



**USA Staffing®**  
*Great Government Starts Here®*

USA Staffing Upgrade

# Hiring Manager Quick Reference Guide

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**OPM HR SOLUTIONS**  
*by government, for government*

**U.S. Office of Personnel Management**  
1900 E Street, NW, Washington, DC 20415

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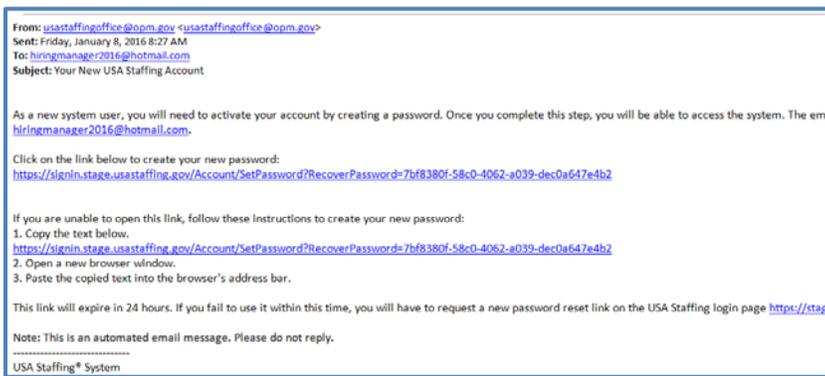
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## Overview

This document provides an overview of USA Staffing for Hiring Managers or other SMEs. The USA Staffing system allows 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 are able to share notes, review assessment and announcement information, review applicant documents, and collaborate on certificates/new hires all within one system. How the system is utilized can vary by Agency and can be adapted to meet the needs of your Agency and HR Office’s business processes.

## Logging In

Your Agency’s HR Office will create an account for you to log into the USA Staffing system. Once an account is created, you will receive an email with instructions on activating your account. Click on the link in the body of the email and follow the on-screen prompts to create a password. Upon the first time logging in, you will be asked to accept the system’s Rules of Behavior.



**Password Requirements**

- Must be at least 12 characters
- Must not contain spaces
- Must not contain invalid special characters
- Must match Confirm Password
- Must not contain any four consecutive characters from your email address or your full name
- Must include three of the following four attributes:
  - Upper case: A-Z
  - Lower case: a-z
  - Numbers: 0-9
  - Special characters: #@\$%&\*+=?:(){}[]"

**Note:** You will only need to activate your account the first time you log in. After the initial setup you will be able to access the system directly using your email address and password. If

you have already activated your account and do not remember your password, you may click the “Reset Password” link on the login page to reset it. If you have not logged into your account in more than 365 days, your account will be disabled. Use the “Reset Password” link to reset your password and re-activate your account.

## Hiring Actions List

Once logged in, you will be brought to the **Hiring Actions List**, which is your home page in USA Staffing. This page is where you can view the status of hiring actions for which you are the hiring manager, and also where you may [initiate a new hiring action request](#) if your Agency decides to use this functionality as part of their business process.

Request Number	Position Title	Pay Plan-Series-Grade	Locations	Status	Selected Applicant
20170502-89679	Service Maintenance Mechanic	WG-5801-8	San Antonio, TX	Active Recruitment	---
20170517-29559	Surface Maintenance Mechanic	WG-5801-10	San Antonio, TX	Pending Recruitment	---
SQ-17MAR188149	SHEET METAL MECHANIC (AIRCRAFT)	WG-3806-11	Edwards AFB, CA	Active Recruitment	---
20170313-69191	Administrative Officer	NF-1101-2	San Antonio, TX	Pending Recruitment	---
20170223-97261	IT Specialist	GS-2210-11/9	San Antonio, TX	Pending Recruitment	---
SQ-17JAN186467	PUBLIC AFFAIRS SPECIALIST	GS-1035-12	MacDill AFB, FL	Submitted	---
20170501-50307	Human Resources Specialist	GS-0201-11/9	San Antonio, TX	Selection Made	Frodo Baggins
20170307-44541	Human Resources Specialist	GS-0201-11/7/9	San Antonio, TX	Active Recruitment	---
20170307-50774	Human Resource Specialist	GS-0201-11/7/9	San Antonio, TX	Selection Made	Scott Davis
20170307-15815	Human resource Specialist	GS-0201-11/7/9	Robins AFB, GA	Selection Made	Eli King Tanner

