



Hiring Manager Dashboard Overview

OFFICIAL USE NOTICE: This material is intended exclusively for use by USA Staffing Customers and is not to be distributed without approval from the USA Staffing Program Office. This communication may contain information that is proprietary, privileged, or confidential or otherwise legally exempt from disclosure. If you have received this document in error, please notify the USA Staffing Program Office immediately and delete all copies of the presentation.



Overview

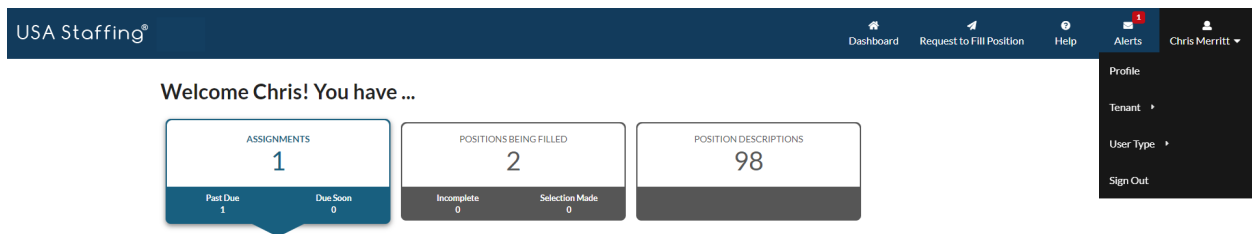
The USA Staffing system allows HR users to connect and share information with hiring managers and subject matter experts, like yourself. Through USA Staffing’s Hiring Manager interface you have a place to view your assignments, monitor HR’s progress toward filling your vacant positions, and view your agency’s library of position descriptions. You can utilize the system to collaborate on common tasks such as reviewing job announcement and assessment information, reviewing applicant lists, collaborating on certificates/new hires, authorizing position descriptions (PD), and sharing notes. Additionally, given the right permissions by HR, you can initiate a request to have your vacant positions filled and update your user profile and preferences without having to contact HR directly.

Logging In

For First Time Users:

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 an activation link. Click on the link in the body of the email and follow the on-screen prompts to access the system. You will be asked to accept the system’s Rules of Behavior the first time you log in and annually thereafter. To complete the activation of your account, register your Smart Card, such as the Personal Identification Verification (PIV) or Common Access Card (CAC). If you do not have a Smart Card issued by your agency, you must use Login.gov to gain access to USA Staffing. For Additional Information on Log In, please click [here](#).

Site Navigation



The Hiring Manager Dashboard is your home page in USA Staffing. The dashboard consists of a Navigation Toolbar with menu options that allow you to access your Dashboard, initiate a Request to Fill Position, access Online Help, view personalized Alerts, and manage your User Account. The Dashboard displays Assignments, Positions Being Filled and Position Descriptions tiles. By clicking on one of the tiles, you can view the specific details.

Navigation Toolbar – on your navigation toolbar and in your sign-in menu, the following options are available:

- The **Request to Fill Position** navigates you to the Request to Fill Position page where you can initiate the staffing process by notifying HR of your intent to fill a vacant position.
- The **Help** navigates you to the online help pages within USA Staffing. Once the Help item is clicked, you are taken to the online help content specific to the page you are currently viewing.
- The **Alerts** is where you view personalized notifications related to your hiring details. The number in “red” will display the active alerts.
- The **User Account** displays your First and Last Name. Users can click on their name to access a menu with options for managing their account.
- The **Profile** will display your Email Address, Name, Address and Phone Number. Users can view or edit their personal information. The Email Address cannot be modified by the user. Please contact your HR office for email changes.
- The **Tenant** will display only if you have access to multiple Agencies (i.e., DOD, OPM, VA, etc.).
- The **User Type** will display if you have access to USA Staffing with more than one profile type (i.e., HR User, Onboarding User, etc.).
- The **Sign Out** is used to log off the system completely.

Assignment Tile

USA Staffing allows HR Users to collaborate with you, the Hiring Manager or SME, using a tool called Assignments. There are five types of assignments: Job Announcement Review, Applicant List Review, Panel Review, Position Description Review, and SME Evaluation Review. Each assignment is sent to you through the Hiring Manager interface and can be accessed on the Assignment tile.

On the specific Assignment Tile, you will see the number of assignments you have that are Past Due or Due Soon.

Past Due – Includes the number of your assignments where the Due Date is prior to today.

Due Soon – Includes the number of your assignments that are due within the next three days.

