



# New System Features and Enhancements

## **SELECTION MANAGER**

### **Agency Document Viewer (ADV) Replaced by Selection Manager**

Selection Manager is the new hiring official’s interface for USA Staffing. In Selection Manager, hiring officials will be able to access referral lists/certificates, review application materials, make hiring decisions, add notes, and return certificates electronically to the Human Resources office. For additional information and instructions for using Selection Manager, see attachment named **Selection Manager: Quick Start Guide**.

Along with the release of Selection Manager we have incorporated various system changes to USA Staffing in support of the transition from ADV to Selection Manager. Some of the major updates explained in this document include the following:

- Password reset and user name recovery capability
- Enhanced functionality for adding contacts on the Referral > Request Information page
- Notes feature in the certificate Audit page
- Functionality change for creating new user and contact accounts
- Configuration options for e-mail notifications between users and contacts
- Screen references to ADV replaced with Selection Manager (SM)

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## LOGIN PAGE

A User Name/Password Recovery feature has been added to the USA Staffing login page which allows users to recover their login information by clicking the *Forgot User Name* or *Forgot Password* links as appropriate.



USA Staffing® Working for America

Connect to OPM's USA Staffing® System

User Name:

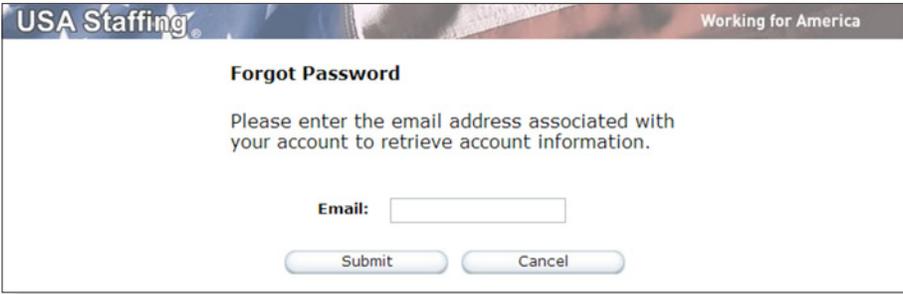
Password:

Login

[Forgot User Name](#) or [Forgot Password](#)

USA Staffing® is an Official U.S. Government System for authorized use only. Unauthorized use of this system or the information on this system could result in criminal prosecution.

Both of these options require you to enter your work e-mail address to retrieve your account login information.



USA Staffing® Working for America

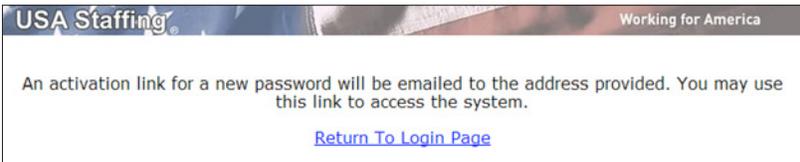
**Forgot Password**

Please enter the email address associated with your account to retrieve account information.

Email:

Submit Cancel

Once you enter your e-mail address and click *Submit*, a confirmation screen will appear. This will notify you that an e-mail with your user name or a link to reset your password has been sent to the e-mail address provided.



USA Staffing® Working for America

An activation link for a new password will be emailed to the address provided. You may use this link to access the system.

[Return To Login Page](#)

## ANNOUNCEMENT

### Announcement Page

The *TDD Phone* field has been modified to work like the other phone fields in USA Staffing. The system now automatically formats the *TDD Phone* field when you click *Save*.

