

UNCLASSIFIED



# SELECTION BOARD TRAINING

HAWAII NATIONAL GUARD  
HUMAN RESOURCE OFFICE

UNCLASSIFIED



# Agenda



- HING HRO
- Recruitment, Selection, Decision, and Job Offer
- Responsibilities of the HING Selection Board
- Merit Principles
- Prohibited Practices
- Composition of the Selection Board
- Conduct of the Selection Board
- Board Recorder (Non-Voting Board Member)
- JVA Packet Processing
- USA Staffing – Hiring Manager
- Questions



## References

- U.S. Code, Title 5 Section 2301
- Merit Placement Plan for Hawaii National Guard Federal Technician Positions, 1 December 1988
- Title VII of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000E-16)
- The Civil Rights Act of 1991 (P.L. 101-336) applicable to National Guard Personnel.
- The Age Discrimination in Employment Act (ADEA) of 1967, as amended (29 U.S.C. § 633A)
- The Rehabilitation Act of 1973, as amended (29 U.S.C. 791 and 794a)
- The Equal Pay Act (EPA) of 1963 (29 U.S.C. 206 (d))
- The Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. § 12101 et seq., P.L. 101-336).
- The ADA Amendments Act (ADAAA) of 2008 (42 U.S.C. § 12101 et seq., P.L. 110-325)
- The Genetic Information Nondiscrimination Act (GINA) of 2008 (P.L.110-233)
- Title 29 of the Code of Federal Regulations; Parts 1613 and 1614, including revisions (29 C.F.R. Parts 1613 and 1614)
- Equal Employment Opportunity Commission (EEOC) Management Directive 110
- Department of Defense (DoD) Directive 1440.1, DoD Civilian Equal Employment Opportunity (EEO) Program, as changed; and related case law and decisions and interpretation of EEOC, November 21, 2003
- The Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002 (No FEAR Act)

UNCLASSIFIED



# HING Human Resources Office

COL Laura Soares

Human Resources Officer

Email: [laura.j.soares2.mil@mail.mil](mailto:laura.j.soares2.mil@mail.mil)

Work phone: 808-672-1321

UNCLASSIFIED

# HAWAII NATIONAL GUARD HUMAN RESOURCES OFFICE (HRO)

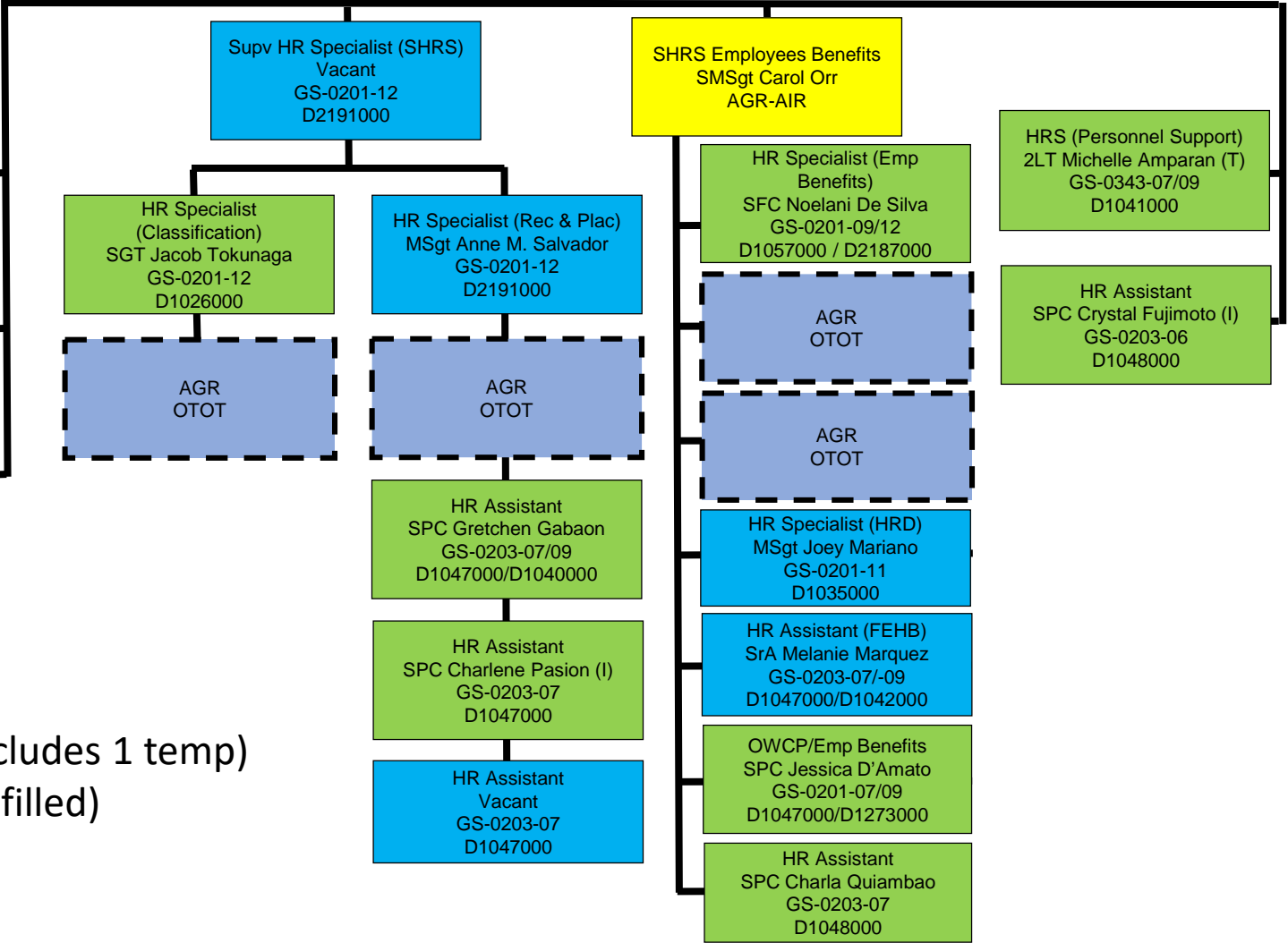
HRO  
COL Laura Soares  
AGR

Deputy HRO  
Tech Branch Chief  
LTC Walt Ross Jr.  
GS-0201-13  
D1023000

## TECH BRANCH

AGR Branch Chief  
LTC Kuna Mendonca  
AGR

SEEM  
CPT Nathan Masunari  
GS-0301-12  
D2235000



## AGR BRANCH

HR NCOIC - AIR  
Vacant  
AGR-OTOT

HR NCOIC-ARMY  
MSG Lelanya Watson  
AGR

HR NCO-ARMY  
SFC Minerva Manuel  
AGR

## EEO

Army: 17 (includes 1 temp)  
Air: 4 (+ 2 unfilled)



# HRO HOMEPAGE

<http://dod.hawaii.gov/hro/>

The screenshot shows the HRO homepage with the following elements:

- Header:** "hawaii.gov" logo, text size options (Smaller | Reset | Larger), and "Stay Connected" link.
- Navigation:** "HING Human Resour" logo, "State of Hawai'i HING Human Resources Office" title, and a search bar.
- Menu:** "HRO Home", "DCPDS", "Fed Benefits Enroll", "Tech Tools", "AGR Tools", and "MIL Family Support".
- Main Content:**
  - A large image of an aircraft in a hangar with the text "AGR RESOURCES Read More".
  - A vertical sidebar with links: "Job Vacancy Announcements", "Tools", "Forms", and "Contact".
  - A white box containing the text: "ALOHA AND WELCOME TO THE HNG HUMAN RESOURCES OFFICE! MISSION STATEMENT: The Human Resources Office (HRO) is a consolidated office that provides personnel, manpower management, and administrative support service for federal full-time personnel programs. The office serves as The Adjutant General's single point of control for managing and administering the Hawaii Army National Guard and the Hawaii Air National Guard full-time personnel programs."
  - Three columns at the bottom: "INFO FOR DEPLOYING SOLDIERS" (with a soldier image), "HR DIRECTORY" (with a flag image), and "DOCS AND PUBS" (with a meeting image).

