

NOVEMBER 2022

USA STAFFING UPGRADE HIRING MANAGER

QUICK REFERENCE GUIDE



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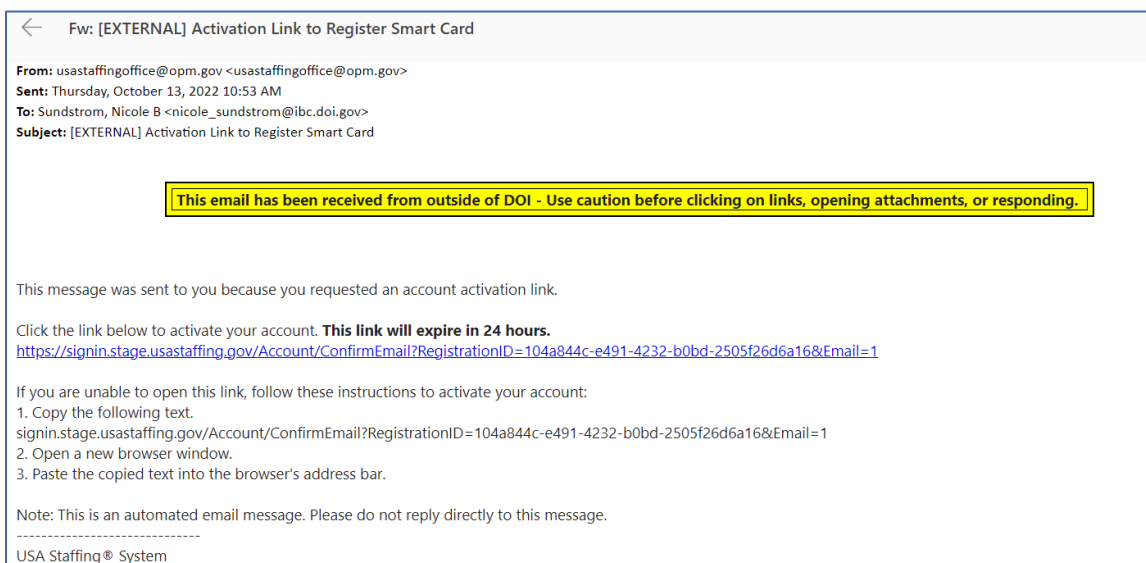
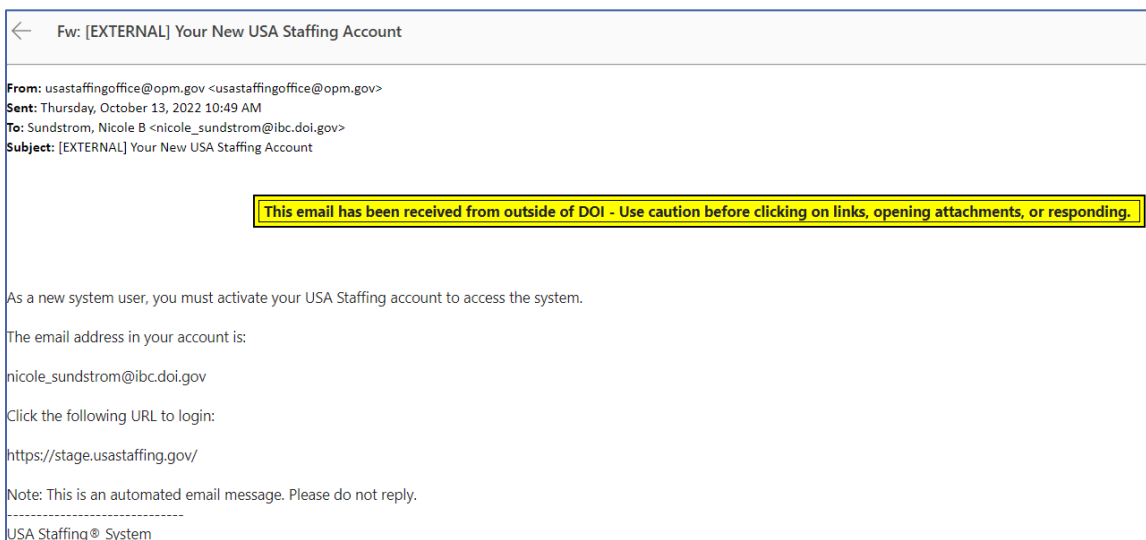
Overview

This document provides an overview of USA Staffing for Hiring Managers (HM) or other subject matter experts (SME). The USA Staffing system allows Human Resources (HR) to connect and share information with Hiring Manager users who need to provide feedback on work within USA Staffing. Through this interface, HR and Hiring Manager users can share notes, review assessment and announcement information, review applicant documents, and collaborate on certificates all within one system.

The URL for USA Staffing is: <https://usastaffing.gov/>. USA Staffing works best in Google Chrome. Some functionality is not available when using other browsers.

Logging In

Your HR Office will create an account for you to log into the USA Staffing system. Once an account is created, you will receive a welcome email titled “Your New USA Staffing Account” containing the email address used to create your account and an activation link. Click on the link in the body of the email and follow the on-screen prompts to access the system. You will be asked to accept the system’s **Rules of Behavior** the first time you log in and annually thereafter.



