

MODULE 1: SCOPE AND RATIONALE (HM/HR/ADMIN)

Module 1: Scope and Rationale (HM/HR/ADMIN)

Welcome

Purpose of this Training

This course is a high-level overview of the Job Announcement Express, or JAX module and its features, and instruction on how you will use the JAX module to create job announcements for your open positions.

Length of Training

This course is approximately 3 hours in length, and is comprised of classroom instruction, exercises that you will work through either individually or in small groups, and scheduled breaks.

Who should take this Training

This training is appropriate for anyone who is new to the JAX module, and who is responsible for creating job announcements for the US Fish & Wildlife Service.

Agenda:

This is a 3-hour long course, and should approximately follow the below schedule:

- Module 1 (Scope and Rationale): 5 minutes
- Module 2 (Getting Started in HCMS): 35 minutes
- Module 3 (Create a Job Announcement): 65 minutes
- Module 4 (HR Functions within JAX): 15 minutes
- Module 5 (Admin Functions within JAX): 20 minutes

Overview of the Training

What you'll be able to do when you complete the training

When you have completed this course, you should be able to login to the JAX module, create a new job announcement (either brand new or from an existing job announcement), and then work through the required steps to submit the job announcement (generated in the JAX module) for review, approval, and final export to USA Staffing.

Overview of each Module (e.g. what is covered in each)

Module 1: Scope and Rationale

This module provides information on the training objectives, what users should be able to do when they have completed the training, how long the training takes, and how to use the provided course materials.

Module 2: Getting Started in HCMS

This module provides background information on how the Human Capital Management System, or HCMS, links both the PD Express and JAX modules together, and how JAX interfaces with USA Staffing. You'll also learn how to access JAX via HCMS, and explore the JAX menu options in this module.

Module 3: Create a job announcement

This module provides you with the information and instruction so that you can create a new job announcement from scratch, as well as from an existing job announcement. There are three steps to creating a job announcement– 1. Create the Job Analysis; 2. Create the Job Questionnaire; and 3. Create the Category Ratings. All three will be covered in detail in this module. Also, you'll find quite a few exercises in this module, to ensure that you understand the materials and information presented to you.

Module 4: HR Functions within JAX

This module is intended only for HR and ADMIN users of the JAX module, and provides details on HR and functions within JAX.

Module 5: Admin Functions

This module is intended only for JAX administrators, and includes information on admin functions within the JAX module, and support desk features.

About The Course Materials

About this Course

This course is a high-level overview of the Job Announcement, or JAX module, its features, and instruction on how you will use the JAX module to create job announcements for your open positions.

This course is approximately 3 hours in length, and is comprised of classroom instruction, exercises that you will work through either individually or in small groups, and scheduled breaks.

You will notice that this course has common instruction (Modules 1, 2, and 3) that will be used by Hiring Managers, HR, and Administrators, as well as instruction that is specific to HR (Module 4) and instruction specific to JAX Administrators (Module 5). You will only participate in the training that is specific to your individual role.

Course Materials

Your materials consist of a Participant Guide (also called your workbook), and Activity Sheets to help you work through exercises. Since you will be required to use the JAX module upon your return to your duty location, it's important that you take notes, highlight important sections – in order to help you use the JAX module later. Additionally, materials may be downloaded from the Help section of

the JAX module, where training is updated, as new information becomes available. This Participant Guide consists of a complete set of information tailored to give you a basic understanding of the purpose and use of the JAX module. And, this Guide is designed to allow you to replace outdated sheets as necessary – so that you can always be sure to refer back to the most updated information available.

Exercises

Throughout this Guide there will be hands-on activities so that you can practice using the JAX module's features and functions as you learn about them. These exercises go hand-in-hand with the Activity Sheets that you have also been provided as part of your course materials.

Activity Sheets

The Activity sheets are for you to use throughout the course to complete the exercises that you will need to perform in order to ensure that you understand how to use the JAX module.

EXERCISES



Test your knowledge with course exercises that allow you to practice using the JAX module. Scenarios and prompts will be provided in the sidebar for each exercise.

On Track and Help Sidebars

There are a few items that you'll see in the sidebar of this guide, which you can use to ensure you understand the information being presented. These are the On Track and Help areas.

On Track

This information is comprised of tips and answers to frequently asked questions about JAX processes, strategies, and rules essential to success within JAX.

If you encounter an unexpected issue, check the sidebar for the On Track area, to see if there is a tip, an explanation, or an answer to the question in your mind. Note that the On Track information is provided to help you get back, and stay on track.

ON TRACK....

If you encounter an unexpected issue, check the sidebar for explanations of common misconceptions or business logic.

Help

This information provides tips on how to use the technology most efficiently and effectively. This includes more detailed information that you might use later, helpful websites, and detailed information that you might be able to use if you get stuck.

? HELP

HELP sidebars contain tips and detailed information that you might be able to use if you get stuck.

HCMS Environments

In technical terms, “Environments” are locations in which a given piece of software resides. For HCMS, there are two “environments” – Training, and Production.

The Training environment allows you to practice within the HCMS systems (PD Express and JAX) without any of the data that you input actually going “live” or being published to the system of record.

The Production environment, on the other hand, is the LIVE environment which is accessible by all of FWS, and from which actual live PD Express data and real Job Announcement data resides. This is the system of record, which feeds data to USA Staffing and USA Jobs, and should be used only when you have a bona fide vacancy which you need to fill.

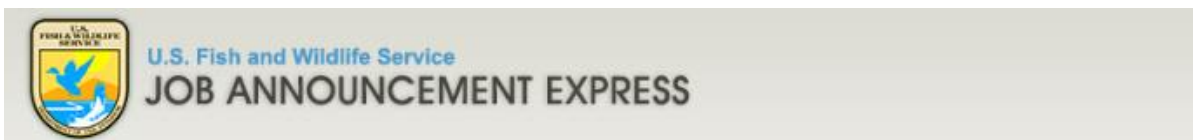
The links to the Training and Production environments are:

TRAINING: <https://hcms.fws.doi.net/Training>

PRODUCTION: <https://hcms.fws.doi.net/>

Conclusion

This completes Module 1: Scope and Rationale. You’re now ready to get started with Module 2: Getting Started in the HCMS.



MODULE 2: GETTING STARTED IN HCMS (HM/HR/ADMIN)

Module 2: Getting Started in HCMS (HM/HR/ADMIN)

Understanding the FWS HCMS System and how PD Express and JAX interface with one another is quite important background before starting the job announcement creation process. And, it's important to understand the JAX Module and how to navigate in it to ensure that you can use the JAX module to its fullest benefit.

What is HCMS?

HCMS is the Human Capital Management System used by US Fish & Wildlife for the purposes of managing job positions, their descriptions, and related open position announcements. Within the HCMS system, there are three modules available – PD Express, JAX, and ADMINISTRATION (for users with Administrative rights). PD Express allows for the creation and storage of position descriptions (such as knowledge required by the position, and selective factors). PD Express allows managers and supervisors to establish critical positions and JAX allows these managers and supervisors to staff critical positions and hire the right people by providing them with an automated suite of relevant and reliable reference materials that pre-populate relevant data. PD Express pre-populates PDs based on the users' inputs, while JAX pre-populates the job analysis, job questionnaire, and category rating components based on the PD and the user's inputs. Together, PD Express and JAX streamline the defining of the position, and the recruiting and hiring for the position.

U.S. Fish and Wildlife Service
HUMAN CAPITAL MANAGEMENT SYSTEM

Logged in as: admin PDExpress
[Logout](#) | [Home](#)

PD EXPRESS | JOB ANNOUNCEMENT EXPRESS | ADMINISTRATION

PD Express

PD Express is an automated, web-based tool that managers can use to create and store position descriptions and job analysis components (such as knowledge required by the position and selective factors). The tool puts managers and supervisors in the Driver's Seat for establishing critical positions and hiring the right people for their organizations by providing them with an automated suite of relevant and reliable reference materials that pre-populate PDs and job analysis components based on their input. PD Express also has a workflow component to streamline the PD certification and classification process, thereby dramatically improving the hiring process for FWS.

For example, PD Express features a data repository which houses approved, existing position descriptions and standard position descriptions for each organization and allows managers to utilize those documents to generate PDs and job analysis components.

To access online training course modules on DOI Learn, [click here](#) and search the catalog for 'PD Express'.

[ENTER](#)

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How the JAX module interfaces with PD Express and USA Staffing for Recruiting purposes

The JAX module and the PD Express module are partners in the US Fish & Wildlife Classification and Recruitment portions of the Hiring Process. Where PD Express allows users to input information to define an open position within the organization, JAX takes information such as duty location, duties of the position, and KSAs for the position from the PD in PD Express, and pre-populates them into the job announcement record. This ensures that the two modules work together to define the position (in PD Express) and then quantitatively identify the position for recruiting purposes (in JAX).

USA Staffing is the one-stop shop for the US Fish & Wildlife's recruiting needs. Job announcements are exported to USA Staffing, and then posted on USA Jobs, where candidates can review the open positions, and apply to those that they deem suitable.

With regard to JAX, once a job announcement record is completed in the module, it can be exported to USA Staffing. Doing so allows the position to be viewable in USA Jobs, applied to by potential candidates, and allows these candidates to be ranked based on a series of factors identified in the JAX module. This is quite beneficial, as this ranking of selective factors identified in JAX, is used by USA Staffing to rank candidates so that the most qualified candidates are identified automatically.

HELP

For login and access errors, the proper action is to contact your Regional Administrator for assistance. Click Support Desk on the bottom of the JAX screen to log a request/issue. You can help your Regional Administrator track the problem more quickly if you provide the error message in your request.

