



USA STAFFING – HIRING MANAGER

Presented by

Mrs. Gretchen Molina

Human Resources Assistant

808-672-1213

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HIRING MANAGER

- Required Forms to get access
- Submitting & Reviewing Job Vacancy Announcement
- List of Eligibilities Certificate Approval Process

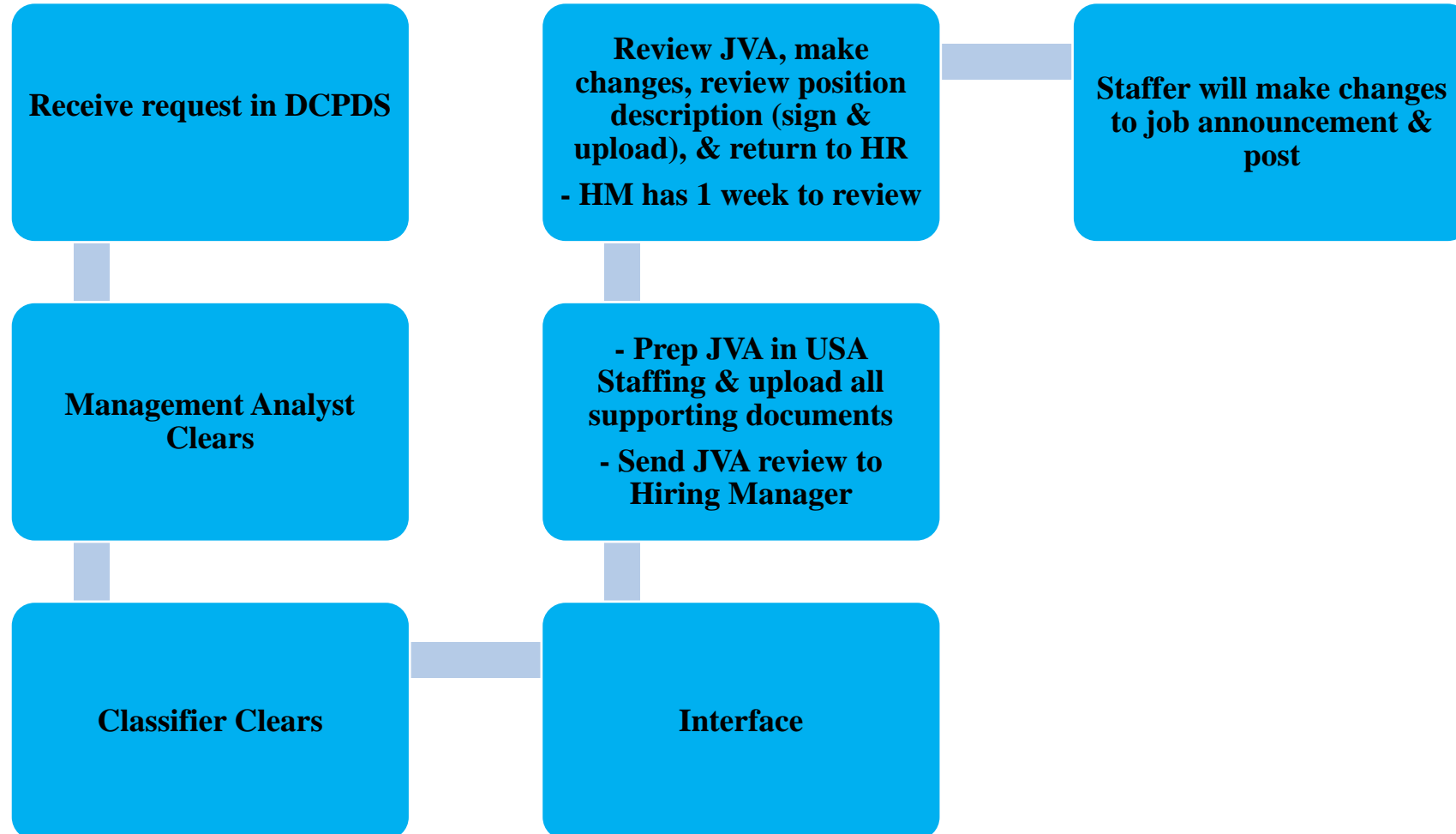


NATIONAL GUARD HIRING MANAGER USER

- Completed & Signed DD 2875
- PII (need to submit annually)
- IA (need to submit annually)
- You will be notified through email to complete forms
- Needed to review JVA drafts & LOE certificates



