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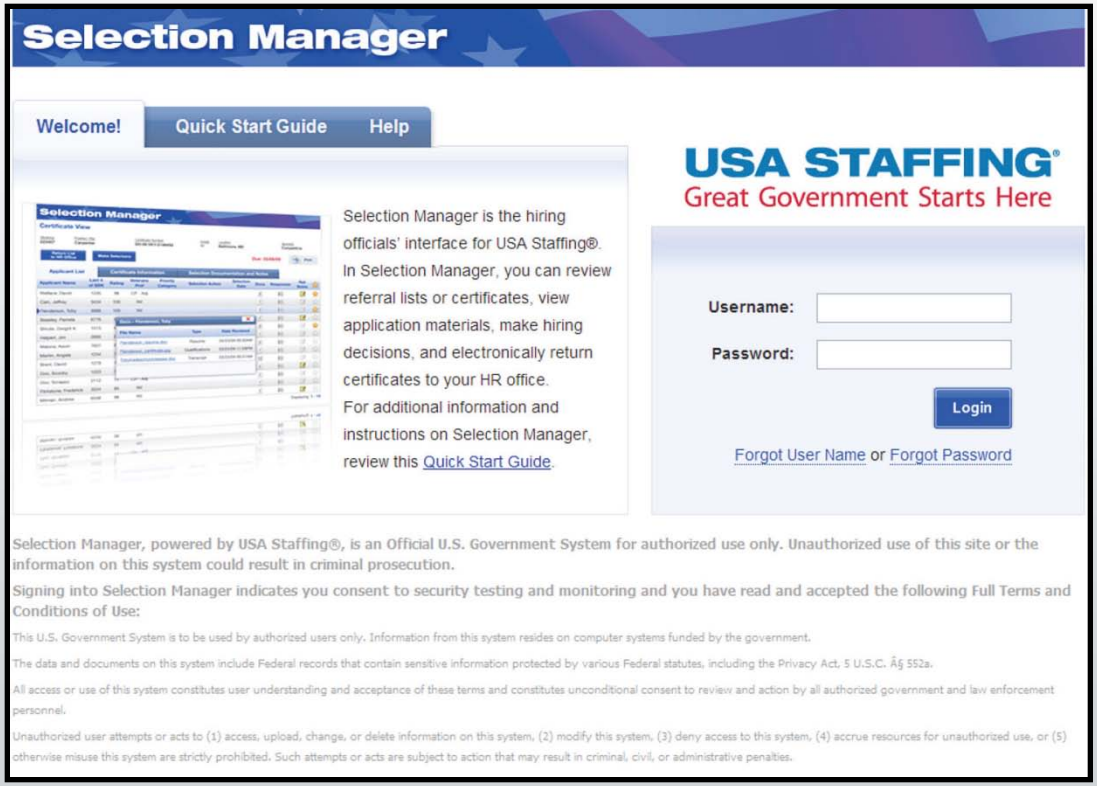
Navigating Selection Manager – USA Staffing's Hiring Official Interface

Selection Manager Overview

- Selection Manager is the Hiring Official's interface for USA Staffing
- In Selection Manager, Hiring Officials access certificates/referral lists, review and print application materials, make hiring decisions, and return certificates electronically to the human resources (HR) office
- The URL for the site is https://selectionmanager.usastaffing.gov/

Logging In

Hiring Officials receive an email to access Selection Manager when a certificate is issued to them. Once they click on the site, they open the home page below.



