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# SELECTION BOARD TRAINING

HAWAII NATIONAL GUARD  
HUMAN RESOURCE OFFICE

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# 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, HING Full-Time Personnel Regulation Number 335, 3 July 2018
- 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)

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# HING Human Resources Office

COL Laura Soares

Human Resources Officer

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Work phone: 808-672-1321

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# 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

AGR Branch Chief  
LTC Kuna Mendonca  
AGR

SEEM  
CPT Nathan Masunari  
GS-0301-12  
D2235000

## TECH BRANCH

## AGR BRANCH

## EEO

Supv HR Specialist (SHRS)  
Vacant  
GS-0201-12  
D2191000

SHRS Employees Benefits  
SMSgt Carol Orr  
AGR-AIR

HRS (Personnel Support)  
2LT Michelle Amparan (T)  
GS-0343-07/09  
D1041000

HR NCOIC - AIR  
Vacant  
AGR-OTOT

HR Specialist (Labor Rel)  
CW4 John Yim  
GS-0201-12  
D2193000

HR Specialist  
(Classification)  
SGT Jacob Tokunaga  
GS-0201-12  
D1026000

HR Specialist (Rec & Plac)  
MSgt Anne M. Salvador  
GS-0201-12  
D2191000

HR Specialist (Emp  
Benefits)  
SFC Noelani De Silva  
GS-0201-09/12  
D1057000 / D2187000

HR Assistant  
SPC Crystal Fujimoto (I)  
GS-0203-06  
D1048000

HR NCOIC-ARMY  
MSG Lelanya Watson  
AGR

Management Analyst  
1SG Lisa Dias  
GS-0343-11  
D1060000

AGR  
OTOT

AGR  
OTOT

AGR  
OTOT

AGR  
OTOT

HR Specialist (HRIS)  
CW3 Melvin Masaki  
GS-0201-09/11  
D1038000 / D1036000

HR Assistant  
SPC Gretchen Gabaon  
GS-0203-07/09  
D1047000/D1040000

HR Specialist (HRD)  
MSgt Joey Mariano  
GS-0201-11  
D1035000

HR NCO-ARMY  
SFC Minerva Manuel  
AGR

HR Assistant  
SPC Charlene Pasion (I)  
GS-0203-07  
D1047000

HR Assistant (FEHB)  
SrA Melanie Marquez  
GS-0203-07/-09  
D1047000/D1042000

OWCP/Emp Benefits  
SPC Jessica D'Amato  
GS-0201-07/09  
D1047000/D1273000

HR Assistant  
Vacant  
GS-0203-07  
D1047000

HR Assistant  
SPC Charla Quiambao  
GS-0203-07  
D1048000

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

# HRO Contact Page

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



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

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HING HRO JVA BOARD TRAINING  
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Supervisor Training  
DCPDS  
My BIZ / My Workplace  
Fed Benefits Enroll

