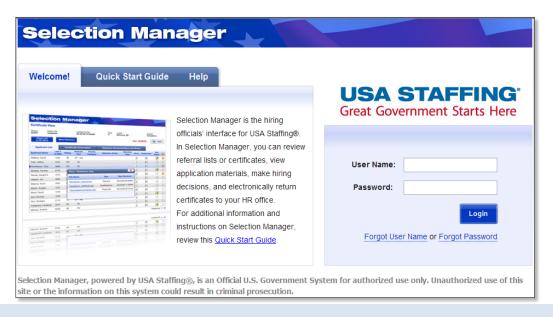# Selection Manager: Quick Start Guide

PART 1: GENERAL INFORMATION

Selection Manager is the hiring official's interface for USA Staffing. In Selection Manager, you can access certificates, review and print application materials, upload documents, make hiring decisions, and return certificates electronically to the human resources (HR) office.

Logging In

You will receive an email to access Selection Manager when a certificate is issued to you. If you are accessing the system for the first time, you will receive an email with your user name and instructions to create your password. On your first login, you will be required to read and accept the *Rules of Behavior*.

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PART 2: SYSTEM NAVIGATION

The system displays the following four buttons on the navigation bar:

- **Home.** This button returns you to the *Home* page where you can see a summary of your hiring actions and alerts.

- **My Account.** This button allows you to update your Selection Manager profile, change your password, and customize Selection Manager email reminders.

- **Batch Docs.** This button serves as a storage area for print requests.

- **Logout.** This button ends your Selection Manager session.

PART 3: ACCESSING CERTIFICATES

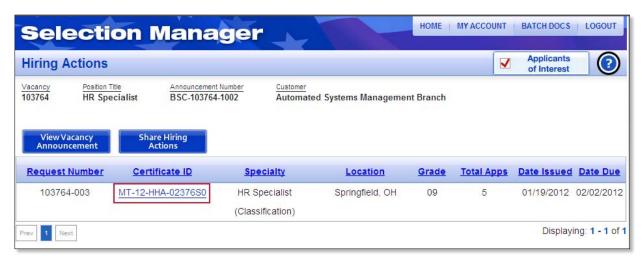The Selection Manager *Home* page is divided into the following four sections:

- **My Hiring Actions.** This section displays vacancies and associated certificates issued to you.

- **My Hiring Alerts.** This section displays notifications for new certificates, certificates due within five days, and overdue certificates.

- **My Returned Actions**. This section displays all certificates for which you were listed as a contact in USA Staffing **and** that have been returned to HR within the last 90 days. You cannot modify certificates displayed in this section as the certificate fields will be inactive (grayed out).

- **My Selections.** This section displays the names of applicants selected from certificates returned to HR within the last 90 days and provides a link to the *Certificate View* page of the returned certificate from which the applicant was selected from.

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

Hiring Actions Page

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

To access a specific certificate, click the link under the Certificate ID column (for example, MT-12-HHA-02376S0). This will take you to the *Certificate View* page.

Returned Actions Page

The *Returned Actions* page displays a summary of the vacancy information and lists returned certificates by certificate number. It serves as a record of previously sent certificates that have been returned to HR.

To access a returned certificate, click the link under the Certificate ID column. This will take you to the *Certificate View* page. Selection actions on this page cannot be modified.

PART 4: REVIEWING APPLICANTS

Certificate View Page

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

- **Applicant List.** This tab displays the list of applicants certified. It allows you to make selection actions, view supporting documents and questionnaire responses, add applicant notes, and mark applicants of interest.

- **Certificate Information.** This tab indicates the referral method used by HR to generate the certificate and contains certificate instructions.

- **Selection Notes.** This tab allows you to view and add selection notes at the certificate level.

- **Case File Documents.** This tab allows you to add documents to stored lists and certificates.

