



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 Stage 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: _____

1. Go into your Vacancy Number. There are several ways to access a Vacancy Number:
 - a. If you know your number, you can type it directly in the **Go To** box at the top of the page and click **Enter**.
 - b. 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.
 - c. If you have recently gone into this Vacancy Number it will show up in your dashboard drop-down list.
2. 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.

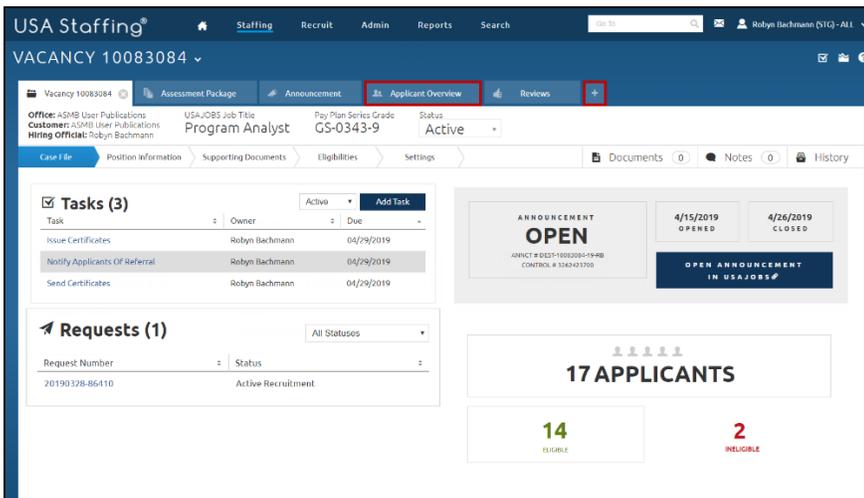


Image 1: Vacancy Case File page.

3. From the Applicant Overview page click Add Applicant.

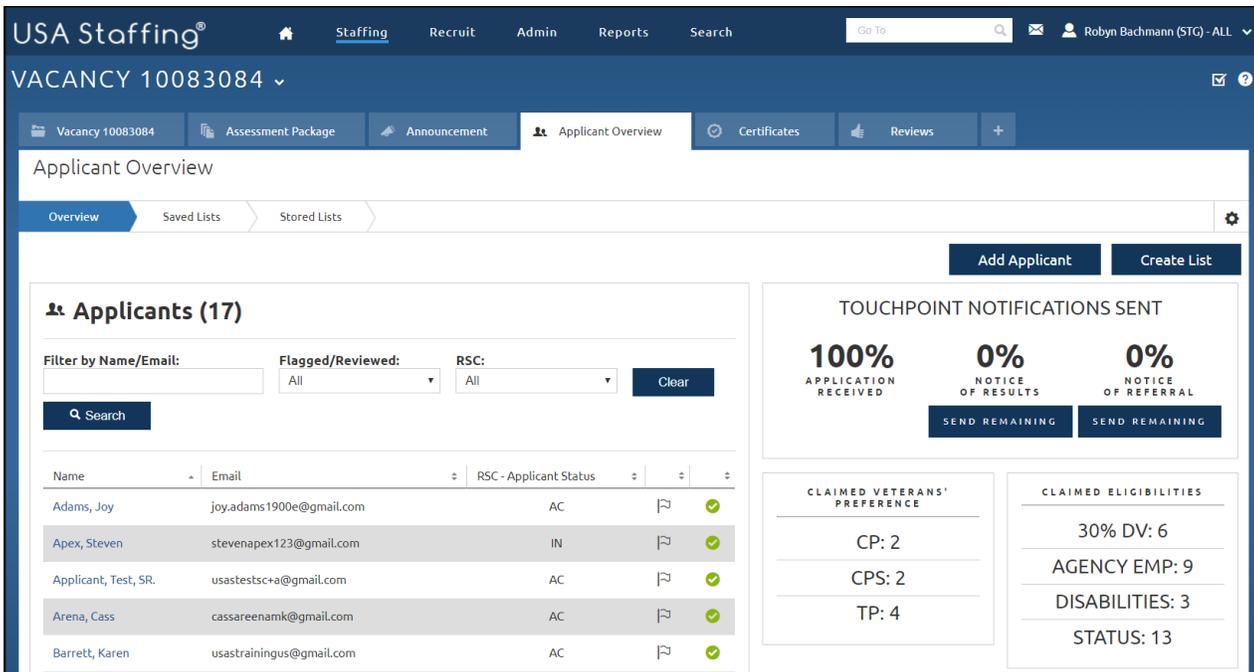


Image 2: Applicant Overview page. The Add Applicant button is located in the upper-right quadrant of the page.

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.

