

Section 2

Staffing



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SECTION 2 – STAFFING

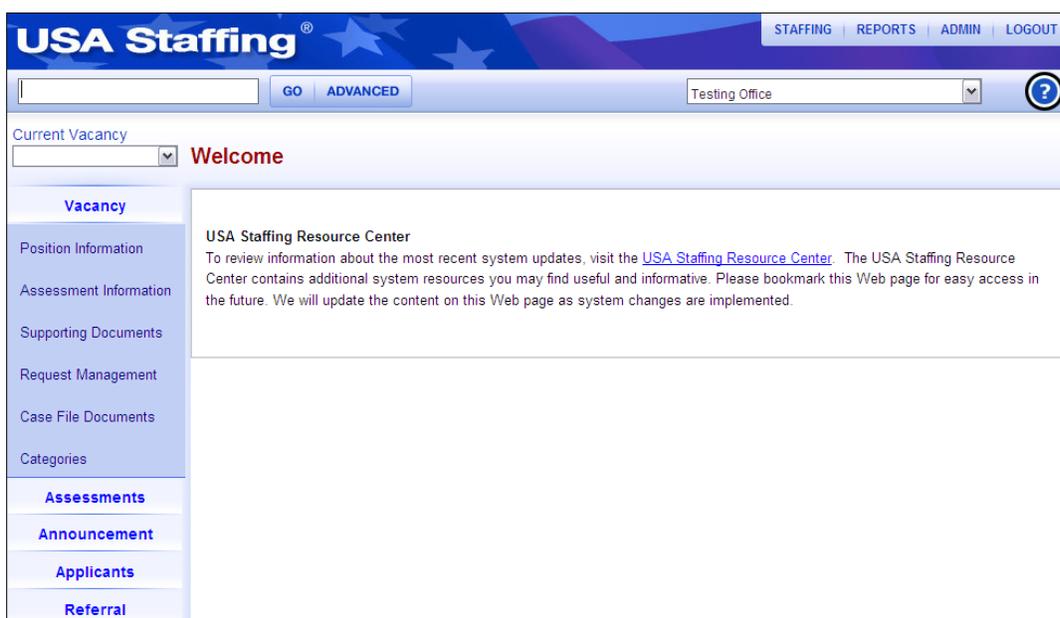
Vacancy

- Welcome
- Create a New Vacancy
- Position Information
- Assessment Information
- Supporting Documents
- Request Management
- Case File Documents
- Vacancy Category

The Vacancy module is where the staffing process begins in USA Staffing. Here the vacancy is established and the Vacancy ID Number (VIN) is assigned. Assessment criteria, announcements, and applicants are tied to specific VINs. Certificates and notifications are issued under the VIN as well. The VIN and all associated information are retained as a permanent record in USA Staffing.

Welcome

Once logged into USA Staffing, the first screen to appear is the Welcome page.



The Program Office often uses the Welcome page to share system-related information with all USA Staffing users. It is used primarily to notify users of system downtime or something that affects all users (see example above). OAs can place office-specific messages on this page.

Create a New Vacancy

To create a new Vacancy, do the following:

- Click the Vacancy button on the left menu bar.
- The following screen will display.

The screenshot shows the 'Advanced Search' page in the USA Staffing system. The page has a blue header with the USA Staffing logo and navigation links for STAFFING, REPORTS, ADMIN, and LOGOUT. Below the header, there is a search bar with 'Testing Office' selected. The main content area contains several input fields and buttons. The 'Look In' dropdown is set to 'VACANCY'. There are buttons for 'New', 'Save', 'Copy', 'Delete', and 'Cancel'. The form includes fields for 'Vacancy ID', 'Position Title', 'ACWA Position' (checkbox), 'Vacancy Owner', 'Vacancy Type', 'Job Type', 'Pay Plan', 'Series', 'Beginning Grade', 'Ending Grade', and 'Tracking Number'. A 'GO' button and a checked 'Partial Search' checkbox are also visible.

- Click the New button at the top of the page.
- A blank Position Information page will display.

Position Information

The screenshot shows the 'Position Information' form in the USA Staffing system. The form is titled 'Position Information' and is part of a 'Current Vacancy' record. It features a navigation menu on the left with options like 'Vacancy', 'Position Information', 'Assessment Information', 'Supporting Documents', 'Request Management', 'Case File Documents', and 'Categories'. The main form area contains the following fields and options:

- Vacancy ID:** New
- Position Title:** [Text Field]
- Competitive:**
- Merit Promotion:**
- Internal Merit Promotion:**
- Employer Type:** Federal
- Vacancy Type:** Case Exam
- Pay Plan:** GS
- Salary:** Annually
- Minimum Salary:** [Text Field]
- Maximum Salary:** [Text Field]
- Vacancy Owner:** Blanca I. Santiago
- Period of Eligibility:** 3 Months
- Status:**
 - Deferred
 - ACWA Position
 - USAJOBS RNO
- Under Litigation:**

Action buttons include 'New', 'Save', 'Copy', 'Delete', 'Cancel', 'Select Customer', 'Cancel Vacancy', 'ReRate', and 'Next'.

There are five buttons across the top of the Position Information page common to all screens in USA Staffing.

- **New.** This button creates a new Vacancy.
- **Save.** This button saves your work progress.
- **Copy.** This button copies a previously created Vacancy.
- **Delete.** This button deletes the displayed Vacancy record.
- **Cancel.** This button cancels the previous action.

These buttons are active or inactive (grayed out) depending on where you are in the system and what you are trying to do.

Position Title. The position title entered in this field will appear on the job announcement and anywhere the tag “Position Title” is used. The position title should be in plain language and should not use abbreviations or acronyms. This field has a 100-character limit.

Competitive. Check the Competitive box when the position is open to all qualified applicants under competitive examining procedures. Job announcements using this area of consideration will be searchable on USAJOBS by all applicants provided they use the filter “Only Public Jobs Open to ALL U.S. Citizens.”

Merit Promotion. Check the Merit Promotion box when the position is open to candidates who are current or former Federal employees, or other people who are entitled to apply under an agency’s Merit Promotion Plan. Job announcements using this area of consideration will be searchable on USAJOBS by applicants claiming to be eligible based on their status as a current Federal employee. The USAJOBS filter for these types of jobs displays as “ALL Jobs (Public and Status).”

Internal Merit Promotion. Check the Internal Merit Promotion box when the position is open to candidates who are current Federal employees or other people who are entitled to apply under an agency’s Merit Promotion Plan. Job announcements using this area of consideration will not be searchable on USAJOBS.

Applicants can access Internal Merit Promotion announcements only via a job-specific URL, e.g., <http://www.usajobs.gov/GetJob/ViewDetails/XXXXXXXXXX>. The “XXXXXXXX” in this URL represents the USAJOBS control number for the vacancy announcement. This number is displayed in the upper right corner of the Preview page once the announcement has been released to USAJOBS.

Note: The Competitive, Merit Promotion, or Internal Merit Promotion selections will determine the options you have in the Who May Apply field of the Announcement page. The selection informs USAJOBS where to place this announcement for search purposes, i.e., jobs open to status candidates or those open to the all qualified candidates. In addition, the selections also determine the type of certificates that can be issued for the vacancy.

Employer Type. This is always Federal.

Vacancy Type. This is the type of vacancy you are announcing: Case Exam or Standing Register.

Pay Plan. Use this drop-down list to select the appropriate pay plan. (See the following URL for Pay Plan Codes: <http://www.opm.gov/feddata/gp59/cpdf/payplan.pdf>.)

Salary. Select the appropriate pay schedule for the position. The options are: Annually, Hourly, Weekly, Monthly, Fee Basis, Per Day, Piece Work, Student Stipend Paid, School Year, or Without Compensation.

Minimum Salary. Enter the starting salary for the series, location, and grade announced.

Maximum Salary. Enter the ending salary for the series, location, and grade announced.

Vacancy Owner. This drop-down list initially shows the user who creates the vacancy. If appropriate, another user can be designated as the owner by selecting his or her name from the list. This is used for work ownership tracking and reporting purposes.

Period of Eligibility. Indicate the number of months an applicant will receive consideration for this position. The system will use this value to calculate the eligibility end date in the applicant's record. The system default is 3 months.

Select Customer. Click the Select Customer button to initiate searching for and selecting a customer record to link to a vacancy.

Deferred. This is a rating method used in special circumstances.

ACWA Position. This check box is read-only. After you link the assessment to the vacancy, the system will make a determination as to whether or not the position is covered by the Administrative Careers with America (ACWA) exam.

USAJOBS RNO. This checkbox prompts the system to collect Race and National Origin (RNO) data from USAJOBS and makes it accessible for reporting in USA Staffing.

Applicant Counts. This area shows the number of applications received for the vacancy. These numbers are system-generated for informational purposes and cannot be modified.

ReRate. Click the ReRate button to initiate a re-rate of all applicants.

Note: If you want to re-rate one applicant, do not click this button. Instead, go to the individual applicant record and click the Re-Rate button. This way the re-rate is processed for only the individual applicant instead of the entire applicant pool.

Status. This feature allows users to monitor and track work by phases of the staffing process.

- **Pending** – This is the initial default status for all vacancies. Vacancies will be in pending status until the assessment and announcement are marked “complete.”
- **Waiting to Open** – This is the status if an announcement is marked “complete” and is waiting for the opening date to arrive. When the opening date arrives, the status will automatically change to Open.
- **Open** – This is the status for jobs that are open and are accepting applications.
- **Awaiting Certification** – Once the announcement closes, the status is Awaiting Certification until the first certificate is issued. This status may also be triggered in a later step by creating a new stored list of applicants (implying that additional certified applicants have been requested).

- **Awaiting Selection Decision** – Once a certificate has been issued, the status will become Awaiting Selection Decision. This status remains until all issued certificates have been audited.

Note: If a Stored List remains in the Referral area after all certificates have been audited, the status will not update to Completed.

Example:

<input type="checkbox"/> Deferred <input type="checkbox"/> ACWA Position <input checked="" type="checkbox"/> USAJOBS RNO <input type="button" value="Cancel Vacancy"/>	Status: Completed - Selection(s) Made Applicant Counts <table> <thead> <tr> <th>Eligible</th> <th>Ineligible</th> <th>Pending</th> <th>Pending Review</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>69</td> <td>13</td> <td>0</td> <td>0</td> <td>83</td> </tr> </tbody> </table> <input type="button" value="ReRate"/>	Eligible	Ineligible	Pending	Pending Review	Total	69	13	0	0	83
Eligible	Ineligible	Pending	Pending Review	Total							
69	13	0	0	83							
<input type="checkbox"/> Under Litigation	Enter Type of Litigation/Complaint, Point of Contact, and Notes <div style="border: 1px solid gray; height: 40px; width: 100%;"></div>										

- **Completed – Selection(s) Made** – When all audits have been received and an applicant has been audited as hired (marked with a Return Status of “Hired”), the status will become Completed – Selection(s) Made.
- **Completed – No Selection Made** – When all audits have been received and no applicant has been hired (no applicants were marked with a Return Status of “Hired”), the status will become Completed – No Selection Made.

Cancel Vacancy. To cancel a vacancy, click the Cancel Vacancy button on the Position Information page. This will change the vacancy status to Cancelled, and a cancellation date will be assigned. Jobs may be moved out of Cancelled status by clicking the Restore Vacancy button on this page.

- **Evaluation In-Process** – There will be a short period of time after a vacancy is restored where the system will display Evaluation In-Process. Afterwards, the system will assign the appropriate status based on the conditions listed above.

Under Litigation. Check this box to annotate a vacancy that is under litigation or complaint. Vacancies designated as Under Litigation will not be archived or purged from USA Staffing. All data and applicant documents in these VINs will remain on the live database indefinitely or until the Under Litigation box is unchecked.

Note: Enter the litigation/complaint type, point of contact, and other related notes to document the Under Litigation designation.

Assessment Information

There are several categories of assessment information.

Qualifications Review Required. The system settings to indicate the status of a qualifications review requirement are:

- **None.** (default option) Leave this as the default option if you want all applicants to be processed and rated immediately.
- **Eligibles Only.** Select this option if you want those applicants meeting minimum qualifications to be placed in PQ status (pending quality review) when they enter into the system. A manual review must be completed for eligible applicants. A rating is not available until a manual review is completed.
- **All Applicants.** Select this option if you want all applicants (eligibles and ineligibles) to be placed in PQ status when they enter into the system. A manual review must be completed for all applicants. A rating is not available until the review is completed.

Allow Multiple Applications Per Applicant. When this box is checked (default), an applicant is allowed to submit more than one application for the VIN. The last application submitted is the active record in the system; there is no capability to switch between, evaluate, or rate applicants on the previous DP (duplicate processed) records. However, previous applications will be stored in a DP status within the applicant's record. When this box is not checked, an applicant may submit more than one application for the VIN, but the first application submitted is the active record in the system; there is no capability to switch between, evaluate, or rate applicants on the subsequent DU (duplicate unprocessed) records. Subsequent applications will be stored in a DU status within the applicant's record.

Geographic Locations. The system settings for these are:

- If the default option **Bring forward open locations from existing records** is selected, newly chosen locations are added to previously chosen locations for an applicant who reapplies.
- If the option **Only keep locations from new record** is selected, only those locations in the new application are kept active for an applicant who reapplies. This option is used for Standing Registers.

Minimum Age Screened. Check this box and enter a minimum age if you want to enforce a minimum age restriction. Applicants who do not indicate they meet the minimum age requirements will be rated ineligible.

Maximum Age Screened. Check this box and enter a maximum age if you want to enforce a maximum age restriction. Applicants who indicate they are past the age limit will be rated ineligible. If you use this option, you must also use the Job Related Experience item in the Announcement area. Applicants who claim Veterans' Preference are not screened out for exceeding the maximum age restriction.

Use Age Formula. Check this box to set the system to use information collected in the "Date of Birth" and "Job Related Experience" sections of the Announcement Questionnaire to calculate maximum age requirements.

Supporting Documents

This page allows you to select the type of documents you want to accept and those that are required. If the applicant does not submit a required document, their record will be in PF (pending form) status. USA Staffing stores documents in electronic form under the applicant's record. The documents received in the applicant's record are also displayed in the Application Manager Details tab for this vacancy. If you mark items on this page, the Required Documents section of the vacancy announcement should reflect the same requirements and explain to applicants what they are expected to submit.

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Current Vacancy
Vacancy 107641 **Supporting Documents** [New] [Save] [Copy] [Delete] [Cancel]

Vacancy

Position Information

Assessment Information

Supporting Documents

Request Management

Case File Documents

Categories

Assessments

Announcement

Applicants

Referral

4 Case File Docs

Place a check in the Accept column to accept one or more of these document types.

- **Warning:** If you have no types checked as Accept before applicant documents arrive, they will all go to the Inactive Holding Area. You would need to provide VIN, SSN, Name, date, and approximate time of submission for Tech Support to locate them.
- If you turn on Resume and nothing else, everything received is treated as Resume, no matter what it is.

Accept	Supporting Documents	Req	Page Limit
<input checked="" type="checkbox"/>	Cover Letter	<input type="checkbox"/>	
<input type="checkbox"/>	DD-214	<input type="checkbox"/>	
<input type="checkbox"/>	Executive Core Qualifications (ECQs)	<input type="checkbox"/>	
<input type="checkbox"/>	OF-306	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Other	<input type="checkbox"/>	
<input type="checkbox"/>	Other Veterans Document	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Resume	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	SF-15	<input type="checkbox"/>	
<input type="checkbox"/>	SF-50	<input type="checkbox"/>	
<input type="checkbox"/>	Transcript	<input type="checkbox"/>	

You have the option to customize the "Other" document type title. You may enter multiple types. If more than one custom title is used, you must separate each title with a comma (.). The custom title cannot exceed 500 characters. The custom title will display in the Announcement where the "Accepted/Required Documents" TAG is used. (For Example: Nomination Form, Supervisor 360 Form, SF-144)

Nomination Form

Previous Next

You can designate these types of documents in USA Staffing.

Cover Letter. This supporting document type can be used for a cover letter providing necessary or additional information regarding the application.

DD-214. This supporting document type can be used for the DD-214 providing a verified record of a service member's time in the military, awards, and medals, and other pertinent service information, such as promotions, combat service or overseas service, Military Occupational Specialty identifiers, and record of training and schools completed.

Executive Core Qualifications (ECQs). This supporting document type can be used for a variety of documents required for entry to the Senior Executive Service.

OF-306. This supporting document type can be used for information used to determine acceptability for Federal and Federal contract employment and enrollment status in the Government's Life Insurance program.

Other. This supporting document type can be used for any document that does not already have its own type, such as license, certification, performance appraisal, and recommendations. You have the option to customize the "Other" document type title and may enter multiple types.

Other Veterans Document. This supporting document type includes a variety of documents that serve as proof of the applicant's veteran status.

Resume. This supporting document type can be used for a resume or any other written summary of the applicant's education, work experience, and accomplishments.

SF-15. This supporting document type can be used to adjudicate applicants' claim for veterans' preference in accordance with the Veterans' Preference Act of 1944.

SF-50. This supporting document type can be used to verify accessions, conversions, or separations for employment eligibility.

Transcript. This supporting document type can be used for an applicant's official or unofficial school record.

Missing or mismatched documents can affect an applicant's eligibility. On the Supporting Documents page, you must designate the following:

- Documents that will be accepted from applicants. In the Accept column, click the box to the left of each document type you will accept from each applicant. This "turns on" that document type and causes USA Staffing to create a folder for it. If you accept only the Resume, documents submitted through Application Manager or faxed will be categorized as a Resume, regardless of what they are. If you want Application Manager to provide different document types for applicants to differentiate their supporting documents, you must specify those document types as accepted.
- Documents that applicants will be required to submit. In the Req (Required) column, click the box to the right of each document type you will require from each applicant. This "turns on" that document type and causes USA Staffing to put the applicant record in PF status until all required forms are received.
- Page Limit. This limit applies to documents that are faxed in and does not affect uploaded documents.

Note: If you elect not to require documents, the applicant status in Application Manager will show as Complete with the submission of the questionnaire only. The applicant status on USAJOBS will also be inaccurate.



HOT TIP! The Accepted checkbox does not control which documents applicants can upload and select in their USAJOBS account before completing their application in Application Manager. Applicants can submit documents from their USAJOBS account that are not marked as accepted in USA Staffing. Once these documents are submitted, they become part of the application record and are listed in the Applicants > Supporting Documents page.

Saving your work. The two ways to save your work are:

- Click the Save button and continue entering data in the supporting documents page.
- Click the Next button to save your work and continue to the Request Management Page.

Request Management

This page accommodates three end-to-end (E2E) tracking dates and provides a way to add and track Request for Personnel Action(s) [RPAs]/SF-52s within USA Staffing.

The following dates will be used in the calculations for the Hiring Timeliness reports as part of the end-to-end reporting:

- **Date of Validation of Hiring Need.** This is the date the need to hire is validated. This happens outside of the system when the hiring manager first establishes the need to fill the position and the vacant position is confirmed. This is considered the starting point of the 80-day time-to-hire calculation.
- **Position Description Review Date.** This is the date the review of the position description is completed for this hiring action.
- **Job Analysis/Assessment Confirmation Date.** This is the date the job analysis and assessment is confirmed for use with this job announcement.

On this page, you can add numbers generated by back-end personnel action processing systems to USA Staffing. By adding a tracking number at the vacancy level, connecting it to a request, and finally assigning it to a selectee, users will be able to track the progress of staffing actions through reports. Once the number is added, the system will populate the table with the following information:

- **Tracking Number** – as entered in the Tracking Number field. This field has a 30-character limit and allows letters, numbers, and symbols.
- **Date Added** – date and time the number was added to the system in MM/DD/YY HH:MM format.
- **Submitted By** – full name of USA Staffing user who added the number.

Once a Tracking Number is assigned to a selectee, the name will display in the Selectee field on this page.

To add a number, enter the number in the Tracking Number field and then click the Add button. Tracking Numbers must be unique within a Vacancy and across an Office. When a Tracking Number is entered, the system will check for an existing record. The following two scenarios are possible:

- **Record not found.** The tracking number is added to the table and tied to this VIN.
- **Record found/linked to another VIN.** The system will display a message indicating “This Tracking Number is already tied to another vacancy.”

To delete a Tracking Number, click anywhere on the row, then click the Delete button, and finally click the Save button. Once a number is added, it cannot be modified. If an erroneous Tracking Number is added, you will need to delete it and re-add it.

Note: To delete a Tracking Number that has been associated with a request or a selectee, users will need to delete the Tracking Number from the selectee’s entry on the Audit page first, then delete it on the Request Information page (if applicable), and finally delete it on the Request Management page.

Case File Documents

This page allows you to upload and manage case file documents, such as supporting assessment and rating materials, position descriptions, SF-52s/SF-39s, and other documentation to the Vacancy, Assessment, Announcement, Referral Request, and Certificate sections within a VIN. The Case File Docs icon, located on the left menu bar, displays the number of uploaded documents. You can click this icon from any section of the Staffing area to view the Case File Documents page. Once a document is added, the system populates the table with the following information:

- **File Name.** This is the name assigned to the document before being uploaded.
- **Linked To.** This is the VIN, assessment, announcement, request, or certificate to which the document is associated.
- **Added By.** This is the full name of the user who uploaded the case file document.
- **Date Added.** This is the date the case file document was uploaded to the system in MM/DD/YYYY format.
- **Notes.** The gray icon under this column indicates there are no notes entered for the case file document. Once a note is added, this icon will turn yellow.
- **Show in SM.** When this box is checked, the case file document and accompanying note(s) will display in Selection Manager.

The screenshot displays the 'Case File Documents' interface for Vacancy 107641. The page title is 'Case File Documents' and the subtitle is 'Case File For: Vacancy 107641 - Accountant'. The table below lists the uploaded documents:

File Name	Linked To	Added By	Date Added	Notes	Show in SM
Position Description Accountant GS-0510.docx <i>Received-Pending Virus Scan</i>	Vacancy - 107641	Blanca Santiago	1/17/2012		<input type="checkbox"/>
SF-39.pdf	Request - RPA1234567ACCT	Blanca Santiago	1/12/2012		<input checked="" type="checkbox"/>
Job Analysis Accountant GS-0510.docx	Assessment - Accountant GS-7/11 PD1234567	Blanca Santiago	1/11/2012		<input checked="" type="checkbox"/>
SF-52 RPA.pdf	Vacancy - 107641	Blanca Santiago	1/11/2012		<input type="checkbox"/>

Buttons: New, Save, Copy, Delete, Cancel. Navigation: Previous, Next. Display Deleted:

- **Display Deleted.** For record purposes, deleted case file documents are retained in the system. When this box is checked, the system will display any deleted documents in the Case File table. The following three columns are added to the table to identify deleted documents:
 - Is Deleted? – Deleted documents are identified by a Yes.
 - Deleted By – This is the full name of the user who deleted the case file document.
 - Date Deleted – This is the date the case file document was deleted from the system in MM/DD/YYYY format.

To upload a case file document:

- Click the New button. The page will refresh and display the Upload New Case File Document form.
- Select the area from the Link New Case File Document to Area drop-down list. The options are: Vacancy, Assessment, Announcement, [Referral] Request, and Certificate.
- If uploading documents for the Assessment, Announcement, Request, and Certificate areas, a second drop-down list will display under the Link New Case File Document to Area drop-down list. If applicable, select the appropriate assessment, announcement, request, or certificate from the second drop-down list.
- Click the Browse button next to the Select File to Upload field. The file size must be 3MB or less and the acceptable formats are non-encrypted JPG, PDF, TXT, RTF, DOC, DOCX, and WPD. Once you have selected the file, it will appear in the Select File to Upload field.
- Click the Upload Document button.

To delete an uploaded case file document, select the case file document you want to delete by clicking anywhere on its row and click the Delete button.

To add notes to a case file document:

- Click the icon under the Notes column next to the case file document for which you want to enter notes. A Notes window opens.
- Click the New button.
- On the Add Note form, enter the Subject and Note text.
- Click the Save button. The note is added to the table. Once the note is saved, you can edit or delete it by clicking the note entry on the table.
- Click Close Window on the top right. The icon under the Notes column for that particular case file document will turn yellow, and the number of notes added will display in the icon.

Vacancy Category

To get to the Vacancy Category setup page, select Categories under Vacancy on the left menu bar. This page is only applicable when using the Category Rating process. Use this page to set up the category names and cut-off scores.



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Current Vacancy
Vacancy 107641 **Vacancy Category** New Save Copy Delete Cancel

Title	Cut-Off Rating
Best Qualified	90
Well Qualified	80
Qualified	70

Previous Next

You can create a predefined Category Rating Set for your office and configure the system to use this predefined set as the default categories used in all Competitive vacancies. This configuration can be turned on or off in the Preferences section of the Administration area.

If a Category Rating Set is established and the configuration is turned on, the system will automatically populate the predefined categories on the Categories page for all vacancies marked as Competitive. You can modify the category titles and cut-off ratings for a specific vacancy if necessary. Changes made directly on the Categories page will not affect the Category Rating Set stored in the Administration area.

If no Category Rating Set is created on the Administration area or the configuration item for using the office category rating set is turned off, you may manually enter the category titles and cut-off ratings on this page.

Note: Once the announcement is marked as released to USAJOBS or Stored Lists/Certificates have been created, this page will become read-only and changes cannot be made.

To add a category:

- Click the New button.
- On the new row under the Title column, type the name of the category (for example, Best Qualified or Qualified).

- On the new row under the Cut-Off Rating column, type the numerical rating for that category. This is a numerical rating, not the raw score.
- Repeat these steps for each additional category.

To remove a category:

- Select the category to delete by clicking on the box to the left of the category you want to delete.
- Click the Delete button.



Check Your Skills – Create a Vacancy

Take 10 minutes to create a new vacancy by entering all the required information from the partially filled-out SF-52 found at the end of this exercise:

1. On the top navigation bar, click Staffing.
2. On the left menu bar, click the Vacancy button.
3. You will now be at the Advance Search screen. Click the New button.
4. Enter your vacancy's position title in the text entry box under Position Title.
5. Put a checkmark on Competitive by clicking on the box to the left of it.
6. Put a checkmark on Merit Promotion by clicking on the box to the left of it.
7. Select Federal as Employer Type.
8. Enter the Minimum Salary and Maximum Salary.
9. Click the Save button at the top of the page.
10. Write down your VIN: _____. You will use this VIN later on in this course.

Note: The Select Customer button will now be activated.

11. Click the Select Customer button. The Advanced Search screen will display.
12. Enter the customer's name you created in the previous exercise.
13. Click the Go button to conduct a partial search on the customer's name. You will see a list of the customers whose names match the name you entered.
14. Find your customer's name and click on the name.
15. You will navigate back to the Position Information page. If only one customer is found, it will automatically populate in your announcement.
16. If the correct customer is displayed, click the Next button to go to the next page and automatically save your work. You will be on the Assessment Info page.
17. Click the Next button. You will be on the Supporting Documents page.
18. Click to check the Accept boxes to the left of all types of documents.
19. Click the Save button.

Standard Form 52
Rev. 7/91
U.S. Office of Personnel Management
FPM Supp. 296-33, Subch. 3

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39.)

1. Actions Requested Recruit - All Sources - 2 Vacancies		2. Request Number 09-01234
3. For Additional Information Call (Name and Telephone Number) Customer Contact		4. Proposed Effective Date 01-01-10
5. Action Requested By (Typed Name, Title, Signature, and Request Date) John Q. Manager CTS/ASMG	6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date) Susan Supervisor CTS	

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle)	2. Social Security Number	3. Date of Birth	4. Effective Date
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FIRST ACTION

5-A. Code	5-B. Nature of Action
5-C. Code	5-D. Legal Authority
5-E. Code	5-F. Legal Authority

SECOND ACTION

6-A. Code	6-B. Nature of Action
6-C. Code	6-D. Legal Authority
6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number

[Empty field for FROM position information]

15. TO: Position Title and Number

Human Resources Specialist

8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	16. Pay Code	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay	GS	0201	9	

14. Name and Location of Position's Organization

[Empty field for FROM organization information]

22. Name and Location of Position's Organization

Insert your Agency "Customer" information

EMPLOYEE DATA

23. Veterans Preference 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%	24. Tenure 1 - None 2 - Conditional 3 - Permanent 4 - Indefinite	25. Agency Use	26. Veterans Pref for RIF YES NO
27. FEGLI	28. Annuitant Indicator	29. Pay Rate Determinant	
30. Retirement Plan	31. Service Comp. Date (Leave)	32. Work Schedule	33. Part-Time Hours Per Biweekly Pay Period

POSITION DATA

34. Position Occupied 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career	35. FLSA Category E - Exempt N - Nonexempt	36. Appropriation Code	37. Bargaining Unit Status
38. Duty Station Code	39. Duty Station (City - County - State or Overseas Location) Washington, DC		

40. Agency Data	41.	42.	43.	44.
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1 - USA 8 - Other
		50. Veterans Status	51. Supervisory Status	

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements. Signature _____ Approval Date _____

CONTINUED ON REVERSE SIDE
52-118

OVER

Editions Prior to 7/91 Are Not Usable After 6/30/93
NSN 7540-01-333-6239

Assessment

- Creating an Assessment
- Building an Assessment from Scratch
- Source Information
- Specific Information
- Preparation
- History Information
- Specialty/Grade
- Questionnaire Builder
- Library
- Import Document
- Rating Criteria
- Apply Values To
- Test Assessment
- Assessment

After creating the vacancy, an assessment must be created or attached.

Assessments are ways of measuring an applicant's qualifications to perform the job. The Assessment section allows you to define and create an assessment tool that the system will use to rate applicants.

The following Assessment screen displays the Vacancy Identification Number (VIN) on the Current Vacancy field. Any assessment type developed or attached is linked to this Vacancy.

The screenshot displays the 'Assessment' screen in the USA Staffing system. At the top, there is a navigation bar with 'STAFFING | REPORTS | ADMIN | LOGOUT' and a search bar. Below this, the 'Current Vacancy' is set to 'Vacancy 107641'. The main form area is titled 'Assessment' and includes several sections:

- Assessment ID:** 195807
- Assessment Name:** Accountant GS-7/11 PD1234567
- Type:** Assessment Questionnaire
- Assessment Owner:** Blanca I. Santiago
- Rating Method:** KSA-Based (with checkboxes for Interdisciplinary and ACWA)
- Options:** Complete (checked), Retire Assessment (unchecked), Test, Notes
- Upload New Case File Document:** Includes a 'Browse...' button and an 'Upload Document' button.
- Show in SM:** A checkbox that is currently unchecked.
- Buttons:** New, Save, Copy, Delete, Cancel, Library, and Next.

 A sidebar on the left contains a menu with '4 Case File Docs' highlighted.

Creating an Assessment

If you are in the process of establishing a vacancy and you click the Next button on either the Case File Documents page or Categories page, the system will automatically direct you to the Assessment Information page. Here you begin the process of developing your assessment.



HOT TIP! Ensure you are on the correct VIN before you begin the assessment development process. The 6-digit VIN must be displayed in the Current Vacancy field on the upper left-hand corner of the screen.

The three ways in which you can create or attach a new assessment are to:

- Build an assessment from scratch.
- Use an Import document.
- Use an assessment from the Library.

Building an Assessment from Scratch

On the Assessment Information page you will need to provide the following information:

- **Assessment Name.** Give the assessment a unique name, up to 30 characters in length. Information you may want to incorporate into the name may include series, grade, Position Description (PD) number, or other information specific to this position. Contact your OA for naming convention guidelines.
- **Type.** Select the type of assessment from the drop-down list. The system defaults to Assessment Questionnaire. Other commonly used assessment types include written tests, customized processes, manual ratings, and structured interviews. For this example we are going to use Assessment Questionnaire.
- **Assessment Owner.** This drop-down list initially shows the user who creates the assessment in the vacancy or selects an assessment from the library. If appropriate, another user can be designated as the owner by selecting his or her name from the list. This is used for work ownership tracking and reporting purposes.
- **Rating Method.** Select the rating method from the drop-down list. Your choices include the following:
 - **KSA-Based** – Examining procedure based on evaluation of the most relevant and measurable knowledge, skills, and abilities or competencies. These are scored based on answers to relevant benchmark questions and responses for each KSA/factor. Scoring is based on the sum of the factor values (the average of the response values, total response points divided by the number questions, for each factor) and transmuting the score from 70 to 100 if needed.
 - **A-C-E (Rating Method III)** – Traditional rating process with 10-point quality levels (70, 80, and 90) assigned based on the applicant’s overall qualifications for the position. Additional points up to 9 for the first two levels and 10 for the last can be added based on specific items such as education and additional specialized experience.
 - **Task-Based** – Examining procedure for determining minimum qualifications and ranking based on the total of all the benchmark/question response values. The total response values are transmuted from 70 to 100 if needed.
 - **Job Element** – Examining procedure for blue collar (wage grade) positions based on prescribed job elements for the position. The scoring is structured to require an average factor value of at least 2 points for all job elements. In addition, it is structured to require 2 points or higher for the mandatory screen-out element. Scoring scale is fixed from 0 to 4 points for response values.
 - **Written Test** – Scoring based on a written test alone or in combination with one of the methods above to determine minimum qualifications.



HOT TIP! The Upload New Case File Document section allows you to upload case file documents for an assessment; for example, a position description or job analysis. Documents uploaded here are listed in the Vacancy > Case File Documents page and will undergo a virus scan.

- Click the Next button for the Source Information page.

Source Information

The Source Information page is where you document the sources (principal or supporting) used to develop the assessment, and how they are used. Accurate documentation is important to demonstrate the validity of the assessment. At least one principal source must be identified. To enter a source, follow these steps:

- Click the applicable description row.
- Select either Principal or Supporting on the Source drop-down list.
- Add documentation notes in the Remarks box for the Source selected.
- To view or modify the notes, you must select the Source by clicking on its row.

The screenshot shows the USA Staffing web application interface. At the top, there is a navigation bar with 'STAFFING | REPORTS | ADMIN | LOGOUT' and a search bar. Below the search bar, there is a 'Current Vacancy' dropdown menu set to 'Vacancy 107641' and a 'Source Info' section with buttons for 'New', 'Save', 'Copy', 'Delete', and 'Cancel'. The main content area is a table with columns for 'Vacancy', 'Source', and 'Description'. The 'Source' column has a dropdown menu with 'PRINCIPAL' and 'SUPPORTING' options. The 'Description' column contains several rows of text describing different types of sources. The 'PRINCIPAL' source is selected, and its description is visible. Below the table is a 'Remarks' text area containing the text: 'Consulted five SMEs including incumbents and the supervisor of the position.' The page also includes buttons for 'Previous' and 'Next' at the bottom.

Vacancy	Source	Description
Vacancy 107641		HR Manager competency and task data.
	PRINCIPAL	SME's (supervisors, incumbents or other job knowledge expert) provided job information to preparer for assessment development (specify the number and type of SME's in REMARKS).
		SME job information collected by agency and provided to preparer for assessment development (specify the number and type of SME's in REMARKS).
		Agency provided position descriptions and/or narrative descriptions of job requirements.
		Other sources of job information such as professional/trade associations, occupational studies and academic/trade schools.
	SUPPORTING	Existing assessment information.
		Classification and/or qualification standards.
	Telephone conversations with agency personnel or others who have information about job requirements.	
	Other	

Remarks
Consulted five SMEs including incumbents and the supervisor of the position.

- Click the Next button for the Specific Information page.

Specific Information

The Specific Information page is additional documentation of the sources used to develop the assessment. Accurate documentation is important to demonstrate the validity of the assessment.

- Click the box to the left of each item that describes a source of information you used to develop the assessment.

The screenshot shows the USA Staffing interface for the 'Specific Information' page. At the top, there is a navigation bar with 'STAFFING | REPORTS | ADMIN | LOGOUT'. Below this is a search bar with 'GO' and 'ADVANCED' buttons, and a dropdown menu for 'Testing Office'. The main content area is titled 'Current Vacancy' and 'Specific Info'. The 'Current Vacancy' dropdown shows 'Vacancy 107641'. There are buttons for 'New', 'Save', 'Copy', 'Delete', and 'Cancel'. A table with two columns, 'Selected' and 'Description', is displayed. The table has six rows of information. The third row is checked. Below the table are 'Previous' and 'Next' buttons.

Vacancy	Selected	Description
Assessments	<input type="checkbox"/>	List of tasks, duties, work behaviors, or work products that describe the job requirements.
Assessment Information	<input type="checkbox"/>	A description of how the importance of this job information was determined.
Source Information	<input checked="" type="checkbox"/>	A list of KSA's required to meet the job requirements.
Specific Information	<input type="checkbox"/>	Definition of each KSA in terms of observable behaviors.
Preparation	<input type="checkbox"/>	Linkages showing the relationship of KSA's to important job requirements.
History	<input checked="" type="checkbox"/>	Job analysis evidence supporting each examining competency/factor used to evaluate the education and work experience of applicants.
Specialty/Grade	<input type="checkbox"/>	Job analysis evidence supporting the level of descriptions for each examining competency/factor and the rationale for scoring procedures.

- Click the Next button for the Preparation page.

Preparation

The Preparation page is an additional place to document the sources used to develop the assessment. Accurate documentation is important to demonstrate the validity of the assessment.

- Click the radio button to the left of the item that best describes the source information used to develop the assessment.

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Current Vacancy
Vacancy 107641

Preparation [New] [Save] [Copy] [Delete] [Cancel]

Vacancy	Selected	Code	Description
Assessments	<input checked="" type="radio"/>	A	Job information was collected and analyzed by preparer to develop a new assessment tool (new rating competencies/factors and level descriptions are based on job analysis rather than on existing qualification competencies/factors, assessment tools, etc).
Assessment Information	<input type="radio"/>	B	Development of a new assessment tool based on HR Manager competency and task data.
Source Information	<input type="radio"/>	C	Modification of an existing assessment tool involving changes in some rating competencies/factors or level descriptions (although some new job information may have been collected, the assessment tool is primarily based on an existing assessment tool).
Specific Information	<input type="radio"/>	D	Modification of an existing assessment tool (same rating competencies/factors and level descriptions used with only minor changes in wording or format).