Viewing Applicant Supporting Documents

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

Applicant List	Certificate Information		Selection Notes	Case File Documents		
Applicant Name	Last 4 of SSN	Priority Category	Selection Action	Action Date	Docs	Responses	App Notes	✔
Berry, Rachel	1125				2			□

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

Certificate Details ✖

File Name	Type	Date Received
Professional Resume.doc	Resume	4/29/2010 12:11 PM
Transcript.docx	Transcript	4/29/2010 12:15 PM

Viewing Questionnaire Responses

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

Applicant List	Certificate Information		Selection Notes	Case File Documents		
Applicant Name	Last 4 of SSN	Priority Category	Selection Action	Action Date	Docs	Responses	App Notes	✔
Berry, Rachel	1125				2			□

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

Certificate Details ✖

Section Name

- Entire Questionnaire
- Narratives
- Employment Availability
- MIN QUALS
- Know of Federal Personnel Laws and Regulations.
- Ability to communicate in writing.
- Knowledge of recruitment techniques and options in the Federal Service.
- Ability to manage special programs and projects to automate personnel functions.

Preview

Full Time Employment
Y. 40 Hours Per Week

Marking Applicants of Interest

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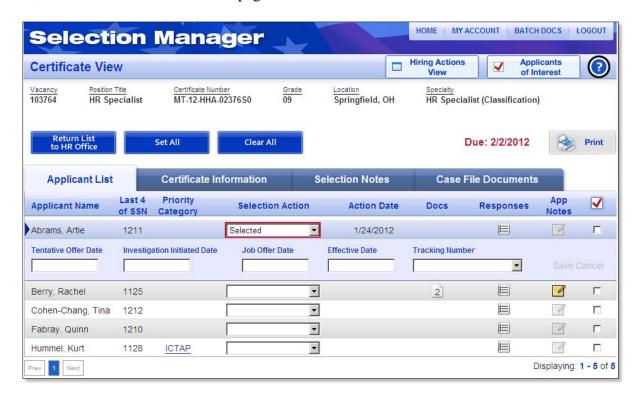

Printing Application Materials

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

PART 5: MAKING SELECTION ACTIONS

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

PART 6: ADDING APPLICANT OR CERTIFICATE NOTES

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

Applicant List	Certificate Information		Selection Notes		Case File Documents		
Applicant Name	**Last 4 of SSN**	**Priority Category**	**Selection Action**	**Action Date**	**Docs**	**Responses**	**App Notes**	✔
Berry, Rachel	1125				2	≣	✎	☐

The selection notes feature is located on the *Selection Notes* tab of the *Certificate View* page. In this tab you can add, view, modify, or delete selection notes at the certificate level. These notes can be viewed by the servicing HR office when the certificate is returned.
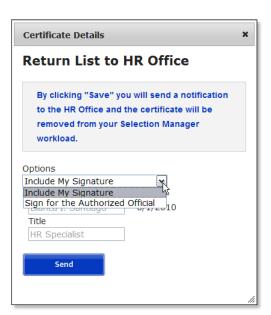
PART 7: UPLOADING CASE FILE DOCUMENTS

You can add case file documents to stored lists and certificates in Selection Manager. The document upload feature is located in the *Case File Documents* tab. Documents uploaded in Selection Manager are transferred automatically to USA Staffing and retained in the electronic case file. You can also view documents uploaded by others and notes entered by HR users. You can delete your own uploaded documents but cannot delete documents uploaded by others.

Applicant List	Certificate Information	Selection Notes	Case File Documents	
File Name	**Linked To**	**Added By**	**Date Added**	**Notes**
Rating Sheet.rtf	Certificate - MT-12-HHA-02376S0	William Schuester	1/20/2012	✎
				Upload New Document

PART 8: RETURNING A CERTIFICATE TO HR

You must return certificates to the HR office for auditing purposes. To return a certificate, click the *Return List to HR Office* button on the *Certificate View* page. On the *Certificate Details* dialog box, select the appropriate signature option from the drop-down list. You have the option to include your signature or sign for the authorized (selecting) official if this was delegated to you. When signing for the selecting official, you must enter his or her *Name* and *Title*. Click the *Send* button to return the certificate. Once you click *Send*, the certificate will be removed from the Hiring Actions list on your Home page. You can continue to access returned certificates and applicants' documentation on the *Returned Actions* page.

Certificate Details ✕

Return List to HR Office

By clicking "Save" you will send a notification to the HR Office and the certificate will be removed from your Selection Manager workload.

Options
Include My Signature ▾
Include My Signature
Sign for the Authorized Official
Bianca I. Santiago   6/1/2010
Title
HR Specialist

Send

PART 9: UPDATING YOUR ACCOUNT

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

PART 10: GETTING HELP

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