To complete the activation of your account, register your Smart Card, such as the Personal Identification Verification (PIV). You are required to log in using your smart card. For instructions, see [Registering your Smart Card](#). If you do not have a Smart Card issued by your agency, you must use Login.gov to gain access to USA Staffing.

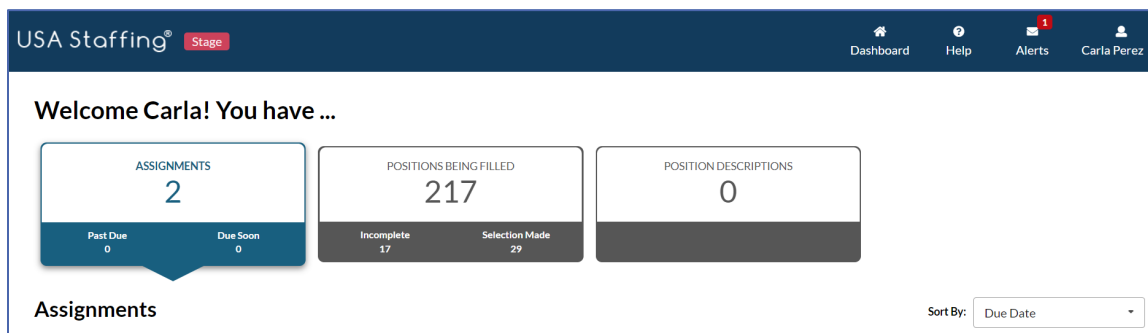
Hiring Manager Dashboard Overview

The **Dashboard** is your home page in USA Staffing. The dashboard consists of a Navigation Toolbar with menu options that allow you to access your Dashboard, access Online Help, view personalized Alerts, and manage your User Account. The Dashboard displays Assignments, and Positions to be filled.

<https://help.stage.usastaffing.gov/HiringManager/index.php?title=Login> The tiles displayed on this page include:

- **Assignments.** This displays all assignments assigned to you and may include Job Opportunity Announcements (JOA), Applicants Lists, Panel Reviews, Position Descriptions and/or SME Evaluations that are in an incomplete status.
 - **Past Due.** Reflects the number of your assignments where the Due Date is prior to today.
 - **Due Soon.** Reflects the number of your assignments that are due within the next three days.
- **Positions Being Filled.** This displays a list of new hires and their status where you are listed as the Hiring Manager.
 - **Incomplete**
 - **Selection Made**
- **Position Descriptions.** The Dashboard will display but this functionality is not used by our office.

By clicking on one of the tiles, you can view the specific details.



Navigation Toolbar:

On your navigation toolbar and in your sign-in menu, the following options are available:



- **Dashboard.** This button will display the Assignment and Positions Being Filled summary tiles.

- **Help.** Navigates you to the online help pages within USA Staffing. Once the Help item is clicked, you are taken to the online help content specific to the page you are currently viewing.
- **Alerts.** Where you view personalized notifications related to your hiring details. The number in “red” will display the active alerts.
- **User Account.** Displays your First and Last Name. Users can click on their name to access a menu with options for managing their account.
 - **Profile.** Displays your Email Address, Name, Address and Phone Number. Users can view or edit their personal information. The Email Address cannot be modified by the user. Please contact your HR office for email changes.
 - **Tenant.** Displays only if you have access to multiple Agencies (i.e., GOV or DOI).
 - **User Type.** Will display if you have access to USA Staffing with more than one profile type (i.e., HR User, Hiring Manager User, etc.).
 - **Sign Out.** Used to log off the system completely.

Assignment Tile

USA Staffing allows HR Users to collaborate with you, the Hiring Manager or SME, using a tool called Assignments. There are four types of assignments that may be assigned to you: Job Announcement Review, Applicant List Review, and Panel Review. Each assignment is sent to you through the Hiring Manager interface and can be accessed on the Assignment tile.

On the specific Assignment Tile, you will see the number of assignments you have that are Past Due and Due Soon. While on the Assignment Tile you can View, Search, Filter and Sort all you assignments. On the Assignment Tile the results are sorted by the default of due date. Click on the Sort By dropdown to change your sort option. The following elements are displayed:

USA Staffing® Stage

Dashboard Help Alerts Carla Perez

Welcome Carla! You have ...

ASSIGNMENTS 4 Past Due: 0 Due Soon: 0	POSITIONS BEING FILLED 217 Incomplete: 17 Selection Made: 20	POSITION DESCRIPTIONS 0
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Assignments Sort By: Due Date