HELP

For security reasons, JAX is set to automatically log out inactive users after 30 minutes of inactivity.

Logging in to JAX

To login to JAX, you must actually login to the HCMS module by accessing <https://hcms.fws.doi.net/training>.

Clicking the Enter button presented when you first come to the Welcome Screen displays the Notice of Monitoring page. Be sure to read the notice, as failure to understand and adhere to the terms of use of PD Express and JAX can result in disciplinary action, including job termination. After reading the Notice of Monitoring screen, click the Accept button to indicate your understanding and agreement to comply with the notice.

Your login to the JAX module is synchronized with your Active Directory account (e.g. user_name@fws.gov). Access, modifications, and approvals in JAX are tracked using your login, and it's important to note that if your network password changes, so too will your JAX password.

To login:

1. **Enter your user name** (e.g. user_name@fws.gov)
2. **Enter your Active Directory password**
3. **Click Login.**

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After logging in, you will see the Home Page – which displays either two or three tabs across the top, based on your permissions. At a minimum, you will see the PD Express and the JAX tabs. If your permissions allow, you will also see the Admin tab.

4. Click on the JAX tab, and you will see a brief description of the module as well as some of the benefits and features of the JAX module.
5. Click the ENTER button to enter the JAX module.

After entering the JAX module, you will see the JAX Home Page – which displays the “My Tracker” dashboard. This is where you will manage your In-Progress job announcements, as well as where you will begin to create new job announcements.

Explore “Menu” Options

Within JAX, there are only two menu items at the top of the screen. These are “MENU” and “ABOUT”. Each of these two items has drop-down items that are available for navigating through the JAX Module. Let’s explore the “MENU” options:



My Tracker

Once logged in, this is the dashboard that shows the status of in-progress job announcements. This is where you will manage your in-progress job announcements.

Create

This section allows you the option of creating a job announcement, either by creating new, or by copying from an existing published job announcement.

Search

This section allows you to search for information using a Basic, Keyword, or Advanced Search. Basic searches allow you to search using a JAX ID, PD Express PD ID, FPPS PD number, or Vacancy ID. Key word searches allow you to search using keywords that you define for the Job Analysis, Category

Rating, or Job Questionnaire for a published job announcement. The Advanced Search allows you to search for a job announcement using the Job Series and JAX status – and provides areas to identify the job announcement for which you are searching in more detail – including areas to enter information such as the Grade, OPM Title, Region, Organizational Code, or Author. Regardless of what method you use to search, search results will appear at the bottom of the Search window, where you can use them to find appropriate published job announcements from which you can create a new job announcement, or find in-progress job announcements that you wish to work with.

Explore “ABOUT” Options



References

This section contains additional materials to assist you when you are using JAX, such as links to training materials and process guidelines.

FAQ

This section provides a listing of Frequently Asked Questions, and their answers. Hopefully, if you have a question, you can find the answer quickly in the FAQs section.

Help

This section includes PDF versions of the JAX training files and the quick reference guide.

What's New

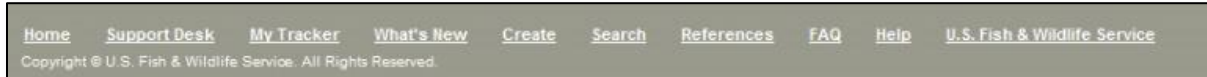
This section provides announcements of new features and functions to the JAX module.

Logout and Home

Finally, there are Logout and Home links in the upper right corner of the screen. Logout allows you to logout of the HCMS entirely. Choosing this logout link will require you to log back in to HCMS if you wish to continue working in either PD Express or JAX. The Home link will return you to the HCMS home screen where you can choose to enter either PD Express or JAX – or Admin if you have administrative rights.



Links at the bottom of the screen



There are links at the bottom of the JAX window to Home, Support Desk, My Tracker, What's New, Create, Search, References, FAQ, Help, and a link to the U.S. Fish & Wildlife home page. These all perform the same functions as those mentioned above, and are provided as a redundant method by which you can access those areas.

****You Try It ** EXERCISE**

Login to JAX and Explore the Navigation

Upon completion of this exercise, you will have successfully demonstrated use of your username and password to access JAX. Once logged in, take the opportunity to become familiar with navigation using the menu. Click ABOUT, and then References, FAQs, Help, and What's New. Then click MENU and click on My Tracker, Create, and Search to access respective screens.

My Tracker Dashboard – In Detail

Now, let's look at the My Tracker Dashboard and Search Function. Note that we won't cover the References, FAQs, Help, or What's New, since those are pretty self-explanatory. And the Create menu option will be covered in detail in Module 3: Create a Job Announcement.

ON TRACK....

The **Support Desk** allows users to log requests for administrative activities into the Issue Tracker.. The issue tracker functions exactly as in PD Express, with the addition of JAX issues that can be logged as well, to make the Issue Tracker relevant to the entire HCMS System.

YOU TRY IT

1. Access the JAX Training Site at <http://hcms.fws.doi.net/training>
2. Click Enter
3. Read the Notice and Click ACCEPT
4. Enter your FWS Active Directory Username and Password.
5. Click OK.
6. Click on the JAX Tab
7. Click ENTER
8. Click ABOUT and then browse the links presented there.
9. Click MENU and browse the links presented there.

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U.S. Fish and Wildlife Service

JOB ANNOUNCEMENT EXPRESS

Logged in as: Sup PDExpress

[Logout](#) | [Home](#)

- MENU

- ABOUT

JAX Tracker

ACTION	JAX ID	GRADE	TITLE	ORG CODE NEW (OLD)	CREATED	CREATED BY	UPDATED	UPDATED BY	WORKFLOW STATUS	SCHEDULE STATUS
There are no Job Announcement Packages to track.										

ON TRACK....

You can sort the My Tracker dashboard to allow you to more easily find the job announcement you need.

To sort each column, click on the column heading.

A sorted column will display a small arrow icon to indicate an ascending or descending order.

The My Tracker dashboard lists job announcements that are currently in progress and viewable based on account roles and access rights. If you are a Hiring Manager, when you login to JAX the first time, your My Tracker dashboard will be empty, since you will have no in-progress job announcements. Once you get started in the system though, your in-progress job announcements will display in the My Tracker for viewing and/or editing. Now, let's take a few moments to explore the My Tracker dashboard.

Action

ACTION

This column provides a dropdown list of the actions that you can take for each of the in-progress job announcements listed in the My Tracker Dashboard. The options available depend on the job announcement status as well as your account settings (options include: View, Edit, Continue Edit, and Finish Edit.)

JAX ID

JAX ID

This column provides an auto generated number unique to each job announcement. This number is useful when referring to your job announcements or using the SEARCH function to search for it.

Grade

GRADE

This column provides the pay grade at which you plan to advertise the position (OPM enforces a maximum of 2 pay grades).

Title

TITLE

This column provides the OPM Title of the position (usually derived from the PD) during the JAX creation process).

Org Code New (Old)

ORG CODE NEW (OLD)

This column provides the new FBMS Org Code number and the original Org Code (old organization code) for the same position (for historical purposes).

Created / Created By

CREATED	CREATED BY
---------	------------

These two columns provide the date on which the job announcement was created, and the name of the individual who initiated the job announcement.

Updated / Updated By

UPDATED	UPDATED BY
---------	------------

These two columns provide the date of the last update to the job announcement, as well as the name of the individual who last updated the job announcement.

Workflow Status

WORKFLOW STATUS

This column provides the current workflow status of the in-process job announcements.

Draft: The job announcement is initiated by the Creator.

Review: The job announcement is in review by HR for Compliance.

Revise: The job announcement is being revised and signed by the Creator.

Final Review: The job announcement is in final review and will be signed and Published by HR.

Published: The job announcement is certified, completed and removed from the My Tracker dashboard.

Inactive: The job announcement is no longer available for use (*A job announcement can be manually set to inactive when it is no longer valid or useful.*)

ON TRACK....

The **Status** of a job announcement determines who can work on it as well as the type of possible action. A JA can be in one of 6 statuses (Draft, Review, Revise, Final Review, Published, and Inactive.)

Schedule Status

SCHEDULE STATUS

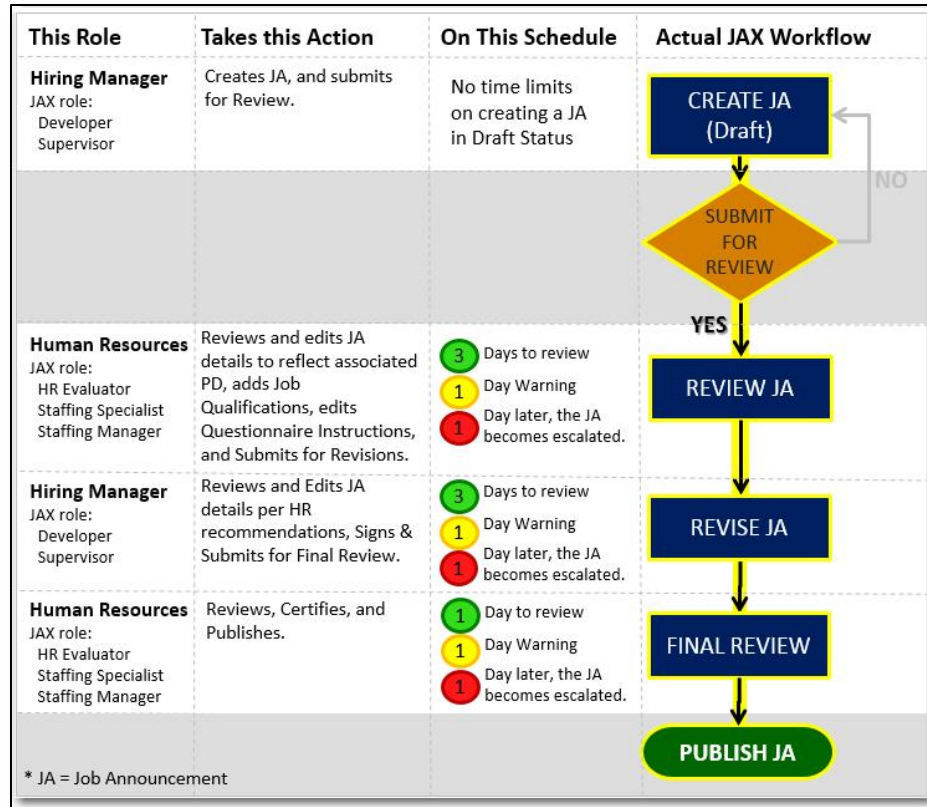
This column provides the current schedule timing relative to workflow. It can be either **On Track**,

Warning, or **Escalated**.