Job Vacancy Announcements  
Tools  
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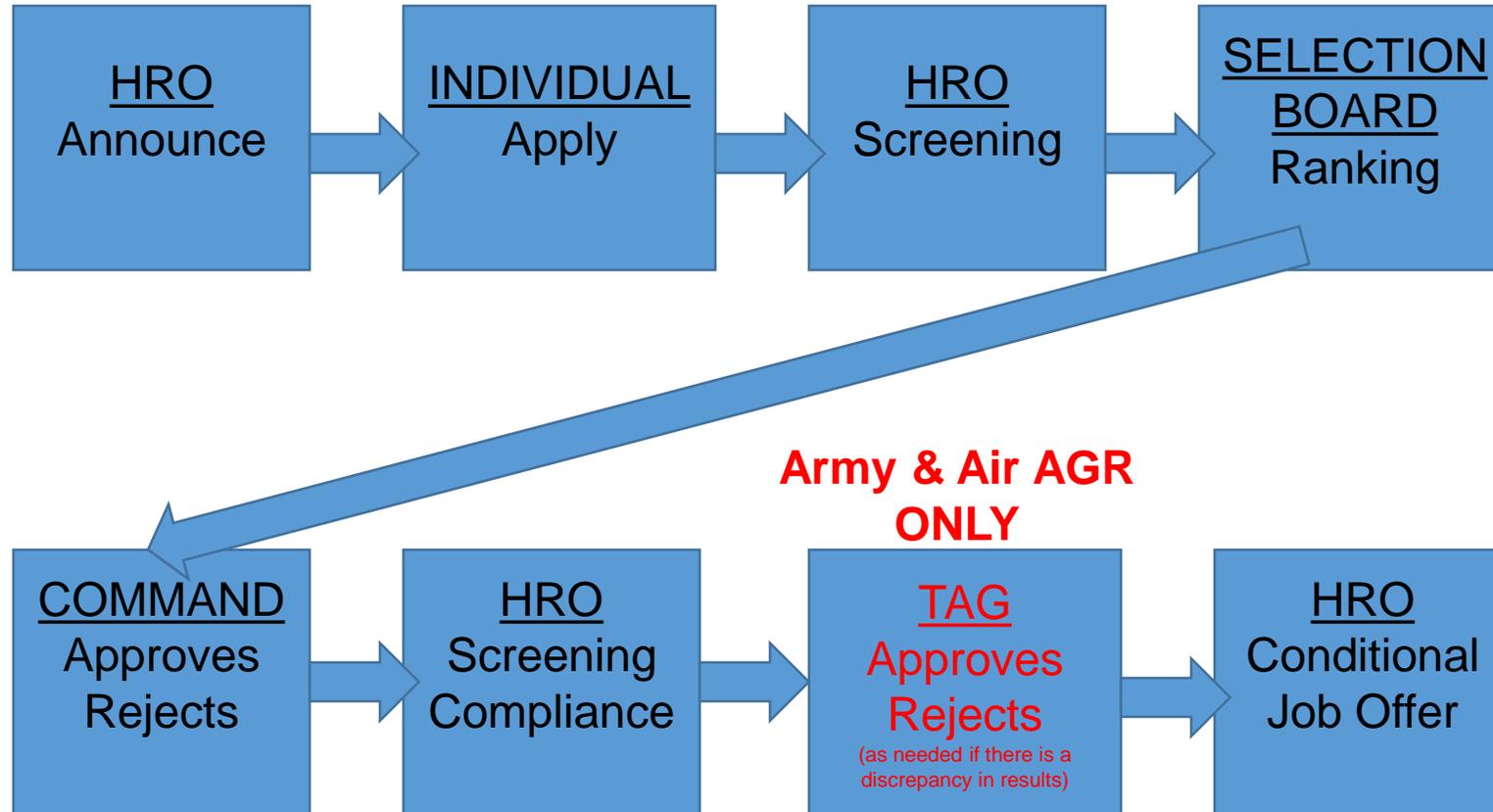
Aloha and Welcome to the HING Human Resources Office!

