

Referral Training Exercise 1: Key Entering an Applicant

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 key entering an applicant. Key entering an applicant requires you to have an announcement that is complete and has been released to USAJOBS. If you already have an announcement that is ready, complete the information below. If not, 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, and Announcement exercises before proceeding with this exercise.

My Request Number: _____

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 **Applicant Overview** tab. If the Applicant Overview tab does not automatically display, use the **+** to select **Applicant Overview**.

The screenshot shows the USA Staffing interface for a specific vacancy. The top navigation bar includes tabs for Staffing, Classification, Recruit, Admin, Reports, and Search. The main header shows the vacancy number 10140633 and the user's name, Mei-Ling Erickson. Below the header, there are tabs for Assessment Package, Announcement, Applicant Overview (highlighted with a red box), and Reviews. A red box also highlights a '+' icon next to the Reviews tab. The page displays job details, including the job title 'Program Analyst', pay plan series 'GS-0343-9', and announcement type 'DE'. A list of requests is shown, with one request (20220331-81505) in 'Active Recruitment' status. On the right, there is a summary of 5 applicants (5 eligible, 0 ineligible) and a button to 'OPEN ANNOUNCEMENT IN USAJOBS'.

Image 1: Vacancy Case File page with the Applicant Overview and + tabs highlighted.

3. From the Applicant Overview page click **Add Applicant**.

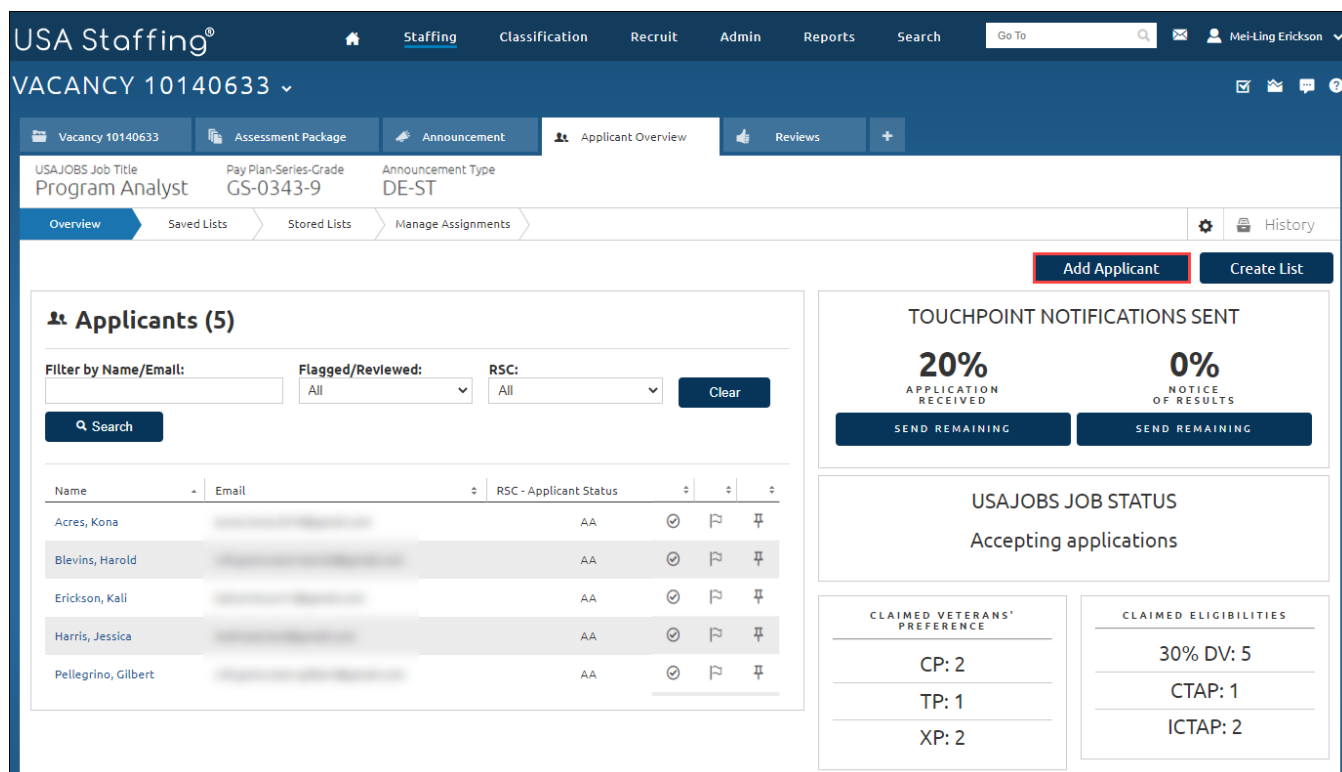


Image 2: Applicant Overview page. The Add Applicant button is located in the upper-right quadrant of the page.