ON TRACK....

The **Schedule** indicates whether the job announcement is being addressed on-schedule.

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Page Count and Navigation

Although this is not a column like the rest of the items in the My Tracker dashboard, it's important to note that the My Tracker dashboard displays in-progress job announcements in groups of 10. If you have more than 10 in-progress job announcements, you will see a numerical listing of pages, as well as navigational icons to allow you to navigate between pages.

ON TRACK....

When **LOCKED**, the JA is only available for editing to the user currently working in the JA.
When **UNLOCKED**, the JA is available for access by anyone with proper permissions.

Locked/Unavailable Icon



Although this is not a column like the rest of the items in the My Tracker dashboard, this is an important icon on this screen. A job announcement is created in collaboration between the HM and HR. For this reason, more than one user may have rights to edit the same announcement at the same time. To prevent multiple users simultaneously accessing the same job announcement, the individual announcement is "locked" when another user is editing it. Note that you can mouse over the Locked icon to see who is editing the JA, and how long it has been locked.

****You Try It** EXERCISE**

Interpret the My Tracker dashboard

Upon completion of this exercise, you will have successfully demonstrated your understanding of the My Tracker dashboard. Use the screen shot and questions provided in your Activity Sheets to complete this exercise. Write your answers in the spaces provided on the Activity Sheets. When you are finished, the Instructor will review the correct answers with the class.

YOU TRY IT

1. Find the "MY Tracker" Activity Sheet at the back of this manual.
2. Review the data, and respond appropriately.
3. When you have finished, compare your answers to the Answer Key

Searching for Job Announcements

Searching for job announcements provides you with more flexibility in creating new job announcements – since you can search for existing announcements related to the PD for which you are recruiting, and use the existing job announcements either as is, or as the basis for creating a new job announcement. There are three ways that you can search the JAX module – a Basic Search, a Keyword Search, and an Advanced Search. We'll tell you about all three here.

Basic Search

The Basic Search function allows you to simply type in the number of the JAX ID, the PD Express PD number, FPPS PD number, or Vacancy ID, and click SEARCH. If results are returned that match your search criteria, they will be displayed to you.

To Perform a Basic Search:

1. Click MENU
2. Select SEARCH
3. Type in the JAX ID, the PD Express PD number, the FPPS PD number, or the Vacancy ID
4. Click SEARCH

Keyword Search

The Keyword Search function allows you to type in a keyword and then choose whether to search in Job Analysis, Category Rating, or Job Questionnaire data for results. This is especially useful when creating a new job announcement for which you need to find similar wordings or questions that are applicable from other published packages. If results are returned that match your search criteria, they will be displayed to you.

To Perform a Keyword Search:

The screenshot shows the JAX Keyword Search interface. At the top, there's a header with the U.S. Fish and Wildlife Service logo and the text 'U.S. Fish and Wildlife Service JOB ANNOUNCEMENT EXPRESS'. Below the header, there's a navigation bar with 'MENU' and 'ABOUT' links. The main content area is titled 'Search' and includes a note: '*Please note that field names with an asterisk (*) are required.' There are three tabs: 'Basic Search', 'Keyword Search' (which is selected), and 'Advanced Search'. The 'Keyword Search' tab contains a text input field for 'Keyword to Search for:' and a dropdown menu for 'Type of Document to Search on:'. A 'Search' button is located at the bottom right of the form.

1. Click MENU
2. Select SEARCH
3. Select Keyword Search
4. Select Job Analysis, Category Rating, or Job Questionnaire
5. Enter relevant Keyword(s)
6. Click SEARCH

ON TRACK....

You can view ANY Published Packages regardless of Organization. However, you may only view In-Process packages in the Organization to which you have access.

Advanced Search

The Advanced Search function allows you to define specific criteria for your search. You must choose the Job Series and Status of the job announcement when using this Advanced Search function, and you can choose whether to define the Grade, OPM Title, Region, Org Code, Author, and whether the announcement resulted in a successful hire or not, although those fields are optional.

To Perform an Advanced Search:

The screenshot shows the JAX Advanced Search interface. It has the same header and navigation bar as the Keyword Search page. The 'Advanced Search' tab is selected. Below the tabs, there's a note: '*Please note that field names with an asterisk (*) are required.' The 'Advanced Search' tab contains several input fields: 'Job Series:', 'JAX Status:', 'Grade:', 'OPM Title:', 'Region:', 'Org Code:', and 'Author:'. There are also radio buttons for 'Package Success Rate' with options 'Successful', 'Unsuccessful', and 'All'. A 'Search' button is located at the bottom right of the form.

1. Click MENU
2. Select SEARCH
3. Select Advanced Search
4. Enter the Job Series and Status of the job announcement for which you are searching

5. Optionally, you can define the Grade, OPM Title, Region, Org Code, Author, and/or whether the job announcement resulted in a successful hire

6. Click SEARCH

****You Try It** EXERCISE**

Search JAX
















Upon completion of this exercise, you will have successfully demonstrated use of the JAX Search Function.

Advanced Search Results:

When reviewing the results of an advanced Search, you can view the job announcements that are returned in the results, if any.

YOU TRY IT

1. Click MENU
2. Select SEARCH
3. On the Basic Search screen, select the JAX ID radio button.
4. Type 1010 in the Keyword Entry box.

Search Results									
ACTION	JAX ID	ORG CODE	SERIES	GRADE	OPM TITLE	UPDATED	STATUS	DOCUMENT	
 	1002	95220 FF09B12000 BRANCH OF HUMAN RESOURCES	201	11	Human Resources Specialist	09/16/2013	Draft		
 	1003	95220 FF09B12000 BRANCH OF HUMAN RESOURCES	201	11	Human Resources Specialist	07/24/2013	Draft		
 	1004	10100 FF01G00000 OFFICE OF THE REGIONAL DIRECTOR	201	11	Human Resource Specialist	07/25/2013	Draft		
 	1005	10100 FF01G00000 OFFICE OF THE REGIONAL DIRECTOR	201	11	Human Resource Specialist	08/13/2013	Draft		
 	1006	10100 FF01G00000 OFFICE OF THE REGIONAL DIRECTOR	201	11	Human Resource Specialist	07/26/2013	Draft		
<div> 1 2 </div> <div>Page 1 of 2, Items 1 to 5 of 6.</div>									

This ACTION column that displays in the SEARCH RESULTS provides a dropdown list of the actions that you can take for each of the returned results. The options available depend on the job announcement status as well as your account settings (options include: View, Edit, Continue Edit, and Finish Edit.)

Conclusion

This completes Module 2: Getting Started in the HCMS. You should have a thorough understanding of how to login to the HCMS, the different tabs in the JAX module, and how to use the My Tracker and Search functions within the JAX module.

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MODULE 3: CREATING A JOB ANNOUNCEMENT (HM/HR/ADMIN)

Module 3: Create a Job Announcement (HM/HR/ADMIN)

Creating a job announcement has either two or three separate components, or tasks – depending upon the recruitment option that you choose for your job announcement. These are (1) the Creation of the Job Analysis – where KSAs are created and/or associated to each of the major Duties of the position; (2) the creation of the Job Questionnaire – where Recruiting questions are created and correlated to each KSA; and (3) the creation of the Category Ratings – for announcements that will be recruited both inside and outside of the government (all sources/DEU) – where ratings are created in order to identify the most qualified candidates for the position.

1. Initiate a NEW Job Announcement

The JAX module allows you to create a new job announcement from a published PD. Since these modules are integrated in HCMS, the data exchange between PD Express and JAX is transparent to you. All you will need to know is the basic information for the position, and PD Express will populate the creation screen with applicable PDs from which you can choose.

The screenshot shows the 'U.S. Fish and Wildlife Service JOB ANNOUNCEMENT PACKAGE' interface. At the top, there is a 'MENU' dropdown menu with options: 'My Tracker', 'Create', and 'Search'. Below this, there is a table with columns: 'CDATE', 'TITLE', 'JOB CODE NEW/OLD', 'CREATED', and 'CDCA'. The main content area is titled 'Create Job Announcement Package' and includes a red note: '*Please note that field names with an asterisk (*) are required.' There are two main sections: 'CREATE FROM EXISTING' and 'CREATE NEW'. Under 'CREATE FROM EXISTING', there is a radio button labeled 'Create Job Announcement Package From Existing Package'. Under 'CREATE NEW', there is a radio button labeled 'Create New Job Announcement Package', which is circled in red.