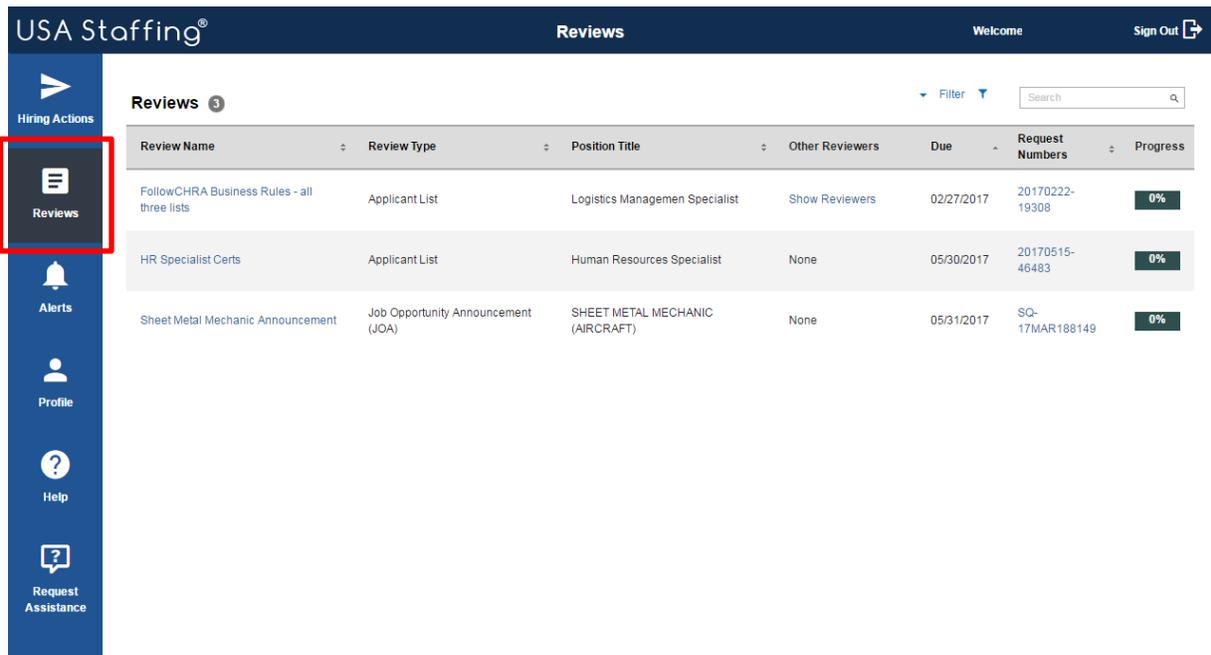
From this page, you can click the hyperlink for an individual **Request Number** to see additional details. You can also use the **Filter** option to widen or narrow the results displayed in the table. The filter options are: Customer, Requestor, Status, and/or Location.

## Receiving and Accessing Reviews

Once HR has populated the information specific to your vacancy into USA Staffing and they have assigned you a task to review, an email will be sent to you indicating you have a new Review to complete. You may either click the URL in the email or log directly into the system.