While on the Assignment Tile you can View, Search, [Filter and Sort](#) all your assignments. Later in this document you will review more information about the filter and sort options available to you. On the Assignment Tile the results are sorted by the default of due date. Click on the Sort By dropdown to change your sort option.

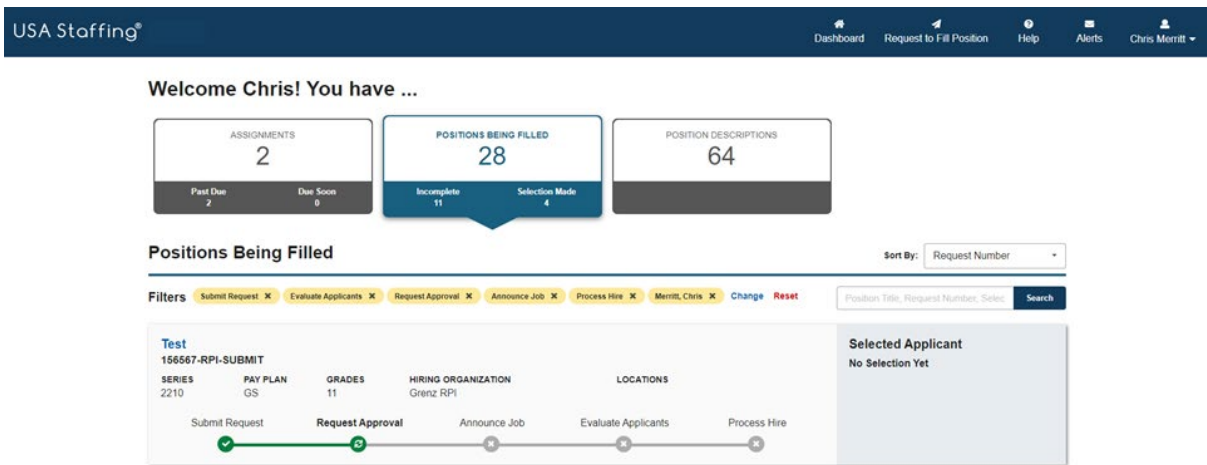
The screenshot shows the USA Staffing dashboard with a dark blue header. The main content area is titled "Welcome Chris! You have ..." and features three summary tiles: "ASSIGNMENTS" with a total of 2 (2 Past Due, 0 Due Soon), "POSITIONS BEING FILLED" with a total of 28 (11 Incomplete, 4 Selection Made), and "POSITION DESCRIPTIONS" with a total of 64. Below these is the "Assignments" section, which includes a "Sort By: Due Date" dropdown and a search bar. A table lists two assignments:

Assignment Title	Due Date	HR CONTACT
Sprint 122 SPRINT REVIEW 122 PAY PLAN: GS, SERIES: 0006, GRADES: 1	Due: 12/31/2021 SME Evaluation Review	Will Grenz william.grenz@opm.gov 3334445555
138371 JOA Source Copy V2 LOCATION FILTERING PART 2 PAY PLAN: GS, SERIES: 0301, GRADES: 9	Due: 1/31/2022 Job Opportunity Announcement (JOA) Review	Will Grenz william.grenz@opm.gov 3334445555




At the bottom of the table, there is a page number "1" in a small box.

Positions Being Filled Tile

The Positions Being Filled tile displays a list of any positions being filled that your HR contact has granted you access to view. The information on each position details includes Position Title, Request Number, Series, Pay Plan, Grade, Hiring Organization, Location(s), Status bar and the Selected Applicant, when applicable. The results shown on this page are based on the default filters you as the Hiring Manager and all status available. The results are then sorted by the default option of Request Number. On this page, you can Filter, Reset Filters, Sort, and Search Positions Being Filled that you have access to in USA Staffing.



To help you track each position status there is also an Activity Progress Bar which displays the different phases of the hiring process that the position is currently in. There are three distinct icons to help identify what status within the given phase the position is currently in.

-  The green circle with checkmark will indicate that the task is completed.
-  The green circle with arrows indicate that phase is active and in progress.
-  The grey circle with 'X' means that phase has not yet started.

Within the Activity Progress Bar there are different phases of the position lifecycle. Below is the definition of each of those phases.

- **Submit Request** - This is the first phase of the process. The Hiring Manager needs to submit their request to the HR Office.
- **Request Approval** - After the Hiring Manager submits the request to the HR office, this status indicates that the request is “Pending” approval by the HR office.
- **Announce Job** - The request is waiting for the HR office to draft, review, approve and release a Job Announcement (JOA) to USAJOBS.
- **Evaluate Applicants** - The JOA has been released to USAJOBS and applicants are being collected, qualifications reviewed, certificates issued, and selections made.
- **Process Hire** - The onboarding process has been initiated for an applicant/new hire associated with the request.

