

Request Status		Status/Task Type	Activates By	Made Complete By	Data Fields
Request Status <b>Incomplete</b>		The status sent is the word "Incomplete"	Request submitted with PersonID validating against an email format, but no HM user exists.	N/A	Request Number Old Request Status New Request Status User who made the change Date/time for activity Agency unique identifier
Request Status <b>Submitted</b>		The status sent is the word "Submitted"	Request is submitted with all required fields or request is submitted and HR user assigns the Requester.	N/A	Request Number Old Request Status New Request Status User who made the change Date/time for activity Agency unique identifier
Request Status <b>Pending Recruitment</b>		The status sent are the words "Pending Recruitment"	HR user approves the request.	N/A	Request Number Old Request Status New Request Status User who made the change Date/time for activity Agency unique identifier
Possible statuses: Pending, Active, Complete, or Cancelled	Vacancy Specific Task <b>Complete Assessment Package</b>	The task sent are the words "Complete Assessment Package"	HR user approves the request and creates a vacancy.	The assessment is marked as complete.	Request Number Old Task Status New Task Status User who made the change Date/time for activity Vacancy ID, Announcement Number (if available) Task ID Task Type Task Name

Possible statuses: Pending, Active, Complete, or Cancelled	Vacancy Specific Task <b>Return Review</b>	The task sent are the words "Return Review"	HR user sends a review to the HM user. (Not initially generated in workflow. Only when sending a review.)	HM user returns the review.	Request Number Old Task Status New Task Status User who made the change Date/time for activity Vacancy ID, Announcement Number (if available) Task ID Task Type Task Name Review ID Review Name
Possible statuses: Pending, Active, Complete, or Cancelled	Vacancy Specific Task <b>Release Announcement</b>	The task sent are the words "Release Announcement"	HR user approves the request and creates a vacancy.	HR user releases the announcement to USAJOBS.	Request Number Old Task Status New Task Status User who made the change Date/time for activity Vacancy ID, Announcement Number (if available) Task ID Task Type Task Name
<b>Request Status Active Recruitment</b>		The status sent are the words "Active Recruitment"	The open date occurs for at least one announcement tied to the request.	N/A	Request Number Old Request Status New Request Status User who made the change Date/time for activity Agency unique identifier
Possible statuses: Active, Complete, or Cancelled	Vacancy Specific Task <b>Update Announcement</b>	The task sent are the words "Update Announcement"	HR user makes changes to editable announcement or assessment data.	HR user updates (re-releases) announcement to USAJOBS.	Request Number Old Task Status New Task Status User who made the change Date/time for activity Vacancy ID, Announcement Number Task ID Task Type Task Name

Possible statuses: Pending, Active, Complete, or Cancelled	Vacancy Specific Task <b>Review Applicants</b>	The task sent are the words "Review Applicants"	The announcement is closed.	HR user issues a certificate.	Request Number Old Task Status New Task Status User who made the change Date/time for activity Vacancy ID, Announcement Number Task ID Task Type Task Name
Possible statuses: Pending, Active, Complete, or Cancelled	Vacancy Specific Task <b>Notify Applicants of Referral</b>	The task sent are the words "Notify Applicants Of Referral"	HR user issues a certificate.	HR user sends a Notice of Referral notification	Request Number Old Task Status New Task Status User who made the change Date/time for activity Vacancy ID, Announcement Number Task ID Task Type Task Name
Possible statuses: Pending, Active, Complete, or Cancelled	Vacancy Specific Task <b>Issue Certificates</b>	The task sent are the words "Issue Certificates"	HR user issues a certificate.	HR user send the certificate through a review	Request Number Old Task Status New Task Status User who made the change Date/time for activity Vacancy ID, Announcement Number Task ID Task Type Task Name
Possible statuses: Pending, Active, Complete, or Cancelled	Vacancy Specific Task <b>Make And Return Selections</b>	The task sent are the words "Make And Return Selections"	HR user sends a certificate review linked to the request to the HM user.	HM user makes a selection or HR user manually marks as complete.	Request Number Old Task Status New Task Status User who made the change Date/time for activity Vacancy ID, Announcement Number Task ID Task Type Task Name

