Selection Manager: Quick Start Guide

PART 1: GENERAL INFORMATION

Selection Manager is the hiring official's 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 Behavior***.

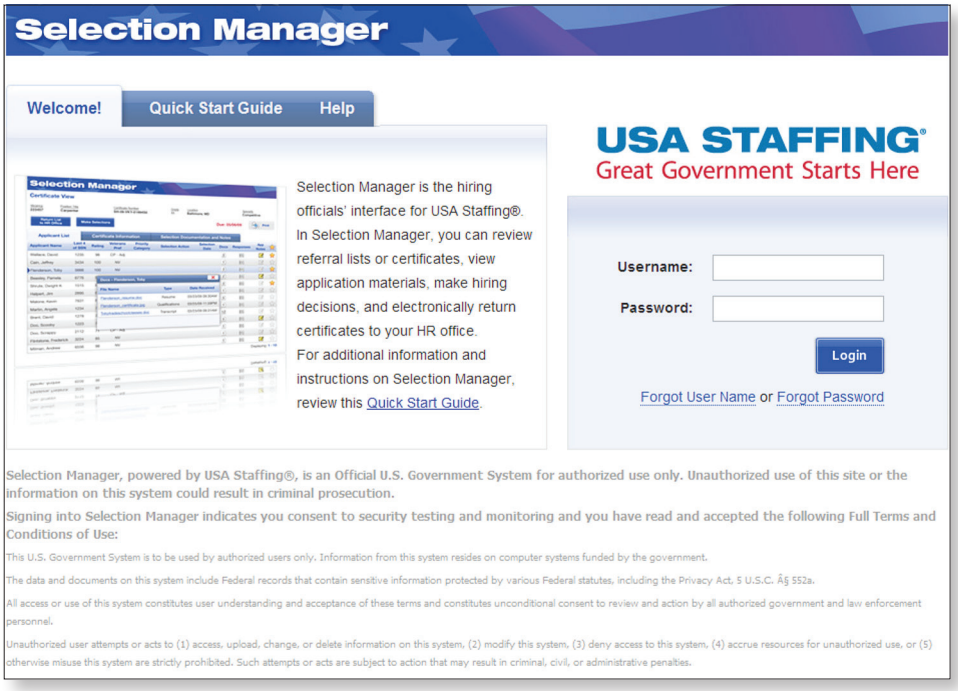


TABLE OF CONTENTS

Part 1: General Information 1
Part 2: System Navigation 2
Part 3: Accessing Certificates/Referral Lists 2
Part 4: Reviewing Applicants 3
Part 5: Making Selection Actions 5
Part 6: Adding Applicant or Certificate Notes 5
Part 7: Returning a Certificate to HR 6
Part 8: Updating Your Account 6
Part 9: Getting Help 6

PART 2: SYSTEM NAVIGATION

The system will display the following four navigation buttons on the top right area of each screen:

- ***Home.*** This button returns you to the ***Home*** page where you can see a summary of your hiring actions and alerts.
- ***My Account.*** This button allows you to update your Selection Manager profile, change your password, and customize Selection Manager e-mail reminders.
- ***Batch Docs.*** This button serves as a repository (storage area) for print requests.
- ***Logout.*** This button ends your Selection Manager session.

PART 3: ACCESSING CERTIFICATES/REFERRAL LISTS

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

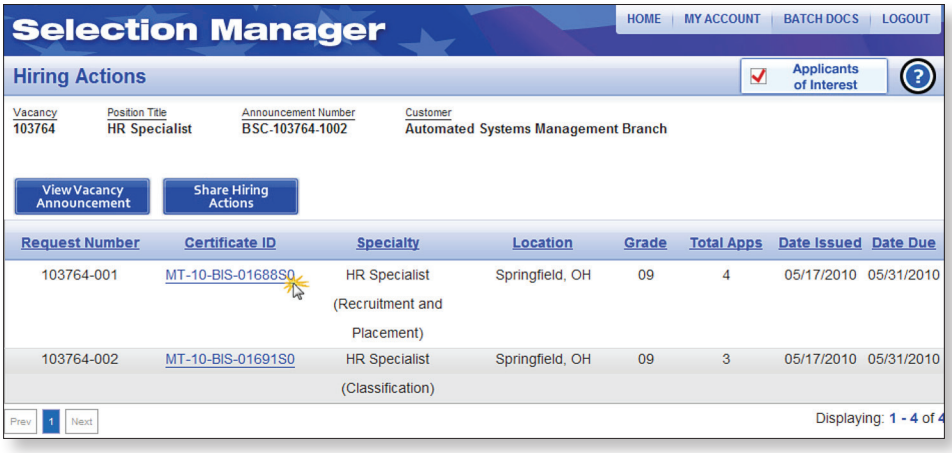
- ***My Hiring Actions.*** This section displays vacancies and associated certificates issued to you.
- ***My Hiring Alerts.*** This section displays notifications for new certificates, certificates due within five days, and overdue certificates.