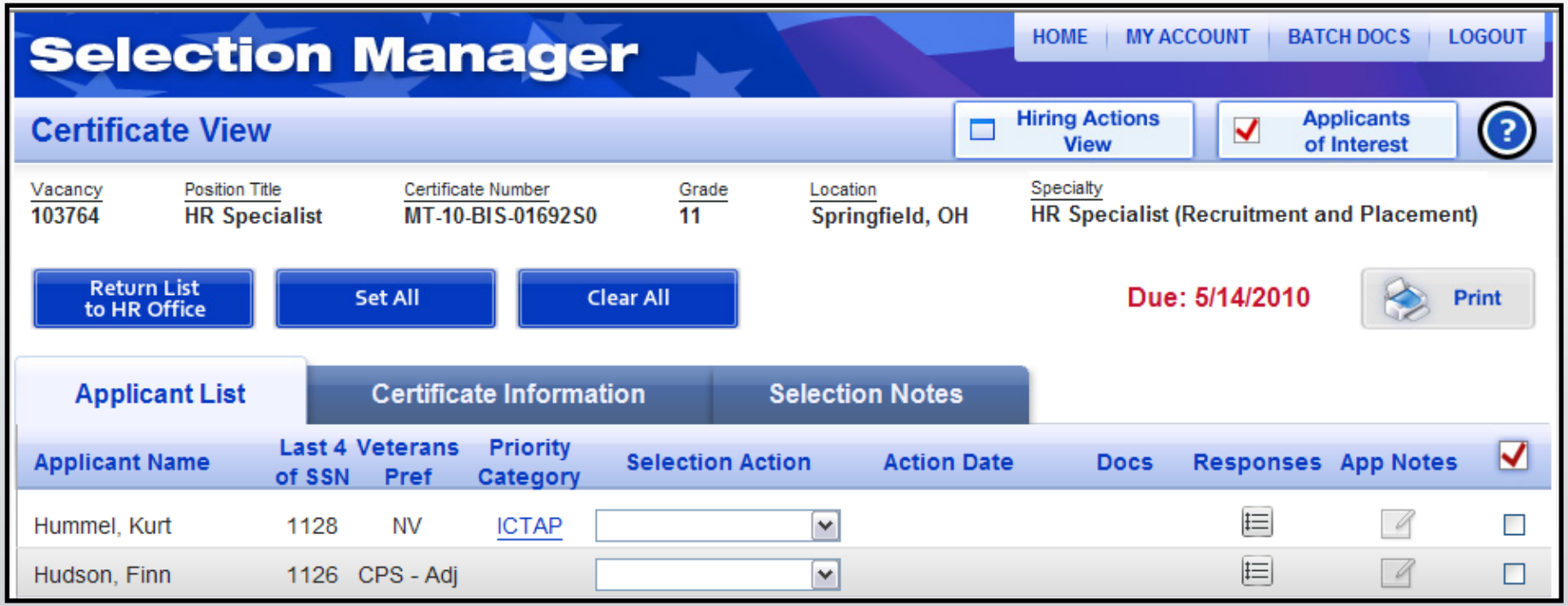
Navigation

The system will display four navigation buttons on the top right of each screen.

To access available certificates for a vacancy, the Hiring Official clicks the link under the My Hiring Actions section.

Reviewing Applicants

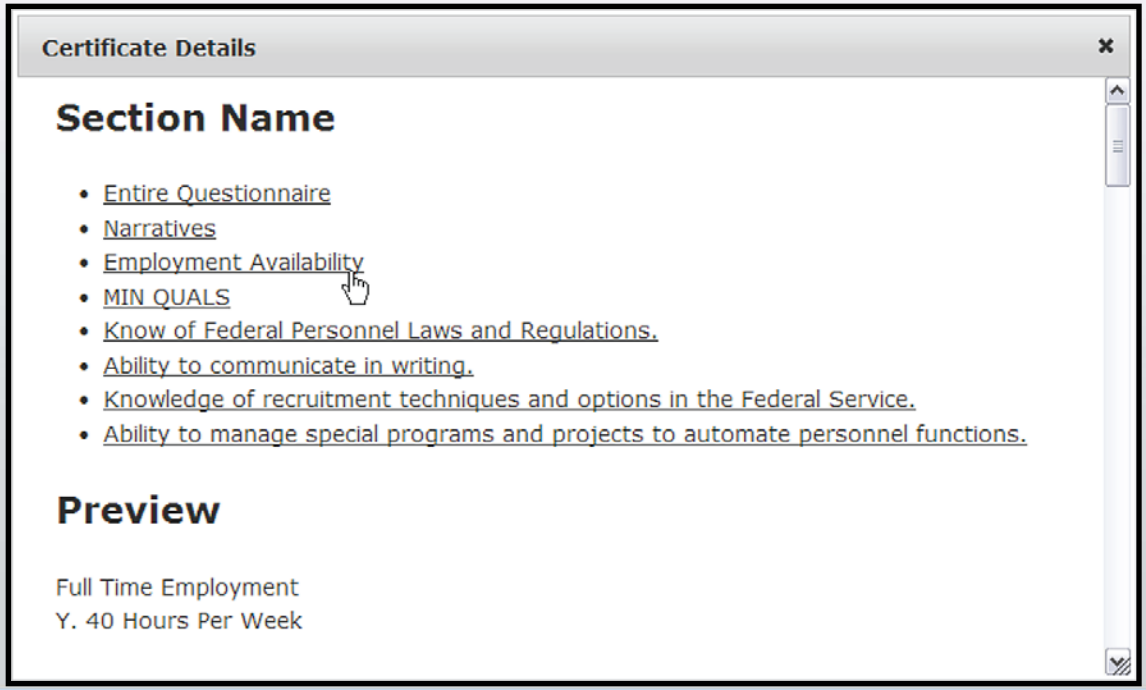
The Certificate View page displays the following three tabs: Applicant List, Certificate Information, Selection Notes.