**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



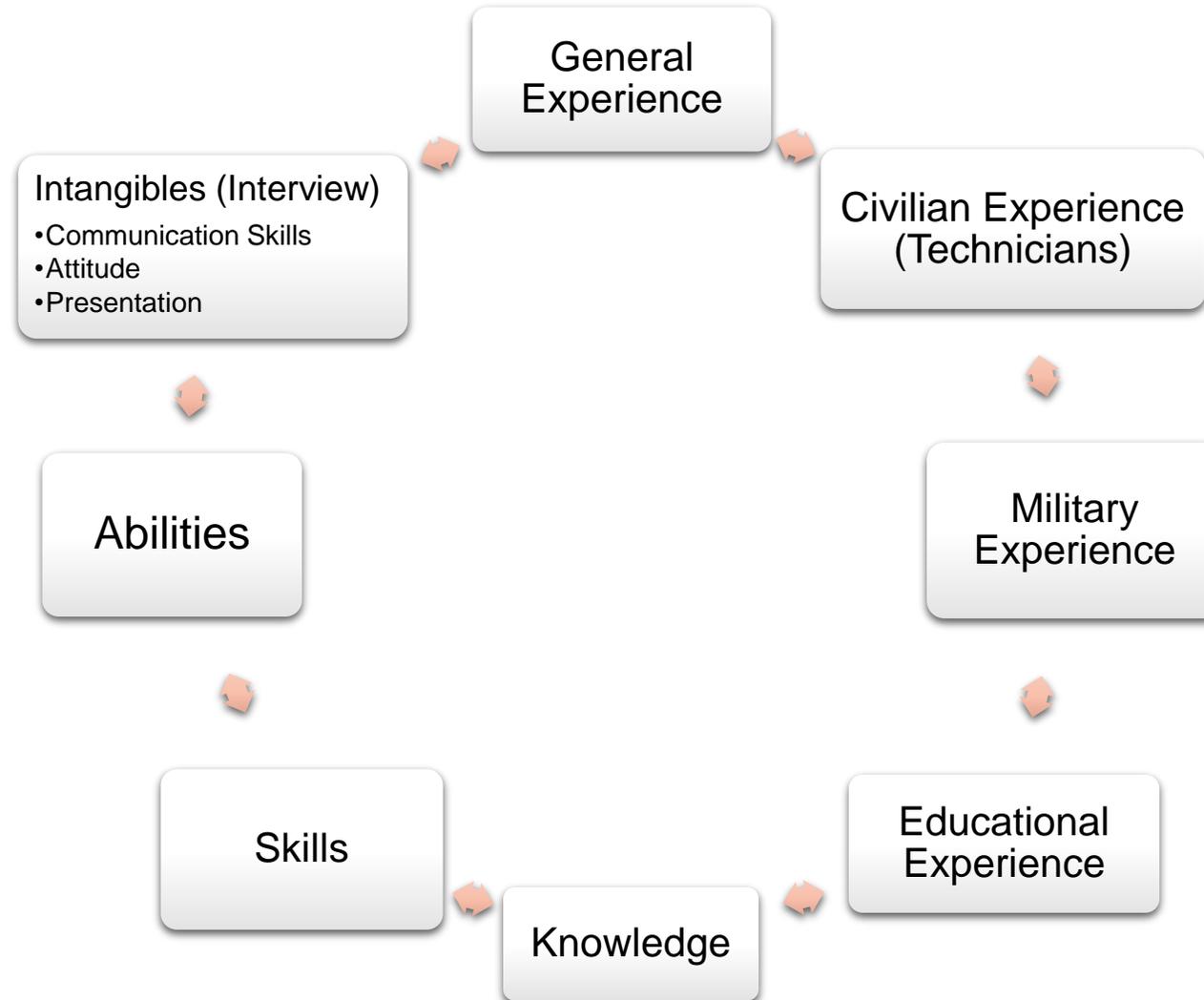
# Responsibilities of the HING Selection Board



- 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.



# 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

A circular icon with a yellow background and a green border, containing a red silhouette of a person's head and shoulders.