1. Select the **Reviews** icon from the left hand menu.

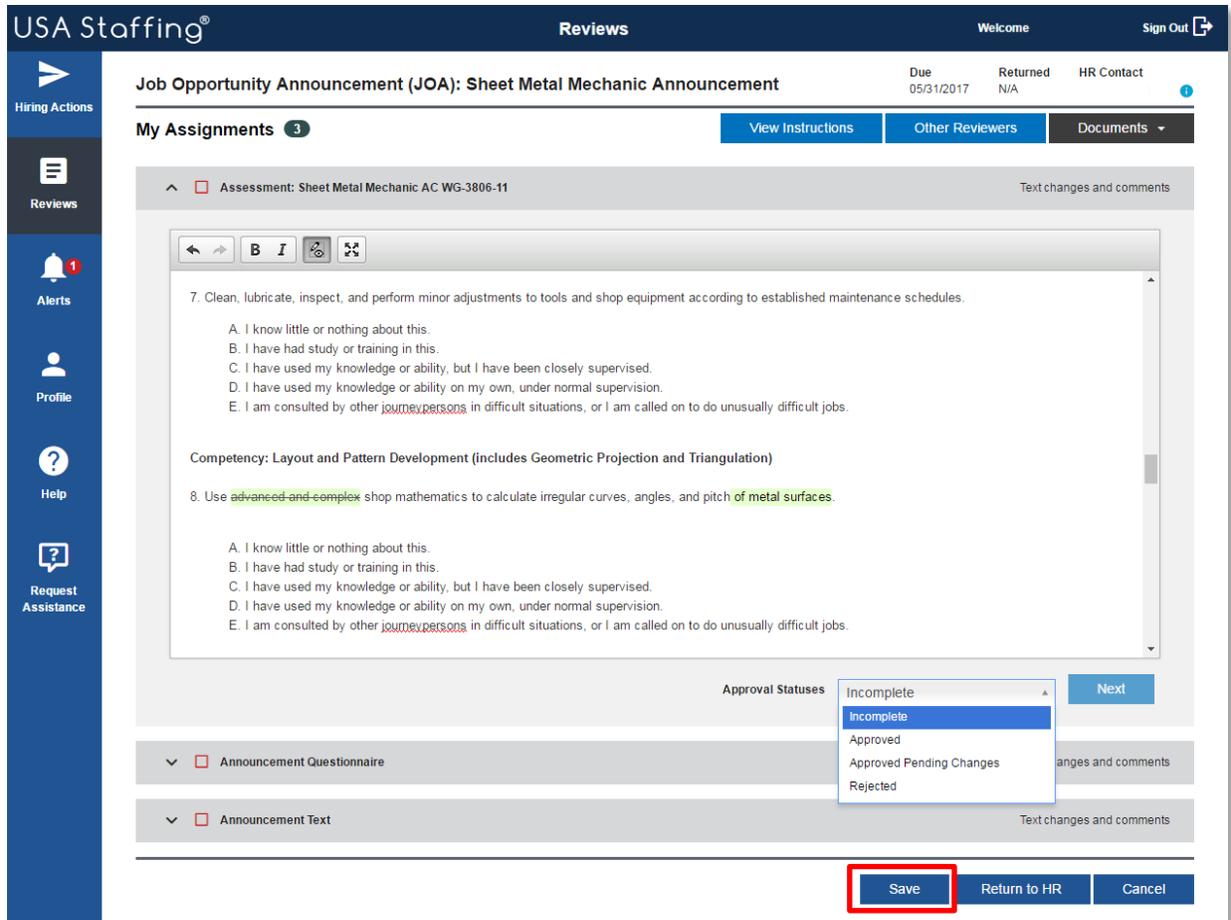


2. Each Review will have its own details and instructions regarding what actions to take during the review, the date the Review must be completed by, and position information the Review is tied to. Follow the instructions entered by your HR Office, if applicable.
3. The Review Type column will identify which type of Review you have been assigned. You may see an **Applicant List** Review which includes list(s) of eligible applicants that have been referred for selection consideration, or a **Job Opportunity Announcement (JOA)** Review which can include the assessment, announcement text and/or the announcement questionnaire. A single Review may also contain multiple assignments (i.e., Assessment Questionnaire, Announcement Questionnaire, and/or Announcement Text).