Position Descriptions Tile

The Position Descriptions tile will allow you to view Position Descriptions published to your agencies PD library within USA Staffing. On this page, you can View, Filter, Reset Filters, Sort, and Search Published Position Descriptions that you have access to in USA Staffing. The results on this tile are based on the default sort option of Position Description Number.

USA Staffing®

Dashboard Request to Fill Position Help Alerts Chris Merritt

Welcome Chris! You have ...

ASSIGNMENTS 2
Part Due 2 Due Soon 0

POSITIONS BEING FILLED 28
Incomplete 11 Selection Made 4

POSITION DESCRIPTIONS 64

Position Descriptions Sort By: Position Description Number

Filters Published Change Reset Position Title, Position Description Number Search

0201-12
HRS - TEST DUPLICATE PD DIFFERENT OFFICE Published
PAY PLAN SERIES GRADE SPECIALTIES
GS 0006 00 ffd,tsdaf
Documents (2) Last Modified: 8/18/2022

052317QDB
CONTRACT SPECIALIST Published
PAY PLAN SERIES GRADE
GS 1102 13
Serves as contract specialist responsible for preaward and postaward functions involving highly specialized procurements of significant importance to the agency.
Documents (5) Last Modified: 11/15/2019

On this page, you can also view the Documents associated with the Position Descriptions. Each document will include a Document Name, Document Type, and the Upload Date.

USA Staffing®

Dashboard

Welcome New Grenz! You have ...

ASSIGNMENTS 1
Part Due 0 Due Soon 0

POSITIONS BEING FILLED 1
Incomplete 0 Selection Made 0

POSITION DESCRIPTIONS 21

Position Descriptions

Filter Document Name Type Upload Date Post

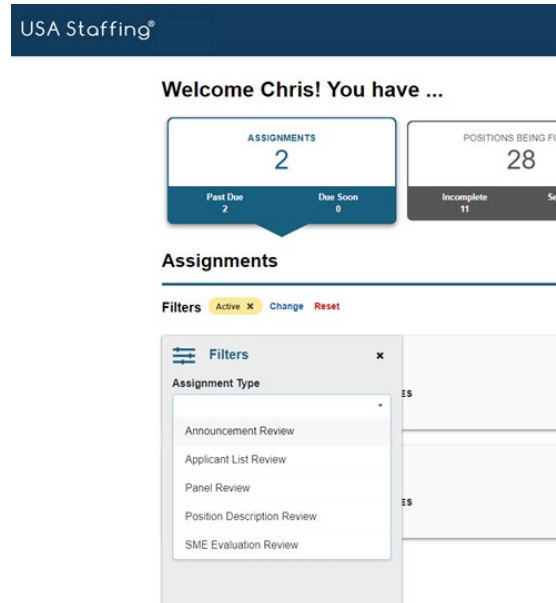
Document Name	Type	Upload Date
1208	Position Description	4/21/2022
Test image	Cover Page	4/21/2022

Documents (2)

Filtering and Sorting

On all three tile pages (Assignments, Positions Being Filled and Position Descriptions), you can filter, sort and search for items. The options within the dropdown for filtering items

within a page will vary based on the page you are viewing, but the process of filtering and sorting is the same on every page.



To sort items on a page, click the drop down on the right corner of the details list to select the appropriate sorting method.

If there are too many results found on a given page, you can click the blue **Change** link to open the filter menu and make the appropriate adjustment to narrow the results listed. If at any time you add a filter and you later decide you want to remove, just click the “x” found in the filter label bubble. If you find yourself wanting to reset the filters back to the original default selections, just click the red **Reset** link.

One other method for finding specific items within each tile page is to use the simple key work search, found on the top right corner of each card list. Each of the search text boxes lists the available sources options for search. For example, on the Assignments tile, the search box allows you to search by Position title, Assignment Name, or Due Date.

Receiving and Accessing Assignments

The HR Contact will populate information specific to your vacant position in their interface of USA Staffing and initiate an Assignment to be sent to you. You will be notified via email that an Assignment is ready for your action. You can access the Assignment by clicking the link in the email or logging into USA Staffing and searching for the appropriate Assignment.

For more on accessing and completing an Assignment, click on the document hyperlink below associated with your assignment type.

[Completing the Announcement and Assessment Assignment](#)

[Completing the Applicant List Review Assignment](#)

[Completing the Panel Review Assignment](#)

[Completing the Position Description Assignment](#)

[Request to Fill Position](#)