SUBMITTING & REVIEWING JOB VACANCY ANNOUNCEMENT





REVIEW JVA DRAFT INSTRUCTIONS

EXAMPLE:

Aloha,

Please view and make changes to the HI-10007772-AR-17-062, PRODUCTION CONTROLLER (AIRCRAFT), GS-09, job announcement & verify if attached position description is signed (if not, please sign and upload). Once changes are made, please send back to HR.

You have from Monday, October 16, 2017 to Tuesday, October 24, 2017, to send the job announcement review back to HR.

Have an awesome day!


If you have any questions or concerns, please feel free to contact me. Thank you!

POC: Mrs. Gretchen G. Molina / Email: gretchen.g.molina.civ@mail.mil / Phone: 808-672-1213




LIST OF ELIGIBILITIES CERTIFICATE APPROVAL PROCESS







Hiring Actions


Filter 


Reviews 4

| Review Name | Review Type | Position Title | Other Reviewers | Due | Request Numbers | Progress |
|---|----------------|----------------------------------|--------------------------------|------------|-------------------------|----------|
| Certificate | Applicant List | FINANCIAL MANAGEMENT TECHNICIAN | Show Reviewers | 09/23/2017 | NG-17APRHHRO0000794698 | 0% |
| Certificate | Applicant List | STAFF ACCOUNTANT | Show Reviewers | 09/30/2017 | NG-16NOVHHRO0000749033 | 0% |
| Certificate | Applicant List | SUPERVISORY FINANCIAL SPECIALIST | Show Reviewers | 09/30/2017 | NG-16DECHHHRO0001755381 | 0% |
| Certificate | Applicant List | IT SPECIALIST (NETWORK) | Show Reviewers | 09/30/2017 | NG-17MAYHHRO0000806955 | 0% |

 **Reviews**

 **Alerts**

 **Profile**

 **Help**



LIST OF ELIGIBILITIES CERTIFICATE APPROVAL PROCESS



- Hiring Actions
- Reviews
- Alerts
- Profile
- Help

Applicant List: Certificate

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

My Assignments 1

[View Instructions](#)
[Other Reviewers](#)
[View Announcement](#)
[Documents](#)

Select the applicant lists below that you want to review.

| | |
|--|---|
| <input checked="" type="checkbox"/> <p>Certificate 20170824-CAJI-001 GS-0503-6 - Category Rating Hickam AFB, HI 4 Applicants</p> | <p>Status Incomplete</p> |
|--|---|

[Review \(1\) Lists](#)
[Clear Selections](#)



Hiring Actions

Reviews

Alerts

Profile

Help

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"/> | + Putato, Allen D. | NP - No Preference. | No Decision | 1 | 0 | | 8/24/2017 | 🚩 ⌚ ☆ |
| <input type="checkbox"/> | + Pumpkin, Steve O. | NP - No Preference. | No Decision | 1 | 0 | | 8/24/2017 | 🚩 ⌚ ☆ |
| <input type="checkbox"/> | + McCat, Fuffy B. | NP - No Preference. | No Decision | 1 | 0 | | 8/24/2017 | 🚩 ⌚ ☆ |
| <input type="checkbox"/> | + Charmander, Char C. | NP - No Preference. | No Decision | 1 | 0 | | 8/24/2017 | 🚩 ⌚ ☆ |