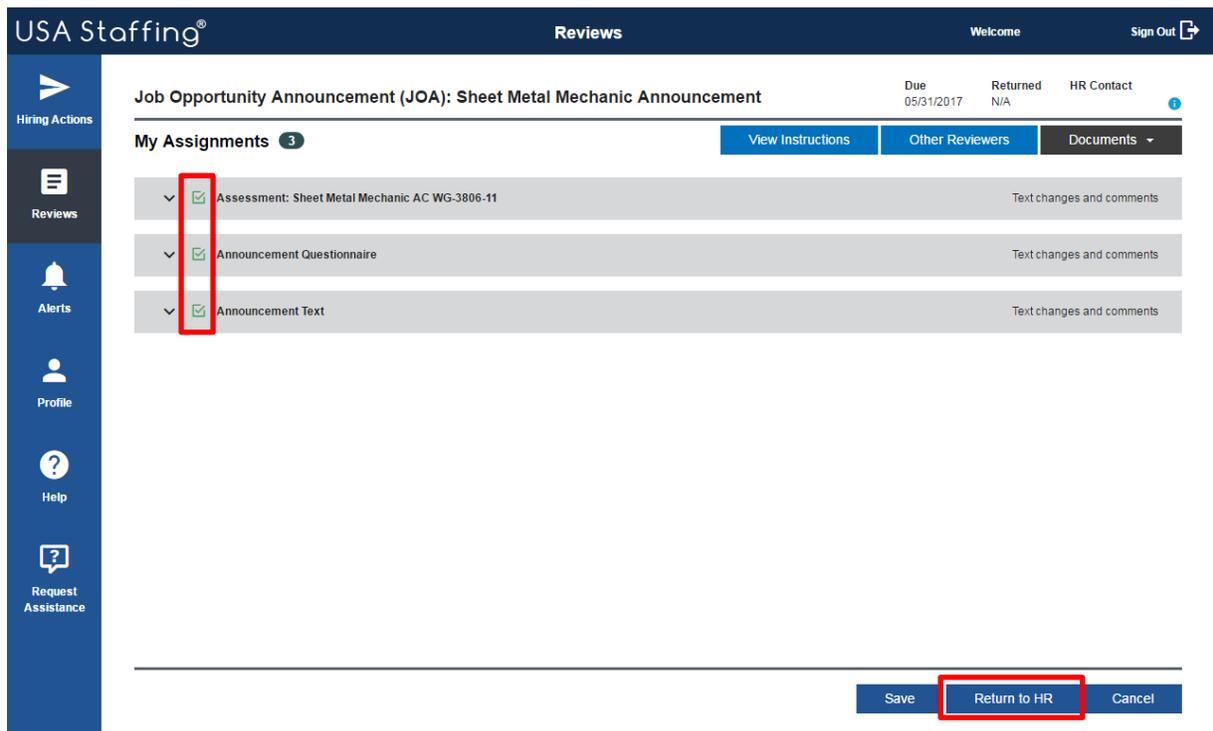
## Reviewing the Announcement and Assessments

1. Click the hyperlink under the Review Name column to open the Job Opportunity Announcement (JOA) review, and follow the instructions entered by your HR Office, if applicable.

2. If you have been given the permissions to make changes, your edits will be tracked by a distinct color. You will be able to see other Reviewer(s) edits in other colors if they are assigned. After completing your edits, be sure to click **Save**.
3. Change the **Approval Status** drop-down to reflect the appropriate status, and click **Next** to proceed to the next review assignment.
  - 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 of this information.



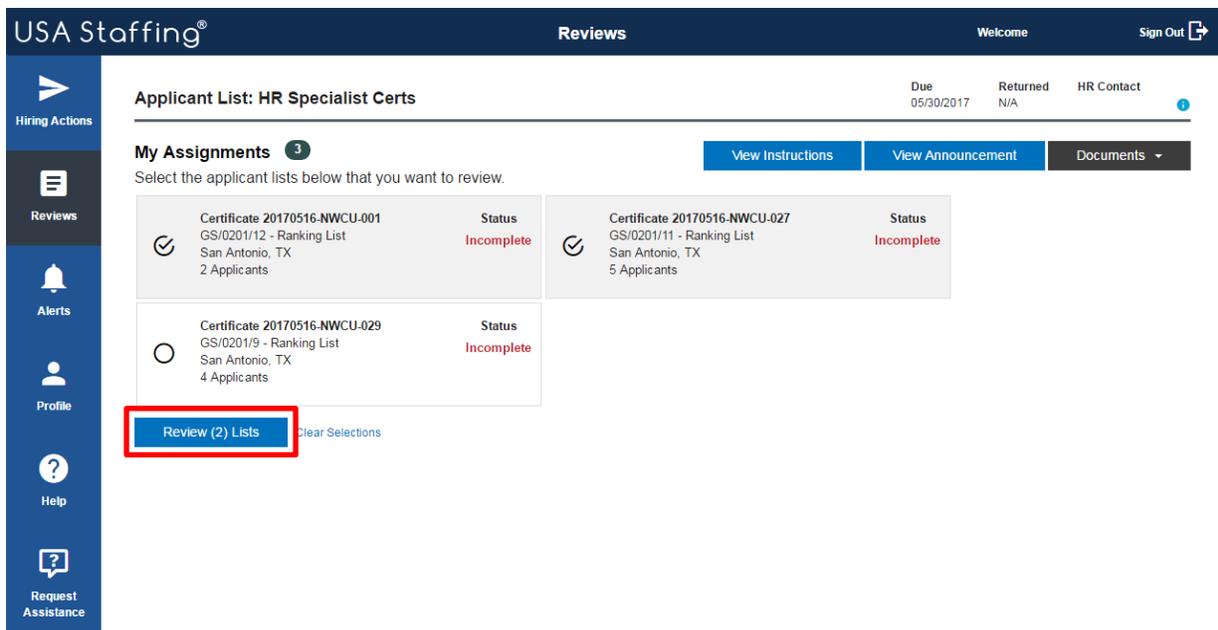
4. As you complete each Review assignment (i.e., Assessment, Announcement Questionnaire, and/or Announcement Text) you will see a green check mark which indicates you have completed that assignment. A red checkbox next to a Review assignment indicates the Approval Status is not yet complete.
5. Documents added by the HR office can be viewed, and additional documents can be uploaded to the Review by clicking the **Documents** button in the right top corner of the page.
6. When all the Review assignments have a green check mark next to them, and if your permissions allow, click **Return to HR** to return the Review. If you do not see this option, you are finished when the all Review statuses are complete.