[Previous] [Next]

History
Specialty/Grade
Questionnaire Builder
Rating Criteria
Announcement

- Click the Next button for the History Information page.

History Information

The History Information page displays the assessment Development Information, including: Assessment ID, Name, Date Created, and the Owner.

The screenshot shows the USA Staffing web interface. At the top, there is a navigation bar with links for STAFFING, REPORTS, ADMIN, and LOGOUT. Below this is a search bar with a 'GO' button and an 'ADVANCED' link. A dropdown menu for 'Testing Office' is also present. The main content area is titled 'Current Vacancy' and shows 'Vacancy 107641' selected. To the right of this are buttons for 'New', 'Save', 'Copy', 'Delete', and 'Cancel'. The 'History Information' section is active, displaying a table of assessment details. A left-hand navigation menu includes options like 'Vacancy', 'Assessments', 'Assessment Information', 'Source Information', 'Specific Information', 'Preparation', 'History', 'Specialty/Grade', 'Questionnaire Builder', 'Rating Criteria', and 'Announcement'. The 'History' option is currently selected.

Vacancy	Development Information		Assessment ID 195807
Assessments	Assessment Name Accountant GS-7/11 PD1234567	Date Created 10/3/2011 5:32:02 PM	<input type="checkbox"/> Used to Rate
Assessment Information	Owner BSANTIAGO	Phone No (202)606-0000	Extension
Source Information	Previous		Next
Specific Information			
Preparation			
History			
Specialty/Grade			
Questionnaire Builder			
Rating Criteria			
Announcement			

- Click the Next button for the Specialty/Grade page.

Specialty/Grade

Add the series, specialty, and grade following these steps:

- Click the Series button and select a series from the drop-down list.
- Click the Specialty button and type the specialty name. If you have more than one specialty, click the button again to add more specialties. Specialty codes are system generated but can be changed.
- Click the Grade button and enter a grade. Click the Grade button again to add additional grades for the specialty. To add a grade for a different specialty, select the specialty and click the Grade button.

The screenshot shows the 'Specialty/Grade' management page in the USA Staffing system. The page title is 'Specialty/Grade' and it is associated with 'Vacancy 107641'. The interface includes a sidebar with navigation options such as 'Vacancy', 'Assessments', 'Questionnaire Builder', 'Rating Criteria', 'Announcement', 'Applicants', and 'Referral'. The main content area is titled 'Add' and contains three tabs: 'Series', 'Specialty', and 'Grade'. The 'Series' tab is active, showing a table with the following data:

Series
0510 - Accounting

Below the Series table, there is a table for Specialty and Grade information:

Specialty Code	Specialty
001	Accountant

Under the Specialty table, there is a table for Grade information:

Grade
07
09
11

At the bottom of the main area, there are 'Previous' and 'Next' buttons. The 'Next' button is highlighted, indicating it is the next step in the process.

- Click the Save button. The page will refresh and the Specialty and Grade view will collapse under the Series. Click the plus signs to view the Specialty and Grade.

Note: You must have entered at least one grade and have a complete set of Series + Specialty + Grade in order for your record to be saved.

- Click the Next button for the Questionnaire Builder page.

Questionnaire Builder

Use the Questionnaire Builder page to develop instructions, questions, and responses for your assessment. The assessment questionnaire appears in the Online Application when applicants apply via USAJOBS. You also have the option to link a printable version of the questionnaire to your announcement.

The Questionnaire Builder page is pictured below as it would first appear. You can use the controls on the bottom of the page to take the following actions:

The screenshot shows the USA Staffing Questionnaire Builder interface. At the top, there is a navigation bar with 'STAFFING | REPORTS | ADMIN | LOGOUT'. Below this is a search bar with 'GO' and 'ADVANCED' buttons, and a dropdown menu for 'Testing Office'. The main content area is titled 'Questionnaire Builder' and includes a 'Current Vacancy' dropdown set to 'Vacancy 107641'. To the right of the title are buttons for 'New', 'Save', 'Copy', 'Delete', and 'Cancel'. Below the title is a 'Competency/Factor' section with buttons for 'Preview', 'Import Document', 'Add Factor', and 'Add Item'. At the bottom of the main area are buttons for 'Previous', 'HR Manager', and 'Next'. On the left side, there is a sidebar menu with options: 'Vacancy', 'Assessments', '+ Assessment Information', 'Specialty/Grade', 'Questionnaire Builder' (which is highlighted), 'Rating Criteria', and 'Announcement'.

- The **Import Document** button allows you to import an existing questionnaire text file into USA Staffing.
- The **Preview** button allows you to preview the questionnaire.
- The **Add Factor** button allows you to add a competency or KSA. The factor text field has a 100-character limit.
- The **Add Item** button allows you to add instructions, questions and their associated response options, default scales, or narrative text response boxes.
- The **HR Manager** button provides access to a resource that can assist you in identifying appropriate competencies, tasks, benchmarks, and questions for selected occupations and series.

These are the steps to build a questionnaire from scratch:

- To add a factor:
 - Click the Add Factor button. This takes you to the Competency/Factor page, and adds a new row to the table.
 - Click in the new row under Competency/Factor and type in the name of the factor.



HOT TIP! A factor is the name of a competency, a KSA (knowledge, skill, or ability), or a job element. In most cases, questionnaires use questions that relate to factors to show their relation to the job. Factor names do not appear in the actual questionnaire, but it is possible to make them appear by including the text as an instruction.

Example: FACTOR: MINIMUM QUALIFICATIONS

- To add more factors while you are on the Competency/Factor page, click the New button.
- When you are finished adding factors, click the Save button. You will be redirected to the Questionnaire Builder page as shown below.

The screenshot shows the USA Staffing Questionnaire Builder interface. At the top, there's a navigation bar with 'STAFFING | REPORTS | ADMIN | LOGOUT'. Below that, a search bar and a 'GO' button are visible. The main content area is titled 'Questionnaire Builder' and shows a table of 'Competency/Factor' items. The table has columns for 'Competency/Factor' and 'Add Item'. The 'Add Item' button is highlighted with a red box. Below the table, there are buttons for 'Preview', 'Import Document', 'Add Factor', and 'Add Item'. At the bottom, there are buttons for 'Previous', 'HR Manager', and 'Next'.

- To add an item:
 - Click the small box to the left of the Competency/Factor that you would like to add an item. The arrow will display next to that Competency/Factor to indicate it is selected.
 - Click the Add Item button. You will be directed to the Item Editor page. The factor to which you are adding will display in the upper right corner of the page.



HOT TIP! An item is a question (including self-report response options), a set of instructions, a default scale, or a narrative text box that can be placed in the questionnaire. An item is always associated with a specific factor.

- Use the Description drop-down list (upper left of page) to select the item you want to add. The items available are:
 - **Questions** – multiple-choice items from which system-generated scores may be derived. If a factor is to be scored, it must contain at least one question. Responses to these questions may be created manually by the user when custom text is needed (as is the case for minimum qualification and/or selective factor responses) or standard default scales can be pulled in from the system (these are the most commonly used with rating factors).
 - **Instructions** – can be inserted at any point in the questionnaire and provide guidance or clarification to the applicant.
 - **Narrative** – can be used in combination with questions to collect written information about the applicant’s qualifications.
 - **Default Scales** – a set of stored responses that can be used and applied to multiple questions throughout the assessment; typically used as responses for rating items.

To add a question with a customized response:

- On the Item Editor page, under the Description box use the drop-down arrow and select Question.
- Enter the question in the text box.

Note: If you click the Save button after entering your question text, the page will return to the Questionnaire Builder, which will have a plus sign next to the factor where the question was added.

- On the Item Editor page, under the Question Type box the system will default to Allow Single Response Selection. Click the New button below the text box to add custom responses.

Letter A

I have one year of specialized experience equivalent to at least the GS-5 grade level in the Federal service. Specialized experience is described as performing duties such as familiarity with accounting principles, concepts and techniques that may have been gained performing accounting technician or budget technician work. Examples of qualifying specialized experience include performing analytical techniques to analyze and evaluate accounting data, evaluating General Ledger account balances; analyzing subsidiary ledgers for accuracy and integrity of data; reconciling abnormal account balances; identifying operational problem conditions, discrepancies, identifying their source; and recommending the necessary course of action.

Applicant Flag

OK Cancel

- In the Response box, enter a customized response for A. Click OK.
- Repeat the two previous steps to add additional customized responses. The system will automatically assign letters to your responses.
- Click the Save button.

Note: Whenever you click the Save button on the Item Editor page, the system returns to the Questionnaire Builder page.

To insert a Default Scale in the questionnaire, follow these steps:

- Click the Add Item button on the Questionnaire Builder page.

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Current Vacancy
Vacancy 107641

Item Editor New Save Copy Delete Cancel

Description: Default Scale Factor/Competency: Education Level

Rich Text Editor: Font, Size, Formatting, Style

Design HTML

Default Scale Template: Apply Scale To: 5 to None

New Delete

Code	Response
------	----------

- On the Item Editor page, select Default Scale from the Description drop-down list.
- Select the Default Scale Template from the drop-down list. Once the Default Scale is selected, the page will refresh.
- Click the Save button.

The picture below is the Questionnaire Builder page with some added factors and items. On this screen, the plus signs have been clicked to show the items associated with the second factor and the responses associated with the fourth question.

The screenshot displays the 'Questionnaire Builder' interface. At the top, there's a navigation bar with 'STAFFING | REPORTS | ADMIN | LOGOUT'. Below it, a search bar and a 'GO' button are visible. The main header includes 'Current Vacancy' (Vacancy 107641) and the title 'Questionnaire Builder'. A sidebar on the left lists various sections: Vacancy, Assessments, Announcement, Applicants, Referral, and Case File Docs (with a '4' icon). The main content area is a table with the following structure:

Competency/Factor	
Minimum Qualifications (Screen-Out)	
Basic Requirement (Screen-out)	
Item	Text
Question 4	To qualify for this position you must meet one of the basic requirements described below. (You MUST review the Required Documents section of the vacancy announcement to identify documents that may be required to verify your claim. Failure to submit required documents by the close of the announcement may result in an Ineligible rating.)
Code	Response
A	Completion of all requirements for a bachelor's degree in accounting from an accredited college or university; or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law.
B	A combination of education and experience: at least 4 years of professional accounting experience (at least one year must be equivalent to the journeyman level) or an equivalent combination of professional accounting experience, college-level education, and training that provided professional accounting knowledge AND 24 semester hours in accounting/auditing courses OR a certificate as a Certified Public Accountant or Certified Internal Auditor.
C	I do not meet any of the above requirements.
Education Level	
Professional Certification	
Accounting Concepts, Policies and Laws - Applies knowledge of generally accepted accounting principl	
Audit Readiness- Document processes and implement necessary controls to provide credibility, visibi	
Automated Accounting: Skill in using an automated accounting system to process accounting data, pro	
Communication: Ability to communicate effectively orally and in writing.	
Verification and acknowledgment of the accuracy of all questionnaire answers.	

At the bottom of the table, there are four buttons: 'Preview', 'Import Document', 'Add Factor', and 'Add Item'.

You will then be required to assign rating criteria to your assessment. However, before moving on to the next step, the following two methods are alternative ways to create an Assessment Questionnaire:

- Select and use an assessment from the library.
- Import a document.

Library

On the Assessment Information page, you can create a new assessment or you can click the Library button to search for an existing assessment.

The Assessment Library is comprised of assessments created by users in your Organization or Office. You can save time by using an assessment from the Library. You must ensure that the assessment is appropriate for the series, specialty, and grade you are working on, and that you modify the assessment as needed.

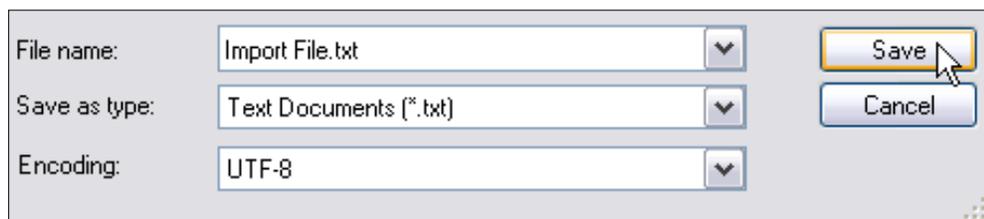
Import Document

You can import a text file of the assessment questionnaire into the Questionnaire Builder. Here are some uses for this feature:

- You can import assessment tools already developed in USA Staffing that you may want to modify.
- If you prefer to work in your favorite word processor, you can create the questionnaire there.
- Members of your team can draft questionnaires in this format even if they do not have access to USA Staffing.

To use the Import Document function, you must follow these guidelines:

- The questionnaire to be imported must be saved in a plain text file format (.txt) with UTF-8 encoding.



- Each part of your questionnaire text document must be preceded by an identifier so USA Staffing knows what it is:
 - Competency/Factor. Precede each one with FACTOR:
 - Instructions. Precede each set of instructions with INSTRUCTIONS:
 - Default Scales. For each item in your default scales (your A–E responses), use a capital letter followed immediately by a dash, then one or more spaces and the text of the item.
 - Example: A- I have never done this.

- Question Type Items. Precede each question item with a number followed immediately by a period, then one or more spaces and the text.
 - Example: 6. Integrate the fundamental principles of applied ecological and earth sciences.
- Responses. Precede each response item with a capital letter followed immediately by a period, then one or more spaces and the response text.
 - Example: C. I have a combination of appropriate specialized experience as described in “A” and graduate level education as described in “B” above which equal 100% of the requirement. Submit a copy of your college transcripts.

To import a document, follow these steps:

- Click the Import Document button at the bottom of the Questionnaire Builder page to display the Process Document page.
- In the text entry box under Select File To Process, either type the full path and file name or navigate to the file using the Browse button. (See a sample text file in Appendix B.)

The screenshot displays the 'Process Document' interface. At the top, there is a navigation bar with 'USA Staffing' and links for 'STAFFING', 'REPORTS', 'ADMIN', and 'LOGOUT'. Below this is a search bar with a 'GO' button and an 'ADVANCED' link. A dropdown menu shows 'Testing Office'. The main content area is titled 'Process Document' and includes a 'Current Vacancy' dropdown set to 'Vacancy 107641'. A sidebar on the left lists navigation options: 'Vacancy', 'Assessments', 'Announcement', 'Applicants', 'Referral', and '4 Case File Docs'. The main area contains a 'Select File To Process' section with a text input field containing 'H:\Documents\Sample Assessment Accountant.' and a 'Browse...' button. To the right of this section is a 'Process' button. Below the file selection are three columns of format options: 'Question Format: [Number].', 'Response Format: [Letter].', and 'Default Scale Response: [Letter]-'. At the bottom are three columns of content options: 'Instructions: INSTRUCTIONS:', 'Competencies/Factors: FACTOR:', and 'Narratives: NARRATIVE:'.

- Click the Process button. The document file will be loaded into the Questionnaire Builder. The Questionnaire Builder page will be presented for your review.

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GO ADVANCED Testing Office ?

Current Vacancy
Vacancy 107641

Questionnaire Builder

New Save Copy Delete Cancel

Vacancy	Competency/Factor
	Minimum Qualifications (Screen-Out)
	Basic Requirement (Screen-out)
	Education Level
	Professional Certification
	Accounting Concepts, Policies and Laws - Applies knowledge of generally accepted accounting princip
	Audit Readiness- Document processes and implement necessary controls to provide credibility, visibi
	Automated Accounting: Skill in using an automated accounting system to process accounting data, pro
	Communication: Ability to communicate effectively orally and in writing.
	Verification and acknowledgment of the accuracy of all questionnaire answers.

Preview Import Document Add Factor Add Item

4 Case File Docs Previous HR Manager Next

- Click the Save button.

If you need to, continue to work in the Questionnaire Builder as described above.

- Click the Next button to go to the Rating Criteria page and assign the Rating Criteria to the assessment.

Rating Criteria

The Rating Criteria page is where you set up how each possible applicant response on the questionnaire will be treated by USA Staffing in the rating process.

Below is a discussion of how you can use the settings on the Rating Criteria page on the Assessment menu to set up Screen-Out and Rating Factors in the system.

Screen-Out Factor. A Screen-Out Factor is used to determine basic eligibility. If the applicant does not meet this basic factor, the applicant is “screened out” from being considered further for the job.

In most General Schedule (GS) occupations, you would use one or more Screen-Out Factors to determine whether the applicants meet the minimum qualification requirements. Selective factors (additional eligibility requirements for the job) are also used as Screen-Out Factors.

If you set a factor to be a Screen-Out, you must also set a Minimum Qualifying Value, which is the lowest number of points an applicant can receive on that factor and still be considered eligible. The Minimum Qualifying Value is the average of all the applicant’s response values for all questions under the factor. You also need to specify the ineligible code that the system will assign to the applicant record and show on the Notice of Results for an applicant who scores below the Screen-Out Minimum Qualifying Value.

In wage grade jobs (or where Job Element Examining is the method used to rate), you would set up one or more Screen-Out Factors to determine if applicants pass or fail the Screen-Out element of the Job Element rating plan. Normally, the Screen-Out Factor is the “Ability to Perform the Duties of the Position Without More than Normal Supervision.” In Job Element Examining, screen-out factors are also used as Rating Factors.

Rating Factor. A Rating Factor is one whose points are used to arrive at the applicant’s score. Each possible response to the questions associated with the factor has a point value.

EXAMPLE:

- Establish a scale of five possible responses.
- Set the point values in a range from 0 to 4.

Screen-Out and Rating Factors. If you set a factor for Screen-Out and for Rating, USA Staffing will take both of the following actions:

- Use the factor to determine if the applicant is eligible based upon meeting the Minimum Qualifying Value.
- Use the point value for each response to questions associated with the factor in arriving at the applicant’s score if eligible.

Screen-Out Factors, Not for Rating. When you set a factor for Screen-Out but not for Rating, USA Staffing will use the results of the question only to determine if minimum qualifications have been met. However, the system will not include the points as part of the applicant's score.

Multiple Questions in Screen-Out Factors. When you have multiple questions associated with a Screen-Out Factor, the points from the applicant's responses are averaged. If this average exceeds the Minimum Qualifying Value, the applicant is not screened out even if one or more responses may be below the minimum score.

It is useful to have multiple questions that address different aspects of a factor.

One-Grade Example. For a professional position at the GS-9 level, an applicant needs to possess certain basic educational background (i.e., a degree in a specified field, or a specified number of semester or quarter hours, etc.) and additional education or experience or a combination of both. You could do the following:

- Set the Factor to be a Screen-Out Factor.
- Set the Minimum Qualifying Value to 2.
- Ask two Yes/No questions:
 - Do you have this type of education?
 - Do you have this type of additional education or experience or a combination of education/experience?
 - Set the value of a Yes response to 2 and the value of a No response to 0.
- In this case, these are the four possible outcomes based on an applicant's responses. They are shown in the following graphic.

Possible Outcomes	Responses to Questions					
	Basic Education	Value	Specialized Experience	Value	Total	Average
Case No. 1	Yes	2	Yes	2	4	2
Case No. 2	Yes	2	No	0	2	1
Case No. 3	No	0	Yes	2	2	1
Case No. 4	No	0	No	0	0	0

FORMULA

A Minimum Qualifying Value of (2) × the number of questions under that Factor = the response value needed to qualify.

For example: 2×2 questions = a response value of 4. The 4 would be assigned to each qualifying response under that factor.

Note: In this example the applicant must answer Yes to both questions to qualify.

Two-Grade Example. For a professional position at the GS-9/11 level, an applicant must possess certain basic educational background (i.e., a degree in a specified field, or a specified number of semester or quarter hours, etc.) and additional specialized education or experience or a combination of both for the grade levels. You could do the following:

- Set the first factor to be a Screen-Out Factor.
 - Set the Minimum Qualifying Value to 2.
- Create a Basic Qualification – Education Yes/No question:
 - Do you have this type of education?
 - Set the value of a Yes response to 2 and the value of a No response to 0 for both grades.
- Create a second factor to be a Screen-Out Factor.
- Create two Additional Qualification factors – Education/Experience Yes/No questions (one for each grade level).
 - Do you have this type of additional education or experience or a combination of education/experience?
 - Do you have this type of additional education or experience or a combination of education/experience?
 - Set the value of a Yes response to 4 and the value of a No response to 0 for GS-9 for questions 2 and 3.
 - Set the value of a Yes response to 4 and the value of a No response to 0 for GS-11 for question 3 only.

FACTOR 2 – SCREENOUT		
Questions	GS-9	GS-11
	Response/Value	Response/Value
Q. 2. GS-9 Additional Education/ Experience/Combo	Yes = 4 No = 0	Yes = 0 No = 0
Q. 3. GS-11 Additional Education/ Experience/Combo	Yes = 4 No = 0	Yes = 4 No = 0

In this case, these are the four possible outcomes based on an applicant’s responses:

Possible Outcomes	Responses to Questions									
	Factor 1				Factor 2					
	Q. 1. Education	Value	Total	Average	Q. 2. GS-9 Additional Education/ Experience/ Combo	Value	Q. 3. GS-11 Additional Education/ Experience / Combo	Value	Total	Average
Case No. 1	Yes	2	2	2	Yes	4	No	0	4	2
Case No. 2	Yes	2	2	2	Yes	4	Yes	4	8	4
Case No. 3	No	0	0	0	No	0	Yes	4	4	2
Case No. 4	No	0	0	0	No	0	No	0	0	0

FORMULA

A Minimum Qualifying Value of (2) × the number of questions under that Factor = the response value needed to qualify.

For the above example, the Minimum Qualifying Value for Factor 1 has been set to 2 and is applied to both grades. To pass this screen-out, the applicant must answer Yes.

The Minimum Qualifying Value for Factor 2 has been set at 2 for both grade levels. In this example, the qualifying response values have been set at 4 for question 2 and at 0 for question 3 to qualify for a grade GS-9. The response values have been set at 4 for question 2 and 4 for question 3 to qualify for a grade GS-11.

If the applicant answers Yes to question 2 and No to question 3, the applicant would pass the screen-out at the GS-9 level. If the applicant answers Yes to question 2 and Yes to question 3, the applicant would pass the screen-out at the GS-9 and GS-11 levels. If the applicant answers No to question 2 and Yes to question 3, the applicant would also pass the screen-out at the GS-9 and GS-11 levels. Therefore, to pass the screen-outs at the GS-9 and GS-11 levels, the applicant must answer Yes to question 1 and answer Yes to question 2 or 3 to qualify at the GS-9 level, and answer Yes to question 1 and answer Yes to question 3 to qualify at the GS-11 level.

In other words, an applicant who is qualified at the GS-11 level based on the response to question 3 also will qualify for the GS-9.

The Rating Criteria page has two views, depending on whether you prefer to see all the information grouped by Specialty or by Competency/Factor. By default, when you get to the Rating Criteria page, information is grouped by Specialty. The screen shot below shows the Rating Criteria page with one specialty and one grade.

The screenshot shows the USA Staffing Rating Criteria page for Specialty: 001 Accountant and Grade 07. The page is grouped by Specialty. The table below shows the factors and their configurations:

Grade	Factor	Used	Rating	Screen Out	Min. Qual. Value	Incl. Code
07	Minimum Qualifications (Screen-Out)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2	ID
	Basic Requirement (Screen-out)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2	IE
	Education Level	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Professional Certification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Accounting Concepts, Policies and Laws - Applies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Knowledge of generally accepted accounting princip	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Audit Readiness- Document processes and implement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	necessary controls to provide credibility, visibi	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Automated Accounting: Skill in using an automated	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	accounting system to process accounting data, pro	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Communication: Ability to communicate effectively orally	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
and in writing.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Verification and acknowledgment of the accuracy of all	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
questionnaire answers.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

Regardless of the view you select, there are three actions you can take on this page:

- Enter appropriate values for Used, Rating, Screen-Out, Minimum Qualifying Score, and Ineligible Code.
- Enter the appropriate point values for each of the responses to the questions.
- Test the assessment component.

To view the Rating Criteria information for a Competency/Factor, click the plus sign.

Current Vacancy
Vacancy 107641

Rating Criteria

Group By: Specialty Competency/Factor

Specialty ▲	Grade ▲	Used	Rating	Screen Out	Min. Qual. Value	Inel. Code
001 Accountant	07	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2	ID
	09	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2	ID
	11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2	ID

(3 questions) (3 questions)

(1 question) (1 question)

Education Level (1 question)

Professional Certification (1 question)

Accounting Concepts, Policies and Laws - Applies knowledge of generally accepted accounting princip (6 questions)

Audit Readiness- Document processes and implement necessary controls to provide credibility, visibi (6 questions)

Automated Accounting: Skill in using an automated accounting system to process accounting data, pro (6 questions)

Communication: Ability to communicate effectively orally and in writing. (6 questions)

Verification and acknowledgment of the accuracy of all questionnaire answers. (1 question)

These are the steps to take on the Rating Criteria page. Enter appropriate values for the items on the first row of the table, which is your first Specialty/Grade combination:

- The system puts a check in the Used box by default to indicate that the factor is going to be used as part of the assessment process. If you want to prevent the factor from being used for a certain factor/specialty/grade combination to assess applicants, click this box to remove the check and turn off the factor.
- The system puts a check in the Rating box by default to indicate that the factor is going to be used as part of the numeric score.

- Click to place a check in the Screen Out box if the factor will be used as a screen-out in the assessment. If this box is checked, you must also supply a value in the Min. Qual. (Minimum Qualifying) Value box and an Inel. (Ineligible) Code. In most cases, when the Screen Out box is checked, the Rating check is removed; one exception to this is the Job Element assessment type.
- In the Min. Qual. Value column, enter the number of points an applicant must attain on this factor to pass the Screen-Out. Below this number, the applicant will be considered ineligible. To specify a minimum qualifying value, first make sure there is a checkmark in the Screen Out box, and then click the Min. Qual. box and type a number.
- In the Inel. Code column, select from the drop-down list the code you want the system to assign, when an applicant is ineligible, because they failed the Screen-Out Factor. To do this, make sure there is a checkmark in the Screen Out box and a number in the Min. Qual. Value box. Then click the Inel. Code box. When the drop-down selection arrow appears, use it to find the appropriate code and click it. (See Appendix C for a list of NOR Message Codes.)

The screenshot displays the 'Rating Criteria' configuration interface. At the top, there is a navigation bar with 'USA Staffing' and links for 'STAFFING', 'REPORTS', 'ADMIN', and 'LOGOUT'. Below this is a search bar with a 'GO' button and an 'ADVANCED' link. A dropdown menu for 'Testing Office' is visible. The main content area shows the 'Current Vacancy' as 'Vacancy 107641' and the 'Rating Criteria' section. A sidebar on the left contains navigation options: 'Vacancy', 'Assessments', 'Assessment Information', 'Specialty/Grade', 'Questionnaire Builder', 'Rating Criteria', 'Announcement', 'Applicants', 'Referral', and 'Case File Docs' (with a '4' icon). The 'Rating Criteria' table is grouped by 'Competency/Factor'. It lists three questions for '001 Accountant' with columns for 'Specialty', 'Grade', 'Used', 'Rating', 'Screen Out', 'Min. Qual. Value', and 'Inel. Code'. Below the table, there are sections for 'Education Level (1 question)', 'Professional Certification (1 question)', and 'Accounting Concepts, Policies and Laws - Applies knowledge of generally accepted accounting princip (6 questions)'. A detailed view of a question is shown at the bottom, including a 'Question' text, a 'Response' table with options A through E, and an 'Apply' button. The right side of the detailed view shows 'Competency/Factor: Competency/Factor', 'Minimum Qualifications (Screen-Out)', 'Specialty: 001 Accountant', 'Grade: 07', and 'Apply Values To: Question - All'.

Specialty	Grade	Used	Rating	Screen Out	Min. Qual. Value	Inel. Code
001 Accountant	07	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2	ID
	09	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2	ID
	11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2	ID

For every question in the questionnaire, make an entry in the Value box that represents the number of points you want the system to assign to each possible applicant response for the grade you are doing.

To do this, follow these numbered steps:

1. Click the plus sign to fully expand the tree view for the factor/specialty/grade on which you are working.
2. Click the first factor for the grade.
3. Click the plus sign next to the question for which you want to assign point values.
4. Click the Value box and type in the number of points.
5. Click the Save button.

Repeat these steps for all responses for all questions for the factor/specialty/grade on which you are working.

Repeat steps 1–3 for each grade covered by the questionnaire. Do one grade at a time and save.

Select the next factor and repeat steps 1–4 for each factor.

Apply Values To

To speed up the process of completing the Rating Criteria page, the following alternatives are available at the Apply Values To drop-down list:

- **Question – Grade.** This will apply the response values for this question only at this grade level.
- **Question – All.** This will apply the response values for this question at all grades and specialties to which this question is linked.
- **Scale – Grade.** This will apply the response values in this default scale to every question using this scale at this grade.
- **Scale – All.** This will apply the response values in this default scale to all questions that use this scale for all specialties and grades.

USA Staffing® STAFFING | REPORTS | ADMIN | LOGOUT

GO ADVANCED Testing Office ?

Current Vacancy
Vacancy 107641 **Rating Criteria** [New] [Save] [Copy] [Delete] [Cancel]

Vacancy
Assessments
+ Assessment Information
Specialty/Grade
Questionnaire Builder
Rating Criteria
Announcement
Applicants
Referral
4 Case File Docs

Group By: Specialty Competency/Factor [Test]

Education Level (1 question)
Professional Certification (1 question)
Accounting Concepts, Policies and Laws - Applies knowledge of generally accepted accounting princip (6 questions)

Specialty	Grade	Used	Rating	Screen Out	Min. Qual. Value	Incl. Code
001 Accountant	07	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	09	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	11	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Audit Readiness- Document processes and implement necessary controls to provide credibility, visibi (6 questions)
Automated Accounting: Skill in using an automated accounting system to process accounting data, pro (6 questions)
Communication: Ability to communicate effectively orally and in writing. (6 questions)
Verification and acknowledgment of the accuracy of all questionnaire answers. (1 question)

Question	Text												
7	Apply professional knowledge of accounting laws, regulations, policies, standards.												
<table border="1"> <thead> <tr> <th>Response</th> <th>Text</th> </tr> </thead> <tbody> <tr> <td>0 A</td> <td>I have not had education, training or experience in performing this task, but</td> </tr> <tr> <td>1 B</td> <td>I have had education or training in performing the task, but have not yet perf</td> </tr> <tr> <td>2 C</td> <td>I have performed this task on the job. My work on this task was monitored cl</td> </tr> <tr> <td>3 D</td> <td>I have performed this task as a regular part of a job. I have performed it inde</td> </tr> <tr> <td>4 E</td> <td>I am considered an expert in performing this task. I have supervised perform</td> </tr> </tbody> </table>		Response	Text	0 A	I have not had education, training or experience in performing this task, but	1 B	I have had education or training in performing the task, but have not yet perf	2 C	I have performed this task on the job. My work on this task was monitored cl	3 D	I have performed this task as a regular part of a job. I have performed it inde	4 E	I am considered an expert in performing this task. I have supervised perform
Response	Text												
0 A	I have not had education, training or experience in performing this task, but												
1 B	I have had education or training in performing the task, but have not yet perf												
2 C	I have performed this task on the job. My work on this task was monitored cl												
3 D	I have performed this task as a regular part of a job. I have performed it inde												
4 E	I am considered an expert in performing this task. I have supervised perform												
8	Apply knowledge of department accounting and reporting procedures sufficient to p												
9	Initiate correspondence providing analytical details or recommendations required to												
10	Knowledge of financial management or accounting systems, system objectives, op												
11	Process a variety of accounting transactions in conjunction with the general ledger.												
12	Compare findings of multiple time periods to identify and report on trends.												

Competency/Factor:
Accounting Concepts, Policies and Laws - Applies knowledge of generally accepted accounting princip
Specialty: 001 Accountant
Grade: 07

Apply Values To:
Scale - All
Question - All
Question - Grade
Scale - Grade
Scale - All

[Apply]

To use one of the alternatives, follow these steps:

- Click the question with the response value that you want to apply.
- Ensure the last value is selected.
- Select one of the options from the Apply Values To drop-down list at the bottom right of the page.
- Click the Apply button.

- When you finish entering the rating criteria for all the factors, test your Rating Criteria by clicking the Test button at the top of the page.

The screenshot displays the 'Rating Criteria' interface in the USA Staffing system. At the top, there's a navigation bar with 'STAFFING | REPORTS | ADMIN | LOGOUT'. Below that, a search bar and a 'GO' button are visible. The main header shows 'Current Vacancy' as 'Vacancy 107641' and the title 'Rating Criteria'. A 'Group By' dropdown is set to 'Competency/Factor'. The main table lists various assessment questions, each with a question ID and a description. A 'Test' button is highlighted in red at the top right of the table.

Question ID	Description
(3 questions)	(3 questions)
(1 question)	(1 question)
Education Level	(1 question)
Professional Certification	(1 question)
Accounting Concepts, Policies and Laws - Applies knowledge of generally accepted accounting princip	(6 questions)
Audit Readiness- Document processes and implement necessary controls to provide credibility, visibi	(6 questions)
Automated Accounting: Skill in using an automated accounting system to process accounting data, pro	(6 questions)
Communication: Ability to communicate effectively orally and in writing.	(6 questions)
Verification and acknowledgment of the accuracy of all questionnaire answers.	(1 question)

Test Assessment

The Assessment must be tested and verified before applicants can be rated and your announcement released to USAJOBS. In this process, you will create test applicants and questionnaire responses to confirm that the screen-outs and rating questions are working as expected.

The questions in the Test Assessment table correspond directly to the questions in your assessment. If you created 15 questions in your assessment, you will see 1–15 in the Question column. Keep in mind, if the first question in your assessment is the minimum qualification question, you will enter the letter of a qualifying or disqualifying response for that question.

The Test Assessment page is shown below.

USA Staffing® STAFFING | REPORTS | ADMIN | LOGOUT

GO ADVANCED Testing Office ?

Current Vacancy
Vacancy 107641 **Test Assessment** New Save Copy Delete Cancel

Vacancy
Assessments
+ Assessment Information
Specialty/Grade
Questionnaire Builder
Rating Criteria
Announcement
Applicants
Referral
4 Case File Docs

Applicant:
Applicant 01

Question	Response
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	

Randomize Clear All Rate All

Previous Next

Follow these steps to complete the test process:

- Enter lettered responses in the Response column for Applicant 01. You can type these one at a time, or you can click the Randomize button to have the system generate responses for you.
- You will want to create a test applicant for each screen-out response scenario. For example, if your assessment is for grades 9 and 11, you can create a test applicant that should be rated eligible for the 9 and ineligible for the 11, a test applicant that is eligible for the 9 and the 11, and a test applicant that is ineligible for the 9 and the 11.

Keep in mind, if the Randomize feature is used, responses are randomly generated for that test applicant. You may change screen-out responses to ensure you have a test applicant for each of the grade level scenarios as outlined above.

A completed test applicant is shown below.

USA Staffing®
STAFFING | REPORTS | ADMIN | LOGOUT

GO
ADVANCED
Testing Office ▼
?

Current Vacancy
Vacancy 107641 ▼
Test Assessment

New
Save
Copy
Delete
Cancel

Vacancy
Assessments
+ Assessment Information
Specialty/Grade
Questionnaire Builder
Rating Criteria
Announcement
Applicants
Referral
4 Case File Docs

Randomize
Clear All
Rate All

Applicant:
Applicant 01 ▼

Question	Response
1	B
2	D
3	B
4	B
5	B
6	A
7	D
8	A
9	E
10	E
11	C
12	E
13	D
14	A
15	C
16	D
17	C
18	E
19	A
20	D
21	D
22	D
23	A
24	B
25	C
26	A
27	D
28	C
29	D
30	D
31	A

Previous
Next

- Click the New button to add additional test applicants. Enter the responses as appropriate. You can switch from one applicant to another by using the Applicant drop-down list.
- Click the Rate All button. USA Staffing will rate your test applicants and create a Test Rating Summary Report. The report will preview in a separate window.

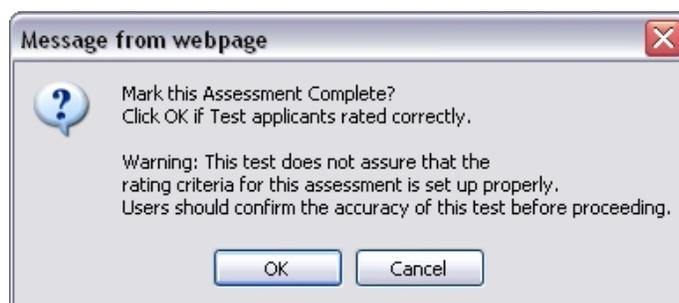
Note: If you do not see the report preview open, look for it on the desktop toolbar.

Below are examples of two Rating Summary Reports.

Testing Office				
TEST RATING SUMMARY REPORT				
Assessment ID:	195807			
Assessment Name:	Accountant GS-7/11 PD1234567			
Rating Method:	KSA-Based			
SSN	Name			
000-00-01	Applicant 01			
Specialty Code	Grade	Raw Score	Final Rating	Min Quals Rating
001	07	9	87	EL
001	09	11	87	EL
001	11	9	87	EL
SSN	Name			
000-00-02	Applicant 02			
Specialty Code	Grade	Raw Score	Final Rating	Min Quals Rating
001	07	0		IE
001	09	0		ID
001	11	0		ID
SSN	Name			
000-00-03	Applicant 03			
Specialty Code	Grade	Raw Score	Final Rating	Min Quals Rating
001	07	0		IE
001	09	0		IE
001	11	0		ID

Review test applicant ratings to ensure the assessment is working as expected, by answering the following questions:

- Are applicants rated eligible or ineligible as expected?
- Are eligible applicants given scores appropriate to their responses? If not, return to the Rating Criteria page, correct the response values, and re-test the assessment.
- When you are satisfied that the test has run successfully, close the preview screen and click the Next button. You will receive the dialogue box below.