Viewing Questionnaire Responses

Hiring Officials view questionnaire responses by clicking on the icon in the Responses column.

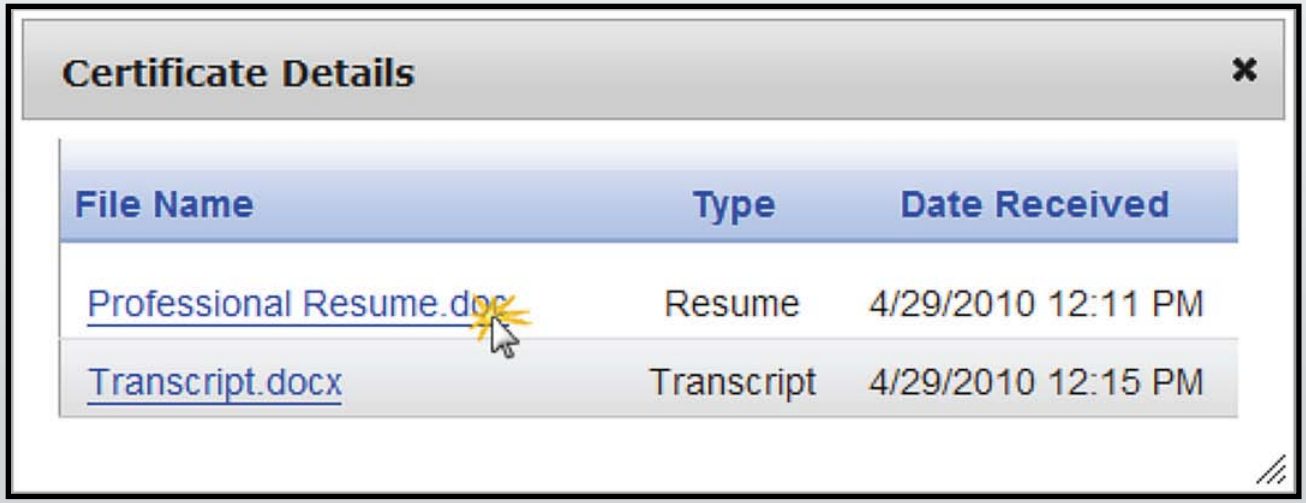
A Certificate Details box will open containing the applicant's questionnaire responses.



Viewing Supporting Documents

Hiring Officials view documents by clicking on the icon in the Docs column.

This opens the Certificate Details dialogue box.