Announcement			New	Save	Copy	Delete	Cancel
Announcement No BSC-103764-1002	Work Schedule Full Time	Who May Apply US Citizens and Status Ca					
	Part Time Hours	Custom Text					
Opening Date 4/29/2010	Closing Date 6/10/2010	Appointment Type Career/Career Condit					
		Not to exceed					
<input checked="" type="checkbox"/> Accept USAJOBS Resumes and Portfolio Documents <a href="#">What's this?</a>		<input checked="" type="checkbox"/> Accept Online Applications					
Agency URL http://www.opm.gov							
URL Description Office of Personnel Management		TDD Phone (000)000-0000					

### Templates Page

When multiple announcements are created for a vacancy, the system will lock down date items used and collected in the original job announcement. Users will not be able un-check selected date fields or select date fields not previously collected on the original announcement. These date fields include *Date of Birth*, *Veterans' Preference*, *Service Computation Date*, *Availability Date*, and *Other Date*. However, the text fields for these Questionnaire Items will not be locked down. This gives users the flexibility to modify the item text as needed.

## APPLICANTS

### Supporting Documents Page

The *Send to ADV* field has been renamed *Send to SM* (Send to Selection Manager). Documents marked on this page will be forwarded to Selection Manager.

**Supporting Documents**

Applications: 103764 AA      Announcement: BSC-103764-1002  
 SSN: XXX-XX-1125      Name: BERRY, RACHEL

Required and Accepted Documents

Document Type	Required	Date Submitted By Applicant
Miscellaneous	<input type="checkbox"/>	
Qualifications	<input type="checkbox"/>	
Resume	<input type="checkbox"/>	4/29/2010
Transcript	<input type="checkbox"/>	

Applicant's Submitted Documents

<input checked="" type="checkbox"/> Send to SM	Document Type	Modify	Change to Document Type	Source
<input checked="" type="checkbox"/>	Resume	<a href="#">Modify</a>		Upload

### Report Information Page

Users can now view e-mailed or stored correspondence (reports) sent to applicants. Only reports e-mailed or stored with the *Show in Application Manager* option enabled, will be available for viewing on the Applicants > Report Information page.

**Report Information**

Applications: 103764 AA      Announcement: BSC-103764-1002  
 SSN: XXX-XX-1125      Name: BERRY, RACHEL

Report	Print Date	Email Date	Preview	Issuer
Acknowledgement Letter		04/20/2010	<a href="#">View</a>	
Notice of Results (NORs)	04/29/2010		<a href="#">View</a>	Cynthia Smith

Documents may only be previewed if they were emailed or stored with the "Show in Application Manager" option enabled.

## REFERRAL

### Referral Home Page

The *ADV Status* field on the Referral Home page has been renamed *Referral Status*.

Request Number	Request Date	Complete	Deleted	Criteria	Certificate Number	Issue Date	Referral Status
Open 103764-001	03/29/2010	<input type="checkbox"/>	<input type="checkbox"/>	GS-9 R&P Comp			
Open				GS-9 Class Comp			
Open MT-10-BIS-01689S0	05/17/2010						Sent to Customer
Open				GS-11 R&P Comp			

### Request Information Page

The *Send To* field, located on the Referral > Request Information Page, has been replaced by the *Send To Contacts* field. To add a contact for each request, click the *Add* button, and select the contact name. The following three access options will be available for each contact:

- **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 give a contact the permission to make selections from all certificates issued under that request. This option is request specific.
- **Share Access.** Select this box to give a contact the permission to share access with other contacts. This option is request specific.

Contact Name	Online Access	Make Selection	Share Access
William G Schuester	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

### Ordering Criteria Page

A *Service Computation Date* option has been added to the *Tie Breakers* and *Order* fields for the *Competitive Merit Promotion*, and *Non-Traditional* certificate types. The *Service Computation Date* option has also been added to the *Order* field for the *Merit Referral List* certificate type.

**Note:** This new *Tie Breaker* and *Order* options can only be used if the Service Computation Date item was checked on the Templates page.

### Stored List Page

The *Send to ADV* field on the Stored List page has been renamed *Send to SM* (Send to Selection Manager). Documents marked on this page will be forwarded to Selection Manager.