- Click OK. This will mark your assessment as complete.

Assessment

Once the assessment is tested and marked complete, you are directed back to the Assessment page. There will be a checkmark in the Complete box.

Do not uncheck this box unless you plan to revise the assessment. If the checkmark in the Complete box is removed, you must re-test the assessment.

The screenshot shows the USA Staffing Assessment page. The top navigation bar includes 'STAFFING | REPORTS | ADMIN | LOGOUT'. Below the header, there is a search bar with 'GO' and 'ADVANCED' buttons, and a dropdown menu for 'Testing Office'. The main content area is titled 'Assessment' and shows details for 'Assessment ID 195807' and 'Assessment Name Accountant GS-7/11 PD1234567'. The 'Type' is 'Assessment Questionnaire' and the 'Assessment Owner' is 'Blanca I. Santiago'. The 'Rating Method' is 'KSA-Based'. There are checkboxes for 'Interdisciplinary' and 'ACWA'. The 'Complete' checkbox is checked, and the 'Retire Assessment' checkbox is unchecked. There are buttons for 'Test', 'Notes', and 'Upload Document'. A sidebar on the left contains navigation options: 'Vacancy', 'Assessments', 'Assessment Information', 'Specialty/Grade', 'Questionnaire Builder', 'Rating Criteria', 'Announcement', 'Applicants', 'Referral', and 'Case File Docs' (with a count of 4).



HOT TIP! The Retire Assessment checkbox on this page allows you to deactivate assessments so they are no longer used. Based on your permission profile, you may be able to search for your own or all retired assessments and activate or deactivate your own or all assessments. To deactivate an assessment, open the assessment, check the Retire Assessment box, and click Save. To reactivate an assessment and make it available for future use, uncheck the Retire Assessment box and click Save.

- Click the Next button. This will direct you to the first page of the Announcement.



Check Your Skills – Creating an Assessment from Scratch

The purpose of this 45-minute exercise is to give the participant an opportunity to practice creating a simple assessment from scratch.

1. Click Staffing on the top navigation bar.
2. In the Search box in the upper left-hand corner of the screen, enter the VIN for the vacancy you created. Refer to the previous exercise for this information as you wrote it down.
3. Click the Assessment button on the left menu bar.
4. Enter the name for the assessment followed by your initials and click the Save button. This will ensure we do not have duplicate assessments that may have to be renamed.
5. You will now see an ID number. Make a note of your Assessment ID:

Note: By default, Assessment Questionnaire is in the drop-down box under Type. By default, KSA-Based is in the drop-down box under Rating Method. Click the Next button. You will be on the Source Information page.

6. On the Source Information page, click in the box before “Classification and/or qualification standards” and select PRINCIPAL.
7. In the Remarks box enter (type):

This is a GS-201-9/11 training assessment to be used only for training.
8. Click the Next button again. You will now be on the Specific Info page.
9. Check the box next to “A description of how the importance of this job information was determined.”
10. Click the Next button again. You will be on the Preparation page.
11. On the Preparation page, for the purpose of this exercise, select any one of the four displayed items.
12. Click the Next button. You will be on the History Information page annotating the Assessment ID, Assessment Name, Date Created, Author, and the Phone No. Pay attention to the information shown, which should include Assessment ID, Assessment Name, date and time created, your user name, and phone number.
13. Click the Next button again. You will be on the Specialty/Grade page.

14. Click the Series button. You will see “0000 – Safety, Health, and Physical and Resource Protection” in the drop-down box.
15. Click the drop-down arrow and scroll down to select 0201 – Human Resources Specialist.
16. Click the Specialty button and type in Human Resources Specialist as the Specialty Code under Specialty.
17. Click the Grade button and enter 09.
18. Click the Save button at the top of the screen.
19. Click the Next button. You will now be on the Questionnaire Builder page.
20. Click the Add Factor button on the bottom of the screen. You will now be on the Competency/Factor page, with a new empty row added to the table.
21. Click in the new row under the Competency/Factor heading and type in Minimum Qualification – GS-201-9.
22. Click the New button at the top of the page. A new empty row added to the table.
23. Click in the new empty row and type “Knowledge of Federal Laws, Regulations, etc.”, and add a second factor/competency.
24. Click the Save button.
25. Click the column to the left of the Competency/Factor named Minimum Qualifications – GS-201-9. The arrow will come on to show that you have selected that specific Competency/Factor.
26. Click the Add Item button to go to the Item Editor page.
27. On the Item Editor page, under the Description box, leave the default as Question.
28. In the text box below, enter:

From the list below, select the response that most closely represents your training and experience for the position of GS-9 Human Resources Specialist.
29. Click the New button below the text box. You will see the letter A.
30. In the text box for response A, enter:

I have a master’s degree or higher in Public Administration and Personnel and experience in personnel.
31. Click the OK box below the Response text box.

32. Click the New button below the text box. You will see the letter B.

33. In the text box for response B, enter:

I have a BA in Public Administration and Personnel and less than one year of experience in the field.

34. Click the OK box below the Response text box.

35. Click the New button below the text box. You will see the letter C.

36. In the text box for response C, enter:

I have at least one full year of experience in personnel management equivalent to the GS-7 level described in the vacancy announcement.

37. Click the OK box below the Response text box.

38. Click the New button below the Text box. You will see the letter D.

39. In the text box for response D, enter:

My experience is not reflected in any of the above examples.

40. Click the OK box below the Response text box.

41. Click the Save button at the top of the page.

42. On the Questionnaire Builder page, notice there is a plus sign before the Minimum Qualification Factor. Click the plus sign. You should see Question 1, which should also have a plus sign before it. Click the plus sign before Question 1. You will see the responses you entered.

43. Click the box left of the Competency/Factor named Knowledge of Federal Laws, Regulations, etc.

44. Click the Add Item button to go to the Item Editor page.

45. On the Item Editor page, under the Description box, use the drop-down arrow and select Instructions. By default, Question should already be shown.

46. In the text box, enter:

For each task in the following group, choose the statement from the list below that best describes your experience and/or training. Darken the oval corresponding to that statement in Section 25 of the Qualifications and Availability Form C. Please select only one letter for each item.

47. Click the Save button.

48. Click the column to the left of Instruction.
49. Click the Add Item button to go to the Item Editor page.
50. On the Item Editor page, under the Description box, use the drop-down arrow and select Default Scale. When you do this, you will see below the text box a Default Scale Template drop-down box. Click the drop-down arrow and select General Schedule.
51. Click the Save button at the top of the page.
52. Click the column to the left of Default Scale.
53. Click the Add Item button to go to the Item Editor page.
54. On the Item Editor page, under the Description box, use the drop-down arrow and select Question. By default, Question should already be shown.
55. In the text box, enter:

Use and interpret the Code of Federal Regulations.
56. Click the box to the left of Use Scale to place a checkmark.
57. Click the Save button.
58. Click the plus sign to the left of Question 2. You will be able to see the text and the response, which should be the General Schedule Default responses.
59. Click the Next button at the bottom of the screen. You will now be on the Rating Criteria page. Also you will see a plus sign next to Specialty: 001 Human Resources Specialist.
60. Click the plus sign. You will see two factors.
61. For the Minimum Qualification, GS-201-9 Factor, click the Rating box to uncheck it, and then click the Screen-Out box to check it.
62. Enter the number 2 in the Min. Qual. Value box.
63. Click the box for Inelig. Code and use the drop-down to select the ineligible code ID.
64. Click the Minimum Qualification, GS-201-9 Factor. At the bottom of the screen you should see question 1.
65. Click the plus sign to view the responses. Enter a response value of 2 for responses A, B, and C. Enter a response value of 0 for response D.
66. Click the Knowledge of Federal Laws, Regulations, etc. factor. At the bottom of the screen you should see question 2.

67. Click the plus sign to view the responses. Enter the following values for each response: 0 for A, 1 for B, 2 for C, 3 for D, and 4 for E.
68. Use the drop-down list for Assign Value To: to select Scale Grade. Then click the Apply button.
69. Click the Test button at the top of the page.
70. For Test Applicant 01, enter the responses manually.
71. Click the Save button.
72. Click the New button to create an additional test applicant.
73. Click the Randomize button.
74. Ensure the screen-out questions have the correct response to rate the test applicant either eligible or ineligible.
75. Click the Save button.
76. Repeat steps 72–75 until you have four Test Applicants.
77. Click the Rate All button. A Test Rating Summary Report should appear.
78. If the Final Ratings appear to be correct, close the Report and then click the Next button at the bottom of the page.
79. Click OK on the “Mark This Assessment Complete?” popup screen. This will bring you back to the Assessment page, where the Complete box should be checked.



Check Your Skills – Attaching an Assessment from the Library

This 15-minute exercise gives the participant the opportunity to practice attaching and modifying an existing assessment from the library.

Search for an existing assessment by doing the following:

1. Click Staffing on the top navigation bar.
2. Click the Vacancy button on the left menu bar. You will now be on the Search screen for Vacancy.
3. Enter the VIN for the first vacancy you created in a previous exercise.
4. Click the Go button.
5. Click the Assessment button on the left menu bar. You will be on the Assessment page.
6. Click the Library button. You will be on an Advanced Search page for Assessments.
7. In the box under Series, enter 0201.
8. Your instructor will provide you with additional search criteria.

Grade _____

Author _____

Title _____

9. Click Partial Search.
10. Click the Go button.
11. Click the Open link to the left of the assessment you want to open. You will now be on the Assessment Information page.
12. If the assessment is marked Complete, uncheck the box and rename the assessment (include your initials) to make it unique to your vacancy.
13. Click the Save button
14. Select the Questionnaire Builder item on the left menu bar.

15. Click the plus sign to the left of each factor. You should be able to see the factors and the questions for each factor.
16. Click any of the questions to go to the Item Editor page.
17. Modify the question you selected in the Text Editor screen.
18. Click the Save button.
19. Click the Rating Criteria button on the left menu bar.
20. Click the plus sign next to the specialty.
21. Make sure all checkmarks are in the appropriate column(s) to the right of each factor that you are using to indicate if the factor is a Rating Factor or a Screen-Out Factor.
22. Click the Save button.



Check Your Skills – Retrieve and Import an Assessment Tool

This 15-minute exercise gives the participant the opportunity to practice importing an assessment tool.

To retrieve an assessment import file, take the following actions:

1. Open the Assessment tool you modified in the previous exercise.
2. Click the Questionnaire Builder button on the left menu bar.
3. Click the Preview button on the bottom of the page.
4. Choose “File Save as” on the main menu.
5. Save the file as a plain text document on your desktop.

You now have an Assessment Import file. Before you import the assessment text file, create another vacancy, following the steps you went through in an earlier exercise. Continue through to the Assessment Questionnaire page.

6. Click the Import Document button to display the Process Document page.
7. In the text entry box under Select the File to Process, either type the full path and filename of the file or navigate to it using the Browse button.
8. Click the Process button. The document file will be read into USA Staffing and loaded into the Questionnaire Builder. The Questionnaire Builder page will be presented to you for your review.
9. Click the Save button.

Announcement

- Announcement
- Assignments
- Specialty/Grade
- Locations
- Templates
- Navigating Through the Announcement
- Formatting Features
- HTML and Formatting
- TAGs
- Overview
- Duties
- Qualifications/Evaluation
- How to Apply
- Benefits/Other Information
- Questionnaire
- Preview
- Checking the Complete Box
- Release to USAJOBS

The USA Staffing Announcement area allows you to manage the content and appearance of job announcements. The information and formatting you provide will determine how your job announcement displays on USAJOBS. You may use Announcement templates, links, and TAGs to save time, provide consistency, and reduce the size of the announcement.

Announcement

Below is the Announcement information page, where you start your job announcement.

USA Staffing®
STAFFING | REPORTS | ADMIN | LOGOUT

GO ADVANCED
Testing Office
?

Current Vacancy
Vacancy 107641
Announcement

Vacancy

Assessments

Announcement

Announcement

Assignments

Specialty/Grade

Locations

Templates

Overview

Duties

Qualifications/Evaluation

How to Apply

Benefits/Other

Questionnaire

Preview

Applicants

Referral

4 Case File Docs

Note: An announcement item has been updated since the announcement was last released to USAJOBS. If needed, click Update USAJOBS on the Announcement Preview page.

Announcement Number <input style="width: 100%;" type="text"/>		Who May Apply <input style="width: 100%;" type="text" value="US Citizens and Status Candidates"/>		
Announcement Owner <input style="width: 100%;" type="text" value="Diane Tinsley"/>				
Work Schedule <input style="width: 50%;" type="text" value="Full Time"/>	Part Time Hours <input style="width: 50%;" type="text"/>	Custom Text <input style="width: 100%;" type="text"/>		
Opening Date <input style="width: 50%;" type="text"/>	Closing Date <input style="width: 50%;" type="text"/>	Appointment Type <input style="width: 100%;" type="text" value="Permanent"/>		
Security Clearance Required <input style="width: 100%;" type="text" value="Not Applicable"/>		Supervisory Status: Is this a Supervisory Position? <input style="width: 50%;" type="text" value="No"/>		
Travel Required <input style="width: 100%;" type="text" value="Not Required"/>		Relocation Authorized: Is Relocation Authorized? <input style="width: 50%;" type="text" value="No"/>		
<input checked="" type="checkbox"/> Accept USAJOBS Resumes and Portfolio Documents What's this?		<input checked="" type="checkbox"/> Accept Online Applications		
Agency URL <input style="width: 100%;" type="text"/>				
URL Description <input style="width: 100%;" type="text"/>		TDD Phone <input style="width: 100%;" type="text"/>		
USA Staffing Program Office Do Not Use <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="button" value="Customer"/> <input type="button" value="Internal Contact"/> <input type="button" value="External Contact"/> </div>				
Hiring Organization (100 Characters Max) <input style="width: 100%;" type="text"/>				
Customer Contacted <input style="width: 50%;" type="text"/>	Job Announcement Sent <input style="width: 50%;" type="text"/>	Announcement Returned <input style="width: 100%;" type="text"/>		
Upload New Case File Document <input type="button" value="Choose File"/> No file chosen		Show in SM <input type="checkbox"/>	<input type="button" value="Upload Document"/>	
<input type="button" value="Previous"/>		<input type="button" value="Next"/>		

The following fields are displayed on the Announcement page:

- **Announcement No.** Type in your announcement number. This number will appear on USAJOBS and will be used by applicants and USA Staffing users to locate this job announcement. You may use any set of numbers or letters for the announcement number. However, the USA Staffing Program Office suggests that you use the following combination:
 - Office Code + VIN (Vacancy ID Number) + Your Initials
 - Using this combination consistently will make it easier for you to remember the announcement number. It will also make it easier for Help Desk staff to locate your announcement when you have questions.
- **Work Schedule.** Select the proper work schedule for the job announcement.
- **Part Time Hours.** If you select Part Time as the Work Schedule, enter the number of hours in the text entry box next to Part Time Hours.
- **Who May Apply.** This area corresponds to the Area of Consideration choice made on the Position Information page in the Vacancy area. Use the drop-down list to select the appropriate applicant pool based on that choice.
 - Competitive and Merit Promotion options:

Note: The default text under “Who May Be Considered” is: Applications will be accepted from United States citizens and nationals.

- United States Citizens
- US Citizens and Non-Citizens
- US Citizens and Status Candidates
- Status Candidates (Merit Promotion and VEOA Eligibles)
- Qualified Civil Service Employees
- Outstanding Scholarship Eligibles
- Student Program Eligibles

Note: The default text under “Who May Be Considered” is: Applications will be accepted from degree seeking students enrolled at least half-time in accredited institutions.

- CTAP
- ICTAP and VEOA

- All groups of qualified individuals
- All groups of qualified individuals within the civil service
- Public

Note: This is the same as U.S. Citizens.

- Current members of the Senior Executive Service
- Veterans/Family members with qualifying military service only

o Internal Merit Promotion options:

- Agency Employees Only - Intranet Posting Only—announcements with this option selected, are posted to the agency’s exclusive web site. Applicants will only see these jobs if they can access the internal jobs posting Web page within their agency’s Intranet. These announcements will not appear on USAJOBS to the public.

Note: The default text under “Who May Be Considered” is: Applications will be accepted from current agency employees only.

- Exclusive Posting - Will Not Appear on USAJOBS or Intranet—announcements with this option selected, do not appear on USAJOBS or Intranet Web sites. You must replace the Xs in the following URL with the USAJOBS control number assigned when the announcement is released to USAJOBS and provide the complete URL (<http://www.usajobs.gov/GetJob/ViewDetails/XXXXXXXXXX>) to eligible applicants so they can access the announcement and apply.
 - Agency Employees Only - Appearing on USAJOBS—announcements with this option selected, are posted to the agency’s exclusive Web site and USAJOBS. Note: The default text under Who May Be Considered on the USAJOBS announcement is: Applications will be accepted from current agency employees only.
- **Custom Text.** The Custom Text field is limited to 500 characters (including punctuation and spaces). The text entered in the Custom Text field will override any information contained in the “Who May Apply” menu.
 - **Announcement Owner.** This drop-down list initially shows the user specified as the vacancy owner. If appropriate, another user can be designated as the announcement owner by selecting his or her name from the list. This is used for work ownership tracking and reporting purposes.
 - **Opening Date/Closing Date.** Enter the opening and closing dates for the announcement.
 - **Appointment Type.** Select the appropriate appointment type for your vacancy.

- **Not to exceed.** If Temporary or Term is selected as appointment type, enter the “not to exceed” text; for example, NTE 1 year or NTE 2 years.
- **Security Clearance Required.** Select the appropriate type of security clearance required for the position.
- **Supervisory Status: Is this a Supervisory Position?** Select yes or no to indicate if the position is supervisory or not.
- **Travel Required.** Select the appropriate amount of travel required for the position.
- **Travel Description.** Enter a description if travel is required for the position.
- **Relocation Authorized: Is Relocation Authorized?** Select yes or no to indicate whether there is relocation expenses authorized for the position.
- **Relocation Description.** Enter a description if relocation is authorized for the position.
- **Accept USAJOBS Resumes and Portfolio Documents.** Leave the checkmark in this box to route applicants through their USAJOBS account when applying online. This is the preferred method for submitting resumes. Here are the options:
 - Checked. As a default, this box will be checked. Applicants who click the Apply Online button will be directed to the USAJOBS Login page. Once logged in, they can upload a resume of their choice, select an existing resume from their account, or create a new one using the resume builder feature. Once a resume and portfolio documents are selected, the applicant is directed to Application Manager to complete the online questionnaire for that VIN. Once the applicant submits the questionnaire, the applicant’s responses and documents are uploaded to USA Staffing creating an applicant record for this VIN.
 - Unchecked. If this box is unchecked, applicants who click the Apply Online button will be routed to their USAJOBS account, but they will be unable to upload documents from that account. Applicants will be directed to Application Manager to complete the online questionnaire for that VIN and will have the option to submit a resume and other supporting documents through Application Manager.
- **Accept Online Applications.** A check in this box will determine whether the system will accept online applications.
 - Checked. As a default, this box will be checked. Applicants will be able to access and respond to the online questionnaire. When this box is checked, the Apply Online button will appear in USAJOBS, and applicants can click it to begin the online application process.
 - Unchecked. Use caution. If you remove this checkmark, the Apply Online button will not appear in USAJOBS. Applicants using the online questionnaire URL will not be allowed

to apply, and they will see the following message: “This announcement does not accept online applications.”

- **Agency URL.** Enter the agency’s Web site URL. To publish the URL in the announcement, insert the Agency URL TAG where you want the URL to appear. This is not a required field.
- **URL Description.** Enter the description of the Agency URL. This will appear next to the URL link in your announcement.
- **TDD Phone.** If applicable, enter the phone number provided to hearing impaired applicants using a Telecommunications Device for the Deaf (TDD).
- **Customer.** This will pre-populate from the Customer assigned on the Position Information page in the Vacancy area; no action is required.
- **Internal Contact.** Click this button to select the person who may be contacted by USA Staffing or USAJOBS support personnel for more information about this job announcement. This internal contact information is not published to the public.
- **External Contact.** Click this button to select the name of the person who may be contacted for more information about the job announcement. This contact information is published in the right-hand column of the job announcement on USAJOBS.
 - When users assign the External Contact, the address, phone, and fax information can be obtained from two sources, Office or Customer. If the user selects OK, the system will use the information in the Office profile. If the user selects Cancel, the system will use the information in the Customer profile.
- **Hiring Organization.** If applicable, this field may be used to designate the Hiring Organization within the agency.
- **Customer Contacted/Job Announcement Sent/Announcement Returned.** These date fields are used for tracking and documentation purposes. These are not required fields. These dates will not show up on the announcement.



HOT TIP! The Upload New Case File Document section allows you to upload case file documents for an announcement. Documents uploaded here are listed in the Vacancy > Case File Documents page and will undergo a virus scan.

Assignments

On the Assignments page you can document work assignments for staff members or workgroups. To do this, follow these steps:

The screenshot displays the 'Assignments' page in the USA Staffing application. At the top, there is a navigation bar with 'STAFFING | REPORTS | ADMIN | LOGOUT' and a search bar containing 'Testing Office'. Below the search bar, the current vacancy is identified as 'Vacancy 107641'. The page title is 'Assignments', and there are buttons for 'New', 'Save', 'Copy', 'Delete', and 'Cancel'. The main content area has two radio buttons: 'By Staff Member' (selected) and 'By Workgroup'. A note states: 'To add a staff member, click the New button and select from the drop down list.' Below this is a table with two columns: 'Staff Member' and 'Task'. The table is currently empty. At the bottom of the table area are 'Previous' and 'Next' buttons. On the left side, there is a vertical navigation menu with options: 'Vacancy', 'Assessments', 'Announcement', 'Assignments' (highlighted), 'Specialty/Grade', 'Locations', 'Templates', 'Overview', 'Duties', 'Qualifications/Evaluation', 'How to Apply', 'Benefits/Other', 'Questionnaire', 'Preview', 'Applicants', and 'Referral'.

- Click a radio button to indicate whether you will assign an individual or workgroup.
- Click the New button to create an Assignment record. A new row will appear in the table.
- Click the staff member column to assign names.
- Click the task column adjacent to the name to type in the task.
- Click the Next button to go to the Specialty/Grade page.

Specialty/Grade

The Specialty/Grade page specifies the specialties and grades covered in the job announcement.

The screenshot displays the 'Specialty/Grade' page for 'Vacancy 107641'. The page header includes 'USA Staffing' and navigation links for 'STAFFING', 'REPORTS', 'ADMIN', and 'LOGOUT'. A search bar contains 'Testing Office'. The main content area is titled 'Specialty/Grade' and features a list of specialties and grades with checkboxes. The 'Promotion Potential Grade' field is empty. Navigation buttons for 'Previous' and 'Next' are visible at the bottom of the main content area.

Specialty/Grade	Checked
0510	<input checked="" type="checkbox"/>
Accountant	<input checked="" type="checkbox"/>
07	<input checked="" type="checkbox"/>
09	<input checked="" type="checkbox"/>
11	<input checked="" type="checkbox"/>

Promotion Potential Grade:

Previous Next

Once an assessment is added to the vacancy, the system will automatically check all series, specialties, and grades unless the vacancy is copied and the assessment is modified to add grades. In this case, the added grades have to be manually checked on this page.

These are the actions to take on this page:

- Click the plus sign to the left of the series checkbox to expand the list and show all specialties and grades. Verify that the appropriate series, specialties, and grade(s) are checked.

Note: The system will not rate applicants for any unchecked series, specialty, and/or grade. The applicant record will show the IZ code (i.e., closed to receipt of new applications at this time) for all unchecked series, specialties, and/or grades. If you omit a grade from the job announcement, you cannot rate, evaluate, or refer applicants for that grade level after the announcement closes.

- In the Promotion Potential Grade box, enter the full performance level for the position being advertised.

Locations

The Locations page allows you to add and view the geographic location(s) that will appear on the job announcement. Geographic locations are used for multiple purposes. USAJOBS uses geographic locations to select the job announcements that match job seekers' search criteria. USA Staffing uses geographic locations to show on the job announcement where the positions are located. Finally, applicants use geographic locations during the application process to indicate the location(s) for which they would like to be considered for employment. To access this page, open an existing vacancy, click Announcement on the left menu bar, and click Locations.

The screenshot shows the USA Staffing web application interface. At the top, there is a navigation bar with 'STAFFING', 'REPORTS', 'ADMIN', and 'LOGOUT' links. Below this is a search bar with a 'GO' button and an 'ADVANCED' link. A dropdown menu for 'Testing Office' is visible. The main content area is titled 'Locations' and shows 'Current Vacancy: Vacancy 107641'. There are buttons for 'New', 'Save', 'Copy', 'Delete', and 'Cancel'. A 'Total # of Vacancies' field is set to '12'. Below this is a table with columns for 'Vacancies', 'Code', 'City', 'State', and 'Country'. The table contains four rows of data. At the bottom of the table are 'Previous' and 'Next' buttons.

Vacancies	Code	City	State	Country
3	5229	Washington DC (Disabled)	DC	United States
2	5222	Arlington (Disabled)	VA	United States
1	1865	Silver Spring (Disabled)	MD	United States
6	99MTR0012	Washington DC Metro Area	DC	United States

Once you add a location, the table on this page will display the following information:

Total # of Vacancies. This field displays the total number of vacancies for the job announcement and the number of possible vacancies in each location listed. To change the total number of vacancies, click this field, change the value, and click Save. This field does not necessarily need to equal the sum of the number of vacancies indicated for each selected location.

Vacancies. This field displays the number of vacancies in the selected location. To change the number of vacancies, click this field, change the value, and click Save.

Code. This is the 9-digit GSA Geo Location Code (GLC).

City. This field displays the city name. Cities associated with the superseded 4-digit location codes will display as “Disabled”.

State. This field displays the State for U.S. locations.

Country. This field displays the Country.

To add a GSA Geographic Location to the announcement:

- Enter the number of vacancies and click the Save button.
- Click the New button. The Select Announcement Location page displays.

The screenshot shows the 'Select Announcement Location' page in the USA Staffing system. At the top, there is a navigation bar with 'STAFFING', 'REPORTS', 'ADMIN', and 'LOGOUT'. Below this is a search bar with 'GO' and 'ADVANCED' buttons, and a 'Testing Office' dropdown. The main content area is titled 'Select Announcement Location' and includes a 'Current Vacancy' dropdown set to 'Vacancy 107641'. There are buttons for 'New', 'Save', 'Copy', 'Delete', and 'Cancel'. The left sidebar has a menu with 'Vacancy', 'Assessments', 'Announcement', 'Announcement', 'Assignments', 'Specialty/Grade', 'Locations', and 'Templates'. The 'Locations' section is active, showing a 'Search by GSA Geo Location' box with a 'Go' button and a 'Browse' section with dropdowns for 'Country' (United States), 'State' (Please Select a State), 'City', and 'County' (OR). A note at the bottom states: 'When entering the number of vacancies for each location in the Vacancies column, the sum does NOT need to equal the Total Number of Vacancies field, as only the Total Number of Vacancies and a list of the chosen locations will appear on USAJOBS.'

If adding a U.S. location:

- The Country field defaults to United States.
- Select the State from the drop-down list. The page will refresh to include the cities and counties available for the selected state.
- Select the City OR County from the drop-down lists. The system will populate available GSA Geo Locations found based on the criteria selected.

Note: Locations Negotiable After Selection (990000000). This option displays for most U.S. cities. This code should be used for large nationwide recruitments and should not be used for telework positions, which is a condition of employment. For USAJOBS search purposes, announcements with this location code will be displayed when searching for jobs in the following cities, Seattle, WA, San Francisco, CA, Los Angeles, CA, Dallas, TX, Denver, CO, Chicago, IL, Atlanta, GA, Washington, DC, New York City, NY, and Boston, MA.

If adding an international location:

- The Country field defaults to United States. Select a different country from the drop-down list. The page will refresh to include the cities available for the selected country.
- Select the City from the drop-down list. The system will populate available GSA Geo Locations found based on the criteria selected.

Once you locate the U.S. or international location:

- Select the location to be included in the announcement by checking the box to the left of the Vacancies column.
- On the Vacancies field, enter the number of vacancies for each location, using digits such as 1, 2, 3, or the words Few or Many.
- Click the Save button. Save before selecting another country, state, or city if selecting additional locations. The selected location(s) and number of vacancies will be added to the Locations page.

Repeat these steps to select additional location(s) and enter the number of vacancies.

When an announcement includes multiple locations, USAJOBS displays a “Multiple Locations” link in the Locations field of the search results. If the number of locations exceeds five locations, a “More Locations” link appears in the Duty Locations field of the announcement.

The screenshot displays the USAJOBS website interface. At the top, there are navigation links for Home, Search Jobs, My Account, and Resource Center, along with a 'SIGN IN OR CREATE AN ACCOUNT' button. The main search area features a 'Keyword' field (with placeholder text: 'Keywords, Job Title, Control #, Agency') and a 'Location' field (with placeholder text: 'City, State, ZIP Code, or Country'), a 'Search' button, and a link to 'Advanced Search >'. Below the search area, there is a '< Back to Results' link and a 'Dock' section with a dropdown menu 'Go to section of this Job:' and buttons for 'Apply Online', 'Print Preview', 'Save Job', and 'Share Job'. The job announcement details include the Veterans Health Administration logo, the URL 'VAcareers.va.gov', and the following information:

- Job Title:** Nursing Assistant, GS-0621
- Department:** Department Of Veterans Affairs
- Agency:** Veterans Affairs, Veterans Health Administration
- Job Announcement Number:** VHA-13-118-SJ-EC835227
- SALARY RANGE:** \$31,315.00 to \$43,687.00 / Per Year
- OPEN PERIOD:** Thursday, February 21, 2013 to Friday, February 21, 2014
- SERIES & GRADE:** GS-0621-05
- POSITION INFORMATION:** Multiple Schedules - Excepted Service Permanent
- DUTY LOCATIONS:** Many vacancies in the following location(s):
 - Alamosa, CO [View Map](#)
 - Aurora, CO [View Map](#)
 - Burlington, CO [View Map](#)
 - Colorado Springs, CO [View Map](#)
 - Denver, CO [View Map](#)
 - [More Locations](#) (3)
- WHO MAY APPLY:** United States Citizens

Clicking the “More Locations” link displays additional duty location information at the bottom of the announcement.

Templates

The Templates page provides a means to select the announcement template to be used for the announcement. Templates may be selected from the Global, Organization, and Office levels. They provide consistency and efficiency when developing new job announcements.

Templates are pulled from Administration/Template Libraries. When the template is selected and applied to your vacancy, you are able to modify it to suit that specific announcement. The original template remains in the Administration area and is not affected by any modifications you may make in the Staffing area. Templates in the Administration area are available to everyone in your office.

To access and modify an existing template, take these steps on the Templates page:

- Click the appropriate radio button to select a template from the Global, Organization, or Office level library. The page will refresh to populate the Templates drop-down selection box with the templates available.
- Select the appropriate template from the Templates drop-down list. (See next page.)

USA Staffing will automatically copy the contents of the selected template into the vacancy.

USA Staffing® STAFFING | REPORTS | ADMIN | LOGOUT

GO ADVANCED Testing Office ?

Current Vacancy
Vacancy 107641 **Templates** New Save Copy Delete Cancel

Vacancy
Please select Global, Organization, or Office to continue.

Global **Templates**
 Organization Accountant GS-0510
 Office

Name:
Accountant GS-0510

Image Based Form Sort Location By State
FORM: 1203-FX

- Overview
- Social Security Number
- Vacancy Identification Number
- Title of Job
- Biographic Data
- E-Mail Address
- Work Information
- Employment Availability
- Citizenship
- Background Information
- Other Information
- Languages
- Lowest Grade
- Miscellaneous Information
- Special Knowledge
- Test Location
- Veteran Preference Claim
- Dates of Active Duty - Military Service
- Availability Date
- Service Computation Date
- Other Date Information
- Job Preference
- Occupational Specialties
- Geographic Availability
- Transition Assistance Plan
- Job Related Experience
- Personal Background Information
- Duties
- Qualifications
- How to Apply
- Benefits

Previous Next

The Image Based Form selection box is set to FORM: 1203-FX by default. This means that USA Staffing will format your online questionnaire to correspond with the data fields used on the OPM Form 1203-FX. (See Appendix D for a printed copy of this form.)

Sort Location By State. Check this box if you have locations in multiple states and want those locations sorted by state on the announcement and online questionnaire. Otherwise, locations will appear in location code order.

Once a template is selected, the bottom half of the Templates page will list the headings of all main sections and subsections that could appear in your job announcement and/or online questionnaire. The items checked on the Templates page are data fields that will appear on the online questionnaire and are used to collect data from applicants when they apply to this announcement.

You can indicate which data fields will be used in your announcement by checking the boxes next to the items or remove data fields from your online questionnaire by removing the checkmark. Any data field selected will need instructional text, questions, and/or responses. Some of these data fields have the check box grayed out so they cannot be removed. These items, such as Lowest Grade, Occupational Specialties, and Geographic Availability, are mandatory.

Often, templates have these data fields predefined and no action is required on your part. However, if you must add one of these items or modify an existing one, this is done on the Questionnaire page of the Announcement section.

Navigating Through the Announcement

The screenshot displays the USA Staffing web application interface. At the top, there is a navigation bar with links for STAFFING, REPORTS, ADMIN, and LOGOUT. Below this is a search bar and a dropdown menu for 'Testing Office'. The main content area is titled 'Overview' and shows the current vacancy as 'Vacancy 107641'. A note indicates that an announcement item has been updated since the last release to USAJOBS. The interface includes a left-hand navigation menu with options like Vacancy, Assessments, Announcement, and Applicants. The main content area features a table with sections for editing, such as 'Job Summary-Agency Marketing Statement' and 'Key Requirements'. A rich text editor is visible at the bottom, containing the text: 'The US Office of Personnel Management is the lead Human Resources agency for the Federal government. As such, it is seeking highly skilled individuals to lead this effort into the future.'

Use the left menu bar to navigate among the Announcement pages. You must save prior to moving from one page to the next. Failure to save before navigating to another page will result in your text changes being lost. You may also want to save periodically to avoid being timed-out of the system.

Each of the Announcement pages contains in the upper portion of the page a table with various sections for that page and a corresponding text box on the lower portion of the page. You must select the section you want to view or modify from the upper table to display the associated text in the lower box.

To add or modify content for the announcement sections, follow these steps:

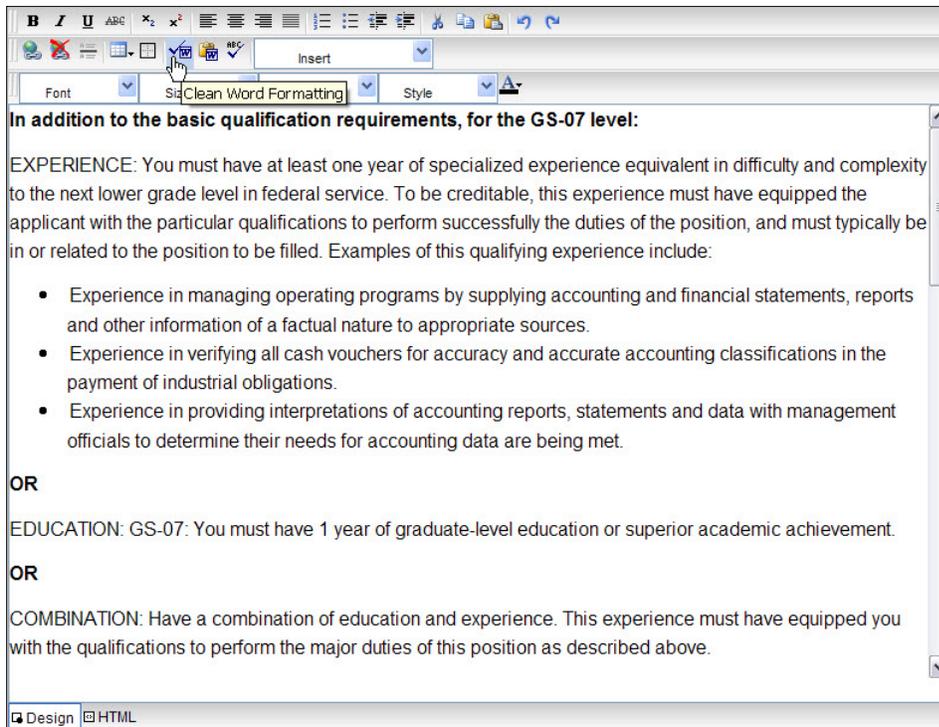
- Click the section at the top of the page. The selected section will have an arrow in the left column.

- Enter your text in the box located on the bottom half of the page.
- Repeat these steps for all remaining sections on the table.

Formatting Features

Each text box provides multiple formatting features similar to those found in a word processing software.

Clean Word Formatting. If you have copied and pasted text into a field from a Word document or some other source, you can use the Clean Word Formatting button to remove any excess HTML code that may affect formatting. See picture below.



HOT TIP! You can change the view from Design to HTML display before you paste the copied text. Pasting text into the HTML textbox eliminates any excess HTML code brought over from the original source from which you copied the text.

HTML and Formatting

HTML is the format used by USAJOBS to present the announcement information to the applicants in the online environment. The transfer of incorrect HTML coding stored in USA Staffing may adversely affect the announcement presentation.

