



## 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/USASUpResCtr/index.php/USA\\_Staffing\\_Training\\_Resources](https://help.usastaffing.gov/USASUpResCtr/index.php/USA_Staffing_Training_Resources) . You will then need to complete the Request, Vacancy, Assessment, and Announcement exercises before proceeding with this exercise.

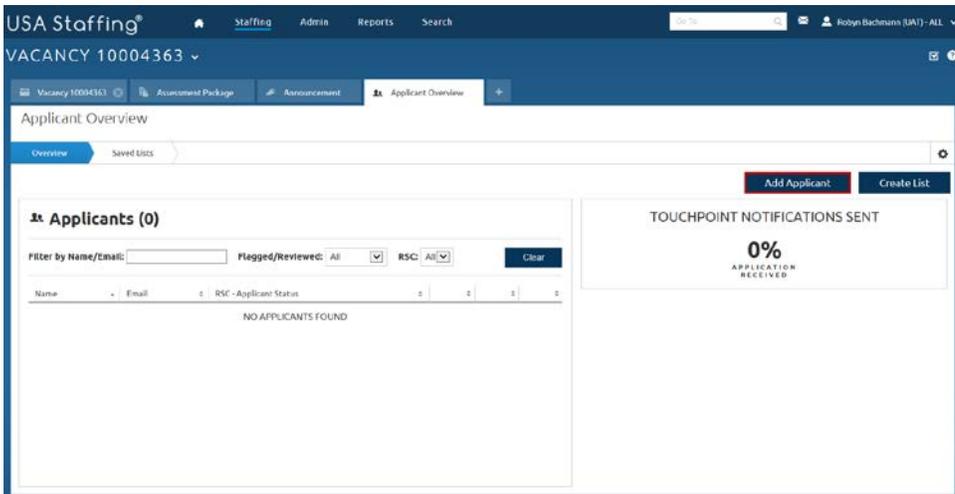
My Request Number: \_\_\_\_\_

My Vacancy Number: \_\_\_\_\_

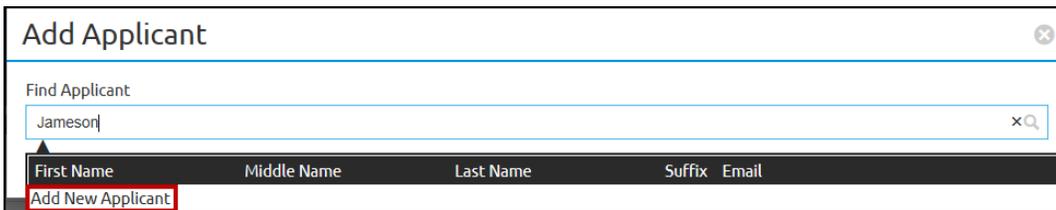
1. Go into your Vacancy Number. There are several ways to access a Vacancy Number:
  - a. If you know your number, you can type it directly in the **Go To** box at the top of the page and click **Enter**.
  - b. You can locate your request in the Requests tab of your dashboard. Once in your request, 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.

The screenshot displays the USA Staffing web application interface. At the top, there is a navigation bar with 'USA Staffing®' and a search bar. Below this, the page title is 'VACANCY 10004363'. The main content area is divided into several sections. On the left, there are tabs for 'Tasks (0)', 'Requests (1)', and 'Applicant Overview'. The 'Tasks (0)' section shows 'NO TASKS FOUND'. The 'Requests (1)' section shows a table with one row: Request Number 20160613-52277, Status Announcement Open. The 'Applicant Overview' section shows '0 APPLICANTS' with a breakdown of 0 ELIGIBLE and 0 INELIGIBLE. There is also a section for 'ANNOUNCEMENT OPEN' with dates 6/13/2016 OPENED and 6/14/2016 CLOSED, and a button for 'OPEN ANNOUNCEMENT IN USAJOBS'.

3. From the Applicant Overview page click Add Applicant.



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.



- 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.
  - v. Save when complete.