4. On the Add Applicant page type the first or last name of the applicant you will be adding or enter an e-mail address. The system will search your organization for matches. Since we are creating a new test applicant, click the Add New Applicant link at the bottom of the search results.

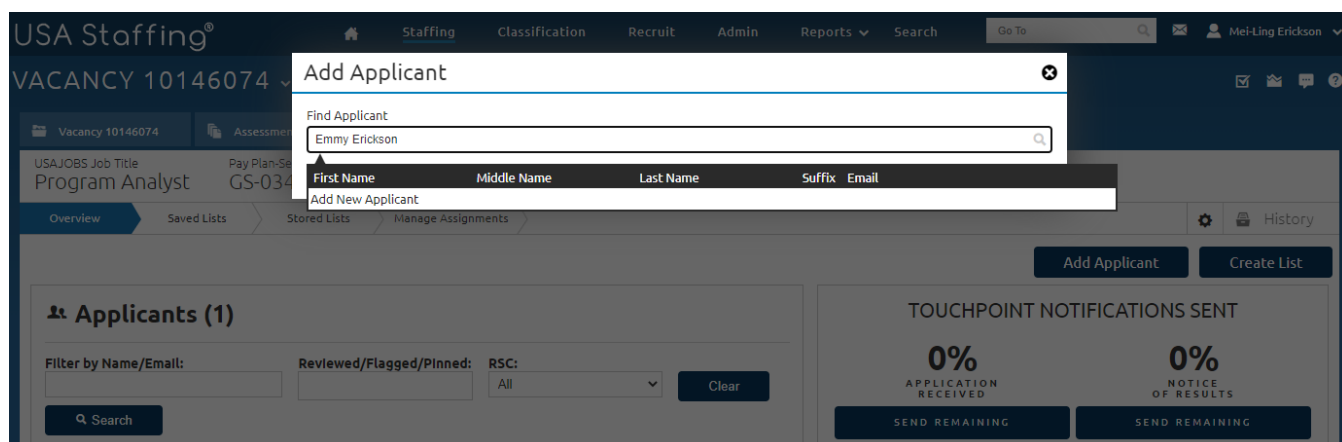


Image 3: Add Applicant screen with the Add New Applicant link highlighted.

- a. Complete the Add Applicant page to create the applicant record. All fields on this page are required.
 - i. Select a Reason for Key Entering Application. Do not select **Late** since that will make the applicant ineligible. All other options will allow you to create an active application.
 - ii. Complete First Name and Last Name fields.
 - iii. Use caution when entering an e-mail address. If you select a real e-mail address it may receive applicant notifications, so do not use a real applicant e-mail address.
 - iv. Make up the Month and Day of Birth and Last 4 digits of SSN fields. (Do not use yourself or an actual applicant's information.)
 - v. Save when complete.

USA Staffing®

VACANCY 10146074

Staffing Classification Recruit Admin Reports Search Go To

Mei-Ling Erickson

Add Applicant

Filer Status for Key Entered Application *

Regular

First Name *

Emmy

Last Name *

Erickson

Email *

@gmail.com

Month and Day of birth in MM/DD format *

01/01

Last 4 digits of SSN *

1234

Save

Image 4: Add Applicant page.

5. You will begin in the Application tab of the record. Complete all required fields on this page. Remember that this page will contain different options depending on how the vacancy was established. When complete, **Save**.

USA Staffing®

Staffing Classification Recruit Admin Reports Search Go To

VACANCY 10140633

Vacancy 10140633 Assessment Package Announcement Applicant Overview Reviews Applicant: Murphy Erickson

Application Number A5DUU-X69L Murphy Erickson MURPH.ERICKSON@GMAIL.COM

Filer Status Regular

Eligibilities and Ratings Application Assessment Applicant Information Documents 0 Notes 0 History

! Applicant entered manually. Please make sure all required questionnaire items are completed on application and assessment tabs.

+ Announcement Questionnaire Responses (20 Items) * = Required

- Biographic Information (13)

First Name * Middle Name Last Name *

Murphy Erickson

Suffix

--Select--

Home Address * Home Address 2

PO Box 123

City/Town * Silverdale

State/Territory/Province * Washington Postal Code * 98383

Country * United States

Telephone Number * Day Phone 1234561234 Email Address * murph.erickson@gmail.com

Add

Citizenship * United States

+ Eligibilities (4)

+ Preferences (3)

Save Cancel

Image 5: A newly created applicant record. The image shows the Biographic Information section, depending on your application you may be required to complete other Items on this page.

- Next complete the Assessment tab. Respond to each question in the assessment. If you want to be able to certify this applicant later, make sure to mark Qualifying Responses for all Screen Out questions. Once complete, **Save**.

