



USA STAFFING®
Great Government Starts Here™

Navigating Selection Manager – USA Staffing’s Hiring Official Interface

USA STAFFING® — OPM’S AUTOMATED HIRING TOOL FOR FEDERAL AGENCIES



Selection Manager Overview

- Selection Manager is the Hiring Official's interface for USA Staffing
- In Selection Manager, Hiring Officials access certificates/referral lists, review and print application materials, make hiring decisions, and return certificates electronically to the human resources (HR) office
- The URL for the site is <https://selectionmanager.usastaffing.gov/>

Logging In

Hiring Officials receive an email to access Selection Manager when a certificate is issued to them. Once they click on the site, they open the home page below.

Selection Manager

Welcome! Quick Start Guide Help

USA STAFFING®
Great Government Starts Here

Selection Manager is the hiring officials' interface for USA Staffing®. In Selection Manager, you can review referral lists or certificates, view application materials, make hiring decisions, and electronically return certificates to your HR office. For additional information and instructions on Selection Manager, review this [Quick Start Guide](#).

Username:

Password:

Login

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

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

Signing into Selection Manager indicates you consent to security testing and monitoring and you have read and accepted the following Full Terms and Conditions of Use:

This U.S. Government System is to be used by authorized users only. Information from this system resides on computer systems funded by the government.

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. Â§ 552a.

All access or use of this system constitutes user understanding and acceptance of these terms and constitutes unconditional consent to review and action by all authorized government and law enforcement personnel.

Unauthorized user attempts or acts to (1) access, upload, change, or delete information on this system, (2) modify this system, (3) deny access to this system, (4) accrue resources for unauthorized use, or (5) otherwise misuse this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.

Navigation

The system will display four navigation buttons on the top right of each screen.

The screenshot shows the Selection Manager web application interface. At the top, there is a navigation bar with the title "Selection Manager" and four buttons: HOME, MY ACCOUNT, BATCH DOCS, and LOGOUT. Below the navigation bar, there is a header section with "Home" on the left, "Welcome, William Schuester!" in the center, and a help icon (a question mark in a circle) on the right. A central message box states: "The My Hiring Actions window shows all work that you have been assigned. The My Hiring Alerts window shows those specific items that are new, due within 5 days, and past due." Below this, there are two main sections: "My Hiring Actions" and "My Hiring Alerts". The "My Hiring Actions" section is titled "Vacancies By Customer:" and lists "Automated Systems Management Branch (1)" with a sub-item "HR Specialist - 103764 (3)". A mouse cursor is pointing at the link "HR Specialist - 103764 (3)". The "My Hiring Alerts" section is divided into three categories: "You have a new certificate. MT-10-BIS-01708S0", "Past Due:" with a sub-item "Certificate MT-10-BIS-01690S0 is 1 day past due.", and "Upcoming Due Dates:" with a sub-item "Certificate MT-10-BIS-01691S0 is due in 4 days."

To access available certificates for a vacancy, the Hiring Official clicks the link under the My Hiring Actions section.

Reviewing Applicants

The Certificate View page displays the following three tabs: Applicant List, Certificate Information, Selection Notes.

Selection Manager | HOME | MY ACCOUNT | BATCH DOCS | LOGOUT

Certificate View | Hiring Actions View | Applicants of Interest | ?

Vacancy: 103764 | Position Title: HR Specialist | Certificate Number: MT-10-BIS-01692S0 | Grade: 11 | Location: Springfield, OH | Specialty: HR Specialist (Recruitment and Placement)

Return List to HR Office | Set All | Clear All | Due: 5/14/2010 | Print

Applicant List | Certificate Information | Selection Notes

Applicant Name	Last 4 of SSN	Veterans Pref	Priority Category	Selection Action	Action Date	Docs	Responses	App Notes	<input checked="" type="checkbox"/>
Hummel, Kurt	1128	NV	ICTAP	<input type="text"/>					<input type="checkbox"/>
Hudson, Finn	1126	CPS - Adj		<input type="text"/>					<input type="checkbox"/>

Viewing Questionnaire Responses

Hiring Officials view questionnaire responses by clicking on the icon in the Responses column.

Applicant List		Certificate Information		Selection Notes				
Applicant Name	Last 4 Veterans of SSN	Priority Pref	Selection Action	Action Date	Docs	Responses	App Notes	<input checked="" type="checkbox"/>
Berry, Rachel	1125	NV	<input type="text"/>					<input type="checkbox"/>

A Certificate Details box will open containing the applicant's questionnaire responses.