Name	SSN	Vet Pref	Rating	Override	CTAP/ICTAP	Name Request	Send to SM	Modify	Page
BERRY, RACHEL	1125	NV	100				<input checked="" type="checkbox"/>	Modify	
HUMMEL, KURT	1128	NV	98						
ST JAMES, JESSE	1313	NV	96						
HUDSON, FINN	1126	NV	91				<input checked="" type="checkbox"/>	Modify	

### Certificate Page

The *ADV Status* field on the Certificate page has been renamed *Selection Manager Status*.

The screenshot shows a 'Certificate' form with fields for Name, Grade, Locations, Refer Method, Score, Issued date, Due Date, and Selection Manager Status. The 'Selection Manager Status' dropdown is highlighted with a red box and shows 'Sent to Customer' as the selected option.

Also, in an effort to transfer active certificates from ADV to Selection Manager, a certificate *Recalled* status has been created. This new status accounts for non-active certificates that were sent to ADV but were never audited (closed out). Setting this status to *Recalled* will remove the contacts' access to the certificate.

### Audit Page

A signature, title, and date stamp is now placed at the bottom of the Audit page when a certificate is returned from Selection Manager. Also, a *Certificate Notes* button has been added to the Audit page. Users will be able to see certificate-level notes added in Selection Manager and add certificate notes by clicking this button.

Certificate 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 certificate note will only be visible in USA Staffing.

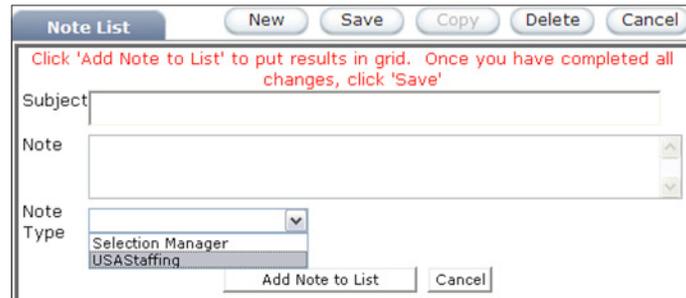
The screenshot shows an 'Audit' form with a table of applicants. A 'Certificate Notes' button is highlighted with a red box. Below the table is a signature block for William Schuester, Managing Director, dated 5/17/2010.

	Name	SSN	VetP	Rating	Audit Code	Return Status	Audit Date	Notes
+	<a href="#">BERRY, RACHEL</a>	1125	NV	100	A - Selected			<a href="#">Notes (0)</a>
+	<a href="#">HUMMEL, KURT</a>	1128	NV	98	DP - Declined Position			<a href="#">Notes (1)</a>
+	<a href="#">ST JAMES, JESSE</a>	1313	NV	96	NS - Not Selected			<a href="#">Notes (0)</a>
+	<a href="#">HUDSON, FINN</a>	1126	NV	91	NS - Not Selected			<a href="#">Notes (0)</a>

Furthermore, a *Notes* column with links to individual applicant audit notes was added to the Audit page. 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.