# 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



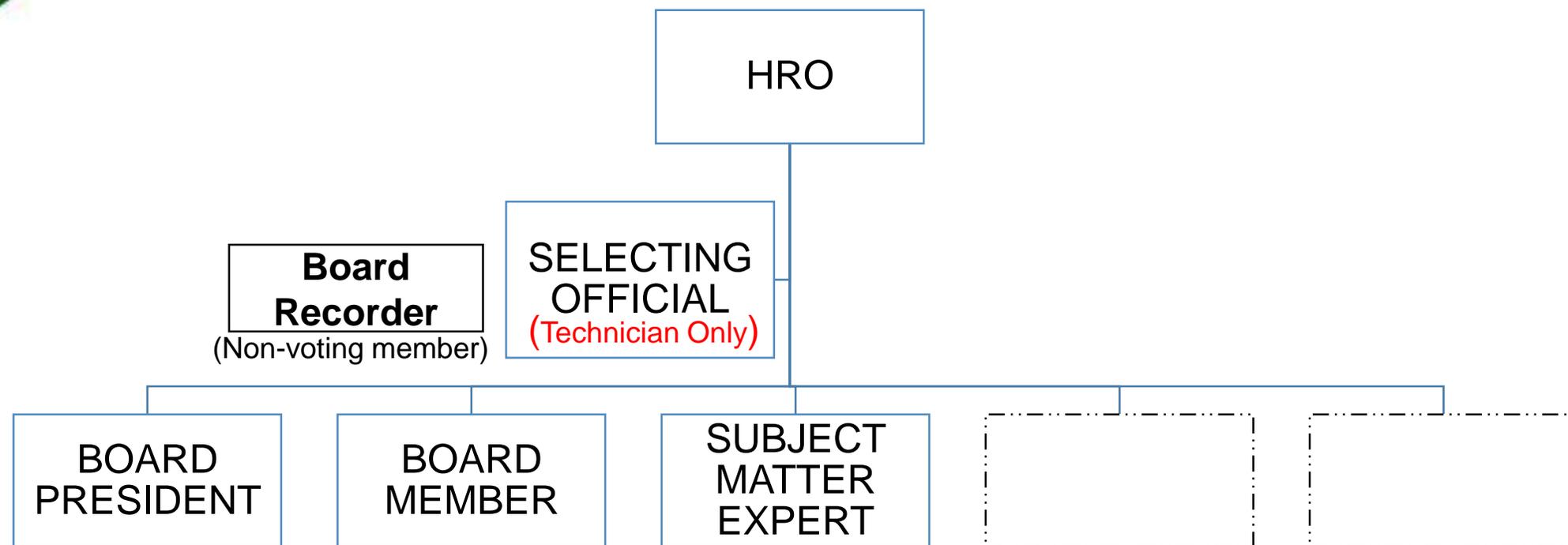
## COMPOSITION OF THE SELECTION BOARD



- 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 compose 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



Note: The Selecting Official may be the board president or the Supervisor. This all depends on how your organization is structured.

Board must have at least one subject matter expert

- **Selection Board must have 3 or 5 Voting Members**
- **Board Recorder is Non-Voting Administrative Position**



## 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
- Mandatory questions to each Interviewee prior to beginning their interview:
  1. Applicant's Identity Confirmation
  2. JVA Application Verification (Tech: Clarify if they applied for a T-5 and T-32 position)
  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 member being in this interview process?



## 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.
- Do **NOT** disclose the identity of board members, interview questions, or board decisions prior/during/after the board process.
- 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.



## 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.
- 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.
- Selection is official after TAG approval and HRO formal notification.



# INTERVIEW QUESTIONS



# Interview Questions



- The primary interview goal is to obtain quality information about the candidates and to create an atmosphere which will encourage the candidate to speak freely about his or her experiences and future plans.
- Good interview questions meet the following minimum criteria:
  - are job-related, and appropriate for the grade levels of the position being filled.
  - concern the relevant experience and/or training of the candidate.
  - do not lead the candidate to an answer.
  - do not have obvious responses.



# Interview Questions



- Questions should be designed to gather information to assist you in evaluating the candidate.
- Members should make sure that each candidate understands every question.
- Follow-on questions may be asked, if they are necessary to obtain a complete and meaningful response to a core question. All questions must be job related.



# The EEOC Fair Inquiry Guidelines

## What Questions CAN'T You Ask?



# What Questions CAN'T You Ask?



- Do not ask a candidate personal questions about family, marriage, religion, politics, or his or her personal life.
- 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 board feels that no one is qualified for the position.
- The hiring board 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).



