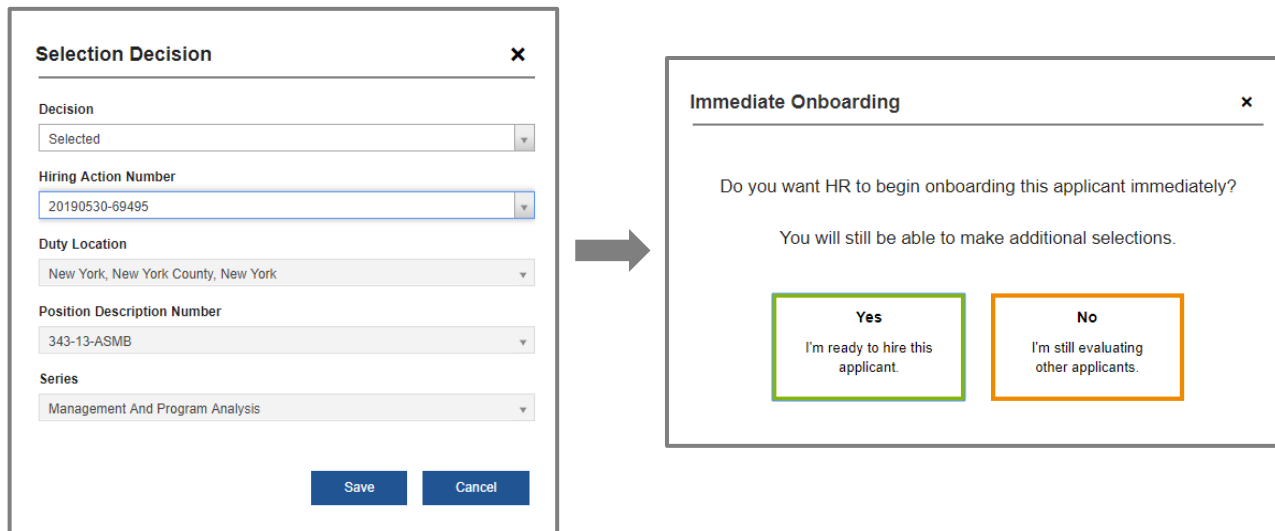
- From this page you can also add **Notes** to document your review process. Notes you save will be viewable to other reviewers as well as the HR office. Along with the note, the system saves the full name of the user who added the note, as well as the date and time the note was added.
 - You can add notes to an individual applicant record in the **Notes** column on the certificate,
 - You can select multiple applicants using the checkboxes to the left of the applicants' names, and use the **Add Notes** button to add the same note to all the selected applicants, and/or
 - You can add notes for the whole certificate by clicking on the **Notes** located in top right corner of the Certificate.
- To document a selection decision for an individual applicant, click on the [No Decision](#) hyperlink to pull up the **Selection Decision** box. Choose the appropriate selection decision (**Selected**, **Alternate Selection**, **Not Selected**, **Declined/Withdrawn**) from the drop-down menu.

