



## **USA Staffing/USA Jobs Training For Supervisors**

**Human Resources-Recruitment and Placement**

**Presenter: Ms. Nora Yu**



- Purpose of USA Staffing
- Vacancy Request
- User Name/ Password
- Certificate of Eligibles
- Supervisors Responsibilities

# Agenda



# Purpose of USA Staffing

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- USA Staffing allows the California National Guard (CNG) to:
    - Post vacancy announcements on USA Jobs
    - Accept applications via the internet or fax
    - Analyze applicant competencies and qualifications electronically
    - Timely turnaround on rating applications and publishing certificate of eligible applicants



# Vacancy Request

- **Vacancy Announcement Request**
  - Newly Created Request Form, CNG Form 690-1
    - SF 52s will no longer be accepted
  - Review request for accuracy
    - Vacancy announcement draft will be emailed prior to posting on USAJOBS
    - Amendments will no longer be accepted
    - Must be submitted to Unit HR Assistants/Remote Designee to be forwarded to HRO
- Area of Consideration Requirements:
  - Current CNG Members/Technicians (formerly Statewide)  
**14 days**
  - All Sources (formerly Nationwide) **21 days**
- Area of Consideration for “Unit Only” has been eliminated due to system requirements



# Certificate of Eligibles

- Certificate of Eligibles notification will be received via email.
  - The email will include a secure link and instructions on how to retrieve the list of eligible job applicants
- Agency Document Viewer (ADV) - allows you to view and print the certificate of eligibles.



# Email

- **From:** USAStaffingOffice@opm.gov [mailto:[USAStaffingOffice@opm.gov](mailto:USAStaffingOffice@opm.gov)]  
**Sent:** Wednesday, March 01, 2006 1:43 PM  
**To:**  
**Subject:** Request Number 06-150A for Vacancy ID 100647 is available for viewing
- Welcome to the USA Staffing Agency Document Viewer (ADV)!



This email provides a link to the requested list of eligible job applicants. The USA Staffing document viewer will allow you to view or print the list of eligible job applicants and applicants' documents, and to annotate the action taken for each of the certified applicants.

Click on the link below or copy and paste the URL into the "Address" field of your Web browser to retrieve the list of eligible job applicants.

<http://USAStaffing.opm.gov/trainusastaffingadv/Staffing/Referral/Certificate.aspx?ChangeContext=Y&ContextType=Vacancy&ContextID=100647&ID=29032&CRITERIAID=29437&CERTIFICATEID=31955>

If you are unfamiliar with the Agency Document Viewer, please click on this link for detailed instructions. If you need additional information concerning the list of eligible job applicants or the Agency Document Viewer, contact the HR specialist responsible for this job announcement.

Note: this is an automated email message. Please do not reply directly to this message.

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USA Staffing System

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-- Even though this E-Mail has been scanned and found clean of  
-- known viruses, OPM can not guarantee this message is virus free.

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-- This message was automatically generated.

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# User Name/ Password

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- User Names will be issued by HRO
  - User Name will be First Initial, Middle Initial, Last Name. Example: JLSMITH
  - Initial password will be Last Name.  
Example: Smith
  - Once logged on to the USA Staffing website, you will be prompted to change your password.



File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print Mail Web Folders Help

Address http://usastaffing.opm.gov/TrainUSAStaffing/UserAccess/Login.aspx?ReturnUrl=%2fTrainUSAStaffing%2fdefault.aspx



## Connect to OPM's USA Staffing System

User Name:

Password:

**USA Staffing is an Official U.S. Government System for authorized use only. Unauthorized use of this system or the information on this system could result in criminal prosecution.**

**Signing into USA Staffing indicates you have read and accepted the [Full Terms and Conditions of Use](#) and you consent to security testing and monitoring.**



# USA Staffing

Working for America

129TH RQW

Staffing

Reports

Change Password

Help

Logout

*The format of the password must meet password security standards. For password rules, click [here](#).*

Old Password:

\*\*\*\*\*

New Password:

\*\*\*\*\*

Confirm Password:

\*\*\*\*\*

**Change Password**



## Password Rules

USA Staffing passwords must be complex so that they are not easily guessed.