- 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 Admin Reports Search

VACANCY 10004363

Application Number: ALF45-945Q  
 Applicant: Lance Jameson

Application Number: ALF45-945Q  
 Lance Jameson  
 LANCEJAMESON@STAFFING.COM  
 2020060000

23 Sky Ln  
 Erie, Colorado 80519  
 United States

Eligibilities and Ratings Application Assessment Applicant Information Documents Notes History

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

### Announcement Questionnaire Responses (22 Items)

**Biographic Information (13)**

First Name \* Lance Middle Name Last Name \* Jameson

Home Address \* 23 Sky Ln Home Address 2

City/Town \* Erie

State/Territory/Province \* Colorado Postal Code \* 80519

Country \* United States

Telephone Number \* Day Phone \* 2020000000 Email Address \* Lance.Jameson@staffing.com

**Eligibilities (6)**

**Veterans' Preference**

1. Do you claim Veterans' Preference?

- A. NV - No Preference Claimed.
- B. NP - No Preference.
- C. SSP - 0-point Sole Survivorship Preference.
- D. TP - 5-point preference based on active duty in the U.S. Armed Forces.
- E. CP - 10-point preference based on a compensable service-connected disability of 10 percent or more, but less than 30 percent.
- F. CPS - 10-point preference based on a compensable service-connected disability of 30 percent or more (Be prepared to submit proof of eligibility DD-214(s) showing the length of active duty service and type of discharge).
- G. XP - 10-point preference for noncompensable disability or a purple heart.
- H. XW - 10-point preference based on widow/widower or mother of a deceased veteran, or spouse or mother of a disabled veteran.

**Preferences (3)**

**Choose Locations**

1. Select the locations you want to be considered for. You must choose at least one location.

| City  | State | Country       | County         | Code      |
|---|-------|---------------|----------------|-----------|
| <input checked="" type="checkbox"/> Boulder | CO    | United States | Boulder County | 08020013  |
| <input type="checkbox"/> San Antonio        | TX    | United States | Bexar County   | 480950029 |
| <input checked="" type="checkbox"/> Fairfax | VA    | United States | Fairfax County | 510900600 |

**Lowest Acceptable Grade**

2. Select the lowest grade you are willing to accept for this position.

A, 9

Save Cancel

6. Next complete the Assessment tab. Once complete, Save.

USA Staffing® Staffing Admin Reports Search

VACANCY 10004363

Vacancy 10004363 Assessment Package Announcement Applicant Overview Review Applicant: Lance Jameson

Application Number: ALF45-945Q Lance Jameson 23 Sky Ln Erie, Colorado 80516 United States

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.

### Assessment Questionnaire Responses (8 Items)

Program Analyst 10004363 (8)

Select the one statement that best describes the education and/or experience that you possess that demonstrates your ability to perform Program Analyst work at the GS-9 level or equivalent pay band in the Federal service.

- I have one year of experience (equivalent to at least the GS-4F level or pay band in the Federal service) that includes performing the following duties: applying personnel laws, regulations, practices, and procedures relating to recruitment and placement activities; providing HR consultative services to managers, supervisors, employees, and applicants in the areas of staffing, recruitment, and placement; analyzing recruitment and placement issues to provide recommendations and/or solutions; and conducting job analysis, reviewing applicant qualifications, and referring eligible candidates for employment consideration.
- I have a Ph.D. or equivalent doctoral degree or three full academic years of progressively higher level graduate education leading to such a degree in one or a combination of the following fields: human resources management, industrial relations, public administration, political science, business administration, psychology, labor relations, education, or a closely related field.
- I have some specialized experience as described in A but less than one year, and I have more than two years but less than three years of graduate education as described in B. I have computed the percentage of these requirements that I meet, and the total is at least 100%. To compute the percentage, divide your total months of qualifying experience by 12. Then divide your semester hours of graduate education beyond two years by 18. Add the two percentages. The total percentage must equal at least 100 percent to qualify.
- My experience and/or education is not reflected in any of the above statements.

Write HR training materials such as manuals, guides, handouts and slide content to use for formal training classes. Writing

- I have not had education, training, or experience in performing this task.
- I have had education or training in how to perform this task, but have not yet performed it on the job.
- I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
- I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist or train them in doing this task because of my expertise.