# HRO Contact Page

<http://dod.hawaii.gov/hro/contact-us/>



State of Hawai'i  
**HING Human Resources Office**

Search this site

HRO Home Technician Resources Tech Tools AGR Resources Events **Contact Us** Docs and Pubs

Home » Contact Us

**CONTACT US**

Department of Defense  
Human Resources Office  
3949 Diamond Head Road  
Honolulu, HI 96816-4495

[HRO Staff Duties and Responsibilities](#)

[HRO ORG CHART – 11 DEC 2017](#)

[Book Appointments](#)

HRO Contact Roster  
Book Appointments  
Helpful Links

- HRO CONTACT ROSTER
- HRO STAFF DUTIES & RESPONSABILITITES (HELP YOU FINDTHE RIGHT SECTION TO ASSIST YOU)

State of Hawai'i  
**HING Human Resources Office**

Search this site

HRO Home Technician Resources Tech Tools AGR Resources Events Contact Us Docs and Pubs

New Employee Orientation (NEO)  
HING HRO JVA BOARD TRAINING  
CLASP Waiver  
Supervisor Training  
DCPDS  
My BIZ / My Workplace  
Fed Benefits Enroll

Job Vacancy Announcements  
Tools  
Forms  
Contact

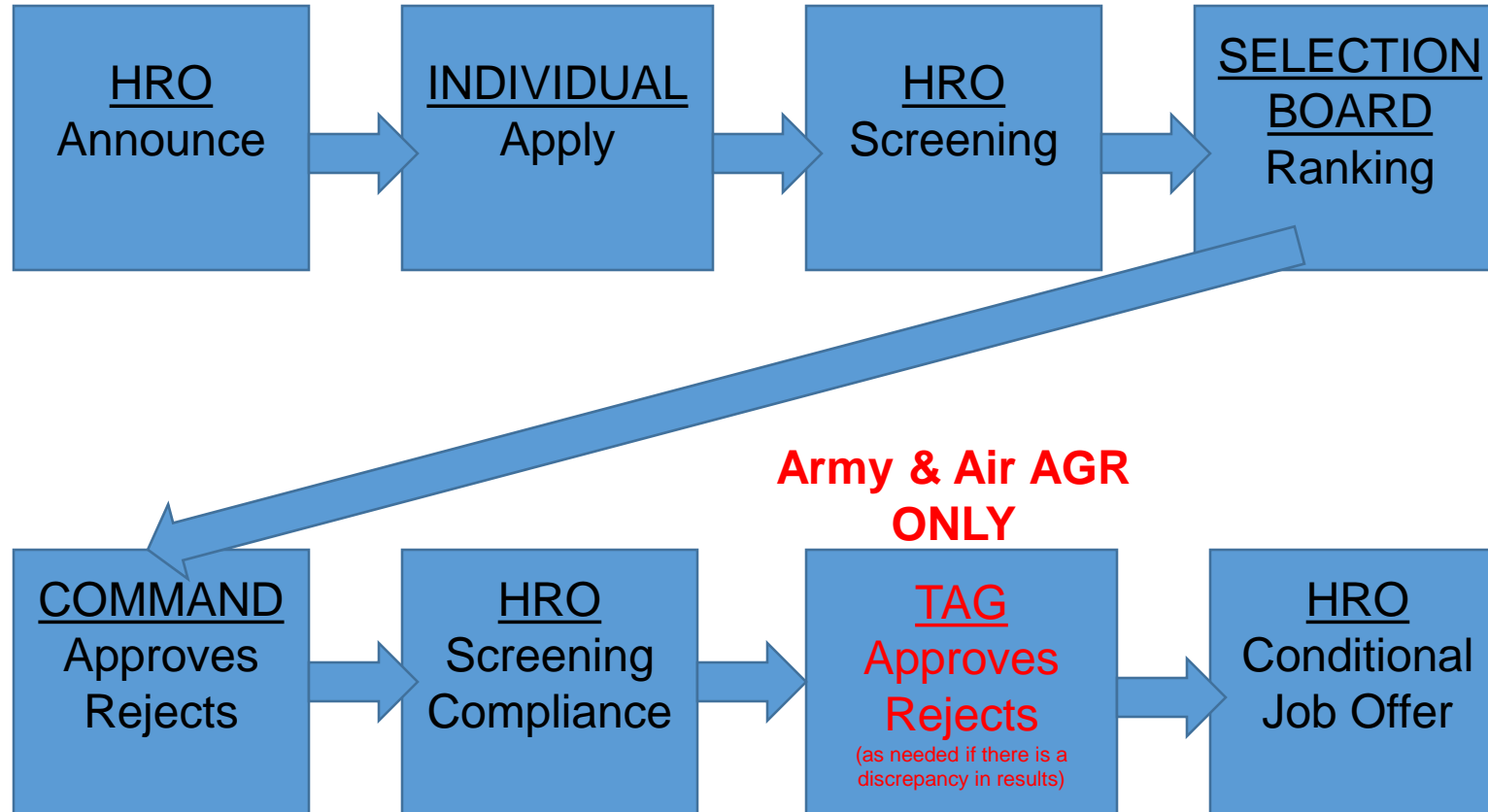
Aloha and Welcome to the HING Human Resources Office!

