

Referral Training Exercise 3: Review and Hiring Manager

Now that you have completed the online portion of training for Referral, it is time to log into the Training environment of USA Staffing to practice what you have learned. Use this step-by-step guide to help you practice this lesson. Retain your notes to assist you with other lessons.

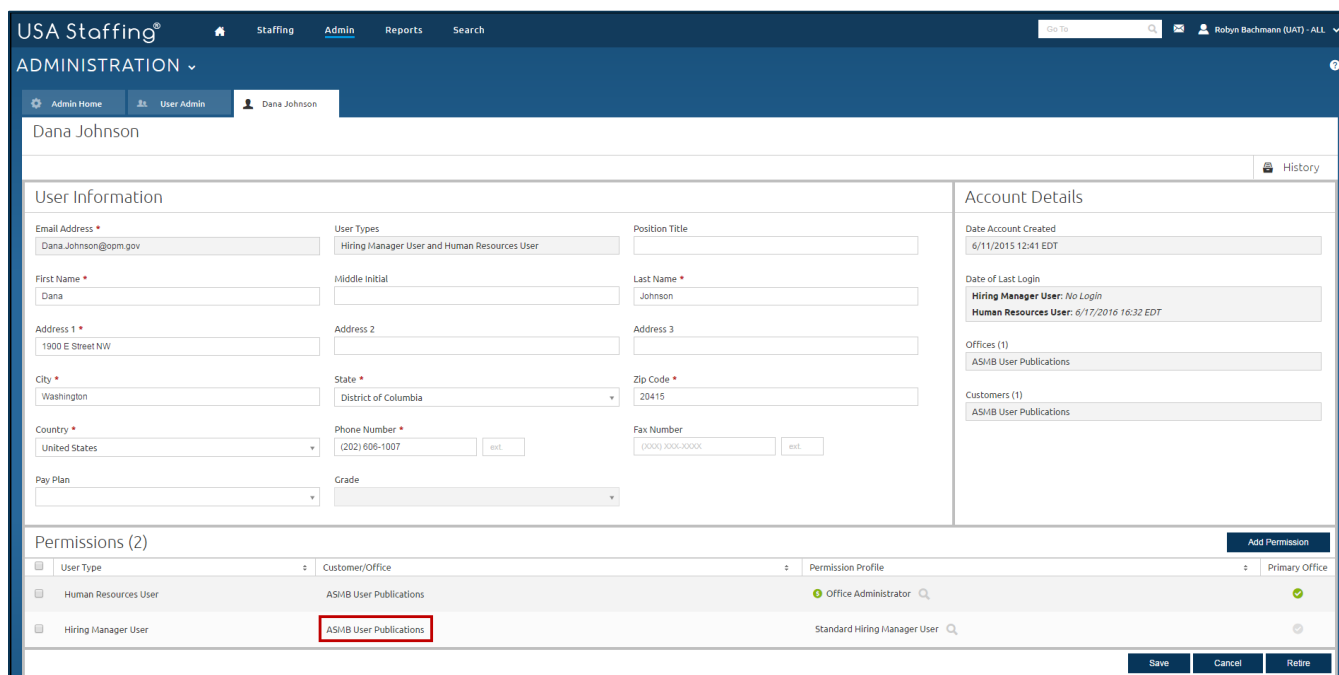
This practice exercise will walk you through sending a certificate to a Hiring Manager, working a certificate as a Hiring Manager, and returning the certificate to HR. This exercise requires that you have:

1. A Certificate
2. Permissions to log in as both a Human Resources and Hiring Manager User in the Training environment

If you meet both criteria, proceed to step 1 to begin this lesson.

- If you do not have a certificate, you can access the entire practice training series on the USA Staffing Training Resources page at: https://help.usastaffing.gov/ResourceCenter/index.php/USA_Staffing_Training_Resources. You will then need to complete the Request, Vacancy, Assessment, Announcement, Application, Referral (Exercises 1 & 2) exercises before proceeding with this exercise.
- If you do not have access to the Training environment as both a HR and Hiring Manager user, someone with Administrator access in your office will need to give you permissions. Here are instructions for editing an existing user account: https://help.usastaffing.gov/USAS/index.php?title=Edit_User.

Important Note: Your Hiring Manager access must include the Customer/Office that was selected in the request tied to your certificate so you can receive a Review. See example below.



USA Staffing® Administration - User Admin

User Information

Email Address: Dana.Johnson@opm.gov
 First Name: Dana
 Address 1: 1900 E Street NW
 City: Washington
 State: District of Columbia
 Country: United States
 Pay Plan: [Dropdown]
 User Types: Hiring Manager User and Human Resources User
 Position Title: [Empty]
 Middle Initial: [Empty]
 Last Name: Johnson
 Address 2: [Empty]
 Address 3: [Empty]
 Zip Code: 20415
 Phone Number: (202) 606-1007
 Fax Number: (202) 606-1007
 Grade: [Empty]

Account Details

Date Account Created: 6/11/2015 12:41 EDT
 Date of Last Login: [Empty]
 Hiring Manager User: No Login
 Human Resources User: 6/17/2016 16:32 EDT
 Offices (1): ASMB User Publications
 Customers (1): ASMB User Publications

Permissions (2)

User Type	Customer/Office	Permission Profile	Primary Office
Human Resources User	ASMB User Publications	Office Administrator	✓
Hiring Manager User	ASMB User Publications	Standard Hiring Manager User	○

Buttons: Save, Cancel, Retire

Image 1A: Administration – User Admin page with the Customer/ Office for a Hiring Manager profile highlighted.