In addition, when you include HTML coding from text that was cut and pasted from a Web-based source, you may exceed the number of characters permitted in that part of the announcement. Character limits are based on the total number of characters contained in the USA Staffing field and not on the actual word count. To view all characters in a given text box; select the HTML button below the text entry box. (See previous example.) Delete any incorrect or extraneous HTML code.

To minimize formatting problems in your announcements, take the following precautions:

- Avoid copying and pasting text from an existing online announcement or other online source directly into your announcement. This will almost always result in problems. The Clean Word Formatting button may not remove all excess code in these cases.
- If you must copy text from an online source, paste it into the HTML view of the item editor. Pasting the copied text into the HTML textbox eliminates any excess code brought over from the original source from which you copied the text.
- If working with large amounts of text, you could also paste it into Notepad or Word and save it as a plain text file; saving it as a plain text document will strip most of the excess code. Then copy and paste the plain text version into the text box in USA Staffing.
- You can use the Font and Size drop-down lists to adjust the text. Typically, size 2 is the correct size for your announcement text.
- The USAJOBS Web site's default font is Verdana. Please ensure that you are as consistent as possible with your font choices. Remember when you cut and paste, the font style of the original document will come over into the announcement text. If your template format is Verdana or Arial and you cut and paste text in New Times Roman, the announcement will reflect the two different fonts when published to USAJOBS. Highlight the section of text and change the font as appropriate using the font drop-down list to select the appropriate font. Announcements with various fonts and/or excess HTML code will not look professional and/or will require each user who pulls the template into their vacancy to modify the content. If the template is not correct, then the same formatting problem will repeat with each subsequent announcement released using that template. Please ensure any templates developed are free of excess HTML code and have good consistency of formatting, font styles, and sizes.



HOT TIP! Plain text documents bring over little or no HTML code.

TAGs

The screenshot displays the 'How to Apply' page for a specific vacancy (107641). The page features a navigation sidebar on the left with options like 'Vacancy', 'Assessments', 'Announcement', and 'Applicants'. The main content area includes a 'USAJobs Section' with a list of items: 'How to Apply', 'Required Documents', and 'What to Expect Next'. Below this is a rich text editor with a toolbar and an 'Insert' menu. The 'Insert' menu is open, showing a list of TAG items such as 'Accepted/Required Docs', 'Agency URL', 'Announcement Number', and 'VacancyID'. The text editor contains the following text:

SUGGESTED HOW TO APPLY AN

INSERT THE FOLLOWING INTO T

To apply for this position, you must Documents section below.

The complete application package r

- To begin, click **Apply Online** your USAJOBS resume an
- Click the **Submit My Answer**
- It is your responsibility to e
- To verify your application is **Application Status** link an your application, the docum application. Your uploaded
- To return to an incomplete announcement. You must be incomplete.

The 'Insert' menu lists the following TAG items:

- Accepted/Required Docs
- Agency URL
- Announcement Number
- Appointment Type
- Beginning Grade
- Beginning Salary
- Closing Date
- Contact E-mail
- Contact Name
- Contact Phone
- Customer
- Customer Address
- Customer Phone Number
- Duty Locations
- Ending Grade
- Ending Salary
- Link to Full Questionnaire
- Link to Questions Only
- Number of Questions
- Office
- Office Address
- Online Questionnaire
- Opening Date
- Organization
- Pay Plan
- Position Title
- Promotion Potential
- Salary Period
- Series
- Text-Questionnaire
- VacancyID
- Work Schedule

TAG is a programming code that directs the system “To Automatically Get” the specified data.

The bottom half of the Announcement Overview page is a text editing area. In the illustration above, the TAG items represent USA Staffing data elements that can automatically populate the announcement text with the appropriate information. For example, where TAG: Announcement Number appears, the system is going to show the announcement number you entered on the Announcement Information page; where TAG: Vacancy ID appears, the system will show the VIN. See Appendix G for TAG descriptions.

Inserting a TAG. Place the cursor where you want the TAG to appear in your text. Then select the TAG from the Insert drop-down list.

Deleting a TAG. Select the TAG in the text box and press Delete on your keyboard.

Overview

The Overview page is where you manage the text that will appear in this area of the job announcement when it is released to USAJOBS.

The screenshot shows the USA Staffing web interface. At the top, there is a navigation bar with 'STAFFING', 'REPORTS', 'ADMIN', and 'LOGOUT'. Below this is a search bar and a 'GO' button. The main header area includes 'Current Vacancy' (Vacancy 107641) and the title 'Overview'. There are buttons for 'New', 'Save', 'Copy', 'Delete', and 'Cancel'. A note states: 'Note: An announcement item has been updated since the announcement was last released to USAJOBS. If needed, click Update USAJOBS on the Announcement Preview page.' The main content area is titled 'USAJobs Section' and contains three sections: 'Job Summary-Agency Marketing Statement', 'Job Summary', and 'Key Requirements (Max Length: 75, Max Entries: 10)'. There is an 'Insert Key Requirement' button and a text field for 'Agency Marketing URL - http:// or https:// Required (Max Length 500)'. Below this is a rich text editor with a toolbar and a text area containing the text: 'The US Office of Personnel Management is the lead Human Resources agency for the Federal government. As such, it is seeking highly skilled individuals to lead this effort into the future.' At the bottom, there are 'Design' and 'HTML' view options.

The Overview page contains the following three sections:

- **Job Summary–Agency Marketing Statement.** This section allows for 1,500 characters and is used to briefly describe the agency’s marketing statement or any points of special interest to job seekers. (Required)
- **Job Summary.** This section permits up to 2,500 characters to provide a job summary to the job seeker. This may include a quick overview of the agency’s mission and how the position relates to it. (Required)
- **Key Requirements.** This section permits up to ten key requirements. Each requirement is limited to 75 characters. You can modify, add, or delete key requirements as appropriate.

- **Agency Marketing URL - http:// or https:// Required (Max Length 500).** The Agency Marketing Statement will display either the URL or the text, not both.

They appear in bullet form below the Overview section of the job announcement on USAJOBS. If any key requirements already exist, a plus sign appears to the left of the Key Requirements row.

Duties

The Duties page is where you manage the text that will appear in this area of the job announcement when it is released to USAJOBS.

The screenshot displays the USA Staffing web application interface. At the top, there is a navigation bar with 'STAFFING | REPORTS | ADMIN | LOGOUT' and a search bar containing 'Testing Office'. Below the search bar, the current vacancy is identified as 'Vacancy 107641' with a 'Duties' tab selected. A sidebar on the left lists various sections: Vacancy, Assessments, Announcement, Assignments, Specialty/Grade, Locations, Templates, Overview, Duties (highlighted), Qualifications/Evaluation, How to Apply, Benefits/Other, Questionnaire, Preview, Applicants, Referral, and Case File Docs (with a '4' icon). The main content area is titled 'USAJobs Section' and contains a 'Major Duties' section. This section features a rich text editor with a toolbar including options for bold, italic, underline, font color, background color, text color, font size, font style, and text alignment. The text within the editor reads: 'As an accountant, you will:' followed by a bulleted list of duties: 'Analyze and reconcile accounts and prepare balance sheets.', 'Analyze cost accounting reports, status of fund reports, and other financial reports in order to prepare summary statements.', 'Validate a variety of accounting data that is entered into schedules and accounts.', 'Maintain accounts by reviewing documents to verify accounting data, enter data into the system, and take a trial balance.', 'Reconcile accounts by comparing account balances with related data to assure agreements.', and 'Analyze operating procedures affecting the flow of costs through accounting systems and recommend changes.' At the bottom of the editor, there are radio buttons for 'Design' (selected) and 'HTML'.

Qualifications/Evaluation

The Qualifications/Evaluation page is where you manage the text that will appear in this area of the job announcement when it is released to USAJOBS.

The screenshot displays the 'Qualifications' section of the USA Staffing interface. The page header includes 'USA Staffing' and navigation links for STAFFING, REPORTS, ADMIN, and LOGOUT. Below the header, there are input fields for 'Current Vacancy' (set to 'Vacancy 107641') and 'Testing Office'. A 'Qualifications' section is active, showing a list of sections: Qualifications (Max Length: 50000), Education, Requirements, and Evaluations. The main content area is a rich text editor with a toolbar and the following text:

Once you complete and submit your application package, your application will be reviewed to ensure you meet the basic qualification requirements. Next, your responses to the questionnaire and/or competency statements will be evaluated to determine the degree to which your skills match this position. Your application will be evaluated based on your ability to demonstrate the following knowledge, skills and abilities/competencies:

- Knowledge of accounting principles, theories, concepts and practices.
- Ability to prepare and use computer generated spreadsheets to clearly present, analyze and evaluate financial data.
- Ability to apply generally accepted statistical sampling and auditing techniques and requirements to identify and resolve financial and/or auditing issues.
- Ability to research and compile statistical data.

Your résumé and/or supporting documentation will be verified. Please follow all instructions carefully. Errors or omissions may affect your rating or consideration for employment.

Veterans' Preference:

When applying for Federal Jobs, eligible veterans should claim preference on their application or résumé. Applicants claiming 10-point preference must complete an SF 15, Application for 10-Point Veteran Preference. Veterans who are still in the service may be granted 5 points tentative preference on the basis of information contained in their applications, but they must produce a DD Form 214 prior to appointment to document entitlement to preference.

For more information on Veterans' Preference, please visit <http://www.opm.gov/veterans/html/vetsinfo.asp>.

Design HTML

The Qualifications/Evaluation page contains the following four sections:

- **Qualifications.** This section allows up to 8,000 characters and is used to describe the position qualification requirements as well as any selective placement factors. (Required)
- **Education.** This section allows up to 2,000 characters and can be used for additional qualification or education information.
- **Requirements.** This section allows up to 2,500 characters and can be used to describe any requirements in addition to those already listed. (Required)
- **Evaluations.** This section allows up to 3,500 characters and is used to describe the evaluation process used for the vacancy.

How to Apply

The How to Apply page is where you manage the text that will appear in this area of the job announcement when it is released to USAJOBS.

The screenshot shows the USA Staffing web interface. At the top, there's a navigation bar with 'STAFFING | REPORTS | ADMIN | LOGOUT'. Below that, a search bar with 'GO' and 'ADVANCED' buttons, and a dropdown menu for 'Testing Office'. The main content area is titled 'Current Vacancy' and shows 'Vacancy 107641' with a 'How to Apply' link. A sidebar on the left contains a navigation menu with options like 'Vacancy', 'Assessments', 'Announcement', 'Assignments', 'Specialty/Grade', 'Locations', 'Templates', 'Overview', 'Duties', 'Qualifications/Evaluation', 'How to Apply' (highlighted), 'Benefits/Other', 'Questionnaire', 'Preview', 'Applicants', and 'Referral'. The main content area is titled 'USAJobs Section' and contains three sections: 'How to Apply', 'Required Documents', and 'What to Expect Next'. The 'How to Apply' section is currently selected and displays a rich text editor with the following content:

To apply for this position, you must provide a complete Application Package which includes:

1. Your Résumé
2. A complete Occupational Questionnaire
3. Additional Required Documents (see Required Documents section below)

The complete Application Package must be submitted by 11:59 PM (EST) on TAG:Closing Date.

To begin the process, click the Apply Online button to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the occupational questionnaire. Please ensure you click the Submit My Answers button at the end of the process.

Note: To check the status of your application or return to a previous or incomplete application, log into your USAJOBS account, select Application Status, and click on the more information link under the application status for this position.

To fax supporting documents you are unable to upload, complete this cover page <http://staffing.opm.gov/pdf/usascover.pdf> using the following Vacancy ID TAG:VacancyID. Fax your documents to 1-478-757-3144.

If you cannot apply online:

1. Click the following link to view and print the occupational questionnaire TAG:Link to Full Questionnaire.
2. Print this 1203FX form to provide your response to the occupational questionnaire <http://www.opm.gov/forms/pdfimage/opm1203fx.pdf>, and
3. Fax the completed 1203FX form along with any supporting documents to 1-478-757-3144. Your 1203FX will serve as a cover page.

The How to Apply page contains the following three sections:

- **How to Apply.** This section allows up to 5,000 characters and is used to describe the application procedures for the vacancy. (Required)
- **Required Documents.** This section allows up to 5,000 characters and is used to list documents that are required to complete the application package. This section should explain what supporting documentation the applicant is expected to submit when applying for the position. (Required).
- **What to Expect Next.** This section allows up to 2,500 characters and is used to inform the applicant of what will occur after they submit their application and when they should expect to be notified.

Benefits/Other Information

This page is where you manage the text that will appear in this area of the job announcement when it is released to USAJOBS.

The screenshot displays the USA Staffing web interface. At the top, there is a search bar and navigation links for STAFFING, REPORTS, ADMIN, and LOGOUT. The current page is titled 'Benefits' for 'Current Vacancy' 107641. A sidebar on the left contains a navigation menu with items like Vacancy, Assessments, Announcement, Announcements, Assignments, Specialty/Grade, Locations, Templates, Overview, Duties, Qualifications/Evaluation, How to Apply, Benefits/Other (highlighted), Questionnaire, Preview, Applicants, Referral, and Case File Docs (4). The main content area features a note: 'Note: An announcement item has been updated since the announcement was last released to USAJOBS. If needed, click Update USAJOBS on the Announcement Preview page.' Below this is a 'USAJobs Section' with expandable sections for 'Benefits' and 'Other Information'. A 'Benefits URL' field is present with the requirement: 'Benefits URL - http:// or https:// Required (Max Length 500)'. A rich text editor is shown with a sample text block: 'Working for [Insert agency name] offers a comprehensive benefits package that includes, in part, paid vacation, sick leave, holidays, life insurance, health benefits, and participation in the Federal Employees Retirement System. [Insert agency specific benefits/flexibilities that may be attractive to a new professional, e.g., student loan repayment, recruitment or relocation incentives, flexible work schedule, etc.] The following Web address is provided for your reference to explore the major benefits offered to most Federal employees. To find out more click here <http://www.usajobs.gov/EI/benefits.asp>.' The editor includes a toolbar with various formatting options and a 'Design' tab.

The Benefits/Other Information page contains the following two sections:

- **Benefits.** This section allows up to 1,500 characters and is used to list benefits applicants can expect from Federal employment and any agency-specific incentives. (Required)
- **Other Information.** This section allows up to 3,500 characters and may be used for any additional pertinent information that may not be appropriate in other sections of the announcement.
- **Benefits URL - http:// or https:// Required (Max Length 500).** This optional section may contain an additional URL.

Questionnaire

The Questionnaire page is where you manage the text for the non-assessment items that will appear in the online questionnaire. Examples include questionnaire items asking for applicants' contact information, citizenship, veteran preference, and geographic preference.

This page displays the items that will be used to collect information from the applicants for this job announcement. These items, along with the responses to the questionnaire and the documentation submitted by the applicant, comprise the applicant's record for this VIN. Items on this page are established by the selections made on the Templates page.

The screenshot displays the 'Questionnaire' management page in the USA Staffing system. The interface includes a navigation menu on the left with categories like Vacancy, Assessments, Announcement, and Applicants. The main content area shows a table of questionnaire items for 'Vacancy 107641'. The table has columns for 'Section Name', 'Item Name', 'Show Online', and 'Mandatory'. Items listed include Social Security Number, Vacancy Identification Number, Title of Job, Biographic Data, E-Mail Address, Work Information, Employment Availability, and Citizenship. At the bottom of the page, there are three buttons: 'Insert Item', 'Edit Item', and 'Insert Response'.

Section Name	Item Name	Show Online	Mandatory
Social Security Number		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Vacancy Identification Number		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Vacancy Identification Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Title of Job	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Biographic Data	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	E-Mail Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Work Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Employment Availability	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Citizenship	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Citizenship	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Background Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Languages	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Lowest Grade	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Miscellaneous Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Special Knowledge	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Veteran Preference Claim	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Dates of Active Duty - Military Service	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Availability Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Service Computation Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Other Date Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Job Preference	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Occupational Specialties	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Geographic Availability	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Transition Assistance Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The Questionnaire page includes the items selected on the Templates page. Follow these steps to review this page:

- Verify that the sections displayed on this page are in fact required and that they contain instructions and appropriate responses. If you discover sections that are not applicable to your announcement, you must remove them (by un-checking the boxes) on the Templates page.

- Click the plus sign to the left of the Section Name to display the item names.

Note: Certain items are always marked as Mandatory; the checkmark indicates it is read-only.

- Click the box to the left of the Item Name to add or edit instructions and/or responses.
- Click the Insert Item button if you want to add an item—typically a question—to the selected section.
- Click the Edit Item button to add or modify instructions.
- Click the Insert Response button to add or modify response options in an item. Remember, these items mirror the OPM Form 1203-FX. Consult this form for the layout of your codes, questions, and responses.

Preview

The Preview page displays the content of your job announcement. This preview gives you the opportunity to review the announcement text before you release it to be posted on USAJOBS. To make corrections, you will need to return to the appropriate section(s). You can also preview and/or print the announcement text by clicking the Print button.

USA Staffing® STAFFING | REPORTS | ADMIN | LOGOUT

Search GO ADVANCED Testing Office ?

Current Vacancy
 Vacancy 107641 **Preview**

Vacancy
Assessments
Announcement
 Announcement
 Assignments
 Specialty/Grade
 Locations
 Templates
 Overview
 Duties
 Qualifications/Evaluation
 How to Apply
 Benefits/Other
 Questionnaire
Preview

Note: An announcement item has been updated since the announcement was last released to USAJOBS. If needed, click Update USAJOBS on the Announcement Preview page.

Announcement Number: DC-107641-BT
 USAJOBS Control Number:

Complete Release to USAJOBS Last Released

Security Clearance: Q - Nonsensitive
 Supervisory Status: Yes
 The US Office of Personnel Management is the lead Human Resources agency for the Federal government. As such, it is seeking highly skilled individuals to lead this effort into the future.

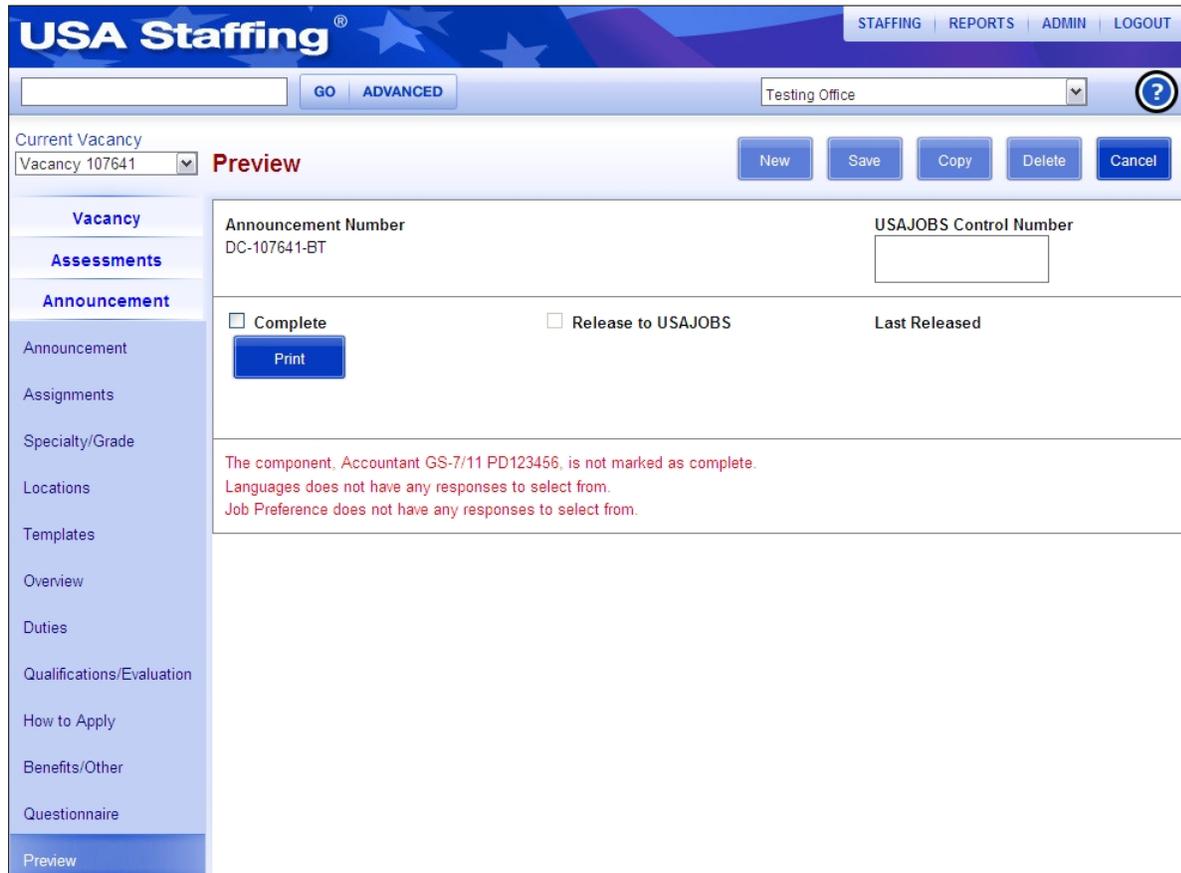
A Job Summary is a description of the position and how it relates to the organization in broad terms. Typically this is the introduction paragraph (1st paragraph) of the Position Description document.

Travel Required: Occasional Travel
 Travel Description: Travel one week a month.
 Relocation Authorized: Yes
 Relocation Authorized Description: Relocation expenses covered up to \$30,000.
 U.S. Citizenship

As an accountant, you will:

Checking the Complete Box

When the Complete box is checked, USA Staffing runs an edit to ensure your announcement contains the required information. If errors are present, the system will indicate in red those sections or items that need to be corrected.



USA Staffing® STAFFING | REPORTS | ADMIN | LOGOUT

GO ADVANCED Testing Office ?

Current Vacancy
Vacancy 107641 **Preview** New Save Copy Delete Cancel

Vacancy	Announcement Number DC-107641-BT	USAJOBS Control Number <input type="text"/>
Assessments	<input type="checkbox"/> Complete <input type="button" value="Print"/>	<input type="checkbox"/> Release to USAJOBS
Announcement	Last Released	
Announcement	The component, Accountant GS-7/11 PD123456, is not marked as complete.	
Assignments	Languages does not have any responses to select from.	
Specialty/Grade	Job Preference does not have any responses to select from.	
Locations		
Templates		
Overview		
Duties		
Qualifications/Evaluation		
How to Apply		
Benefits/Other		
Questionnaire		
Preview		



HOT TIP! When an announcement template used in a VIN marked Competitive only is not set to collect veterans' preference, military dates, or both items, a warning message displays when the Complete box is checked on the Announcement > Preview page. Users should make the appropriate corrections before releasing the announcements to USAJOBS.

Release to USAJOBS

Please verify the assessment and announcement content is accurate and complete prior to releasing the announcement to USAJOBS. Follow these steps to complete and release the announcement to USAJOBS:

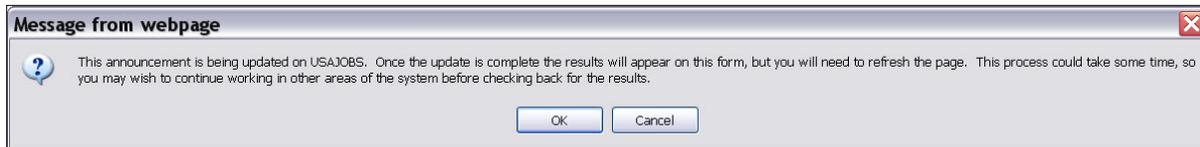
- Review your announcement to ensure it is free of errors and make corrections if necessary.
- When you have finished reviewing the content, click the Complete box. Allow the page to refresh before moving to the next step.
- When the Preview page refreshes and displays the announcement text, check the box titled Release to USAJOBS. If errors are present, the system will indicate in red those sections or items that need to be corrected.
- Once the box is checked, the system will display a message indicating the release is in progress.

Note: Refresh this page by selecting the Preview item on the left-hand menu. The system will populate the Last Released date/time and the USAJOBS Control Number in the upper right corner of the page. The Preview USAJOBS and Update USAJobs buttons will be activated. Should the release transaction between USA Staffing and USAJOBS fail, an error message will be displayed on the Preview page to inform you that the transaction failed and that you should retry to release/un-release the announcement.

The screenshot shows the USA Staffing web application interface. At the top, there is a navigation bar with 'USA Staffing' logo and links for 'STAFFING', 'REPORTS', 'ADMIN', and 'LOGOUT'. Below the navigation bar, there is a search bar with a 'GO' button and an 'ADVANCED' link. A dropdown menu shows 'Testing Office' and a help icon. The main content area is titled 'Current Vacancy' and shows 'Vacancy 107641' with a 'Preview' button. On the left, there is a sidebar menu with options: 'Vacancy', 'Assessments', 'Announcement', 'Announcement', 'Assignments', 'Specialty/Grade', and 'Locations'. The main content area displays 'Announcement Number' as 'DC-107641-BT' and 'USAJOBS Control Number' as '300215600'. There is a 'Preview USAJOBS' button. Below this, there are two checkboxes: 'Complete' (checked) and 'Release to USAJOBS' (checked). There are buttons for 'Print' and 'Update USAJOBS'. The 'Last Released' date and time are '10/4/2011 6:00:16 PM'.

- Click the Preview USAJOBS button to view the announcement in the USAJOBS format. This is exactly how your job will post to the public. You can select Print Preview on this page and save or email a copy of this announcement.

- The Update USAJOBS button should be used when any modifications or corrections are made to the announcement following its release. You must select Update USAJOBS to send your changes to USAJOBS.



- Un-checking the Release to USAJobs box will remove the announcement from the USAJOBS Web site. This should be done only when you are certain the announcement needs to be removed. Un-checking and then immediately checking the Release to USAJobs check box will cause problems and may cause an error in the announcement release. Remove jobs only when necessary.



Check Your Skills – Create a New VIN and Release an Announcement

Take 45 minutes to complete the tasks for this exercise. It gives you an opportunity to create a vacancy, retrieve an assessment from the library, develop an announcement, and release the job announcement to USAJOBS.

Note: In the training environment, your announcement can not be released to the live USAJOBS site; therefore, the Preview USAJOBS button will not give you a preview of your job announcement.

Create a new vacancy and attach a complete assessment from the Assessment Library. Then begin your announcement following the instructions below.

1. Create a new VIN. Write down your VIN: _____
2. Retrieve an assessment from the Library. The instructor will provide information on the assessment to use.
3. Series and Grade _____
4. Assessment Name _____
5. Click the Announcement button.
6. Enter an announcement number.
7. Select the opening and closing dates from the calendar. For training purposes, set the open date to the current date.
8. Click the Save button.
9. Click the Internal Contact button.
10. Search for the Last Name of your Internal Contact.
11. Click the Go button.
12. Click the External Contact button.
13. Search for the last name of your external contact.
14. Click the Go button.
15. Click the Next button to go to the Assignments page.

16. Click the Next button to go to the Specialty/Grade page.
17. Select the appropriate specialties and grades. Enter the Promotion Potential Grade.
18. Click the Next button to go to the Locations page.
19. Enter the Total # of Vacancies.
20. Click the New button.
21. Select the appropriate Country or State from drop-down list. Select the appropriate City or County from the drop-down list
22. Select a location and enter the number of vacancies you have for that location.
23. Click the Save button.
24. Click the Next button to go to the Templates page.
25. The instructor will provide information on the template to use.
26. Table Type _____
27. Template Name _____
28. Click the Next button to go to the Overview page. Make changes to the Overview sections as needed.
29. Click the Save button.
30. Select Duties on the left menu bar to go to the Text Editor box. Make changes if needed.
31. Click the Save button.
32. Select Qualifications/Evaluation on the left menu bar to go to the Text Editor box. Make changes to each section as needed.
33. Click the Save button.
34. Select How to Apply on the left menu bar to go to the Text Editor box. Make changes to each section as needed.
35. Click the Save button.
36. Select Benefits/Other on the left menu bar to go to the Text Editor box. Make changes to each section as needed.
37. Click the Save button.

38. Select Preview on the left menu bar.
39. Check the Complete box.
40. Check the Release to USAJOBS box.
41. Click OK on the release message.
42. Select Preview on the left menu bar to refresh the page and receive the USAJOBS Control Number.

Applicants

- Application Manager – How Applicants Apply
- USAJOBS Account
- USAJOBS Application Status
- USAJOBS More Information Link
- Main Applicant Table
- Assessments
- Vet Preference
- Questionnaire
- Supporting Documents
- Application Information
- Biographic Information
- Referral Information
- Applicant Flags
- NOR Messages
- Notice of Results
- Letter Filter
- Report Information
- Mismatched Assessment
- Mismatched Documents
- Updated Documents
- New Applicant Records

The Applicant pages allow you to review and manage the content of the applicant records. You can use this section to view, add, and edit applicant information. Applicant records are associated with a specific VIN, allowing the system to rate each record against the associated assessment(s).

Applicant records are created by applications submitted online via Application Manager or by fax using the OPM Form 1203-FX. The system checks each application to ensure that all required information is complete. If the application is complete and free of errors, the system will process and rate the application, creating an applicant record for the VIN. If errors are identified, the system assigns the applicant record a pending status code.

Application Manager – How Applicants Apply

Application Manager facilitates the online application process for applicants applying to announcements advertised through USA Staffing. Application Manager provides a secure environment that presents the online questionnaire and accepts USAJOBS resumes and portfolio documents. Alternatively, the applicant can upload documents directly to Application Manager. If the applicant has applied previously, the system tracks each previous application providing status, documents submitted, and any correspondence sent by the hiring agency through USA Staffing. Also, Application Manager retains previously submitted documents and enables the applicant to reuse or resubmit those same documents to a new VIN, eliminating the need for them to fax or upload those documents for each application.

Application Manager improves the applicant's online experience with USA Staffing. Some features include:

- Assessment Questionnaire Interface permits customization
- Integrated with USAJOBS
- Application Package Checklist and Status update
- View and Print Answers to Submitted Assessment Questionnaire
- View and Print Notifications sent by the USA Staffing user

Terms and concepts to know:

- Application Package: everything needed to apply for the position, including answers to the assessment questionnaire(s) and supporting documents.
- Application Package Statuses: The applicant will see these terms when they look at the Checklist and Status displays:
 - Complete. Questionnaire and documentation received. No further action on the applicant's part is needed.

Note: If you do not specify a required document such as resume in the Vacancy/Supporting Documents page, the applicant's package will show Complete even though a resume has not been attached to their application.

- Incomplete. The applicant needs to take further action in order to be considered.
- Pending. The system or the HR Specialist need to take action for the process to move to the next step.

You can view the Applicant Online Help at any time while working in Application Manager. Click the Help button in the upper right corner of the page.

To apply for a vacancy through Application Manager, the applicant will take the following steps:

- Click the Apply Online button on the right side of the announcement.
- On the USAJOBS account login page, log into an existing account or create an account if they have not already done so.

In their USAJOBS account, applicants can create a resume using the resume builder or upload a new resume, and upload supporting documents.

The screenshot shows the USAJOBS Applicant Account page. At the top, there is a navigation bar with links for Home, Search Jobs, My Account, and Resource Center. The USAJOBS logo is prominently displayed. A search bar is located at the top right, with fields for 'What:' and 'Where:', and a 'Radius: 20 miles' dropdown. A 'Welcome Applicant!' message and a 'Sign out' link are visible in the top right corner. The main content area is divided into several sections: 'My Account' (Applicant, Current Goal, Last login: 02/09/2012 09:03 AM, Change Photo, Edit Profile), 'Resumes' (Build New Resume, Upload New Resume, View All Resumes), 'Saved Jobs', 'Saved Documents', and 'Application Status'. A footer contains links for Site Map, Contact Us, Help/FAQs, Privacy Act and Public Burden Information, FOIA, About Us, and USA.gov. A disclaimer at the bottom states: 'This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.'

- Select the appropriate resume and attachments.

The screenshot shows the USAJOBS application interface. At the top, there are navigation links: Home, Search Jobs, My Account, and Resource Center. A search bar is present with a 'Where:' dropdown and an 'Advanced Search >' link. The main content area features a 'Please Note' section, followed by job details: Job Announcement Number (PH-RS-397892-S1), Job Title (Auditor), Grade (GS 09/09), Agency (Defense Contract Audit Agency), and Job Location (Multiple Locations). Below this, there are two dropdown menus for selecting a resume and attachments. The resume dropdown is set to 'Resume', and the attachments dropdown is set to 'TRANSCRIPTS (College)'. There are three checkboxes with associated text: one for reviewing the resume, one for attaching demographic information, and a large certification statement. At the bottom, there are two buttons: 'Cancel' and 'Apply for this position now!'.

Home Search Jobs My Account Resource Center Welcome Applicant! Sign out

USAJOBS®
"WORKING FOR AMERICA"

Search Jobs Where: Advanced Search >

Please Note: If you are resubmitting or updating a previous application you must re-submit **all** required documents!

Apply Online to the following job:

Job Announcement Number: PH-RS-397892-S1
Job Title: Auditor
Grade: GS 09/09
Agency: Defense Contract Audit Agency
Job Location: Multiple Locations

Resume - Select one of your stored resumes to send:
- SELECT -
Resume

Attachment(s) - Select one or more of your attachments to send:
- SELECT -
TRANSCRIPTS (College)

I have [reviewed my resume](#) . The selected document includes the information I wish to provide with this application.

Allow me to attach demographic information to the application. [Review or update your demographic information](#).

I certify, to the best of my knowledge and belief, all the information submitted by me with my application for employment is true, complete, and made in good faith, and that I have truthfully and accurately represented my work experience, knowledge, skills, abilities and education (degrees, accomplishments, etc.). I understand that the information provided may be investigated. I understand that misrepresenting my experience or education, or providing false or fraudulent information in or with my application may be grounds for not hiring me or for firing me after I begin work. I also understand that false or fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. 1001).

Cancel Apply for this position now!

- Click the “Apply for this position now!” button.

Applicants are then routed to Application Manager to complete their application package.

The screenshot shows a loading screen with the USAJOBS logo at the top. Below the logo, there is a heading 'One moment please...' followed by a message: 'We are now bringing you to the system used by the Defense Contract Audit Agency to complete your application process. You will be returned to USAJOBS upon completion. If you do not return to USAJOBS, please remember to close your web browser for security. Your browser should automatically take you there in about 15 seconds, or...'. At the bottom, there is a button labeled 'Take me there now!'.

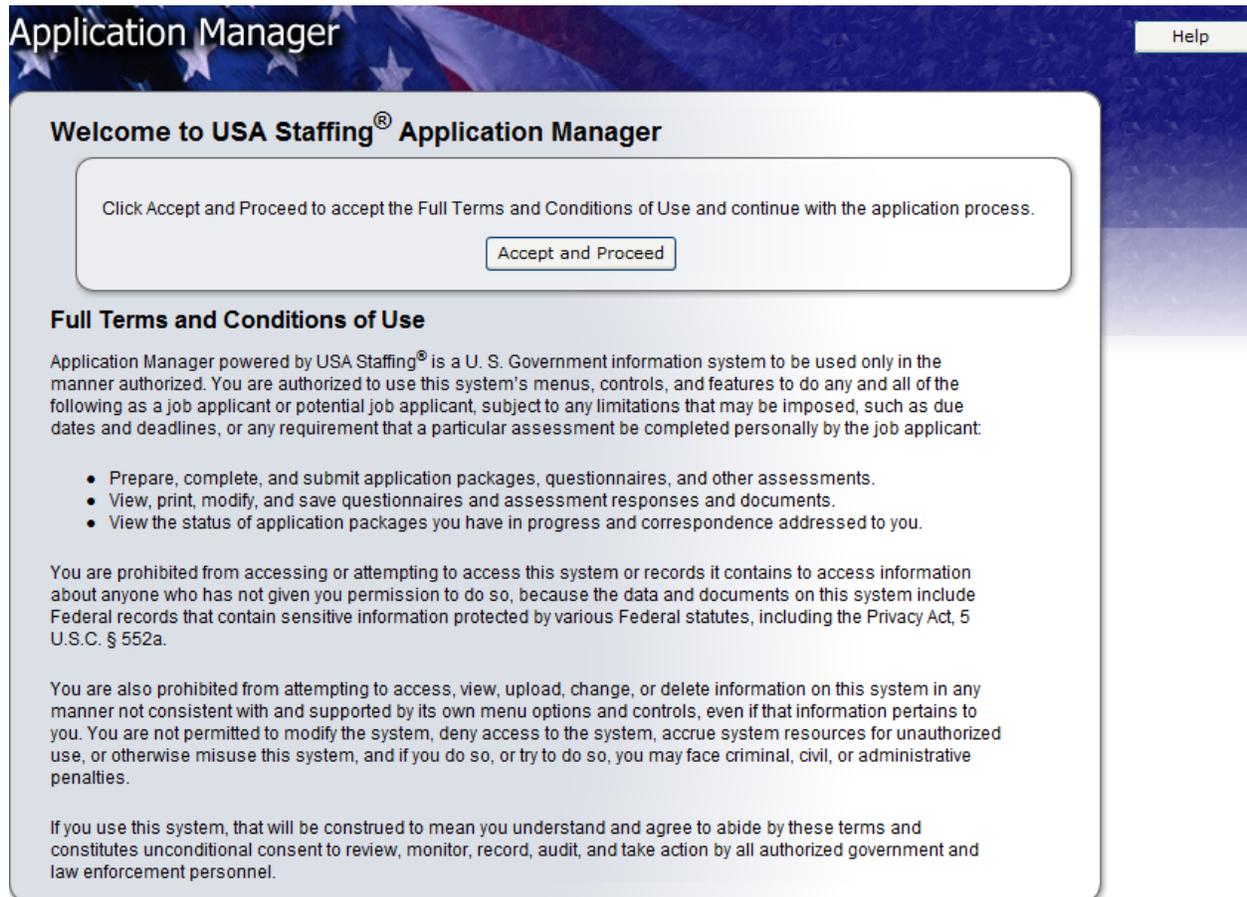
USAJOBS®
"WORKING FOR AMERICA"

One moment please...

