Applicant List Assignment

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Completing the Applicant List Assignment

Overview

1. To open an Applicant List Review assignment, click the URL from the review notification email or log directly into USA Staffing. If logging into USA Staffing directly, you will need to find the appropriate Assignment on the Assignment Dashboard. Once found, click on the Assignment name (blue hyperlink).

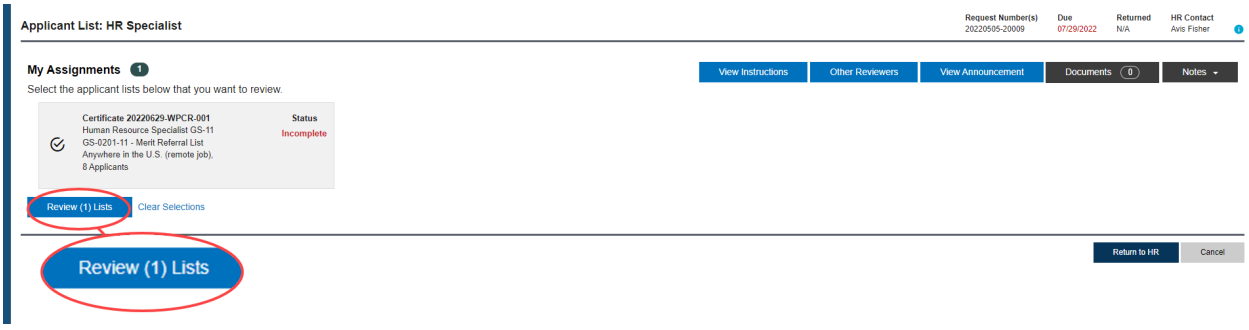
2. Each Applicant List assignment will have its own instructions regarding the actions you should take, the due date the assignment must be completed by, and the hiring action to which the assignment is associated. When you open an assignment for the first time, the instructions from your HR office will display.

3. In the top right corner, you will see several items:

- **Request Number(s)** will display the Hiring Action number(s) associated with the assignment.
- **Due Date** will display the date the assignment is due by.
- **Returned** will display the date the assignment was returned by any reviewer.
- **HR Contact** will display the HR person who sent you the assignment. You can see their phone number and email address by clicking on the information icon next to their name.
- **View Instructions** allows you to see the assignment instructions if you need to refer to them again.
- **Other Reviewers** will display the name(s), contact information of any other reviewers who are also assigned to this JOA assignment.
- **View Announcement** to open a copy of the announcement in a new browser window.
- **Documents** allows you to view attached documents or add documents to the assignment. Any documents attached will be viewable to the HR Office.
- **Notes** allows you view notes added by your HR Office or if applicable, you can add your own notes. The Notes you add and save will be viewable by the HR office.

Reviewing and making a selection decision

1. Select the Certificate number that you would like to review and click the **Review Lists** button. More than one certificate card can be selected and opened at once.



2. On the **Applicant List** page, you can review applicant records, review documents, make 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.

3. Click the + "plus" 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.

4. Click the **Documents** drop-down list within the applicant's row to review their supporting documents, including their resume.

5. There are three icons to the right in each applicant's row per your Agency's policy:

- **The Flag:** clicking this icon allows you to designate the applicant for follow-up.
- **The Checkmark:** clicking this icon allows you to designate the applicant as reviewed.
- **The Star:** clicking this icon allows you to designate the applicant as someone you are highly interested in selecting.