USA Staffing®

Staffing Classification Recruit Admin Reports Search

Go To

Mei-Ling Erickson - OPM

REQUEST 20230825-35763

Request 20230825-35763

Request Number: 20230825-35763

Customer: User Support Team

Request Type: New Vacancy

Status: Pending Recruitment

Request Information Location Information Staffing Approach

Documents 0 Notes 0 History

Request Information

Request Number: 20230825-35763

Request Type: New Vacancy

Requesting Customer: **User Support Team**

Requester: Kasey Acres

Request Process Owner:

Request Tags:

Hiring Need Validated Date: 8/22/2023

Request Personnel Action Date: 8/25/2023

Approved By: Mei-Ling Erickson

Vacancy Created 1

Vacancy Number	Status	Vacancy Type	Office	Workflow	USAJOBS Announcement Type	Rating Combination
10167465	New	Case Exam	User Support Office	OPM 80-day	Public (U.S. Citizens and Non-Citizens)	0343-9

Image 1B: An approved request. The Requesting Customer field is highlighted because it matches the Customer/ Office that is showing in Image 1A.

My Vacancy Number: _____

- Go into your **Vacancy Number**. There are several ways to access a Vacancy Number:
 - If you know your number, you can type it directly in the **Go To** box at the top of the page and click **Enter**.
 - You can locate your request in the Requests tab of your dashboard. Once in your request, there is a direct access link under the **Vacancy Created** section.
 - If you have recently gone into this Vacancy Number, it will show up in your dashboard drop-down list
- Once in your Vacancy, navigate to the **Reviews** tab. If the Reviews tab does not automatically display, use the **+** to select **Reviews**.

USA Staffing®

Staffing Classification Recruit Admin Reports Search

Go To

Mei-Ling Erickson

VACANCY 10140945

Vacancy 10140945

Assessment Package Announcement Applicant Overview Certificates **Reviews** +

Office: Program Office

Customer: User Support Team

Hiring Official: Mei-Ling Erickson

USAJOBS Job Title: Program Analyst

Pay Plan Series Grade: GS-0343-9

Announcement Type: DE

Status: Active

Expiration Date: 4/22/2023

Case File Position Information Eligibilities Supporting Documents Settings

Documents 0 Notes 0 History

There are applicant notifications that need to be sent!

Tasks (3)

Task	Owner	Due Date
Issue Certificates	Mei-Ling Erickson	04/23/2022
Notify Applicants Of Referral	Mei-Ling Erickson	04/23/2022
Send Certificates	Mei-Ling Erickson	04/23/2022

Requests (1)

All Statuses

Request Number	Status
20220422-84597	Active Recruitment

ANNOUNCEMENT REMOVED

ANNCT # DE-22-10140945-NW-H/E

CONTROL # 3270640900

4/22/2022 OPENED

4/24/2022 CLOSED

OPEN ANNOUNCEMENT IN USAJOBS

11 APPLICANTS

8 ELIGIBLE REFERRED

1 ELIGIBLE NOT REFERRED

2 INELIGIBLE

Image 2: Vacancy Case File page with the Reviews tab highlighted. It is located near the top of the page.

3. Click the **Create Review** button at the top of the page and select **Applicant List**.

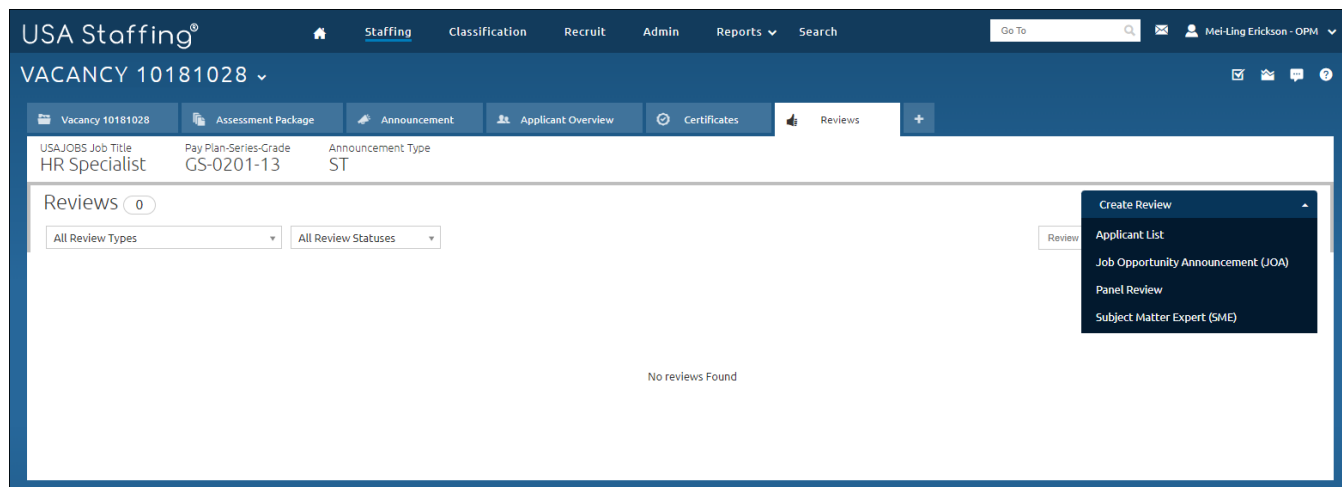


Image 3: Reviews page. The Create Review has an option for Applicant List.

4. Complete the Review Information tab of Create Review.
- Give the Review a **Name**.
 - Set a **Due Date** for the Review. The **Due Date** is the date the review is due to be returned.
 - The **Auto Recall Date** is based on your office's configuration. If the review has not been returned by that date, the system will automatically return it and the Hiring Manager will no longer have access to it. If this does not appear on your page it means your office has not set this item as a configuration in Admin.
 - The **Owner** is the person who will be notified when the review is returned, typically this will be you.
 - Review instructions** are instructions you want to give to the Hiring Manager to follow upon receipt of the review. The instructions may not exceed 500 characters. Some agencies use specific wording for all Reviews. If your agency has standard language saved as a template, you can add it by clicking the gear icon and selecting **Select Instructions**. If not, type 'sample instructions'.
 - You need to have at least one applicant list/Certificate selected but can have more if you want. To add an applicant list/Certificate, click the **Add Certificate** button. All Certificates that have been issued under this vacancy will display. If you don't see anything it means this vacancy does not have any issued certificates. You will need to return to the list you were working and issue a Certificate.
 - The **Requests** section will automatically populate. To add an additional request, click the **Add Request** button.
 - Leave the Followers section blank. A Follower receives e-mail notifications about the status of the Review, like when it is returned, but is not granted access to the Review in USA Staffing.
 - Once you **Save**, the Overview and **Review Assignments** tabs will activate.