We are now bringing you to the system used by the
Defense Contract Audit Agency
to complete your application process. You will be returned to USAJOBS upon completion. If you do not return to USAJOBS, please remember to close your web browser for security.
Your browser should automatically take you there in about 15 seconds, or...

Take me there now!

A welcome message requesting acceptance of the Full Terms and Conditions of Use notifies the applicant they are entering Application Manager.



Application Manager Help

Welcome to USA Staffing® Application Manager

Click Accept and Proceed to accept the Full Terms and Conditions of Use and continue with the application process.

Full Terms and Conditions of Use

Application Manager powered by USA Staffing® is a U. S. Government information system to be used only in the manner authorized. You are authorized to use this system's menus, controls, and features to do any and all of the following as a job applicant or potential job applicant, subject to any limitations that may be imposed, such as due dates and deadlines, or any requirement that a particular assessment be completed personally by the job applicant:

- Prepare, complete, and submit application packages, questionnaires, and other assessments.
- View, print, modify, and save questionnaires and assessment responses and documents.
- View the status of application packages you have in progress and correspondence addressed to you.

You are prohibited from accessing or attempting to access this system or records it contains to access information about anyone who has not given you permission to do so, because the data and documents on this system include Federal records that contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

You are also prohibited from attempting to access, view, upload, change, or delete information on this system in any manner not consistent with and supported by its own menu options and controls, even if that information pertains to you. You are not permitted to modify the system, deny access to the system, accrue system resources for unauthorized use, or otherwise misuse this system, and if you do so, or try to do so, you may face criminal, civil, or administrative penalties.

If you use this system, that will be construed to mean you understand and agree to abide by these terms and constitutes unconditional consent to review, monitor, record, audit, and take action by all authorized government and law enforcement personnel.

The Biographic Data and other fields are pre-populated for the applicant with information contained in their USAJOBS and Application Manager profiles.

Each vacancy is associated with a questionnaire, containing various sections which are listed on the left side of this page under the Vacancy ID. This listing highlights the current page and provides the applicant with a visual cue, showing where they are in the process. See below where the applicant is in Section 2.

The screenshot displays the 'Application Manager' interface for Vacancy ID: 112665. The left sidebar lists sections 1 through 9, with Section 2 highlighted. The main content area shows the following details:

- Job Title:** Accountant
- Announcement Number:** DC-112665-RBDT USAJOBS Control Number: 304767800
- Applicant Name:** JENNY SMITH

Navigation buttons: Previous, Next, Save.

*** Required information**

Biographic Data

- * Address:** 145 Main Street [Don't have a home address?](#)
- * City:** Issaquah
- State:** WA (dropdown menu)
- * Zip Code:** 98027-
- Country:** US
- Telephone Number:** (425)565-1212 (Note: Use numbers only - no punctuation. Include area code if within United States.)
- Contact Time:** - Make a Selection - (dropdown menu)
- Fax Number:**

E-Mail Address

- E-Mail Address:** jsmithstaffing@yahoo.com

Citizenship

- * Are you a citizen of the United States?**
- Yes
- No

Navigation buttons: Previous, Next, Save.

Application Manager

Vacancy ID: 110114

Job Title: Accountant
Announcement Number: DC-110114-BSDT
Applicant Name: CLARY FRAY

Section 2

Section 2 Total Questions in this Assessment: 32

4. To qualify for this position you must meet one of the basic requirements described below. (You MUST review the Required Documents section of the vacancy announcement to identify documents that may be required to verify your claim. Failure to submit required documents by the close of the announcement may result in an Ineligible rating.)

A Completion of all requirements for a bachelor's degree in accounting from an accredited college or university, or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law.

B A combination of education and experience; at least 4 years of professional accounting experience (at least one year must be equivalent to the journeyman level) or an equivalent combination of professional accounting experience, college-level education, and training that provided professional accounting knowledge AND 24 semester hours in accounting/auditing courses OR a certificate as a Certified Public Accountant or Certified Internal Auditor.

C I do not meet any of the above requirements.

Applicants can navigate from one page to another by clicking the Next button or by clicking the item directly on the left-hand menu.

ReUse Documents. Once the applicant has responded to the questionnaire, they will have the option to reuse previously submitted documents.

Application Manager

Vacancy ID: 110114

Job Title: Accountant
Announcement Number: DC-110114-BSDT
Applicant Name: CLARY FRAY

Re-Use Documents

Documents in Application Package for Vacancy:110114

Document Type	Received	Source	Status	Original File Name
Cover Letter	6/22/2012 10:55:27 AM	USAJOBS	Processed	Transcript.pdf
Resume	6/22/2012 10:55:01 AM	USAJOBS	Processed	Clary Fray Resume.docx

Documents in the table above are included in your Application Package for this vacancy. USAJOBS documents listed above will be retrieved when you click the **Submit My Answers** button to submit this Application Package.

Documents in the table below were submitted with a previous Application Package and can be re-used for this application. To re-use one or more documents, check the boxes next to the documents you want to include in this Application Package, and click the **Re-Use Selected Documents** button below. If you do not want to re-use any documents, click the **Next** button to continue.

Documents Available for Re-Use

Add to Application Package	Document Type	Received	Source	Original File Name	Source Vacancy	Source Position Title
<input type="checkbox"/>	Resume	3/27/2012 9:14:47 AM	Upload	Clary Fray Resume.docx	109492	IT Specialist Studer

Re-Use Selected Documents Hide Selected Documents

The applicant would check the box in the Add to Application Package column and then click the Re-Use Selected Documents button at the bottom of the table. The selected documents will load to the upper table indicating they are now included in the application for this vacancy. Once the selected documents are loaded, the applicant will click the Next button.

Upload Documents. The applicant can also upload documents.

Application Manager

Vacancy ID: 110114

Job Title: Accountant
Announcement Number: DC-110114-BSDT
Applicant Name: CLARY FRAY
User: claryfray

Previous Next Save

* Required information

Upload Documents
Protect your privacy **DO NOT** include privacy information, such as Social Security Number, in your uploaded documents unless directly required.

1. Select Document Type:
2. Click "Browse" to locate a file and click "Open" to attach it:
3. Click "Upload":

Uploaded Documents move from *Received-Pending Virus Scan* to *Processed* within 1 hour.
Faxed Documents may take 2-3 days to appear as *Processed*.
Upload successful.

Notice to Applicants: Please ensure you keep copies of all documents you uploaded or faxed, including your resume, as well as any notifications sent to you. They will be deleted from the system after 3 years of the closing date of the announcement.

Note: Documents beginning with -S are normally temporary files and the system will not be able to process them.

Documents On File				
Document Type	Received	Source	Status	Original File Name
Resume	6/21/2012 4:14:09 PM	Upload	Received-Pending Virus Scan	Clary Fray Resume.docx
Transcript	6/21/2012 4:14:50 PM	Upload	Received-Pending Virus Scan	Transcript.docx
Cover Letter	6/21/2012 4:15:00.240 PM	Upload	Received-Pending Virus Scan	Cover Letter.docx

Understanding This Table:
Documents on the table above with a Status of *Processed* have been successfully received and attached to your application; no further action on them is required. Uploaded Documents move from *Received-Pending Virus Scan* to *Processed* within 1 hour. Faxed documents may take 2-3 days to appear as *Processed*. USAJOBS portfolio documents are retrieved after you press the "Submit My Answers" button. Please allow 6-8 hours for USAJOBS portfolio documents to be retrieved from USAJOBS. If we are unable to retrieve portfolio documents, you will be notified at the email address in your Application Manager profile.

Document Upload and Faxing Tips:

- The "How to apply" section or tab in the Job Announcement contains a list of the required supporting documents for this position.
- For important details about Document Uploading and Faxing, click [Help](#). Then, if you need a Fax Cover Page, [click here](#).

Previous Next Save

The Upload Documents page allows the applicant to select the document type. The document types displayed in the drop-down list are based on the documents marked as Accepted on the Vacancy > Supporting Documents page.

- Click the Browse button, retrieve a file, and load that file to their application for this vacancy.
- This process can be repeated to load additional documents.
- This page also contains a link in the lower right area for the Fax Cover Page. This cover page is pre-populated with the Vacancy ID and the applicant's SSN and name based on the information provided in the Biographic Information section of this application.

Submit My Answers. Once the applicant is done on the Upload Documents page, clicking the Next button will take them to the Submit My Answers page. This is the final step in the application process. If the Submit My Answers button is not selected, the applicant's questionnaire responses and supporting documents will not be submitted for this vacancy. USA Staffing will not have a record of the application and their Application Manager status will read Not Submitted.

The screenshot shows the 'Application Manager' interface for a user named 'claryfray'. The page is titled 'Application Manager' and includes navigation buttons for 'Main', 'Help', and 'Logout'. The user's 'Vacancy ID' is 110114. The left sidebar contains a navigation menu with options: Biographic Information, Eligibility Information, Other Information, Assessment Questionnaire, Section 1 through Section 9, Re-Use Documents, Upload Documents, Submit My Answers (highlighted), and View/Print My Answers. The main content area displays the following information:

- Job Title:** Accountant
- Announcement Number:** DC-110114-BSDT
- Applicant Name:** CLARY FRAY (with a 'Change Name' button)

The 'Submit My Answers' section includes instructions: 'In order for your answers to be processed and for you to be considered for the position, you must click the Submit My Answers button below.' and 'After you click Submit My Answers, provide any required Supporting Documents and be sure the Application Package Status page shows all steps are complete. Please upload any supporting documents.'

Below this, there are two columns: 'Ready to Submit?' with a 'Submit My Answers' button, and 'Not ready?' with a message: 'Your work so far has been saved but not Submitted. You can return here to Submit it when you are ready.' and a question 'What would you like to do next?' with three options:

- **Work on this Application Package some more.** Use the Navigation Box in the upper left to go to the part you want to work on or review.
- **Work on a different Application Package.** Go to Application Manager Main. (with a 'Main' button)
- **Leave Application Manager.** (with a 'Logout' button)

Once the questionnaire and any supporting documents are submitted, the applicant will receive a confirmation message when the page refreshes, indicating that the application was successfully submitted to USA Staffing. This message confirms that the questionnaire was submitted; it is not a confirmation that all supporting documents were received.

Once USA Staffing detects a new application, an acknowledgement email is sent to the email address provided by the applicant unless the acknowledgement email configuration is turned off in the Administration area. This acknowledgement email confirms that the questionnaire was submitted successfully and is not an acknowledgement that all supporting documents have been received. A copy of this email is placed in their Application Manager account under the Details tab for this vacancy. Another copy of the email is placed in the applicant's record for this VIN under the Report Information page. The Details area also displays the assessment status, document submitted status, and any correspondence sent from the agency, as well as the application package history. Transmission of the acknowledgement email updates the status in USA Staffing and USAJOBS.

USAJOBS Account

Applicants will receive updates through their USAJOBS account. When an applicant logs into their account, they have several options:

Home Search Jobs My Account Resource Center Welcome Applicant! | Sign out

USAJOBS®
"WORKING FOR AMERICA"

What: Where: Radius: 20 miles

Advanced Search >

My Account
Applicant
Current Goal:
Last login: 02/09/2012 01:09 PM
Change Photo Edit Profile

Resumes ▲
Saved Searches ▲

Highlights from USAJOBS

Welcome to the new USAJOBS! If you are an existing user, please take a few minutes to review and edit all your profile information for accuracy, as it has been transferred to a new system. While you are there, check out some of the new profile questions. Having a completed USAJOBS profile will help you:

- Save time during a job application
- Get your resume discovered by recruiters, if you opt to make your resume searchable
- Customize your search experience

Saved Jobs ▲
Saved Documents ▲

Application Status ▼

Initial Application Date	Job Summary	Job Status	Last Application Update	Application Status ?
01/06/2012	Auditor Defense Contract Audit Agency Job Number: PH-RS-397892-S1 Pay Plan: GS-0511-09/09 Location: Multiple Locations	Active	01/10/2012	Application Received more information...

[Notification Settings](#) | [View All Applications](#)

[Site Map](#) [Contact Us](#) [Help/FAQs](#) [Privacy Act and Public Burden Information](#) [FOIA](#) [About Us](#) [USA.gov](#)

This is a United States Office of Personnel Management website.
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

- Set up a saved search to automate their job searches.
- Edit or create new resumes, or upload supporting documents.
- Edit their profile.
- Check the status of their applications.

USAJOBS Application Status

Initial Application Date	Job Summary	Job Status	Last Application Update	Application Status
01/06/2012	Auditor Defense Contract Audit Agency Job Number: PH-RS-397892-S1 Pay Plan: GS-0511-09/09 Location: Multiple Locations	Active	01/10/2012	Application Received more information...

[Notification Settings](#) | [View All Applications](#)

This displays the USAJOBS Application Status page within an applicant’s account. The Application Status column displays Application Received. This status will change as the application progresses through the evaluation and referral process in USA Staffing. As Notice of Results (NOR), Notification, or Disposition Letters are sent to the applicant, the Application Status will change. If applicants want more information, they can click the “more information” link (shown above).

USAJOBS More Information Link

Selecting the more information link directs the applicant to the Details tab for this application in Application Manager.

The screenshot displays the 'Application Manager' interface. At the top, there are 'Help' and 'Return to USAJOBS' buttons. The main content area shows the 'Application Package Status: Complete'. Below this, key information is listed: Job Title: Accountant, Vacancy Identification Number: 112646, Announcement Number: DC-112646-RBDT, USAJOBS Control Number: 304765700, Applicant: JENNY SMITH, Closing Date: Friday, April 19, 2013, and Contact: Joe Smith - 2026060600. There are four buttons: 'Change My Answers', 'Add Documents', 'Update Biographic Information', and 'View/Print My Answers'. A notice states that information pertains to the most recent version of the application package. A 'Details' tab is selected, showing sections for 'Assessments', 'Documents', 'Messages', and 'Application Processing Status'.

Application Package Status: Complete

Job Title: Accountant
Vacancy Identification Number: 112646
Announcement Number: DC-112646-RBDT
USAJOBS Control Number: 304765700
Applicant: JENNY SMITH

Closing Date: Friday, April 19, 2013
Contact: Joe Smith - 2026060600

Change My Answers Add Documents Update Biographic Information View/Print My Answers

Most information below pertains to the most recent version of your Application Package. ([Explain This.](#))

Notice to Applicants: Please ensure you keep copies of all documents you uploaded or faxed, including your resume, as well as any notifications sent to you. They will be deleted from the system after 3 years of the closing date of the announcement.

Details Checklist

Assessments

Status	Name	Date Submitted	Due Date
Complete	Assessment Questionnaire	3/31/2013 2:19:01 PM	

Documents

* Security Alert: Protect your privacy

View	Status	Name	Upload	Date	File Name
View	Processed	Resume	Upload	03/31/2013 05:16 PM	jennysmith resume.
View	Processed	SF-50	Upload	03/31/2013 05:17 PM	SF-50.pdf
View	Processed	Transcript	Upload	03/31/2013 05:17 PM	Transcript.docx
	Not Received	Cover Letter			
	Not Received	DD-214			
	Not Received	Other Veterans Document			
	Not Received	CC-15			

Messages

View	Message Type	Date Emailed	Date Printed
View	Acknowledgement Letter	3/31/2013 2:01:19 PM	
View	Acknowledgement Letter	3/31/2013 2:19:24 PM	

Application Processing Status

View	Status	Date Submitted
View	Complete	3/31/2013 2:19:01 PM
View	Replaced by later submission	3/31/2013 2:00:53 PM

The Change My Answers and Add Documents buttons on this page remain active until the closing date of the announcement. Once the announcement is closed, these buttons will be grayed out. The Details tab includes the following detailed information for the applicant:

Assessments. Shows the status of the assessment questionnaire or other components.

Documents. Displays the documentation received for this application. The documents displayed here are the same documents that the applicant record displays. The documents are displayed by type, date received, and status, and can be viewed in PDF format.

Messages. Displays any correspondence sent to the applicant for this announcement.

Application Processing Status. Provides a link (“View”) that displays the questionnaire and responses provided, as well as the status and date submitted.

Note: The Details tab clearly shows the documents received (Processed) for this application. When you respond to applicant inquiries about documents received, you can reference the applicant back to their Application Manager account to verify what was actually received. The documents displayed on this page are the same documents that appear in this applicant’s record in USA Staffing. Applicants can and should verify these documents were processed prior to the closing date of the announcement.

Main Applicant Table

This table displays applicants who have completed the application process for this VIN. The status column displays the applicants’ record status. Applicants whose record status begins with “A” are active and available; record statuses of “IN” are inactive and ineligible. A record status beginning with “P” is in Pending status and typically requires additional action. For additional information regarding record status codes, see Appendix E. To access an applicant’s record, click the “SSN” link. The Assessment Information page for that applicant will display.

The screenshot shows the USA Staffing web interface. At the top, there are navigation links for STAFFING, REPORTS, ADMIN, and LOGOUT. Below that is a search bar with a 'GO' button and an 'ADVANCED' link. A dropdown menu shows 'Testing Office'. The main content area is titled 'Current Vacancy' and 'Applications' for 'Vacancy 107641'. There are buttons for 'New', 'Save', 'Copy', 'Delete', and 'Cancel'. A table displays the following data:

Vacancy	SSN	LastName	FirstName	MI	Status	Application Date	Source	Announcement
Assessments	XXX-XX-4545	APPLICANT-FIVE	TEST		HH	10/4/2011 7:11:32 PM	Web	DC-107641-BT
Announcement	XXX-XX-4444	APPLICANT-FOUR	TEST		AC	10/4/2011 7:07:08 PM	Web	DC-107641-BT
Applicants	XXX-XX-1111	APPLICANT-ONE	TEST		HH	10/4/2011 7:03:19 PM	Web	DC-107641-BT
+ Assessment Information	XXX-XX-9999	APPLICANT-SIX	TEST		AC	10/4/2011 7:14:31 PM	Web	DC-107641-BT
Vet Preference	XXX-XX-7778	APPLICANT-THREE	TEST	N	PF	10/4/2011 12:00:00 AM	Key Entry	DC-107641-BT
Questionnaire	XXX-XX-8888	APPLICANT-TWO	TEST		AA	10/4/2011 7:06:51 PM	Web	DC-107641-BT
Supporting Documents								
Application Information								
Biographic Information								
Referral Information								
Applicant Flags								
NOR Messages								
Report Information								
Mismatched Assessment								
Mismatched Documents								
Updated Documents								
Referral								

At the bottom left, there is a '4 Case File Docs' indicator.

Assessment Information

The Assessment Information page shows applicant-specific information for this VIN.

USA Staffing® STAFFING | REPORTS | ADMIN | LOGOUT

GO ADVANCED Testing Office

Current Vacancy
Vacancy 107641 **Assessment Information** New Save Copy Delete Cancel

Applications 107641 AA Announcement DC-107641-BT
SSN XXX-XX-8888 Name APPLICANT-TWO, TEST

Claimed Preference CPS Adjudicated Preference CPS Filer Status Regular

Re-Rate Notes

Lowest Acceptable Grade 07

Series 0510

Specialty Code	Specialty Title		
<input checked="" type="checkbox"/> 001	Accountant		
Grade	Override	Status	Rating Source
<input checked="" type="checkbox"/> 07	<input type="checkbox"/>	Open	Rating
Type	Rating	Override Rating	
Minimum Qualifications	EL		
Final Rating	100		
Augmented Rating	110		
<input checked="" type="checkbox"/> 09	<input type="checkbox"/>	Open	Rating
Type	Rating	Override Rating	
Minimum Qualifications	EL		
Final Rating	100		
Augmented Rating	110		
<input checked="" type="checkbox"/> 11	<input type="checkbox"/>	Open	Rating
Type	Rating	Override Rating	
Minimum Qualifications	EL		
Final Rating	100		
Augmented Rating	110		

The Assessment Information page is shown above. The bottom half of the screen has a table containing the specialty (or specialties) and grade(s) for which the applicant has been rated.

The top part of the page has the following information, which cannot be modified from here:

- **Applications.** This area will display the current VIN and Record Status Code in a drop-down list. The drop-down will also list any duplicate records for this VIN as well as any other VINs the applicant has applied to for this office.

- **Announcement.** This is the job announcement number assigned in the Announcement area of the VIN.
- **SSN.** This displays the last four digits of the applicant's Social Security Number.
- **Name.** This displays the applicant's name.
- **Claimed Preference.** This displays the veteran's preference claimed by the applicant during the application process.
- **Adjudicated Preference.** This indicates if the applicant's veteran's preference claim has been adjudicated and what it has been adjudicated to based on supporting documentation.
- **Filer Status.** This box displays when the application was received with regard to the open period. The four possible status indicators are:
 - Regular. The application was received during the normal open period.
 - Delayed Filer. The application was received after the open period, but the applicant is entitled to be rated; for example, recently discharged veterans.
 - Late. The application was received after the closing date, and the applicant is not entitled to be rated.
 - Re-Opener. The applicant is entitled to re-open announcements that are closed; for example, disabled veterans.

Below are definitions of other items displayed on this page:

- **Lowest Acceptable Grade.** The grade displayed was selected by the applicant as the lowest grade they will accept. Applicants will not be rated or referred for any grades below the one shown.
- **Series.** This box displays the series of the rating information. If more than one series was used in the vacancy—because it was interdisciplinary—you can switch to view assessment information for a different series. To do this, click the down arrow on the Series drop-down list, and click the series you want to view. The table will refresh. If the position is not interdisciplinary, this box simply shows the series.
- **Request.** If the vacancy is interdisciplinary or uses Deferred Rating, multiple referral requests may be associated with it, and an applicant may have different ratings for each of the requests. The Request box shows the request number for the rating information on the table at the bottom of the page. To see the rating information for a different request, select the Request number from the Request drop-down list.
- **Status.** This field indicates whether the Occupational Specialty (OSP)/Grade combination was open or closed at the time the applicant applied.

- **Override.** This feature allows you to change an applicant’s rating or eligibility based on quality review.

To override a rating, follow these steps:

- Click the Override check box for the specialty and grade you want to override. The system will place a checkmark in the Override box as a visual indicator that the rating is the result of an override action and the Rating Source will change from Rating to Override.
- Click the field in the Override Rating column on the Minimum Qualifications row. Select the new override rating you want to assign from the drop-down list. The numeric ratings are at the bottom of the list. The codes displayed in the drop-down list are pulled from the NOR Messages area in the Administration area under Preferences. (See Appendix C for a list of NOR Message Codes.)

The screenshot displays the 'Assessment Information' page for a candidate. The interface includes a navigation menu on the left with options like 'Vacancy', 'Assessments', and 'Applicants'. The main content area shows details for 'Applications 107641 AA' and 'Announcement DC-107641-BT'. A table lists 'Specialty Code' and 'Specialty Title' with columns for 'Grade', 'Override', 'Status', and 'Rating Source'. For grade 07, the 'Override' checkbox is checked. Below this, a detailed table shows 'Type', 'Rating', and 'Override Rating' for 'Minimum Qualifications', 'Final Rating', and 'Augmented Rating'. The 'Override Rating' for 'Minimum Qualifications' is currently 'EL', and a mouse cursor is shown clicking on this field to open a dropdown menu.

- Click the Save button to refresh the page and update the Rating and Rating Source.
- Document the reason(s) for the rating override in the Notes area.

To undo a rating override, follow these steps:

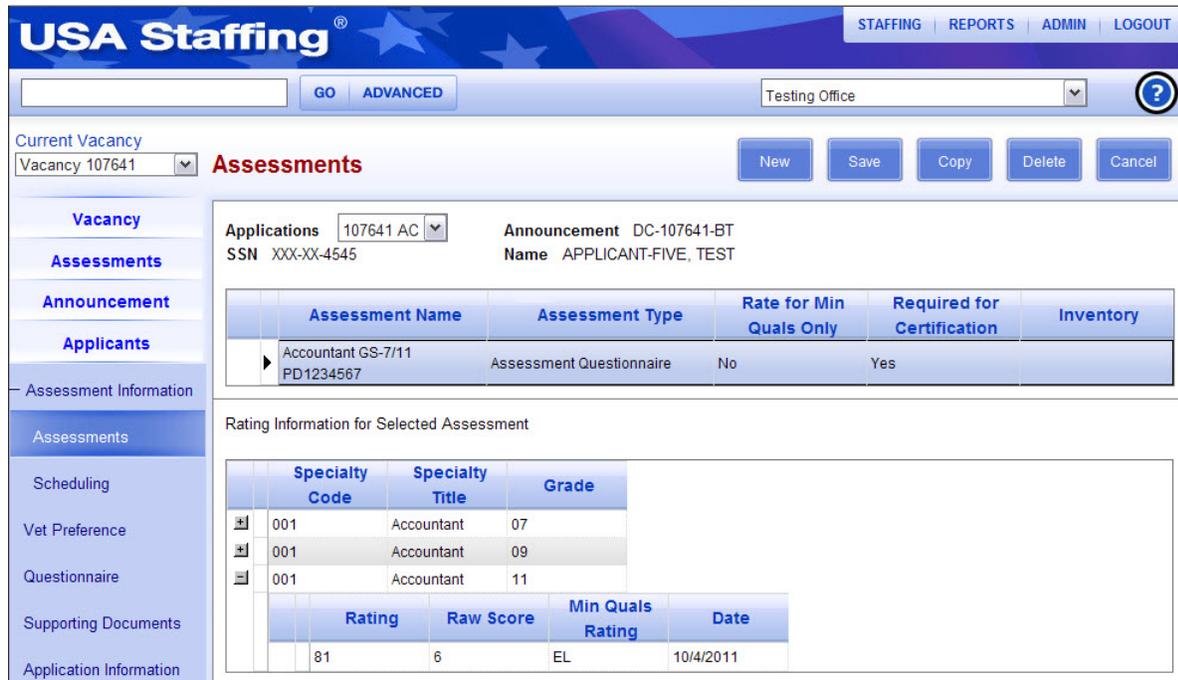
- Remove the Override checkmark.

- Click the Save button to refresh the page. The Rating Source will change to “Rating,” and the rating will revert to the original value.
- Re-Rate. To re-rate an applicant, select the Re-Rate button. This button is used when changes have been made to the applicant record that will impact the rating; typically used with deferred rating methods. There is a Re-Rate button on the Vacancy/Position Information page, which can be used to re-rate all applicants for the VIN.

Assessments

This page lists the assessment(s) for an applicant for a specific VIN. Here, you enter the results for any assessment component that is not automatically matched during the Assessment Matching Process (including Manual Rating scores). Information on this page is read-only when:

- Scores are for an Assessment Questionnaire.
- Your Permissions Profile does not allow you to access this area.



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GO ADVANCED Testing Office

Current Vacancy
Vacancy 107641

Assessments New Save Copy Delete Cancel

Applications 107641 AC Announcement DC-107641-BT
SSN XXX-XX-4545 Name APPLICANT-FIVE, TEST

Assessment Name	Assessment Type	Rate for Min Quals Only	Required for Certification	Inventory
Accountant GS-7/11 PD1234567	Assessment Questionnaire	No	Yes	

Rating Information for Selected Assessment

Specialty Code	Specialty Title	Grade
001	Accountant	07
001	Accountant	09
001	Accountant	11

Rating	Raw Score	Min Quals Rating	Date
81	6	EL	10/4/2011

Below are the descriptions of the items displayed on this page:

- **Assessment Name.** Click the assessment name to view the detailed results of a particular assessment.
- **Assessment Type.** This indicates the type of assessment used.
- **Rate for Min Quals Only.** This indicates if the assessment was used to determine minimum qualifications only.
- **Required for Certification.** This indicates if the assessment was required for the applicant to be certified.
- **Inventory.** This feature is currently not used.

Vet Preference

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Current Vacancy

Vet Preference

Applications

SSN XXX-XX-8888

Announcement DC-107641-BT

Name APPLICANT-TWO, TEST

Claimed Preference

CPS - Compensable disability preference (disability rating of 30% or more)

Adjudicated Preference

NV - No Preference

SSP - Sole Survivorship Preference

TP - 5 Point Preference

XP - Award of Purple Heart or noncompensable service-connected disability

CP - Compensable disability rating of at least 10% but less than 30%

XP - Wife, widow, husband, widower, or mother preference

CPS - Compensable disability preference (disability rating of 30% or more)

NA - Not Adjudicated

Date Adjudicated

10/5/2011 4:40:36 PM

Dates of Active Duty - Military Service

From	To	VA Certification Date
<input type="text" value="10/1/2002"/>	<input type="text" value="10/17/2007"/>	<input type="text"/>

Preference Code	Description	Points
<input type="checkbox"/> NV	No Preference	0
<input type="checkbox"/> SSP	Sole Survivorship Preference	0
<input type="checkbox"/> TP	5 Point Preference	5
<input type="checkbox"/> XP	Award of Purple Heart or noncompensable service-connected disability	10
<input type="checkbox"/> CP	Compensable disability rating of at least 10% but less than 30%	10
<input type="checkbox"/> XP	Wife, widow, husband, widower, or mother preference	10
<input type="checkbox"/> CPS	Compensable disability preference (disability rating of 30% or more)	10
<input type="checkbox"/> NA	Not Adjudicated	0
<input type="checkbox"/> NC	Not Collected	0

Case File Docs

When applicants claim veteran's preference, you adjudicate that claim, i.e., decide if they have a valid claim. The Vet Preference page is where the preference is adjudicated based upon supporting documents.

To adjudicate a veteran's preference claim, follow these steps:

- Select the radio button for the appropriate veteran's preference in the Adjudicated Preference section. Click Save.
- If the adjudication changes the veteran's preference claim, the system will adjust the applicant rating. You must click the Save button on this page to reflect the change in preference and any changes to the applicant rating.

Staffing – Applicants

2-112

- You can also document the dates of Active Duty Military Service that you used to adjudicate the preference and the date of the VA Certification Letter by clicking the drop-down lists and selecting the dates from a popup window calendar.

Questionnaire

On this page, you can review the responses the applicant provided to the questionnaire. Users with the appropriate permission profile can edit applicant responses on this page. Users with permission to the Applicants section can view an audit history of changes made to an applicant's assessment questionnaire response(s). The page initially looks like the screen above.

Section. This drop-down list displays all the questionnaire sections. You can review responses provided to the minimum qualifications and/or rating factors by selecting the applicable section. To view the applicant's responses for a specific section, select the section from this drop-down list. Once a section is selected, the page refreshes and the lower section of the page displays a read-only view of the applicant's responses for the selected section.

Edit Responses. This button allows users with the Applicants > Organization Access permission level to modify applicant responses for the selected section.

View History. This button changes the read-only view of the Questionnaire page and allows users to see a system-level audit history of changes made to applicant assessment questionnaire responses. This view displays the full name of the USA Staffing user who changed the applicant's response(s), date, time, and details of the changes. The View History button is replaced with the View Responses button once clicked.

Note: Changes made to the applicant announcement questionnaire responses (for example, Employment Availability) are not available through the View History button at this time.

USA Staffing® STAFFING | REPORTS | ADMIN | LOGOUT

GO ADVANCED Testing Office ?

Current Vacancy
Vacancy 107641 **Questionnaire** New Save Copy Delete Cancel

Vacancy
Assessments
Announcement
Applicants
+ Assessment Information
Vet Preference
Questionnaire
Supporting Documents

Applications 107641 AA Announcement DC-107641-BT
SSN XXX-XX-8888 Name APPLICANT-TWO, TEST

Edit Responses View Responses Notes Print Narratives

Name	Date	History
Blanca Santiago	3/30/2012 3:33:38 PM	Question 7 response changed from E to C.

View Responses. This button allows users to exit the history view and return to the default Questionnaire page view.

Notes. Click this button to enter notes for the applicant record if applicable. For example, you can enter notes when changing an applicant's responses to document the reason for the changes made.

Print Narratives. If the questionnaire included narrative responses, you can view or print the responses provided by the applicant. Applicants who submitted an OPM Form 1203-FX may not have narrative responses. Faxed applications may have narrative responses included in the supporting documents submitted.

Users with the Organization Access permission level assigned to the Applicants section can change questionnaire responses on an applicant record by following these steps:

- Select the appropriate questionnaire section from the Section drop-down list to view the specific area of the questionnaire. The page refreshes and displays a read-only view of the section selected.
- Click the Edit Responses button. This activates the page for editing.

The screenshot shows the USA Staffing web application interface. At the top, there is a navigation bar with 'STAFFING', 'REPORTS', 'ADMIN', and 'LOGOUT'. Below this is a search bar with 'GO' and 'ADVANCED' buttons, and a dropdown menu for 'Testing Office'. The main content area is titled 'Questionnaire' and includes a 'Current Vacancy' dropdown set to 'Vacancy 107641'. A sidebar on the left contains navigation links: 'Vacancy', 'Assessments', 'Announcement', 'Applicants', '+ Assessment Information', 'Vet Preference', 'Questionnaire', 'Supporting Documents', 'Application Information', and 'Biographic Information'. The main content area displays the following information:

- Applications:** 107641 AA
- Announcement:** DC-107641-BT
- SSN:** XXX-XX-8888
- Name:** APPLICANT-TWO, TEST
- Section:** Accounting Concepts, Policies

Buttons for 'Edit Responses', 'View History', 'Notes', and 'Print Narratives' are visible. The questionnaire question is:

7. Apply professional knowledge of accounting laws, regulations, policies, standards and procedures to review and analyze a variety of accounting documents.

- A I have not had education, training or experience in performing this task, but I am willing to learn.
- B I have had education or training in performing the task, but have not yet performed it on the job.
- C 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.
- D 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.
- E I am considered an expert in performing this task. I have supervised performance of this task or I am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

The 'Save' button is highlighted with a red box.

- Make the appropriate changes and click the Save button. The system displays the following confirmation message: “You have edited this applicant’s answer choice. Do you wish to save?”
- Click the OK button to proceed.

Note: All response changes are recorded in the system and can be viewed through the View History button.

Supporting Documents

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GO
ADVANCED

?

Current Vacancy

Supporting Documents

New Save Copy Delete Cancel

Vacancy

Applications

Announcement

Applicants

+ Assessment Information

Vet Preference

Questionnaire

Supporting Documents

Application Information

Biographic Information

Referral Information

Applicant Flags

NOR Messages

Report Information

Mismatched Assessment

Mismatched Documents

Updated Documents

Referral

4

Case File Docs

Applications

SSN XXX-XX-8888

Announcement DC-107641-BT

Name APPLICANT-TWO, TEST

Claimed Preference

CPS

CTAP

Not Claimed and Not Reviewed

Adjudicated Preference

CPS

ICTAP

Not Claimed and Not Reviewed

Last Rating Date

4/22/2013 1:46:22 PM

Upload a document on behalf of this applicant

 Browse...

Document Type

Upload

Upload successful.

Required and Accepted Documents Notes

Document Type	Required	Date Submitted By Applicant
Cover Letter	<input type="checkbox"/>	
DD-214	<input type="checkbox"/>	
OF-306	<input type="checkbox"/>	
Other	<input type="checkbox"/>	10/4/2011
Other Veterans Document	<input type="checkbox"/>	10/4/2011
Resume	<input checked="" type="checkbox"/>	10/4/2011
SF-15	<input type="checkbox"/>	
SF-50	<input type="checkbox"/>	4/12/2013
Transcript	<input type="checkbox"/>	10/4/2011

Applicant's Submitted Documents

Document Type	Send to SM	Reviewed	Reviewed By	Date Reviewed	Source	Re-Use Document	Original File Name	Received	Proc
Other	<input checked="" type="checkbox"/>	<input type="checkbox"/>			Upload	Yes	ASMG Phone Directory.doc	10/04/2011 07:06 PM	10/4 7:06
Other Veterans Document	<input checked="" type="checkbox"/>	<input type="checkbox"/>			Upload	Yes	Vacancy Copy Update V3.doc	10/04/2011 07:06 PM	10/4 7:06
Resume	<input checked="" type="checkbox"/>	<input type="checkbox"/>			Upload	Yes	Professional Resume.doc	10/04/2011 07:06 PM	10/4 7:06
SF-50	<input checked="" type="checkbox"/>	<input type="checkbox"/>			User Upload		SF-50.pdf	04/12/2013 01:32 PM	4/12 1:37
Transcript	<input checked="" type="checkbox"/>	<input type="checkbox"/>			Upload	Yes	OPM1669 - BCE for Software Installation.pdf	10/04/2011 07:06 PM	10/4 7:06

Failed/Pending Document Submissions

Document Type	Source	Attempt Date	Status	Original File Name
DD-214	User Upload	04/22/2013 01:51 PM	Pending - Processing	DD-214.pdf

On this page, there are two standard tables and one possible table below the display of the applicant's SSN and Name:

- **Required and Accepted Documents.** This table lists the document types that were selected on the Vacancy/Supporting Documents page. Required document types will hold the applicant record in a pending forms (PF) status until that required document type is submitted by the applicant.
- **Applicant's Submitted Documents.** This table shows the documents the applicant submitted by type, source (faxed, applicant upload, user upload, or USAJOBS), date received, processed, and matched to the record. It also provides a "Send to SM" column where users can choose which documents to send to the selecting official when the certificate is sent electronically. This SM designation stands for Selection Manager. Selection Manager is an interface that selecting officials can use to view certificates and applicant documentation and make tentative selection decisions. The process of sending certificates to hiring officials electronically is discussed further in the Referral area. There is a Reviewed checkbox allows you to indicate that a review of the document has occurred. Once a checkmark is placed in that box, the Reviewed By and Date Reviewed boxes will automatically populate.
- **Failed/Pending Document Submissions.** Please note this table will only be visible if there are any failed or pending document submissions for the applicant. This will let users easily see if there are any documents the applicant attempted to submit that are still in pending status or failed to be processed, prior to making a final determination to override the record for missing documents. Specifically, this table will include Pending documents waiting to be retrieved from USAJOBS or awaiting virus scan if uploaded directly in Application Manager. This table will not include pending faxed documents.