7. 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.

## Reviewing Applicant Lists

1. Click the hyperlink under the Review Name column to open the Applicant List review, and follow the instructions entered by your HR Office, if applicable.
2. Select the Certificate Number(s) you'd like to review and click the **Review Lists** button.



- 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. A basic display of the applicant information is included on this page. You may access additional applicant information by expanding the row using the + icon. If you prefer to review the certificate information in a hard copy format, click the **Print** button.

USA Staffing® Reviews Welcome Sign Out

Applicant List: **HR Specialist Certs** > View Lists Due 05/30/2017 Returned N/A HR Contact

Applicant Lists Certificate 20170516-NWCU-001 Certificate 20170516-NWCU-027 Documents ▾

Applicants 5 PayPlan/Series/Grade: GS/0201/11 Location(s): San Antonio, TX View Instructions Print

<input type="checkbox"/>	Applicant Name	Rating	Vet Preference	Selection Decision	Documents	Notes	Request Number	Date Certified	Interested
<input type="checkbox"/>	+ Baggins, Frodo	93		No Decision	<span style="border: 1px solid gray; border-radius: 50%; padding: 2px;">1 ▾</span>	<span style="border: 1px solid gray; border-radius: 50%; padding: 2px;">0 ▾</span>		5/16/2017	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	+ Duck, Daisy	95		No Decision	<span style="border: 1px solid gray; border-radius: 50%; padding: 2px;">1 ▾</span>	<span style="border: 1px solid gray; border-radius: 50%; padding: 2px;">0 ▾</span>		5/16/2017	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	+ Mouse, Milky	92		No Decision	<span style="border: 1px solid gray; border-radius: 50%; padding: 2px;">1 ▾</span>	<span style="border: 1px solid gray; border-radius: 50%; padding: 2px;">0 ▾</span>		5/16/2017	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

Approval Status: Incomplete ▾ Next

Back to Assignments

- Click the + icon to the left of the applicant's name to view their **Eligibility** and **Assessment** responses.
- Click the **Documents** drop-down within the Applicant's row to review supporting documents, including their resume.

USA Staffing® Reviews Welcome Sign Out

Applicant List: **HR Specialist Certs** > View Lists Due 05/30/2017 Returned N/A HR Contact

Applicant Lists Certificate 20170516-NWCU-001 Certificate 20170516-NWCU-027 Documents ▾

Applicants 5 PayPlan/Series/Grade: GS/0201/11 Location(s): San Antonio, TX View Instructions Print

<input type="checkbox"/>	Applicant Name	Rating	Vet Preference	Selection Decision	Documents	Notes	Request Number	Date Certified	Interested
<input type="checkbox"/>	+ Baggins, Frodo	93		No Decision	<span style="border: 1px solid gray; border-radius: 50%; padding: 2px;">1 ▾</span>	<span style="border: 1px solid gray; border-radius: 50%; padding: 2px;">0 ▾</span>		5/16/2017	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	+ Duck, Daisy	95		No Decision	<span style="border: 1px solid gray; border-radius: 50%; padding: 2px;">1 ▾</span>	<span style="border: 1px solid gray; border-radius: 50%; padding: 2px;">0 ▾</span>		5/16/2017	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	+ Mouse, Milky	92		No Decision	<span style="border: 1px solid gray; border-radius: 50%; padding: 2px;">1 ▾</span>	<span style="border: 1px solid gray; border-radius: 50%; padding: 2px;">0 ▾</span>		5/16/2017	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

**Documents**

Filter by Document Name:

Document Name	Document Type	Received
<span style="border: 1px solid red; padding: 2px;">Resume</span>	Resume	5/26/2017 17:0...