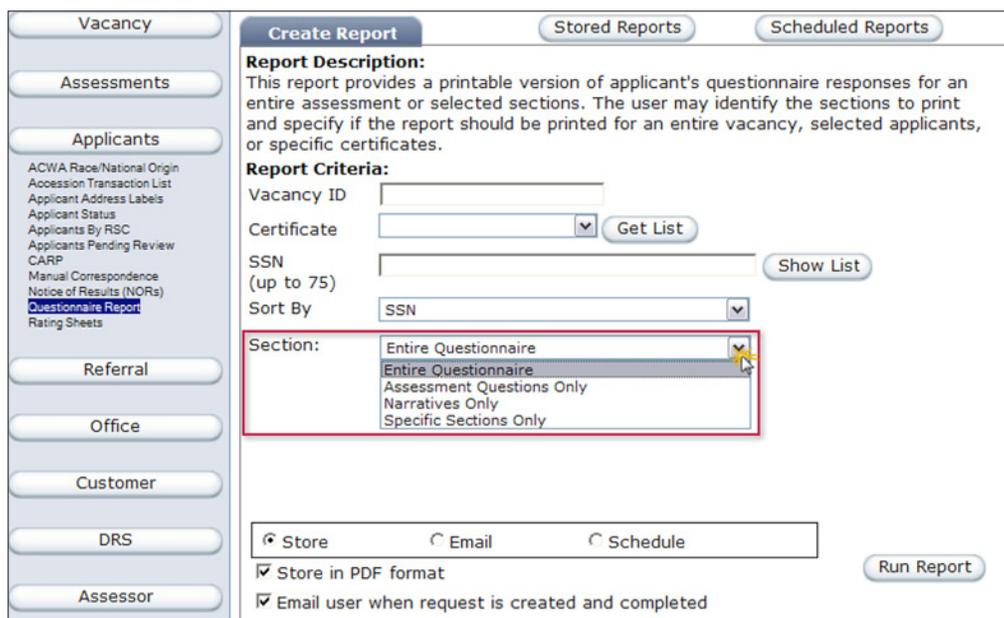
Notes entered directly in the applicant’s record will not be visible in the applicant **Notes** column on the Audit page nor will they be visible in Selection Manager.



## REPORTS

A **Questionnaire Report** is now available under the Report > Applicants section. This new report replaces the **Narrative Response** report. The **Questionnaire Report** includes a **Section** field which allows users to select from the following four report options:

- Entire Questionnaire
  - Assessment Questions Only
  - Narratives Only
  - Specific Sections Only
- This option allows you to indicate which sections to include in the report. To select specific sections, hold down the **Ctrl** key and click on the sections name(s).



## ADMINISTRATION

### User Maintenance

Users with multiple accounts have had their accounts consolidated under the last user ID used to access the system. Duplicate accounts are no longer permissible since an e-mail address may only be used once system-wide. This change will enable a new user name and password recovery feature and makes it easier for users to access USA Staffing and Selection Manager with one valid system-wide account.

To create a user account, office administrators are now required to enter the user's e-mail address first. This address must have a **.gov**, **.mil**, **.edu**, or **.org** ending. For security reasons, the system will no longer accept personal e-mail addresses (for example, John.Specialist@yahoo.com). To create a user account, follow these steps:

1. Go to Administration > Maintenance > User Maintenance > New.
2. Enter user's work e-mail address. The system will verify the e-mail address to ensure it does not have an existing account.



The screenshot shows the USA Staffing web application interface. The top navigation bar includes "Working for America" and "Administration". The left sidebar lists maintenance options, with "User Maintenance" selected. The main content area is titled "User Edit" and contains a "New" button. A text box provides instructions: "To create a user, enter the user's official agency email address (i.e., ending with gov., mil, .edu, or .org). DO NOT enter personal email addresses, as they will not be accepted. If the user already has an account with the email address, you will be able to assign him/her to your office." Below this, the "Email" field is highlighted with a red border and contains the text "JSmith1@opm.gov". A "Next" button is located at the bottom right of the form.

3. If the user does not have an existing account, the **User Edit** page will display fields to create a new record. If the user name has already been used, the system will prompt you to enter a different user name. User names must be unique system-wide.



The screenshot shows the "User Edit" page with the "New" button. The "Email" field contains "JSmith1@opm.gov". The "User Name" field contains "JXSMITH". Below these are three fields: "Last Name" (Smith), "First Name" (Jill), and "Middle Initial" (empty). A "Previous" button is on the bottom left, and a "Next" button with a yellow star icon is on the bottom right.

- In the next page, select one of the **Available Licenses**.

The screenshot shows the 'User Edit' form with the following fields and controls:

- Buttons: New, Save, Copy, Delete, Cancel
- Email: JSmith1@opm.gov
- User Name: JXSMITH1
- Available Licenses: Testing Office (selected)
- Buttons: Previous, Next

- On the next **User Edit** page, select the appropriate **Permission Profile** and **Adhoc Display** from the drop-down lists. Check the **Use this Office's address data for this user?** and **Allow Ad Hoc Access?** options if applicable. Verify the contact's address, and enter the phone/fax numbers.