To initiate a New Job Announcement:

1. Ensure that you are logged into HCMS, and in the JAX module
2. **Click the MENU** item
3. **Select CREATE** from the drop-down list
4. **Choose the Create New Job Announcement radio button,**
5. **Click SUBMIT**

YOU TRY IT



1. Click MENU
2. Select CREATE
3. Select the radio button beside Create New Job Announcement
4. Click SUBMIT

You Try It EXERCISE

Initiate a New Job Announcement.

Upon completion of this exercise, you will have successfully the ability to initiate a new job announcement in JAX.

The screenshot shows the 'Create Job Announcement' form in the JAX system. The header includes the U.S. Fish and Wildlife Service logo and the title 'JOB ANNOUNCEMENT EXPRESS'. The user is logged in as 'Sup PDExpress'. The form contains the following fields and options:

- Pay Plan:** A dropdown menu with the option '[- Select Pay Plan -]'. A green question mark icon is next to it.
- Series:** A dropdown menu with the option '[- Select Pay Plan First -]'. A green question mark icon is next to it.
- Region:** A dropdown menu with the option 'HQ'. A green question mark icon is next to it.
- Organization:** A dropdown menu with the option '[- Select Organization Code -]'. A green question mark icon is next to it.
- Interdisciplinary:** A checkbox labeled 'Is this JNP Interdisciplinary?'. A green question mark icon is next to it.
- Grade Level:** A checkbox labeled 'Is this a two grade announcement?'. A green question mark icon is next to it.
- Highest Advertised Grade:** A dropdown menu with the option '[- Select Series First -]'. A green question mark icon is next to it.
- Position Description(s):** A dropdown menu with the option 'Full [- Select Series, High Grade and Organization Code -]'. A green question mark icon is next to it.
- OPM Job Title:** A dropdown menu with the option '[- Select Full Position Description First -]'. A green question mark icon is next to it.
- Duty Location:** A text input field. A green question mark icon is next to it.
- Recruitment Options:** Three checkboxes: 'All Sources(DEU only)', 'Merit Promotion', and 'Excepted Service'. A green question mark icon is next to the first checkbox.

At the bottom right of the form are two buttons: 'Save and Continue' and 'Reset'. The footer contains navigation links: Home, Support Desk, My Tracker, What's New, Create, Search, References, FAQ, Help, and U.S. Fish & Wildlife Service.

Creating a NEW Job Announcement Step 1: Complete the Job Analysis

Once a New job announcement is initiated, the next step is to complete the Job Analysis. The Job Analysis is used to determine the most relevant Knowledge, Skills, and Abilities (KSAs) from each Major Duty of the position. **There are three sections to the Job Analysis – the Position Information, the Duty/KSAs and the Final KSAs.** To get started on the Job Analysis, you'll begin at the Position Information Screen, where you'll define the type of Announcement you want to create.

To complete the Job Analysis / Announcement Information Screen:

1. **Choose the Pay Plan, Series, and Organization** from the drop down boxes.
2. **Select the advertised grade for the announcement** (or the highest advertised grade if you are advertising across two grades), and then
3. The applicable PDs will populate in the PD dropdown. **Choose the PD that is most applicable.** Note that if you are recruiting across two grade levels, then you will need to select the PD associated to each grade level for which you are recruiting.
4. **Define the Recruitment option.** The recruitment options allow you to define how the announcement will be recruited. Merit Promotion (MP) should be selected if you are recruiting within the government, while Delegated Examining Unit (DEU) should be selected if you are advertising across all sources (inside and outside of the government). Note that selecting DEU automatically selects MP as well.

***Note that if DEU is NOT selected, then the Category Rating item will disappear from the top menu bar, since it is not necessary to provide category ratings if you are not recruiting outside of the Government. However, you can elect to create a CR for non-DEU packages after the Job Questionnaire. ***

HELP

Some information such as Duties, KSAs, etc. are pre-populated from the PD.

ON TRACK....

All recruiting sources outside of the Government must have a Category Rating for the job announcement. The Category Rating helps to further enable filtering of candidates among all candidates that meet the basic/minimum qualifications, and enables the division of qualified candidates into Qualified, Well Qualified, and Best Qualified. Note that Category Ratings are based on Qualifying Statements that are defined for each KSA.

Recruitment Option	When Do I use it?	What is the JAX impact?
Delegated Examining Unit (DEU)	When you want to recruit both inside and outside of the Federal Government.	A Category Rating is REQUIRED
Merit Promotion (MP)	When you want to recruit inside the Federal Government only.	A Category Rating is OPTIONAL
Excepted	When you want to hire interns or recent graduates (ex. pathways program)	A Category Rating is OPTIONAL

There are also a few other optional items on this screen that you can identify. These include:

5. The Interdisciplinary box allows you to indicate that your JA is to be related to more than one professional occupation.
6. The JAX Grade Level box allows you to indicate that this is to be a two-grade announcement.
7. The Duty Location is automatically populated by PD Express, but can be manually edited.
8. Once you have completed the Job Analysis/Position Information screen, **click SAVE AND CONTINUE.** This action will create a new job

ON TRACK....

The JAX ID (JA number) is the easiest method to find your JA later. Keep track of the JA numbers that you create so that you can always find them easily.

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announcement with a unique JAX ID in the system, and open the Job Analysis/ DUTY KSA Screen.

JOB ANALYSIS

JOB QUESTIONNAIRE

CATEGORY RATING

At this point, you'll notice that a new header has been added below the top menu bar. This header indicates the items required to create a new job announcement (Category Rating is only required if DEU is selected as the recruitment option on the Job Analysis. If you do not select DEU, then only the Job Analysis and Job Questionnaire are required.)

The header will allow you to keep track of where you are in the creation process, and will also serve as navigational items in case you find that you need to return to a previous step in the process. Because the information in each section is predicated on completion of the previous section, it's advantageous to let the system guide the development of your job announcement (e.g. Complete the Job Analysis, THEN the Job Questionnaire, and THEN the Category Rating items), although you can develop the Announcement in any order you choose.

****You Try It ** EXERCISE**

YOU TRY IT



1. Choose Pay Plan GS
2. Choose your Series
3. Choose your Org Code
4. Choose your Grade
5. Select your PD from the drop-down (Note: Contact your Regional HR Office if your PD is not in the PD Express so that it can be added.
6. Select DEU
7. Click SAVE AND CONTINUE

Complete the Job Analysis/Position Information screen.

Upon completion of this exercise, you will have successfully completed the Job Analysis / Position Information screen.

Define the Position's Duties and KSAs.

After the Job Analysis/Position Information is completed, the next step in finalizing the Job Analysis is the Duty/KSAs. This screen will list at least one major duty which the candidate will perform on the job, and the data comes directly from the information contained in the PD. You must have at least 1 major Job Analysis Duty listed, and no more than 8 Job Analysis Major Duties, and combined they must equal 100% of the position responsibilities. Remember, the more specific you are, the more specific your announcement and resulting candidate questionnaires will be. On this screen you can edit the Duties that are provided, and you can edit existing KSAs associated with each of the Major Duties, or you can add new KSAs. It's important to note that the KSAs must directly relate to performance on the job – and must clearly demonstrate what is required in order for the qualified individual to be able to perform the duties of the job.

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U.S. Fish and Wildlife Service
JOB ANNOUNCEMENT EXPRESS

Logged in as: Sup PDExpress
[Logout](#) | [Home](#)

MENU ABOUT

JAX ID	SERIES/GRADE	CURRENT STATUS	NOTES	WORKFLOW PROGRESS
1017	Series: 343 Management and Program Analysis Series Grade: 13	Draft	Add/Edit Notes	<div><div></div></div>

JOB ANALYSIS JOB QUESTIONNAIRE CATEGORY RATING

Position Information Duty/KSA Final KSA

[Add New Duty](#)

DUTY DESCRIPTION	PERCENTAGE OF TIME	QUALIFICATIONS
<div><div></div><div>Advises and assists bureau planning and policy officials on the general principles, standards, practices and functions of strategic planning within the Service. Serves as one of the principal advisors on the development and execution of the strategic and operational planning process within the Service. In addition, this position will serve as the senior technical analyst supporting the implementation and maintenance of various business intelligence tools essential to the full integration of cost and performance information in the Service. As senior technical analyst, this position will provide developmental training on various cost and performance business intelligence tools across the Service to meet the basic requirements of performance management. Coordinates the development of performance measures which assure a continuing linkage</div></div>	0	

Conditions Of Employment ?

QUALIFICATION	DESCRIPTION	QUALIFICATION TYPE
No records to display.		

[Continue](#)

To complete the Job Analysis / Duty/KSA Screen:

1. **Review the major duties** that are prepopulated from PD Express. If you need to edit any of the duties, click the EDIT icon, and edit the duty as you see fit.
 - a. **To edit an existing duty:**
 - i. Click the Edit icon to the left of the Duty.
 - ii. Click SAVE to save your changes.
 - iii. Once you have made all the necessary edits to the existing Duty, click CLOSE to return to the Job Analysis Duties Screen.
 - b. If you need **to delete an existing duty**, even one prepopulated by PD Express:
 - i. Click the Delete icon to the left of the duty which you wish to delete. It's important to note that once a duty and its associated KSAs and Task Statements are deleted, you cannot reverse this action.
 - c. If you need **to add a new Duty**:
 - i. Click the Add New Duty link.
 - ii. Enter up to 3 lines of text that summarize the duty or task to be performed on the job.
 - iii. Choose the percentage of time that this duty is performed during the work period.
 - iv. Click SAVE to save your new duty.