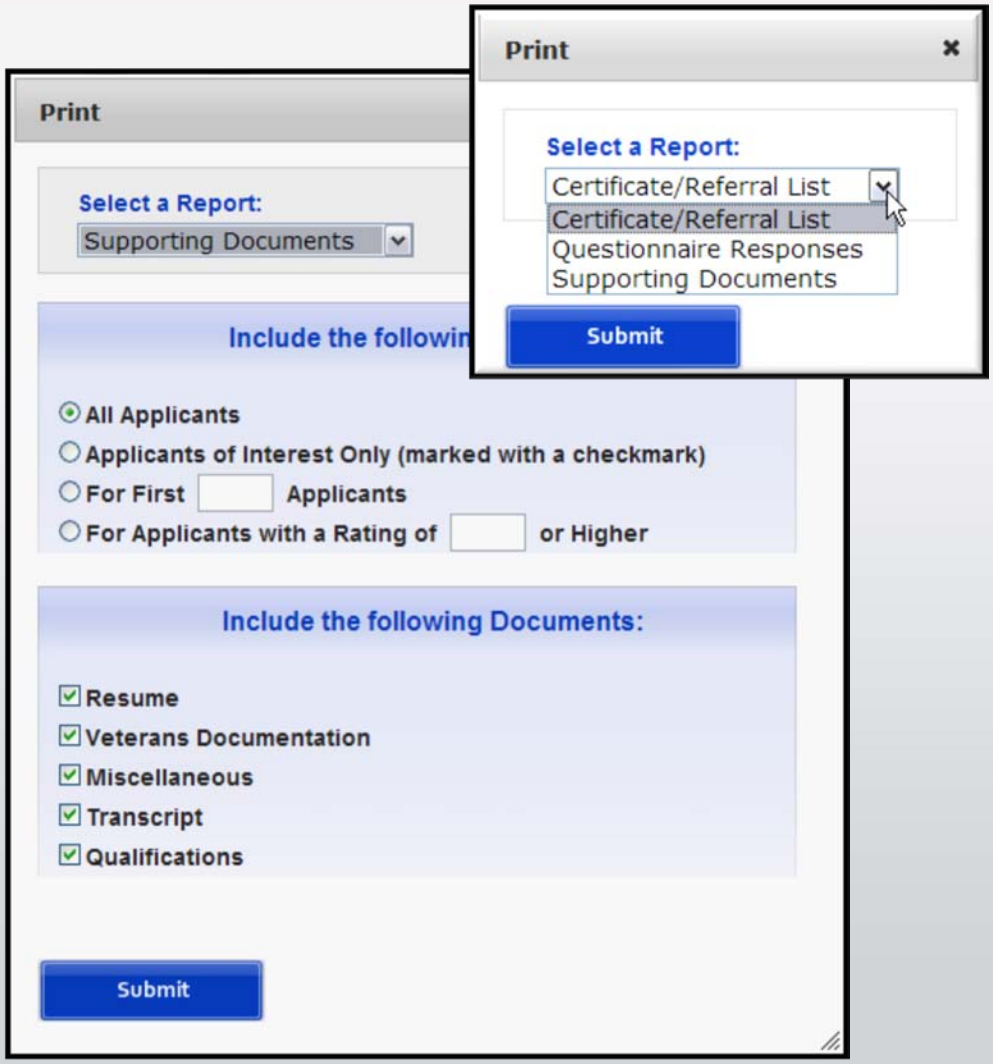


Marking Applicants of Interest

- Applicants of Interest allows Hiring Officials to highlight applicants.
- They mark applicants of interest by checking the box under the check mark column on the Applicants List tab.

- These applicants can be viewed by clicking the Certificate Information tab, and clicking the Applicants of Interest Button.

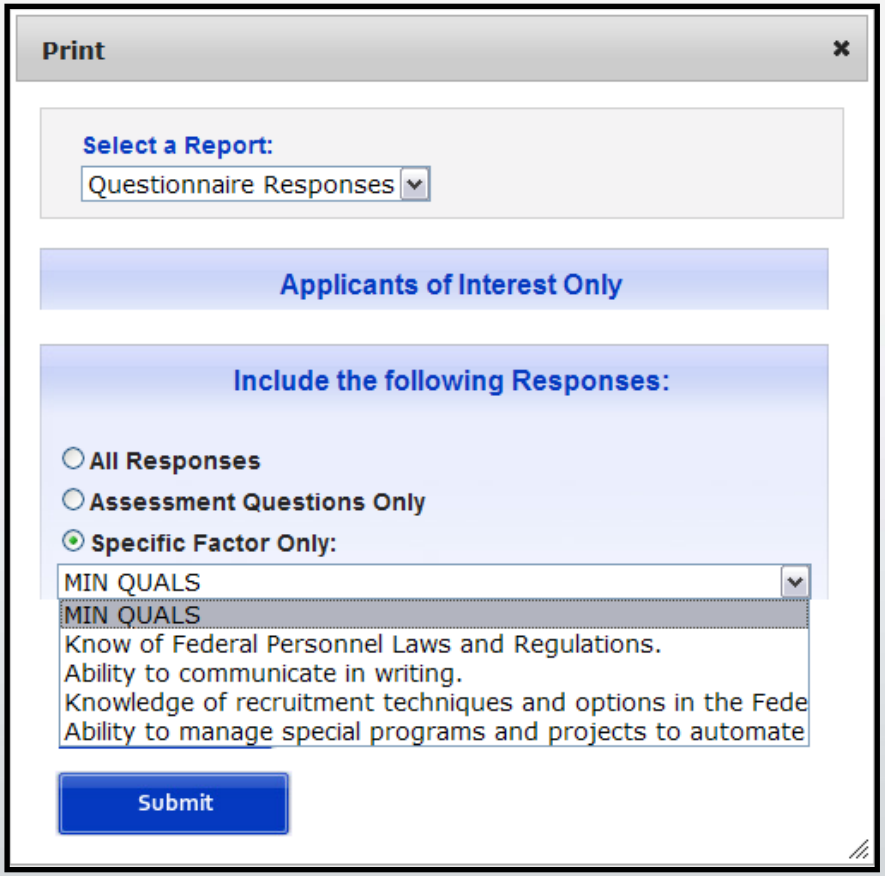
Batch Print Documents



- From the Certificate View, the hiring official can print either the Certificate List, Questionnaire Responses, or Supporting Documents.

- The hiring official can set the criteria for what documents to print and for whom to print them.

Batch Print Documents



- The hiring official may print Supporting Documents and Questionnaire Responses from the Applicant of Interest screen.

