# USA Staffing
# System Alert Inventory

This document outlines all system alerts USA Staffing's User Types may receive. For the given alert, the document will detail the:

- Alert Name
- Alert Message
- System Trigger, and
- User Type who receives the alert

| System Area | Alert Name | Alert Message | System Trigger | User Who Receives Alert | | |
|---|---|---|---|---|---|---|
| | | | | HR | HM | Onboarding |
| **Announcement** | Application Count Reached | Vacancy XXXXXX reached the application count of XXX and was removed from USAJOBS. Please update the Announcement Close Date to the date the announcement was removed and re-release the announcement to USAJOBS. | The Internal Contact for an announcement will receive this alert after the announcement has been automatically removed once the application count limit has been reached. | ✓ | | |
| | Vacancy Closeout | Please consider sending remaining disposition notices and updating the USAJOBS job status to Hiring Complete for Vacancy XXXXXX at this point. | The Internal Contact for an announcement will receive this alert when all certificates in a vacancy have either been audited, cancelled, or expired. | ✓ | | |
| **Assessment Package** | Applications sent to USA Hire | All eligible applications from Vacancy XXXXXX have been sent to USA Hire | The HR user who released the USA Hire hold from a vacancy's Assessment Package will receive this alert once all the assessment orders for eligible applicants have been sent to USA Hire. | ✓ | | |

| System Area | Alert Name | Alert Message | System Trigger | User Who Receives Alert | | |
|---|---|---|---|---|---|---|
| | | | | HR | HM | Onboarding |
| **Applicant** | Late Filer Application Submitted | The applicant [Name] has submitted their late filer application for Vacancy XXXXXX at [Date and Time]. | The HR user who initiates the late filer invitation will receive this alert when the later filer has submitted their application. The HR user can click the alert to open the application. | ✓ | | |
| | Reasonable Accommodation Vacancy XXXXXX | All Reasonable Accommodation claims for vacancy XXXXXXXX have been adjudicated on [Date and Time]. | The Internal Contact for an announcement will receive an alert when every Applicant who has claimed Reasonable Accommodation for their USA Hire assessments has been adjudicated for that claim. | ✓ | | |
| | Updated Application | The applicant [Name] has updated their application in Vacancy XXXXXX since you last reviewed them and may require another review. | When an applicant is marked as "reviewed", the HR user who marks the applicant as reviewed will receive this alert when the applicant updates their submitted application. The HR user can click the alert to open the application. | ✓ | | |
| **Applicant Lists** | Batch Printing Complete | Batch printing for Vacancy XXXXXX, Applicant List is complete.  Click this alert to open the batch file. | Within an applicant list, when an HR user selects one or more applicant records and elects to Print Documents, they will receive this alert when the batch file is ready to be downloaded. | ✓ | | |
| | Batch Printing Complete | Batch Printing for Certificate number XXXXXX is complete.  Click this alert to open the batch file. | Within a certificate, when an HR user or HM user selects one or more applicant records and elects to Print Documents, they will receive this alert when the batch file is ready to be downloaded. | ✓ | ✓ | |

| System Area | Alert Name | Alert Message | System Trigger | User Who Receives Alert | | |
|---|---|---|---|---|---|---|
| | | | | HR | HM | Onboarding |
| | Batch Printing Failed | Your batch print for Certificate Number XXXXXX failed due to the inclusion of a corrupted file. Submit a help desk ticket to resolve the issue. | Within a certificate, when an HR user selects one or more applicant records and elects to Print Documents, they will receive this alert if the batch fails due to a corrupt applicant supporting document file being included in the batch. | ✓ | | |
| | Calculation of Assessment scores completed. | Calculation of assessment scores has been completed, for Vacancy XXXXXX | When a manual assessment is used with a scoring method of "Standardize scores" or "Standardize scores using custom values", and an HR user uses the "Calculate Scores" option from the gear icon on an applicant list, this alert will appear once the calculations are complete. | ✓ | | |
| | Export Completed Successfully | Export completed for saved/Stored list [Saved/Stored List name] for Vacancy XXXXXX at [Date and Time]. Please click this alert to open the .csv file. | When a manual assessment is used, an HR user can export a .csv file from a Saved List to capture scores for an assessment conducted outside USA Staffing. An HR user can also export an applicant Stored List. This alert appears for the HR user who initiated the export when it is complete. Clicking on the alert will download the export file. | ✓ | | |
| | Import Completed Successfully | Import [File name] completed successfully for Vacancy XXXXXX at [Date and Time]. | When a manual assessment is used, within a Saved List, an HR user can import a .csv file to document scores for an assessment conducted outside USA Staffing. This alert appears for the HR user who initiated the import when it completes without errors. | ✓ | | |