Note that the main reason to edit duties is if the PD prepopulates only a single very large duty. In these cases, it's important to both edit the original duty as well as to create multiple new duties – effectively breaking the original single large duty into multiple smaller major duties.

HELP

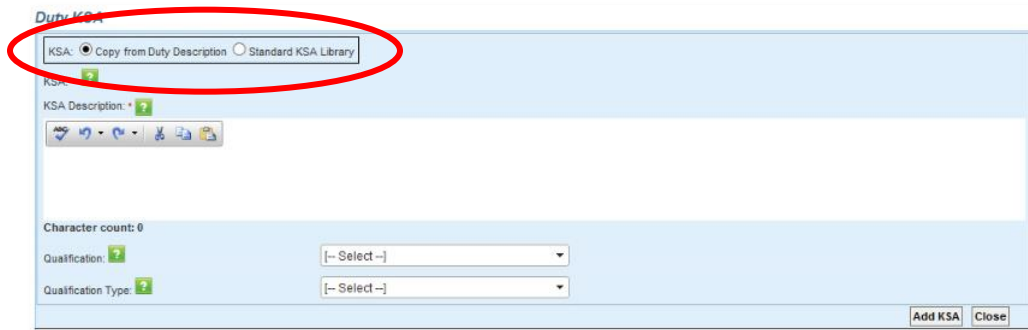
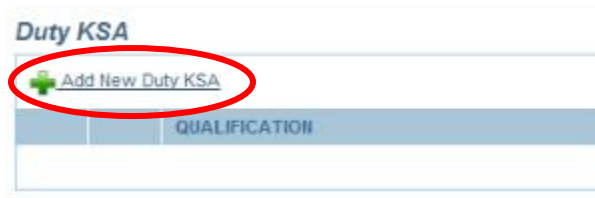
If a single duty is populated from the PD, and you elect to edit it into smaller more discrete duties, you **MUST** change the percentage of time upon which each duty is performed. This is done in the EDIT field for the Duty. If you do not take this step, you will not be able to move forward to finalize your KSAs. The **TOTAL** of all duties must equal 100%

ON TRACK....

Note that all KSAs come from previously created FWS KSAs in USA Jobs by series and grade – the Hiring Manager can determine how many of these KSAs to add, and how specific to be on the descriptions. Just remember, the benefit to adding more KSAs is that the KSAs determine what questions you can ask on the questionnaire that prospective employees must answer – and can help you to narrow down the field of prospective candidates.

That way, each duty would comprise only a single actual task to be performed – making it easier to associate KSAs to the individual duties. However, it is imperative that when editing duties or creating new duties, that there be nothing NEW on the Job Analysis that is not covered by the PD. While you can break a single duty from the PD into several duties, you can NOT add net new duties to the Job Analysis that are not captured in the PD. Doing so will require revisions (and reclassification) of the original PD.

2. **Review the KSAs** that are prepopulated from PD Express or add New KSAs if none prepopulated. If you need to edit any of the KSAs, click the EDIT icon, and edit the duty as you see fit.
 - a. **To edit an existing KSA:**
 - i. Click the Edit icon to the left of the KSA.
 - ii. Click SAVE to save your changes.
 - iii. Once you have made all the necessary edits to the existing KSA, click CLOSE to return to the Job Analysis KSA Screen.
 - b. If you need **to delete an existing KSA**, even one prepopulated by PD Express:
 - i. Click the Delete icon to the left of the KSA which you wish to delete. It's important to note that once a KSA and its associated Task Statements are deleted, you cannot reverse this action.
 - c. If you need **to add a new KSA:**
 - i. Click the Add New Duty KSA link.
 - ii. Here you can decide to **either Copy the KSAs directly from your Duty Description, or select from a pre-populated list of standard KSAs from the library of KSAs associated with this series and grade.**
 - iii. Click SAVE to save your new duty.



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1. **To use KSAs copied from your Duty Description**, check the Copied from Duty Description radio button, and use your standard Windows Copy function (CTRL + C) to copy any wording from the Duty and paste it into the KSA text area. Then, you can edit the content as you see fit.
2. **To use KSAs from the Standard Library**, check the Standard KSA Library radio button, and then choose a KSA from the drop down list that most clearly reflects what the individual must know, have done, or be able to do in order to perform the Duty that you added above. You can make edits to the KSA selected from the KSA library to ensure that the KSA exactly meets the needs of the position for which you are recruiting.

Note that you will see all KSAs in the grade selected, for the series selected. You can then expand the KSA list to see all KSAs regardless of grade for the selected series, and choose the ones that apply. In addition, you can also perform a keyword search for Duty KSAs – searching through either the KSAs in the grade of your job announcement, or through all KSAs in the series. In either case, you must choose the appropriate KSAs for your position. If you do not or cannot find the KSAs that you need for your JAX, you can select “other” from the drop-down and write your own, new KSA.

3. Once the KSA is selected, the KSA Description is automatically populated, but you can **edit this KSA description** to be more specific if you wish. To do so,
 - a. **Choose the Qualification Type** for the KSA – such as knowledge, skill, ability, etc.
 - b. **Choose the Type of KSA**—either Selective Factor, KSA-Quality Ranking Factor, or KSA.
 - c. **Click ADD KSA.**
 - d. Continue to add KSAs to your Duty until you have added everything that you feel is necessary.
 - e. Once you have added all KSAs, **click CLOSE** to return to the Job Analysis Duty/KSA Screen.

ON TRACK....

JAX allow HMs to define whether KSAs are **Selective Factors** – meaning that candidates **MUST** possess the KSA to be considered; **Quality Ranking Factors** are KSAs that determine how qualified a candidate is based on whether they possess the KSA; **KSAs** are neither a Selective Factor nor a Quality Ranking Factor.

HELP

Once a KSA is defined as a Selective Factor, it is considered a Final KSA and will be included in the Job Questionnaire.

- f. Then, **repeat** the above process **for all Major Duties** for the position.
- g. Once all Job Analysis Duties and associated KSAs are completed, **click CONTINUE** to go to the Final KSA Screen.

YOU TRY IT

1. Click the EDIT icon to edit the existing duty.
2. Copy part of the existing duty text and cut it from the screen (CTRL+C then CTRL+X)
3. Change time to 50%.
4. Click SAVE.
5. Click ADD NEW DUTY.
6. Paste your copied text (CTRL +Y)
7. Change time to 50%.

YOU TRY IT

8. Click ADD DUTY/KSA.
9. Choose the "From Existing Library Radio button.
10. Choose the second KSA from the dropdown list.
11. Select KNOWLEDGE as the Qualification Type.
12. Select KSA-Quality Ranking Factor as the KSA Type.
13. Click ADD KSA.
14. Click CONTINUE.

****You Try It ** EXERCISE**

Complete the Job Analysis/ Duty/KSAs screen.

Upon completion of this exercise, you will have successfully completed the Job Analysis / Duty/KSAs screen.

ON TRACK....

Final KSAs are used to create the Questionnaire on USAJobs. The importance scale values help you to define your top KSAs, so that you know which ones to assess candidates on. You cannot exceed 8 final KSAs, so the scale is a good way of paring down the KSAs to determine FINAL KSAs, and rank each FINAL KSA according to its value. Note that the value scale is not required, although you **MUST** define at least 1 FINAL KSA.

Define the Position's Final KSAs

The third and last step in creating the Job Analysis is the Final KSA Screen. The Final KSA Screen is where you will define the importance of each KSA (optional), and select the final KSAs (maximum of 8) about which you will ask questions in your Job Questionnaire. You can rank each KSA in order of importance, but it's important to note that ranking all KSAs as Very Important, provides little value in having multiple KSAs.

JOB ANALYSIS		JOB QUESTIONNAIRE		CATEGORY RATING	
Position Information	Duty/KSA	Final KSA			
Conditions of Employment					
KSA DESCRIPTION		QUALIFICATION TYPE			
No records to display.					
<u>KSA Scale</u>					
KSA DESCRIPTION	QUALIFICATION TYPE	DUTY NUMBER	SCALE	SCORE	IS FINAL
Knowledge of and ability to use a wide range of qualitative and/or quantitative methods for the assessment and evaluation of historical and current program accomplishments	KSA-Quality Ranking Factor	Duty 1	Importance: <input type="text" value="-- Select --"/> Need At Entry: <input type="text" value="-- Select --"/> Distinguishing Value: <input type="text" value="-- Select --"/>	0	<input type="checkbox"/>
Skill in gathering, assembling, and analyzing facts; drawing conclusions; devising solutions to problems; identifying changes and trends as they related to the role strategic and workforce plans; and preparing and presenting briefings and reports	KSA-Quality Ranking Factor	Duty 1	Importance: <input type="text" value="-- Select --"/> Need At Entry: <input type="text" value="-- Select --"/> Distinguishing Value: <input type="text" value="-- Select --"/>	0	<input type="checkbox"/>
Knowledge of activity based cost management systems; activity cost analysis	KSA-Quality Ranking Factor	Duty 2	Importance: <input type="text" value="-- Select --"/> Need At Entry: <input type="text" value="-- Select --"/> Distinguishing Value: <input type="text" value="-- Select --"/>	0	<input type="checkbox"/>
Continue					

To complete the Job Analysis / Final KSAs Screen:

1. For each KSA, define the Importance, Need At Entry, and Distinguishing Value from the drop down lists.

Note that any KSAs defined as “Selective Factors” on the previous screen are considered “FINAL” and cannot be unchecked. In order to change these, you must go back into the Duty/KSA Screen, Edit the Duty to which the KSA is assigned, and then change the individual KSA from Selective Factor to either KSA or KSA-Quality Ranking Factor.