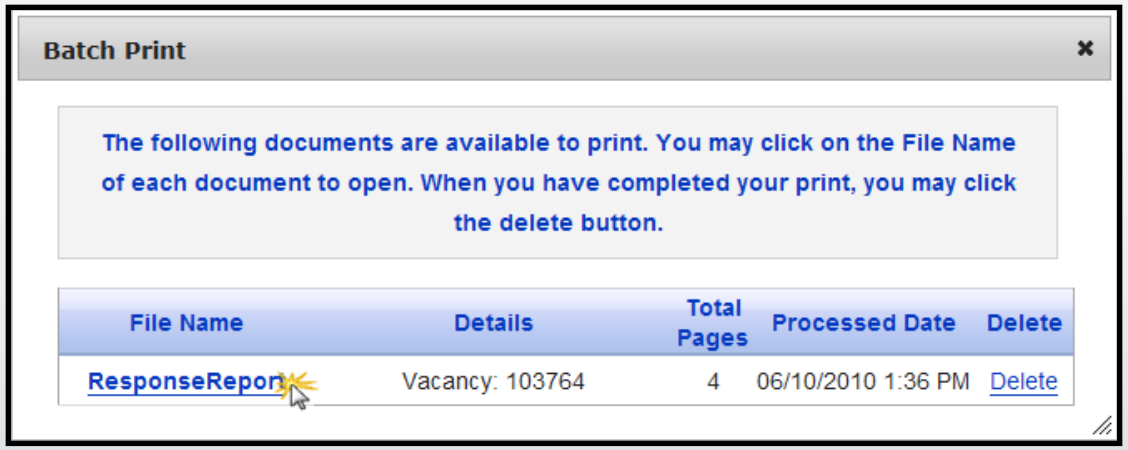
- The information printed is only for the **applicants of interest**.

Batch Print Documents

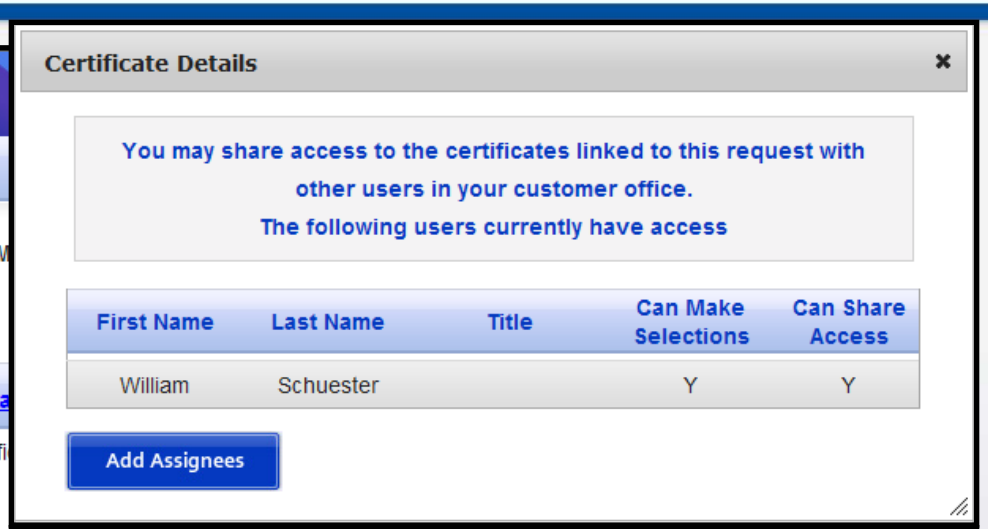
- To view, print, or save the batched documents, click on the Batch Docs button.

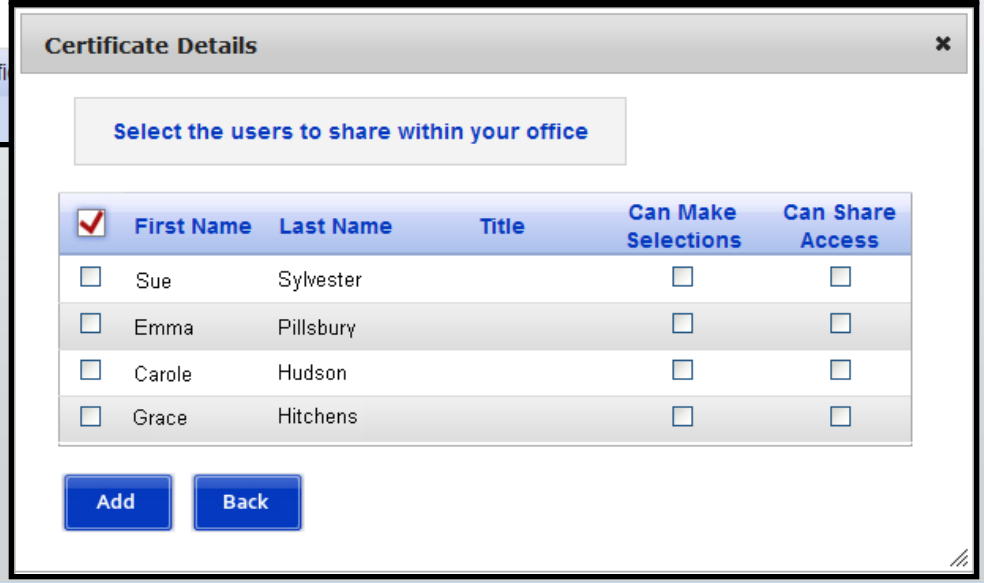
- Click on the name of the batched documents file to view and print.