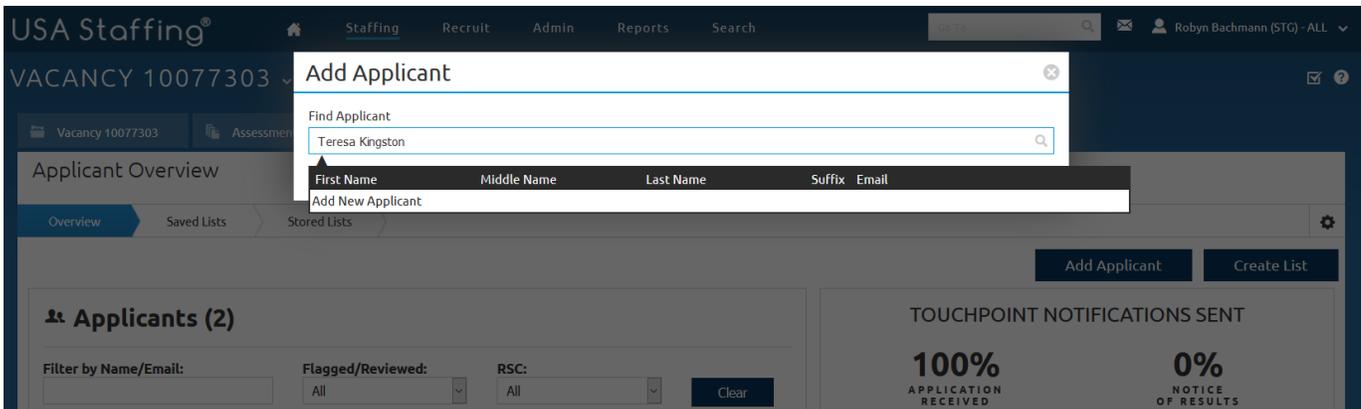


Image 3: Add Applicant screen with the Add New Applicant link highlighted.

- 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.

Add Applicant

Filer Status for Key Entered Application *

Regular

First Name *

Teresa

Last Name *

Kingston

Email *

tkingston@fakeemailaddress.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

VACANCY 10002816

Announcement Questionnaire Responses (22 Items)

Biographic Information (15)

First Name: [Text] Middle Name: [Text] Last Name: [Text] Suffix: [Text]

Home Address: [Text] Home Address 2: [Text] City/Town: [Text] State: [Text]

Work/Phone/Facsimile: [Text] Phone/Fax: [Text] Country: [Text]

Telephone Number (if not on above number required): [Text] Email Address: [Text] Citizenship: [Text]

Eligibilities (9)

1. Military Preference

2. 10% or more Disabled Veterans (20% or more)

3. Agency Employees (Planning/Staff)

4. Career Transition Assistance Plan (CTAP)

Preferences (10)

City	State	Country	County	Code
Brookline	CO	United States	Brookline County	80000013
Madison	VA	United States	Madison County	51000000
San Antonio	TX	United States	Brewster County	48000010

Image 5: A newly created applicant record. The image shows the Application page for this new applicant.

6. 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**.