| System Area | Alert Name | Alert Message | System Trigger | User Who Receives Alert | | |
|---|---|---|---|---|---|---|
| | | | | HR | HM | Onboarding |
| | Import Encountered Errors | Errors occurred while importing [File name] for Vacancy XXXXXX at [Date and Time]. Please click this alert to review error(s). | When a manual assessment is used, within a Saved List, an HR user can import a .csv file to document scores for an assessment conducted outside USA Staffing. This alert appears for the HR user who initiated the import when it encounters errors. Clicking on the alert will download a file documenting the error(s). | ✓ | | |
| | Mass New Hire Notifications Sent | New hire notifications sent for certificate XXXXXX. Please click this alert to view the certificate. | Within a certificate, when an HR user elects to send a batch of new hire notifications by selecting more than one new hire with a Return Status of Vetting or Hired, then electing to send an onboarding notification type (Tentative Offer, Invitation, or Custom), the HR user will receive this alert when the mass new hire notifications have been sent for all selected new hires. | ✓ | | |
| | Vetting New Hire Records Created | Records created for certificate XXXXXX. Please click this alert to view the certificate. | Within a certificate, when an HR user initiates a mass audit (selecting more than one applicant record to audit as Selected with Return Status of Vetting, does not select a Request Number, and selects all other required audit fields), the HR user will receive this alert when the mass audit is complete. | ✓ | | |
| **Reviews** | Review Recalled | [Name of Review] for Vacancy XXXXXX was automatically recalled on [Date and Time]. Please click this alert to open the review. | When a review an HR user initiated is recalled automatically by the system, this alert will appear. The HR user can click the alert to open the review. | ✓ | | |

| System Area | Alert Name | Alert Message | System Trigger | User Who Receives Alert | | |
|---|---|---|---|---|---|---|
| | | | | HR | HM | Onboarding |
| | Review Returned | [Name of Review] for Vacancy XXXXXX at [Date and Time]. Please click this alert to open the review. | When a review an HR user initiated is returned to HR and/or HM User returns a review to HR, this alert will appear. The HR user can click the alert to open the review. | ✓ | ✓ | |
| Onboarding | Form Submitted | [Form Name] submitted by [New Hire Name] at [Date and Time]. | The Process Owner of the New Hire record will receive an alert each time a form is submitted.  When this alert is clicked, the user will be taken to Forms sub-page under Assignments tab within the New Hire's record. | ✓ | | ✓ |
| | Form Batching Complete | Batch Print PDF for New Hire [First Name] [Middle Initial] [Last Name] [Suffix] is complete. Click this alert to open the batch file. | Within a single New Hire record, when the user selects more than one form, and elects to batch Selected PDFs, the user will receive this alert when the batch is complete. | ✓ | | ✓ |
| | Form Batching Complete | Batch Print PDF for new hire batch named [user provided name] is complete. Click this alert to open the batch file. | When selecting one or more New Hire records, and the user elects to Print PDFs, the user will receive this alert when the batch is complete. | ✓ | | ✓ |
| | Job Offer Accepted | [Offer Type] Job Offer declined by [New Hire Name] at [Date and Time] | If New Hire record was created from a Certificate, this alert is sent to the following:<br>  - User that audited the certificate.<br>  - User set as the Onboarding Process Owner.<br>  - User set as the Supervisor/Manager.<br>If any are the same user, a single alert will appear for that user.<br><br>If the New Hire record was created from an 'Onboard New Hire' request, this alert is sent to the following:<br>  - User that approved the Request. | ✓ | ✓ | ✓ |
| | Job Offer Declined | [Offer Type] Job Offer declined by [New Hire Name] at [Date and Time] | | ✓ | ✓ | ✓ |
| | Job Offer Information Requested | Information requested for [Offer Type] Job Offer by [New Hire Name] at [Date and Time]. | | ✓ | ✓ | ✓ |

| System Area | Alert Name | Alert Message | System Trigger | User Who Receives Alert | | |
|---|---|---|---|---|---|---|
| | | | | HR | HM | Onboarding |
| | | | - User set as the Onboarding Process Owner.<br>- User set as the Supervisor/Manager.<br>If any are the same user, a single alert will appear for that user. | | | |