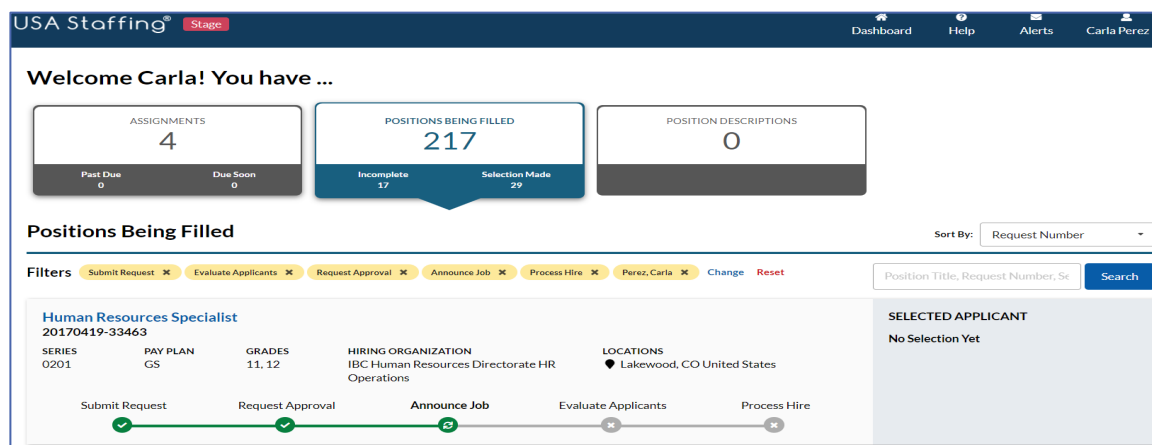
Filters: Active 4 Change Reset Position Title, Assignment Name, I Search

HR Specialist, GS-0201-12 DEMO HR PAY PLAN: GS SERIES: 0201 GRADES: 12	Due: 11/18/2022 Job Announcement Review	HR CONTACT Elizabeth Varoz elizabeth_s_varoz@ibc.doi.gov (303) 969-5590
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Positions Being Filled Tile:

The **Positions Being Filled** tile displays a list of any positions being filled that your HR contact has granted you access to view. The information on each position details includes Position Title, Request Number, Series, Pay Plan, Grade, Hiring Organization, Location(s), Status bar and the Selected Applicant, when applicable. On this page, you can Filter, Reset Filters, Sort, and Search Positions Being Filled that you have access to in USA Staffing. To help you track each position status there is also an **Activity Progress Bar** which displays the different phases of the hiring process that the position is currently in. There are three distinct icons to help identify what status within the given phase the position is currently in. The following elements are displayed:

- ✓ The green circle with checkmark will indicate that the task is completed.
- ↻ The green circle with arrows indicated that phase is active and in progress.
- ✕ The grey circle with 'X' means that phase has not yet started.



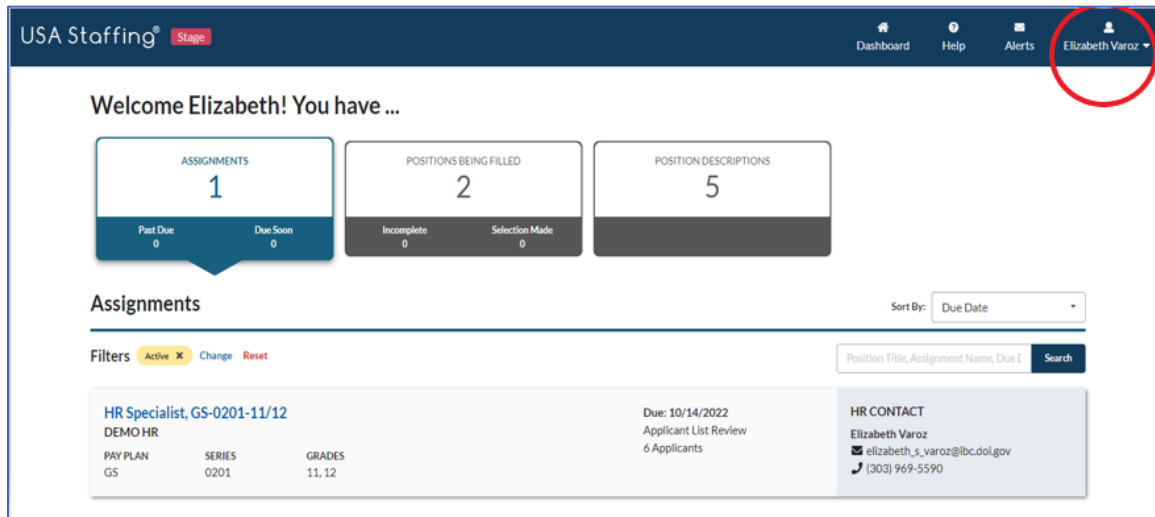
Requesting a Hiring Action

Requests mark the initiation of the recruitment process within USA Staffing. A Request is equivalent to a Request for Referral of Eligibles (SF-39) or a Request for Eligible Personnel Action (RFE/SF-52). The IBC business process is for Supervisors/Managers to initiate an RFE via [Workforce Transformation Tracking System/Entry on Duty System](#) (WTTS/EODS). Please refer to the [WTTS/EODS Instructions](#) for initiating an RFE. Your HR Office will use the information entered in the Request to move forward with the recruitment action being requested.

Receiving and Accessing Assignments

Once HR has populated the information specific to your vacancy into USA Staffing and they have initiated an Assignment for review, an email will be sent indicating you have a new Assignment to complete. You can access the Assignment by clicking the URL in the email or logging into the system and searching for the appropriate Assignment.

Once logged in, you will see your **Assignments** List on the home **Dashboard**.