2. When you are satisfied that each KSA is accurately weighted, **click the IS FINAL box** on the right of each KSA, using the importance scale to help define the most important KSAs.

Note that you must have at least 1 KSA indicated as “FINAL”, but no more than 8 KSAs indicated as “FINAL”. These “FINAL” KSAs are the ones upon which your Job Questionnaire will be based.

3. Click **CONTINUE** to finalize the Job Analysis Portion of the process.

****You Try It** EXERCISE**

Complete the Job Analysis / Final KSAs screen.

Upon completion of this exercise, you will have successfully completed the Job Analysis / Final KSAs screen.

YOU TRY IT

1. Define your KSA as VERY IMPORTANT.
2. Select MUST BE ACQUIRED WITHIN 4-6MONTHS for your KSA.
3. Select VERY VALUABLE.
4. Click the IS FINAL checkbox.
5. Click CONTINUE.

? HELP

HR is responsible for the Job Questionnaire / Qualifications Screen, so HMs will see this as skipped. Once HR has completed this screen in Review, you be directed here during the Revise phase, to review and make edits as appropriate.

Creating a NEW Job Announcement Step 2: Complete the Job Questionnaire

After completing the Job Analysis, the next step toward completing a new job announcement is to complete the Job Questionnaire. The Job Questionnaire is used to define relevant questions for each KSA for the position. **There are three sections to the Job Questionnaire – Qualification, KSA and Final.** To get started on the Job Questionnaire, you'll begin at the KSA Screen.

JAX ID	SERIES/GRADE	CURRENT STATUS	NOTES	WORKFLOW PROGRESS
1017	Series: 343 Management and Program Analysis Series Grade: 13	Draft	Add/Edit Notes	<div></div>

JOB ANALYSIS		JOB QUESTIONNAIRE		CATEGORY RATING	
		Qualifications	KSA	Final	
TITLE	HO. OF ASSOCIATED TASK STATEMENTS				
Knowledge of activity based cost management systems; activity cost analysis	0				
Knowledge of and ability to use a wide range of qualitative and/or quantitative methods for the assessment and evaluation of historical and current program accomplishments	0				
Skill in gathering, assembling, and analyzing facts; drawing conclusions; devising solutions to problems; identifying changes and trends as they related to the ole strategic and workforce plans; and preparing and presenting briefings and reports	0				

[Continue](#)

ON TRACK....

The Job Questionnaire is the actual list of questions that the job applicant will respond to on USAJobs. This section of JAX development requires you to actually determine the questions that should be asked, and the answers that are appropriate as responses.

To complete the Job Questionnaire / KSA Screen:

The KSA Screen displays all of the KSAs that you identified as FINAL on the Job Analysis / Final KSAs screen. You must now develop relevant questions that will appear on the USAStaffing/USAJobs site for your position announcement, and for which applicants must respond. To develop the questions for each KSA:

1. **Click on the Edit icon** to the left of the first KSA.
2. The Add/Edit Job Questionnaire KSA Screen will appear.
3. **Click the ADD NEW TASK STATEMENT link** to begin adding task statements for your KSA.

Here, you can add an existing Task Statement (e.g. a question that has been previously asked for this KSA), or you can add a new Task Statement (e.g. a question that is not already available on the prepopulated list.) Instructions for each KSA and response are provided.

- a. To **add an existing Task Statement**:
 - i. Click the dropdown arrow to the right of the Task Statement Field to see a list of all Task Statements previously asked for this KSA. If this field is blank, you can click the Search All Grades checkbox to get a list of all task statements for this Series regardless of grade. You can further refine this search by keyword to narrow your results.
 - ii. Choose the most appropriate Task Statement from the scrollable list to populate the Task Statement field, and then edit as needed.
1. To **add a new Task Statement**:
 - i. Click on the dropdown arrow to the right of the Task Statement Field and select Create New (the first option in the drop-down).
 - ii. Type in the task statement, or question, which will be asked of potential applicants in the Task Statement Field.
 - iii. **Click SAVE** to save, and then close your Task Statement.
 - iv. You must have at least one task statement (questions) for each KSA. However, the JAX module recommends four-five task statements for each KSA in order to provide the most complete set of questions by which applicants can demonstrate that they have the appropriate knowledge, skills, and/or abilities to adequately perform the duties of the position.
- c. Once you have an appropriate number of Task Statements for the KSA, **click CLOSE to return to the list of KSAs and repeat the above process to add Task Statements to each KSA** until each has at least four or five Task Statements.
- d. When you have finished adding Task Statements for all KSAs, **click CONTINUE** to go to the Final KSA Screen to review the Final KSAs.

****You Try It ** EXERCISE**

Complete the Job Questionnaire / KSAs screen.

Upon completion of this exercise, you will have successfully completed the Job Questionnaire / KSAs screen.

To complete the Job Questionnaire / Final Screen:

The Final Screen displays the KSAs that you identified as FINAL on the Job Analysis / Final KSAs screen and for which you identified Task Statements or questions for the job Questionnaire. It also displays all of the Qualifications HR added on the Qualification screen (i.e., Minimum Qualifications, Selective Factors, Basic Education Requirements, etc.). Hiring Managers can use this page to see all of their KSAs/Qualifications in one place, and click into each KSA/Qual on screen to view the associated

YOU TRY IT



1. Click the EDIT icon beside your KSA.
2. Click ADD NEW TASK STATEMENT.
3. Click the Search All Grades checkbox.
4. Choose the last statement from the list.
5. Click SAVE TASK STATEMENT.
6. Add two more task statements following the steps above.
7. Click CONTINUE.

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Questions. You can also click into each question to see the responses to each, and generate a PDF of the questionnaire.

1. **Review your Task Statements** to determine if they are listed in the order of most important to least important.
2. If you wish to change the order, you can leave a note for HR about the order that you want the questions presented.
3. **Click PREVIEW REPORT** to see the Questionnaire in a pdf format that you can save to your desktop for future reference during the interview process. You can return to the KSA tab and make edits to your questionnaire, if needed.
4. **Click CONTINUE** to continue to the final step of the job announcement creation -- Category Rating if the position is DEU. If the position is not DEU, this is the last action you'll need to take to create your job announcement at this time. You can take one of the three following actions, using the "Section Action" dropdown box on this screen:
 - i. **Click Create a Category Rating (Optional)** to create an optional Category Rating for your JA
 - ii. **Save and Unlock** to save the job announcement for revisions/review before submitting to HR.
 - iii. **Send to Review to HR** to submit the JA for HR review and approval
5. If the position is non-DEU, you'll need to choose one of the actions above and then **click GO**.

YOU TRY IT

1. Click Preview Report, and then VIEW the pdf report.
2. Close the report.
3. Click Continue.

****You Try It ** EXERCISE**

Complete the Job Questionnaire / Final screen.

Upon completion of this exercise, you will have successfully completed the Job Questionnaire / Final screen.

Creating a NEW Job Announcement Step 3: Complete the Category Ratings

The final step toward completing a new job announcement for positions that are DEU is to complete the Category Rating. Category ratings help to further enable candidate filtering among all candidates that meet the basic/minimum qualifications and achieve 70 points or higher from the Questionnaire.

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The Category Rating allows for the division of qualified candidates into three tiers – *Qualified* (having achieved 70-80 points or higher on the questionnaire); *Well Qualified* (having achieved 81-90 points on the questionnaire); and *Highly Qualified* (having achieved 91 points or higher on the questionnaire). The determining factor for each qualification level is based on qualifying statements that describe the level of competency of a KSA that is to be tested within the questionnaire.

Things worth noting in CR: JAX provides an example CR that may be helpful to review to get an idea of what to put in each Category. Also, the system auto-populates the minimum qualification standards from OPM into the Qualified category of the CR based on the Series and Grade of the announcement you are creating. You may want to further expand on minimum qualifications for your position, being sure that there are no gaps or overlaps in the point ranges defined for each category. And finally, once finished, you can Save and Unlock the job announcement, or send to HR for review.

The screenshot shows the JAX Category Rating (CR) form with three categories. Red circles highlight the Group Name fields for each category.

Group Name	Min	Max
Best Qualified	90	100
Well Qualified	85	89
Qualified	70	84

Qualified Category Details:

Qualifying Statements

- Education: None
- Specialized: 1 year equivalent to at least next lower grade level

Minimum Qualifications

Spell Check

Delete Save

[-- Select Action --] Go

To complete the Category Ratings:

When the Category Rating screen appears, you will see the list of final KSAs from the Job Analysis in the top area of the screen. Beneath that, you will see three areas for data input. These are: “Best Qualified”, “Well Qualified” and “Qualified”. The top and bottom sections are required, and the middle or “Well Qualified” section can be completed if desired. Reach out to HR if you want to remove this category. To complete the Category Ratings:

1. In the “**BEST QUALIFIED**” field, type at least 1 qualifying statement for each KSA that would differentiate a candidate as best qualified for the position.

HELP

The spell check works similarly to the spell check in Microsoft products, providing you with highlighting on the misspelled words, words that can be used to replace the misspelled words, and the ability to ignore highlighted items. When spell-check is complete, the window will disappear

2. Either repeat these steps for the “**Well Qualified**” area, or click on the “**REMOVE WELL QUALIFIED SECTION**” to remove this section altogether, if you do not plan to use it.
3. In the “**QUALIFIED**” field, you will notice that it is auto-populated with the OPM minimum qualification standards for the position. You can further expand on these minimum qualifications using your KSAs.
4. Check the **MIN** and **MAX** fields of each of the Category Ratings areas, to be sure that there is no gap in these numbers (this is especially important if you remove the “Well Qualified” section).
5. Once you have completed the Category Ratings, **click SAVE to save your work.**
6. Then, **click SPELL CHECK** to see any misspellings and/or unknown words that you have typed in that should be corrected.