These are the actions you can take on this page:

- To view a document, click the Document Type link. That document will open in PDF format. You must have Adobe Reader Version 6 or higher to view documentation in USA Staffing.
- The **Upload a document on behalf of this applicant** section allows you to upload documents to the applicant record. Uploaded documents are initially listed in the Failed/Pending Document Submissions table pending virus scan. After documents are processed, they will appear in the Applicant's Submitted Documents table.

To upload a document into an applicant's USA Staffing application record on his or her behalf:

- Click the Browse button to locate the file. The file size must be 3MB or less and the acceptable formats are non-encrypted JPG, PDF, TXT, RTF, DOC, DOCX, and WPD.
- Select the Document Type from the options available in the drop-down list.
- Click the Upload button.

Note: Applicants can view documents uploaded to their USA Staffing record in the Application Package Details tab on Application Manager. In addition, once a user uploads a document, the applicant will be able to re-use that document for future applications. These re-used documents will indicate User Upload as the document source.

- The Modify option allows you to convert one document type into another. For instance, a resume may have been uploaded including transcripts and veterans documentation. The Modify function will allow you to separate the transcripts and the veterans documentation from the original resume. To use the modify option follow these steps:
 - Click the Modify link next to the document type.
 - The page will refresh to the Modify This Document page as shown below.

The screenshot displays the 'Modify This Document' interface. At the top, there's a navigation bar with 'USA Staffing' and links for STAFFING, REPORTS, ADMIN, and LOGOUT. Below this is a search bar with 'GO' and 'ADVANCED' buttons, and a dropdown menu for 'Testing Office'. The main content area is titled 'Current Vacancy' with a dropdown for 'Vacancy 107641' and a 'Modify This Document' button. To the right are buttons for 'New', 'Save', 'Copy', 'Delete', and 'Cancel'. A table lists document details:

Send to SM	Document Type	Source	Pages	Received	Processed
<input checked="" type="checkbox"/> View	Other	Upload		10/4/2011 7:06:42 PM	10/4/2011 7:06:42 PM

Below the table is a form to create a new document: 'Create a new document: using pages: '. An example is provided: 'For Example: Create a new document "Transcript" using pages: 1-5,8,10'. There are 'Go' and 'Back' buttons. At the bottom, a 'Modified Document List' table is shown with columns for Document Type, Source, Pages, and Processed.

- Select the new document type you would like to create from the drop-down list.

- Indicate the page numbers from the original document to be used for the new document type.
- Click the Go button. The new document type will appear in the Modified Document List as well as the Applicant’s Submitted Documents table on the main Supporting Documents page.

Note: The original document selected to modify will retain all pages originally submitted. The Modify function does not remove pages; it simply copies and creates a new document type. Modifying documents may affect the documents sent to the selecting official using the Send to SM function.

Application Information

USA Staffing®
STAFFING | REPORTS | ADMIN | LOGOUT

GO
ADVANCED

Testing Office

?

Current Vacancy
 Vacancy 107641

Application

New
Save
Copy
Delete
Cancel

Applications 107641 AA	Announcement DC-107641-BT
SSN XXX-XX-8888	Name APPLICANT-TWO, TEST

Record Status	Eligibility Dates	
AA Eligible for Certification	Begin	End
	10/5/2011	1/5/2012

CTAP	Qualified
<input type="checkbox"/> Claimed	Not Reviewed

ICTAP	Qualified
<input type="checkbox"/> Claimed	Not Reviewed

Locations

Location	Status
<input checked="" type="checkbox"/> 1865 - Silver Spring	Open
<input checked="" type="checkbox"/> 5229 - Washington DC	Open
<input checked="" type="checkbox"/> 5222 - Arlington	Open
<input type="checkbox"/> 99MTRO012 - Washington DC Metro Area	

Status

Value	Date
All Required Documentation Matched with Application	4/12/2013 1:37:08 PM
Application Received	10/4/2011 7:06:51 PM
Application Added to USA Staffing	10/4/2011 7:06:51 PM
Application Processed	10/4/2011 7:06:51 PM
Application Rated	4/22/2013 1:46:22 PM

Referral

Notes

4

Case File Docs

The Application Information page provides record status, eligibility dates, CTAP/ICTAP preference, and locations based on an applicant's most recent application.

Applications. This drop-down displays all VINs the applicant has applied to, as well as the record status code for each.

Record Status. This shows the applicant's current record status for this VIN. The code in this box determines whether the applicant will appear on a Referral List/Certificate. Applicant with a record status code (RSC) of IN are ineligible. Applicants with an RSC beginning with P, for example PF, are pending. Ineligible and pending applicants will not appear on certificates. (See Appendix E for the List of Record Status Codes.)

Eligibility Dates: Begin/End. The system automatically populates the Eligibility Begin Date when the application is rated. The Eligibility End Date is calculated based on the period of eligibility set on the Position Information page. You can manually enter a new Eligibility End Date to extend an applicant's eligibility. To do this, type in a date or click the down arrow on the date box to use the calendar.

For ineligible applicants, the Eligibility Begin and End Dates are the date of application or the date the record is overridden.

CTAP/ICTAP Claimed. These boxes will indicate the applicant's claim of CTAP/ICTAP eligibility on the questionnaire.

CTAP/ICTAP Qualified. Click on the drop-down list to adjudicate CTAP or ICTAP claims. Mark qualified or not qualified as appropriate. If the selection is set to "Not Reviewed," the referral process will treat the applicant as qualified for CTAP or ICTAP if the applicant meets the Well Qualified Score set on the Ordering Criteria page.

Locations. This table lists all duty locations advertised in the announcement. Locations the applicant selected will have a check in the first column. Click a location's check box to manually turn it on or off for the applicant.

Status/Value/Date. This table at the bottom of the page is a log of all activity affecting the applicant record. The information is read-only.

Biographic Information

As shown below, the applicant's biographic information is provided when the applicant completes the online questionnaire or the Form 1203-FX. It displays the applicant's SSN, citizenship status, name, address, phone, and email address.

USA Staffing® STAFFING | REPORTS | ADMIN | LOGOUT

GO ADVANCED Testing Office

Current Vacancy
Vacancy 107641 **Biographic Info** New Save Copy Delete Cancel

Vacancy

Assessments

Announcement

Applicants

+ Assessment Information

Vet Preference

Questionnaire

Supporting Documents

Application Information

Biographic Information

Referral Information

Applicant Flags

NOR Messages

Report Information

Mismatched Assessment

Mismatched Documents

Updated Documents

Referral

SSN Citizenship
333-55-8888

Last Name First Name MI
APPLICANT-TWO TEST

Address Type
Home

Address1 City State
1900 E St NW Washington DC - DISTRICT OF COLUMBIA

Address2 Zip Country
20415

Address3

Phone Ext Fax Ext

Email Contact Time
test2@applicanttest.com Either

Notes

To modify the information on this page enter the new information and click the Save button. Changes made in the Biographic Info page will affect the applicant records for all applications across the organization.

SSN. This field displays the applicant's complete SSN. Changes can be made here if necessary.

Address Type. This box tells you which address is displayed on the lower part of the page. The possible choices are Home, Work, and Other. If your announcement is set up to collect both home and work addresses from the applicant, you can view or modify each of them from this page by selecting the appropriate Address Type from the drop-down.

Referral Information

The screenshot shows the USA Staffing web application interface. At the top, there is a navigation bar with 'STAFFING | REPORTS | ADMIN | LOGOUT'. Below this is a search bar with 'GO' and 'ADVANCED' buttons, and a 'Testing Office' dropdown menu. The main content area is titled 'Referral Information' and includes a 'Current Vacancy' dropdown set to 'Vacancy 107641'. There are buttons for 'New', 'Save', 'Copy', 'Delete', and 'Cancel'. The page displays 'Applications' as '107641 AA' and 'Announcement' as 'DC-107641-BT'. The applicant's SSN is 'XXX-XX-8888' and their name is 'APPLICANT-TWO, TEST'. A table lists referral information with columns for Certificate, Rating, Rank Order, Certified, Audit Code, Return Status, Name Request, and Tracking Number. The table contains four rows: three certificates and one stored list link.

Certificate	Rating	Rank Order	Certified	Audit Code	Return Status	Name Request	Tracking Number
MT-12-BIS-02311S0	EL	3	10/05/2011	Not Selected	Active	<input type="checkbox"/>	
MT-12-BIS-02343S0	110	1	12/06/2011	Certificate Unused	Active	<input type="checkbox"/>	
MT-12-BIS-02378S0	100	3	01/23/2012	Not Selected	Active	<input type="checkbox"/>	
Stored List	110	1				<input type="checkbox"/>	

The Referral Information page displays a list of all referral lists/certificates as well as stored/ranking lists an applicant is on or has been on for the VIN. The announcement number is shown at the top of the page. The picture above shows the Referral Information page for an applicant on one stored list and one certificate.

The Referral Information table includes the following fields:

- **Certificate.** Certificate numbers for which the applicant has been certified for this VIN will be displayed here. Any stored list (also known as a Ranking List) on which the applicant is listed will also appear here. Click the link to view the referral list/certificate or the stored list.
- **Rating.** This shows the rating the applicant had on the referral list/certificate or the stored list.

- **Rank Order.** This shows the ranking the applicant had on the referral list/certificate or stored list.
- **Certified.** This shows the date that the certificate was issued
- **Audit Code.** If the referral list/certificate has been audited, the audit results for the applicant are displayed here.
- **Return Status.** If there are audit results, the Return Status shows the status of the applicant record after the audit.

The screenshot shows the 'Referral Information' page in the USA Staffing application. The page includes a navigation bar with 'STAFFING | REPORTS | ADMIN | LOGOUT' and a search bar with 'GO' and 'ADVANCED' buttons. The current vacancy is 'Vacancy 107641'. The page displays the following information:

Applications: 107641 HH
 Announcement: DC-107641-BT
 SSN: XXX-XX-1111
 Name: APPLICANT-ONE, TEST

Certificate	Rating	Rank Order	Certified	Audit Code	Return Status	Name Request	Tracking Number
Stored List	96	1				<input type="checkbox"/>	
MT-12-BIS-02311S0	EL	1	10/05/2011	Selected	Hired	<input type="checkbox"/>	
MT-12-BIS-02312S0	EL	1	10/05/2011			<input type="checkbox"/>	

- **Name Request.** If the applicant was entered as a Name Request on the Referral > Request Information page prior to completing the Ordering Criteria page, there will be a checkmark in this box.
- **Tracking Number.** If there are audit results, this field shows the Tracking Number assigned to the selection. This information is used to track Request for Personnel Action(s) (SF-52s) within USA Staffing.

Applicant Flags

Applicant flags are annotations appearing on the certificate that typically indicate that the applicant meets certain criteria (such as fluency in a foreign language) or that some kind of review or follow-up is needed (such as coursework pending completion). This is a convenient way to inform the selecting official; for example, Outstanding Scholar, VEOA Eligible, Bilingual – Spanish, or Must Provide Transcripts.

The screenshot shows the USA Staffing web application interface. At the top, there is a navigation bar with 'STAFFING | REPORTS | ADMIN | LOGOUT' and a search bar. Below the search bar, there are buttons for 'GO' and 'ADVANCED', and a dropdown menu for 'Testing Office'. The main content area is titled 'Applicant Flags' and includes a 'Current Vacancy' dropdown set to 'Vacancy 107641'. There are buttons for 'New', 'Save', 'Copy', 'Delete', and 'Cancel'. The interface displays application details: 'Applications: 107641 AA', 'Announcement: DC-107641-BT', 'SSN: XXX-XX-4444', and 'Name: APPLICANT-FOUR, TEST'. A table lists various applicant flags with checkboxes and descriptions. The 'CPA' flag is checked.

	Applicant Flag	Description
<input type="checkbox"/>	0150	Series 150
<input type="checkbox"/>	3.5 or better	grade point average 3.5
<input type="checkbox"/>	30% Disable Veterans	30% Disable Veterans
<input type="checkbox"/>	30% or more Disabled Veteran	30% or more Disabled Veteran
<input type="checkbox"/>	6 Semester hrs in acctg	Must meet course requirement
<input type="checkbox"/>	A- APPLICANT FLAG	APPLICANT FLAG TEST 1
<input checked="" type="checkbox"/>	CPA	Certified Auditor
<input type="checkbox"/>	Change to Lower Grade	CLG
<input type="checkbox"/>	Competitive	Comp
<input type="checkbox"/>	Current Army Employee	Currently employed by the Army
<input type="checkbox"/>	DOD Employee Transfer	DOD Employee Transfer
<input type="checkbox"/>	DoD Transfer	DoD Transfer
<input type="checkbox"/>	Fluency in Spanish	Able to speak Spanish
<input type="checkbox"/>	Former Federal Employee	Reinstatement Eligible
<input type="checkbox"/>	Gov Status	Verify Gov Status
<input type="checkbox"/>	Graduate Degree	Law Enforcement
<input type="checkbox"/>	ICTAP	ICTAP
<input type="checkbox"/>	ICTAP/CTAP Candidate	ICTAP/CTAP Applicant

How to Use Applicant Flags. Applicant flags can be set to automatically be assigned to an applicant record or they can be assigned manually.

Automatically Setting Applicant Flags. You can set up your questionnaire so if an applicant chooses a particular response, a flag is automatically assigned. This is done in the Assessment Questionnaire Builder page using the Item Editor.

Manually Setting Applicant Flags. You can apply an applicant flag to an applicant record by placing a checkmark next to the flag. A flag may be removed by removing the checkmark.

Available Applicant Flags. The applicant flags are established in the Administration area under the Preferences section. Flags can be created by users with the appropriate permission profile. For further information, refer to the Administration segment of this manual.

NOR Messages

NOR messages are a useful tool to notify applicants about special circumstances concerning their applications. NOR message codes applied to the applicant record will appear in the Notice of Results email the applicant receives.

NOR messages do the following:

- Provide specific information to the applicant about their application and/or eligibility.
- Inform applicants that a change in their record has occurred.

The screenshot shows the USA Staffing application interface. At the top, there is a navigation bar with 'USA Staffing' and 'STAFFING | REPORTS | ADMIN | LOGOUT'. Below this is a search bar with 'GO' and 'ADVANCED' buttons, and a 'Testing Office' dropdown menu. The main content area is titled 'Current Vacancy' and 'NOR Messages'. It includes a 'Vacancy 107641' dropdown, 'Applications 107641 AA', and 'Announcement DC-107641-BT'. Below this is a table with columns 'Message Code' and 'Description'. The table lists various message codes (M15, M214, MA, MA5, MAUB, MB, MBL, MC, MD, MDD, MEFS, MEW, MEWM, MEX, MG, MGP, MIL) and their corresponding descriptions. A left-hand navigation menu includes options like 'Vacancy', 'Assessments', 'Announcement', 'Applicants', and 'NOR Messages'.

	Message Code	Description
<input type="checkbox"/>	M15	
<input type="checkbox"/>	M214	
<input type="checkbox"/>	MA	
<input type="checkbox"/>	MA5	Incl Test Migration code.
<input type="checkbox"/>	MAUB	
<input type="checkbox"/>	MB	Your rating includes 5 points veteran preference. To receive 10 points preference you must submit a Standard Form 15 along with the required proof. The forms are available from your OPM service center. When your proof is received, you will be notified that 5 additional points have been added to your rating.
<input type="checkbox"/>	MBL	
<input type="checkbox"/>	MC	The results shown on the enclosed Notice reflect the highest scores you have achieved on the written test you have taken for this occupation.
<input type="checkbox"/>	MD	The information shown on this Notice supersedes all information you received in earlier Notices from this examining office for this occupation.
<input type="checkbox"/>	MDD	
<input type="checkbox"/>	MEFS	
<input type="checkbox"/>	MEW	Michelle - Org level NOR Message test
<input type="checkbox"/>	MEWM	Michelle - Office level NOR Message test
<input type="checkbox"/>	MEX	
<input type="checkbox"/>	MG	You selected one or more geographic codes that were closed at the time you applied. The geographic codes shown on the enclosed Notice are the open locations you selected.
<input type="checkbox"/>	MGP	
<input type="checkbox"/>	MIL	

To apply a NOR message to an applicant's record, select the NOR Messages page from the left menu and place a checkmark in the box to the left of the appropriate message. The message will be inserted at the bottom of the NOR letter/email the applicant receives, under the heading Special Messages. A message may be eliminated by removing the checkmark.

USA Staffing contains several messages at the system level that are available for your use. The NOR messages are established in the Administration area under the Preferences section. Messages can be created by users with the appropriate permission profile. For further information, refer to the Administration segment of this manual. (See Appendix C for a list of NOR message codes.)

Notice of Results

The Notice of Results (NOR) letter is an excellent means to notify applicants of their status—both tentative eligibility and ineligibility. The USA Staffing Program Office recommends sending this letter to ineligible applicants upfront in the process, before certificates are issued. If ineligibles are notified with the NOR letter, you do not have to notify this group later in the process. Once the letter is sent, the applicant's status will change on USAJOBS to reflect the ineligibility.

To run a Notice of Results report, click Reports on the top navigation bar. Click Notice of Results (NORs) under Applicants on the left menu bar. You will specify the kinds of applicant records to include in the report. Below are explanations for the report criteria.

USA Staffing® STAFFING | REPORTS | ADMIN | LOGOUT

CREATE | STORED | SCHEDULED Testing Office ?

Create Report

 Clear

Vacancy

- Applicant Labels By Date
- Applicant Labels By VIN
- Applicant Status
- Automated Request Report
- CARP
- Cancellation Letter
- Custom Letter
- Inventory Status
- Matching Cert Requests
- Notice of Results (NORs)**
- Rating Sheets
- Rating Summary
- Vacancies To Be Archived
- Vacancy Tracking
- Veterans Pref by Score
- Written Test Mismatch

Assessments

Applicants

Referral

Office

Customer

DRS

Assessor

Report Description:
This report provides applicants with a summary of their application status by VIN. Display options include grade and rating or eligible/ineligible code with description. For VINs using Category Rating, the "Show Qualls Rating" option must be selected to prevent numeric scores from being displayed on NORs. Text changes can be made in System Preferences/Default Text for Category=Notice of Results. Remember to specify the "Apply the Preference Level" (Organization, Office, Customer or Vacancy).

Report Criteria:

Vacancy ID:

SSN (up to 75): Show List

Sort By:

Include Eligibles

Include Ineligibles

Duplex-NORs

Include geographic availability

Show Qualls Rating

Letter Filter: All Not Generated By Date

Report Options:

Action: Store Format: Go

Notify me of report request status

Frequency: Once Start Date: 10/25/2012 12:31:57 PM End Date: 10/25/2012 12:31:57 PM

Report Criteria

Vacancy ID. Type in the VIN for which you want to generate the report.

Show List (SSN). Click this button to display a list of the applicant names with the last four digits of SSN. You may select one or more (up to 75) applicants. Click to highlight the name and hold the Ctrl button to select more than one. However, this is not required. If no SSNs are selected, the report will generate for all applicants who meet the report criteria.

Note: The Show List function should not be used unless you want to send the report to select people. You need only the VIN and Include Eligibles or Include Ineligibles, and the letter will go out to those groups of applicants, as appropriate.

Sort By. This drop-down list allows you to sort applicants in the report by Certificate Rank, Last Name or SSN. If no other selection is made, applicants will be sorted by SSN.

Deselect All. This button will clear all choices in the selection box with which it is associated.

Include Eligibles. A check in this box will add eligible applicants to the report, unless they are filtered out by Letter Filter criteria you may specify at the bottom of the page.

Include Ineligibles. A check in this box will add ineligible applicants to the report, unless they are filtered out by Letter Filter criteria you may specify at the bottom of the page.

Duplex-NORs. A check in this box means that the system will instruct the printer to print Notices of Results on both sides of a sheet of paper, with the back side containing a form that

applicants can use to request changes to their records. The USA Staffing Program Office does not recommend using Duplex-NORs. Applicants can make changes to their application using Application Manager up until the closing date.

Include geographic availability. A check in this box means that the NOR will show the locations that were advertised on the job announcement and which the applicant selected in their application. Be careful with this feature! If you have many locations in your announcement, and the applicant selected many or all of these locations, they will display in a single column, expanding the size of this email considerably. Remember, your letter could always reference the applicant back to their Application Manager account to check the locations selected. The locations will display under this announcement (VIN) under the View/Print My Answers button.

Show Quals Rating. A check in this box means that the NOR will display either EL for eligible or the assigned ineligible code instead of the numeric score. The message displayed for each Ineligible code is unique. You can print out a report of your Office's codes for reference. This report is called NOR Message Codes, and can be located in the Reports area under Office on the left menu bar.

Letter Filter

All. Generate a copy for all applicants who otherwise meet the report criteria.

Not Generated. When this option is selected, the system will exclude applicants who received this report previously, regardless of the report criteria you specify.

By Date. When this option is selected, you will specify a date range—either for the date any previous copy of the report was generated or for the date the application was processed.

Generated. A copy of the report is prepared only for applicants who already had a copy generated between (and including) the dates you specify.

Processed. A copy of the report is prepared only for applicants who were processed in USA Staffing between (and including) the dates you specify.



HOT TIP! You may want to send NORs or other applicant correspondence by email. Following are tips for making the most of that option.

Report Options

Action. Select the report destination from this drop-down list.

Preview. This action generates a preview of the report. We recommend you always Preview the report first so you can review the letter text before emailing it. The letters default text can be changed in Administration > Preferences > Default Text.

Send Email and Store Printable Letters. This action tell the system to send the letter to applicants who specified an email address in their application and store a printable copy of the letter for those applicants who did not provide an email address in their application. These reports will be separated into two report types, Emailed and Print, on the Stored Reports page. A copy of the Emailed letters is automatically saved in the Applicants - Report Information Page and their Application Manager account. Once sent, Emailed letters cannot be removed from Application Manager or the applicant's record.

Store Format. The options available are PDF or HTML. This determines whether the report is generated as a PDF file for viewing or printing using Adobe or in HTML format. You must have Adobe Reader installed in order to read the reports stored in PDF format.

Notify me of report request status. A check in this box tells the system to email you when the report request is received and again once it is complete.

Go. Click this button after you have made all report criteria and report options selections, and are ready to generate the report. A confirmation message will display. Make a note of the Stored Report ID so that you can easily identify it on the Stored Reports page.



Click **OK**. Your report request is forwarded automatically to the report server.

Once the report is complete, click Stored on the top navigation bar to access the Stored Reports page and preview, print, or save the requested report.

The report server will send you an email to let you know it has received the request and it is being processed, unless you have unchecked the Notify me of report request status box.

Sample Message That Request Is Being Processed

From: usastaffingoffice@opm.gov
[mailto:usastaffingoffice@opm.gov]
Sent: Monday, December 12, 2011 12:28 PM
To: Smith, Jill
Subject: Notice of Results (NORs) Requested - VIN107641

The report request is being processed. After the report has been generated according to the schedule, it can be located on the Stored Reports page. You will be sent an e-mail after the request is complete. If you have any problems, please log into FootPrints at web address <http://eshelp.opm.gov> and open a trouble ticket and reference Stored Report ID: 194889

PLEASE DO NOT RESPOND TO THIS MESSAGE. IT WAS GENERATED AUTOMATICALLY.

The report server will send you a second email to let you know the report is ready to be viewed in Stored Reports, unless you have unchecked the Notify me of report request status box.

Report Information

The Report Information page shows reports that have been generated for the applicant. The report type is identified in the Report column.

The Print Date column identifies the date letters were produced as a stored report. Printed stored reports are produced for applicants who did not provide an email address. The letters are sent to the applicants' Application Manager account and do not necessarily need to be mailed.

The Email Date column identifies the date emails were sent to the applicant. Emailed correspondence goes to the applicant's email address, and a copy is sent to the Application Manager account.

The Preview column allows users to view a copy of the report generated for that applicant.

The Issuer column identifies the USA Staffing user who generated the report.

[STAFFING](#) | [REPORTS](#) | [ADMIN](#) | [LOGOUT](#)

Current Vacancy

Report Information

Applications

SSN XXX-XX-8888

Announcement DC-107641-BT

Name APPLICANT-TWO, TEST

Documents may only be previewed if they were created using the action "Send Email and Store Printable Letters".

Report	Print Date	Email Date	Preview	Issuer
Acknowledgement Letter		10/04/2011 07:07 PM	View	System Generated
Geographic Availability Letter		06/18/2012 08:09 PM	View	Gina McLean
Manual Correspondence		10/05/2011 01:42 PM	View	Blanca Santiago
Notice of Results (NORs)		12/12/2011 12:59 PM	View	Blanca Santiago
Notice of Results (NORs)		12/07/2011 08:54 AM	View	Blanca Santiago

Vacancy

Assessments

Announcement

Applicants

+ Assessment Information

Vet Preference

Questionnaire

Supporting Documents

Application Information

Biographic Information

Referral Information

Applicant Flags

NOR Messages

Report Information

Mismatched Assessment

Mismatched Documents

Updated Documents

Referral



HOT TIP! Acknowledgement emails are the only system-generated notices sent to applicants. This email is triggered when the applicant's record is received by USA Staffing, immediately after selecting the Submit My Answers button in the questionnaire. Acknowledgement emails are not generated for those applicants who apply by faxing the OPM Form 1203-FX. The Acknowledgement e-mail can be turned on/off in the Administration area under Preferences/Configurations.

Mismatched Assessment

When your assessment plan includes multiple assessments, a mismatch occurs when the applicant information, SSN, and name from the assessment component differ from the record in the VIN. The Mismatched Assessment page will display applicants in mismatched status.

Mismatched Documents

USA Staffing will automatically match the applicant's faxed supporting documents to their record. Applicants with an existing record who fax supporting documents must use the Fax Cover Sheet (<http://staffing.opm.gov/pdf/usascover.pdf>). The Fax Cover Sheet identifies the VIN, name, and SSN of the applicant, allowing the documents to be matched to the applicant record for this vacancy.

The screenshot shows the USA Staffing web application interface. At the top, there is a navigation bar with 'USA Staffing' logo and links for STAFFING, REPORTS, ADMIN, and LOGOUT. Below this is a search bar with a 'GO' button and an 'ADVANCED' link. A dropdown menu for 'Testing Office' is visible. The main content area is titled 'Mismatched Documents' and includes a 'Current Vacancy' dropdown set to 'Vacancy 105553'. There are buttons for 'New', 'Save', 'Copy', 'Delete', and 'Cancel'. On the left, a navigation menu lists various options: Vacancy, Assessments, Announcement, Applicants, Assessment Information, Vet Preference, Questionnaire, Supporting Documents, Application Information, Biographic Information, Referral Information, Applicant Flags, NOR Messages, Report Information, Mismatched Assessment, Mismatched Documents, Updated Documents, and Referral. The main area contains a 'Vacancy ID' dropdown set to '105553' and a 'Find' button. Below this is an 'SSN' input field. A table displays the results of the search:

	SSN	Last Name	First Name	Middle Initial	Potential Match Found	Change to Vacancy ID
<input type="checkbox"/>	105-16-1006	TEST	UNIT		<input type="checkbox"/>	

Below the table is a detailed view of the document:

	Doc Type	Vacancy	No. of Pages	Source	Received	Expired from Matching	Purge Date
View	Resume	105553	2	Fax	1/24/2011 3:06:25 PM	<input checked="" type="checkbox"/>	4/16/2012 5:30:27 AM

Applicants faxing an OPM Form 1203-FX and supporting documents do not need to provide a Fax Cover Sheet. The OPM Form 1203-FX contains the information required to create a new record for the vacancy and match any supporting documents to that record.

Mismatched documents only occur when supporting documents are faxed. This mismatch occurs because there is a difference between the applicant's record in the system and the information provided on the Fax Cover Sheet. Examples include:

- Applicant applies as JOHN W. SMITH and faxes supporting documents under the name JOHNNY SMITH.

- Fax processing will not occur even though JOHN and JOHNNY are the same person and have the same SSN.

Conversely, the error may reside in the applicant's record or SSN. JOHN W. SMITH could have entered the last four digits of his SSN as 3456 and the Fax Cover Sheet shows 3455; therefore, the documents will not be matched to the record. At this point, the user would see the mismatched documents and need to make corrections to either the existing record or the information provided on the Mismatched Documents page, i.e., the SSN or Name field.

Mismatched documents also occur because there is no applicant record in the VIN to match against the documents. This happens when an applicant faxes supporting documents and does not complete the questionnaire. When this occurs, it is recommended that a USA Staffing user not create a record for these applicants. Remember, the applicant has not completed the requirements of the application process by submitting the questionnaire and the supporting documents. Applicants have the option to check their status prior to the closing date, through their USAJOBS account.

The document match process works by matching the applicant's record information, VIN, name, and SSN to the information contained on the Fax Cover Sheet.

Here are the options on this page:

- Changing SSN or Name. To change the SSN or name on the mismatched document table, double-click the cell with the incorrect information, type the correct information, and click the Save button.
- Finding an Applicant. When you have a long list of mismatched documents, you can quickly locate a particular applicant by typing in the SSN and clicking the Find button.

Note: You can produce a printed list of applicants with mismatched documents. The Mismatched Documents summary is available in the Reports area under the DRS button. Use this when you have many applicants in the Mismatched page.

Updated Documents

The Updated Documents page is a list of applicants who submitted documents after the closing date for case exam announcements or four or more hours after the last rating for standing registers. When this occurs in a case exam announcement a warning message will appear on the Stored List page indicating that there are updated documents to be reviewed.

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GO ADVANCED Testing Office ?

Current Vacancy
Vacancy 107641 **Updated Documents** New Save Copy Delete Cancel

Vacancy	SSN	Name	Last Rating Date
Assessments	XXX-XX-8888	APPLICANT-TWO_TEST	4/22/2013 1:46:22 PM
Announcement	XXX-XX-4545	APPLICANT-FIVE_TEST	6/18/2012 8:08:03 PM

Applicants

- + Assessment Information
- Vet Preference
- Questionnaire
- Supporting Documents
- Application Information
- Biographic Information
- Referral Information
- Applicant Flags
- NOR Messages
- Report Information
- Mismatched Assessment
- Mismatched Documents
- Updated Documents
- Referral

When clicking the applicant's name on the Updated Documents page, the Supporting Documents page for that applicant opens. The document must be marked as reviewed in order to be removed from the Updated Documents page.

New Applicant Records

There are certain circumstances that may require you to enter applicant information, such as when you receive forms that have been mailed or emailed to your office.

For training purposes, you will enter applicant records into your VIN. These records will then be used in the Referral area and to send notifications.

Click the Applicant button on the left menu.

Click the New button on the Applications page or the main applicant page to create the applicant record. This will display the first page of Application Manager. This display is the same as what an applicant would see when applying online.

Note: Be sure to enter your email address on one of the applicant records. This will enable you to receive system generated emails or applicant correspondence later in the training process.

Enter the appropriate information in the fields. Click the Next button to move through the pages and click the Submit My Answers button to complete the application.

If you have hard copies of the applicant's supporting documents, such as a resume, transcript, or veteran forms, you can fax them into the system using the Fax Cover Sheet.

The screenshot shows the Application Manager web interface in a Mozilla Firefox browser window. The address bar displays the URL: <https://usastaffingtest.opm.gov/applicationmanager/Login.aspx?IsKeyEntry=Y&VacancyID=107641>. The page title is "Application Manager" and there is a "Help" button in the top right corner. On the left side, there is a navigation menu with the following items: "Vacancy ID: 107641", "Biographic Information", "Eligibility Information", "Other Information", "Assessment Questionnaire", "Section 1", "Section 2", "Section 3", "Section 4", "Section 5", "Section 6", "Section 7", "Section 8", "Section 9", and "Submit My Answers". The main content area displays the following information: "Job Title: Accountant-Do Not Use (Screenshots Vacancy)", "Announcement Number: DC-107641-BT", and "USAJOBS Control Number: 300215600". Below this, the "Applicant Name:" section is visible with "Previous", "Next", and "Save" buttons. A red asterisk indicates "Required information". The "Social Security Number" section has a "Social Security Number" field with a link "Why is this required?", a "Retype Social Security Number" field, and "Previous", "Next", and "Save" buttons. The "Name" section has "First Name", "Middle Initial", and "Last Name" fields, and "Previous", "Next", and "Save" buttons.



Check Your Skills – Create New Applicant Records

Take 30 minutes to create and enter applicant records for your VIN. (Make sure your VIN is currently open.)

1. Click the Applicant button.
2. Click the New button.
3. Enter the SSN and name of the applicant. For the SSN use the following convention: the 6-digit VIN + 001, 002, 003, etc.
4. Click the Next button.
5. Enter the biographic and citizenship information for your applicant.
6. Click the Next button and enter the Eligibility information, such as Veteran's Preference.
7. Click the Next button to enter other information.
8. Click the Next button and respond to the occupation-related questions. Make sure you have at least three qualified applicants.
9. Click the Next button.
10. Click the Submit My Answers button (notice the confirmation message).
11. Close the window by clicking on the X at the top right.
12. Click the Applicant button in USA Staffing, and your main Application screen will now show your applicant.
13. Create four more applicant records following the steps above.



Check Your Skills – Search for an Existing Applicant Record

Take 5 minutes to practice searching for an existing applicant record.

Search for one or more of the applicant records you created in the previous exercise. Search using one of these options:

- Last name
- First name
- SSN
- VIN
- Announcement number
- Record status



Check Your Skills – Create a NOR Report

Take 10 minutes to work individually to create and view/print a NOR.

Create a NOR report for one of your completed VINs (you have applicants) by doing the following:

1. Click Reports the top navigation bar.
2. Click the Notice of Results (NOR) button under the Applicants option on the left menu bar.
3. On the Create Report page, enter the VIN.
4. Check the following boxes:
 - Include Eligibles
 - Include Ineligibles
 - Duplex-NORs
 - Include geographic availability
 - Show Quals Rating
5. In the Filter box, make sure the radio button for All is selected. Note that although All is selected by default, you can select any of the options (All, Not Generated, or By Date) by clicking the radio button next to that selection.
6. On the Report Options section, select Preview from the Action drop-down list to generate a preview of the report.
7. Select PDF as the Store Format.
8. Check the Notify me of report request status box to have the system email you when the report request is received and again once it is complete.
9. Click Go after you have made all report criteria and report options selections, and are ready to generate the report. A confirmation message will display. Make a note of the Stored Report ID so that you can easily identify it on the Stored Reports page.
10. Click OK. Your report request is forwarded automatically to the report server.
11. Once the report is complete, click Stored on the top navigation bar to access the Stored Reports page. The screen will refresh to show all the stored reports. You can identify your report through your user name or your VIN.



Check Your Skills – Email a Notice of Results

Take 15 minutes to work individually on practicing emailing a Notice of Results (NOR).

Email the NOR for one of your vacancies by doing the following:

1. Click Reports at the top navigation bar.
 2. On the left menu bar, click the Vacancy button and then select Notice of Results (NORs) report.
 3. Enter the same VIN you used in the previous exercise.
 4. Click the Show List button to the right of SSN (75). A list of applicants, with their SSNs, will be displayed in the selection window.
 5. Select the applicants (up to 75 names) to whom you want to email the NOR by doing one of the following:
 - To select only one applicant, click the applicant's name and click the Select button under the selection window. The selected applicant's SSN will show up in the SSN window.
 - To select two or more applicants, do one of the following:
 - To select a number of applicants listed in sequence, click the first name you want, press down on the Shift key, and click the last name you want. Then click the Select button under the selection window. This will put the first name, the last name, and all the names in between in the SSN window.
 - To select two or more applicants not listed in sequence, click the first name, press down on the Ctrl key, and click the next name and so on until you finish selecting all the applicants to whom you want to send a NOR. Then click the Select button under the selection window. This will put all the names you have selected in the SSN window.
 6. Select the Sort By option by clicking either Last Name or SSN.
- Note:** Steps 4 thru 6 are not necessary when you want to send NORs to all eligible or ineligible applicants. If you do not want to select individuals, simply enter the VIN and proceed to Step 7.
7. Check the following boxes:
 - Include Eligibles
 - Include Ineligibles

- Duplex-NORs
 - Include geographic availability
 - Show Quals Rating
8. Select your Letter Filter option by clicking the radio button to the left of your desired option.
 9. On the Report Options section, select Send Email and Store Printable Letters from the Action drop-down list to have the system send the letter to applicants who specified an email address in their application and store a printable copy of the letter for those applicants who did not provide an email address in their application.
- Note:** A copy of the emailed letters is automatically saved in the Applicants > Report Information Page and their Application Manager account. Once sent, emailed letters cannot be removed from Application Manager or the applicant's record.
10. Select PDF as the Store Format.
 11. Check the Notify me of report request status box to have the system email you when the report request is received and again once it is complete.
 12. Click Go after you have made all report criteria and report options selections, and are ready to generate the report. A confirmation message will display. Make a note of the Stored Report ID so that you can easily identify it on the Stored Reports page.
 13. Click OK. Your report request is forwarded automatically to the report server.
 14. Once the report is complete, click Stored on the top navigation bar to access the Stored Reports page. The screen will refresh to show all the stored reports. You can identify your report through your user name or your VIN.



Check Your Skills – Print the Rating Summary Report

Take 10 minutes to work individually practicing printing a report on USA Staffing.