# What If There Is NO Selection?

- JVA Board President must provide written justification for each of the non-selected individual from the initially issued certificate of LOEs. Written justification for non-select must be based on the board's review of the candidates work experience, military experience, education, past performance, and the interview.
- IAW with our current Hawaii Merit Placement Plan for issuing a new certificate, once the written justification from the JVA Board President has been received at HRO, HRO will immediately issue a new certificate with the second area of consideration candidates.



# Board Recorder Responsibilities

Non-voting member



# Board Recorder Responsibilities



1. Board Recorder is required (Non-Voting Administrative Position)
2. Notify Applicants (DTG, Location, Uniform, any special accommodation)
3. Maintain an Applicant Communication Log *(What you do for one, do for all)*
4. Submit Board Questions for HRO Approval (CPT Nathan Masunari)
5. Ensure Board Members are Trained by HRO (Annually)
6. Prepare Board Member Packet (Include the 5 x Mandatory Questions)
7. Sign Memorandum of Record (As Needed)
8. Complete Consolidated Score Sheet (Review and ensure they are done correctly)
9. Return Documents to HRO
  1. Army NG AGR POC
  2. Federal Technician (USA Staffing – Hiring Manager)
  3. Air NG AGR POC



# JVA Packet Processing

## JVA

## (AGR &amp; 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/>

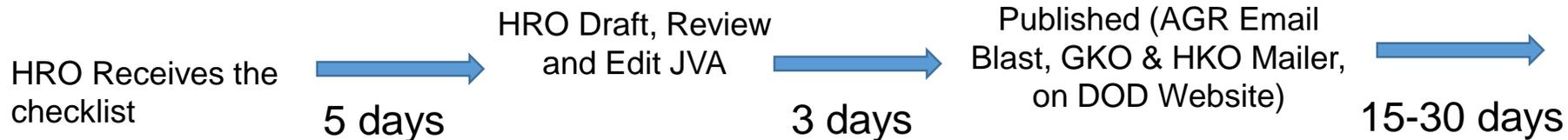
After JVA closes HRO will wait one week for mail ins (AGR)

- 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.

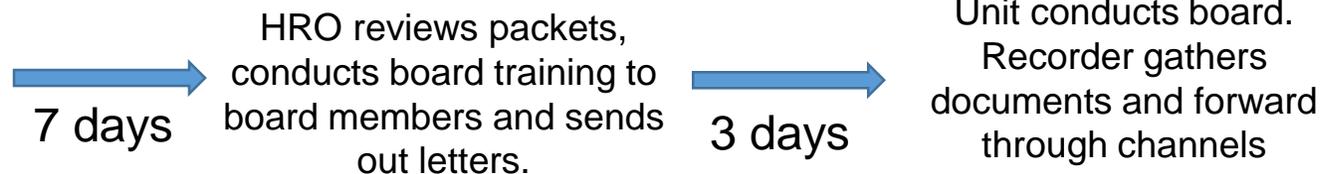
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# JVA Timeline

## (HING 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.

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## 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.



# Board Member Packet



- Sign Memorandum of Record
- Board Worksheet
- Board Member Score Sheet
- Board Consolidated Score Sheet (1)
- Complete Packets for all applicants from HRO
- Record 5 Mandatory questions required for each Interviewee:
  1. Verify Applicant's Identify
  2. Verify Job Vacancy Announcement. (If the JVA is for a Technician, clarify if applicant applied for a T5 National Guard Employee or T32 Dual Status Technician position.)
  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 any relationship (personal or family by blood/marriage) to any board members?
  5. Do you have any concerns with any board member being in this interview process?