USA Staffing®

Staffing Classification Recruit Admin Reports Search

VACANCY 10140633

Review: Program Analyst GS-9 DE, NEW

Review Name: Program Analyst GS-9 DE, NEW

Review Type: Applicant List

Status: Not Sent

Due: 4/12/2024

Review Information

Review Name: Program Analyst GS-9 DE, NEW

Owner: Mei-Ling Erickson

Due Date: 4/12/2024

Auto Recall Date: 4/17/2024

Review Instructions:

Please review the certificate you have received for the position you are filling. Once reviewed, please return to HR with or without a selection.

Certificates 1

Certificate Number	Certificate Type	Filters	Issued
20220419-JWQ-001	Category Rating	Grade: 9 Series: 0343 Certification Status: Eligibles Category Rating: Best Qualified (90) NOR Code: ELTE	04/19/2022

Requests 1

Request Number	Status	Approved	Requester	Customer	Selectee
20220331-81505	Selection Made	03/23/2023	Mei-Ling Erickson	ASMG Publications	

Followers 0

Follower Name	User Type(s)	Phone	Email
---------------	--------------	-------	-------

Save Delete

Image 4: Create Review page completed as specified in the above steps.

5. Go to the **Review Assignments** sub tab.
 - a. The **Review Assignments** section is where you add Hiring Manager(s) you will be sending the certificate to. To complete the rest of this activity, you will need to have a Hiring Manager account that has been added in this section. You will use the filters on the left side of the page to locate your Hiring Manager User account. You only need to enter one of the filters, such as your Last Name or E-mail and click the Search box. When you locate your name, click the **Add** button to the right of your name and then click the **Save & Close** button. If you do not see your account under the **Add Reviewer** button, review instructions at the beginning of this lesson. Remember that the Reviewers available are tied to the Customer selected on the Request displaying on this page. If you have troubles getting your name in this section, contact your Office Administrator or submit a help desk ticket by using the ? icon at the top of the page. Click the + next to the **Reviewer Name** to see what permissions have been assigned.
 - b. You will need to be able to **Make selection decisions** in order to complete this lesson.
 - c. Make sure the **Return to HR** box is checked.
 - d. The Return individual selections box is defaulted based on your agency. Leave it as defaulted.
 - e. Make sure you have View Applicant Documents checked for the document types you want to be able to view as a Hiring Manager. The options in this field will depend on what Supporting Document types were Accepted in your Vacancy.
 - f. When ready, click the **Send Review** button.

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VACANCY 10140945

Review Name: Program Analyst GS-9 DE, Review Type: Applicant List, Status: Not Sent, Due: 4/29/2022

Review Information | **Review Assignments** | Documents (0) | Notes (0) | History

Review Assignments

Status	Reviewer Name	Phone	Email	Print Assessment Questionnaire	Return To HR
✖	Mei-Ling Erickson			☑	☑

Assignment	Permissions	Status	Completed On
20220422-NW-001	<input checked="" type="radio"/> Make selection decisions <input type="radio"/> View only	<input checked="" type="checkbox"/> Return individual selections ✖ Incomplete	

Accepted Applicant Documents	Is Required	View Applicant Documents
Cover Letter	<input type="checkbox"/>	☑
DD-214/ Statement of Service	<input type="checkbox"/>	<input type="checkbox"/>
Resume	<input checked="" type="checkbox"/>	☑

Save Send Review

Image 5: Review Assignments page as specified. The Send Review button is in the lower- right quadrant of the page.

6. The Sent date will populate at the top of the page and the Send Review button will change to Recall Review.

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VACANCY 10140945

Review Name: Program Analyst GS-9 DE, Review Type: Applicant List, Status: Active, Due: 4/29/2022

Review Information | **Review Assignments** | Documents (0) | Notes (0) | History

Review Assignments

Status	Reviewer Name	Phone	Email	Print Assessment Questionnaire	Return To HR
✖	Mei-Ling Erickson			☑	☑

Assignment	Permissions	Status	Completed On
20220422-NW-001	<input checked="" type="radio"/> Make selection decisions <input type="radio"/> View only	<input checked="" type="checkbox"/> Return individual selections ✖ Incomplete	

Accepted Applicant Documents	Is Required	View Applicant Documents
Cover Letter	<input type="checkbox"/>	☑
DD-214/ Statement of Service	<input type="checkbox"/>	<input type="checkbox"/>
Resume	<input checked="" type="checkbox"/>	☑

Save Recall Review

Image 6: The Review Assignments page when a review has been sent. Send Review has changed to Recall Review.

You have now successfully sent a Review. The e-mail address associated with the Hiring Manager account will receive a message indicating a review is ready. Now you will log in as a Hiring Manager to review the Certificate.

7. Log into your Hiring Manager User account by clicking the drop-down arrow next to your name. Select **User Type** and click on **Hiring Manager User**. These options will only display if you have a Hiring Manager User profile. If not, consult with your Agency USA Staffing Administrators.