**RECENT POSTS**  
AIRCRAFT MECHANIC, WG-10, CLOSE 11 JAN 2018

- HRO UPDATES, JVA TRACKER AND MATERIALS



# Recruitment, Selection, Decision, and Job Offer





# Responsibilities of the HING Selection Board

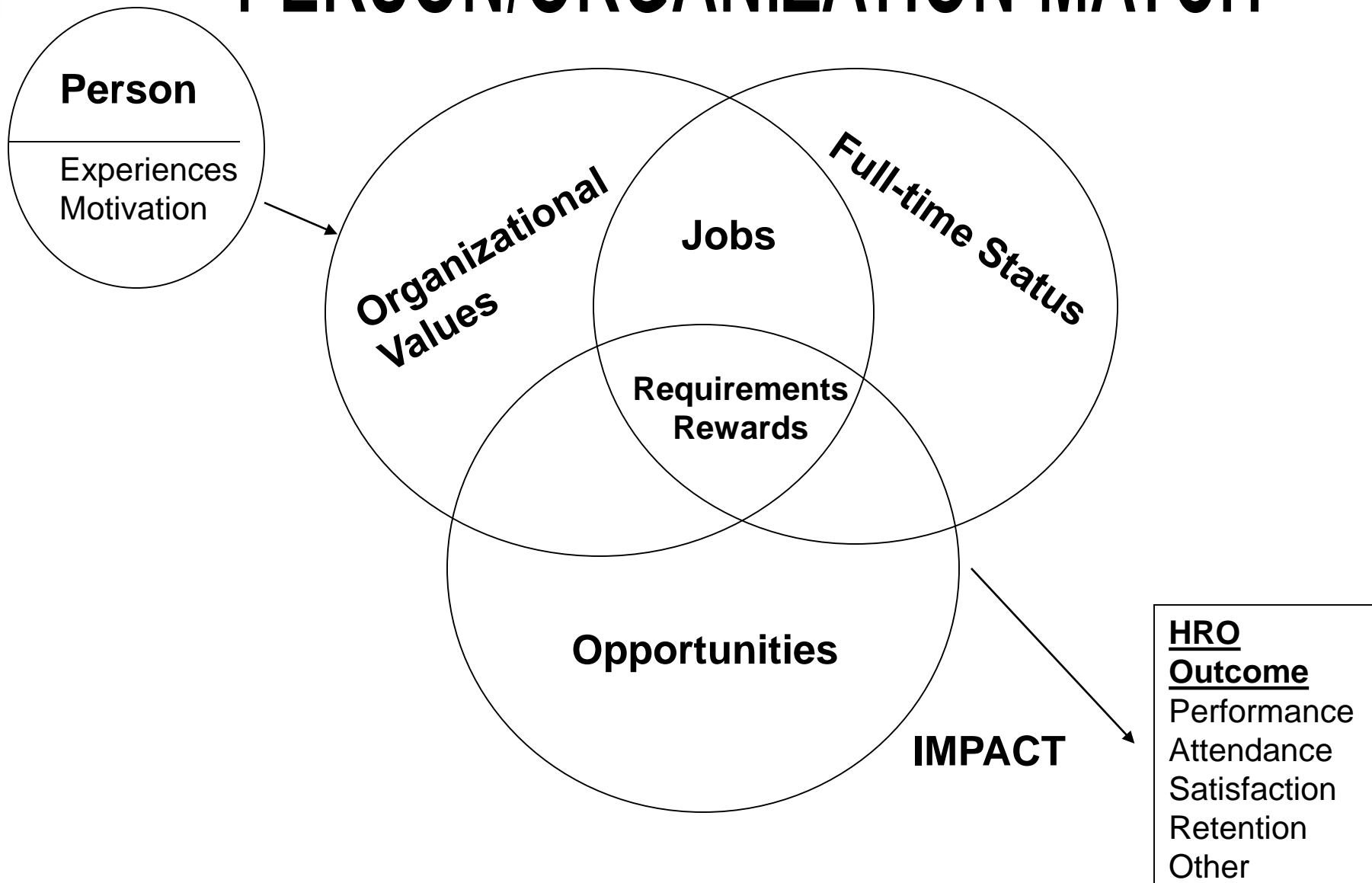


# Responsibilities of the HING Selection Board

- To fill all HING Vacancies by selection from among the best qualified candidates available, based on application of merit principles without regard to such factors as: political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, non-disqualifying physical handicap, or age
- To ensure that qualified applicants receive equitable consideration for positions filled under competitive processes.

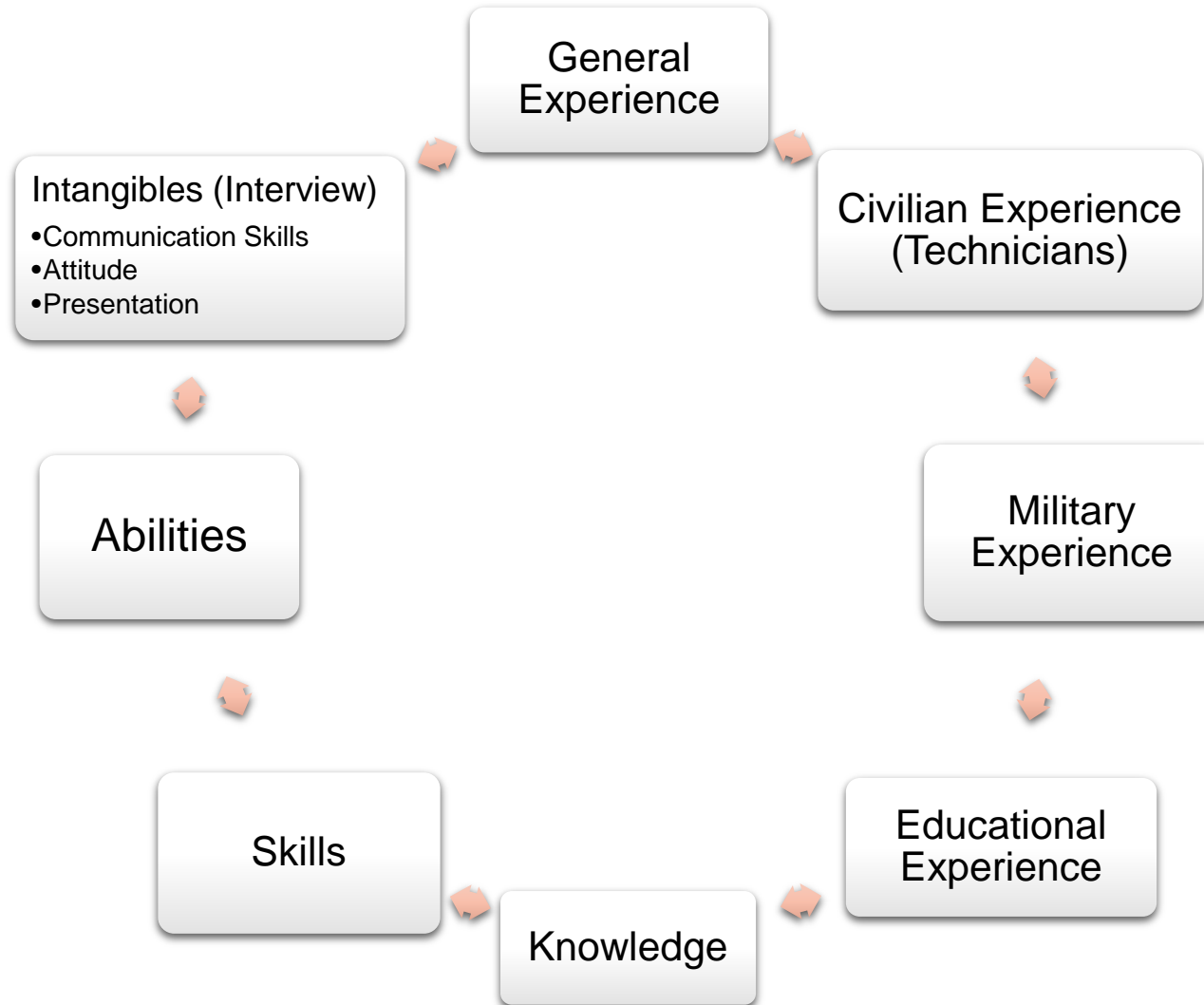


# PERSON/ORGANIZATION MATCH





# WHOLE PERSON APPROACH





# MERIT PRINCIPLES

(U.S. Code, TITLE 5 SECTION 2301)



# MERIT PRINCIPLES

(U.S. Code, TITLE 5 SECTION 2301)

- Recruit, select and advance employees on the basis of merit
- Treat employees and applicants fairly and equitably, without regard to political affiliation, race, color, religion, national origin, sex, marital status, age, or disability
- Provide equal pay for equal work and reward excellent performance
- Maintain high standards of integrity, conduct, and concern for the public interest
- Manage employees efficiently and effectively




## MERIT PRINCIPLES Cont.

(U.S. Code, TITLE 5 SECTION 2301)



- Retain or separate employees on the basis of their performance
- Educate and train employees when it will result in better organization or individual performance
- Protect employees from improper political influence
- Protect employees against reprisal for lawful disclosure of information in whistle-blower situations