The Assignments will identify which type of Review you have been assigned. There are three different types of reviews that you may receive in USA Staffing:

- **Job Opportunity Announcement (JOA) Review.** Can include the assessment, announcement text, and/or the announcement questionnaire for a recruitment. This is typically used to provide hiring managers an opportunity to review and request changes to the recruitment before it is posted on USAJOBS.
- **Panel Review.** Allows subject matter experts to receive a list of applicants, their documents, their qualifications determination, and their rating (when assessments were used) in order to make decisions critical to the hiring process. This type of review is typically completed before a final Certificate of Eligibles is issued to the Hiring Manager official to make an official hiring decision.
- **Applicant List Review.** Includes Certificate(s) of Eligible applicants who have been referred for selection consideration. This is typically used by hiring managers and/or subject matter experts to review applicants, determine which candidates should be interviewed, and make selection decisions.

Completing the Announcement and Assessment Assignment Review

The **Job Announcement Assignment Review** will allow you to edit the announcement text and/or announcement questionnaire for a vacancy.

1. To open the Job Announcement assignment review, click the link in the email or log directly into the system and search for the appropriate Assignment on the Assignment tile. Once found, click on the Assignment name hyperlink.
2. Each Job Announcement Assignment review will have its own details and instructions regarding the actions you should take, the date the Assignment Review must be completed by, and the hiring action to which the Review is tied. When you open an assignment review for the first time, the instructions from your HR office will be displayed. Follow the instructions from the HR office.
3. In the top right corner, you will see several items:
 - **Request Number (s)** will display the Hiring Action numbers associated with the assignment.
 - **Due Date** will display the date the assignment is due back to HR.
 - **Returned** will display the date the assignment was returned by any reviewer.
 - **HR Contact** will display the HR person who sent you the assignment. You can see their phone number and email address by clicking on the information icon next to their name.
 - **View Instructions** allows you to see the review instructions if you need to refer to them again.
 - **Other Reviewers** will show you the name(s), contact information and assignments of any other reviewers who were assigned to review this JOA, if applicable.
 - **Documents** allows you to view attached documents or add additional documents to the assignment review.
 - **Notes** allows you see notes added by your HR Office or add additional notes. Notes you save will be viewable by the HR office.
4. Begin typing any additions/edits to the announcement text where appropriate. Your edits will be tracked by highlighting proposed added text in green and proposed deleted text in red. The text will be highlighted to indicate the suggested changes to HR. After completing your edits, be sure to click **Save** on the bottom right-hand corner.

5. Once you have completed reviewing a section, change the **Approval Status** drop-down to reflect the correct status and click **Next** to proceed to the next section of the assignment. Options include:

- **Incomplete:** I have not finished the review.
- **Approved:** I am comfortable with HR moving forward with the information provided.
- **Approved Pending Changes:** I am comfortable with HR moving forward once the changes are made.
- **Rejected.** I do not approve this information (Add a note in the Notes section indicating reasons).

Assignment: Job Announcement Review

Assignment Name: JGA Review Request Number(s): 20220713-75276 Due: 11/24/2022 Returned: N/A HR Contact: Carla Perez

Job Announcement Sections

- Assessment: 0201 HR Specialist GS1112T
- Announcement Questionnaire
- Announcement Text

Text changes and comments

Text changes and comments

Text changes and comments

SUMMARY

Summary:

This position is part of the IBC Human Resources Directorate HR Operations, Office of the Secretary. The incumbent will be responsible for a lot of work.

LEARN MORE ABOUT THIS AGENCY

Marketing Message:

This job is awesome! Please add Marketing Message here Testing new Agency Marketing section

Marketing Link:

<https://www.doi.gov/about-us/jobs>

THIS JOB IS OPEN TO

Hiring Paths:

Approval Statuses: Approved Pending Changes Next

Save Cancel

6. As you set the Approval Status for each section (i.e., Assessment, Announcement Questionnaire, and/or Announcement Text) you will see a green check mark which indicates you have completed that section of the assignment. A red checkbox next to a section indicates the Approval Status is not yet complete.
7. When all the sections have a green check mark next to them, and your permissions allow, click the **Return to HR button** to return the assignment. If you do not see this option, you are finished when all Approval Statuses are complete. Note: Changes cannot be made to assignments that have been returned to HR.

8. Click **Return to HR** to proceed to the next review assignment.

Assignment: Job Announcement Review

Assignment Name: JOA Review | Request Number(s): 20220713-75276 | Due: 11/24/2022 | Returned: N/A | HR Contact: Carla Perez

Job Announcement Sections 3

View Instructions | Documents 0 | Notes

- Assessment: 0201 HR Specialist GS1112T | Text changes and comments
- Announcement Questionnaire | Text changes and comments
- Announcement Text | Text changes and comments