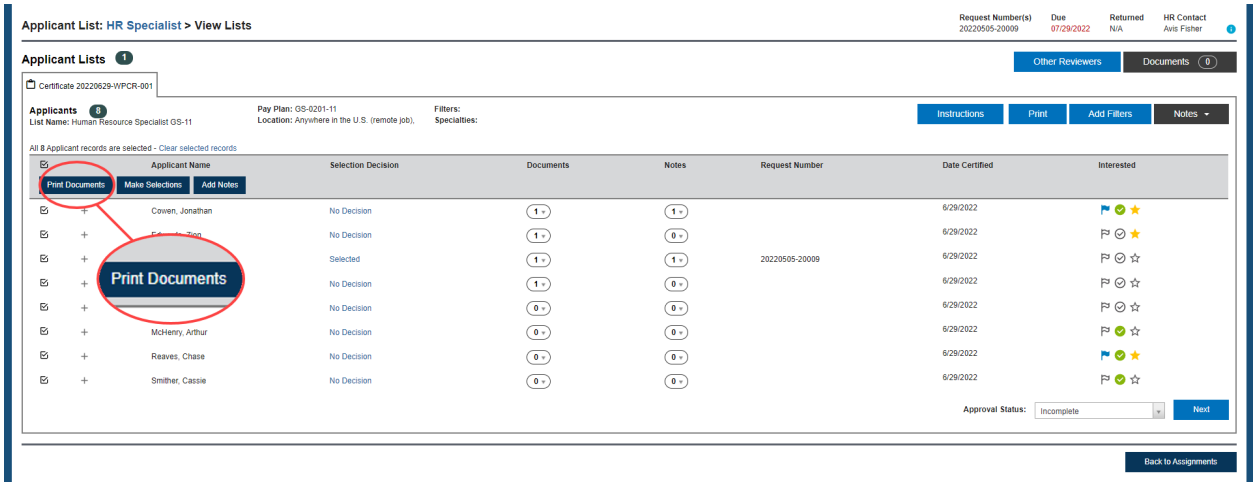
Click to toggle these icons as applicable. **Your HR Office will inform you of any alternate business processes they have identified for using these options.** If no business processes have been identified, you may use them to denote the examples above, I.e., follow-up actions with a candidate, indicate whether you have reviewed the candidate, and/or designate candidates of interest.

6. 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.

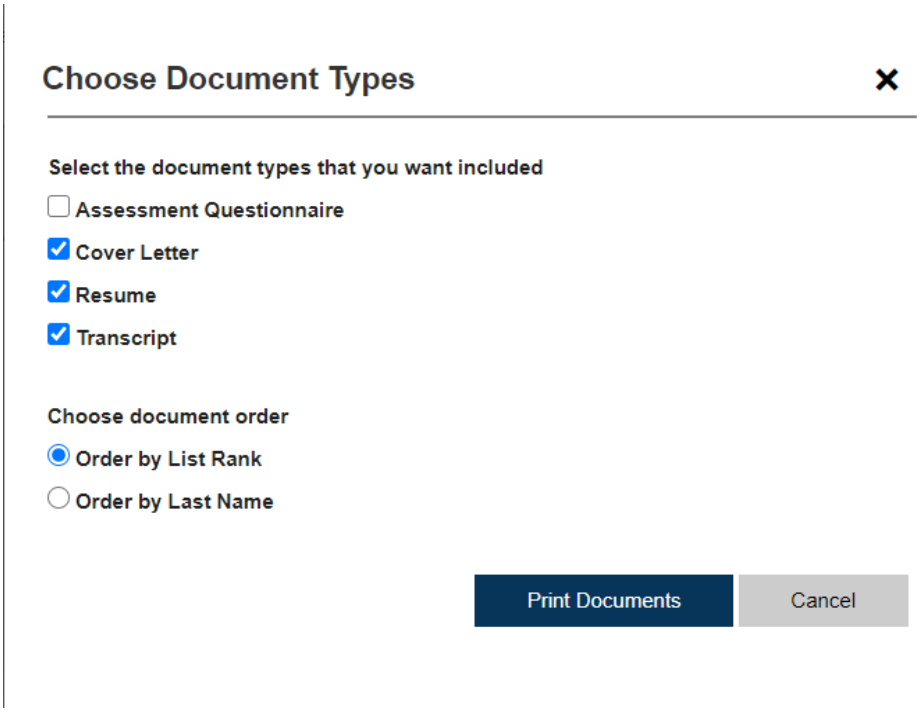
- You can add notes to an individual applicant record in the **Notes** column on the certificate.
- You can select multiple applicants using the checkboxes to the left of the applicants' names, and use the **Add Notes** button to add the same note to all the selected applicants, and/or
- You can add notes for the whole certificate by clicking on **Notes** located in top right corner of the Certificate.
- To Batch Print documents, please see instructions below. If not, proceed to the Selection Decision.

To Batch Print 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. Alternatively, you may also select the box to the left of the individual records. Select **Print Documents**.