PROHIBITED PERSONNEL  
PRACTICES (PPP)  
(U.S. Code, TITLE 5 SECTION 2301)



# PROHIBITED PERSONNEL PRACTICES (PPP)

(U.S. Code, TITLE 5 SECTION 2301)

- Discriminate on the basis of political affiliation, race, color, religion, national origin, sex, marital status, age, or handicap condition
- Solicit or consider any personnel recommendation or statement not based on personal knowledge or records of performance, ability, aptitude, general qualifications, character, loyalty or suitability
- Coerce an employee's political activity
- Deceive or obstruct any person with respect to such persons right to compete for employment
- Influence a person to withdraw from competition



PROHIBITED PERSONNEL PRACTICES (PPP) Cont.  
(U.S. Code, TITLE 5 SECTION 2301)

- Grant any preference or advantage not authorized by law, regulation, or rule
- Employ or promote a relative
- Retaliate against a whistle blower, whether an employee or an applicant.
- Retaliate against employees or applicants who exercise appeal rights, testify or cooperate with an Inspector General from the Office of Special Counsel, or refuse to break a law
- Discriminate based on actions not adversely affecting performance
- Violate any law, rule, or regulation implementing or directly concerning the merit principles



# COMPOSITION OF THE SELECTION BOARD



## COMPOSITION OF THE SELECTION BOARD



- In accordance with federal law, hiring officials must adhere to hiring laws, policies, and regulations during the employment interview and selection processes.
- The board will be composed of **three** or **five** members who are senior or equal in military grade and technician pay grade to the position being filled
- Selecting Official will determine the board composition
- Board President will be the Senior military member or Senior Grade Technician on the board
- Board must have one subject matter expert
- The same Board Members must be present for all candidate being considered



## COMPOSITION OF THE SELECTION BOARD



- Make every effort to ensure the Selection Board reflects the diverse makeup of the referred Applicants (to include gender [male/female]). If there is an ethnic minority applicant, the Selection Board must include a voting ethnic minority panel member. If you are not able to meet this diversity requirement, prior to convening the board, Selecting Official must provide the HRO a written justification prior to conducting the interview.
- **Prior** to convening the board, submit the list of your proposed Selection Board Members to HRO for review and approval.



# CONDUCT OF THE SELECTION BOARD



## CONDUCT OF THE SELECTION BOARD



- Prior to convening the board, submit all board questions to the HRO and State Equal Employment Manager for review and approval
- Required questions to each interviewee:
  1. Applicant's Identity Confirmation
  2. JVA Application Verification
  3. Have there been any changes since the submission of your application that would impact our consideration of you for this JVA today?
  4. Do you have knowledge of any board members?
  5. Do you have any concerns with any board members?



## CONDUCT OF THE SELECTION BOARD



- Recommend the best-qualified and most suitable candidate to assist commander in enhancing readiness and mobilization.
- Highest level of integrity, no biases (mitigate perceived or actual biases whenever possible) or preconceived notions.
- Accept **NO** additional documentation from any Applicant during the board selection process not previously received **AND** approved by HRO prior to the JVA closing date.
- Make **NO** commitments or violate confidentiality of nominations process.
- Selection is official after TAG approval and HRO formal notification.



## CONDUCT OF THE SELECTION BOARD



- Boards are conducted in closed session using a structured directive interview style.
- All questions and notes must be submitted to HRO and SEEM.
- The Board will recommend candidates in order of preference through command channels. Must provide rationale for non-selects.
- The chain of command will concur or non-concur. Command must provide written justification for all disagreements with Selection Board selections.
- The Adjutant General reserves the right to select any qualified candidate on the certification list.



# The EEOC Fair Inquiry Guidelines

## What Questions CAN'T You Ask?



# What Questions CAN'T You Ask?



The EEOC Fair Inquiry Guidelines provides a good reference on what questions you can and can't ask. Here are some examples of questions that you can't ask because of Race, Religion, Age Marital Status...and some alternatives. (See <http://dod.hawaii.gov/hro/> for EEOC Fair Inquiry Guidelines)

## Illegal

Are you married? Do you have kids?

What religious holidays do you practice?

How long have you been working?



## Alternative

Tell me about your self?

Are you available to work on Sundays?

How long have you been working in (certain job/industry)?



# What If There Is NO Selection?



# What If There Is NO Selection?

- Sometimes, after interviewing candidates, the hiring Supervisor feels that no one is qualified for the position.
- The hiring Supervisor can request that applications from Area II are considered (If there are any), or decide that they want to re-advertise the job (not other qualified applicants from Area II).
- In this case, please work with the Staffing section to make sure that the correct procedures are followed.



# Board Recorder Responsibilities

Non-voting member



# Board Recorder Responsibilities



- Board Recorder is required
- Notify Applicants (DTG, Location, Uniform, any special accommodation)
- Maintain an Applicant Communication Log
- Submit Board Questions for HRO Approval
- Ensure Board Members are Trained by HRO (Annually)
- Prepare Board Member Packet
- Sign Memorandum of Record (As Needed)
- Complete Consolidated Score Sheet
- Return Documents to HRO
  - Army NG AGR POC
  - Federal Technician (USA Staffing – Hiring Manager)
  - Air NG AGR POC



# JVA Packet Processing

## JVA

## (ARMY &amp; AIR AGR/TECHNICIAN)



- To publish JVA follow these steps in the following order:
  1. Unit submits approved JVA checklist (signed by AO/CofS)
  2. HRO sends the unit a draft JVA
  3. Unit will review and update JVA as needed
  4. HRO publishes JVA
    - E-mail blast via AGR distro list
    - **HIARNG** Announcement (HKO)
    - HRO website: <http://dod.hawaii.gov/hro/job-vacancy-announcements/>
    - **TECH ONLY:** USA Jobs Website: <https://www.usajobs.gov/>

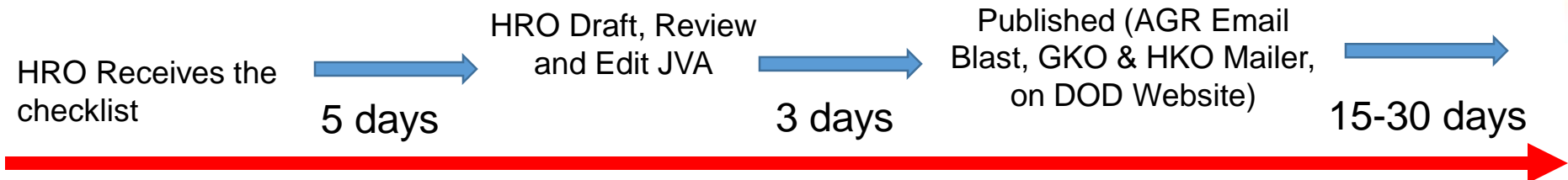
After JVA closes HRO will wait one week for mail ins (AGR)

- Board:
  - Questions, board member/recorder names and board date must be sent to HRO NLT Closing of JVA.
  - HRO will not release list until board information has been received.
  - If you were trained by HRO this qualifies you to serve on the board as a recorder or board member. Due to the recent issues and changes in staff, board refresher training will take place annually.