- To delete the file once it is printed, click the Delete button.



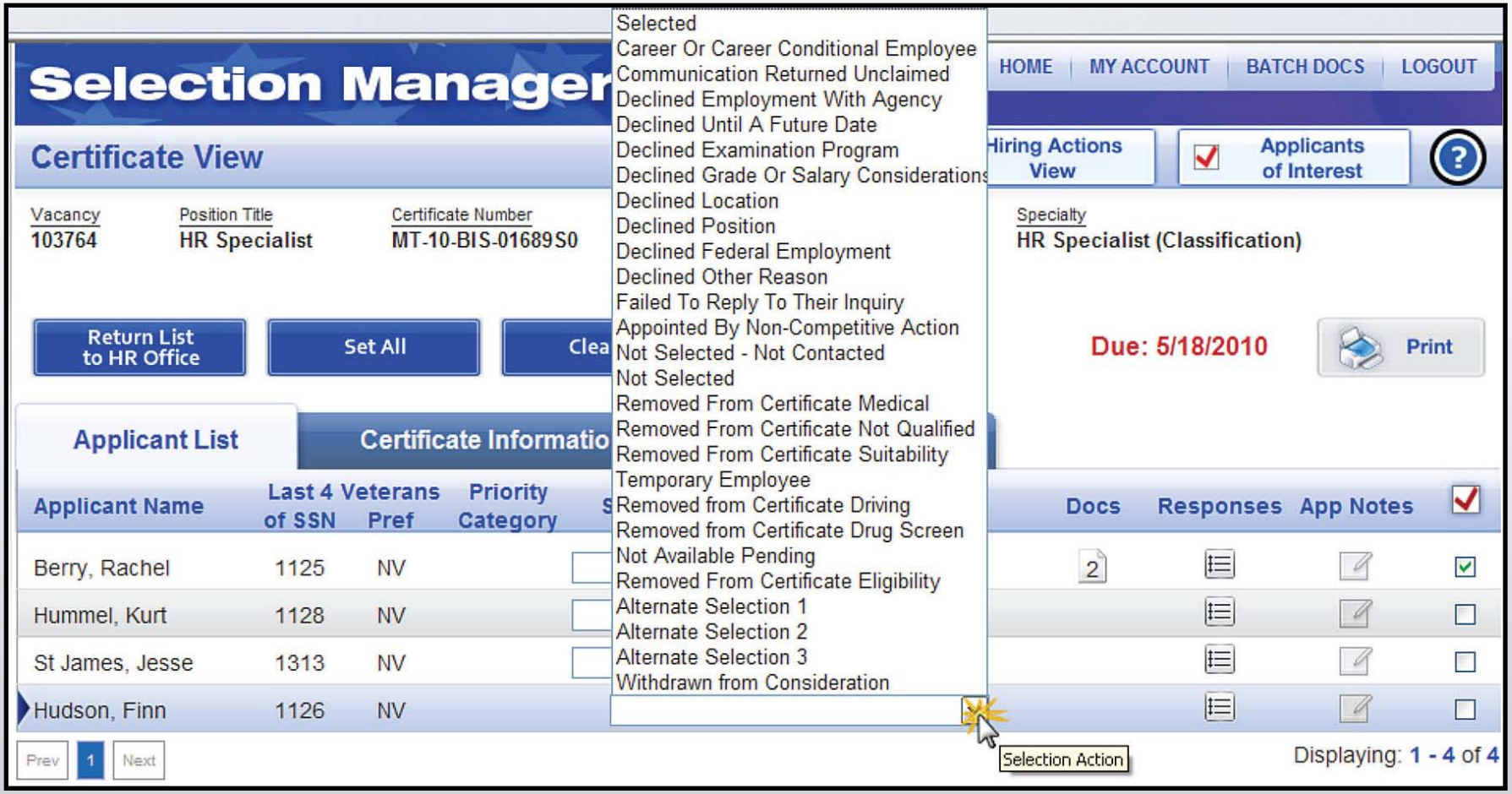
Sharing Certificates





Allows the hiring official to share the certificate with others involved in the hiring process.