Selection Decision ✕

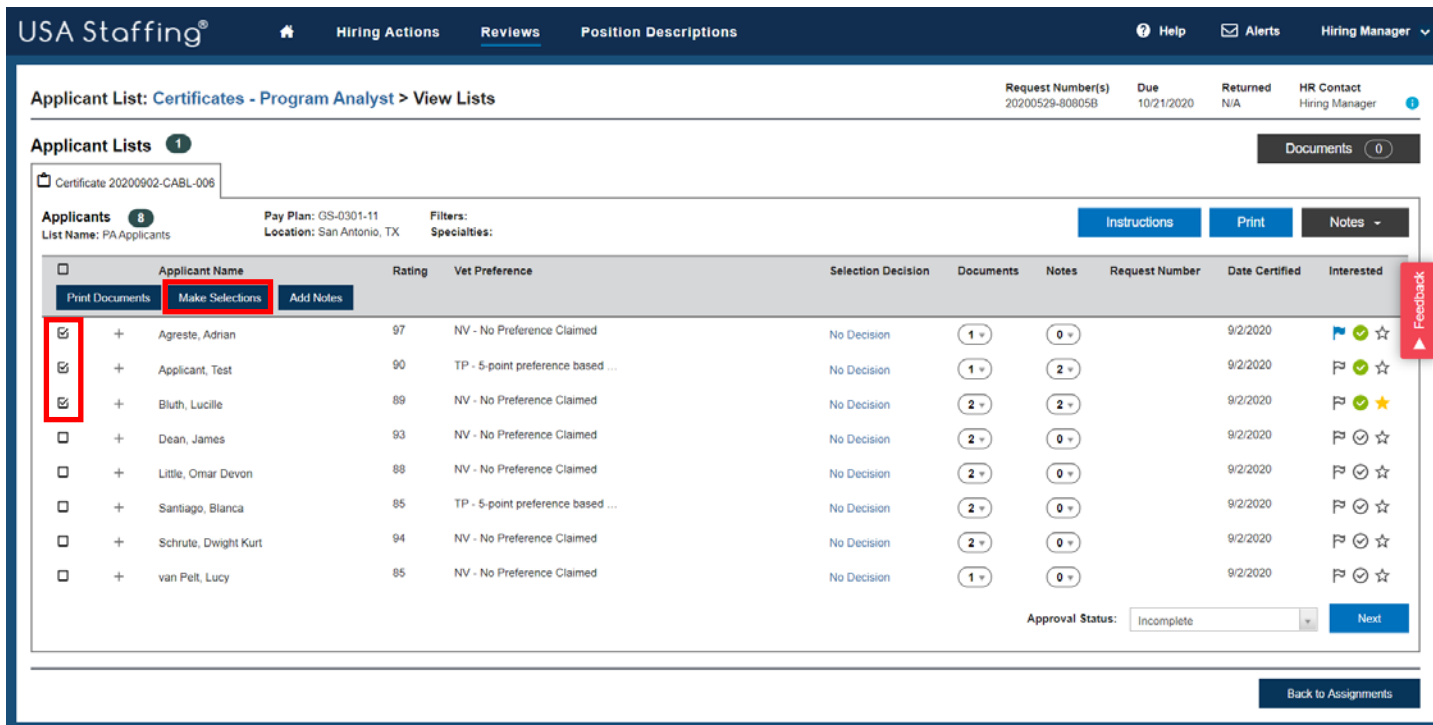
Applicants
 ✕

Decision

11. For selected applicants, choose the **Hiring Action Number** that should be associated with the selection, and the appropriate Duty Location, PD number, and series, if multiple ones are available. If the review settings allow selections to be returned individually, you will receive a message asking if you would like to have the HR office start onboarding for that applicant. Choosing **Yes** will send a notification email to the HR Contact letting them know that a selection decision has been made, so they can begin onboarding the selectee.



12. To document selection decisions for multiple applicants with the same selection decision outcome, check the box to the left of all appropriate applicant records and select **Make Selections**.



13. When all selection decisions have been made, enter the outcome for each certificate using the **Approval Status** (*Incomplete, Selection Made, Selection Not Made*) drop-down located at the bottom right of the certificate. If multiple certificates were selected, you can use the **Next** button to navigate between certificates.

- Once selection decisions for all certificates are documented, click the **Back to Assignments** button located in the bottom right corner of the page. The status for each completed certificate assignment will be shown in green. If any certificates show an **Incomplete** status in red text, this indicates the Approval Status is not yet complete.
- When all certificate assignments are complete, and if your permissions allow, click **Return to HR** to return the Review. If you do not see this option, you are finished when all the statuses are complete.

The screenshot shows the 'My Assignments' section of the USA Staffing application. At the top, there are navigation tabs for 'Hiring Actions', 'Reviews', and 'Position Descriptions'. Below the navigation, the page title is 'Applicant List: Certificates - Program Analyst'. There are several buttons: 'View Instructions', 'View Announcement', 'Documents' (with a '0' icon), and 'Notes'. Below these buttons, there are two assignment cards:

Certificate	Status	Certificate	Status
20200902-CABL-007 Ranking List GS-12 Vets Only GS-0301-12 - Ranking List San Antonio, TX 2 Applicants	Selection Not Made	20200902-CABL-006 PA Applicants GS-0301-11 - Ranking List San Antonio, TX 8 Applicants	Selection Made

At the bottom right of the page, there is a 'Return to HR' button highlighted with a red box, and a 'Cancel' button next to it. A vertical 'Feedback' button is also visible on the right side of the page.

- A pop-up box will display that says: **All review assignments are complete. The review is ready to be returned to HR.** Clicking **Return to HR** will send the review back to HR and it will no longer be available for you or any other Reviewers to make comments.
- Once the review is returned, you will be invited to complete a survey about your experience with the hiring action. This survey is voluntary and confidential, and we highly encourage you to take a few minutes to complete it. The results are used by OPM and by each agency to make changes to the hiring process that will increase hiring manager satisfaction with HR services and improve the quality and timeliness of the applicants referred.