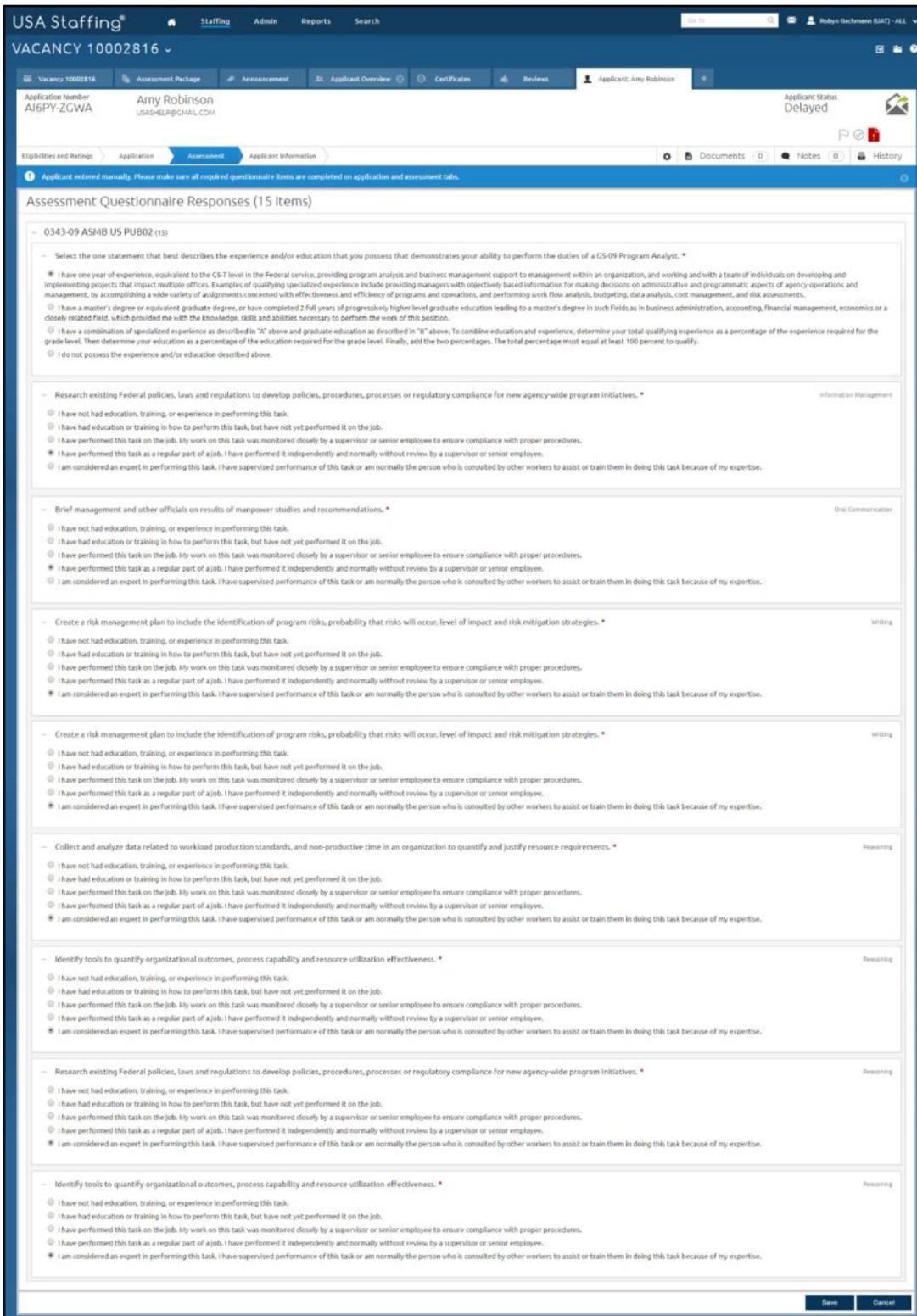


Image 6: Assessment page of the applicant record.

- 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 test documents to the Stage environment of USA Staffing. Since this is a test 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.
- 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.
- 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.
- To exit the Documents area, click the **Documents** button again.

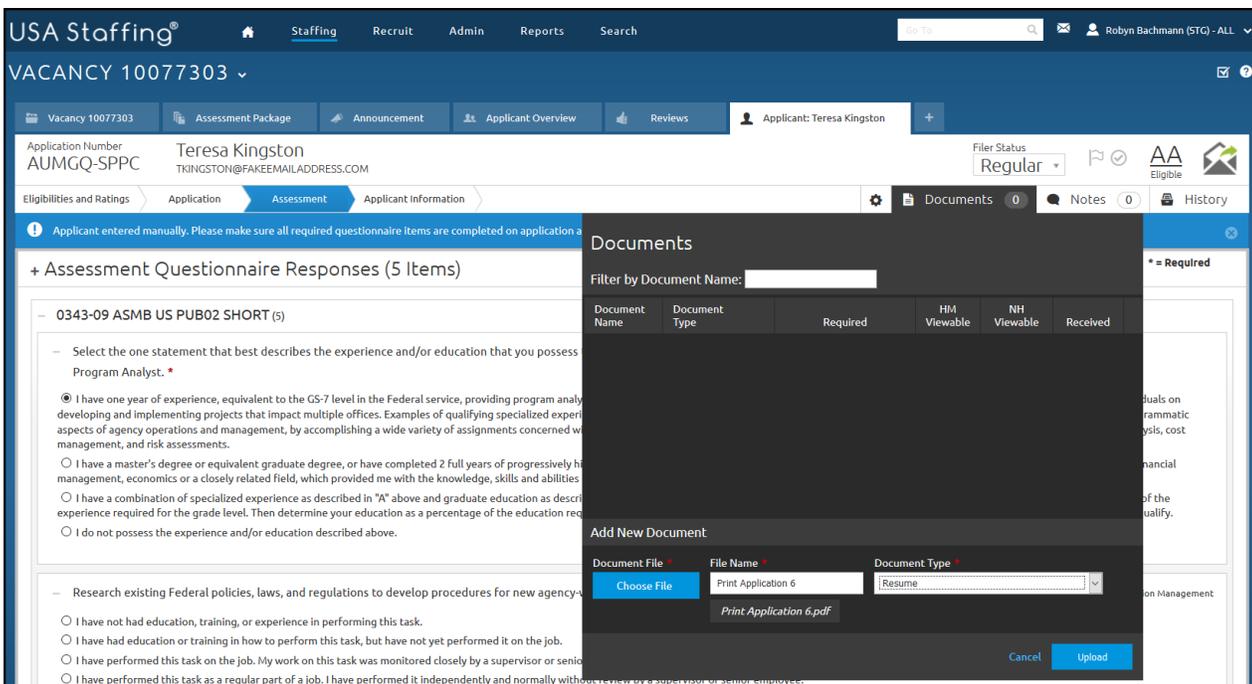


Image 7: Assessment page of the applicant record with the Documents area opened.

- 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 Teresa's RSC of AA - Eligible) If your applicant is not in AA status, review the record to complete any missing items and ensure all responses to screen out items have qualifying responses.

This concludes the lesson on Key Entering an Applicant.