The screenshot shows the USA Staffing application interface. At the top, there's a navigation bar with links like Staffing, Classification, Recruit, Admin, Reports, and Search. Below this, the application number A5DUU-X69L and applicant name Murphy Erickson are displayed. The main section is titled '+ Announcement Questionnaire Responses (20 Items)' and is marked as '* = Required'. The 'Biographic Information (13)' section is expanded, showing fields for First Name (Murphy), Middle Name, Last Name (Erickson), Suffix, Home Address, City/Town (Silverdale), State/Territory/Province (Washington), Postal Code (98383), Country (United States), Telephone Number (1234561234), Email Address (murph.erickson@gmail.com), and Citizenship (United States). There are buttons for 'Add', 'Save', and 'Cancel' at the bottom.

Image 6: Assessment page of the applicant record.

7. Next you will need to upload documents to the applicant record. To do this, click the **Documents** button at the top of any page in the applicant record. Use the **Choose File** button to browse to locate a test document.

Note: Use caution when uploading documents to the Training environment of USA Staffing. Since this is a training site, do not upload any documents that contain Personally Identifiable Information (PII) or sensitive data.

- The File Name will automatically populate based on the file you select.
- Select a **Document Type** from the drop-down list.
- When ready, press the **Upload** button. Your document name will display in white text while it is being processed. Once processed, it will display as blue text and you will be able to click on the Document Name to open the document.

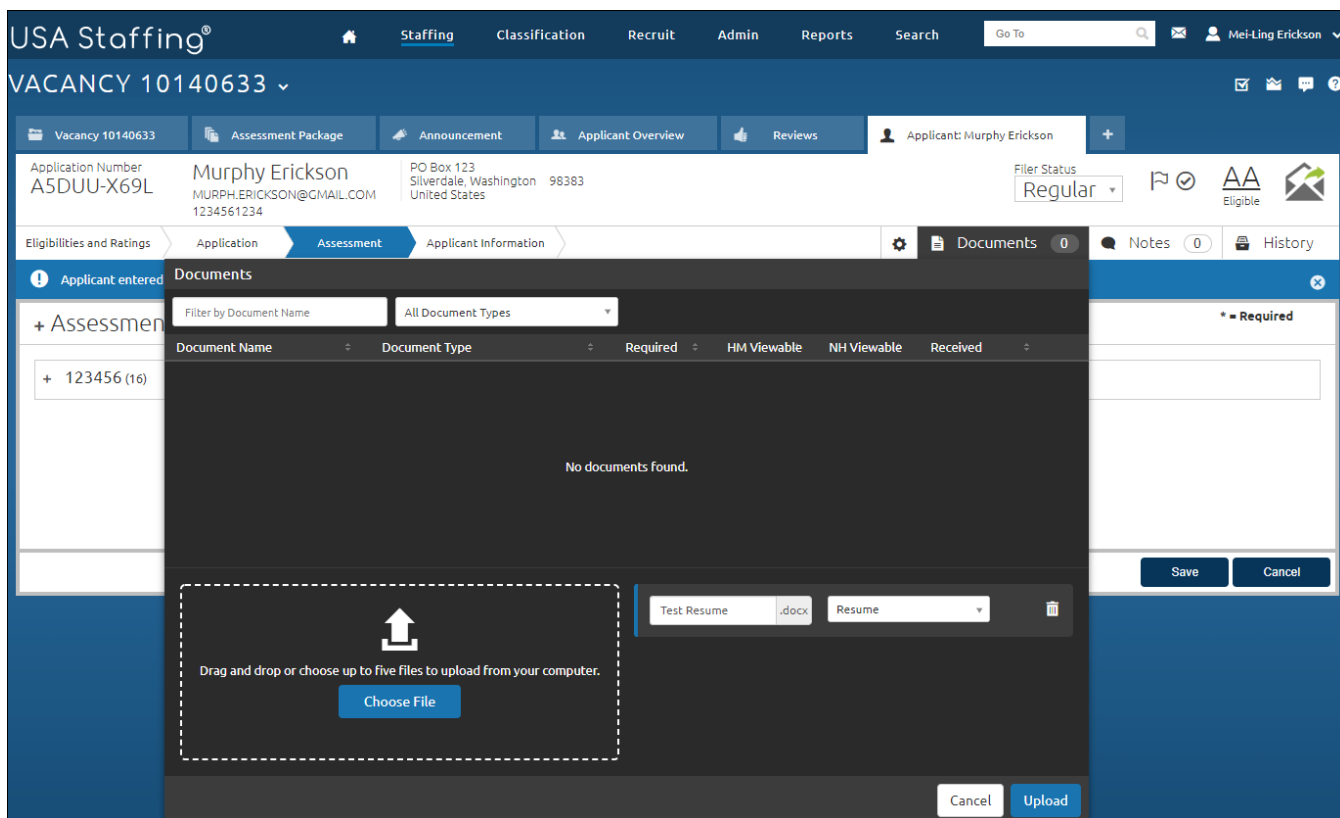


Image 7a: Assessment page of the applicant record with the Documents area opened.