Print the Rating Summary report by doing the following:

1. Click Reports on the top navigation bar.
2. Select the Rating Summary report under the Vacancy button on the left menu bar.
3. Enter the Vacancy ID Number.
4. Select the RSC (Record Status Code).
5. Select Letter Filter. Note that although All is selected by default, you can select any of the options (All, Not Generated, or By Date) by clicking the radio button next to that selection.
6. Select one of the Sort By options: Last Name or SSN. Keep in mind the applicants are listed alphabetically (last name order) in the Applicant module.
7. On the Report Options section, select Store from the Action drop-down list. This is the only option available for non-letter reports.
8. Select PDF as the Store Format.
9. Check the Notify me of report request status box to have the system email you when the report request is received and again once it is complete.
10. Click Go after you have made all report criteria and report options selections, and are ready to generate the report. A confirmation message will display. Make a note of the Stored Report ID so that you can easily identify it on the Stored Reports list.
11. Click OK. Your report request is forwarded automatically to the report server.
12. Once the report is complete, click Stored on the top navigation bar to access the Stored Reports page and preview, print, or save the requested report.

Referral

- Request Information
- Ordering Criteria
- Advanced Criteria
- Stored List
- Certificate
- Supplemental Certificates
- Selection Manager
- Amending a Referral List/Certificate
- Audit

The Referral pages give you a way to create, issue, and transmit the referral list/certificate.

Request Information

The Request Information page is where you begin the referral process. All requests and subsequent referral/certificate lists are part of this vacancy.

Here are the steps you take on this page:

- Enter the Request Number. This field is required. This number is assigned to the SF-39 or SF-52 by the customer or personnel office. To make this field useful in searches, enter the information accurately.
- Enter the Date Request Received and Personnel Action Date. You can type in the dates or click the box and select the date from the calendar. The Date Request Received is required.
- Click the Save button.
- Click the Add button next to the Send To Contacts table; the Advanced Search page will appear. Type in the last name of the person receiving the certificate. If more than one record is found, select the Open link next to the contact's name to add them to this request. Repeat for each person you want to add. Remember, these individuals are listed as contacts under this customer. They must be assigned to this customer or they will not appear when you search for them.

USA Staffing® STAFFING | REPORTS | ADMIN | LOGOUT

GO ADVANCED Testing Office

Current Vacancy
Vacancy 107641

Request Information New Save Copy Delete Cancel

Request Number: RPA1234567ACCT Date Request Received: 2/13/2012 Personnel Action Date: 2/10/2012

Send To Contacts (2)

Contact Name	Online Access	Make Selections	Share Acce
Diane Tinsley	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Document Type			
Cover Letter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
DD-214	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Executive Core Qualifications (ECQs)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
OF-306	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Other Veterans Document	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Resume	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
SF-15	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
SF-50	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Transcript	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Bianca I Santiago	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Submitted By

Select Customer: USA Staffing Program Office Do Not Use Appointment Type: Permanent

Name Request

SSN	FirstName	M.I.	LastName

Request Tracking

Tracking Number	Status	Certificate Name	Selectee
RPA1234567ACCT	COMPLETE	MT-12-BIS-02311S0	TEST APPLICANT-ONE
BSC321654987	COMPLETE	MT-12-BIS-02378S0	TEST APPLICANT-FIVE

Multistage Certificate Complete

Upload New Case File Document Browse... Upload Document

Show in SM

Notes Next

- The Send To Contacts table may contain multiple names. Each name must have an email address and Selection Manager access assigned in the contact's record. These individuals can receive certificates electronically.
- The following access options are available for each contact listed:
 - Online Access. This box is automatically grayed out. If this box is checked, the contact was granted access to Selection Manager in their profile. If this box is unchecked, the contact was not granted access to Selection Manager. Access to Selection Manager is established by checking the Allow Selection Manager Access? box on the Contact Edit page.

- Make Selections. Select this box to allow the contact to make selection decisions from all certificates issued under this request.
- Share Access. Select this box to allow the contact to share access to all certificates issued under this request with other contacts.
- Document Type. This box displays the various document types available within the USA Staffing system.
- Show in SM. Select this box next to the document types that the Selection Manager will be able to view.
- The Submitted By button allows you to enter a contact name associated with the request.
- If there are any Name Requests, click the Add button, and a new row will be added to the Name Request table. Click the SSN cell and enter the full SSN of the individual. Click the Save button. The name will pre-populate provided they have an applicant record in the VIN. For any additional name requests, repeat this step.
- To add a tracking number to a request, click the Add button on the Request Tracking section, and a new row will be added to the table. Select the tracking number from the drop-down list, and click the Save button. For any additional tracking numbers, repeat these steps. The Status field will update according to the vacancy status.
- The Multistage Certificate box is only used with a multiple-hurdle assessment approach. Do not check this unless your assessment process involves multiple hurdles, i.e., an applicant questionnaire and written test or structured interview, etc.
- The Complete box should be checked when no further action will be taken or required on a request.



HOT TIP! The Upload New Case File Document section allows you to upload case file documents for a referral request; for example, a Request for Personnel Action (SF-52). Documents uploaded here are listed in the Vacancy > Case File Documents page and will undergo a virus scan.

- Click the Next button at the bottom of the page.

Ordering Criteria

On the Ordering Criteria page, you will specify how the referral/certificate list will be ordered. You will make these decisions based on the certificate type and the rules that govern it. The ordering criteria can be set up, saved, and manipulated prior to issuing a certificate. Once the certificate is issued, the Ordering Criteria page will not allow further changes. There are several options on this page.

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Testing Office

?

Current Vacancy

Vacancy 107641

Ordering Criteria

New
Save
Copy
Delete
Cancel

- Vacancy
- Assessments
- Announcement
- Applicants
- Referral
- Request Information
- Ordering Criteria
- Certificate

4
Case File Docs

Criteria Name

Applicant Referral Status
Open Dual Certify

Certificate Type
Competitive

Rank By
Rating (include Veteran Points)

Priority Order
Priority Referrals, Compensabl

Tie Breakers
Random Number

Refer Method
Cut Off Score

Number/Score
90

Order
Rating

Categorize Applicants

CTAP/ICTAP Score
0

Print Preferences

Address:

Home

Work

Other

Display:

Rating

Vet Preference

Specialty/Grade

	Code	Specialty
*	001	Accountant

Promotion Potential

Locations

	Code	City	Ste	Number of Vacancies
<input type="checkbox"/>	1885	Silver Spring	MD	
<input type="checkbox"/>	5222	Arlington	VA	
<input type="checkbox"/>	5229	Washington DC	DC	

Select ALL

Advanced Criteria

Preview Certificate

Issued Certificates and Stored Lists

Previous

Notes

Criteria Name. Type the Ordering Criteria name in this box to identify the saved record. Give each list a unique name, e.g., Certificate Type/Grade/Location. This naming convention is very useful when issuing multiple certificates. If the criteria name is NOT entered and the page is saved, the system will automatically name the list “Criteria Name.” Once the Criteria Name is saved, this field will become a read-only drop-down list.

Criteria Drop-down. This drop-down retains all ordering criterion previously established under this request number. If you are retrieving an existing Ordering Criteria record, select it from the drop-down list.

Applicant Referral Status. This allows you to include or restrict certain applicants for certification based on their Record Status Code. The table (below) shows the Record Status Code options. Following the table, the codes appearing on each type of certificate are listed.

RECORD STATUS CODES	
Code	Meaning
AA	Eligible for Certificate, and not currently on any certificate/referral list
AC	Currently on a Career or Career Conditional Certificate
HA	Hired from a Temporary/Term Certificate, but still active
HC	Hired from a Temporary/Term Certificate, and currently on a Career/Career Conditional Certificate
TA	Currently on a Temporary or Term Certificate
TC	Currently on both Temporary or Term Certificate and also a Career/Career Conditional Certificate

- **Active Applicants Only.** The system will only include applicants whose Record Status Code is AA (not currently on any referral).
- **Active on Temp/Term Certificates.** The system will include only applicants with the following Record Status Codes:
 - AA
 - HA
 - TA
- **Open Dual Certify.** All qualified applicants. Select this option if referring names without regard to previous certification. The system will include applicants with the following Record Status Codes:
 - AA

- HA
- TA
- AC
- HC
- TC

Certificate Type. Select the appropriate type of certificate. Certificate types correspond to the area of consideration chosen on the Vacancy/Position Information page, i.e., Competitive, Merit Promotion, or Internal Merit Promotion. The Certificate Type determines the choices that will appear in the Rank By and Priority Order boxes. The Certificate Types are as follows:

- **Competitive.** This option is used for Competitive referrals, i.e., Delegated Examining Unit (DEU). This type of certificate is sometimes referred to as “outside hiring” or “all sources.”
- **Competitive Merit Promotion.** This option is used for Merit Promotion certificates. It provides a referral list of people eligible for a promotion action covered by the Merit Promotion Plan.
- **Merit Referral List.** This option is used for non-competitive referral. It provides a non-rated referral list of people eligible for appointment under the agency’s Merit Promotion Plan. Typically, these non-competitive referral lists contain applicants who are eligible for lateral reassignment, transfer, or reinstatement without promotion potential.
- **Non-Traditional.** This option is used to create a list based on any of the ordering criteria choices, regardless of the area of consideration chosen on the Position Information page. It is suitable for use with some Special Hiring Authorities or Flexibilities, such as FCIP, Excepted Service positions, Schedule A, and Title 38.
- **Category Rating.** This option is used to create a list using Category Rating procedures. This certificate type automatically sets the ordering criteria following category rating rules.

Note: Certificate Types allow you to order applicants under the appropriate certificate type. To ensure the correct applicants are on each of these certificate types the questionnaire and/or assessment must capture the requisite information needed to sort these applicants appropriately. Typically, additional questions and/or occupational specialties are used to help you accomplish this sorting.



HOT TIP! With greater freedom comes greater risk and responsibility. Because Non-Traditional turns off all rules and restrictions that normally apply when preparing a referral list, you must be very careful to ensure that ordering criteria used are valid and appropriate under the circumstances.

Rank By. This drop-down list determines how the applicants will be ranked on the referral list/certificate. If the certificate is other than Competitive, you can choose the Rank By options from the drop-down list. The choices available depend on the rules that govern the Certificate Type selected. The options vary by certificate type and are as follows:

- **Rating (include Veterans Preference).** Applicants are ordered by score and Veterans Preference rules. This option is the default when you select Competitive (DEU type) as your certificate type.
- **Rating (exclude Veterans Preference).** This can be applied to Merit Promotion, Category Rating, and Non-Traditional certificate types. Applicants are ordered by score excluding Veterans Preference rules.
- **Raw Score.** This can be applied to Competitive Merit Promotion and Non-Traditional certificate types. Raw score is the applicant's score prior to transmutation table conversion.
- **Eligibles Only.** Numeric ratings will not appear. The list will show applicants as "Eligible" and will not show any Veteran's Preference to which they may be entitled. Typically applied with Competitive Merit Promotion and Non-Traditional certificate types.

Priority Order. Choose the Priority Order from the drop-down list.

- **Priority Referrals, Compensable Veterans.** Priority referrals will order CTAP/ICTAP qualified candidates at the top of the list under a Priority heading, followed by compensable veterans (if any), then the remaining applicants in score order with Veterans Preference rules applied following the ordering criteria for this certificate.
- **Compensable Veterans Only.** This will place all compensable veterans at the top of the list before any remaining applicants following the ordering criteria for this certificate.
- **Priority Referrals Only.** This will place all priority referral candidates at the top of the list before applying the ordering criteria for this certificate to the remaining applicants.
- **Absolute Veteran Preference.** This will place all veterans at the top of the certificate in Veterans Preference order followed by non-veterans meeting the ordering criteria.
- **Normal Floating Rules.** This option applies to the Category Rating certificate type only. It will place priority referral candidates and veterans on the certificate based on normal category rating floating rules provided they meet the CTAP/ITCAP well qualified score or category cut-off score.
- **GS-09+ Prof & Scientific.** This option applies to the Category Rating certificate type only. It must be selected when creating certificates for Professional and Scientific positions at the GS-9 grade or above where CP/CPS veterans do not float to the top category.
- **None.** No priority order applied.

Tie Breaker. This defaults to Random Number.

- **Random Number.** This option applies to the last digit(s) of the SSN. The random number is a system-generated number that serves as the tie breaker for ordering purposes when two or more applicants have the same rating. This number changes from day to day and cannot be manually changed.
- **Service Computation Date.** The Service Computation Date, entered by the applicant, is used as a tie breaker.
- **Other Dates 1, 2, and 3.** These are searchable date fields which can be used as tie breakers. Applicants are asked to submit these dates during the application process, and they are specific to the job announcement.
- **None.** No tie breaker applied.

Note: Service Computation Date and Other Dates require that the applicant questionnaire collect this information when applicants apply. If the information is not collected properly, it cannot be used as part of the ordering criteria. These tie-breaking options are only available for the Competitive Merit Promotion and Non-Traditional certificate types.

Refer Method. The selection made here controls how the system establishes the names for the referral list/certificate.

- **Number of Names.** This selection corresponds to the adjacent Number/Score field and will determine how many applicants will be included on the certificate.
- **Cut Off Score.** This selection corresponds to the adjacent Number/Score field and will determine that a cut-off score will be used to determine which applicants will be included on the certificate.
- **Selected Applicant Flags.** This selection will enable the Applicant Flags display on this page where users can indicate which flag(s) will be used to determine which applicants will be included on the certificate.

Number/Score. When you choose the Number of Names or Cut Off Score refer methods, enter the number of names to be referred or the cut-off score in the Number/Score box.

Category Cut Off. The Refer Method field automatically changes to Category Cut Off for the Category Rating certificate type. The categories listed in this field are based on the Vacancy Categories. The system will automatically use the top category (e.g., Best Qualified) to create the Stored List/Certificate. We recommend this default setting not be changed.

Cut Off Score. The Number/Score field automatically changes to Cut Off Score for the Category Rating certificate type. The score displayed is based on the cut-off rating of the Category Cut Off name selected (e.g., Best Qualified = 90).

Note: When the Rank By is set to Eligibles Only, do not use a cut-off score. Also, be careful when Rank By is set to Raw Score. The Raw Score is typically not between 70 and 100. Raw Scores can vary, depending on the assessment, from scores as low as 4 to as much as 300+ points.

Order. This controls the order in which the names appear. The choices are:

- **Rating.** This choice puts the names in order by their ratings. This choice is mandatory if the certificate type is Competitive (DEU type).
- **Name.** Names are listed alphabetically by last name, secondarily by first name and middle initial.
- **SSN.** Names are listed in SSN order. SSN will be masked and only display the last four digits on the certificate.
- **Service Computation Date.** Names are listed according to the service computation date entered by the applicant.
- **Other Dates 1, 2, and 3.** Names are listed according to the Other Date entered by the applicant.

Categorize Applicants. Categories must be set up in the Vacancy area prior to posting the announcement. This option defaults to checked for the Category Rating Certificate Type. This option is not available for other certificate types.

Refer Veterans Only. This option is only available for the Category Rating certificate type. Checking this box prompts the system to create a stored list containing only applicants with claimed or adjudicated veterans' preference. Applicants who are adjudicated as NV- No Preference will not be included in the stored list. Please note that even if the Refer Veterans Only box is checked, the system will still properly refer all priority consideration applicants (e.g., CTAP/ICTAP) who meet or exceed the user-specified CTAP/ICTAP cut-off value regardless of their veterans' preference status.

CTAP/ICTAP Score. Enter the score applicants must attain in order to be considered well qualified under CTAP/ICTAP procedures. This qualifying score does not include Veterans Preference points. Note that applicants who claimed CTAP or ICTAP eligibility will be referred as Priority Referrals as if they are well qualified. Verify and adjudicate the claim on the Application Information page prior to issuing certificates.

Print Preferences. Check the appropriate boxes to include this information on the referral list/certificate. The preferences include the following:

- Home Address
- Work Address

- Other Address
- Rating
- Veterans Preference

Specialty/Grade. Click the plus sign next to the specialty. The available specialty and grades will display in the table. Click the radio button next to the appropriate specialty/grade level. You may select only one. These specialty/grade level options are based on the assessment attached to this VIN.

Locations. Place a check in the box next to the location to be included on the referral list/certificate. You may select more than one location or all locations as appropriate.

Promotion Potential. Enter the position's promotion potential in this field if applicable. The promotion potential entered here will appear on the certificate and some applicant correspondence.

Preview Certificate. This button appears near the bottom of the Ordering Criteria page if no referral list/certificate has been issued. This button is disabled until you click the Save button. Click the Preview Certificate button. A tentative list of applicants is created when the Preview Certificate button is selected.

Advanced Criteria. To use advanced criteria, you must set up the Ordering Criteria page, save it, and click the Advanced Criteria button. Advanced criteria allow you to establish additional certificate criteria to narrow the applicant list. The criteria established on the Ordering Criteria page combined with the Advanced Criteria will act as filters to the applicant list.

Applicants must meet the requirements specified on both the Ordering Criteria page and Advanced Criteria page before their name will appear on the list.

- On the Advanced Criteria page, click the New button at the top of the page.
- When the page refreshes, two tables will display. The lower table contains questionnaire items. These are related to the items displayed in the Source drop-down box.
- Click the Source drop-down box to display the source to be added.
- Select the advanced criteria item from the lower table. If responses are associated with the item, a dialogue box will display the response.
- Select one or more of the responses to include in your query by clicking on one of the required responses. Hold the Ctrl to select additional items. The selected items will be highlighted in blue.
- The Operator drop-down allows you to select either Include or Exclude for the responses selected. The system default is Include.

- Click the OK button once you have made selections. The selected item and response(s) will load to the upper table.

Note: If you plan to select additional advanced criteria items, select either the “AND” or the “OR” option from the Logical drop-down. You must use one of these for each line item in your upper table.

The “AND” logical item informs the system to include item 1 (in your upper table) “AND” item 2, making items 1 and 2 required.

The “OR” logical item informs the system to include item 1 “OR” item 2, making either item 1 “OR” item 2 required.

- Once the advanced criteria are configured, click the Basic Criteria button to return to the Ordering Criteria page.
- Click the Save button on the Ordering Criteria page.

Note: When parentheses are used, the system will apply the parenthesis condition first and then apply the condition outside the parenthesis. For example, use Open Parenthesis and Close Parenthesis to combine an OR condition: (Item 1 OR Item 2) AND Item 3.

Stored List

If your ordering criteria are complete and there are applicants who meet the criteria, the system will generate a Stored List. The Certificate Owner drop-down list initially shows the user specified as the vacancy owner. If appropriate, another user can be designated as the certificate owner by selecting his or her name from the list. The applicants display in a table in the order they will appear on the certificate. The table columns display: Name, SSN, Vet Pref (if applicable), Rating, CTAP/ICTAP claim, and Name Request (if applicable). You can rename the list by clicking the Name field in the upper left corner of this page. (Not required).

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Current Vacancy
Vacancy 107641 **Stored List** New Save Copy Delete Cancel

Vacancy
Assessments
Announcement
Applicants
Referral
Request Information
Ordering Criteria
Certificate

Name: Stored List Certificate Owner: Blanca I. Santiago Ordering Criteria: Accountant GS-7 MD (Comp)

Grade: 07 Refer Method: Cut Off Score Score: 60 Locations: Silver Spring, MD
Arlington, VA
Washington DC, DC

Not issued Selection Manager Status: Not Sent to Customer Print Ranking List Batch Print Documents

Applications on Ranking List **NOTE: Overrides will affect an applicant's eligibility for this specialty/grade only.**

Name	SSN	Vet Pref	Rating	Override	CTAP/ICTAP	Name Request
APPLICANT -FIVE_TEST	4545	CP - Adj	81			
APPLICANT -FOUR_TEST	4444	TP - Claimed	78			
APPLICANT -SIX_TEST	9999	NV	81			
APPLICANT -TWO_TEST	8888	CPS - Adj	100			

Refresh Issue Amend Reset Order

The Stored List page provides functionality that allows you to perform the following applicant maintenance functions directly from this page.

- Adjudicate Veterans Preference – Applicant records with Veterans Preference claims that have not been adjudicated will display as Claimed. Those with adjudicated preference will display as Adjudicated. Clicking on an applicant's Veterans Preference rating will take you to the Vet Preference page of the applicant's record where you can adjudicate the vet preference, save the changes, and click the Back button to return to the Stored List page. Click the Refresh button for this change to take effect.

- **Override Applicant Ratings** – Clicking on the Override field next to an applicant’s rating will allow you to apply an ineligible code. Please note that any rating overridden in the Stored List page will affect an applicant’s eligibility for that specialty and grade. Once you have overridden the applicant’s eligibility for this specialty and grade and click the Save button, the system will automatically reload the Stored List page and that applicant will no longer appear on the list. To revert the ineligible rating to its original rating, the Override box can be unchecked directly on the applicant’s record and the applicant will be reverted to the original eligible record status code. When the Refresh button is selected on the Stored List page, the applicant will be placed back on the list.
- **Adjudicate CTAP/ICTAP Eligibility** – Applicants claiming CTAP/ICTAP will display as CTAP or ICTAP –Not Reviewed. Those with reviewed claims will not display unless determined qualified. These records will display as CTAP or ICTAP Qualified. Clicking on an applicant’s CTAP/ICTAP rating will take you to the applicant’s Application Information page, where you can adjudicate their eligibility, save the changes, and click the Back button to return to the Stored List page. You will then see the change reflected on the Stored List.
- **View available supporting documents** by clicking the plus sign next to the applicant’s name. You will then be able to open the documents in a new window.
- **Refresh list** to apply changes such as Vet Preference adjudication.
- **Issue Certificate** – The system will automatically close the Stored List screen and move the applicants to the Certificate page.
- **Amend list** to add or remove applicants.
- **Sort list** by clicking on any column. For example, applicants can be sorted by clicking the Vet Pref column.
- **Return the list to certification order** (if sorting was done) by clicking the Reset Order button at the bottom of the screen.
- **Print Ranking List** – Clicking this will generate a PDF preview of the Ranking List. Review the applicants on this list to verify their qualifications before certifying. The ranking list will display as a Stored List on the Certificate page.
- **Batch Print Documents** – Choose this to generate a PDF document of all supporting documents associated with the Ranking List. An email is sent to the user when the batch print file is available.
- **Once you have refreshed and finalized the Stored List**, click the Issue button to generate the certificate.



HOT TIP! When you click the Issue button, the system may alert you with a message to this effect: “There is one applicant still in Pending status. If you issue this certificate now, you may cause this applicant to lose consideration to which they may be entitled. Do you still want to issue this certificate? (Y/N)”

This means that you have one or more applicants with a status code of one of the following:

- PF: A required form has not been received.
- PL: A required assessment either has not been completed or is not linked. There may be a mismatch for you to resolve.
- PQ: The record is still waiting for Quality Review.
- PJ: An error in the assessment may be causing an incorrect or suspect rating.
- PM: A manual rating process has been specified, but the applicant’s rating has not been entered.
- PE: There is an error in the applicant’s record.

Certificate

The Certificate is generated when you click the Issue button on the Stored List page. The certificate name then changes from Stored List to a system-generated certificate number. The Certificate Owner drop-down list initially shows the user specified as the vacancy owner. If appropriate, another user can be designated as the certificate owner by selecting his or her name from the list.

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Current Vacancy
Vacancy 107641 **Certificate** New Save Copy Delete Cancel

Vacancy
Assessments
Announcement
Applicants
Referral

Request Information
Ordering Criteria
Certificate

4 Case File Docs

Name: MT-12-BIS-0237850 Certificate Owner: Blanca I. Santiago Ordering Criteria: Accountant GS-7 MD (Comp)

Grade: 07 Refer Method: Cut Off Score Score: 60 Locations: Silver Spring, MD
Arlington, VA
Washington DC, DC

Issued: 1/23/2012 9:06:49 AM Due Date: 2/6/2012 Selection Manager Status: Not Sent to Customer Date Returned:

Applications on Certificate

Name	SSN	Vet Pref	Rating	CTAP/ICTAP	Name Request
APPLICANT-FIVE_TEST	4545	CP - Adjudicated	81		
APPLICANT-FOUR_TEST	4444	TP - Adjudicated	78		
APPLICANT-SIX_TEST	9999	NV	81		
APPLICANT-TWO_TEST	8888	CPS - Adjudicated	100		

Issue Amend Audit

Print Certificate Batch Print Documents

Upload New Case File Document Browse... Upload Document

Show in SM

Use the Certificate page to do the following:

- Go into the listed applicant records.
- Generate a referral list/certificate or supplement based on the ordering criteria established.
- Generate a ranking list.
- Make changes to a referral list/certificate, even after it is issued.
- Reissue a list (start over). Clicking this button will alter the original list.

This page displays information carried over from the Ordering Criteria page, like the Ordering Criteria Name, Grade, Locations, Refer Method, and Score. These items cannot be modified. After the referral list/certificate is issued, the issued date and due date will populate.

The following options are available on the Certificate page:

- **Selection Manager Status.** The four possible status types are the following:
 - Not Sent to Customer – This is the default when the certificate is issued.
 - Sent to Customer – Change the status to Sent to Customer so that the system sends the referral list/certificate to Selection Manager and an email notification to the customer contacts added on the Sent To field of the Request Information page.
 - Customer Audit Received – The system will automatically display this status when the certificate is returned electronically from Selection Manager.
 - Recalled – If you select this status and click Save, the system removes the certificate from Selection Manager and it will no longer be available to the selecting official. Also, this status displays for certificates automatically removed from Selection Manager after their due date. This automatic recall action is a configurable item for Selection Manager in Administration > Preferences > Configurations.
- **Due Date.** The system automatically fills in this field based on options set in Preferences – Configurations in the Administration area. You can override the date by typing a different date or by clicking the down arrow on the date box and selecting a date from the calendar.
- **Date Returned.** The system automatically fills in this field when the certificate is returned electronically through Selection Manager.

Note: This button is not intended to be used as a way to resend a certificate to Selection Manager, amend a certificate, or create a supplemental certificate. A warning message (shown below) is presented when the Reissue button is selected to reduce incidents of users inadvertently reissuing certificates.



Note: Use caution when you choose the Reissue option. Be sure that all obsolete versions of the list are identified and not used for selections; otherwise, invalid selections may result. Only the names and the rank order of the reissued list are valid for selection purposes.

- **Issue.** This button will be grayed-out when the certificate is issued on the Stored List page.

- **Amend.** You click the Amend button when you want to make a correction—such as adding or removing a name—in the referral list/certificate but you want the rest of the list to be the same. The original Issued date is used, and the random number and the general order of the list remain the same.
 - **Add Name.** Use this with the Placement After and Before buttons to amend a list that is in preview or that has been issued.
 - **Delete Name.** Use this with the Placement After and Before buttons to amend a list that is in preview or that has been issued.
- **Audit.** Click this button to audit the certificate. The system will open the Audit page.
- **Print Certificate.** Click this button to generate a printed or electronic file copy of the certificate. The system will generate a cover sheet indicating vacancy information, i.e., ordering criteria, selection criteria, position, etc., and a list of the eligible candidates for the position.

Batch Print Documents. Click this button to generate a PDF document of all supporting documents associated with the Ranking List. An email is sent to the user when the batch print file is available.



HOT TIP! The Upload New Case File Document section allows you to upload case file documents for a certificate. Documents uploaded here are listed in the Vacancy > Case File Documents page and will undergo a virus scan.

Supplemental Certificates

The supplemental certificate is an extension of the original certificate. The ordering criteria remain the same with the exception of the number of names or cut off score requested on the original. Supplemental certificates have an S1, S2 designation at the end of the certificate number. Original certificates end with an S0 designation. Supplemental certificates should be issued when the basic certificate is still outstanding and the selecting official/manager has requested additional names. To issue a supplemental certificate:

- Click the Preview Supplemental button to set up the criteria for the supplemental certificate. This button appears near the bottom of the Ordering Criteria page if a referral list/certificate has been issued against the request.

The screenshot displays the 'Ordering Criteria' page in the USA Staffing system. The page is titled 'Ordering Criteria' and includes a navigation menu on the left with options like 'Vacancy', 'Assessments', 'Announcement', 'Applicants', 'Referral', 'Request Information', 'Ordering Criteria', and 'Certificate'. The main content area is divided into several sections:

- Criteria Name:** Accountant GS-7 DC (CR)
- Applicant Referral Status:** Open Dual Certify
- Certificate Type:** Category Rating
- Rank By:** Rating (exclude Veteran Points)
- Priority Order:** Normal Floating Rules
- Tie Breakers:** None
- Category Cut Off:** Best Qualified
- Cut Off Score:** 90
- Order:** Name
- Categorize Applicants:** (checked)
- Refer Veterans Only:** (unchecked)
- CTAP/ICTAP Score:** 0
- Print Preferences:** Address: Home, Work, Other; Display: Rating, Vet Preference
- Specialty/Grade:** Code: 001, Specialty: Accountant, Promotion Potential: 12
- Locations:** A table with columns for Code, City, Ste, and Number of Vacancies. The table contains three rows: 1865 Silver Spring MD, 5222 Arlington VA, and 5229 Washington DC DC. The 5229 row is selected.
- Buttons:** 'Advanced Criteria' and 'Preview Supplemental' (highlighted with a red box).
- Issued Certificates and Stored Lists:** A table with columns for Certificate, Issued, Due, Returned, and Audited. One row is visible: MT-12-BIS-0231280, Issued: 10/5/2011 5:00:48 PM, Due: 10/19/2011 5:00:48 PM.
- Navigation:** 'Previous' and 'Notes' buttons at the bottom.

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Current Vacancy
Vacancy 107641 **Supplemental** [New] [Save] [Copy] [Delete] [Cancel]

Vacancy Name: Accountant GS-9 DC (CR) M

Assessments

Announcement Refer Method Number/Score

Applicants

Referral Request Received [Preview Supplement]

Request Information

Ordering Criteria

Certificate

- Click the Preview Supplement button to view the supplemental stored list.

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Current Vacancy
Vacancy 107641 **Stored List** [New] [Save] [Copy] [Delete] [Cancel]

Vacancy Name: Stored List Certificate Owner: Blanca I. Santiago Ordering Criteria: Accountant GS-11 VA (Comp)

Assessments

Announcement Grade: 11 Refer Method: Number of Names Number: 10 Locations: Arlington, VA

Applicants

Referral

Request Information Not issued Selection Manager Status: [Print Ranking List] [Batch Print Documents]

Ordering Criteria

Certificate

4 Case File Docs

Applications on Ranking List **NOTE: Overrides will affect an applicant's eligibility for this specialty/grade only.**

	Name	SSN	Vet Pref	Rating	Override	CTAP/CTAP	Name Request
APPLICANT-FOUR_TEST	4444	TP - Adj	83				
APPLICANT-SIX_TEST	9999	NV	81				

[Refresh] [Issue] [Amend] [Reset Order]

- Click the Issue button on the Stored List page to issue the supplemental certificate.

Note the S1 designation at the end of the certificate number, MT-12-BIS-02343S1.

If supplemental certificates are issued, they will appear in the table at the bottom of the Ordering Criteria page. By clicking on the certificate number, you can jump to the Certificate page.

Advanced Criteria		Preview Supplemental		
Issued Certificates and Stored Lists				
Certificate	Issued	Due	Returned	Audited
MT-12-BIS-02343S0	12/6/2011 9:31:53 AM	12/20/2011 9:31:53 AM		
MT-12-BIS-02343S1	12/6/2011 9:34:16 AM	12/20/2011 9:34:16 AM		

Selection Manager

Selection Manager is the hiring official's interface for USA Staffing. In Selection Manager, hiring officials can access referral lists/certificates, review application materials (for example, resumes, transcripts, and questionnaire responses), upload documents, make selection decisions, add notes, and return certificates electronically to the human resources office that issued it.

Here is the typical sequence of events:

- Create a contact record associated with the customer assigned to this VIN. The hiring official must be created as a contact under the customer to access the Selection Manager area. Once the contact is established, you must assign that contact on the Referral page by using the Send To Contacts Add button. Refer to the Administration segment of this manual to learn more about setting up customers and contacts.

USA Staffing® STAFFING | REPORTS | ADMIN | LOGOUT

GO ADVANCED Testing Office ?

Current Vacancy
Vacancy 107641 **Request Information** New Save Copy Delete Cancel

Vacancy
Assessments
Announcement
Applicants
Referral
Request Information
Ordering Criteria
Certificate
4 Case File Docs

Request Number: RPA1234567ACCT
Date Request Received: 10/4/2011
Personnel Action Date: 10/3/2011

Send to Contacts (0)

Contact Name	Online Access	Make Selections	Share Access	Add
Submitted By				

Select Customer: USA Staffing Program Office
Appointment Type: Permanent

Name Request

SSN	FirstName	M.I.	LastName	Add
Delete				

Request Tracking

Tracking Number	Status	Certificate Name	Selectee	Add
Delete				

Multistage Certificate Complete

Upload New Case File Document
Browse... Upload Document
Show in SM

Notes Next

- When you issue the referral list/certificate, change the Selection Manager Certificate Status from Not Sent to Customer to Sent to Customer. This will put the referral list/certificate in Selection Manager.

When the Selection Manager Certificate status is set to Sent to Customer, the system will send an email to the contacts specified on the Request Information page, notifying them the list is ready for their review and providing a URL for them to access Selection Manager.

Sample Email Notification to Contact Re: Availability of Referral List/Certificate

Sample Email Notification to Contact
Re: Availability of Referral List/Certificate

From: USA Staffing Office
To: Manager, John
Subject: Certificate for Vacancy 107641, Accountant, is available for viewing

Your HR office has sent the following certificate for you to review:
MT-12-BIS-02343S0 for Request 12-107641-01
You may access this certificate by logging into USA Staffing **Selection Manager** through the link below.

Click the link below or copy and paste the URL into the "Address" field of your Web browser to retrieve the list of eligible job applicants:

<https://selectionmanager.usastaffing.gov/>

If you are unfamiliar with Selection Manager, please visit
<http://help.usastaffing.gov/selectionmanager> for detailed instructions.

If you need additional information concerning the list of applicants or selection procedures, contact Jill Smith (202)606-0000.

Note: this is an automated email message. Please do not reply directly to this message.

Office of Personnel Management

Note: The contact listed in the email is typically the person who issued the certificate unless this default value is changed under Configurations for the Selection Manager Category in the Administration area.

The hiring official clicks on the URL specified in the email and logs in. Once logged in they will see the available certificates.

When the hiring official has finished working the certificate and makes the tentative audit, they can return the certificate to the USA Staffing user. Once the selecting official returns the certificate, the person listed in the notification email is alerted the certificate has been returned. See the example on the next page.

Sample Email Notification to Staffing Specialist to Complete the Audit of a Referral List/Certificate.

Sample Email Notification from Selection Manager to the Staffing Specialist to Complete the Audit of a Referral List/Certificate

From: USA Staffing Office
To: Smith, Jill
Subject: A certificate for Vacancy 107641, Accountant, has been returned to the HR office by John Manager

John Manager has returned a certificate MT-12-BIS-02343S0 for your review and processing. You may take action on this certificate by logging into USAS Staffing® or by clicking the link below
<https://usastaffing.opm.gov/USAStaffing/Staffing/Referral/Certificate.aspx?ChangeContext=Y&ContextType=Vacancy&ContextID=0&ID=4120800&CRITERIAID=4360963&CERTIFICATEID=4962231>

Note: this is an automated email message. Please do not reply directly to this message.

USA Staffing® System

Amending a Referral List/Certificate

To remove a name from the list, take these steps:

- Click the Amend button. The upper table of the Amend page shows the names on the certificate in the order specified on the Criteria page.
- Click somewhere (other than on the word Open) on the row of the name on the list that you want to remove. The black cursor arrow will appear in the leftmost column to show that the row is selected.
- Click the Delete Name button. The name will be removed from the referral list/certificate preview list and will be added to the Add Applicants table at the bottom of the page.
- Click the Save button.

To add a name to the list, take these steps:

- Click the Amend button. The upper table of the Amend page shows the names on the certificate in the order specified on the Criteria page.

USA Staffing® STAFFING | REPORTS | ADMIN | LOGOUT

GO ADVANCED Testing Office

Current Vacancy
Vacancy 107641 Amend Certificate New Save Copy Delete Cancel

Vacancy
Assessments
Announcement
Applicants
Referral
Request Information
Ordering Criteria
Certificate

4 Case File Docs

Name: MT-12-BIS-02378S0 Back

Applications on Certificate/List

	SSN	Name	Vet Pref	Rating	CTAP/ICTAP	Name Request
Open	XXX-XX-4545	APPLICANT-FIVE, TEST	CP - Adjudicated	81		
Open	XXX-XX-9999	APPLICANT-SIX, TEST	NV	81		
Open	XXX-XX-8888	APPLICANT-TWO, TEST	CPS - Adjudicated	100		

Add Name After Before Delete Name

Add Applicants

	SSN	Name	Vet Pref	Rating	CTAP/ICTAP
Open	XXX-XX-4444	APPLICANT-FOUR, TEST	Adjudicated - TP	78	

- Click somewhere (other than on the word Open) on the row of the name on the list before or after which you want to insert a name. The black cursor arrow will appear in the leftmost column to show that the row is selected.
- Click to select the appropriate radio button:
 - After – if you intend to insert a name after the one you pointed to in the previous step.
 - Before – if you intend to insert the name before the one you pointed to in the previous step.
- Select the name of the applicant you want to add from the lower table. The black cursor arrow will appear in the leftmost column to show that the name/row is selected.
- Click the Add Name button. The page will refresh to include the applicant selected from the lower table.

Failure to enter audit actions will cause your records for the selection and disposition of all affected applicants to be inaccurate. It may lead to applicants losing consideration for other positions to which they may be entitled. For best results, enter audit actions promptly and strive to do it before issuing subsequent referral lists/certificates or supplements.

There are three audit types:

- **Each Applicant.** Select this audit type when a selection has been made. You may also use this audit type when the referral list has been cancelled or returned unused, but each applicant record will need individual audit entries.
- **Cancelled.** Select this type when the referral list/certificate was cancelled after being issued and there are no audit results to enter for any applicants.
- **Unused.** Select this type when the referral list/certificate was returned unused and there are no audit results to enter for any applicants.