The screenshot shows the 'User Edit' form with the following fields and controls:

- Buttons: New, Save, Copy, Delete, Cancel
- Email: JSmith1@opm.gov
- User Name: JXSMITH1
- Office: Testing Office
- Permission Profile: Standard User
- Adhoc Display: Plus
- Use this Office's address data for this user?
- Allow Ad Hoc Access?
- Support User?
- Address1: 1900 E Street NW
- City: Washington
- State: DC - DISTRICT OF COLUMBIA
- Address2: Training Room 1430 AB
- Zip: 20415-6223
- Country: USA
- Address3: Room 4
- Phone, Ext, Fax, Ext fields

- The next **User Edit** page will display the user's information and the list of offices this contact is assigned to. Additional offices may be added by clicking the **Add Office** button. All offices within an organization will be listed and available for selection. Also, you can click the **Assign to All Offices** button, if appropriate.

The screenshot shows the 'User Edit' form with the following fields and controls:

- Buttons: New, Save, Copy, Delete, Cancel
- Email: JSMITH1@OPM.GOV
- User Name: JXSMITH1
- Button: Back
- Last Name: Smith
- First Name: Jill
- Middle Initial:
- Title:
- Adhoc Display: Plus
- Table of assigned offices:

Office Name	Permission Profile	Ad Hoc Access	Support User
Testing Office	Standard User	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- Buttons: Add Office, Assign to All Offices
- Global Support User?

## Customer Maintenance (Contacts)

Customer contacts with multiple accounts have had their accounts consolidated under the last user ID used to access the system. Duplicate accounts are no longer permissible since an e-mail address may only be used once system-wide. This change will enable a new user name and password recovery feature and makes it easier for users to access Selection Manager with one valid system-wide account.

To create a customer contact account, users must enter the contact's e-mail address first. This address must have a .gov, .mil, .edu, or .org ending. For security reasons, the system will no longer accept personal e-mail addresses (for example, John.Manager@yahoo.com). To create a customer contact account, follow these steps:

1. Go to Administration > Maintenance > Customer Maintenance > Contacts > New.
2. Enter contact's work e-mail address.

3. If the contact does not have an existing account, the **Contact Edit** page will display fields to create a new contact record.

- In the next page, verify the contact's address, and enter the phone/fax numbers.

**Contact Edit**

---

Email  
William.Schuester@opm.gov

User Name  
wschuester

---

Customer  
Automated Systems Management Branch

---

Allow Selection Manager Access?  
 Use this Customer's address data for this contact?

---

Address1 1900 E St NW	City Washington	State DC - DISTRICT OF COLUMBIA
Address2	Zip 20415	Country
Address3		
Phone	Ext	Fax

---

- The next **Contact Edit** page will display the contact information and the list of Customers this contact is assigned to. Additional Customers may be added by clicking the **Add Customer** button. All Customers within an organization will be listed and available for selection.

**Contact Edit**

---

Email  
WILLIAM.SCHUESTER@

User Name  
WSCHUESTER

---

Last Name Schuester	First Name William	Middle Initial G
Title		

---

Office Name	Permission Profile
<a href="#">Automated Systems Management Branch</a>	Manager/Hiring Official Certificate View

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## Preferences > Configurations Page

The ADV Category has been renamed Selection Manager. The following two configurations have been added to the Selection Manager Category:

Configurations															
Category Selection Manager	Apply to Preference Level ORGANIZATION														
Preference For Office of Personnel Management															
<table border="1"> <thead> <tr> <th>Item Description</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Display Narrative Responses in Selection Manager</td> <td>User Who Issued the Certificate</td> </tr> <tr> <td>Display Questionnaire Responses in Selection Manager</td> <td>User Who Issued the Certificate</td> </tr> <tr> <td>Designate Which USA Staffing User Will Appear As A Help Contact for Certificate Notifications</td> <td>User Who Created the Certificate Ordering Criteria</td> </tr> <tr> <td>Designate Which USA Staffing User Will Receive Notification That a Certificate Has Been Returned</td> <td>Announcement Internal Contact</td> </tr> <tr> <td></td> <td>Announcement External Contact</td> </tr> <tr> <td></td> <td>Do Not Include Contact in Message</td> </tr> </tbody> </table>	Item Description	Value	Display Narrative Responses in Selection Manager	User Who Issued the Certificate	Display Questionnaire Responses in Selection Manager	User Who Issued the Certificate	Designate Which USA Staffing User Will Appear As A Help Contact for Certificate Notifications	User Who Created the Certificate Ordering Criteria	Designate Which USA Staffing User Will Receive Notification That a Certificate Has Been Returned	Announcement Internal Contact		Announcement External Contact		Do Not Include Contact in Message	
Item Description	Value														
Display Narrative Responses in Selection Manager	User Who Issued the Certificate														
Display Questionnaire Responses in Selection Manager	User Who Issued the Certificate														
Designate Which USA Staffing User Will Appear As A Help Contact for Certificate Notifications	User Who Created the Certificate Ordering Criteria														
Designate Which USA Staffing User Will Receive Notification That a Certificate Has Been Returned	Announcement Internal Contact														
	Announcement External Contact														
	Do Not Include Contact in Message														

- **Designate which USA Staffing user will appear as a help contact for certificate notifications.** The user identified as the Value for this Category will appear as the point-of-contact in the certificate e-mail notification as illustrated below. The selecting official will be directed to contact the designated person for assistance. The default value for this item at the organization level is *User Who Issued the Certificate*. This Category may be configured at the *Organization, Office, Customer, Vacancy, or Certificate* levels.

From: USA Staffing Office  
To: WILLIAM.SCHUESTER@OPM.GOV  
Cc:  
Subject: Certificate for Vacancy 103764, HR Specialist, is available for viewing

Sent: Mon 5/17/2010 12:25 PM

Your HR office has sent the following certificate for you to review:  
MT-10-BIS-01692S0 for Request 103764-001  
You may access this certificate by logging into USA Staffing® **Selection Manager** through the link below.  
Click on 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.opm.gov/>

If you are unfamiliar with Selection Manager, please visit <http://usas-wkitst1.opm.gov/selectionmanager/index.php/> for detailed instructions.

If you need additional information concerning the list of applicants or selection procedures, contact Jill Smith (202)222-1234.

Note: this is an automated email message. Please do not reply directly to this message.

-----  
Office of Personnel Management

- Designate which USA Staffing user will receive notification that a certificate has been returned. The user identified as the Value for this Category will receive an e-mail once the selecting official returns a certificate to the HR office. The default value for this item at the organization level is *User Who Created the Certificate Ordering Criteria*. This Category may be configured at the *Organization, Office, Customer, Vacancy, or Certificate* levels.

The screenshot shows the 'Configurations' window with the following details:

- Category:** Selection Manager
- Apply to Preference Level:** OFFICE
- Preference For:** Testing Office

Item Description	Value
Display Narrative Responses in Selection Manager	User Who Created the Certificate Ordering Criteria
Display Questionnaire Responses in Selection Manager	User Who Issued the Certificate
Designate Which USA Staffing User Will Appear As A Help Contact for Certificate Notifications	User Who Created the Certificate Ordering Criteria
Designate Which USA Staffing User Will Receive Notification That a Certificate Has Been Returned	Announcement Internal Contact
	Announcement External Contact

The following e-mail message illustrates this designation.