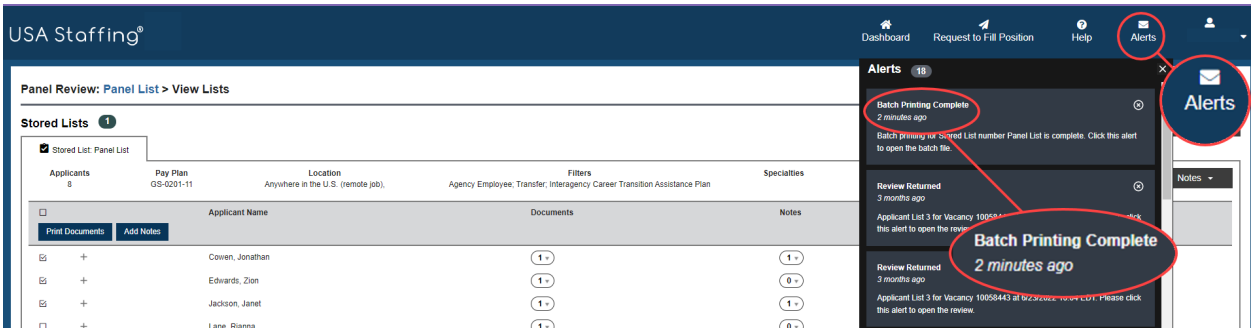


2. Select the document type(s) and the order in which you would like them to be printed, then click **Print Documents**.



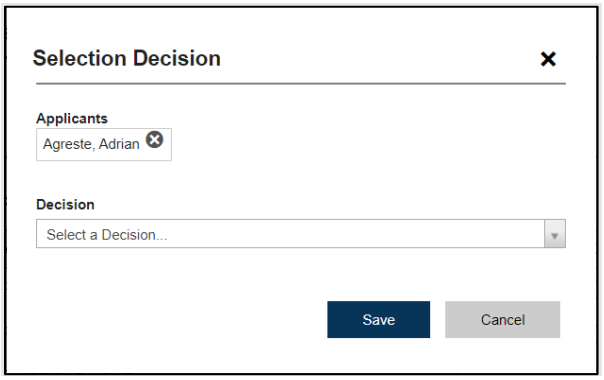
3. You will receive the following *Confirmation* message: ***Batch printing in progress. When complete, you will receive an alert, click the alert to download the file.*** Once your batch print file is ready,

you will see a new alert in the **Alert** icon at the top right side of the page. To open the batch print document, click on the alert.