To access available certificates for a vacancy, click the link under the ***My Hiring Actions*** section of the ***Home*** page (for example, HR Specialist-103764). This will take you to the ***Hiring Actions*** page for the selected vacancy.

Hiring Actions Page

The ***Hiring Actions*** page displays a summary of the vacancy information and lists the associated certificates by request number.

To access a specific certificate, click the link under the Certificate ID column (for example, MT-10-BIS-01688S0). This will take you to the ***Certificate View*** page.

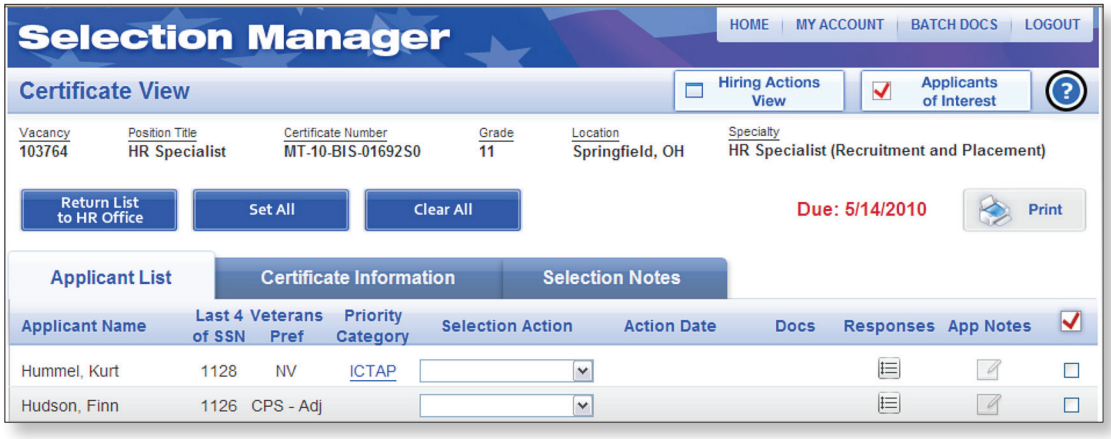


PART 4: REVIEWING APPLICANTS

Certificate View Page

The ***Certificate View*** page displays the following three tabs:

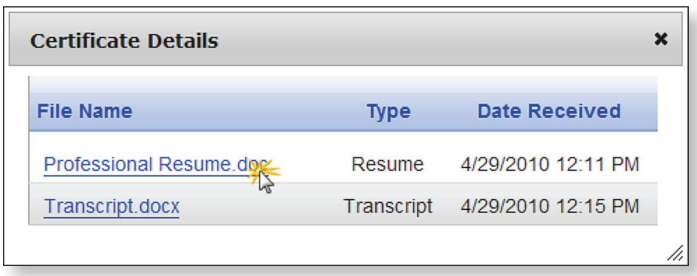
- ***Applicant List.*** This tab displays the list of applicants certified. It allows you to make selection actions, view supporting documents and questionnaire responses, add applicant notes, and mark applicants of interest.
- ***Certificate Information.*** This tab indicates the referral method used by HR to generate the certificate and contains certificate instructions.
- ***Selection Notes.*** This tab allows you to view and add selection notes at the certificate level.



Viewing Supporting Documents

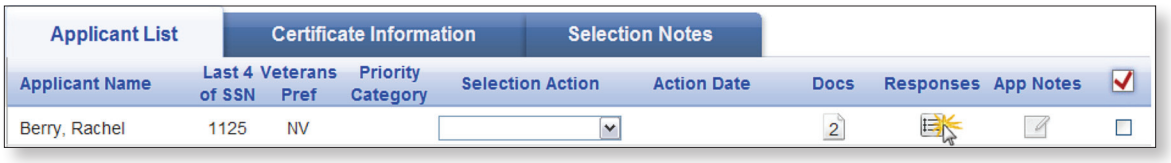
On the ***Applicant List*** tab, you can view an applicant's resume and other supporting documents by clicking on the icon in the Docs column.