Save and Approve the Category Rating

Once you have completed the Category Rating, you can choose to either Save and Unlock, or to send the job announcement to HR for review. At this point, the job announcement is completed.

YOU TRY IT

1. Write one Category Rating statement for each KSA for **BEST QUALIFIED**.
2. Click the **REMOVE WELL QUALIFIED** button.
3. Review the **QUALIFIED** statements
4. Click **SAVE**.
5. Click **SPELL CHECK**.
6. Correct any misspellings.
7. Click **SAVE** and **UNLOCK**

You may decide to Save and Unlock the job announcement if you have written notes to yourself, or if you feel like you might want to take another look at the job announcement or have someone else review it before sending it over to HR to review. Remember, HR will review the job announcement, make suggestions for revision, add the “Qualifications” into the Job Questionnaire, and reorder your KSAs if necessary. Then, it will get sent back to you for final revision and signature prior to publishing.

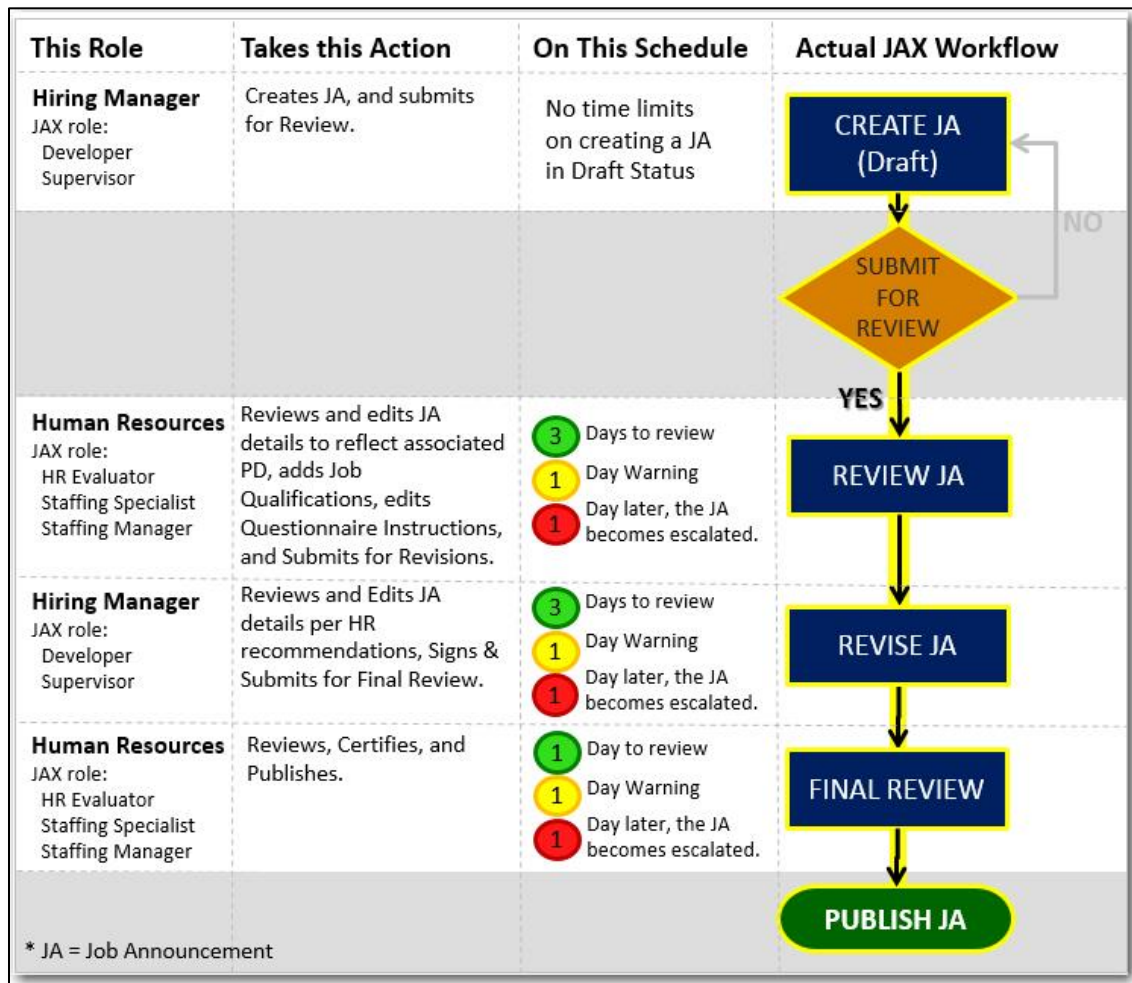
****You Try It ** EXERCISE**

Complete the Category Ratings Screen.

Upon completion of this exercise, you will have successfully completed Category Ratings for your job announcement.

Creating a NEW Job Announcement Step 4: Approval and Publishing

Once the job announcement is Created by the Hiring Manager, Reviewed by HR, revised and signed by the Hiring Manager, and reviewed and certified by HR, it can be published. The job announcement is published, exported by HR in UTF-8 format, and sent to USAStaffing for import into the USAJobs database. Once that is done, the job announcement will appear on USAJobs where potential candidates can review the position description (from PD Express), and apply for the position by answering relevant questions (from the JAX Job Questionnaire that you created) and submit their resumes for consideration. All applicants will be weighed as “Qualified”, “Well Qualified”, or “Best Qualified” based on the qualifying statements that you entered in the category ratings of JAX for each KSA.



2. Create a Job Announcement from an EXISTING Package

Aside from being able to create a completely new job announcement, the JAX module allows you to create a job announcement from an already published, existing job announcement that is associated with a Published PD in an Org Code to which you have access. All of the data from the published job announcement and associated PD will be populated into your new job announcement, and can be edited as necessary to meet the needs of your position.

To Create from Existing, ensure that you are logged into HCMS, and in the JAX module

1. **Click the MENU** item
2. **Select CREATE** from the drop-down list
3. **Choose the Create Job Announcement from Existing radio button**, and
4. **Click SUBMIT**

HELP

Although in-process packages within your org code, and all published packages can be searched, only published packages that have associated published PDs within your org code can be used as the basis for creating a new job

Unlike creating a NEW job announcement, when choosing the Create from Existing, the first screen you'll see isn't the Position Information screen, but instead the SEARCH screen. On this screen, you can search by JAX ID, PD Express PD Number, etc. – or you can use the Keyword or Advanced Search features to find a published Job Announcement that meets your needs.

Search for the Package to Copy

The SEARCH function here is identical to the standard SEARCH function in this module. You will use the Search Function to search for the package that best conforms to your position and the job announcement that you want to create. To search for an existing package:

1. **Enter the JAX ID, Associated PD Express PD number, FPPS PD number, or Vacancy ID of the published announcements you're looking for or do an advanced search of all published packages in a certain Series / Grade in your Organization.**
2. **Click SEARCH.**
3. Search Results will appear at the bottom of the screen. **Click on the dropdown arrow to the left of the job announcement** which you wish to use as the basis for your new job announcement, and
4. **Choose Copy and Start New.**

This will generate a new JAX ID and copy over all information from the package you are copying (while making most of this information editable).

****You Try It ** EXERCISE**

Start a new Job Announcement based on an Existing Published Package.

Upon completion of this exercise, you will have successfully initiated a new Job Announcement based on an existing package.

YOU TRY IT

1. Click MENU.
2. Click CREATE
3. Choose the Create Job Announcement from Existing radio button.
4. Click SUBMIT.
5. Enter the ID of the existing package.
6. Click SEARCH
7. Click the ACTION dropdown.
8. Choose COPY AND START NEW

Once the new Job Announcement is copied over, you will be taken to the Copy from Existing Job Announcement Screen (which is similar to the Position Information screen).

U.S. Fish and Wildlife Service
JOB ANNOUNCEMENT EXPRESS

Logged in as: Sup PDExpress
[Logout](#) | [Home](#)

MENU **ABOUT**

JAX ID	SERIES/GRADE	CURRENT STATUS	NOTES	WORKFLOW PROGRESS
1022	Series: 25 Park Ranger Series Grade: 11 Copied From JAX ID: 1011	Draft	Add/Edit Notes	<div><div></div></div>

JOB ANALYSIS **JOB QUESTIONNAIRE**

Position Information **Duty/KSA** **Final KSA**

Pay Plan:

Series:

Region:

Organization Code:

Package Type:

Interdisciplinary: ☐ Is this announcement Interdisciplinary?