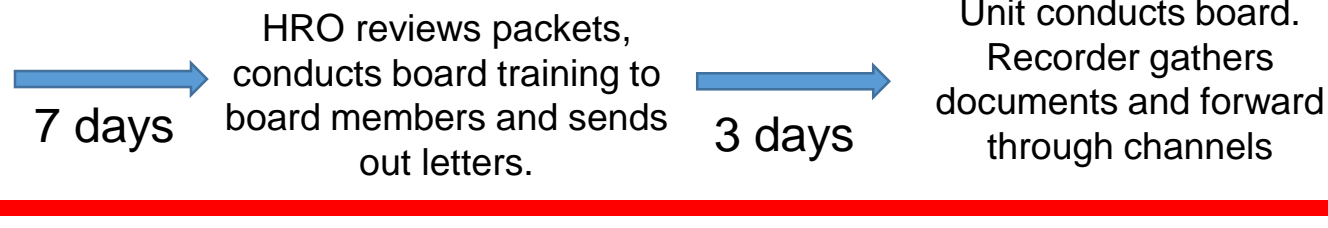
UNCLASSIFIED

# JVA Timeline

(ARMY & AIR AGR ONLY)



JVA Closes. HRO waits 7 days for mail in applications And reviews packets to ensure all Soldiers qualify for positions. (if not letters will be sent out.



Date of closing: unit will request board training, submit board memo and questions for HRO to review and approve.

UNCLASSIFIED

## JVA Timeline

## (HING TECHNICIAN ONLY)



|  |
|--|
| <b>*Received SF52 Request @ HRO (15 DAYS)</b>  |
| 00. Position Validation  |
| 01. Create JVA Draft (Position Descriptions & NGB Qualifications)  |
| 02. Review JVA Draft (Staffer reviews & makes changes)   |
| 03. AGR Coordination (if applicable) Dual Status Announcements   |
| 04. Hierarchy build - Classifier builds/validates hierarchy in DCPDS   |
| <b>*Draft Sent to Requesting Unit</b>  |
| 5. Pending Posting to USA Jobs (Draft Sent to Requesting Unit for review and approval before posting through hiring manager. Unit will receive MOU for board members and recorder) |
| <b>*JVA Closing Date Set (15 -30 DAYS OPEN)</b>  |
| 6. JVA Posted on USA Jobs, DOD Website, HIARNG Mailers, HIANG. MOU for board members and recorders due NLT JVA closing   |
| 7. Screening Applicants; JVA closes, 3 Phases of Screening (AOC, General Experience/ Specialized Experience) (15 DAYS)   |
| <b>*Packet Sent to Unit (30 DAYS )</b>   |
| 8. Out for Selection (UNIT) Certificate sent to the Unit via Hiring Manager to conduct interviews.   |
| 9. Validate Selection (HRO) Unit returns Selection Packets to HRO to validate scores & selection; Assures that COS/Group Commanders signs off for approval.                        |
| 10. Selection Approval (TAG/HRO) Selection Packets sent to HRO for review and approval.  |
| <b>*Hiring Date (15 DAYS )</b>   |
| 11. Letters Sent to Applicant; Service Member is sent to selectee for acceptance or non-acceptance of the job offer.   |
| 12. Set Start Date (Supervisor/HRO) Coordination of effective date done with supervisor. In-processing notification sent out.  |
| 13. Completed (Employee is working) JVA Completed after selectee is on board.  |



**\*Note: KSA is only for Army AGR**

|  |             |  |             |             |             |
|--|-------------|--|-------------|-------------|-------------|
| Position:  |             |  |             |             |             |
| Board Members Name:  |             |  |             |             |             |
|  | Applicant 1 | Applicant 2  | Applicant 3 | Applicant 4 | Applicant 5 |
| <b><u>Work Experience</u></b><br>General<br>Specialize<br>Other  |             |  |             |             |             |
| <b><u>Military Experience</u></b><br>General<br>Specialize<br>Other  |             |  |             |             |             |
| <b><u>Education</u></b><br>General<br>Specialize<br>Other  |             | <b>Weight:</b><br>- Panelists determine the weight of the categories<br>- Mandatory 3 points for the interview<br>- Remaining 7 points are distributed among the categories<br>- No zeros for any category |             |             |             |
| Knowledge (K)<br>Skills (S)<br>Abilities (A)   |             |  |             |             |             |
| <b><u>Past Performance</u></b><br>Appraisals<br>Military Evaluations<br>Recommendations<br>Awards<br>Others          |             |  |             |             |             |
| <b><u>Interview</u></b><br>Subject Matter<br>Expertise<br>Communication<br>Skills<br>Confidence /Bearing<br>Attitude |             |  |             |             |             |



2

1

2

1

1

3

|   |  |   |   |  |             |
|---|--|---|---|--|-------------|
| Position:   |  |   |   |  |             |
| Board Members Name:   |  |   |   |  |             |
|   | CPT Jones  | CPT Kikaida   | MAJ Silva                                 | MAJ Manuel   | Applicant 5 |
| <b>Work Experience</b><br>General<br>Specialize<br>Other  | Blockbuster manager<br>Little league coach<br>Great aloha Run<br>volunteer | Sears-Sales Automotive<br>Soccer coach<br>Volunteer Fireman       | Union Carpenter<br>Independent Contractor | Physical Education<br>Instructor-Kalaheio High<br>Football Coach |             |
| <b>Military Experience</b><br>General<br>Specialize<br>Other  | PLT Ldr-227<br>XO-227 SPT  | PLT Ldr – B 29 <sup>th</sup> SPT<br>Maint Control Officer<br>XO b |   |  |             |
| <b>Education</b><br>General<br>Specialize<br>Other  |  |   |   |  |             |
| <b>Knowledge (K)</b><br><b>Skills (S)</b><br><b>Abilities (A)</b>   |  |   |   |  |             |
| <b>Past Performance</b><br>Appraisals<br>Military Evaluations<br>Recommendations<br>Awards<br>Others          |  |   |   |  |             |
| <b>Interview</b><br>Subject Matter<br>Expertise<br>Communication<br>Skills<br>Confidence /Bearing<br>Attitude |  |   |   |  |             |



| Position: UH ROTC             |   |   |   |   |           |
|-------------------------------|---|---|---|---|-----------|
| Board Members Name: LTC Smith |   |   |   |   |           |
|                               | CPT Jones   | CPT Kikaida   | MAJ Silva   | MAJ Manuel  | Applicant |
| <b>Work Experience</b>        | Blockbuster manager<br>little league coach<br>Great aloha run volunteer | Sears-Sales Automotive<br>Soccer coach<br>Vounteer fireman                            | Union Carpenter<br>Independent contractor   | Physical Education<br>instructor- Kalaheo High<br>Football Coach  |           |
| General                       | 1   | 2   | 3   | 4   |           |
| Specialize                    |   |   |   |   |           |
| Other                         |   |   |   |   |           |
| <b>Military Experience</b>    | PLT Ldr-227<br>XO- 227 SPT  | PLT Ldr- B/29th SPT<br>Maint Control Officer<br>XO B/29th SPT<br>Commander B/29th SPT | PLT Ldr-Btry B 1/487 FA<br>XO Btry B 1/487 FA<br>Commander Btry B 1/487 FA<br>CPT   | PLT Ldr-Co D 2/299 IN<br>XO CO D 2/299 IN<br>Commander CO D 2/299<br>Asst 2/3 29th SIB<br>Mobilization Officer<br>JRTC                          |           |
| General                       | 1   | 2   | 4   | 3   |           |
| Specialize                    |   |   |   |   |           |
| Other                         |   |   |   |   |           |
| <b>Education</b>              | OCS Graduate<br>Bachelor of Arts<br>Engineer- OBC                       | ROTC Graduate<br>Bachelor of Science-<br>History<br>Finance OBC<br>CLOAC              | OCS Graduate<br>Associate of Arts<br>Bachelor of Arts Busin<br>Masters in managemen<br>Airborne / Air Assault<br>FA OBC & OAC<br>SAS3 | ROTC Graduate-UH<br>Bachelor of Arts- ED<br>Masters of ED<br>Professional diploma-ED<br>Air Assault / Ranger<br>IOBC & IOAC<br>SAS3<br>BSC- 50% |           |
| General                       | 1   | 2   | 3   | 4   |           |
| Specialize                    |   |   |   |   |           |
| Other                         | 2   | 1   | 3   | 4   |           |
| <b>Past Performance</b>       |   |   |   |   |           |
| Appraisals                    |   |   |   |   |           |
| Military Evaluations          | 1   | 2   | 4   | 3   |           |
| Recommendations               |   |   |   |   |           |
| Awards                        |   |   |   |   |           |
| Others                        |   |   |   |   |           |
| <b>Interview</b>              | COM, COM<br>Good conduct medal<br>COM, ARCOM                            | COM, ACOM<br>AAM, ARCOM   | ACOM, ACOM<br>Good conduct medal<br>COM (2nd), ARCOM (3rd)<br>COM   | COM, ACOM<br>AAM (2nd), ARCOM (3rd)   |           |
| Subject Matter Expertise      | 2   | 1   | 4   | 3   |           |
| Communication Skills          |   |   |   |   |           |
| Confidence/Bearing            |   |   |   |   |           |
| Attitude                      |   |   |   |   |           |