Certificate Details

Section Name

- [Entire Questionnaire](#)
- [Narratives](#)
- [Employment Availability](#)
- [MIN QUALS](#)
- [Know of Federal Personnel Laws and Regulations.](#)
- [Ability to communicate in writing.](#)
- [Knowledge of recruitment techniques and options in the Federal Service.](#)
- [Ability to manage special programs and projects to automate personnel functions.](#)

Preview

Full Time Employment
Y. 40 Hours Per Week

Viewing Supporting Documents

Hiring Officials view documents by clicking on the icon in the Docs column.

Applicant List		Certificate Information			Selection Notes				
Applicant Name	Last 4 of SSN	Veterans Pref	Priority Category	Selection Action	Action Date	Docs	Responses	App Notes	<input checked="" type="checkbox"/>
Berry, Rachel	1125	NV		<input type="text"/>					<input type="checkbox"/>

This opens the Certificate Details dialogue box.

Certificate Details ✕		
File Name	Type	Date Received
Professional Resume.doc	Resume	4/29/2010 12:11 PM
Transcript.docx	Transcript	4/29/2010 12:15 PM

Marking Applicants of Interest

- Applicants of Interest allows Hiring Officials to highlight applicants.
- They mark applicants of interest by checking the box under the check mark column on the Applicants List tab.

Applicant List		Certificate Information		Selection Notes					
Applicant Name	Last 4 Veterans of SSN	Veterans Pref	Priority Category	Selection Action	Action Date	Docs	Responses	App Notes	<input checked="" type="checkbox"/>
Berry, Rachel	1125	NV	<input type="text"/>	<input type="text"/>					

- These applicants can be viewed by clicking the Certificate Information tab, and clicking the Applicants of Interest Button.

Batch Print Documents

The image shows a 'Print' dialog box overlaid on a larger 'Print' window. The dialog box has a title bar 'Print' and a close button. It contains a 'Select a Report:' dropdown menu with the following options: 'Certificate/Referral List', 'Certificate/Referral List', 'Questionnaire Responses', and 'Supporting Documents'. A 'Submit' button is located below the dropdown. The background window also has a 'Print' title bar and a 'Select a Report:' dropdown menu with the option 'Supporting Documents'. Below the dropdown, there are radio button options: 'All Applicants', 'Applicants of Interest Only (marked with a checkmark)', 'For First [] Applicants', and 'For Applicants with a Rating of [] or Higher'. There is also a section titled 'Include the following Documents:' with checkboxes for 'Resume', 'Veterans Documentation', 'Miscellaneous', 'Transcript', and 'Qualifications'. A 'Submit' button is at the bottom of the background window.

- From the Certificate View, the hiring official can print either the Certificate List, Questionnaire Responses, or Supporting Documents.

- The hiring official can set the criteria for what documents to print and for whom to print them.

Batch Print Documents

Print

Select a Report:
Questionnaire Responses

Applicants of Interest Only

Include the following Responses:

All Responses
 Assessment Questions Only
 Specific Factor Only:

MIN QUALS

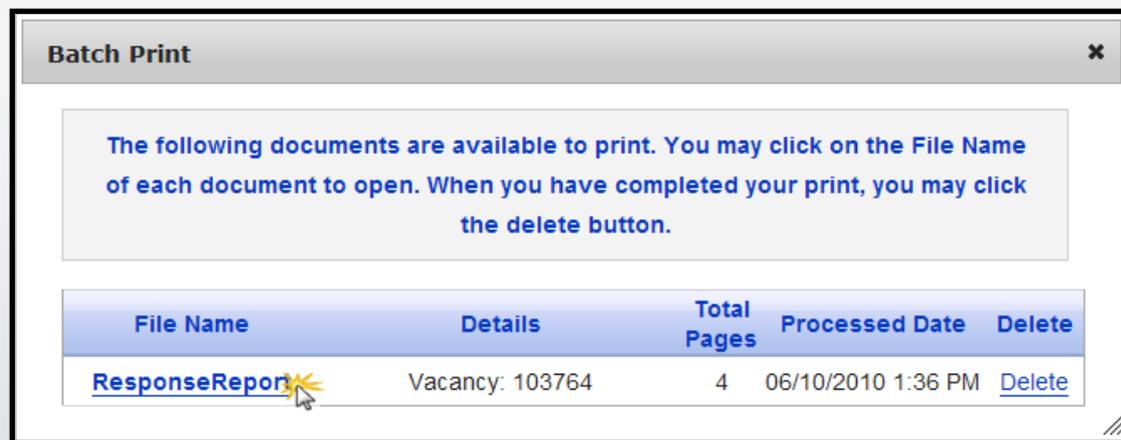
MIN QUALS
Know of Federal Personnel Laws and Regulations.
Ability to communicate in writing.
Knowledge of recruitment techniques and options in the Fede
Ability to manage special programs and projects to automate

Submit

- The hiring official may print Supporting Documents and Questionnaire Responses from the Applicant of Interest screen.
- The information printed is only for the **applicants of interest**.