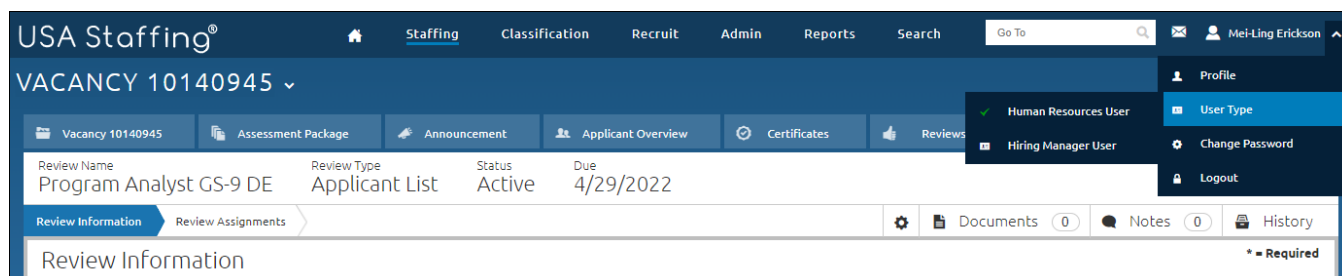


Image 7: How to change User Types. The picture shows the drop-down arrow expanded with the User Type item containing Hiring Manager User and Human Resources User profiles.

8. When you first log in as a Hiring Manager, you will arrive on the Dashboard where you will be taken to **Assignments**.

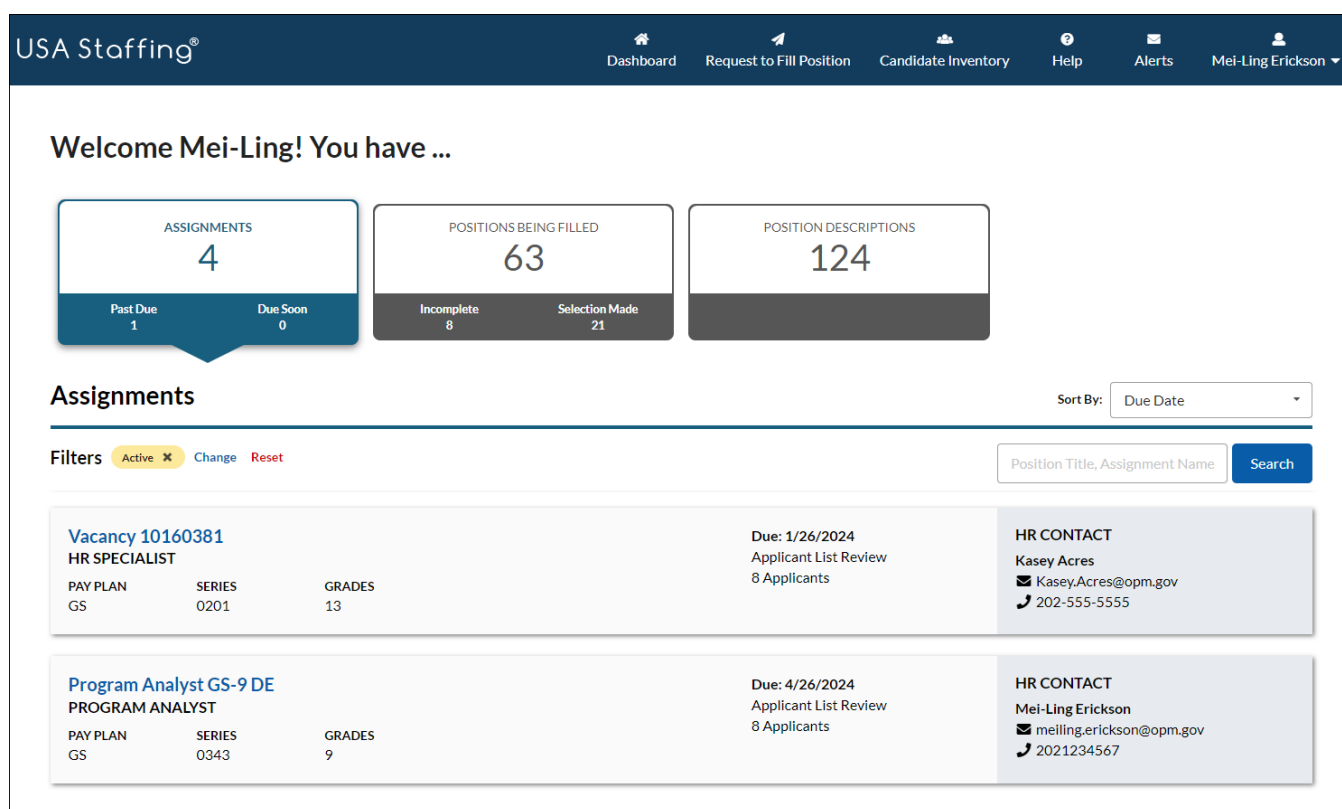


Image 8: The dashboard page of a Hiring Manager account.

9. Under Assignments, you can view all active Assignments or use the Filter at the top to search for other Assignments. To begin, click on the **Assignment Name** you want to view.
10. If you included any Review Instructions, they will display. Click the **Close** button to close them.

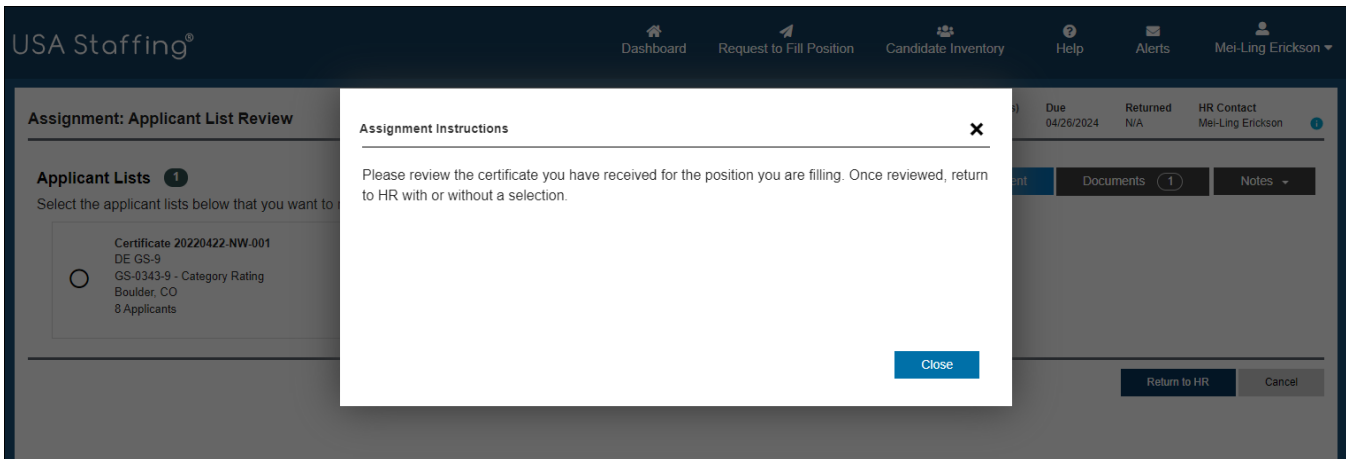


Image 9: Review instructions display as a pop-up.