The Board must decide before the interviews begin, the priorities of each category. This must remain the same throughout all interviews.

\*ONLY CHOOSE ONE





|                               |  |   |  |   |           |
|-------------------------------|--|---|--|---|-----------|
| Position: UH ROTC             |  |   |  |   |           |
| Board Members Name: LTC Smith |  |   |  |   |           |
|                               | CPT Jones  | CPT Kikaida   | MAJ Silva  | MAJ Manuel  | Applicant |
| <b>Work Experience</b>        | Blockbuster manager<br>little league coach<br>Great aloha runner | Sears-Sales Automotive<br>Soccer coach<br>Vounteer firefighter                        | Union Carpenter<br>Independent   | Physical Education<br>instructor- K... High<br>Football Coach   |           |
| <b>Military Experience</b>    | PLT Ldr-227<br>XO- 227 SPT                                       | PLT Ldr- B/29th SPT<br>Joint Control Officer<br>XO D 29th SPT<br>Commander B/29th SPT | PLT Ldr-Btry B 1/487 FA<br>XO Btry B 1/487 FA<br>Commander Btry B 1/487<br>XO 1/487 FA<br>JRTC | PLT Ldr-Co D 2/299 IN<br>XO Co D 2/299 IN<br>Commander CO D 2/299<br>Asst 2/3 299 SIB<br>Mobilization Officer<br>JRTC |           |

4

RANKING

4

RAW SCORE

**Weight:**

- Panelists determine the weight of the categories
- Mandatory 3 points for the interview
- Remaining 7 points are distributed among the categories
- No zeros for any category

|  |        |           |                |           |                |           |                |           |                |  |
|--|--------|-----------|----------------|-----------|----------------|-----------|----------------|-----------|----------------|--|
| JVA: FY-2002-26  |        |           |                |           |                |           |                |           |                |  |
| Position: UH ROTC  |        |           |                |           |                |           |                |           |                |  |
| Board Members Name: LTC Jones  |        |           |                |           |                |           |                |           |                |  |
|  |        | Jones     |                | Kikaida   |                | Silva     |                | Manuel    |                |  |
|  | Weight | Raw Score | Weighted Score | Raw Score | Weighted Score | Raw Score | Weighted Score | Raw Score | Weighted Score |  |
|  | 2      | 1         | 2              | 2         | 4              | 3         | 6              | 4         | 8              |  |
|  | 1      | 1         | 1              | 2         | 2              | 4         | 4              | 3         | 3              |  |
|  | 2      | 1         | 2              | 2         | 4              | 3         | 6              | 4         | 8              |  |
| Past Performance:<br>Appraisals<br>Military Evaluation<br>Recommendations<br>Awards              | 1      | 1         | 1              | 2         | 2              | 4         | 4              | 3         | 3              |  |
| Interview:<br>Subject Matter Expertise<br>Communication Skills<br>Confidence/Bearing<br>Attitude | 3      | 2         | 6              | 1         | 3              | 4         | 12             | 3         | 9              |  |
|  |        |           | 12             |           | 15             |           | 32             |           | 31             |  |
| Board Member Signature   |        |           |                |           |                | Date      |                |           |                |  |

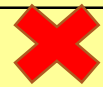


| JVA: FY-2002-26               |        |           |                |           |                |           |                |           |                |
|-------------------------------|--------|-----------|----------------|-----------|----------------|-----------|----------------|-----------|----------------|
| Position: UH ROTC             |        |           |                |           |                |           |                |           |                |
| Board Members Name: LTC Jones |        |           |                |           |                |           |                |           |                |
|                               |        | Jones     |                | Kikaida   |                | Silva     |                | Manuel    |                |
|                               | Weight | Raw Score | Weighted Score | Raw Score | Weighted Score | Raw Score | Weighted Score | Raw Score | Weighted Score |
| Work Experience:              |        |           |                |           |                |           |                |           |                |
| General                       |        |           |                |           |                |           |                |           |                |
| Specialize                    |        |           |                |           |                |           |                |           |                |
| Other                         | 2      | 2         | 2              | 1         | 2              | 3         | 6              | 4         | 8              |
| Military Experience:          |        |           |                |           |                |           |                |           |                |
| General                       |        |           |                |           |                |           |                |           |                |
| Specialize                    |        |           |                |           |                |           |                |           |                |
| Other                         | 1      | 1         | 1              | 2         | 2              | 4         | 4              | 3         | 3              |
| Education:                    |        |           |                |           |                |           |                |           |                |
| General                       |        |           |                |           |                |           |                |           |                |
| Specialize                    |        |           |                |           |                |           |                |           |                |
| Other                         | 2      | 1         | 2              | 2         | 4              | 3         | 6              | 4         | 8              |
| Past Performance:             |        |           |                |           |                |           |                |           |                |
| Apprasials                    |        |           |                |           |                |           |                |           |                |
| Military Evaluation           |        |           |                |           |                |           |                |           |                |
| Recommendations               |        |           |                |           |                |           |                |           |                |
| Awards                        | 2      | 1         | 1              | 2         | 2              | 4         | 4              | 3         | 3              |
| Interview:                    |        |           |                |           |                |           |                |           |                |
| Subject Matter Expert         |        |           |                |           |                |           |                |           |                |
| Communication Skills          | 3      |           |                |           |                |           |                |           |                |
| Confidence/Bearing            |        |           |                |           |                |           |                |           |                |
| Attitude                      | 3      | 2         | 6              | 1         | 3              | 4         | 12             | 3         | 9              |
|                               | 10     |           | 12             |           | 15             |           | 32             |           | 31             |
| Board Member Signature        |        |           |                |           | Date           |           |                |           |                |

Ensure that you are **multiplying** the weight and raw score.

$$2 \times 1 = 2$$

3



- Weight:
- Panelists determine the weight of the categories
  - Mandatory 3 points for the interview
  - Remaining 7 points are distributed among the categories
  - No zeros for any category