Batch Print Documents

- To view, print, or save the batched documents, click on the Batch Docs button.
- Click on the name of the batched documents file to view and print.
- To delete the file once it is printed, click the Delete button.



Sharing Certificates



Selection Manager

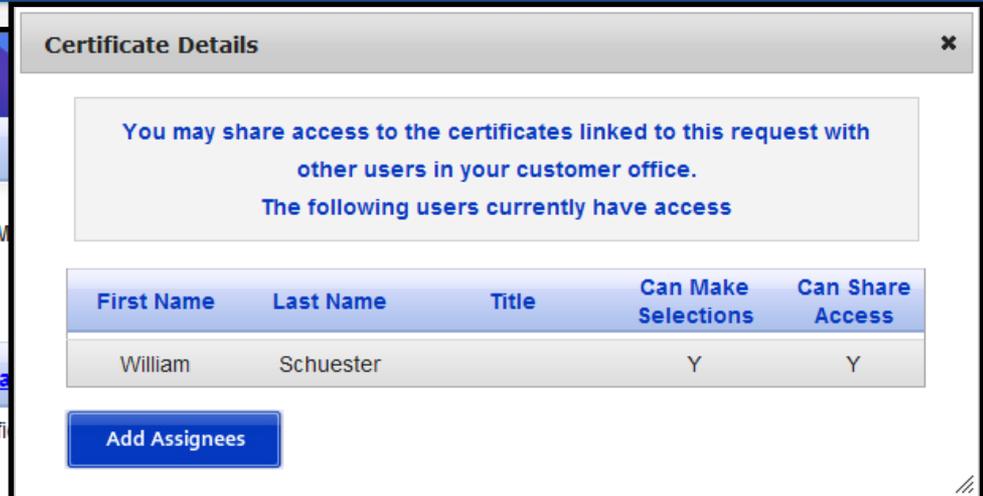
Hiring Actions

Vacancy: 103764 | Position Title: HR Specialist | Announcement Number: BSC-103764-1002 | Customer: Automated Systems M

[View Vacancy Announcement](#) [Share Hiring Actions](#)

Request Number	Certificate ID	Specialty	Local
103764-001	MT-10-BIS-01692SO	HR Specialist (Recruitment and Placement)	Springfi
103764-001	MT-10-BIS-01710SO	HR Specialist (Classification)	Springfi

Allows the hiring official to share the certificate with others involved in the hiring process.

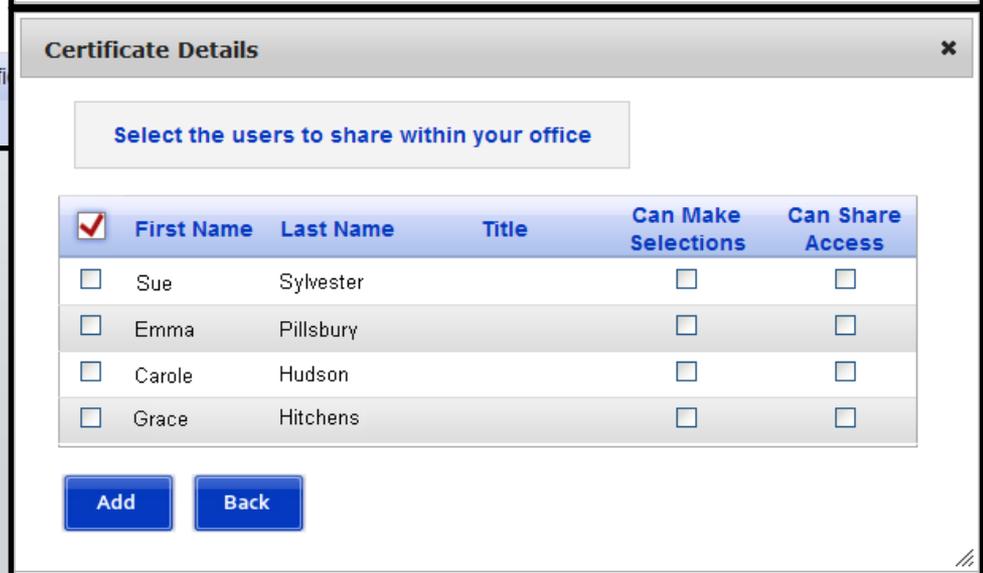


Certificate Details

You may share access to the certificates linked to this request with other users in your customer office.
The following users currently have access