Next

Back to Assignments

- Click the **Notes** drop-down if you would like to read or input notes for other Reviewers and/or the HR Office. Click the + icon to add a new note, then click Save.
- Click to toggle the icons to the right in each Applicant's row per your Agency's policy. Your HR Office will inform you of any business processes they have identified for using these options. If no business processes have been identified, you may use them to denote follow-up actions with a candidate, indicate whether you have reviewed the candidate, and/or designate candidates of interest.
- To document a selection decision for an individual applicant, click the No Decision hyperlink to pull up the **Selection Decision** box.



**Selection Decision** ✕

Decision Code

Hiring Action Number

Duty Location

Position Description Number

Series

- To document selection decisions for multiple applicants with the same selection decision code, check the box to the left of all appropriate applicant records and select **Make Selection Decision** from the **Apply Action** drop-down list.
- When all interviews have been conducted as applicable and selection decisions have been made, enter the outcome for each certificate using the **Approval Status** dropdown. If multiple certificates were selected, you can use the **Next** button to navigate between certificates.

USA Staffing® Welcome [Sign Out](#)

**Reviews**

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Applicant List: **HR Specialist Certs** > View Lists Due 05/30/2017 Returned N/A HR Contact 1

Applicant Lists 2 Documents ▾

Certificate 20170516-NWCU-001   
  Certificate 20170516-NWCU-027

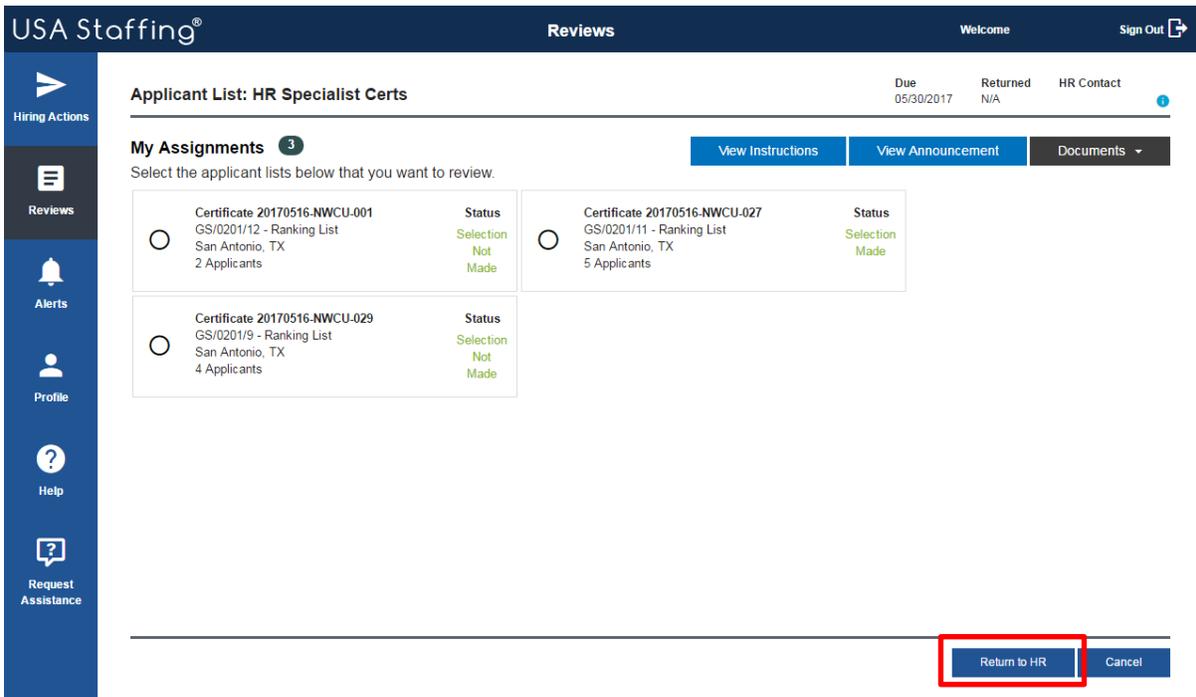
Applicants 5    PayPlan/Series/Grade: GS/0201/11    Location(s): San Antonio, TX    View Instructions    Print