- d. Check the **HM Viewable** box if you want this document to be viewable by the Hiring Manager when you send the certificate for review. Check the **NH Viewable** box if you want this document to be viewable by the New Hire if selected and sent through the Onboarding process.
- e. To exit the Documents area, click the **Documents** button again.

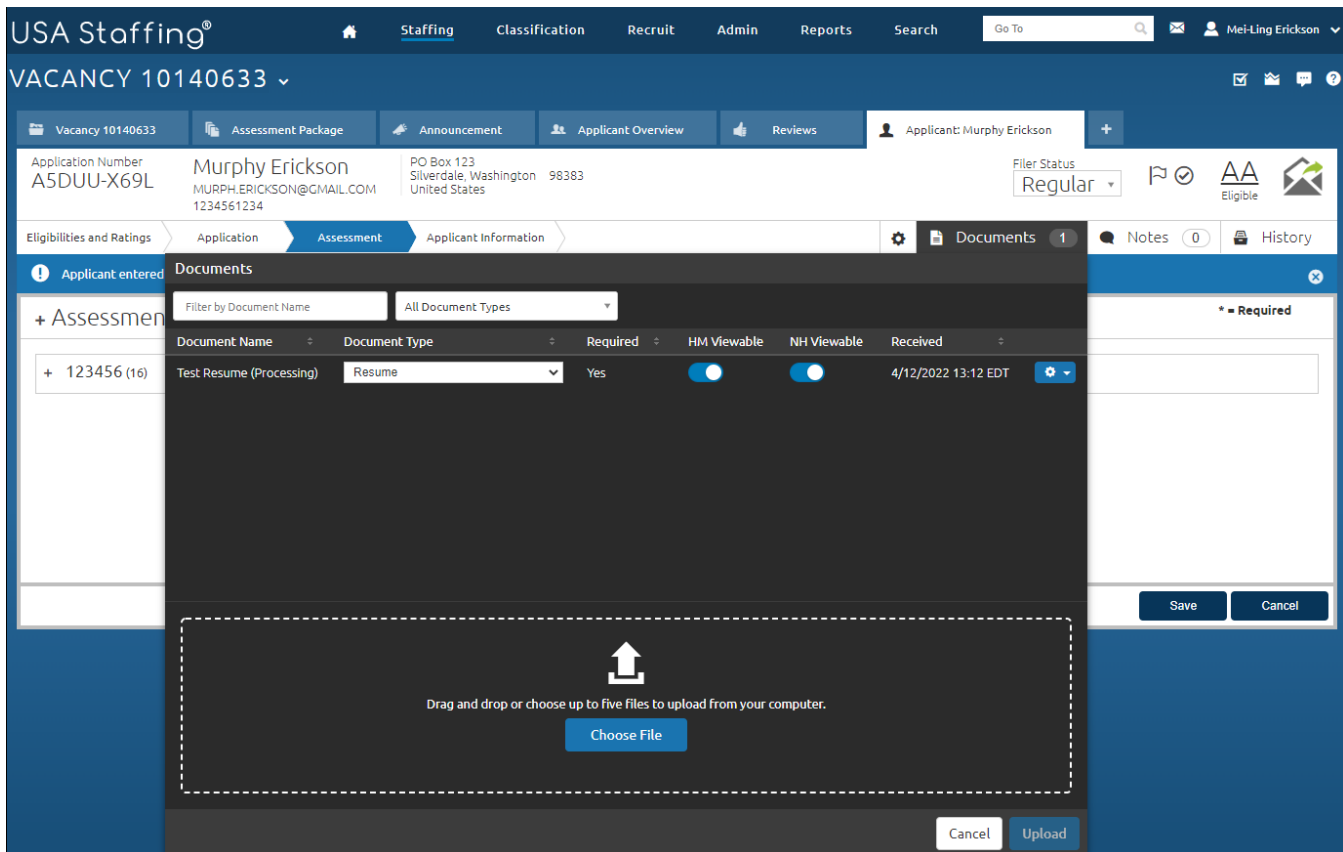


Image 7b: Assessment page of the applicant record with the Documents processing and column to check HM and NH Viewable.

- f. Review your applicant record to ensure all information was completed. In order to be certified, the applicant needs to have a Record Status Code (RSC) of AA. The RSC displays next to the envelope icon at the top of the record. (See above for Murphy's RSC of AA - Eligible)

This concludes the lesson on Key Entering an Applicant.