Selection Actions

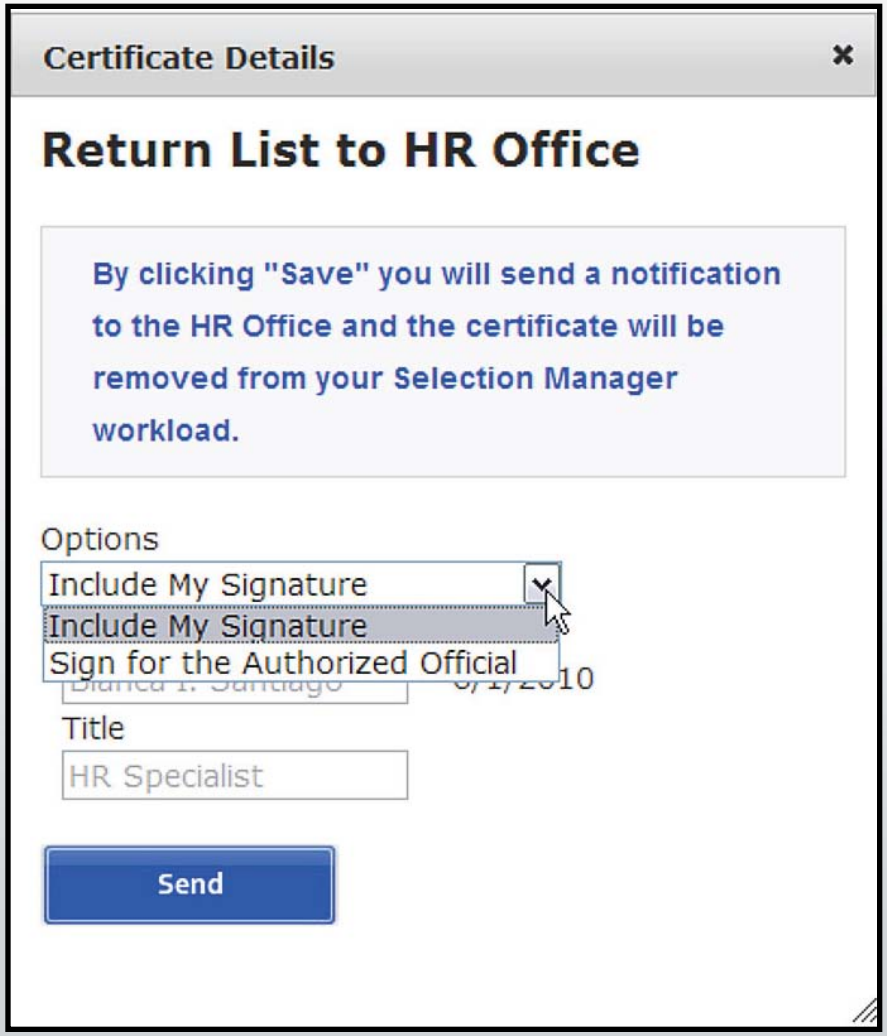


Adding Notes

- Hiring Officials can add notes for applicants or for the entire certificate.

- The applicant notes feature is located on the App Notes column of the Applicant List tab. To add, view, modify, or delete applicant notes, Hiring Officials click the icon in this column.