<input type="checkbox"/>	Applicant Name	Rating	Vet Preference	Selection Decision	Documents	Notes	Request Number	Date Certified	Interested
<input type="checkbox"/>	+ Baggins, Frodo	93		No Decision	<input type="text" value="1"/>	<input type="text" value="0"/>		5/16/2017	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	+ Duck, Daisy	95		No Decision	<input type="text" value="1"/>	<input type="text" value="0"/>		5/16/2017	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	+ Mouse, Milky	92		No Decision	<input type="text" value="1"/>	<input type="text" value="0"/>		5/16/2017	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

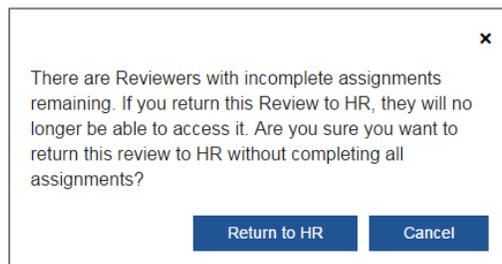
Apply Action ▾
Approval Status:

Make Selection Decision  
 Print Documents  
 Add Notes

- Documents added by the HR office can be viewed, and additional documents can be uploaded to the Review by clicking the **Documents** button in the right top corner of the page.
- Once selection decisions for all certificates are documented, click the **Back to Assignments** button. 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.
- When all certificate assignments are complete, and if your permissions allow, click **Return to HR** to return the Review. If you do not see this option, you are finished when the all statuses are complete.



- 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.



## Requests for Hiring Action

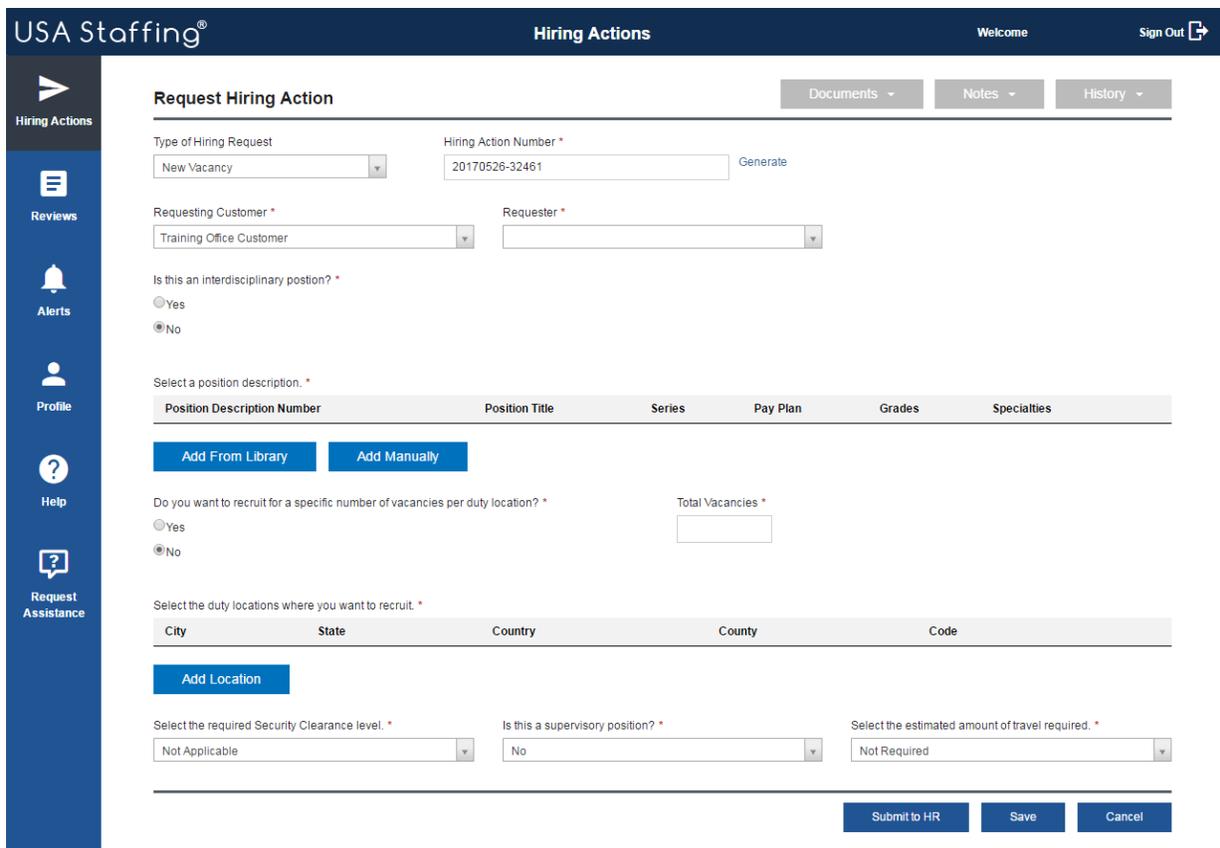
Requests mark the initiation of the recruitment process within USA Staffing. A Request is equivalent to a Request for Referral of Eligibles (SF-39) or a Request for Personnel Action (SF-52). Each Agency may use Requests in USA Staffing differently; please refer to your HR Office for Agency specific business processes.