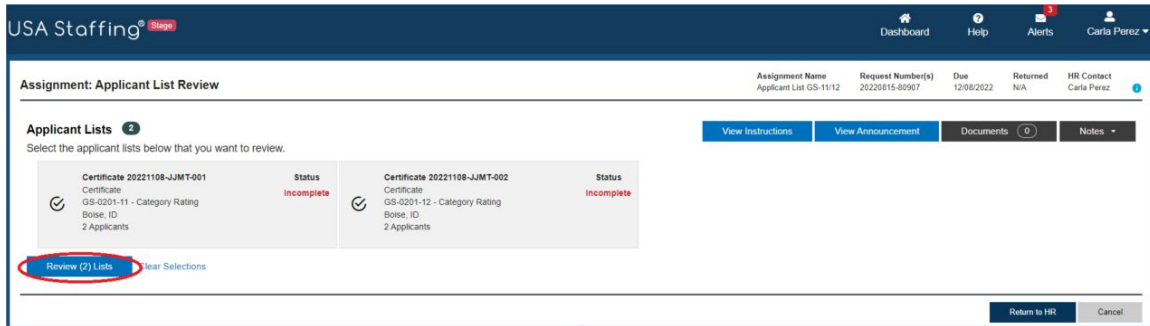
Save | Return to HR | Cancel


9. If there are multiple Reviewers assigned to this Review, you will receive a warning message indicating that a return to HR will remove access for all assigned (Be Aware: Once the Review is returned, no other Reviewer can make changes to the Review).

Completing the Applicant List Assignment Review (Certificate has been Issued)

1. To open an Applicant List review, click the URL from the Review notification email or log into USA Staffing and click the hyperlink for the review from the Dashboard.
2. When you open a review for the first time, the instructions your HR office entered will be visible. If you have closed them and need to refer to them again, you can click the View Instructions button.
3. You can use the **View Announcement** button to open a copy of the announcement in a new browser window. The **Documents** and **Notes** can also be helpful tools in referencing additional information or documentation for the review. Documents you add and notes you save will be viewable by the HR office and other reviewers.

4. Select the Certificate Number(s) that you would like to review and click the **Review Lists** button. More than one certificate card can be selected and opened at one.



5. On the **Applicant List** page, you can review applicant records, review documents, document selection decisions, and add notes based on the permissions you have been granted. If you prefer to review the certificate information in a hard copy format, click the **Print** button.
6. Click the + icon to the left of the applicant's name to view their **Eligibility** and **Assessment** responses.
7. Click the **Documents** drop-down menu within the applicant's row to review their supporting documents, including their resume.
8. Click the toggle icons to the right in each applicant's row. You may use the icons to denote follow-up actions with a candidate, indicate whether you have reviewed the candidate, and/or designate candidates of interest.
- 
- **Flag.** Clicking this icon allows you to designate the applicant for follow-up.
 - **Checkmark.** Clicking this icon allows you to designate the applicant as reviewed.
 - **Star.** Clicking this icon allows you to designate the applicant as someone you are highly interested in selecting.
9. From this page you can add **Notes** to document your review process. Notes you save will be viewable to other reviewers as well as the HR office. Along with the note, the system saves the full name of the user who added the note, as well as the date and time the note was added. Once Notes are added, they become part of the case file and cannot be deleted.
- You can add notes to an individual applicant record in the **Notes** column of the certificate,
 - You can select multiple applicants using the checkboxes to the left of the applicants' names, and use the **Add Notes** button to add the same note to all the selected applicants, and/or
 - You can add notes for the whole certificate by clicking on the **Notes** located in the top right corner of the Certificate.

10. From this page you can download documents that require your signature, such as the Certification of Due Weight form or Shared Certificates Statement of Understanding. Follow the instructions below to download/upload:

- Download the form
 - i. Click on the Documents tab
 - ii. Click on the document name hyperlink
 - iii. Download and save the document to your personal drive
 - iv. Digitally sign the document using your PIV credential, then resave to your drive
- Upload the form
 - i. Click on the Documents tab
 - ii. Click on the Documents tab Click on the Choose File button to upload the completed and signed document
- Once the Certificates are returned to HR it will include the signed documents
- **Reminder:** HR must review the documents before making any job offers, ensure the documents are signed and returned to HR.

The screenshot displays the 'Assignment: Applicant List Review' interface. At the top, a header bar contains metadata: Assignment Name (Certificate List of Eligibles), Request Number(s) (20220815-80987), Due (12/04/2022), Returned (N/A), and HR Contact (Carla Perez). Below this, the 'Applicant Lists' section shows a list of certificates, including 'Certificate 20221104-JJMT-001' with a status of 'Incomplete'. The 'Documents' tab is active, showing a 'Document upload completed successfully' message. A table lists documents, with one entry: 'MPP- Supervisory Certification of Due Weight' submitted by 'Carla Perez' on '11/7/2022 17:37 EST'. A 'Choose File' button is visible for uploading documents.

Document Name	Submitted By	Submission Date
MPP- Supervisory Certification of Due Weight	Carla Perez	11/7/2022 17:37 EST

- To document a selection decision for an individual applicant, click the [No Decision](#) hyperlink to pull up the **Selection Decision** box. Chose the appropriate selected decision (**Selected**, **Alternate Selection**, **Not Selected**, **Declined/Withdrawn**) from the drop-down menu.

