

OCHR FACTSHEET

Transitioning to USAJOBS/USA Staffing – Merit

For Hiring Managers

Issued: May 2011

HIRING REFORM

This Fact Sheet:

- Introduces USAJOBS/USA Staffing and Selection Manager
- Highlights key changes
- Explains how to access certificates
- Lists resources on how to further prepare

Introducing USAJOBS/USA Staffing

The Department of the Navy (DON) is transitioning from the current resume builder and applicant intake systems (CHART and RESUMIX) to USAJOBS and USA Staffing. During the transition period, some announcements posted on USAJOBS may refer applicants back to CHART for the application process, so applicants are encouraged to keep active resumes in both USAJOBS and CHART until the transition is complete.

USAJOBS – The federal government’s one-stop source for federal job announcements and employment information. This is where vacancy announcements will be posted.

Application Manager – A supporting tool for applicants to complete the assessment portion of the application process.

USA Staffing – The system utilized by human resources professionals and hiring managers that receives resumes from USAJOBS to help identify qualified candidates. It will give hiring managers and HR professionals the tools at their desktops to make key hiring plans and decisions.

USA Staffing Selection Manager – A supporting hiring manager’s tool for viewing certificates, selecting candidates and tracking hiring actions.

Key Changes for Hiring Managers

- Individual announcements will be used for each vacancy instead of open continuous announcements
- Applicants will self rate and self rank by answering task based questionnaires
- An acknowledgement email will be sent to the HRO POC when a complete RPA is received. A complete RPA includes the following (incomplete RPAs will be returned to the HRO POC)
 - A classified PD
 - Area of Consideration identified
 - HRO point of contact
 - Selecting official information (optional)
- USA Staffing Selection Manager will be used to access certificates instead of CHART
- Certificates will expire in 15 days. If not returned within 15 days, an automatic 10-day extension will be granted. Activities can request an additional 20 days from the HRSC.

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USA Staffing Selection Manager

In Selection Manager, hiring managers will be able to access certificates, review and print resumes and supporting documents, make hiring decisions, and return certificates electronically to the human resources service center (HRSC).

Hiring managers will receive an email instructing them to access the Selection Manager tool when a certificate is issued. When accessing the system for the first time, you will receive an email with your user name and instructions to create your password.

The Selection Manager home page is divided into the following two sections:

- **My Hiring Actions** – This section displays vacancy announcements and associated certificates issued to you.
- **My Hiring Alerts** – This section displays notifications for new certificates, certificates with upcoming due dates, and past due certificates

A quick start guide is available at –

<http://help.usastaffing.gov/selectionmanager/images/6/61/SelectionManagerQuickStartGuide.pdf>

Accessing Certificates

Managers can access a specific certificate by clicking on the associated certificate ID from the Hiring Actions page. This will take users to the Certificate View page, which allows them to view the following information:

Applicant List – This tab displays the list of certified applicants. It allows managers to make selection actions, view and print supporting documents, add applicant notes and mark applicants of interest. The applicant notes can be viewed by the servicing HR office when the certificate is returned and will be retained in USA Staffing.

Certificate Information – This tab indicates the referral method used by HR to generate the certificate and contains instructions for using the certificate.

Selection Notes – This tab allows managers to view and add selection notes for the entire certificate (rather than for the individual applicant as under the Applicant List). These notes can be viewed by the servicing HR office when the certificate is returned and will be retained in USA Staffing.

Preparing for the Transition

- Review the Hiring Manager Toolkit on the Office of Civilian Human Resources website – www.public.navy.mil/donhr/Employment/hiringreform/Pages/HiringManagerToolkit.aspx
- Learn more about USAJOBS and USA Staffing Selection Manager tools:
 - USAJOBS Information and tutorials are available at – www.usajobs.gov/infocenter/
 - Selection Manager Quick Start Guide – <http://help.usastaffing.gov/selectionmanager/images/6/61/SelectionManagerQuickStartGuide.pdf>
 - Selection Manager Help Index – <http://help.usastaffing.gov/selectionmanager/index.php/>
- Additional information and resources are available on the Hiring Reform website – www.public.navy.mil/donhr/Employment/hiringreform/Pages/hiringreform.aspx

Still Need Assistance?

Further questions on hiring reform may be sent to the DON Hiring Reform Team at DONhrfaq@navy.mil.



www.public.navy.mil/DONHR/Employment/HiringReform