HOT TIP! The Upload New Case File Document section allows you to upload case file documents for an audited certificate; for example, a declination letter. Documents uploaded here are listed in the Vacancy > Case File Documents page and will undergo a virus scan.

Here is how you perform these different audit types:

Audit Type = Each Applicant

- Select Each Applicant from the Audit Type drop-down box if it is not already selected.
- For each name on the list, click the cell under the heading Audit Code. This will cause the cell to turn into a drop-down selection box.
- Select the appropriate Audit Code. Use the scroll bar to move through the options and click the appropriate code to select it.
 - A - Selected
 - CA - Certificate Cancelled
 - CE - Career Or Career Conditional Employee
 - CR - Communication Returned Unclaimed
 - DA - Declined Employment With Agency
 - DD - Declined Until A Future Date
 - DE - Declined Examination Program
 - DG - Declined Grade Or Salary Considerations

- DL - Declined Location
 - DP - Declined Position
 - DR - Accepted Another Position With Agency
 - DX - Declined Federal Employment
 - DZ - Declined Other Reason
 - FR - Failed To Reply To Their Inquiry
 - MI - Not Referred/Not Considered
 - NA - Select On Another Certificate
 - NC - Appointed By Non-Competitive Action
 - NN - Not Selected - Not Contacted
 - NP - Not Available Pending
 - NS - Not Selected
 - O1 - Not Selected - AS 1
 - O2 - Not Selected - AS 2
 - O3 - Not Selected - AS 3
 - OW - Offer Withdrawn
 - RC - Removed From Certificate Security
 - RD - Removed from Certificate Driving
 - RE - Removed From Certificate Eligibility
 - RM - Removed From Certificate Medical
 - RQ - Removed From Certificate Not Qualified
 - RS - Removed From Certificate Suitability
 - RX - Removed from Certificate Drug Screen
 - TE - Temporary Employee
 - UN - Certificate Unused
 - WC - Withdrawn from Consideration
- Click the cell under Return Status and select the appropriate status:
 - Active – This status is the most commonly used and indicates that an applicant is still under consideration and eligible should another certificate be issued.
 - Hired – This status is used along with the Selected Audit Code for selected/hired applicants.

- Inactive – This status would prevent an applicant from being referred on subsequent referral lists/certificates for that particular VIN. This could be used when the applicant has declined, failed to respond to inquiries, or is otherwise no longer in consideration at their own request.
- Suspend – This status is used to take an applicant out of consideration, typically for failing to meet some type of job requirement or during a suitability determination. It is rarely used.
- Repeat the third and fourth steps for each remaining applicant, or, if you reach a point where all subsequent applicants will have the same Audit Code and Return Status, you can use the shortcut—Set Remaining Applicants—located at the bottom of the Audit page.
- Click the Save button at any time to save your work. It is a good idea to save often.
- If known, input the Tentative Offer, Investigation Initiated, Official Offer, and Effective Date in the fields provided.
- Click in the box and enter the date(s), as appropriate.

Audit type = Unused

- Select Unused from the Audit Type drop-down box. The page will refresh with the proper form for this audit type.

The screenshot shows the 'Audit' page for a vacancy with ID 107641. The page is titled 'Audit' and includes several sections:

- Header:** USA Staffing logo and navigation links: STAFFING | REPORTS | ADMIN | LOGOUT.
- Search/Filter:** A search bar with 'GO' and 'ADVANCED' buttons, and a dropdown for 'Testing Office'.
- Current Vacancy:** A dropdown menu showing 'Vacancy 107641' and a 'New' button.
- Form Fields:**
 - Certificate:** MT-12-BIS-02311S0
 - Audit Type:** Unused (dropdown)
 - Other Action:** Direct Hire (dropdown, highlighted with a red border)
 - Date of Action:** (dropdown)
 - Complete:** An unchecked checkbox with the text: "Complete - To amend an audited certificate, uncheck the Complete box."
 - Announcement:** DC-107641-BT: 10/4/2011 - 10/18/2011 (dropdown) and a 'Certificate Notes' button.
- Table:** A table with columns: Name, SSN, VetPref, Rating, Return Status, Audit Date, Tracking Number, and Notes. One row is visible:

Name	SSN	VetPref	Rating	Return Status	Audit Date	Tracking Number	Notes
APPLICANT-ONE_TEST	1111	NV	EL				Notes (0)
- Buttons:** 'Set Remaining Applicants' and 'Upload New Case File Document' (with a 'Browse...' button and 'Upload Document' button).
- Footer:** 'Show in SM' checkbox and 'Returned on 10/5/2011 by Diane Tinsley'.

- Select the appropriate Other Action to document why the referral list/certificate was returned unused.
- Select a Date of Action and click the Save button.

Audit Type = Cancelled

- Select Cancelled from the Audit Type drop-down box. The page will refresh with the proper form for this audit type.

USA Staffing® STAFFING | REPORTS | ADMIN | LOGOUT

GO ADVANCED Testing Office

Current Vacancy
Vacancy 107641 **Audit** New Save Copy Delete Cancel

Vacancy
Assessments
Announcement
Applicants
Referral

Certificate
Request Information
Ordering Criteria

Certificate

4 Case File Docs

Certificate MT-12-BIS-02311S0 **Audit Type** Cancelled

Other Action Cancelled, After Issuance **Date of Action**

Complete - To amend an audited certificate, uncheck the Complete box.

Announcement DC-107641-BT: 10/4/2011 - 10/18/2011 **Certificate Notes**

	Name	SSN	VetPref	Rating	Return Status	Audit Date	Tracking Number	Notes
	APPLICANT-ONE_TEST	1111	NV	EL				Notes (0)
	APPLICANT-FIVE_TEST	4545	CP - Adjudicated	EL				Notes (0)
	APPLICANT-TWO_TEST	8888	CPS - Adjudicated	EL				Notes (0)

Returned on 10/5/2011 by Diane Tinsley

Upload New Case File Document

Show in SM

- Select the appropriate Other Action to document why the referral list/certificate was cancelled.
- Select a Date of Action.
- Click the Save button.

Print Audited Certificate. This button allows you to print a copy of the certificate showing the Agency Action column and completed and the electronically signed selecting official signature, if the certificate was returned from Selection Manager.

USA Staffing®
STAFFING | REPORTS | ADMIN | LOGOUT

GO ADVANCED

Testing Office

?

Current Vacancy
Vacancy 107641
Audit

New Save Copy Delete Cancel

Vacancy

Assessments

Announcement

Applicants

Referral

Request Information

Ordering Criteria

Certificate

4 Case File Docs

Certificate
MT-12-BIS-02311S0

Complete - To amend an audited certificate, uncheck the Complete box.

Announcement
DC-107641-BT: 10/4/2011 - 10/18/2011

Audit Type
Each Applicant

Print Audited Certificate

Certificate Notes

	Name	SSN	VetPref	Rating	Audit Code	Return Status	Audit Date	Track Number
<input checked="" type="checkbox"/>	APPLICANT-ONE_TEST	1111	NV	EL	A - Selected	Hired	2/3/2012 10:53:41 AM	RPA12345
<input checked="" type="checkbox"/>	APPLICANT-FIVE_TEST	4545	CP - Adjudicated	EL	NS - Not Selected	Active	2/3/2012 10:53:41 AM	
<input checked="" type="checkbox"/>	APPLICANT-TWO_TEST	8888	CPS - Adjudicated	EL	NS - Not Selected	Active	2/3/2012 10:53:41 AM	

Set Remaining Applicants
Audit Complete on 2/3/2012 by Diane Tinsley
Returned on 10/5/2011 by Diane Tinsley

Upload New Case File Document

Browse...
Upload Document

Show in SM

Certificate Notes. This button allows you to enter notes at the certificate level.

A Notes column with links to individual applicant audit notes is available. USA Staffing users can click the Notes link to view or add individual applicant audit notes. Applicant notes added through the Selection Manager Applicant Notes feature will be visible on this page.

Applicant notes added in the USA Staffing Audit page will only be visible in Selection Manager if the Selection Manager Note Type is selected and the certificate is in Sent to Customer status. If the USA Staffing Note Type is selected, the applicant note will only be visible in USA Staffing.

Notes entered directly in the applicant's record will not be visible in the applicant Notes column on the Audit page, nor will they be visible in Selection Manager.

The screenshot shows the 'Notes' form in the USA Staffing application. The form has a blue header with the USA Staffing logo and a 'CLOSE WINDOW' button. Below the header, there is a 'Notes' title bar with a help icon. The main area contains a 'New' button, a 'Save' button, a 'Copy' button, a 'Delete' button, and a 'Cancel' button. Below these buttons is a section titled 'Add Note' with a 'Subject' text input field and a 'Note Type' dropdown menu. The dropdown menu is open, showing three options: 'USAStaffing', 'Selection Manager', and 'USAStaffing'. Below the dropdown is a large text area for the 'Note' content.



Check Your Skills – Issue a Referral List/Certificate

Take 45 minutes to work individually generating a referral list/certificate for a vacancy you created earlier.

Generate a referral list/certificate for one of your vacancies by doing the following:

1. Click the Referral button.
2. Click the New Request button.
3. Click the Request Information box and enter the appropriate information on this page.
4. Click the Next button to go to the Ordering Criteria page.
5. Enter the appropriate information on this page.
6. Click the Save button.
7. Click the Preview Certificate button to display the referral list with the names of the top eligible candidates.
8. Click the Issue button.
9. Review your referral list/certificate.
10. Click the Print Certificate button.

Repeat Steps 1 through 10 for another vacancy.



Check Your Skills – Notification Letters

Take 15 minutes to work individually practicing sending Notification Letters by mail or email to applicants who were referred to the selecting official.

Email the Notification Letter for one of your certificates by doing the following:

1. Click Reports at the top navigation bar.
2. Click Notification Letter under the Referral button on the left menu bar.
3. Enter your VIN.
4. Click the Get List button to the right of Certificate. A list of certificates will be displayed in the selection window.
5. Select the Certificate.

Note: Steps 6–7 are not necessary or recommended if you are issuing a letter to all applicants on the certificate. If you want Notification Letters to go to all Referred and Eligible Not Referred applicants, simply select the certificate and move to Step 8.

6. Click the Show List button to the right of SSN (75). A list of applicants, with their SSNs, will be displayed in the selection window.
7. Select the applicants (up to 75 names) to whom you want to email the Notification Letter by doing one of the following:
 - Select only one applicant. Click the applicant's name, and click the Select button under the selection window. The selected applicant's SSN will show up in the SSN window.
 - Select two or more applicants. You may select multiple applicants in one of the two ways described below.
 - Select a number of applicants listed in sequence. Click the first name you want, press down on the Shift key, and click the last name you want. Then click the Select button under the selection window. This will put the first name, the last name, and all the names in between in the SSN window.
 - Select two or more applicants not listed in sequence. Click the first name, press down on the Ctrl key, and click the next name, and so on until you finish selecting all the applicants to whom you want to send a Notification Letter. Then click the Select button under the selection window. This will put all the names you have selected in the SSN window.
8. Select the Sort By option by clicking on either Last Name or SSN.

9. Check the Include Eligibles Referred box to generate letters for eligible applicants who were referred. This box is checked by default.
10. Check the Include Eligibles Not Referred box to generate letters for eligible applicants who were not referred.
11. Check the Include Ineligibles box to generate letters for ineligible applicants.
12. Check the Include NOR Message Codes box to include the Notice of Results message code in the letter.
13. On the Report Options section, select Send Email and Store Printable Letters from the Action drop-down list to have the system send the letter to applicants who specified an email address in their application and store a printable copy of the letter for those applicants who did not provide an email address in their application.

Note: A copy of the emailed letters is automatically saved in the Applicants > Report Information Page and their Application Manager account. Once sent, emailed letters cannot be removed from Application Manager or the applicant's record.

14. Select PDF as the Store Format.
15. Check the Notify me of report request status box to have the system email you when the report request is received and again once it is complete.
16. Click Go after you have made all report criteria and report options selections, and are ready to generate the report. A confirmation message will display. Make a note of the Stored Report ID so that you can easily identify it on the Stored Reports page.
17. Click OK. Your report request is forwarded automatically to the report server.
18. Once the report is complete, click Stored on the top navigation bar to access the Stored Reports page. The screen will refresh to show all the stored reports. You can identify your report through your user name or your VIN.

Sample Message That Request Is Being Processed

From: USA Staffing Office
To: Smith, Jill
Subject: Email Notification Letter Requested – VIN107641

The report request is being processed. After the report has been generated according to the schedule, it can be located on the Stored Reports page. You will be sent an e-mail after the request is complete. If you have any problems, please log into FootPrints at web address <http://eshelp.opm.gov> and open a trouble ticket and reference Stored Report ID: 194890

PLEASE DO NOT RESPOND TO THIS MESSAGE. IT WAS GENERATED AUTOMATICALLY.

Sample Message That Processing of Request Is Complete

From: usastaffingoffice@opm.gov
To: Smith, Jill
Subject: Email Notification for Notification Letter – VIN107641

The report you requested for 107641, Accountant, is complete. For Stored Report ID: 194890, a total of 3 email(s) have been successfully sent and a total of 1 letters are to be manually mailed. The report(s) can be located on the Stored Reports page under StoredReportID: 194890. If you have trouble viewing any of the documents, please log into <http://eshelp.opm.gov>, create a trouble ticket, and reference Stored Report ID: 194890.

Note: This is an automated email message. Please do not reply directly to this message.

USA Staffing® System



Check Your Skills – Audit a Certificate

Take 10 minutes to work individually to audit a certificate that has been issued.

1. Log into USA Staffing.
2. Enter the VIN.
3. Go to Referral and find your certificate.
4. Click the Audit button to go to the Audit page.
5. Select the Audit Type:
 - Each Applicant
 - Cancelled
 - Unused
6. Select Each Applicant.
7. For each name on the list, click the cell under the heading Audit Code.
8. Select the appropriate Audit Code. Repeat for each applicant.
9. Click the cell under Return Status and select the appropriate status: Active, Hired, Inactive, or Suspend. Repeat for each applicant.
10. For candidates shown as Hired, enter applicable dates.
11. Click the Save button at the top of the screen.
12. Mark the certificate as complete by clicking in the Complete box.
13. Click the Save button.



Check Your Skills – Section Summary

Take 60 minutes to work individually to create a vacancy, release a job announcement, create applicant records, and issue a referral list/certificate. By the end of the exercise, be ready to share the following with your instructor:

- VIN
- Assessment name
- Announcement number
- Referral list/certificate emailed to your instructor

1. On the top navigation bar, click Staffing.
2. On the left menu bar, click the Vacancy button.
3. You will now be at the Advanced Search screen. Click the New button.
4. Enter your vacancy's position title in the text entry box under Position Title.
5. Put a checkmark on Competitive by clicking on the box to the left of it.
6. Put a checkmark on Merit Promotion by clicking on the box to the left of it.
7. Select Federal as Employer Type.
8. Enter the Minimum Salary and Maximum Salary.
9. Click the Save button at the top of the page.
10. Write down your VIN: _____.

Note: The Select Customer button will now be activated.

11. Click the Select Customer button. The Advanced Search screen will display.
12. Enter the customer's name you created in the previous exercise.
13. Click the Go button to conduct a partial search on the customer's name. You will see a list of the customers whose names match the name you entered.
14. Find your customer's name and click on the name.

15. You will navigate back to the Position Information page. If only one customer is found, it will automatically populate in your announcement.
16. If the correct customer is displayed, click the Next button to go to the next page and automatically save your work. You will be on the Assessment Info page.
17. Click the Next button. You will be on the Supporting Documents page.
18. Click to check the Accept boxes to the left of all types of documents.
19. Click the Next button. You will be at the Request Management page.
20. Enter the appropriate information on this page.
21. Click the Next button. You will be on the Case File Documents page.
22. Click the Next button. You will be on the Vacancy Categories page.
23. Enter the categories for the vacancy.
24. Click the Next button. You will be on the Assessment page.

Note: The following steps will walk you through adding an assessment from the Assessment Library. If you would like to import an assessment or build one from scratch, please refer to the Assessment portion of your training manual for guidance.

25. Click the Library button. You will be on an Advanced Search page for Assessments.
26. Select your name from the Assessment Owner drop-down list.
27. Click the Go button.
28. Click on the assessment name you want to open. You will now be on the Assessment Information page.
29. If the assessment is marked Complete, uncheck the box and rename the assessment (include your initials) to make it unique to your vacancy.
30. Click the Save button
31. Select the Questionnaire Builder item on the left menu bar.
32. Click the plus sign to the left of each factor. You should be able to see the factors and the questions for each factor.
33. Click any of the questions to go to the Item Editor page.

34. Modify the question you selected in the Text Editor screen.
35. Click the Save button.
36. Click the Rating Criteria button on the left menu bar.
37. Click the plus sign next to the specialty.
38. Make sure all checkmarks are in the appropriate column(s) to the right of each factor that you are using to indicate if the factor is a Rating Factor or a Screen-Out Factor.
39. Click the Save button.
40. Click the Test button at the top of the page.
41. For Test Applicant 01, enter the responses manually.
42. Click the Save button.
43. Click the New button to create an additional test applicant.
44. Click the Randomize button.
45. Ensure the screen-out questions have the correct response to rate the test applicant either eligible or ineligible.
46. Click the Save button.
47. Repeat steps 43 - 44 until you have four Test Applicants.
48. Click the Rate All button. A Test Rating Summary Report should appear.
49. If the Final Ratings are correct, close the Report and click the Next button at the bottom of the page.
50. Click OK on the “Mark This Assessment Complete?” popup screen. This will bring you back to the Assessment page, where the Complete box should be checked.
51. Click the Announcement button.
52. Enter an announcement number.
53. Select the opening and closing dates from the calendar. For training purposes, set the open date to the current date.
54. Click the Save button.

55. Click the Internal Contact button.
56. Search for the Last Name of your Internal Contact.
57. Click the Go button.
58. Click the External Contact button.
59. Search for the last name of your external contact.
60. Click the Go button.
61. Click the Next button to go to the Assignments page.
62. Click the Next button to go to the Specialty/Grade page.
63. Verify the specialties and grades are checked.
64. Click the Next button to go to the Locations page.
65. Enter the Total # of Vacancies for the Announcement
66. Click the New button.
67. Select the appropriate State from the State drop-down list. Select the City or County from the drop-down list
68. Click the Save button.
69. Select a location and enter the number of vacancies you have for that location.
70. Click the Save button.
70. Click the Next button to go to the Templates page.
71. The instructor will provide information on the template to use.
72. Table Type _____
73. Template Name _____
74. Click the Next button to go to the Overview page. Make changes to the Overview sections as needed.
75. Click the Save button.
76. Select Duties on the left menu bar to go to the text editor box. Make changes if needed.

77. Click the Save button.
78. Select Qualifications/Evaluation on the left menu bar to go to the text editor box. Make changes to each section as needed.
79. Click the Save button.
80. Select How to Apply on the left menu bar to go to the text editor box. Make changes to each section as needed.
81. Click the Save button.
82. Select Benefits/Other on the left menu bar to go to the Text Editor box. Make changes to each section as needed.
83. Click the Save button.
84. Select Preview on the left menu bar.
85. Check the Complete box.
86. Check the Release to USAJOBS box.
87. Click OK on the release message.
88. Select Preview on the left menu bar to refresh the page and receive the USAJOBS Control Number.
89. Click the Applicants button.
90. Click the New button.
91. Enter the SSN and name of the applicant. For the SSN use the following convention: the 6-digit VIN + 001, 002, 003, etc.
92. Click the Next button.
93. Enter the biographic and citizenship information for your applicant.
94. Click the Next button and enter the Eligibility information, such as Veteran's Preference.
95. Click the Next button to enter other information.
96. Click the Next button and respond to the occupational questionnaire. Make sure you have at least three qualified applicants.
97. Click the Next button.

98. Click the Submit My Answers button (notice the confirmation message).
 99. Close the window by clicking on the X at the top right.
 100. Click the Applicant button in USA Staffing, and your main Application screen will now show your applicant.
 101. Create four more applicant records following the steps above.
 102. Click the Referral button.
 103. Click the New Request button at the bottom of the page.
 104. Click the Request Information box and enter the appropriate information on this page.
 105. Click the Next button to go to the Ordering Criteria page.
 106. Enter the appropriate information on this page.
 107. Click the Save button.
 108. Click the Preview Certificate button to display the referral list with the names of the top eligible candidates.
 109. Review your referral list/certificate.
 110. Click the Issue button.
 111. Click the Audit button.
 112. Complete the Audit Code and Return Status fields. Include at least one selection from your list.
 113. Click Save.
 114. If everything was completed correctly the Complete box will have a check in it.
- Congratulations! You have completed the process.

Using the Reports Menu

- Reports Work Area
- Retrieving Your Report
- Printing Your Report

USA Staffing provides a variety of standard reports, which include applicant correspondence. The Create Report pages allow you to generate reports or letters and preview, email them to applicants, or schedule them to be generated later.

To access the Reports work area, click the Reports button on the top navigation bar. At the top left of the page, you will see three buttons:

The screenshot shows the 'Create Report' page in the USA Staffing system. At the top, there is a navigation bar with 'STAFFING', 'REPORTS', 'ADMIN', and 'LOGOUT' buttons. Below this, there are three buttons: 'CREATE', 'STORED', and 'SCHEDULED'. A dropdown menu shows 'Testing Office' and a help icon. The main content area is titled 'Create Report' and includes a 'Clear' button. The left sidebar contains a list of report types under categories: Vacancy, Assessments, Applicants, Referral, Office, Customer, DRS, and Assessor. The main form area has three sections: 'Report Description:', 'Report Criteria:', and 'Report Options:'.

Create. The Create Report page is the default view when you access this section and is where you establish the report criteria.

Stored. The Stored Reports page displays a list of reports created and stored by users within your office. In this page, you can view, print, or save a report.

Scheduled. The Scheduled Reports page displays a list of reports created and scheduled by users within your office.

Reports Work Area

Notice of Results (NORs) Create Report page.

The screenshot shows the 'Create Report' interface for Notice of Results (NORs). The page is titled 'Create Report' and has a 'Clear' button in the top right. The left sidebar lists various report types under 'Vacancy', 'Assessments', 'Applicants', 'Referral', 'Office', 'Customer', 'DRS', and 'Assessor'. The main content area is divided into three sections:

- Report Description:** This report provides applicants with a summary of their application status by VIN. Display options include grade and rating or eligible/ineligible code with description. For VINs using Category Rating, the "Show Quals Rating" option must be selected to prevent numeric scores from being displayed on NORs. Text changes can be made in System Preferences/Default Text for Category=Notice of Results. Remember to specify the "Apply the Preference Level" (Organization, Office, Customer or Vacancy).
- Report Criteria:**
 - Vacancy ID:
 - SSN (up to 75): [Show List](#)
 - Sort By:
 - Include Eligibles
 - Include Ineligibles
 - Duplex-NORs
 - Include geographic availability
 - Show Quals Rating
 - Letter Filter: All Not Generated By Date
- Report Options:**
 - Action:
 - Store Format:
 - Notify me of report request status
 - [Schedule ...](#) Frequency: Once Start Date: 10/25/2012 12:31:57 PM End Date: 10/25/2012 12:31:57 PM

The items listed below contain an explanation of the elements you typically see on the Create Report page(s).

Clear. This button allows you to clear the entire report criteria at any time, including default and manually changed settings.

Report Description. This section gives a general description of the report purpose and contents.

Report Criteria. This section allows you to specify which applicant records to include. The choices you make depend upon the type of report you are generating. The available report criteria are listed below: (Only certain elements may be available on the selected report.)

Vacancy ID. Type in the VIN for which you want to generate the report.

Assessment ID. Type in the Assessment ID for which you want to generate the report.

Certificate. After entering a VIN, select Get List to display a drop-down listing of all certificates associated with that VIN. Select the certificate from the drop-down list. You may also select to have the audit information displayed by placing a check in this box.

SSN. You may specify the applicants by name that you want included in the report. This is NOT required. This was designed to allow users to select one or two individuals from the list and produce the letter for those individuals only. You can select multiple applicants, up to 75, by holding the Ctrl key on your keyboard and clicking on the appropriate names. If left blank, it will run letters for all applicants in the VIN who meet the remaining criteria defined on this page.

Get List or Show List. Click this button to display a list of available choices. This may be certificate numbers, SSNs, names, or the like.

Sort By. Select SSN or Name order for the report output.

Deselect All. This button will clear all choices in the selection box with which it is associated.

Include Eligibles. Check this box to include eligible applicants in the report. Letters will be generated for all eligibles unless the Letter Filter criteria at the bottom of the page is set to something other than “All.” See Letter Filter description below.

Include Eligibles Not Referred. Check this box to include eligible applicants who were not referred. Letters will be generated for all eligibles not referred unless the Letter Filter criteria at the bottom of the page is set to something other than “All.” See Letter Filter description below.

Include Ineligibles. Check this box to include all ineligible applicants in the report. Letters will be generated for all ineligibles unless the Letter Filter criteria at the bottom of the page is set to something other than “All.” See Letter Filter description below.

Duplex-NORs. A check in this box means that the system will instruct the printer to print Notices of Results on both sides of a sheet of paper, with the back side containing a form applicants can use to request changes to their records. This option is typically not used. It will double the size of the email and may confuse applicants.

Include geographic availability. A check in this box means that the NOR will show the locations the applicant selected when they applied.

Note: Be careful checking this box if you have multiple locations. Those locations will expand the email. If you have 100 locations and the applicant selected 50, all 50 of those locations will display in the letter, turning a one-page email into one that may be two or three pages long. Remember, applicants can always view their application materials and locations selected by going to their Application Manager account and checking the details of the application.

Show Quals Rating. Check this box to display either EL for eligible or the ineligible code assigned to the applicant records for this VIN. The ineligible code assigned is based on the codes used in the assessment, one assigned by the system, or those assigned by overriding the record.

Letter Filter. This section only appears for those reports that are intended to be emailed to applicants or displayed in their Application Manager account. The filter you set may further narrow the scope of which letters are created and may override certain aspects of the selections you entered in the Report Criteria section. For example, if you have checked Include Eligibles in the Report Criteria section and also select Not Generated in the Letter Filter box, the system produces a letter for applicants who have NOT previously received one.

The following three letter filter options are available:

- **All.** Generate a copy for all applicants who meet the report criteria. This will produce a letter for all applicants, even if they received this letter type previously.
- **Not Generated.** When this option is selected, the system produces a letter for applicants who have NOT previously received one. This report feature works well with inventories. When applicants apply, you can produce letters only for applicants who have not previously received one. This incremental approach to notifying applicants as they apply is highly recommended if the inventory is large or is expected to be.
- **By Date.** When this option is selected, you will specify a date range, either for the date any previous copy of the report was generated or for the date the application was processed.
 - **Generated.** A copy of the letter is prepared only for applicants who already had a copy generated between (and including) the dates you specify.
 - **Processed.** A copy of the report is prepared only for applicants who were processed in USA Staffing between (and including) the dates you specify.
- The **Report Options** section is where you select the report destination from the Action drop-down list.
- **Store.** Select this action to generate any of the reports that are not categorized as applicant letters; for example, Disposition Letters. This is the only option available for non-letter reports.
- **Preview.** Select this action to generate a preview of the report. We recommend you always Preview the report first so you can review the letter text before emailing it. The letters default text can be changed in Administration > Preferences > Default Text.
- **Send Email and Store Printable Letters.** Select this action to have the system send the letter to applicants who specified an email address in their application and store a printable copy of the letter for those applicants who did not provide an email address in their application. These reports will be separated into two report types, Emailed and Print, on the Stored Reports page. A copy of the Emailed letters is automatically saved in the Applicants -

Report Information Page and their Application Manager account. Once sent, Emailed letters cannot be removed from Application Manager or the applicant's record.

- **Schedule.** Click this button to have the report generated at a later date and time. The scheduled report will be stored /previewed, or emailed based on the option selected from the Action drop-down list using the scheduling parameters indicated.

Store Format. The options available are PDF or HTML. This determines whether the report is generated as a PDF file for viewing or printing using Adobe or in HTML format. PDF is the default. If you want the report content to be fixed so it cannot be changed, use PDF. PDF format is, essentially, a read-only copy of the original document that cannot be modified. Use this option unless you have a valid exception for doing so. The full version of Adobe Acrobat is required to modify a PDF file, and even then, only very limited editing can occur. However, users with the full Adobe Acrobat can add annotations, bookmarks, and highlights.

Use HTML when you want to be able to edit the content of the report in MS Word or some other editor. If the report is intended for a person who needs a 508-compliant report, they may prefer HTML over PDF.

- **Notify me of report request status.** Check this box to have the system email you when the report request is received and again once it is complete.

Go. Click this button after you have made all report criteria and report options selections, and are ready to generate the report. A confirmation message will display. Make a note of the Stored Report ID so that you can easily identify it on the Stored Reports page. Non-scheduled reports will appear on the Stored Reports page with a PENDING status once you click Go. Scheduled reports will not appear on the Stored Reports page until they are actually running. Once the report has started, the status is set to RUNNING.

After you click the Go button, the following events take place:



- A popup window will give you information about the report you have requested. Make note of the Stored Report ID so you can easily identify it on the Stored Report list later. Click OK to forward the request to the report server.
- The report server will send you an email to let you know it has received the request and it is being processed, unless you have unchecked the box for Email user when request is created and completed.
- The report server will send you a second email when the report is ready and waiting in Stored Reports, unless you unchecked the box for Email user when request is created and completed.

Note: For a complete list of reports, select the Office section, then List of Reports and Run Report. The request will run and be placed in the Stored Reports area. You may print a copy of this report for future reference.

Stored. Click this button to change to the Stored Reports mode, and then click the specific report Type to see the content of the requested report. The Stored Reports table displays all reports associated with that report. For instance, if you run NORs, the NOR letter type would need to be selected on the Create Report view. Once you select the report, the Stored Reports page displays all reports under that report.

The following buttons display on the top right area of the Stored Reports page:

- **Send.** This button allows you to generate the selected Preview report type without the need to re-create the report if the previewed report is correct. To select a report, click on the row of the report. A black arrow appears to indicate the selected row. When this option is selected, the system sends the letter to applicants who specified an email address in their application and stores a printable copy of the letter for those applicants who did not provide an email address in their application. These reports will be separated into two report types, Emailed and Print, on the Stored Reports page.
- **Restart.** This button allows you to resume a letter report generated with the Send Email and Store Printable Letters Action using the same report criteria and options. You can click the row of a report in FAILED - RESTART Status and click Restart. This will start over the request with the same Stored Report ID, Criteria, and Options, but will not process (send/print) letters already generated thus preventing duplicate letters being emailed to applicants when errors occur.
- **Delete.** This button allows you to delete the selected report. To select a report, click on it. A black arrow appears to indicate the selected row.
- **Refresh.** This button allows you to reload the Stored Reports page.

USA Staffing® STAFFING | REPORTS | ADMIN | LOGOUT

CREATE | STORED | SCHEDULED Testing Office ?

Stored Reports Send Restart Delete Refresh

Report Name: Assessment Report Show All Reports

Stored Report ID	Status	Criteria	Action	Last Request Date	Report Date	Type	Pages
197930	COMPLETED	Assessment ID=195807;	Store	10/25/2012 1:53:21 PM	10/25/2012 1:53:25 PM	Stored	8

Vacancy
Assessments
Assessment Report
Benchmarks
Notes
Test Data Entry
Test Rating Summary
Applicants

Scheduled. Click this button to change to the Scheduled Reports mode, and then click the specific report title to see the list of scheduled reports.

The screenshot displays the 'Scheduled Reports' section of the USA Staffing application. At the top, there are navigation tabs for 'CREATE', 'STORED', and 'SCHEDULED', with 'SCHEDULED' being the active tab. A dropdown menu shows 'Testing Office'. Below the navigation, there are 'Save', 'Delete', and 'Cancel' buttons. The main content area features a table with the following data:

Vacancy	Report	VIN	User Name	Status	Last Run	Start Date	End Date
Assessments	Notice of Results (NORs)	107641	DTINSLEY	PENDING	10/25/2012 2:10:00 PM	10/25/2012 12:00:00 AM	12/20/2012 12:00:00 AM
Applicants	Notice of Results (NORs)	107641	DTINSLEY	PENDING	10/25/2012 2:11:59 PM	10/25/2012 2:10:00 PM	12/19/2012 12:00:00 AM

Below the table, there are configuration options for a selected report:

- Frequency: Monthly
- Monthly tasks run on the same date each month starting with the Start date specified below and ending on or before the end date.
- Start Date: 10/25/2012
- End Date: 12/20/2012
- No End Date
- Run Time: 12:00 AM

Retrieving Your Report

The screenshot displays the 'Stored Reports' section of the USA Staffing application. At the top, there are navigation tabs for 'CREATE', 'STORED', and 'SCHEDULED', with 'STORED' being the active tab. A dropdown menu shows 'Testing Office'. Below the navigation, there are 'Send', 'Restart', 'Delete', and 'Refresh' buttons. The main content area features a table with the following data:

Stored Report ID	Status	Criteria	Action	Last Request Date	Report Date	Type	Pages
197930	COMPLETED	Assessment ID=195807;	Store	10/25/2012 1:53:21 PM	10/25/2012 1:53:25 PM	Stored	8

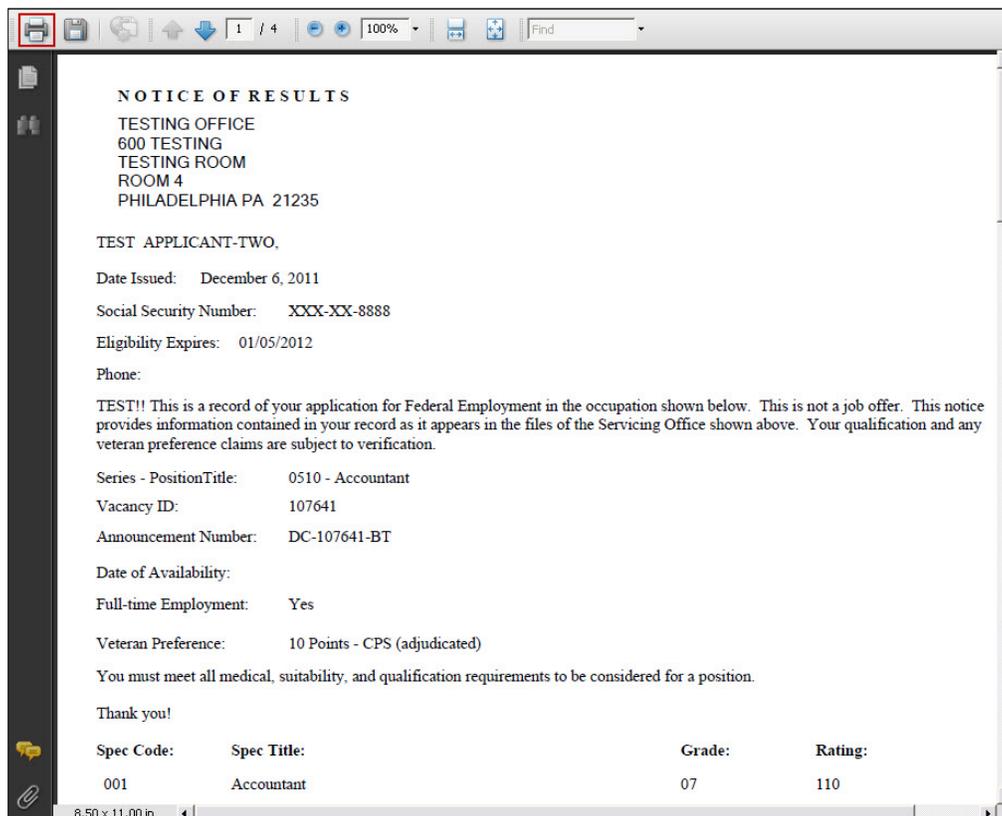
There is also a 'Show All Reports' button and a 'Report Name: Assessment Report' label.

To locate and retrieve your report, follow these steps:

- Go to the Reports work area by clicking the Reports button on the top navigation bar.
- Click the Stored button at the top of the page.
- Select the report type from the left menu bar. Remember, the subject line of the email you received will indicate what type of report it is.

- The Stored Reports list contains all stored reports of that type generated under your Office.
- Select the report under the expanded section. If you previously checked the Notify me of report request status box, the subject line of the email you received will indicate the report type. The Stored Reports page is specific to the selected report and contains a list of reports generated under your office. You can switch to see all reports generated under your office or view just the reports you have generated (default view), by clicking Show All Reports or Show My Reports respectively.
- Use the following information to locate your report on the list: Stored Report ID, Criteria, or Report Date.
- Click the link located under the Type column to open the report. The report will open in a separate Adobe preview window where you can view, print, or save the report. A PDF file is created for all report types: Stored, Preview, Print, and Emailed. Keep in mind these PDF files can be printed or saved. A copy of the PDF file can be saved to a hard drive. Some agencies use this method to keep a record of the outbound correspondence.

Sample Notice of Results:



Printing Your Report

To print your report, follow these steps:

- Complete the steps outlined in the section titled Retrieving Your Report in the previous page.
- Use the Print feature of either your browser or Adobe Acrobat. You can opt to print select pages, rather than the full report, on the printer dialog box.



Check Your Skills – Create and Print a Report

Take 15 minutes to get familiar with using the Reports menu and review the process.

Create a report by doing the following:

1. Click the Reports button on the top navigation bar.
2. Click the Office button on the left menu bar.
3. Select List of Reports on the left menu bar.
4. Click the Go button. You will get a message that the report is being processed.
5. Click OK.
6. Click the Stored button at the top of the page. You will see the list of reports.
7. To look at a report, click the Stored link under the Type column. The report will come up as a PDF file.
8. If you have access to a printer, print the report.
9. Review the document you printed and identify which report(s) you believe you will most need to generate.

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