Possible statuses: Pending, Active, Complete, or Cancelled	Vacancy Specific Task <b>Audit Certificates</b>	The task sent are the words "Audit Certificates"	HM user returns a certificate review.	All certificates associated with the vacancy are marked as complete.	Request Number Old Task Status New Task Status User who made the change Date/time for activity Vacancy ID, Announcement Number Task ID Task Type Task Name
Possible statuses: Pending, Active, Complete, or Cancelled	Vacancy Specific Task <b>Notify Applicants Of Referral Disposition</b>	The task sent are the words "Notify Applicants Of Referral Disposition"	HM user returns a certificate review.	HR user sends a Notice of Disposition notification	Request Number Old Task Status New Task Status User who made the change Date/time for activity Vacancy ID, Announcement Number Task ID Task Type Task Name
<b>Request Status Selection Made</b>		The status sent are the words "Selection Made"	HR user audits a certificate with at least one applicants selected and linked to a request.	N/A	Request Number Old Request Status New Request Status User who made the change Date/time for activity Agency unique identifier
Possible statuses: Pending, Active, Complete, or Cancelled	New Hire Task <b>Send Tentative Offer</b>	The task sent are the words "Send Tentative Offer"	New hire record is created.	HR user sends tentative offer notification OR HR user manually marks as complete.	Request Number Old Task Status New Task Status User who made the change Date/time for activity Vacancy ID, (if available) Announcement Number (if available) Task ID Task Type Task Name New Hire Reference Number Application Reference Number (if available)

Possible statuses: Pending, Active, Complete, or Cancelled	New Hire Task <b>Send Official Offer</b>	The task sent are the words "Send Formal Offer"	HR user sends Tentative Offer notification to the new hire OR HR user manually completes the Sent Tetative Offer task.	HR user sends official offer notification to the new hire. OR HR user manually marks as complete.	Request Number Old Task Status New Task Status User who made the change Date/time for activity Vacancy ID (if available) Announcement Number (if available) Task ID Task Type Task Name New Hire Reference Number Application Reference Number (if available) New Hire SSN (if available) New Hire DOB (if available)
Possible statuses: Pending, Active, Complete, or Cancelled	New Hire Task <b>Initiate Background Investigation/Security Clearance</b>	The task sent are the words "Initiate Background Investigation"	HR user add that task individually to a new hire record. (defaults to 'Active' status) OR HR manually changes status to 'Active', if the task was assigned by a workflow with an initial status of 'Pending. OR Automatically when the Tentative Job Offer is sent, if the task was assigned by a workflow with an initial status of 'Pending.	HR user manually marks as complete.	Request Number Old Task Status New Task Status User who made the change Date/time for activity Vacancy ID (if available) Announcement Number (if available) Task ID Task Type Task Name New Hire Reference Number Application Reference Number (if available) New Hire SSN (if available) New Hire DOB (if available)

Possible statuses: Pending, Active, Complete, or Cancelled	New Hire Task <b>Confirm Entry on Duty</b>	The task sent are the words "Confirm Entry On Duty"	HR user sends an Official Offer notification. OR HR user manually completes the "Send Official Offer" task.	HR user manually marks as complete.	Request Number Old Task Status New Task Status User who made the change Date/time for activity Vacancy ID (if available) Announcement Number (if available) Task ID Task Type Task Name New Hire Reference Number Application Reference Number (if available) New Hire SSN (if available) New Hire DOB (if available)
<b>Request Status Complete</b>		The status sent are the words "Complete"	All tasks are complete for the selectee hired or HR has completed the Confirm Entry on Duty task.	N/A	Request Number Old Request Status New Request Status User who made the change Date/time for activity Agency unique identifier
<b>Request Status Request Cancelled</b>		The status sent are the words "Request Cancelled"	HR User manually changes the value of the Request Status	N/A	Request Number Old Request Status New Request Status User who made the change Date/time for activity Agency unique identifier
<b>Request Status Request Failed</b>		The status sent are the words "Request Failed"	HR User manually changes the value of the Request Status	N/A	Request Number Old Request Status New Request Status User who made the change Date/time for activity Agency unique identifier
<b>Request Status Request Not Filled</b>		The status sent are the words "Request Not Filled"	HR User manually changes the value of the Request Status	N/A	Request Number Old Request Status New Request Status User who made the change Date/time for activity Agency unique identifier

Request Status <b>Alternate Selection Made</b>		The status sent are the words "Alternate Selection Made"	HR User manually changes the value of the Request Status	N/A	Request Number Old Request Status New Request Status User who made the change Date/time for activity Agency unique identifier
The Task updates listed below are sent through the interconnection but should be ignored by the interconnected system.					
Possible statuses: Active	Vacancy Specific Task <b>Review Request</b>	The task sent are the words "Review Request"	Request is sent through the interconnection in a submitted status	N/A	Request Number Old Task Status New Task Status User who made the change Date/time for activity Vacancy ID (if available) Announcement Number (if available) Task ID Task Type Task Name
Possible statuses: Pending, Active, Complete, or Cancelled	Vacancy Specific Task <b>Send Certificates</b>	The task sent are the words "Send Certificates"	HR user issues a certificate.	HR user send the certificate through a review	Request Number Old Task Status New Task Status User who made the change Date/time for activity Vacancy ID, Announcement Number Task ID Task Type Task Name