Selection Decision [X]

Applicants
Duck, Donald D

Decision
Select a Decision...
Selected
Alternate Selection
Not Selected
Declined/Withdrawn

- For **Selected** applicants, select the FPPS Request Number from the **Hiring Action** Number drop down that should be associated with the selection, and the appropriate Duty Location, PD number, and series, if multiple ones are available. Note: For multiple selections, you will need to tie the appropriate FPPS Request Number to each selectee to ensure they are placed in the correct organization code.

Selection Decision [X]

Applicants
Duck, Donald D

Decision
Selected

Request Number
20220713-75276

Duty Location
Boise, Ada County, Idaho

Position Description Number
071322

Series
Human Resources Management

Save Cancel

- The FPPS Request Number will be tied to the applicant's name allowing the selectee data to populate in the WTTS/EODS system.

Applicant List: Certificate List of Eligibles > View Lists

Assignment Name: Certificate List of Eligibles | Request Number(s): 20220815-00907 | Due: 12/04/2022 | Returned: N/A | HR Contact: Carla Perez

Applicant Lists 1

Applicants 3 | Pay Plan: GS-0201-11 | Location: Boise, ID | Filters: Specialties: | Instructions | Print | Add Filters | Notes

Applicant Name	Rating	Selection Decision	Documents	Notes	Request Number	Date Certified	Interested
CAESAR, JULIUS TIBERIUS	86	Selected	0	0	20220815-00907	11/4/2022	P

14. To document selection decisions for multiple applicants with the same selection decision outcome, check the box to the left of all appropriate applicant records and select **Make Selections**. The audit code you select will be displayed when HR audits the certificate. You must use one of the following Selection Decisions:

- Selected
- Alternate Selection
- Not Selected
- Declined/Withdrawn – You must provide HR documentation when using this code.

Important Supervisory Note: We advise that you keep any vacancy and interview notes for a minimum of 2 years in case an applicant complaint is filed.

The screenshot shows the 'Applicant List: Certificate Review - Demo > View Lists' interface. A modal window titled 'Selection Decision' is open, allowing the user to select a decision for multiple applicants. The modal includes a list of applicants with checkboxes, a 'Decision' dropdown menu (currently set to 'Not Selected'), and a 'Reason for Decision' dropdown menu (also set to 'Not Selected'). The 'Save' button is highlighted. In the background, a table of applicants is visible, with the 'Make Selections' button circled in red.

Applicant Name	Rating	Decision	Reason for Decision
Duck, Donald D.	100		
HORNBLOWER, HORATIO HORACE	93		
Lama, Datal	78		
Man, Gooly	90	No Decision	
Mouse, Minnie	100	No Decision	
White, Snow	100	No Decision	

15. When all interviews have been conducted, as applicable, and selection decisions have been made, enter the outcome for each certificate using the **Approval Status (Incomplete, Selection Made, Selection Not Made)** dropdown located at the bottom right of the certificate. If multiple certificates were used, you can use the **Next** button to navigate between certificates. To document approvals to a Certificate/Applicant List using **Notes** please refer to the [Documenting Approval/Adding Notes](#) section.

16. Once selection decisions for all certificates are documented, click the **Back to Assignments** button located in the bottom right corner of the page. The status for each completed certificate assignment will be shown in green. If any certificates show an **Incomplete** status in red text, this indicates the Approval Status is not yet complete.

17. If you are not going to select from this list of applicants, mark the **Approval Status** as “Selection Not Made” from the drop-down list.

USA Staffing® Stage

Dashboard Help Alerts Elizabeth Varoz

Applicant List: Certificate Review - Demo > View Lists

Assignment Name: Certificate Review - Demo Request Number(s): 20220713-75276 Due: 12/03/2022 Returned: N/A HR Contact: Elizabeth Varoz

Applicant Lists 1

Certificate 20220914-JMT-001

Applicants 6 Pay Plan: GS-4291-12 Location: Boise, ID Filters: Specialties:

Instructions Print Add Filters Notes

	Applicant Name	Rating	Selection Decision	Documents	Notes	Request Number	Date Certified	Interested
<input type="checkbox"/>	+ Duck, Donald D	100	Selected	0	0	20220713-75276	9/14/2022	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	+ HORNBLLOWER, HORATIO HORACE	93	Not Selected	0	0		9/14/2022	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	+ Lania, Dalai	78	Not Selected	0	0		9/14/2022	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	+ Man, Goofy	90	Not Selected	0	0		9/14/2022	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	+ Mouse, Minnie	100	Not Selected	0	0		9/14/2022	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	+ White, Snow	100	Not Selected	0	0		9/14/2022	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

Approval Status: Incomplete Incomplete Selection Made Selection Not Made

Next

Back to Assignments

18. When all certificate assignments are complete, and if your permission allows, click the **Return to HR** to return the Review. If you do not see this option, you are finished when all statuses are complete.

USA Staffing® Stage

Dashboard Help Alerts Elizabeth Varoz

Assignment: Applicant List Review

Assignment Name: Certificate Review - Demo Request Number(s): 20220713-75276 Due: 12/03/2022 Returned: N/A HR Contact: Elizabeth Varoz

Applicant Lists 1

Select the applicant lists below that you want to review.