This will open the ***Certificate Details*** dialog box, which lists links to the supporting documents. Click a link to view the document.

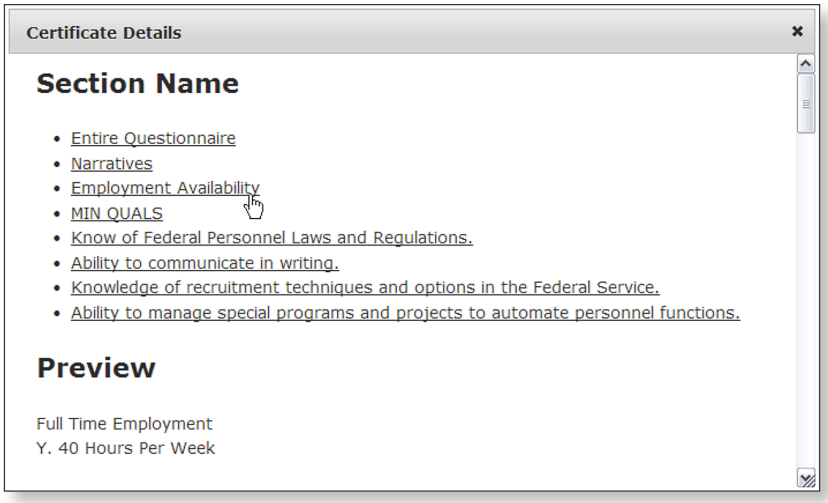


Viewing Questionnaire Responses

On the ***Applicant List*** tab, you can view an applicant's responses by clicking on the icon in the Responses column.

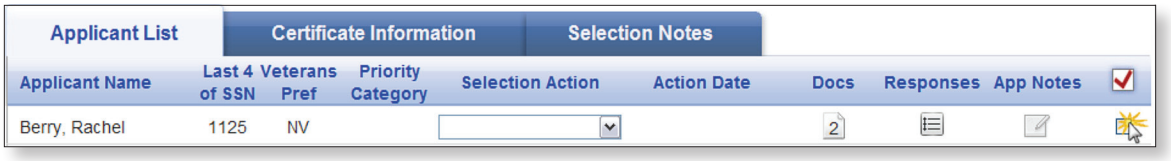


A ***Certificate Details*** dialog box containing the applicant's questionnaire responses will open.



Marking Applicants of Interest

The ***Applicants of Interest*** feature allows you to highlight applicants to share with other users or review at a later date. You can mark applicants of interest by checking the box under the check mark column on the ***Applicants List*** tab. These applicants can be viewed by clicking the ***Applicants of Interest*** button on the ***Certificate View*** page. You have the option to batch print supporting documents and questionnaire responses for marked applicants.