First Name	Last Name	Title	Can Make Selections	Can Share Access
William	Schuester		Y	Y

[Add Assignees](#)



Certificate Details

Select the users to share within your office

<input checked="" type="checkbox"/>	First Name	Last Name	Title	Can Make Selections	Can Share Access
<input type="checkbox"/>	Sue	Sylvester		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Emma	Pillsbury		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Carole	Hudson		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Grace	Hitchens		<input type="checkbox"/>	<input type="checkbox"/>

[Add](#) [Back](#)

Selection Actions

Selection Manager

Certificate View

Vacancy
103764

Position Title
HR Specialist

Certificate Number
MT-10-BIS-01689S0

Return List to HR Office

Set All

Clear

Applicant List

Certificate Information

Applicant Name	Last 4 of SSN	Veterans Pref	Priority Category	
Berry, Rachel	1125	NV	<input type="checkbox"/>	
Hummel, Kurt	1128	NV	<input type="checkbox"/>	
St James, Jesse	1313	NV	<input type="checkbox"/>	
Hudson, Finn	1126	NV	<input type="checkbox"/>	

Prev **1** Next

Selection Action

Displaying: 1 - 4 of 4

Selected

- Career Or Career Conditional Employee
- Communication Returned Unclaimed
- Declined Employment With Agency
- Declined Until A Future Date
- Declined Examination Program
- Declined Grade Or Salary Considerations
- Declined Location
- Declined Position
- Declined Federal Employment
- Declined Other Reason
- Failed To Reply To Their Inquiry
- Appointed By Non-Competitive Action
- Not Selected - Not Contacted
- Not Selected
- Removed From Certificate Medical
- Removed From Certificate Not Qualified
- Removed From Certificate Suitability
- Temporary Employee
- Removed from Certificate Driving
- Removed from Certificate Drug Screen
- Not Available Pending
- Removed From Certificate Eligibility
- Alternate Selection 1
- Alternate Selection 2
- Alternate Selection 3
- Withdrawn from Consideration

HOME
MY ACCOUNT
BATCH DOCS
LOGOUT

Hiring Actions View
 Applicants of Interest
?

Specialty
HR Specialist (Classification)

Due: 5/18/2010

Print

Docs
Responses
App Notes

2	☰	✍	☑	☑
	☰	✍	☐	☐
	☰	✍	☐	☐
	☰	✍	☐	☐

Adding Notes

- Hiring Officials can add notes for applicants or for the entire certificate.



The screenshot shows a software interface with three tabs: 'Applicant List', 'Certificate Information', and 'Selection Notes'. The 'Applicant List' tab is active and displays a table with the following columns: Applicant Name, Last 4 Veterans of SSN, Veterans Pref, Priority Category, Selection Action, Action Date, Docs, Responses, App Notes, and a checkmark icon. The first row of data shows 'Berry, Rachel' with '1125' for SSN, 'NV' for preference, and a dropdown menu for priority category. In the 'App Notes' column, there is a starburst icon with a mouse cursor pointing to it, indicating the feature for adding notes.

Applicant Name	Last 4 Veterans of SSN	Veterans Pref	Priority Category	Selection Action	Action Date	Docs	Responses	App Notes	
Berry, Rachel	1125	NV				2			<input type="checkbox"/>

- The applicant notes feature is located on the App Notes column of the Applicant List tab. To add, view, modify, or delete applicant notes, Hiring Officials click the icon in this column.

Returning Certificates

Certificate Details ✕

Return List to HR Office

By clicking "Save" you will send a notification to the HR Office and the certificate will be removed from your Selection Manager workload.

Options

Include My Signature

Include My Signature

Sign for the Authorized Official

Diana L. Santiago 07/17/2010

Title

HR Specialist

Send

Updating Information

To update their Selection Manager account information, the Hiring Officials click the My Account button in the top right navigation bar. On the Account Management page, they can update or change their profile information, login information, and/or notification preferences.