The email message details are as follows:

- From:** USASTaffingOffice@opm.gov
- To:** Smith, Jill
- Sent:** Mon 5/17/2010 12:40 PM
- Subject:** A certificate for Vacancy 103764, HR Specialist, has been returned to the HR office by William Schuester

The body of the email reads:

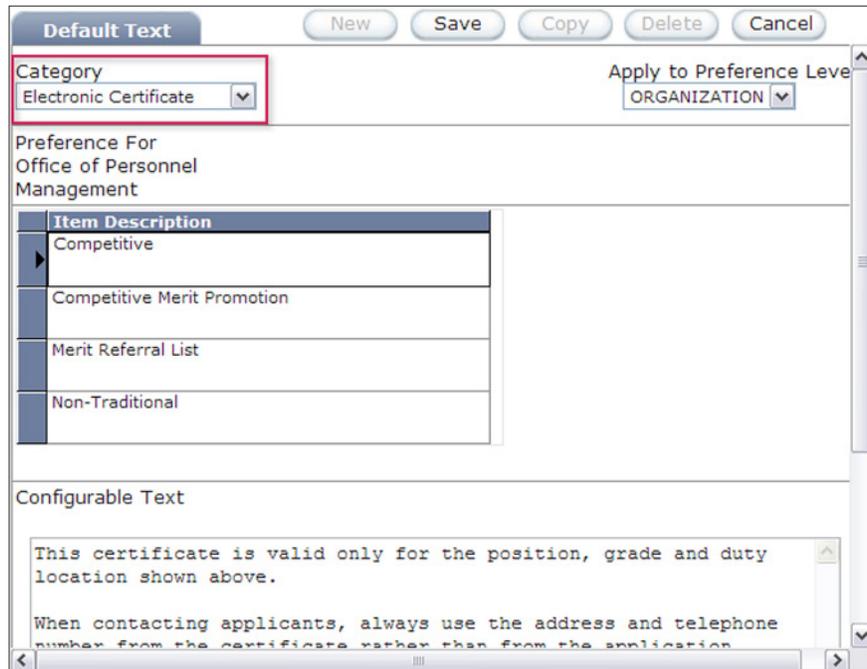
William Schuester has made a selection decision and returned a certificate MT-10-BIS-01688S0 to the HR office. You have been notified because you are an assigned contact for this list.  
No action is necessary.

Note: this is an automated email message. Please do not reply directly to this message.