Weighted Score = Weight x Raw Score  
Summarize the weighted score



|                                     |    |   |    |      |    |   |    |   |    |
|-------------------------------------|----|---|----|------|----|---|----|---|----|
| Past Performance:                   |    |   |    |      |    |   |    |   |    |
| Appraisals                          |    |   |    |      |    |   |    |   |    |
| Military Evaluation Recommendations |    |   |    |      |    |   |    |   |    |
| Awards                              | 1  | 1 | 1  | 2    | 2  | 4 | 4  | 3 | 3  |
| Interview:                          |    |   |    |      |    |   |    |   |    |
| Subject Matter Expertise            |    |   |    |      |    |   |    |   |    |
| Communication Skills                |    |   |    |      |    |   |    |   |    |
| Confidence/Bearing                  |    |   |    |      |    |   |    |   |    |
| Attitude                            | 3  | 2 | 6  | 1    | 3  | 4 | 12 | 3 | 9  |
|                                     | 10 |   | 12 |      | 15 |   | 32 |   | 31 |
| Board Member Signature              |    |   |    | Date |    |   |    |   |    |

- Transfer board member scores from Worksheet
- Ties **may** occur with the average scores that the panel needs to prioritize with justification in the remarks section

|                           |    |    |    |      |  |  |  |  |  |
|---------------------------|----|----|----|------|--|--|--|--|--|
| Board Member Francis      | 14 | 16 | 34 | 37   |  |  |  |  |  |
| Total Score               |    |    |    |      |  |  |  |  |  |
| Average Score             | 12 | 15 | 32 | 31   |  |  |  |  |  |
| Remarks:                  |    |    |    |      |  |  |  |  |  |
| Board Recorder Signature  |    |    |    | Date |  |  |  |  |  |
| Board President Signature |    |    |    | Date |  |  |  |  |  |



| JVA: FY-2002-26           |       |         |       |        |           |           |           |           |           |
|---------------------------|-------|---------|-------|--------|-----------|-----------|-----------|-----------|-----------|
| Position: UH ROTC         |       |         |       |        |           |           |           |           |           |
|                           | Jones | Kikaida | Silva | Manuel | Applicant | Applicant | Applicant | Applicant | Applicant |
| Board Member Jones        | 12    | 15      | 32    | 31     |           |           |           |           |           |
| Board Member Ching        | 16    | 14      | 34    | 37     |           |           |           |           |           |
| Board Member Francis      | 14    | 16      | 34    | 37     |           |           |           |           |           |
| Total Score               | 42    | 45      | 100   | 105    |           |           |           |           |           |
| Divide by Members         | 3     | 3       | 3     | 3      |           |           |           |           |           |
| Average Score             | 14    | 15      | 33    | 35     |           |           |           |           |           |
| Remarks:                  |       |         |       |        |           |           |           |           |           |
| Board Recorder Signature  |       |         |       |        | Date      |           |           |           |           |
| Board President Signature |       |         |       |        | Date      |           |           |           |           |

- Transfer board member scores from Worksheet

-Ties may occur with the average scores that the panel needs to prioritize with justification in the remarks section



## Board Process Cont.



- Board members will submit all documents (notes, questions, memo for record, score sheet and notes) to the Recorder, who will submit all docs through the proper chain of command to the TAG, Attn: AGR Branch
- Technician ONLY: all board members will submit all documents to the Recorder, will attach all docs in Hiring Manager and ensure that the proper chain of command reviews and sends the certificate back to HRO through Hiring Manager



# USA Staffing – Hiring Manager

## List of Eligibilities Certificate Approval Process

(HING TECHNICIAN ONLY)

**BLUF:** You will receive an email that will instruct you step by step on how to close a JVA after an interview.

**\*Very important to identify your selectee/s and alternatives (Alternatives ranked by most qualified. Why? In case the selectee does not accept the job offer. Staffing will go down the Alternatives list you have submitted to fill the JVA)**



Hiring Actions

Reviews

Alerts

Profile

Help

Reviews 4

Filter Search

| Review Name | Review Type    | Position Title                   | Other Reviewers | Due        | Request Numbers         | Progress |
|-------------|----------------|----------------------------------|-----------------|------------|-------------------------|----------|
| Certificate | Applicant List | FINANCIAL MANAGEMENT TECHNICIAN  | Show Reviewers  | 09/23/2017 | NG-17APRHIHRO0000794698 | 0%       |
| Certificate | Applicant List | STAFF ACCOUNTANT                 | Show Reviewers  | 09/30/2017 | NG-16NOVHIHRO0000749033 | 0%       |
| Certificate | Applicant List | SUPERVISORY FINANCIAL SPECIALIST | Show Reviewers  | 09/30/2017 | NG-16DECHHRO0001755381  | 0%       |
| Certificate | Applicant List | IT SPECIALIST (NETWORK)          | Show Reviewers  | 09/30/2017 | NG-17MAYHIHRO0000806955 | 0%       |

1

2

1. Click on Reviews

2. Click on Certificate

\*Make sure it is the Position that you would like to approve and make selections for




- Hiring Actions
- Reviews
- Alerts
- Profile
- Help

### Applicant List: Certificate

Due: 09/23/2017 | Returned: N/A | HR Contact: Stephanie Blackmon

### My Assignments 1

Select the applicant lists below that you want to review.

|  |                   |
|--|-------------------|
|  <b>Certificate 20170824-CAJI-001</b> <span style="color: red; font-weight: bold;">1</span> | <b>Status</b>     |
| GS-0503-6 - Category Rating  | <b>Incomplete</b> |
| Hickam AFB, HI   |                   |
| 4 Applicants   |                   |

**Review (1) Lists** 2 Clear Selections

- View Instructions
- Other Reviewers
- View Announcement
- Documents

1. Click on the Certificate

2. Click on Review (1) Lists



Applicant List: Certificate > View Lists

Applicant Lists **1**

Certificate 20170824-CAJI-001

Applicants **4** Pay Plan: GS-0503-6 Location: Hickam AFB, HI Eligibilities: Specialties:

|                          | Applicant Name          | Vet Preference      | Selection Decision | Documents | Notes | Request Number | Date Certified | Interested |
|--------------------------|-------------------------|---------------------|--------------------|-----------|-------|----------------|----------------|------------|
| <input type="checkbox"/> | Garcia, Cruz Ricardo    | NP - No Preference. | No Decision        | 1         | 0     |                | 8/24/2017      | 🚩 ⌂ ☆      |
| <input type="checkbox"/> | Mokiao, Crystal Ann     | NP - No Preference. | No Decision        | 1         | 0     |                | 8/24/2017      | 🚩 ⌂ ☆      |
| <input type="checkbox"/> | Pellegrino, Thomas Vito | NP - No Preference. | No Decision        | 1         | 0     |                | 8/24/2017      | 🚩 ⌂ ☆      |
| <input type="checkbox"/> | Sabado, Romeo J         | NP - No Preference. | No Decision        | 1         | 0     |                | 8/24/2017      | 🚩 ⌂ ☆      |

Approval Status: Incomplete [Next]

1. Click on "No Decision" for each candidate

2. Change Decision Code to make selections (e.g. Selected, Alt 1, Withdrawn), SAVE

Certificate 20170824-CAJI-001

Applicants **4** Pay Plan: GS-0503-6 Location: Hickam AFB, HI Eligibilities: Specialties:

|                          | Applicant Name          | Vet Preference      | Selection Decision | Documents | Notes | Request Number | Date Certified | Interested |
|--------------------------|-------------------------|---------------------|--------------------|-----------|-------|----------------|----------------|------------|
| <input type="checkbox"/> | Garcia, Cruz Ricardo    | NP - No Preference. | No Decision        | 1         | 0     |                | 8/24/2017      | 🚩 ⌂ ☆      |
| <input type="checkbox"/> | Mokiao, Crystal Ann     | NP - No Preference. | No Decision        | 1         | 0     |                | 8/24/2017      | 🚩 ⌂ ☆      |
| <input type="checkbox"/> | Pellegrino, Thomas Vito | NP - No Preference. | No Decision        | 1         | 0     |                | 8/24/2017      | 🚩 ⌂ ☆      |
| <input type="checkbox"/> | Sabado, Romeo J         | NP - No Preference. | No Decision        | 1         | 0     |                | 8/24/2017      | 🚩 ⌂ ☆      |

**Selection Decision**

Decision Code: Select a code...