JAX Grade Level:

Advertised Grade:

Position Description(s):

OPM Job Title:

FPSPID:

Duty Location:

Recruitment Options: ☐ All Sources (DEU only) ☒ Merit Promotion ☐ Excepted Service

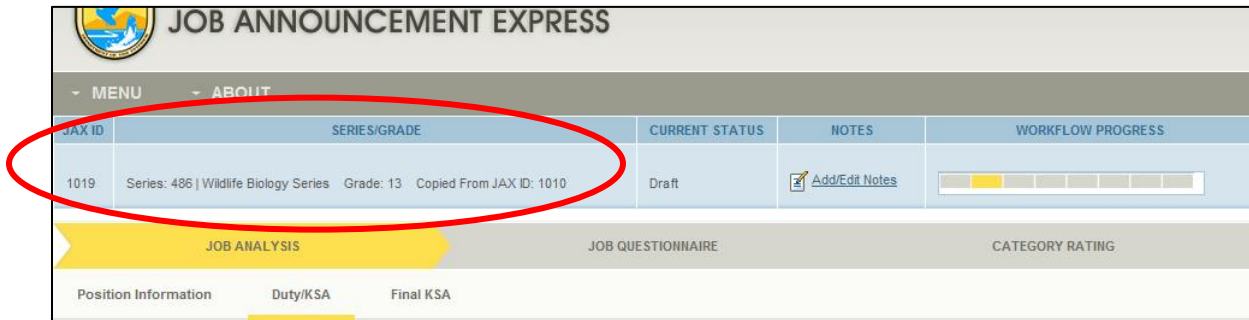
[Save and Continue](#) [Reset](#)


FWS Job Announcement Express (JAX) Training Manual

To finish Copying the package over to create your new Job Announcement:

1. Click **SAVE** and **CONTINUE**.

Once you have done this, the Position Information screen appears, with the new JAX ID for your job announcement, and the words “Copied from....” In the Series/Grade title area to indicate that your announcement is based on a previously published package.



JOB ANNOUNCEMENT EXPRESS					
MENU		ABOUT			
JAX ID	SERIES/GRADE		CURRENT STATUS	NOTES	WORKFLOW PROGRESS
1019	Series: 486 Wildlife Biology Series Grade: 13 Copied From JAX ID: 1010		Draft	 Add/Edit Notes	<div><div></div></div>

JOB ANALYSIS

JOB QUESTIONNAIRE

CATEGORY RATING

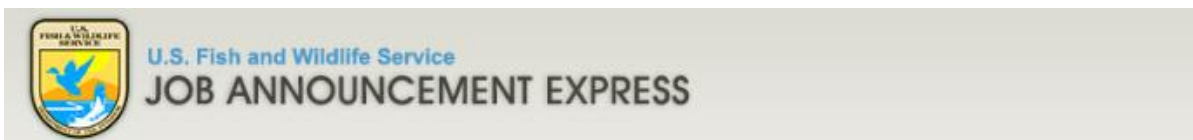
Position Information

Duty/KSA

Final KSA

From this point on the job announcement creation process, the steps are identical to those taken when creating a NEW job announcement with one exception – all of the screens are already populated with the information from the original job announcement information. On each screen, review and edit the information as you feel necessary to best suit your new job announcement, while making sure the announcement remains in sync with the associated PD. When you have completed your review and edit of the Job Analysis, Job Questionnaire, and Category Rating (if required, or if you wish to include one when not required), you can Save and Unlock, or Save and Send to HR for Review.

Here, the draft, review, revise, final review and publish timelines and processes are the same as when creating a NEW job announcement.



APPENDIX: ACTIVITY SHEETS

ACTIVITIES for HM, HR, and ADMIN

ACTIVITY 1: LOGIN to JAX and Explore the Navigation (page 13)

1. Access the JAX Training Site at <http://hcms.fws.doi.net/training>
2. Click Enter
3. Read the Notice and Click ACCEPT
4. Enter your FWS Active Directory Username and Password.
5. Click OK.
6. Click on the JAX Tab
7. Click ENTER
8. Click ABOUT and then browse the links presented there.
9. Click MENU and browse the links presented there.

ACTIVITY 2: Interpret the MY TRACKER Dashboard (page 16)

1. Review the attached MY TRACKER DASHBOARD graphic.

JAX Tracker											
1 2 3			Page 1 of 3, items 1 to 10 of 22.								
ACTION	JAX ID	GRADE	TITLE	ORG CODE NEW (OLD)	CREATED	CREATED BY	UPDATED	UPDATED BY	WORKFLOW STATUS	SCHEDULE STATUS	
	1000	14	Program Analyst - GS - 0343 - 14	FF09B40000 (95300)	10/09/2013	Sup PDEExpress	10/10/2013	sadmin PDEExpress	Review		Escalated
	1001	12	Administrative Officer - GS - 0341 - 12	FF09B40000 (95300)	10/09/2013	Sup PDEExpress	10/25/2013	Class15 PDEExpress	Review		On Track
	1002	14	Program Analyst - GS - 0343 - 14	FF09B40000 (95300)	10/09/2013	Sup PDEExpress	10/25/2013	Class15 PDEExpress	Review		Escalated
	1003	14	Program Analyst - GS - 0343 - 14	FF09B40000 (95300)	10/09/2013	Manisha Shivjani	10/09/2013	Manisha Shivjani	Draft		On Track
	1004	14	Program Analyst - GS - 0343 - 14	FF09B40000 (95300)	10/09/2013	Class14 PDEExpress	10/10/2013	sadmin PDEExpress	Revise		Escalated
	1005	14	Supervisory Program Analyst - GS - 0343 - 14	FF09B40000 (95300)	10/09/2013	AddSup PDEExpress	10/24/2013	Sup PDEExpress	Draft		On Track
	1006	12	Administrative Officer - GS - 0341 - 12	FF09B40000 (95300)	10/10/2013	sadmin PDEExpress	10/11/2013	Manisha Shivjani	Draft		On Track
	1007	12	Administrative Officer - GS - 0341 - 12	FF09B40000 (95300)	10/10/2013	sadmin PDEExpress	10/10/2013	sadmin PDEExpress	Draft		On Track
	1008	12	Administrative Officer - GS - 0341 - 12	FF09B40000 (95300)	10/10/2013	sadmin PDEExpress	10/10/2013	sadmin PDEExpress	Draft		On Track
	1009	12	Administrative Officer - GS - 0341 - 12	FF09B40000 (95300)	10/10/2013	sadmin PDEExpress	10/11/2013	Sup PDEExpress	Draft		On Track
1 2 3			Page 1 of 3, items 1 to 10 of 22.								

2. Complete the following questions:
 - a. Which JA IDs are locked? _____
 - b. Which JA IDs are in FINAL REVIEW? _____
 - c. Are there any JAs that have escalated? _____
 - d. If any JAs have been escalated, which ones are they? _____
 3. When you have finished, compare your answers to the Answer Key on page 83
-

ACTIVITY 3: Perform a Keyword Search in JAX (page 19)

1. Click MENU
 2. Select SEARCH
 3. On the Basic Search screen, select the JAX ID radio button.
 4. Type 1010 in the Keyword Entry box.
 5. Click SEARCH
-

ACTIVITY 4: Initiate a New Job Announcement (page 24)

1. Click MENU
 2. Select CREATE
 3. Select the radio button beside Create New Job Announcement
 4. Click SUBMIT
-

ACTIVITY 5: Complete the Job Analysis/Position Information Screen (page 26)

1. Choose Pay Plan GS
 2. Choose your Series
 3. Choose your Org Code
 4. Choose your Grade
 5. Select your PD from the drop-down (Note: Contact your Regional HR Office if your PD is not in the PD Express so that it can be added.)
 6. Select DEU
 7. Click SAVE AND CONTINUE
-

ACTIVITY 6: Complete the Job Analysis/ Duty KSA Screen (page 30)

1. Click the EDIT icon to edit the existing duty.
2. Copy part of the existing duty text and cut it from the screen (CTRL+C then CTRL+X)

3. Change time to 50%.
 4. Click SAVE.
 5. Click ADD NEW DUTY.
 6. Paste your copied text (CTRL +Y)
 7. Change time to 50%.
 8. Click ADD DUTY/KSA.
 9. Choose the "From Existing Library Radio button.
 10. Choose the second KSA from the dropdown list.
 11. Select KNOWLEDGE as the Qualification Type.
 12. Select KSA-Quality Ranking Factor as the KSA Type.
 13. Click ADD KSA.
 14. Click CONITNUE.
-

ACTIVITY 7: Complete the Job Analysis / Final KSA Screen (page 31)

1. Define your KSA as VERY IMPORTANT.
 2. Select MUST BE ACQUIRED WITHIN 4-6MONTHS for your KSA.
 3. Select VERY VALUABLE.
 4. Click the IS FINAL checkbox.
 5. Click CONTINUE.
-

ACTIVITY 8: Complete the Job Questionnaire / KSA Screen (page 33)

1. Click the EDIT icon beside your KSA.
 2. Click ADD NEW TASK STATEMENT.
 3. Click the Search All Grades checkbox.
 4. Choose the last statement from the list.
 5. Click SAVE TASK STATEMENT.
 6. Add two more task statements following the steps above.
 7. Click CONTINUE.
-

ACTIVITY 9: Complete the Job Questionnaire / Final Screen (page 34)

1. Click Preview Report, and then VIEW the pdf report.
 2. Close the report.
 3. Click Continue
-

Activity 10: Complete the Category Ratings Screen (page 36)

1. Write one Category Rating statement for each KSA for BEST QUALIFIED.
 2. Click the REMOVE WELL QUALIFIED button.
 3. Review the QUALIFIED statements
 4. Click SAVE.
 5. Click SPELL CHECK.
 6. Correct any misspellings.
 7. Click SAVE and UNLOCK
-

Activity 11: Start a New Job Announcement Based on an Existing Package (page 39)

1. Click MENU.
 2. Click CREATE
 3. Choose the Create Job Announcement from Existing radio button.
 4. Click SUBMIT.
 5. Enter the ID of the existing package.
 6. Click SEARCH
 7. Click the ACTION dropdown.
 8. Choose COPY AND START NEW
-

Activity 2 Answer Key:

- a. Which JA IDs are locked? 1002,1003,1005,1006,1007,1008,1009
- b. Which JA IDs are in FINAL REVIEW? None
- c. Are there any JAs that have escalated? Yes
- d. If any JAs have been escalated, which ones are they? 1000,1002,1004