Position:	<b>Board Member Worksheet/Notes</b>				
Board Member					
	Applicant Name	Applicant Name			
<b><u>Work Experience</u></b> General Specialize Other					
<b><u>Military Experience</u></b> General Specialize Other					
<b><u>Education</u></b> General Specialize Other					
Knowledge (K) Skills (S) Abilities (A)	*Note: KSA is only for Army AGR				
<b><u>Past Performance</u></b> Appraisals Military Evaluations Recommendations Awards Others					
<b><u>Interview</u></b> Subject Matter Expertise Communication Skills Confidence /Bearing Attitude					



# Board Member Worksheet/Notes



Position: UH ROTC					
Board Members Name: LTC Smith					
	CPT Jones	CPT Kikaida	MAJ Silva	MAJ Manuel	Applicant
<b>Work Experience</b> General <u>Specialize</u> Other	Blockbuster manager little league coach Great aloha run volunteer	Sears-Sales Automotive Soccer coach Vounteer fireman	Union Carpenter Independent contractor	Physical Education instructor- Kalaheo High Football Coach	
<b>Military Experience</b> <u>General</u> Specialize Other	PLT Ldr-227 XO- 227 SPT	PLT Ldr- B/29th SPT Maint Control Officer XO B/29th SPT Commander B/29th SPT	PLT Ldr-Btry B 1/487 FA XO Btry B 1/487 FA Commander Btry B 1/487 XO 1/487 FA JRTC	PLT Ldr-Co D 2/299 IN XO CO D 2/299 IN Commander CO D 2/299 Asst 2/3 29th SIB Mobilization Officer JRTC	
<b>Education</b> General <u>Specialize</u> Other	OCS Graduate Bachelor of Arts Engineer- OBC	ROTC Graduate Bachelor of Science- History Ordnance OBC CLOAC	OCS Graduate Associate of Arts Bachelor of Arts Business Masters in management Airborne / Air Assault FA OBC & OAC CAS3	ROTC Graduate-UH Bachelor of Arts- ED Masters of ED Professional diploma-ED Air Assault / Ranger IOBC & IOAC CAS3 CGSC- 50%	
<b>Past Performance</b> Appraisals <u>Military Evaluations</u> Recommendations Awards Others					
<b>Interview</b>	COM, COM	COM, ACOM	ACOM, ACOM Good conduct medal AAM (2nd), ARCOM (2nd) MSM	COM, ACOM AAM (2nd), ARCOM (3rd)	

Before the interview; the Board must decide the priorities (general, specialized, other) for each category. Must remain the same throughout all interviews.

\*Only choose one for each category

- Panel should take time to go over applicant packets and pre fill before conduction interview. You can always go back and add as you interview.



# BOARD MEMBER SCORE SHEET

	Weight	Jones		Kikaida		Silva		Manuel	
		Raw Score	Weighted Score						
Work Experience:									
General									
Specialize									
Other	2	1	2	2	4	3	6	4	8
Military Experience:									
General									
Specialize									
Other	1	1	1						
Education:									
General									
Specialize									
Other	2	1	2						
Past Performance:									
Appraisals									
Military Evaluation									
Recommendations									
Awards	2	1	1						
Interview:									
Subject Matter Expertise									
Communication Skills									
Confidence/Bearing									
Attitude	3	2	6						
	10		12						
Board Member Signature				Date					



# BOARD MEMBER SCORE SHEET



<b>JVA: FY-2002-26</b>											
<b>Position: UH ROTC</b>											
<b>Board Members Name: LTC Jones</b>											
		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		<b>1</b>									
Other	<b>2</b>		<b>2</b>	<b>2</b>	<b>4</b>	<b>3</b>	<b>6</b>	<b>4</b>	<b>8</b>		
Military Experience:	<b>2 X 1 = 2</b>			<b>Weighted Score = Weight x Raw Score</b>							
General				<b>Summarize the weighted score</b>							
Specialize				<b>Ensure that you are multiplying the weight and raw score.</b>							
Other	<b>1</b>	<b>1</b>	<b>1</b>								
Education:											
General											
Specialize											
Other	<b>2</b>	<b>1</b>	<b>2</b>								
Past Performance:											
Apprasials											
Military Evaluation											
Recommendations											
Awards	<b>2</b>	<b>1</b>	<b>2</b>								
Interview:											
Subject Matter Expertise											
Communication Skills											
Confidence/Bearing											
Attitude	<b>3</b>	<b>2</b>	<b>6</b>								
	<b>10</b>		<b>13</b>								
Board Member Signature					Date						

Start your ranking based on the Work Sheet/notes to Board Member Score Sheet

- 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
- Ranking:**
- determined by how many applicant you have.



