Did you know…

In the applicant list, you can also:

PRINT a .pdf version of the certificate with the "Print" button

UPLOAD documents using the "Documents" button

VIEW list of other reviewers with access to your review by clicking the "Other Reviewers" button

INCLUDE a NOTE to HR or other Reviewer assigned to the Review

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Where are the icons in Internet Explorer????

You can submit a local IT ticket to request
*.USASTAFFING.GOV
Is <u>added</u> as a "trusted site"

You can also use Mozilla Firefox or Google Chrome to access USA Staffing

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USA Staffing for NAF Hiring Managers:

The Review Process (V 1.0)

Brought to you by:

LOGGING IN

1. Your servicing NAF HR Office will create an account for you.
2. You will receive an email with instructions on activating your account.
3. Click on the link in the body of the email and follow the on-screen prompts to create a password.

REVIEWING CERTIFICATES

1. Click the link in your email to begin and log in.
2. The following icons are displayed on the left side of your Hiring Manager Dashboard:

   a. **Hiring Actions** - Click this icon to view information about specific Hiring Actions.

   b. **Reviews** – Click this icon to conduct all the work on assessments, announcements, and certificates.

   c. **Alerts** – Click this icon to view system alerts (e.g., Announcement Open, Job Offer Accepted, etc.).

   d. **Profile** – click this icon to view and update your profile information (e.g., address, phone number, etc.).

   e. **Help** – Click this icon for additional descriptions of the fields displayed in the hiring manager interface.

OPENING A CERTIFICATE REVIEW

(The Certificate Review is the only REQUIRED review by AFSVC NAF)

1. In the Hiring Manager Dashboard, click on the 'Reviews' icon.
2. In the 'Review Name' column, click the appropriate hyperlink.
3. Read the review instructions entered by HR.
4. Select the certificate and click 'Review List(s)'.
5. The Applicant List will display. In the Applicant List, Hiring Managers can:

   a. Click the plus (+) icon to the left of the applicant name to view assessment responses.

   b. Click in the 'Documents' column to view Resumes, Transcripts, etc.

   c. Click in the 'Notes column' to read and/or add notes (e.g. date contacted, date of interview, selection reason, etc.).

   d. Use icons to mark applicants for 'Follow up', 'Reviewed', or 'Favorite'.

6. After interviewing candidates, click in the 'Selection Decision' column to input your Decision Code (e.g., Selected, Alternate , Selection, Not Selected, etc.).

   a. To document decisions for multiple applicants with the same audit code, check the box to the left of each applicant record and select 'Make Selection Decision' from the 'Apply Action' drop-down list.

7. If your permissions are set to return the Certificate, set your approval status at the bottom of applicant list (e.g., Selection Made) and click 'NEXT'.
8. On the My Assignments page, click 'Return to HR'

If another reviewer returned the certificate, the selection decision will be gray and cannot be changed

OPENING A JOB OPPORTUNITY ANNOUNCEMENT REVIEW

(Optional: At Hiring Manager's request)

1. In the Hiring Manager Dashboard, click on the 'Reviews' icon
2. In the 'Review Name' column, click the appropriate hyperlink

   a. A Review may contain multiple assignments (i.e., Assessment Questionnaire, Announcement Questionnaire, and/or Announcement Text)

3. Based on permissions set by HR for each specific review, you may make changes and your edits will be tracked by a distinct color

   a. You will be able to see other Reviewer(s) edits in other colors, if they are assigned

   b. After completing your edits, be sure to click 'Save'

4. Change the 'Approval Status' drop-down to reflect the correct status as applicable to you

   a. **Incomplete:** You have not finished the review

   b. **Approved:** You approve what HR provided for review

   c. **Approved Pending Changes:** You approve what HR provided for review only after your changes are made

   d. **Rejected**: You do not approve what HR provided (with a Note in the Notes section on why)

5. Click 'Save'
6. Once your Review is saved and you return to the 'Overview' page a **green check mark** will indicate you have completed that Review assignment. A **red X** would indicate there is still something to complete within your review.
7. If your permissions are set to return the review, click 'Save' and then 'Return to HR'.