11. To view your certificate you will need to click the circle next to each of the certificates added to My Assignments. When ready, click the **Review (X) Lists** button.

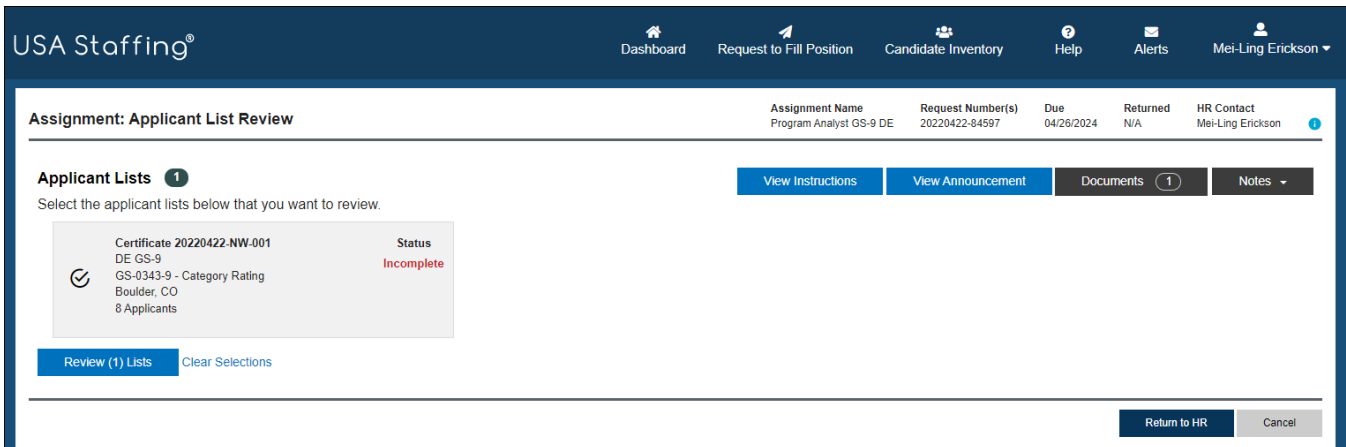


Image 10: Applicant List page with one certificate selected.

12. If you have entered Applicant List instructions, they will pop up. You can click the **Close** button after reading them. This is the Hiring Manager's view of a certificate. At the top of the page, they can view any Case File **Documents** you designated as viewable to HM User. They can also pull up the certificate instructions, print the certificate and/or applicant documents, add certificate filters, and view any notes you designated as viewable to HM User.

USA Staffing®

Dashboard
Request to Fill Position
Candidate Inventory
Help
Alerts
Mei-Ling Erickson

Applicant List: Review 10119372 - GS-12 > View Lists

Assignment Name
Review 10119372 - GS-12
Request Number(s)
20210211-49470
Due
03/18/2025
Returned
N/A
HR Contact
Kasey Acres

Applicant Lists 1

Other ReviewersDocuments 0

Certificate 20250304-PCUK-001

Applicants 11
List Name: Certificate

Pay Plan: GS-0201-12
Location: Bremerton, WA

Filters: Competitive Merit Promotion; Veterans Employment Opportunities Act
Specialties:

Instructions
Print
Add Filters
Notes

<input type="checkbox"/>	Applicant Name	Selection Decision	Immediate Onboarding	Documents	Notes	Request Number	Date Certified	Toggles
<input type="checkbox"/>	+ Acres, Kona	No Decision	-	1	0		3/4/2025	🔍 ⌵ ⭐
<input type="checkbox"/>	+ Apex, Steven	No Decision	-	1	0		3/4/2025	🔍 ⌵ ⭐
<input type="checkbox"/>	- Curley, Stewart	No Decision	-	1	0		3/4/2025	🔍 ⌵ ⭐
+ Contact Information View Only								
+ Preferences 3 View Only								
+ Eligibilities 1 View Only								
+ Assessment: 10119372 - KAA 6 View Only								
<input type="checkbox"/>	+ Davis, Colton	No Decision	-	1	0		3/4/2025	🔍 ⌵ ⭐
<input type="checkbox"/>	+ Dupont, Joe	No Decision	-	1	0		3/4/2025	🔍 ⌵ ⭐
<input type="checkbox"/>	+ Glatt, David Patrick	No Decision	-	1	0		3/4/2025	🔍 ⌵ ⭐
<input type="checkbox"/>	+ Kelly, Grace	No Decision	-	1	0		3/4/2025	🔍 ⌵ ⭐
<input type="checkbox"/>	+ O'Neil, Astrid	No Decision	-	1	0		3/4/2025	🔍 ⌵ ⭐
<input type="checkbox"/>	+ Smith, Robyn	No Decision	-	1	0		3/4/2025	🔍 ⌵ ⭐
<input type="checkbox"/>	+ Smith, Sadie	No Decision	-	1	0		3/4/2025	🔍 ⌵ ⭐
<input type="checkbox"/>	+ Wright, Maria	No Decision	-	1	0		3/4/2025	🔍 ⌵ ⭐

Approval Status: Incomplete
Next

Back to Assignments

Image 11: Certificate for a Hiring Manager.