Approval Status: Incomplete Next

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"/> | + Putato, Allen D. | NP - No Preference. | No Decision | 1 | 0 | | 8/24/2017 | 🚩 ⌚ ☆ |
| <input type="checkbox"/> | + Pumpkin, Steve O. | NP - No Preference. | No Decision | 1 | 0 | | 8/24/2017 | 🚩 ⌚ ☆ |
| <input type="checkbox"/> | + McCat, Fuffy B. | NP - No Preference. | No Decision | 1 | 0 | | 8/24/2017 | 🚩 ⌚ ☆ |
| <input type="checkbox"/> | + Charmander, Char C. | NP - No Preference. | No Decision | 1 | 0 | | 8/24/2017 | 🚩 ⌚ ☆ |

Approval Status: Incomplete Next

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



-  Alerts
-  Profile
-  Help

| <input type="checkbox"/> | Applicant Name | Vet Preference | Selection Decision | Documents | Notes | Request Number | Date Certified | Interested |
|--------------------------|-----------------------|---------------------|--------------------|-----------|-------|----------------|----------------|---|
| <input type="checkbox"/> | + Putato, Allen D. | NP - No Preference. | No Decision | 1 | 0 | | 8/24/2017 | <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> |
| <input type="checkbox"/> | + Pumpkin, Steve O. | NP - No Preference. | No Decision | 1 | 0 | | 8/24/2017 | <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> |
| <input type="checkbox"/> | + McCat, Fuffy B. | NP - No Preference. | No Decision | 1 | 0 | | 8/24/2017 | <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> |
| <input type="checkbox"/> | + Charmander, Char C. | NP - No Preference. | No Decision | 1 | 0 | | 8/24/2017 | <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> |


Approval Status: Selection Made Next

Incomplete
Selection Made
Selection Not Made

2

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

3

Review (1) Lists [Clear Selections](#)

4



LIST OF ELIGIBILITIES CERTIFICATE APPROVAL PROCESS



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"/> | + | Putato, Allen D. | NP - No Preference. | No Decision | 1 | 0 | | 8/24/2017 | <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> |
| <input type="checkbox"/> | + | Pumpkin, Steve O. | NP - No Preference. | No Decision | 1 | 0 | | 8/24/2017 | <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> |
| <input type="checkbox"/> | + | McCat, Fuffy B. | NP - No Preference. | No Decision | 1 | 0 | | 8/24/2017 | <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> |
| <input type="checkbox"/> | + | Charmander, Char C. | NP - No Preference. | No Decision | 1 | 0 | | 8/24/2017 | <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> |

Approval Status:

Selection Made

[Next](#)

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 |
| | Putato, Allen D. | NP | 90 | Highly Qualified | |
| | Pumpkin, Steve O. | NP | 95 | Highly Qualified | |
| | McCat, Fuffy B. | NP | 98 | Highly Qualified | |
| | Charmander, Char C. | NP | 93 | Highly Qualified | |

Selecting Official Signature _____ Date _____

Selecting Official Organization _____

Selecting Official Telephone Number _____

Appointing Official Signature _____ Date _____



LIST OF ELIGIBILITIES CERTIFICATE APPROVAL PROCESS



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

Applicant List: Certificate > View Lists

Applicant Lists 1

Other Reviewers Documents

Certificate 20170824-CAJI-001

Applicants 4

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

| <input type="checkbox"/> | Applicant Name | Vet Preference |
|--------------------------|-----------------------|---------------------|
| <input type="checkbox"/> | + Putato, Allen D. | NP - No Preference. |
| <input type="checkbox"/> | + Pumpkin, Steve O. | NP - No Preference. |
| <input type="checkbox"/> | + McCat, Fuffy B. | NP - No Preference. |
| <input type="checkbox"/> | + Charmander, Char C. | NP - No Preference. |

Documents 0

| File Name | Submitted By | Received Date |
|-----------|--------------|---------------|
| | | |

Add New Document

Selected Document

Choose File

Cancel

Upload



QUESTIONS???

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