Returning Certificates



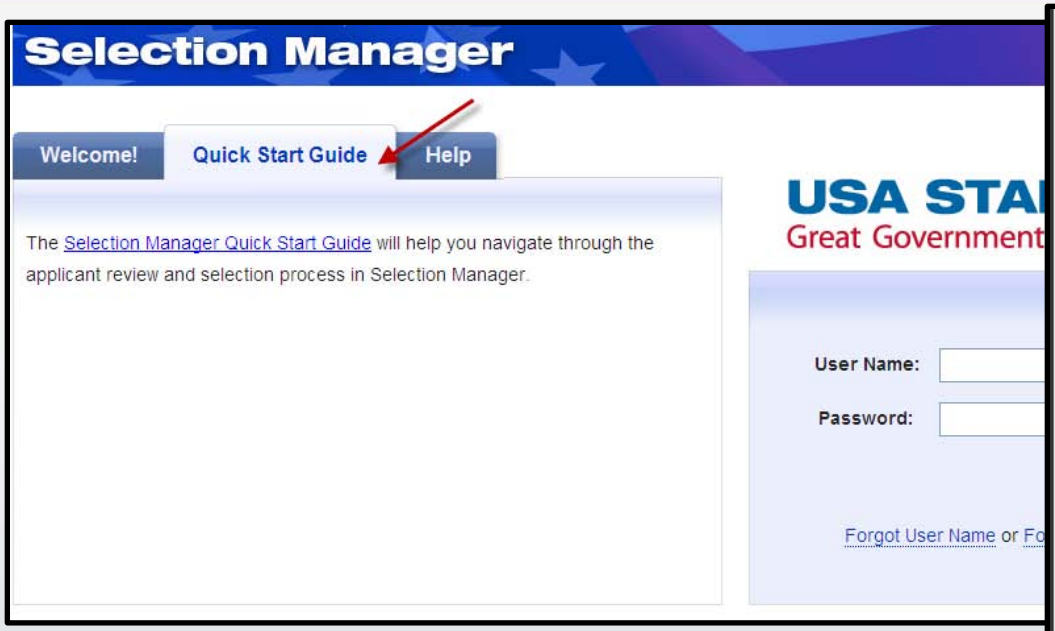
Updating Information

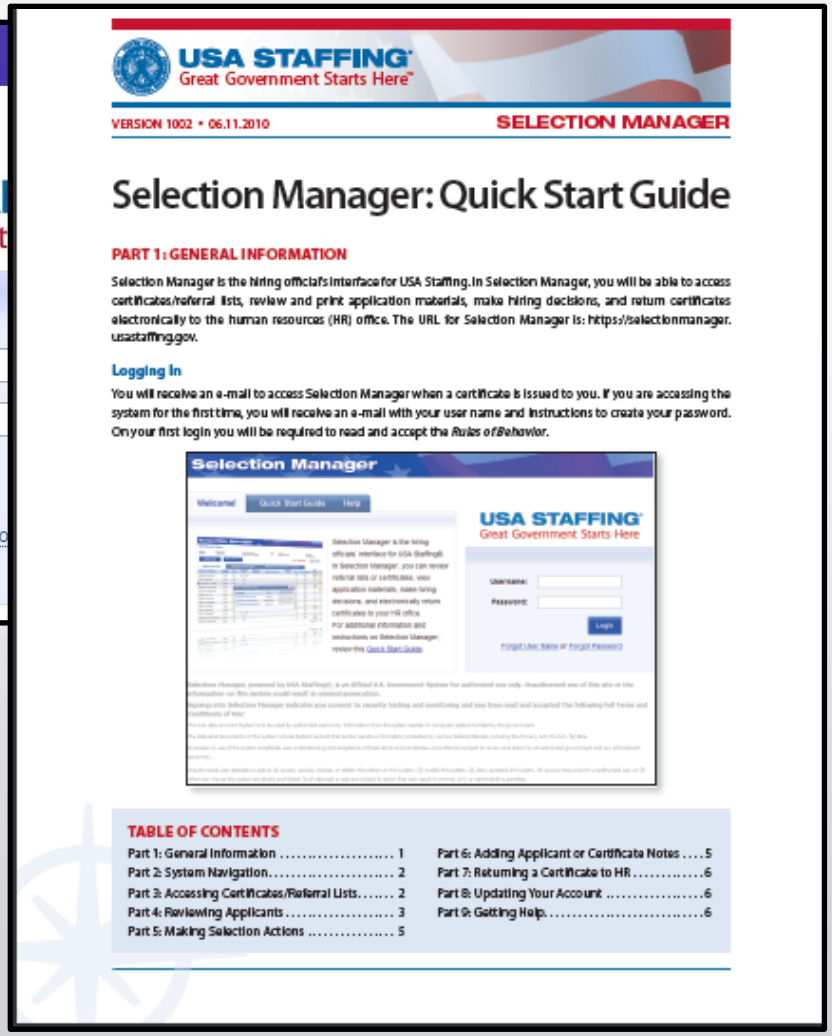
To update their Selection Manager account information, the Hiring Officials click the My Account button in the top right navigation bar. On the Account Management page, they can update or change their profile information, login information, and/or notification preferences.

Online Help

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

Quick Start Guide





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Selection Manager: Quick Start Guide

PART 1: GENERAL INFORMATION

Selection Manager is the hiring official's interface for USA Staffing. In Selection Manager, you will be able to access certificates/referral lists, review and print application materials, make hiring decisions, and return certificates electronically to the human resources (HR) office. The URL for Selection Manager is: https://selectionmanager.usastaffing.gov.

Logging In

You will receive an e-mail 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 e-mail 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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Hiring Officials can access a .pdf Quick Start Guide to Selection Manager by clicking the tab on the login screen.

USA Staffing Resource Center

http://help.usastaffing.gov/USAStaffing/index.php/USA_Staffing_Resource_Center

Hiring Officials can also access the Quick Start Guide through the USA Staffing Resource Center.

In addition, the Resource Center includes a self-paced tutorial for Hiring Officials titled “How Hiring Managers are Improving the Federal Hiring Process”.