13. Depending on the choices you selected as Preferences under the Certificate Information, your Hiring Manager may be able to view additional information by clicking the + next to an applicant's name. In the example below, we granted the Hiring Manager access to everything so you can see the applicant's Preferences, Eligibilities, and responses to the Assessment Questionnaire by clicking the + next to any of the item headers.

USA Staffing®

Dashboard
Request to Fill Position
Candidate Inventory
Help
Alerts
Mei-Ling Erickson

Applicant List: Review 10119372 - GS-12 > View Lists

Assignment Name
Review 10119372 - GS-12
Request Number(s)
20210211-49470
Due
03/18/2025
Returned
N/A
HR Contact
Kasey Acres

Applicant Lists 1

Other Reviewers Documents 0

Certificate 20250304-PCUK-001

Applicants 11

List Name: Certificate

Pay Plan: GS-0201-12

Location: Bremerton, WA

Filters: Competitive Merit Promotion; Veterans Employment Opportunities Act

Specialties:

Instructions

Print

Add Filters

Notes

<input type="checkbox"/>	Applicant Name	Selection Decision	Immediate Onboarding	Documents	Notes	Request Number	Date Certified	Toggles
<input type="checkbox"/>	+ Acres, Kona	No Decision	-	1 +	0 +		3/4/2025	🔍 ⏹ ⭐
<input type="checkbox"/>	+ Apex, Steven	No Decision	-	1 +	0 +		3/4/2025	🔍 ⏹ ⭐
<input type="checkbox"/>	- Curley, Stewart	No Decision	-	1 +	0 +		3/4/2025	🔍 ⏹ ⭐

+ Contact Information

View Only

- Preferences 3

View Only

Select the locations you want to be considered for. You must choose at least one location.

Location Label	City	State	Country	County	Code
<input checked="" type="checkbox"/>	Bremerton	WA	United States	Kitsap County	530180035

Select the lowest grade you are willing to accept for this position.

11

Select all of the series you want to be considered for. You must choose at least one series.

☒ 0201 - Human Resources Management

+ Eligibilities 1

View Only

+ Assessment: 10119372 - KAA 6

View Only

<input type="checkbox"/>	+ Davis, Colton	No Decision	-	1 +	0 +		3/4/2025	🔍 ⏹ ⭐
<input type="checkbox"/>	+ Dupont, Joe	No Decision	-	1 +	0 +		3/4/2025	🔍 ⏹ ⭐
<input type="checkbox"/>	+ Glatt, David Patrick	No Decision	-	1 +	0 +		3/4/2025	🔍 ⏹ ⭐
<input type="checkbox"/>	+ Kelly, Grace	No Decision	-	1 +	0 +		3/4/2025	🔍 ⏹ ⭐
<input type="checkbox"/>	+ O'Neil, Astrid	No Decision	-	1 +	0 +		3/4/2025	🔍 ⏹ ⭐
<input type="checkbox"/>	+ Smith, Robyn	No Decision	-	1 +	0 +		3/4/2025	🔍 ⏹ ⭐
<input type="checkbox"/>	+ Smith, Sadie	No Decision	-	1 +	0 +		3/4/2025	🔍 ⏹ ⭐
<input type="checkbox"/>	+ Wright, Maria	No Decision	-	1 +	0 +		3/4/2025	🔍 ⏹ ⭐

Approval Status:

Incomplete

Next

Back to Assignments

Image 12: Certificate page with the + expanded next to the top applicant to view each of the allowed sections.

- To view an applicant's documents, click the **document number indicator** on that row and then click on the **Document Name**. How the document opens is dependent on the browser and configurations your agency uses. To close the documents area, click the **number** again.

USA Staffing®

Dashboard Request to Fill Position Candidate Inventory Help Alerts Mei-Ling Erickson

Applicant List: Review 10119372 - GS-12 > View Lists

Assignment Name: Review 10119372 - GS-12 Request Number(s): 20210211-49470 Due: 03/18/2025 Returned: N/A HR Contact: Kasey Acres

Applicant Lists 1

Other Reviewers Documents 0

Certificate 20250304-PCUK-001

Applicants 11 List Name: Certificate Pay Plan: GS-0201-12 Location: Bremerton, WA Filters: Competitive Merit Promotion; Veterans Employment Opportunities Act Specialties:

Instructions Print Add Filters Notes

	Applicant Name	Selection Decision	Immediate Onboarding	Documents	Notes	Request Number	Date Certified	Toggles
<input type="checkbox"/>	+	Acres, Kona	No Decision	1	0		3/4/2025	🔍 ⓧ ☆
<input type="checkbox"/>	+	Apex, Steven	No Decision				3/4/2025	🔍 ⓧ ☆
<input type="checkbox"/>	+	Curley, Stewart	No Decision				3/4/2025	🔍 ⓧ ☆
<input type="checkbox"/>	+	Davis, Colton	No Decision				3/4/2025	🔍 ⓧ ☆
<input type="checkbox"/>	+	Dupont, Joe	No Decision				3/4/2025	🔍 ⓧ ☆
<input type="checkbox"/>	+	Glatt, David Patrick	No Decision				3/4/2025	🔍 ⓧ ☆
<input type="checkbox"/>	+	Kelly, Grace	No Decision				3/4/2025	🔍 ⓧ ☆
<input type="checkbox"/>	+	O'Neil, Astrid	No Decision				3/4/2025	🔍 ⓧ ☆
<input type="checkbox"/>	+	Smith, Robyn	No Decision				3/4/2025	🔍 ⓧ ☆
<input type="checkbox"/>	+	Smith, Sadie	No Decision				3/4/2025	🔍 ⓧ ☆
<input type="checkbox"/>	+	Wright, Maria	No Decision	1	0		3/4/2025	🔍 ⓧ ☆

Documents

Filter by Document Name:

Document Name	Document Type	Received
Builder Resume	Resume	3/4/2021 12:56 EST

Approval Status: Incomplete Next

Back to Assignments

Image 13: Applicant documents open with one document displaying.