Certificate 20220914-JMT-001 Status: Selection Made
Certificate GS-4291-12 - Competitive Merit Promotion
Boise, ID
6 Applicants

View Instructions Other Reviewers View Announcement Documents 0 Notes

Return to HR Cancel

19. If there are multiple Reviewers assigned to this Review, you will receive a warning message indicating that a return to HR will remove access for all assigned (Be Aware: Once the Review is returned no other Reviewer can make changes to the Review).
20. A pop-up box will display that says: **All review assignments are complete. The review is ready to be returned to HR.** Clicking **Return to HR** will send the review back to HR and it will no longer be available for you or any other Reviewers to make comments.
21. Once the review is returned, you will be invited to complete the Chief Human Capital Officer’s (CHCO) Management Hiring Process Satisfaction Survey (<http://study.opm.gov/mss>) about your experience with the hiring action. This survey is voluntary and confidential, and we highly encourage you to take a few minutes to complete it. The results are used by OPM and by each agency to make

changes to the hiring process that will increase hiring manager satisfaction with HR services and improve the quality and timeliness of the applicants referred.

Completing Panel Review Assignments

Panel Reviews are pre-certified “stored lists” of applicants that are shared with Hiring Managers. Hiring Manager users can review the list of applicants prior to the creation of certificates and, if permissioned by the HR user, review specific applicant documents (by document type) and submit back recommended changes to the minimum qualifications and assessed rating of an applicant based on a review of their qualifications.

1. To open a Panel Review, click the URL from the Review notification email or log into USA Staffing and click the hyperlink for the review from the Dashboard.
2. When you open a review for the first time, the instructions your HR office entered will be visible. If you have closed them and need to refer to them again, you can click the **View Instructions** button.
3. You can use the **View Announcement** to open a copy of the announcement in a new browser window. The **Documents** and **Notes** can also be helpful tools in referencing additional information or documentation for the panel review. Documents you add and notes you save will be viewable by the HR office and other reviewers.
4. Select the applicant list(s) you would like to review and click the **Review Lists** button.

The screenshot displays the USA Staffing interface for a Panel Review assignment. At the top, the header includes the USA Staffing logo, navigation links (Dashboard, Help, Alerts, Elizabeth Varoz), and assignment details (Assignment Name: SME Panel Review - Demo, Request Number(s): 20220713-75276, Due: 11/18/2022, Returned: N/A, HR Contact: Elizabeth Varoz). Below the header, the 'Stored Lists' section shows a list of stored lists. The first list, 'Stored List SME Panel Review', is highlighted with a red circle around the 'Review (1) Lists' button. The list details include 'GS-0201-11-Category Rating', 'Career Transition Assistance Plan, J. Interagency', 'Career Transition Assistance Plan', 'Boise, ID', and '3 Applicants'. The status is 'Incomplete'. Other buttons visible are 'View Instructions', 'View Announcement', 'Documents', and 'Notes'.

5. On the Panel Review page, you can review applicant information, open their supporting documents, add notes, and toggle applicants as flagged and/or reviewed to help keep track of your progress.

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

The screenshot shows the 'Panel Review: SME Panel Review - Demo' interface. At the top, there's a navigation bar with 'Dashboard', 'Help', 'Alerts', and a user profile 'Elizabeth Varoz'. Below this, the panel review details are shown: 'Assignment Name: SME Panel Review - Demo', 'Request Number(s): 20220713-75276', 'Due: 11/10/2022', 'Returned: N/A', and 'HR Contact: Elizabeth Varoz'. The main section is titled 'Stored Lists' with a count of 1. It shows a list of applicants with columns for 'Applicants', 'Pay Plan', 'Location', 'Filters', 'Specialties', 'Instructions', 'Print', and 'Notes'. The first applicant, 'CAESAR, JULIUS TIBERIUS', is highlighted with a red circle around the plus button next to their name. Below the applicant list, there are expandable sections for 'Contact Information', 'Preferences' (3 items), 'Eligibilities' (0 items), and 'Assessment: 0201 HR Specialist GS1112T' (12 items). Each section has a 'View Only' link. At the bottom right, there is a 'Back to Assignments' button.

7. If you prefer to review the applicant list in hard copy format, click the **Print** button.
8. Click on the **Notes** drop down to input your rating qualification decision for each candidate on the list and click on **Add Note**. Your applicant ratings will only be viewable to the HR Office and cannot be seen by other panel reviewers.
9. Clicking the **View** hyperlink will allow you to open and view the Rating Detail, however, you will not be able to enter or update ratings. You will need to follow Step 8 to add your qualification decision.
10. Once you have completed reviewing all applicants on your list and adding Notes, click on the **Back to Assignments**. The status for each panel review assignment will reflect Incomplete. This is because only Notes are allowed and not updating their rating.
11. Click the **Return to HR** button to return the Panel Review.

12. A pop-up will display: ***All review assignments are complete. The review is ready to be returned to HR.*** The Panel Review will no longer be displayed in your Assignment Tile.

Assignment: Panel Review

Assignment Name: Panel Review 1107 | Request Number(s): 20220815-80907 | Due: 11/22/2022 | Returned: N/A | HR Contact: Carla Perez

Stored Lists 1

Select the stored lists below that you want to review.