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		13		15		32		31
Board Member Signature				Date					

- Transfer board member scores from Board Member Score Sheet to the Board Consolidated Worksheet

Board Member Francis	14	16	34	37					
Total Score	13	15	32	31					
Divide by Members									
Average Score	14	15	32	31					
Remarks:									
Board Recorder Signature				Date					
Board President Signature				Date					



# Board Consolidated Score Sheet

JVA: FY-2002-26											
Position: UH ROTC											
	Jones	Kikaida	Silva	Manuel	Applicant	Applicant	Applicant	Applicant	Applicant		
Board Member Jones	13										
Board Member Ching	16	<div style="background-color: yellow; border: 2px solid black; padding: 5px;">                     - Transfer board member scores from Worksheet                       -Ties <b>may</b> occur with the average scores that the panel needs to prioritize with justification in the remarks section                 </div>									
Board Member Francis	14										
Total Score	43										
Divde by Members	3										
Average Score	14										
Remarks:											
Board Recorder Signature					Date						
Board President Signature					Date						



# of Voting Members on the board



## 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:

- Ensure that the staffing section adds your name to the certificate in Hiring Manager. You will receive an email with step by step instruction closing your job vacancy.
- Identify your selectee/s and alternates (alternates ranked by most qualified) in case the selectee does not accept the job offer. Staffing will go down the Alternates list you have submitted to fill the job vacancy.
- Only allows you to select one alternate in Hiring Manager. Click on the NOTES tab to add your additional alternates in order of priority.



# USA Staffing – Hiring Manager



## Helpful Hiring Manager Vignettes

- Accessing the System: <https://www.youtube.com/watch?v=zrKWwiUhzUY&feature=youtu.be>
- Hiring Action Dashboard: <https://www.youtube.com/watch?v=FhAPGo55QcU&feature=youtu.be>
- Reviewing Job Opportunity Announcements:  
<https://www.youtube.com/watch?v=h3hQDqU8c6M&feature=youtu.be>
- Reviewing Applicant Lists: <https://www.youtube.com/watch?v=CEIKwlKsdGY&feature=youtu.be>
- Managing Review Assignments, Alerts and Help?:  
<https://www.youtube.com/watch?v=06-c6o9dH5Q&feature=youtu.be>



**Hiring Actions**

**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. 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



- 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

[Other Reviewers](#) | [Documents](#)

Certificate 20170824-CAJI-001

Applicants 4

Pay Plan: GS-0503-6  
Location: Hickam AFB, HI  
Eligibilities:  
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	



1

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

**Selection Decision**

Decision Code: 2

Hiring Action Number:

Duty Location:

Position Description Number:

Series:

[Save](#) [Cancel](#)



\*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



Hiring Actions

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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"/> 3

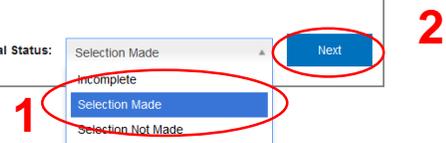
- Save LOE
- Upload LOE file
- Please upload LOE Certificate and all supporting interview documents (if any) at this time



- 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"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	+ Mokiao, Crystal Ann	NP - No Preference.	No Decision	1	0		8/24/2017	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	+ Pellegrino, Thomas Vito	NP - No Preference.	No Decision	1	0		8/24/2017	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	+ Sabado, Romeo J	NP - No Preference.	No Decision	1	0		8/24/2017	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Approval Status: Selection Made Incomplete Selection Made Selection Not Made Next



### My Assignments 1

Select the applicant lists below that you want to review.

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

Status  
Selection Made

4 Review (1) Lists Clear Selections

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



# Certificate of Eligibles

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 \_\_\_\_\_



# QUESTIONS?