15. Hiring Manager can document their selection decisions by:
 - a. Clicking on the **Selection Decision** row for an applicant record. The pop-up will allow them to select the **Decision Code** for that applicant.
 - b. Click the selection boxes next to all applicants that will have the same **Decision Code** and select the **Make Selections** button. (As indicated below.)

USA Staffing®

Dashboard
Request to Fill Position
Candidate Inventory
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Mei-Ling Erickson

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Assignment Name
Review 10119372 - GS-12
Request Number(s)
20210211-49470
Due
03/18/2025
Returned
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HR Contact
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Certificate 20250304-PCUK-001

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Specialties:

Instructions
Print
Add Filters
Notes

	Applicant Name	Selection Decision	Immediate Onboarding	Documents	Notes	Request Number	Date Certified	Toggles
<input type="checkbox"/>	Acres, Kona	No Decision	-	1	0		3/4/2025	⌵ ⌵ ⌵
<input type="checkbox"/>	Apex, Steven	No Decision	-	1	0		3/4/2025	⌵ ⌵ ⌵
<input checked="" type="checkbox"/>	Curley, Stewart	No Decision	-	1	0		3/4/2025	⌵ ⌵ ⌵
<input checked="" type="checkbox"/>	Davis, Colton	No Decision	-	1	0		3/4/2025	⌵ ⌵ ⌵
<input type="checkbox"/>	Dupont, Joe	No Decision	-	1	0		3/4/2025	⌵ ⌵ ⌵
<input type="checkbox"/>	Glatt, David Patrick	No Decision	-	1	0		3/4/2025	⌵ ⌵ ⌵
<input type="checkbox"/>	Kelly, Grace	No Decision	-	1	0		3/4/2025	⌵ ⌵ ⌵
<input type="checkbox"/>	O'Neil, Astrid	No Decision	-	1	0		3/4/2025	⌵ ⌵ ⌵
<input type="checkbox"/>	Smith, Robyn	No Decision	-	1	0		3/4/2025	⌵ ⌵ ⌵
<input checked="" type="checkbox"/>	Smith, Sadie	No Decision	-	1	0		3/4/2025	⌵ ⌵ ⌵
<input type="checkbox"/>	Wright, Maria	No Decision	-	1	0		3/4/2025	⌵ ⌵ ⌵

Approval Status: Incomplete
Next

Back to Assignments

Image 14: Selected all applicants that will have the same **Decision Code** and clicked on Make Selections.

16. Once selection decisions have been documented, the Hiring Manager will change the **Approval Status**. Once done, click the **Next** button.

USA Staffing®

Dashboard
Request to Fill Position
Candidate Inventory
Help
Alerts
Mei-Ling Erickson

Applicant List: Review 10119372 - GS-12 > View Lists

Assignment Name
Review 10119372 - GS-12
Request Number(s)
20210211-49470
Due
03/18/2025
Returned
N/A
HR Contact
Kasey Acres

Applicant Lists 1

Other Reviewers
Documents 0

Certificate 20250304-PCUK-001

Applicants 11
List Name: Certificate
Pay Plan: GS-0201-12
Location: Bremerton, WA
Filters: Competitive Merit Promotion; Veterans Employment Opportunities Act
Specialties:

Instructions
Print
Add Filters
Notes

	Applicant Name	Selection Decision	Immediate Onboarding	Documents	Notes	Request Number	Date Certified	Toggles
<input type="checkbox"/>	Acres, Kona	No Decision	-	1	0		3/4/2025	⌵ ⌵ ⌵
<input type="checkbox"/>	Apex, Steven	No Decision	-	1	0		3/4/2025	⌵ ⌵ ⌵
<input type="checkbox"/>	Curley, Stewart	Alternate Selection	No	1	0		3/4/2025	⌵ ⌵ ⌵
<input type="checkbox"/>	Davis, Colton	Not Selected	No	1	0		3/4/2025	⌵ ⌵ ⌵
<input type="checkbox"/>	Dupont, Joe	No Decision	-	1	0		3/4/2025	⌵ ⌵ ⌵
<input type="checkbox"/>	Glatt, David Patrick	No Decision	-	1	0		3/4/2025	⌵ ⌵ ⌵
<input type="checkbox"/>	Kelly, Grace	No Decision	-	1	0		3/4/2025	⌵ ⌵ ⌵
<input type="checkbox"/>	O'Neil, Astrid	No Decision	-	1	0		3/4/2025	⌵ ⌵ ⌵
<input type="checkbox"/>	Smith, Robyn	No Decision	-	1	0		3/4/2025	⌵ ⌵ ⌵
<input type="checkbox"/>	Smith, Sadie	Selected	No	1	0		3/4/2025	⌵ ⌵ ⌵
<input type="checkbox"/>	Wright, Maria	No Decision	-	1	0		3/4/2025	⌵ ⌵ ⌵

Approval Status: Incomplete

Incomplete
Selection Made
Selection Not Made

Next

Back to Assignments

Image 15: All selection decisions are documented and the Approval Status is expanded to see Incomplete, Selection Made, or Selection Not Made.

17. Now the Hiring Manager can Return the Review to HR by clicking the button in the lower right corner of the page.
- Note:** If that button does not display for a Hiring Manager it means the permission was not granted in the Review on the Review Assignments page.