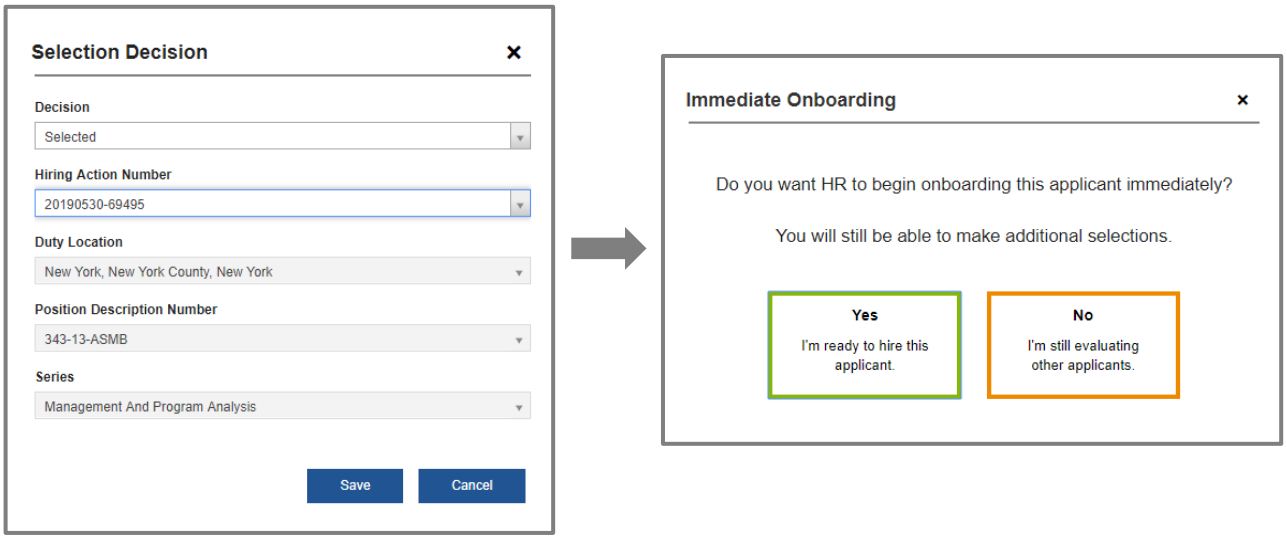


Making a Selection Decision

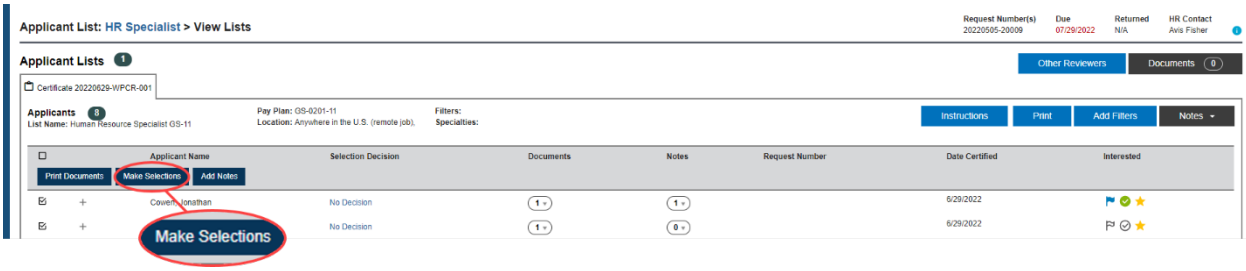
7. To document a selection decision for an individual applicant, click on the No Decision hyperlink to pull up the **Selection Decision** box. Choose the appropriate selection decision ***(Selected, Alternate Selection, Not Selected, Declined/Withdrawn)*** from the drop-down list.



8. 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 assignment 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 allow you to keep the certificate for additional selection to be made and will send a notification email to the HR Contact letting them know that an initial selection decision has been made, so they can begin the onboarding process for the selectee, while you continue your review. By selecting **No** you can continue to review and make additional selections without notification being sent to the HR Office of the initial selection.



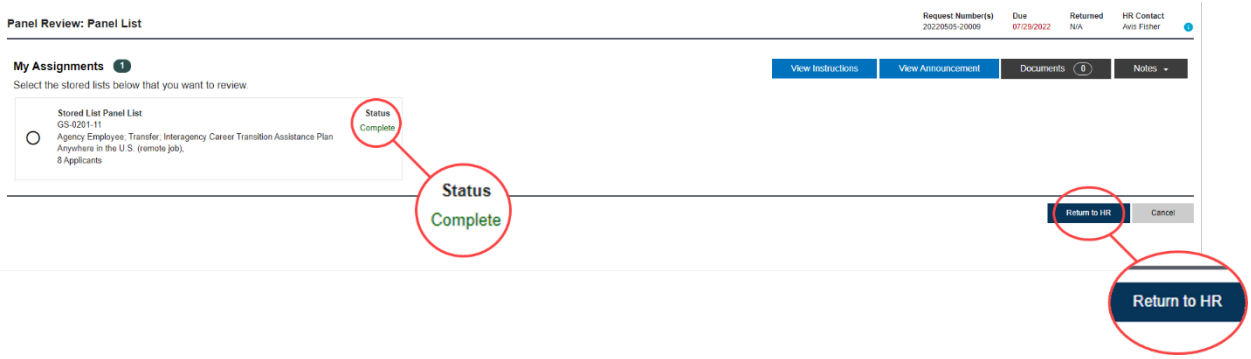
9. To document selection decisions for multiple applicants with the same selection decision outcome, check the box to the left of all appropriate applicant records and select **Make Selections**.



10. 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 list located at the bottom right of the certificate. If multiple certificates were selected, you can use the **Next** button to navigate between certificates.

11. 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.

12. When all certificate assignments are complete, and 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.



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.**

Hiring Manager 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.