Write operational procedures governing recruitment and placement processes for an HR program or office. Writing

- I have not had education, training, or experience in performing this task.
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Explain orally how HR-related laws, regulations, precedents, and practices are applied or interpreted (e.g., in response to an applicant or organizational inquiry that may have legal implications). Oral Communication

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Conduct an HR-related briefing and/or training workshop tailored to a specific audience. Oral Communication

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Consult with client managers and/or subject matter experts to discuss strategies for a recruitment or staffing initiative. Reasoning

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Recommend alternative course of action to accommodate the recruitment/staffing needs of a customer. Reasoning

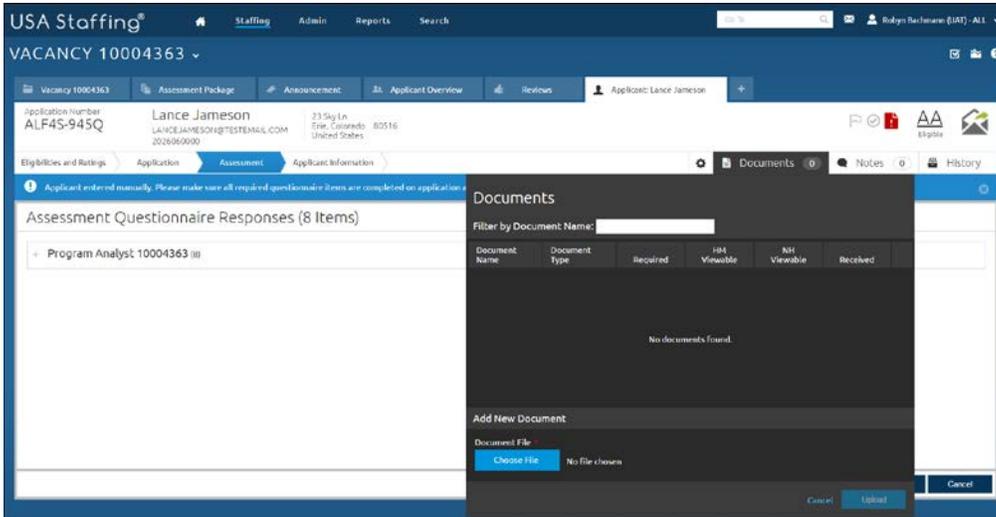
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Inform clients or managers about regulatory or policy changes, as well as the potential impact of these changes on their current procedures or programs. Information Management

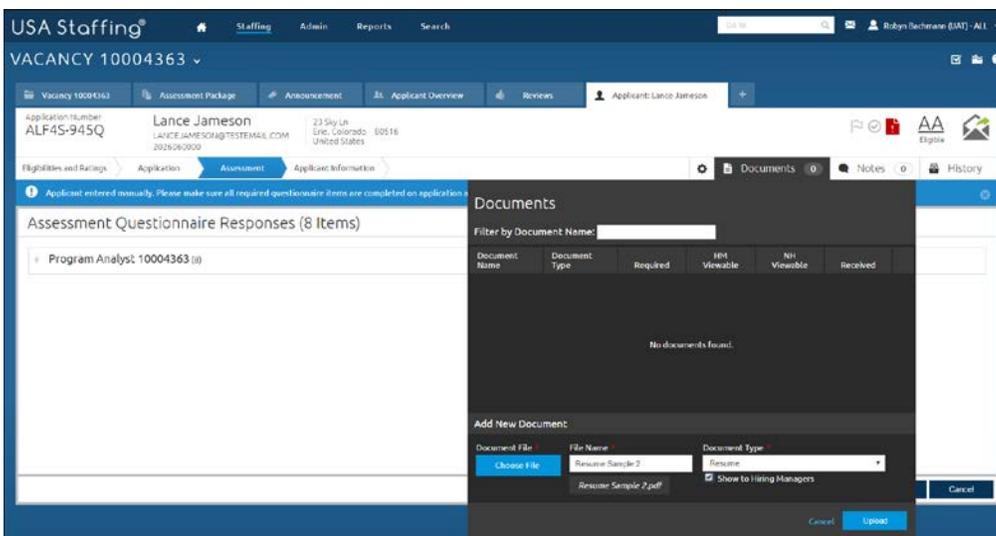
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Save Cancel

- 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 Show to Hiring Managers box if you want this document to be viewable by the Hiring Manager when you send the certificate for review.
  - When ready, press the **Upload** button.
  - To exit the Documents area, click the **Documents** button again.



***This concludes the lesson on Key Entering an Applicant.***