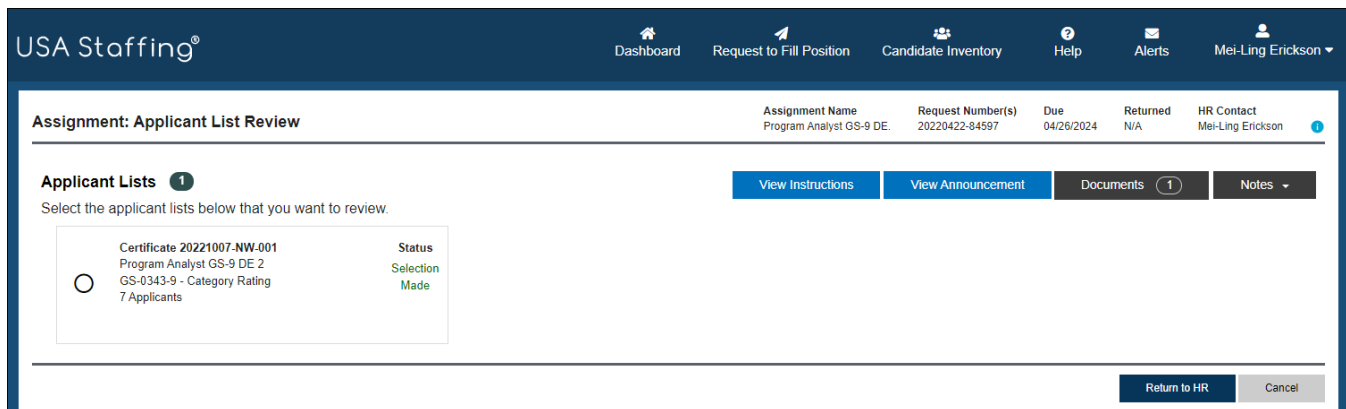


Image 16: Reviews page with the Return to HR button in the lower-right corner.

18. When you Return a Review to HR you will receive a confirmation message. If you are the only Reviewer on the Review, the message will be the one indicated below. If there are multiple Reviewers, you will receive a slightly different message reminding you that returning a Review will make it unavailable to all other Reviewers.

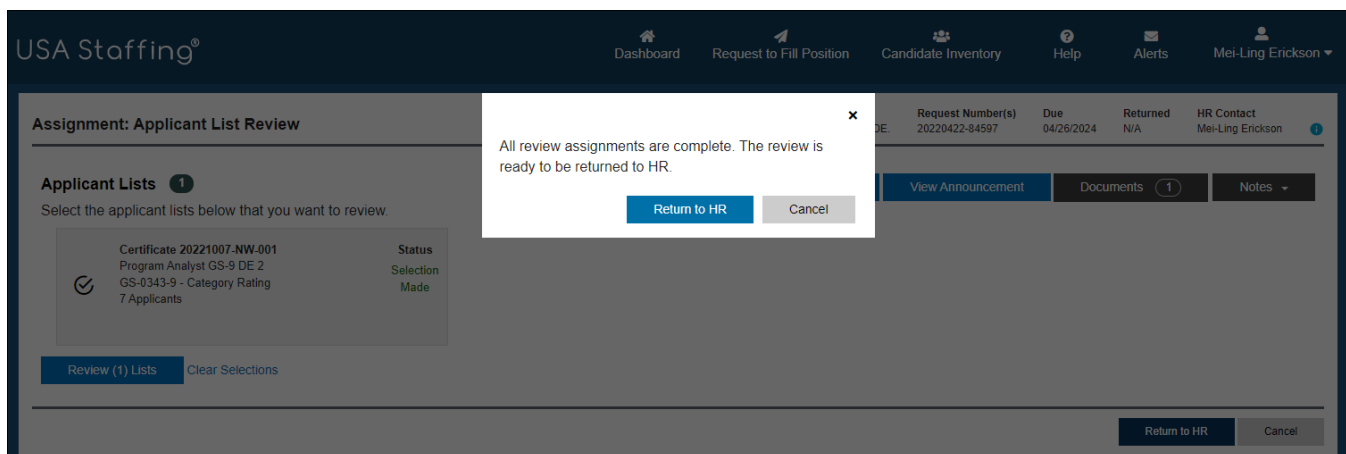


Image 17: Return review confirmation.

19. You will then be returned to the Review page.

You have now completed the Hiring Manager review. The user designated as the Owner for the Review will receive an e-mail indicating the review has been completed. Additionally, when logged in the HR User will receive an Alert indicator (envelope icon in the upper-left side of the page) letting them know the review has been returned.

To change your profile back to HR User Type, click the drop-down arrow next to your name. Select **User Type** and click on **Human Resources**. If your account has access to both HR User and the Hiring Manager interface, the system

will log you into the last User Type you were logged into. Remember to switch your User Type back to HR User if this is your primary work type.

The screenshot shows the USA Staffing dashboard for user Mei-Ling Erickson. The top navigation bar includes links for Dashboard, Request to Fill Position, Candidate Inventory, Help, Alerts, and a user profile dropdown. The dashboard features three main statistics cards: Assignments (4 total, 1 past due, 0 due soon), Positions Being Filled (63 total, 8 incomplete, 20 selection made), and Position Descriptions (124 total). A sidebar on the right shows the user's profile, tenants, user type (expanded to show 'Human Resources User' and 'Hiring Manager User'), and a sign out button. Below the statistics, the 'Assignments' section is displayed with a sort-by dropdown set to 'Due Date'. A filter bar shows 'Active' filters. The main content area displays a table for 'Certificate for 10134311 HR SPECIALIST' with columns for PAY PLAN (GS), SERIES (0201), and GRADES (11). To the right of the table, there is a section for 'HR CONTACT' with the name Kasey Acres, email Kasey.Acres@opm.gov, and phone number 202-555-5555. A 'Due: 12/18/2023' date is also shown, along with 'Applicant List Review' and '6 Applicants'.

ASSIGNMENTS		
4		
Past Due	Due Soon	
1	0	

POSITIONS BEING FILLED	
63	
Incomplete	Selection Made
8	20

POSITION DESCRIPTIONS	
124	

Assignments Sort By: Due Date

Filters: Active Change Reset

Position Title, Assignment Name Search

Certificate for 10134311 HR SPECIALIST		
PAY PLAN	SERIES	GRADES
GS	0201	11

Due: 12/18/2023
Applicant List Review
6 Applicants

HR CONTACT
Kasey Acres
Kasey.Acres@opm.gov
202-555-5555

Image 18: The picture shows the drop-down arrow expanded with the User Type item containing Hiring Manager User and Human Resources User profiles.

This completes this exercise.