☐ **Stored List Panel Review 1107** Status: **Incomplete**
GS-0201-11-Competitive Merit Promotion
A. Time-n-Grade
Boise, ID
5 Applicants

[View Instructions](#) [View Announcement](#) Documents: 0 Notes: ▾

[Return to HR](#) [Cancel](#)

Documenting Approval/Adding Notes

Notes can be used in a variety of ways. You may wish to add Notes for other Reviewers, for the HR Office to see, or you may also wish to add notes to a specific applicant (Be Aware: once Notes are added, they become part of the case file and cannot be deleted.)

1. To document approvals to a Certificate/Applicant List using Notes click the **Notes** tab (within the Certificate being reviewed).
2. Insert text in the **Add Note** text box.
3. Click on **Notes** to close.

Applicant List: Applicant List GS-11/12 > View Lists

Assignment Name: Applicant List GS-11/12 | Request Number(s): 20220815-80907 | Due: 12/08/2022 | Returned: N/A | HR Contact: Carla Perez

Applicant Lists 1

Certificate 20221108-JJMT-001

Applicants 2

List Name: Certificate | Pay Plan: GS-0201-11 | Location: Boise, ID | Filters: Specialties:

<input type="checkbox"/>	Applicant Name	Category	Vet Preference
<input type="checkbox"/>	+ Mouse, Minnie M	Best Qualified	CPS - 10-point preference base
<input type="checkbox"/>	+ White, Snow	Best Qualified	CP - 10-point preference base

Notes 1

Carla Perez | Hiring Manager User | 11/9/2022 15:27 EST

Selection is approved.

Add Note

Two selection are approved from this certificate.

[Add Note](#) [Cancel](#)

Note: Since the system has easily viewable history of changes made to a certificate (who made which selection decisions, who overrode selections decisions, who audited the certificate, who

returned the review, and when all these actions were taken) and these actions are individually permitted, digital signature functionality was not added.

Batch Print Applicant Documents

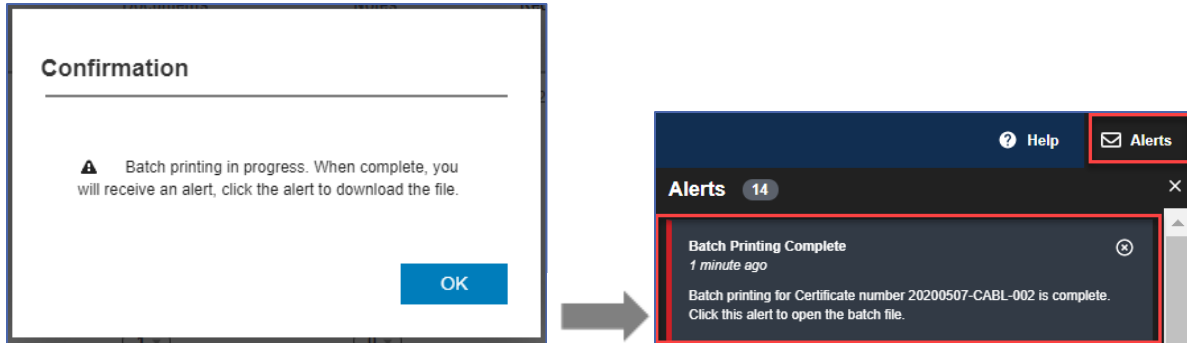
1. To print multiple applicants' documents at the same time from either the panel review list or a certificate, select the box on the top left of the grey bar to select all the applicant records at once. Select **Print Documents**.

The screenshot shows the 'Applicant List' interface for 'Applicant List GS-11/12'. At the top, there are fields for 'Assignment Name', 'Request Number(s)', 'Due', 'Returned', and 'HR Contact'. Below this, the 'Applicant Lists' section shows a list of applicants. A red box highlights the 'Print Documents' button in the top left of the grey bar. The table below has columns for 'Applicant Name', 'Category', 'Vet Preference', 'Selection Decision', 'Documents', 'Notes', 'Request Number', 'Date Certified', and 'Interested'. The first row shows 'Mouse, Minnie M' with 'Best Qualified' category and 'CPS - 10-point preference bas...' vet preference.

2. Select all appropriate documents type(s), the order in which you would like them printed, then click **Print Documents**.

The 'Choose Document Types' dialog box allows users to select document types to be included. The options are: 'Assessment Questionnaire' (unchecked), 'Cover Letter' (checked), 'Resume' (checked), and 'Transcript' (checked). Below this, the 'Choose document order' section has two radio buttons: 'Order by List Rank' (selected) and 'Order by Last Name' (unchecked). At the bottom, there are 'Print Documents' and 'Cancel' buttons.

3. You will receive a pop-up with a Confirmation message that reads: **Batch printing in progress.** **When complete, you will receive an alert; click the alert to download the file.** Once your batch print file is ready, you will see a new alert in the Alert icon at top right side of the page. To open the batch print document, click on the alert.



Additional Help

For questions or comments around the content of a Review assigned to you or for questions regarding business processes, please contact your HR Office. To further clarify system processes and to troubleshoot issues with system functionality, click the **Help** icon on the Navigation Bar on the page for which you need help.