Hiring Action Number: Select a request...

Duty Location: Select a location...

Position Description Number: Select a position...

Series: Select a series...

[Save] [Cancel]

Approval Status: Incomplete [Next]

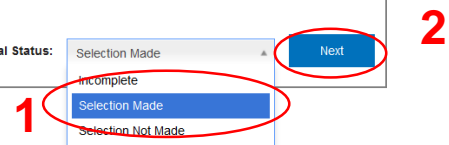


- Alerts
- Profile
- Help

| <input type="checkbox"/> | Applicant Name            | Vet Preference      | Selection Decision | Documents | Notes | Request Number | Date Certified | Interested |
|--------------------------|---------------------------|---------------------|--------------------|-----------|-------|----------------|----------------|------------|
| <input type="checkbox"/> | + Garcia, Cruz Ricardo    | NP - No Preference. | No Decision        | 1         | 0     |                | 8/24/2017      | 🚩 ⌂ ☆      |
| <input type="checkbox"/> | + Mokiao, Crystal Ann     | NP - No Preference. | No Decision        | 1         | 0     |                | 8/24/2017      | 🚩 ⌂ ☆      |
| <input type="checkbox"/> | + Pellegrino, Thomas Vito | NP - No Preference. | No Decision        | 1         | 0     |                | 8/24/2017      | 🚩 ⌂ ☆      |
| <input type="checkbox"/> | + Sabado, Romeo J         | NP - No Preference. | No Decision        | 1         | 0     |                | 8/24/2017      | 🚩 ⌂ ☆      |

Approval Status: Selection Made Next

Incomplete  
Selection Made  
Selection Not Made



### My Assignments 1

Select the applicant lists below that you want to review.

☑

**Certificate 20170824-CAJI-001**  
GS-0503-6 - Category Rating  
Hickam AFB, HI  
4 Applicants

**Status**  
Selection Made

Review (1) Lists Clear Selections



1. Change **Approval Status** to Selection Made
2. Click Next
3. Click on Cert
4. Click Review (1) Lists



\*You can only select one alternate but click on NOTES and add in your 2<sup>nd</sup>, 3<sup>rd</sup>, etc. alternates in order of priority.



Certificate 20170824-CAJI-001

**Applicants** 4      **Pay Plan:** GS-0503-6      **Eligibilities:**  
**Location:** Hickam AFB, HI      **Specialties:**

View Instructions
Print

| <input type="checkbox"/> |   | Applicant Name          | Vet Preference      | Selection Decision | Documents | Notes | Request Number | Date Certified | Interested |
|--------------------------|---|-------------------------|---------------------|--------------------|-----------|-------|----------------|----------------|------------|
| <input type="checkbox"/> | + | Garcia, Cruz Ricardo    | NP - No Preference. | No Decision        | 1 ▾       | 0 ▾   |                | 8/24/2017      | 🚩 ✓ ☆      |
| <input type="checkbox"/> | + | Mokiao, Crystal Ann     | NP - No Preference. | No Decision        | 1 ▾       | 0 ▾   |                | 8/24/2017      | 🚩 ✓ ☆      |
| <input type="checkbox"/> | + | Pellegrino, Thomas Vito | NP - No Preference. | No Decision        | 1 ▾       | 0 ▾   |                | 8/24/2017      | 🚩 ✓ ☆      |
| <input type="checkbox"/> | + | Sabado, Romeo J         | NP - No Preference. | No Decision        | 1 ▾       | 0 ▾   |                | 8/24/2017      | 🚩 ✓ ☆      |

**Approval Status:** Selection Made ▾
Next

- Once all Selections Decisions are made, click Print



# Certificate of Eligibles

FINANCIAL MANAGEMENT TECHNICIAN

GS-0503-6

HIANG-SB-10035171-DE

| Criteria    |                | Certificate Details |                                 |
|-------------|----------------|---------------------|---------------------------------|
| Location    | Hickam AFB, HI | Certificate Number  | 20170824-CAJI-001               |
| Pay Plan    | GS             | Certificate Type    | Category Rating                 |
| Series      | 0503           | Issued Date         | 08/24/2017                      |
| Grade       | 6              | Priority Order      | Category Rating Rules           |
| Specialties | N/A            | Rank By             | Rating (exclude Veteran Points) |
|             |                | Refer Method        | Top Category                    |

| Applicant List |                         |          |              |                  |                    |
|----------------|-------------------------|----------|--------------|------------------|--------------------|
| Agency Action  | Applicant Name          | Vet Pref | Final Rating | Category Rating  | Eligibility Labels |
|                | Garcia, Cruz Ricardo    | NP       | 90           | Highly Qualified |                    |
|                | Mokiao, Crystal Ann     | NP       | 95           | Highly Qualified |                    |
|                | Pellegrino, Thomas Vito | NP       | 98           | Highly Qualified |                    |
|                | Sabado, Romeo J         | NP       | 93           | Highly Qualified |                    |

- Verify all selections are made correctly on the Certificate Of Eligible
- Sign (Digital or Wet Signature) to approve selections
- **Selecting Official:** Supervisor
- **Appointing Official:** Group Commander / Chief of Staff (COL Logan)

Selecting Official Signature \_\_\_\_\_ Date \_\_\_\_\_

Selecting Official Organization \_\_\_\_\_

Selecting Official Telephone Number \_\_\_\_\_

Appointing Official Signature \_\_\_\_\_ Date \_\_\_\_\_



Hiring Actions

Reviews

Alerts

Profile

Help

Applicant List: Certificate > View Lists

Due: 09/23/2017  
 Returned: N/A  
 HR Contact: Stephanie Blackmon

Applicant Lists 1

Certificate 20170824-CAJI-001

**Applicants 4**      Pay Plan: GS-0503-6      Eligibilities:  
 Location: Hickam AFB, HI      Specialties:

| <input type="checkbox"/> | Applicant Name            | Vet Preference      |
|--------------------------|---------------------------|---------------------|
| <input type="checkbox"/> | + Garcia, Cruz Ricardo    | NP - No Preference. |
| <input type="checkbox"/> | + Mokiao, Crystal Ann     | NP - No Preference. |
| <input type="checkbox"/> | + Pellegrino, Thomas Vito | NP - No Preference. |
| <input type="checkbox"/> | + Sabado, Romeo J         | NP - No Preference. |

Other Reviewers      Documents 1

**Documents 0**

| File Name                                  | Submitted By | Received Date   |
|--|--------------|---|
| Add New Document                           |              |   |
| Selected Document                          |              |   |
| <input type="button" value="Choose File"/> |              |   |
|  |              | <input type="button" value="Cancel"/> <input type="button" value="Upload"/> |

- Save LOE
- Upload LOE file
- Please upload LOE Certificate and all supporting interview documents (if any) at this time

UNCLASSIFIED



# QUESTIONS?

UNCLASSIFIED