Please complete this brief survey about your experience with this hiring action to help improve the Federal Government's hiring process.

<http://study.opm.gov/mss>

Close

Batch Printing Applicant Documents

1. To print multiple applicants' documents at the same time from either a panel review list or a certificate, select the box on the top left of the grey bar to select all the applicant records at once. Select **Print Documents**.

The screenshot shows the USA Staffing web application interface. At the top, there are navigation tabs for 'Hiring Actions', 'Reviews', and 'Position Descriptions'. The main header indicates 'Panel Review: SME Panel Review - Program Analyst > View Lists'. Below this, there are filters for 'Request Number(s)', 'Due', 'Returned', and 'HR Contact'. A 'Stored Lists' section shows a list of applicants with columns for 'Applicants', 'Pay Plan', 'Location', 'Filters', and 'Specialties'. A table below lists 11 applicant records, each with a checkbox, a plus sign, the applicant name, vet preference, and document count. The 'Print Documents' button is highlighted in red in the top left of the table.

2. Select all the appropriate documents type(s) and the order in which you would like them to be printed, then click **Print Documents**.

The dialog box titled 'Choose Document Types' allows users to select document types and their order. It includes a close button (X) in the top right corner. The 'Select the document types that you want included' section has three checked options: 'Cover Letter', 'Resume', and 'Transcript'. The 'Choose document order' section has two radio buttons: 'Order by List Rank' (selected) and 'Order by Last Name'. At the bottom, there are 'Print Documents' and 'Cancel' buttons.

3. You will receive a pop-up with a *Confirmation* message that reads: **Batch printing in progress. When complete, you will receive an alert; click the alert to download the file.** Once your batch print file is ready, you will see a new alert in the **Alert** icon at top right side of the page. To open the batch print document, click on the alert.

The diagram illustrates the process flow. On the left, a 'Confirmation' dialog box displays the message: 'Batch printing in progress. When complete, you will receive an alert, click the alert to download the file.' with an 'OK' button. An arrow points to the right, where the USA Staffing interface shows an 'Alerts' notification. The 'Alerts' icon in the top right corner is highlighted in red. The notification itself is titled 'Batch Printing Complete' and states: 'Batch printing for Certificate number 20200507-CABL-002 is complete. Click this alert to open the batch file.'

Position Descriptions

The Position Descriptions page allows you to search for position descriptions you have access to in USA Staffing. To access this page, log into USA Staffing and click **Position Descriptions** on the top menu bar.

On this page you can **Search** for position descriptions by the PD number, position title, series, and/or grades. Once the Search results are displayed, you can use the **View PDF** and/or **View Documents** to see the details for that specific PD.

The screenshot shows the USA Staffing interface for Position Descriptions. The top navigation bar includes 'USA Staffing', 'Hiring Actions', 'Reviews', 'Position Descriptions', 'Help', 'Alerts', and 'Hiring Manager'. The main content area is titled 'Position Descriptions (4)'. On the left, there is a search filter with fields for 'Position Description Number or Position Title', 'Series' (set to '0201 - Human Resources Management'), and 'Grades' (set to '13'). The search results list four entries:

Position Description	PD#	Last Modified
HR Specialist GS-0201-13	0201-13-CG	5/16/2019
HR Specialist GS-0201-13	20171019QDB	10/19/2017
HR Specialist GS-0201-13	HR-201	10/6/2016
Human Resources Specialist GS-0201-13	TEST-123	8/26/2016

A red 'Feedback' button is located on the right side of the page.

Hiring Manager Feedback Survey

The red **Feedback** button on the Hiring Manager screens allow Hiring Managers to answer a survey and submit comments directly to the USA Staffing Program Office. This survey will be used to collect comments from Hiring Managers across government who utilize Hiring Manager as part of the recruitment and selection process. Your input will help us measure the effectiveness of the Hiring Manager tool and will also influence future changes to the system.

The survey is optional and can be completed by clicking on the **Feedback** button to the right of the page.

Additional Help

For questions or comments around the content of a Review assigned to you or for questions regarding the business processes for your Agency, please contact your HR Office. To further clarify system processes and to troubleshoot issues with system functionality, click the question mark icon **Help** in the upper righthand corner of the page to review detailed information about the page currently open.

If you need further assistance after reviewing the Online help or if you cannot access an area of the system due to your permissions, please contact your local Human Resources Office.