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Panel Review Assignment

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OPM HR SOLUTIONS
by government, for government

U.S. Office of Personnel Management

1900 E Street, NW, Washington, DC 20415

Completing the Panel Review Assignment

- To open a Panel Review assignment, click the URL from the review notification email or log directly into USA Staffing. If logging into USA Staffing directly, you will need to find the appropriate Assignment on the Assignment Dashboard. Once found, click on the Assignment name (blue hyperlink).
- Each Panel Review assignment will have its own instructions regarding the actions you should take, the due date the assignment must be completed by, and the hiring action to which the assignment is associated. When you open an assignment for the first time, the instructions from your HR office will display.
- In the top right corner, you will see several items:
 - Request Number(s)** will display the Hiring Action number(s) associated with the assignment.
 - Due Date** will display the date the assignment is due by.
 - Returned** will display the date the assignment was returned by any reviewer.
 - HR Contact** will display the HR person who sent you the assignment. You can see their phone number and email address by clicking on the information  icon next to their name.
 - View Instructions** allows you to see the assignment instructions if you need to refer to them again.
 - View Announcement** to open a copy of the announcement in a new browser window.
 - Documents** allows you to view attached documents or add documents to the assignment. Any documents attached will be viewable to the HR Office.
 - Notes** allows you view notes added by your HR Office or if applicable, you can add your own notes. The Notes you add and save will be viewable by the HR office.
- Select the applicant list(s) you would like to review and click the **Review Lists** button.
- There are three icons to the right in each applicant's row per your Agency's policy:



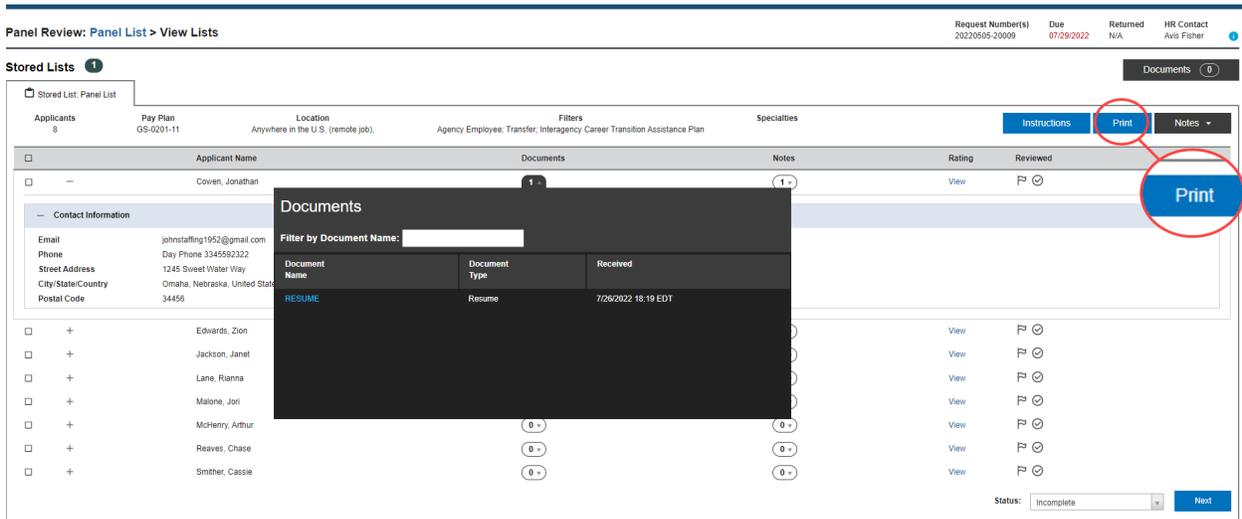
- The Flag:** clicking this icon allows you to designate the applicant for follow-up.
- The Checkmark:** clicking this icon allows you to designate the applicant as reviewed.
- The Star:** clicking this icon allows you to designate the applicant as someone you are highly interested in selecting.

+ Assessment: AQ 							View Only			
<input type="checkbox"/>	+	Applicant, Test	Best Qualified	90	TP - 5-point preference based	No Decision			9/2/2020	  
<input type="checkbox"/>	+	Blum, Lucile		89	NV - No Preference Claimed	No Decision			9/2/2020	  

Click to toggle these icons as applicable. **Your HR Office will inform you of any alternate business processes they have identified for using these options.** If no business processes have been identified, you may use them to denote the examples above, i.e., follow-up actions with a

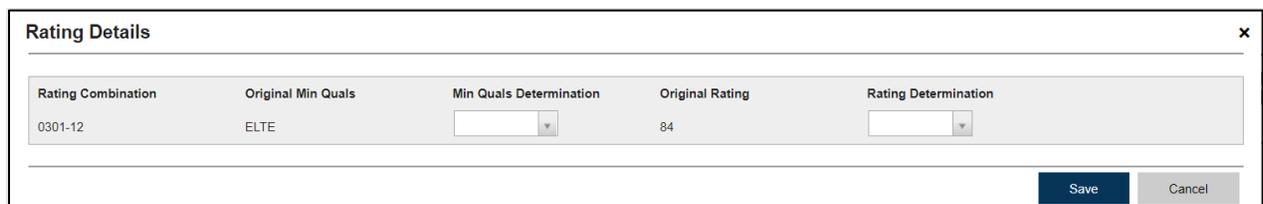
candidate, indicate whether you have reviewed the candidate, and/or designate candidates of interest.

6. You may also access an expanded view of the applicant record by clicking on the plus icon  next to the applicants' name. The following applicant information may be displayed, depending on the announcement and the applicant list settings enabled by the HR office:
 - **Contact Information:** Email, Phone, Street Address, City/State/Country, and Postal Code.
 - **Preferences:** responses to the Preferences section of the Announcement Questionnaire.
 - **Eligibilities:** claim(s) and adjudication for any applicable eligibilities.
 - **Assessment:** responses to the Assessment Questionnaire.



7. If you prefer to review the applicant list in a hard copy format, click the **Print** button.
8. If your permissions allow, you can recommend rating decisions for the candidates on the list by clicking the View hyperlink for each applicant. Doing so will open a Rating Details popup where you can enter:
 - **Minimum Qualification Determination:** eligible or ineligible message, and/or
 - **Rating Determination:** score from 70 to 100.

Note: Your applicant ratings will only be viewable to the HR office and cannot be seen by other panel reviewers.



9. Once you have completed reviewing all applicants on your list, if your permissions allow, change the **Status** drop-down list to reflect **Complete**, and click **Next** to proceed to the next review assignment. If you do not see the Status menu option, follow the instructions from your HR office on completing the panel review process.
10. When all assignments show a Complete status, if your permissions allow, click the **Return to HR** button to return the Review. If you do not see this option, you are finished when all the **Statuses** are **Complete** or when you have completed the steps outlined in the instructions provided by your HR office.
11. A pop-up box will display that says: *All review assignments are complete. The review is ready to be returned to HR.* Clicking **Return to HR** will send the review back to HR and it will no longer be available for you or any other Reviewers.