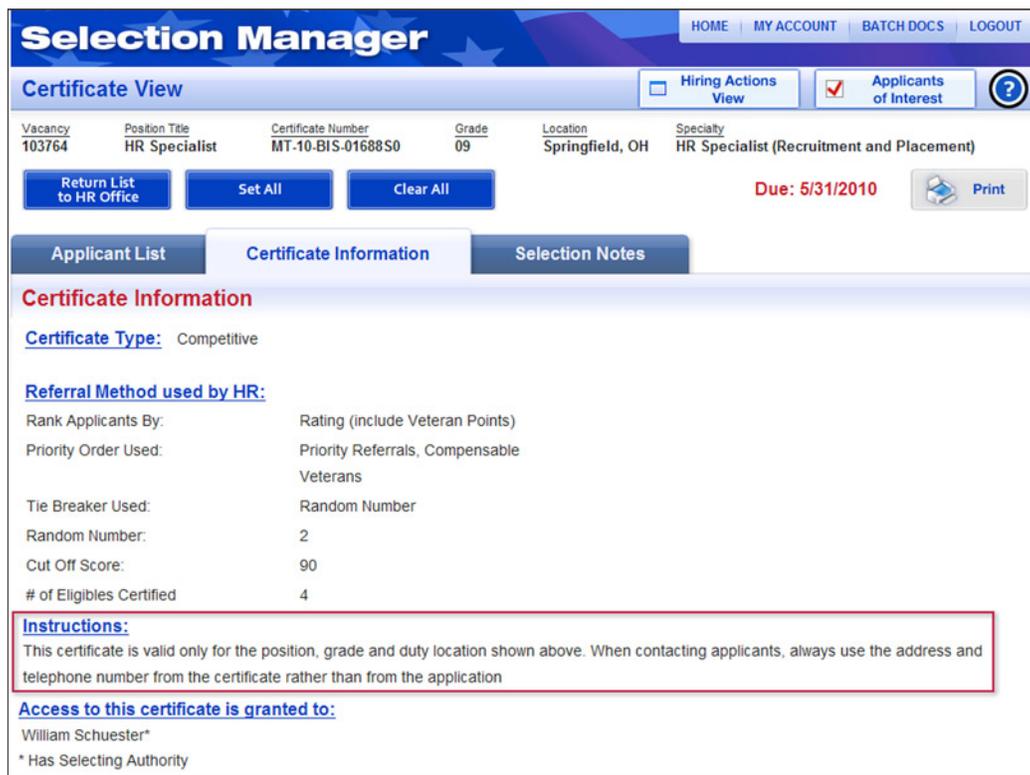
-----  
Office of Personnel Management

**Preferences > Default Text Page**

Added an *Electronic Certificate* Category for configuring text displayed on electronic certificates. The text configured for the *Certificate of Eligibles* Category will continue to appear on printed certificates.



The *Electronic Certificate* Category text will display on the *Certificate View* page of Selection Manager.

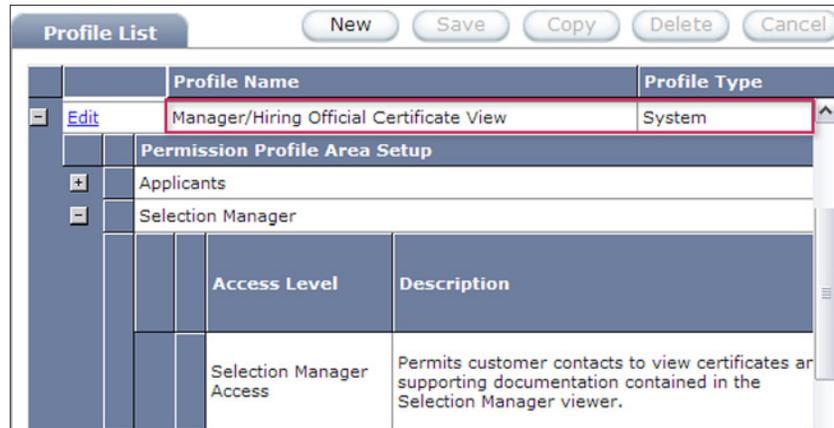


## Exports

An *Applicant Questionnaire Name* field has been included in the *Applicant Narratives Export* and the *Complete Applicant Record Export*. Both of these exports will include the assessment name preceding the each set of responses.

## Permission Profiles

The ADV references on the *Access Level* and *Description* fields under the *Manager/Hiring Official Certificate View* profile have been replaced to reflect Selection Manager.



## SYSTEM CORRECTIONS

### Staffing Area

#### Vacancy

The apostrophe (') symbol can now be used in the *Position Title* field of the *Vacancy* page.

The screenshot shows a 'Position Information' form with buttons for 'New', 'Save', 'Copy', 'Delete', and 'Cancel'. The 'Vacancy ID' is 102838. The 'Position Title' field contains 'Senior Advisor, Women's Health'. There are checkboxes for 'Competitive' (checked), 'Merit Promotion', and 'Internal Merit Promotion'. The 'Employer Type' is 'Federal', 'Vacancy Type' is 'Case Exam', and 'Pay Plan' is 'GS'.

Position Information		
Vacancy ID 102838	Position Title Senior Advisor, Women's Health	
<input checked="" type="checkbox"/> Competitive	<input type="checkbox"/> Merit Promotion	<input type="checkbox"/> Internal Merit Promotion
Employer Type Federal	Vacancy Type Case Exam	Pay Plan GS

#### Preview

The *Preview USAJOBS* button is now working properly by displaying the most recent version of the announcement.

#### Stored List Page

The supporting document link will now take you to the correct applicant's supporting documents.