On the Hiring Actions home page, you will see all requests related to the Customer(s)/Office(s) to which you have been assigned. Your HR Office may initiate the Requests, or if your Agency policy and permissions allow, you can create new requests by following the steps below.

1. To initiate a new Request, click the **Request Hiring Action** button.



2. On the Request Hiring Action page, select the appropriate **Type of Hiring Request**, and enter the **Request Number** or click **Generate** to designate a USA Staffing-generated number. Please check with your HR Office to determine your Agency's policy on Request numbering protocols. Each Request number must be unique and can only be used once. Valid characters include A-Z, 0-9, and hyphen (-) and can be up to 100 characters.



3. Select the **Requesting Customer** from the drop-down list. If you do not see the appropriate Customer to assign to the request, contact your HR Office.
4. If the position is interdisciplinary, choose Yes from the options provided. You may select the PD information by using the **Add From Library** option or enter the information by selecting the **Add Manually** button. To add multiple positions associated with a single Request, repeat this step. This is typically used for multi-grade/career ladder positions.

5. Indicate if you would like to recruit for a specific number of vacancies per duty location. If leaving this option defaulted to **No**, enter the number of vacancies you wish to fill through this request in the Total Vacancies field. Selecting **Yes** will allow you to enter specific values per location.
6. Add duty location(s) by clicking the **Add Location** button, identifying the appropriate search field(s), and clicking the **Search** button. Mark the checkbox next to a location and click **Add** to include your selection in the Request.
7. Fill in the position settings from the Security Clearance, Supervisory Position, and Travel Required dropdown menus as appropriate.
8. Once the request is saved, **Documents** can be uploaded using the button at the top right section of the page. *Note: Documents cannot be uploaded to a request after it has been submitted to HR.*
9. Once saved, **Notes** can also be entered using the button at the top right corner of the page.
10. Click **Save** to leave the Request in an *Incomplete* status for later review and submission, or click **Submit to HR** to finalize the Request and transmit it to the HR Office. Submitting the Request will forward the action to your HR Office for review and action.

## Additional Help

For questions or comments around the content of a Review assigned to you or for questions regarding the business processes for your Agency, please contact your HR Office. To further clarify system processes and to troubleshoot issues with system functionality, click the **Help** icon to review detailed information about the page currently open.

If you need further assistance after reviewing the online help, and if your permissions allow, you may submit a Help Desk Ticket to the OPM USA Staffing Program Office by clicking the **Request Assistance** icon.

The screenshot displays the USA Staffing Hiring Actions interface. The top navigation bar includes the USA Staffing logo, the title "Hiring Actions", and user information "Welcome, Maria Ahmad!" with a "Sign Out" link. The main content area shows a table of hiring actions with 19 items. The table columns are Request Number, Position Title, Pay Plan-Series-Grade, Locations, Status, and Selected Applicant. The sidebar on the left contains icons for Hiring Actions, Reviews, Alerts, Profile, Help, and Request Assistance. The Help and Request Assistance icons are highlighted with a red box.

Request Number	Position Title	Pay Plan-Series-Grade	Locations	Status	Selected Applicant
20170502-89679	Service Maintenance Mechanic	WG-5801-8	San Antonio, TX	Active Recruitment	--
20170517-29559	Surface Maintenance Mechanic	WG-5801-10	San Antonio, TX	Pending Recruitment	--
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20170223-97261	IT Specialist	GS-2210-11/9	San Antonio, TX	Pending Recruitment	--
SQ-17JAN186467	PUBLIC AFFAIRS SPECIALIST	GS-1035-12	MacDill AFB, FL	Submitted	--
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20170307-15815	Human resource Specialist	GS-0201-11/7/9	Robins AFB, GA	Selection Made	Eli King Tanner