- Your password must contain a minimum of 8 characters.
- Your password must include at least 3 of the following 4 attributes:
  - Upper Case (A-Z)
  - Lower Case (a-z)
  - Numbers (0-9)
  - Special Characters (#%@\$%^&\*+=\*?{}[]<>;"')
- Your password may not contain spaces.



USA Staffing Working for America

129TH RQW Staffing Reports Change Password Help Logout

Applicants Referral Certificate Audit Actions

Agency Document Viewer

Drag a column header here to group by that column

	Vacancy ID	Position Title
+	100647	AIRCRAFT ENGINE MECHANIC



USA Staffing

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Staffing Reports Change Password Help Logout

Applicants  
Referral  
Certificate  
Audit Actions

Agency Document Viewer

Drag a column header here to group by that column

	Vacancy ID	Position Title		
-	100647	AIRCRAFT ENGINE MECHANIC		
		CertificateName	IssueDate	DueDate
	<a href="#">Open</a>	ZG-07-ALM-00383S0	3/1/2006	3/15/2006



USA Staffing Working for America

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Applicants Referral Certificate Audit Actions

**Certificate**

New Save Copy Delete Cancel

Certificate Name: ZG-07-ALM-00383SO Criteria Name: Group II's  
Grade: 10 Locations: Santa Clara County, CA

Refer Method Number/Score  
Number of Names 10

Date Issued 3/1/2006 4:40:07 PM ADV Certificate Status  
Sent to Customer

Due Date 3/15/2006 Date Returned

Applicants on Certificate/List

	SSN	Name	CTAP/ICTAP	Name Request
► Open	249565648	EVERT, SARAH P.		
Open	854262313	JONES, JASON M.		

Refresh Print Certificate Batch Print Documents

Amend Certificate



USA Staffing Working for America

129TH RQW Staffing Reports Change Password Help Logout

Applicants Referral Certificate Audit Actions

Audit

New Save Copy Delete Cancel

Certificate ZG-07-ALM-00383SO Audit Type Each Applicant

	SSN	Name	Rating	Audit Code
<a href="#">Open</a>	249565648	EVERT, SARAH P.	EL	
<a href="#">Open</a>	854262313	JONES, JASON M.	EL	

A - Selected  
CA - Certificate Cancelled  
CE - Career Or Career Conditional Employee  
CR - Communication Returned Unclaimed  
DA - Declined Employment With Agency  
DD - Declined Until A Future Date  
DE - Declined Examination Program  
DG - Declined Grade Or Salary Considerations  
DL - Declined Location  
DP - Declined Position  
DX - Declined Federal Employment  
DZ - Declined Other Reason  
FR - Failed To Reply To Their Inquiry  
NC - Appointed By Non-Competitive Action  
NN - Not Selected - Not Contacted  
NS - Not Selected  
RM - Removed From Certificate Medical  
RQ - Removed From Certificate Not Qualified  
RS - Removed From Certificate Suitability  
TE - Temporary Employee  
UN - Certificate Unused  
RD - Removed from Certificate Driving  
RX - Removed from Certificate Drug Screen  
NP - Not Available Pending  
RE - Removed From Certificate Eligibility

Complete  Set R



# Supervisory Responsibilities

- Certificate of Eligibles
  - View certificates on USA Staffing
    - Separate certificates will be issued for multiple grades
  - Rate and rank applicants IAW Merit Placement Principles & Agency Plan
  - Input audit codes for the action taken for each applicant
  - Print and sign completed Certificate of Eligibles
  - Return Certificate (KSA Worksheet and Candidate Worksheet, if applicable) to HRO via email, fax, or US Mail



**Questions ?**

If one does not ask, one will never know