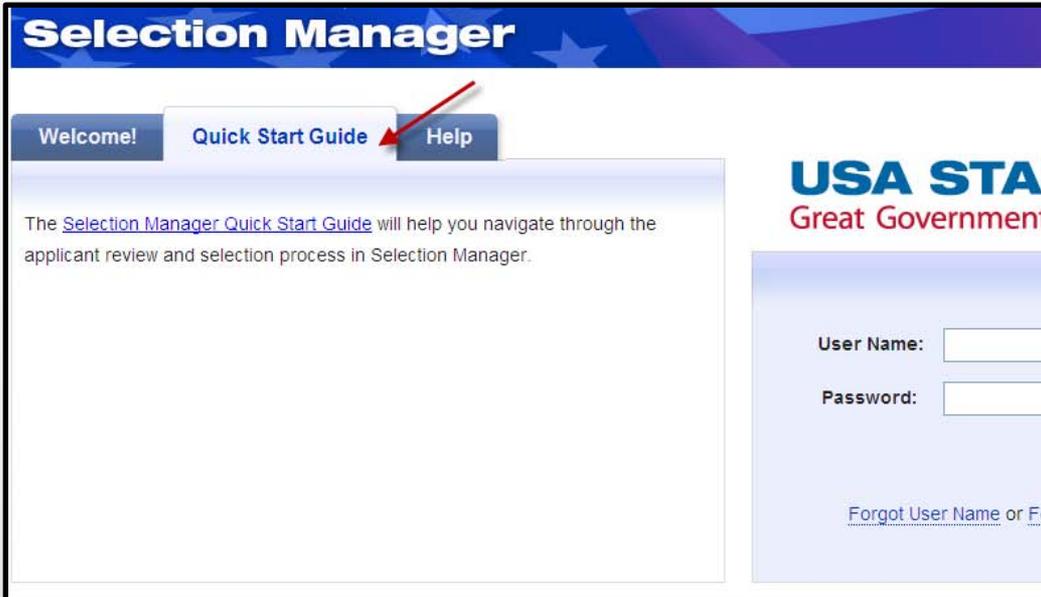


Online Help

- For additional information and instructions for using Selection Manager, the Hiring Official can click the question mark icon located on each screen or enter the following link <http://help.usastaffing.gov/selectionmanager>.



Quick Start Guide



Hiring Officials can access a .pdf Quick Start Guide to Selection Manager by clicking the tab on the login screen.



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SELECTION MANAGER

Selection Manager: Quick Start Guide

PART 1: GENERAL INFORMATION

Selection Manager is the hiring officials' interface for USA Staffing. In Selection Manager, you will be able to access certificates/referral lists, review and print application materials, make hiring decisions, and return certificates electronically to the human resources (HR) office. The URL for Selection Manager is: <https://selectionmanager.usastaffing.gov>.

Logging In

You will receive an e-mail to access Selection Manager when a certificate is issued to you. If you are accessing the system for the first time, you will receive an e-mail with your user name and instructions to create your password. On your first login you will be required to read and accept the *Rules of eBehavior*.



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USA Staffing Resource Center

http://help.usastaffing.gov/USAStaffing/index.php/USA_Staffing_Resource_Center

Hiring Officials can also access the Quick Start Guide through the USA Staffing Resource Center.

In addition, the Resource Center includes a self-paced tutorial for Hiring Officials titled “How Hiring Managers are Improving the Federal Hiring Process”.



The screenshot displays the USA Staffing Help website interface. At the top, there is a blue header with the text "USA Staffing Help" and a search box. Below the header, the main content area is divided into two columns. The left column contains a navigation menu with links for "Home", "Privacy Policy", "Terms and Conditions of Use", and "Security And Privacy". The right column features the title "USA Staffing Resource Center" and several sections of content: "Pre-Training Online Course" with a link to "Orientation Course"; "Training Manual" with links for "Part 1", "Part 2", "Part 3", and "Part 4"; "Release Notes" with links for "USA Staffing Enhancement List Version 1002" and "USA Staffing Enhancement List Version 1001"; "Other Resources" with links for "USA Staffing Category Rating Guide", "Selection Manager Quick Start Guide", "USA Staffing URLs", "Using the Discoverer DEU Application Counts Workbook Guide", and "Implementation Guide"; and "Hiring Reform Resources" with links for "How Hiring Managers Are Improving The Federal Hiring Process" and "Meeting Hiring Reform Initiatives Through USA Staffing". A "Printable version" link is located at the bottom right of the page.