

# USA Staffing Candidate Inventory Business Process Rules Example

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## Purpose

The purpose of this document is to provide a starting point for agencies to consider when developing USA Staffing (USAS) Candidate Inventory (CI) processes and procedures within their agency. We recommend you use this example in conjunction with the [Candidate Inventory Pre-Implementation Guide](#). These examples are not all inclusive and only include the most common guidance that should be considered. We recommend you consult with your agency policy personnel when developing agency-specific CI guidance.

## System Process Example

### Vacancy Eligibility Example

**This Vacancy Eligibility example is not all inclusive and only includes the most common guidance that should be considered. We recommend you consult with your agency policy personnel when developing agency-specific CI guidance.**

Vacancy announcements may have CI enabled when the position meets one of the following requirements:

- Frequently Recruited Vacancies;
- Difficult to fill;
- Mission Critical Occupation (MCO);
- Staffing Shortage; or
- Has an approved Direct Hire Authority (DHA) [Insert specific approved DHAs, if applicable]

### Vacancy and Certificate Ineligibility Example

**This Vacancy and Certificate Ineligibility example is not all inclusive and only includes the most common guidance that should be considered. We recommend you consult with your agency policy personnel when developing agency-specific CI guidance.**

The following vacancy announcements and certificate types are not eligible for inclusion in CI:

- Delegated Examining Unit (DEU);
- Certificate types that require veterans' preference considerations, such as Category Rating and Rule of Three; and
- Some DHAs [Insert specific DHAs, if applicable.]

## Vacancy Settings Example

**This Vacancy Settings example is not all inclusive and only includes the most common guidance that should be considered. We recommend you consult with your agency policy personnel when developing agency-specific CI guidance.**

Vacancy announcements eligible for CI must include the following settings and announcement language, prior to releasing the announcement to USAJOBS:

- *Enable Candidate Inventory* Questionnaire Setting must be enabled on the Vacancy Settings page.
- Job Opportunity Announcements (JOAs) will include the following text under the Additional Information section of the Announcement Text page:
  - During the application process you will have an option to opt-in to make your resume available to hiring managers in the agency who have similar positions. Opting in does not impact your application for this announcement, nor does it guarantee further consideration for additional positions.
  - This job opportunity announcement may be used to fill additional vacancies.

## Certificate Example

**This Certificate example is not all inclusive and only includes the most common guidance that should be considered. We recommend you consult with your agency policy personnel when developing agency-specific CI guidance.**

When enabling *Include in Candidate Inventory* on a certificate, the following settings should be used:

- *Availability Start Date*: [Insert Agency-specific guidance (e.g. Is the day after the Applicant List Review due date. If the applicant List Review due date is extended, the availability start date should be adjusted accordingly.)]
- *Availability End Date*: [Insert Agency-specific guidance (e.g. 180 days after the Availability Start Date)]
- [Insert additional Agency-specific guidance (e.g. Only Cover Letters and Resumes should be Hiring Manager (HM) visible for CI.)]

## Applicant Certificate Eligibility Example

**This Applicant Certificate Eligibility example is not all inclusive and only includes the most common guidance that should be considered. We recommend you consult with your agency policy personnel when developing agency-specific CI guidance.**

To be included in the CI the applicant must meet the following requirements:

- Applicant opted-in for the CI during the application process.
- Rated as eligible, qualified, and included on a certificate of eligibles within USAS.
- Referred on a certificate of eligibles identified for inclusion in CI by Human Resources (HR).

## Candidate Inventory Sourcing Example

### Positions Eligible for Sourcing

**This Positions Eligible for Sourcing example is not all inclusive and only includes the most common guidance that should be considered. We recommend you consult with your agency policy personnel when developing agency-specific CI guidance.**

Positions may be filled by sourcing CI candidates when they meet the following requirements:

- Position must be one of the following:
  - Frequently Recruited Vacancy;
  - Difficult to Fill;
  - MCO; or
  - DHA [Insert specific DHAs, if applicable]
- Position is in the commuting area of the position to which candidates originally applied.
  - The commuting area may not be expanded unless it can be documented that CTAP/ICTAP clearance was recently completed on a same/similar position for the expanded location.
  - For positions announced as “Location Negotiable After Selection” or “Anywhere in the U.S. (remote job)”, the commuting area is based off the location CTAP/ICTAP was cleared.

### Accessing Candidate Inventory

**This Accessing Candidate Inventory is not all inclusive and only includes the most common guidance that should be considered. We recommend you consult with your agency policy personnel when developing agency-specific CI guidance.**

Hiring Managers will review CI within USAS’ Hiring Manager user interface by:

- Using the available search features to determine if there are candidates who were previously certified on a certificate of eligibles by HR for the same/similar position, and within the commuting area of the location the applicant applied.
- Reviewing resumes and other documents (e.g. Cover Letters) for relevant skills and experience for matched candidates within USAS.
- If hiring manager consultation discussions occur, HR will explain how the determination is made if the position is the same/similar to the certificate from which the candidate is being sourced.

### Sourcing a Candidate

**This Sourcing a Candidate example is not all inclusive and only includes the most common guidance that should be considered. We recommend you consult with your agency policy personnel when developing agency-specific CI guidance.**

The Hiring Manager (HM) may contact candidates identified in CI to conduct interviews and discuss interest in the position. The HM should use approved language to describe the position and explain the consideration in addition to the original announcement. The consideration does not guarantee a job offer.

Below is an example template for HM's to communicate additional positions that candidates should consider applying for:

Dear [Candidate's Name],

You recently applied to the [Original Position Title] position at [Agency Name]. In addition to the [Original Position Title], we would like to consider you for a similar position. We have recently opened a position for [New Position Title], which may align closely with your experience and career goals. This role involves [Brief description of key responsibilities and duties from the new position announcement], including [Highlight specific duties or projects]. The new position offers [Mention any unique aspects of the role, such as opportunities for growth, innovative projects, or unique benefits].

Please note that while we would be delighted to consider you for this new opportunity, this message is not a job offer.

If you are interested in learning more about this role, please let me know. I would be happy to provide further details or arrange a conversation to explore this opportunity in depth.

Thank you once again for your interest in [Agency Name]. I look forward to your response.

Best regards,

[Your Full Name]

Once the HM identifies a candidate of interest, they will notify HR from within USAS by:

- E-mailing servicing HR representative with USAS by clicking the “Send email to HR” button from the desired candidate details page
- Providing additional details about the position to be filled, such as existing Request number, position description number, pay plan-series-grade, duty location, etc. in the message.

Upon receipt of the USAS system e-mail from the HM, HR will verify:

- The position is the same/similar position as the certificate from which the candidate is being sourced.
- The position being filled is within the local commuting area of the position the applicant previously expressed interest and was on a certificate of eligibles.
- CTAP/ICTAP has been cleared for the location of the position being filled.
- Verify the sourced candidate meets eligibility and qualification requirements.
- If all requirements have been met, audit the selection on the certificate the candidate was selected from to document the selection decision and create a New Hire (NH) record.
  - Add the *Candidate Inventory* tag to the NH record.
  - If the selection is for a different USAS Office and Customer for which the original Vacancy was created, an Onboard NH Request will need to be created and the *Candidate Inventory* tag added to the NH record.
- If the candidate is ineligible or not qualified, notify the HM of the next steps.