Hiring Manager Event Log

OPM | USA Staffing

Hiring Manager Request Events and Triggers

This document details all Hiring Manager Request Events which have predetermined logic (i.e., triggers) to automatically appear on the *Positions Being Filled* tile on the Hiring Manager dashboard. For each Hiring Action in Positions Being Filled, Hiring Managers will have the ability to see additional details by clicking *View Event Log* for each hiring action.

Note: For requests created prior to this feature's release, the following message will be displayed: "*The Request was created prior to event tracking. The event log will not contain entries for all events.*"

Table 1: Hiring Manager Events, Descriptions, and Triggers

Event Log Entry	Event Description	Event Trigger
Request Created	[User Name] created the request to fill a position.	The request was created manually in USA Staffing.
Request Created	Agency personnel system created the request to fill a position.	The request was created using a Request Process Interconnection (RPI).
Submitted to HR for Approval	[HM User Name] submitted the request to fill a position for HR approval.	The request was submitted by a Hiring Manager User and is waiting for HR approval.
Returned for Correction	[HR User Name] returned the request for correction.	The request was returned by an HR User correction.
Request approved by HR	[HR User Name] approved the request.	The request was approved by an HR User.
Draft Announcement Review Sent	[Review Sender Name] sent job announcement review named [Review Name] to [Reviewer Count Number] hiring manager(s) for review.	The request is associated with a Job Announcement Review sent to a hiring manager.
Draft Announcement Review Recalled	[Review Recall User Name] recalled job announcement review named [Review Name] for this reason: [Recall Reason].	The request is associated with a Job Announcement Review manually recalled.
Draft Announcement Review Recalled	Job announcement review [Review Name] was automatically recalled because the auto-recall date has passed.	The request is associated with a Job Announcement Review automatically recalled due to the 'Auto Recall' date being exceeded.
Draft Announcement Review Recalled	[User Name] recalled job opportunity announcement review named [Review Name] because the announcement was cancelled.	The request is associated with an active Job Announcement Review automatically recalled due to the announcement being cancelled.

Event Log Entry	Event Description	Event Trigger
Draft Announcement Review Returned	[HM User Name] returned the job announcement for named [Review Name] to HR.	The request is associated with a Job Announcement Review returned by a hiring manager.
Subject Matter Expert Review Sent	[Review Sender Name] subject matter expert review named [Review Name] to [Reviewer Count Number] hiring manager(s) for review.	The request associated with a Subject Matter Expert Review was sent to a hiring manager.
Panel Review Sent	[Review Sender Name] sent panel review named [Review Name] to [Reviewer Count number] hiring manager(s) for review.	The request associated with a Panel Review was sent to a hiring manager.
Panel Review Returned	[HM User Name] returned the panel review named [Review Name] to HR.	The request is associated with a Panel Review returned by a hiring manager.
Panel Review Recalled	[Review Recall User Name] recalled panel review named [Review Name] for this reason: [Recall Reason].	The request is associated with a Panel Review manually recalled.
Applicant List Review Sent	[Review Sender Name] sent applicant list review named [Review Name] to [Reviewer Count number] hiring manager(s) for review.	The request associated with an Applicant List Review was sent to a hiring manager.
Applicant List Review Returned	[HM User Name] returned the applicant list review named [Review Name] to HR.	The request is associated with an Applicant List Review returned by a hiring manager.
Applicant List Review Recalled	[Review Recall User Name] recalled applicant list review named [Review Name] for this reason: [Recall Reason].	The request associated with an Applicant List Review was manually recalled.
Additional Announcement Linked	[HR User Name] linked the request to fill position to an announcement being drafted by HR.	The Additional Selection request was linked to an existing vacancy that is not yet open.
Additional Announcement Linked	[HR User Name] linked the request to fill position to announcement [Announcement Number] and is accepting applications.	The Additional Selection request linked to an existing vacancy that is open.
Additional Announcement Linked	[HR User Name] linked the request to fill position to announcement [Announcement Number] which closed on [Close Date] with [Number of applicants] applicants.	The Additional Selection request linked to an existing vacancy that is closed.

Event Log Entry	Event Description	Event Trigger
Onboarding Process Begins	[HR or Onboarding User Name] initiated the onboarding process for new hire: [New Hire Name].	The request was used to create a New Hire record.
Onboarding Process Cancelled	[HR User Name] cancelled the onboarding process for new hire: [New Hire Name] and is no longer being selected for Request [Request Number].	After the New Hire record was created with the request, the applicant's audit code in the certificate was modified from Selected to another audit code.
Onboarding Cancelled	[User Name] cancelled the onboarding process for new hire: [New Hire Name] and is no longer being selected for Request [Request Number].	A user modified the status of the New Hire record associated with the request to 'Cancelled'.
Background Investigation / Security Clearance Completed	[HR User or Onboarding User Name] received the background investigation / security clearance results for [New Hire Name].	The request's 'Receive Background Investigation / Security Clearance Results' task is completed.
Tentative Offer Letter Sent	[HR User or Onboarding User Name] sent a tentative job offer to [New Hire Name].	When the 'Send Tentative Offer' task is updated to complete status.
Tentative Offer Response Received	[New Hire Name] {accepted || declined} the tentative job offer.	The request's 'Received Tentative Offer Response' task is completed.
Official Offer Letter Sent	[HR User or Onboarding User Name] sent an official job offer letter to [New Hire Name].	The request's 'Send Official Offer' task is completed.
Official Offer Response Received	[New Hire Name] {accepted || declined} the official job offer.	The request's 'Received Official Offer Response' task is completed.
New Hire Entered on Duty	[HR User or Onboarding User Name] confirmed that [New Hire Name] arrived for their first day of work.	The request's 'Verify the New Hire Arrived for their First Day of Duty' task is completed.
New Hire Arrival Reset	[User Name] recorded that new hire [New Hire Name] has not yet arrived for their first day of duty as expected.	The request's 'Verify the New Hire Arrived for their First Day of Duty' task is changed from 'Completed' to 'Active'.