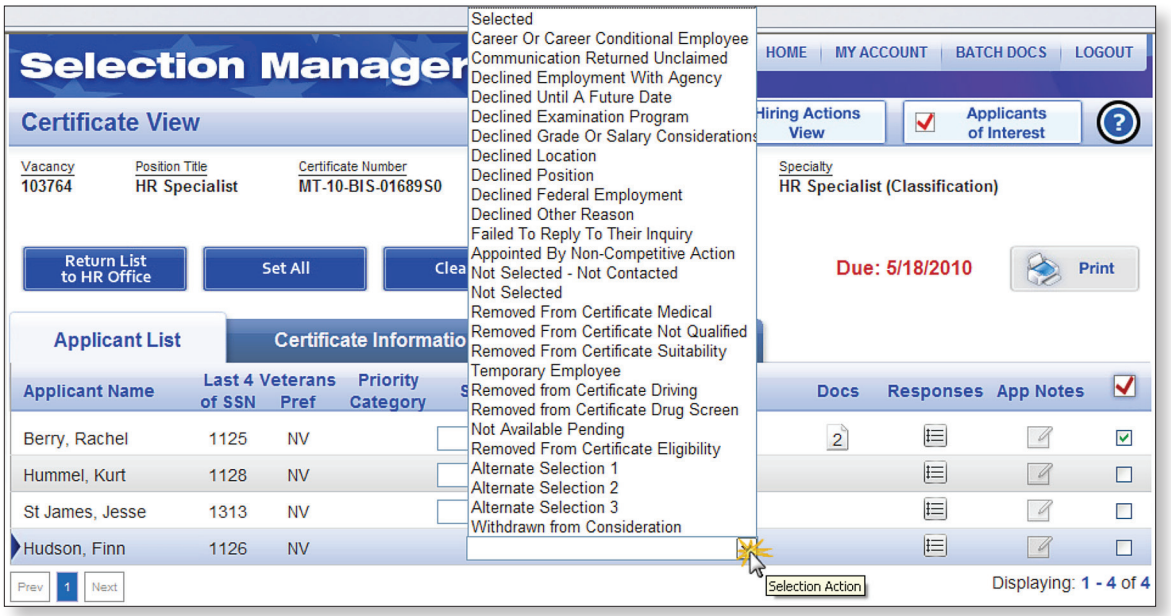


Printing Application Materials

The print function in Selection Manager provides a variety of options. You can print the Certificate/Referral List, Questionnaire Responses, and/or Supporting Documents. All print requests can be accessed by clicking the ***Batch Docs*** button on the system navigation bar. The ***Batch Docs*** button serves as a repository (storage area) for all print requests.

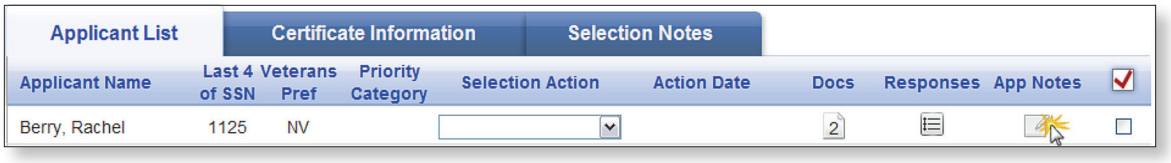
PART 5: MAKING SELECTION ACTIONS

On the ***Applicant List*** tab, you will see the ***Selection Action*** column which contains a drop-down list for each applicant on the certificate. Choose the appropriate selection action from this list for each applicant. To set multiple applicants with the same selection action, or mark a certificate as cancelled or unused, click the ***Set All*** button on this page.



PART 6: ADDING APPLICANT OR CERTIFICATE NOTES

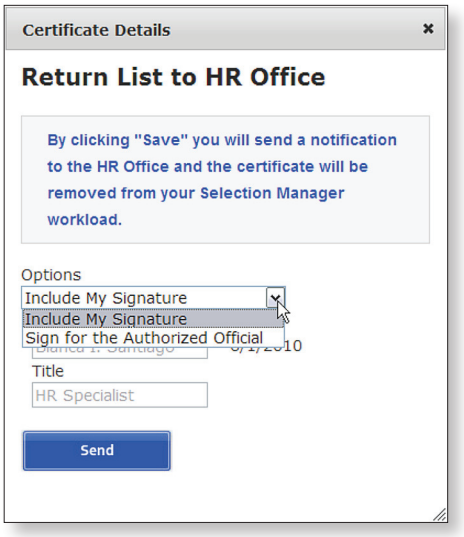
Selection Manager allows you to add notes for applicants or for the entire certificate. The applicant notes feature is located on the ***App Notes*** column of the ***Applicant List*** tab. To add, view, modify, or delete applicant notes, click the icon in this column. These notes can be viewed by the servicing HR office when the certificate is returned and will be retained in USA Staffing.



The selection notes feature is located on the ***Selection Notes*** tab of the ***Certificate View*** page. In this tab you can add, view, modify, or delete selection notes at the certificate level. These notes can be viewed by the servicing HR office when the certificate is returned.

PART 7: RETURNING A CERTIFICATE TO HR

You must return certificates to the HR office for auditing purposes. To return a certificate, click the ***Return List to HR Office*** button on the ***Certificate View*** page. On the ***Certificate Details*** dialog box, select the appropriate signature option from the drop-down list. You have the option to include your signature or sign for the authorized (selecting) official if this was delegated to you. When signing for the selecting official, you must enter their ***Name*** and ***Title***. Click the ***Send*** button to return the certificate. Once you click ***Send***, the certificate will be removed from the ***Hiring Actions*** list on your ***Home*** page. You will no longer have access to the certificate or applicants' documentation.



PART 8: UPDATING YOUR ACCOUNT

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

PART 9: GETTING HELP

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