US Department of Commerce
Hiring Managers Training
Hiring Management (Version Xi 4.0)

ACES Integration to Recruitment One-Stop
Introduction

Welcome!

This Manager User Guide was prepared to assist you when working in the Department’s Automated Hiring system. Our system is integrated with the USAJOBS Recruitment One-Stop initiative, which allows positions to be posted and applicants to apply for all government jobs in one central location.
Introduction Continued

If you are reviewing this presentation, that means you have a position to fill. This guide, coupled with advice and counsel from your HR Specialist should result in successfully recruiting for and selecting the best qualified candidate for your vacancy.
Purpose

This Manager User Guide was developed to provide guidance on the use of various components of our automated hiring system (i.e., Question Library, Vacancy Review, Certificate Review).
Hiring Management Log-in
Your HR Specialist will provide you with the web address, User ID and Password.
Welcome Page
From this point, the user may choose to select questions to be used in the vacancy, review a vacancy or review any certificates that he/she has access to.
Question Selection

This section allows you to electronically search and select questions for submission to HR. From your Welcome Page select the “Question Selection” tab.
Clicking on the Organizational Name “U.S. Department of Commerce” will open the question library and selection can begin.
After clicking on the “U.S. Department of Commerce,” this screen appears:

<table>
<thead>
<tr>
<th>Category Selection</th>
<th>Organization</th>
<th>Category</th>
<th>Questions</th>
<th>Selection</th>
<th>Additional Request</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Department of Commerce</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE: You can review all subcategories within a category by clicking on question icon next to the category. Please choose at least one category and click “Next >>” button.

- 0000-General
- 0020-Community Planner
- 0080-Security Specialist
- 0081-Fire Fighter
- 0083-Police Officer
- 0132-Intelligence Operations Specialist
- 0201-Human Resources Specialist
- 0201-Personnel Mgmt/Office- Personnel Mgmt Specialist/Officer
- 0301-PM/Program Mgmt Spec.
- 0318-Secretary (DA)
- 0340-NOAA
- 0510-Accountant
- 9002-Engineering Technician
You should now be able to see all of the occupational series (now referred to as Categories) which have been entered into the question library. Within these categories are subcategories.

To see the questions available, the user will check the category name and hit the “next” button at the bottom of the screen.
Click the “Expand All” button to see a listing of subcategories.
To see the question responses, click the “?” to the right of the questions. When finished, select “Next”. Additionally, the user may choose to “Save” to save the question list.
If you choose to save the question list, this screen will appear. You must enter in a list name and click “Save”. This will save the list for use again in the future.
You’ll see your List Name and the selected questions. Click “Next”.
Your questions are presented with leading numbers. These numbers can be used when “filtering” (more on filtering to come) for specific questions. Click “next” to send your selection to HR.
On this screen, you can request that the HR office add a Title, KSAs, and additional questions not found in the library. Check with your HR Specialist to make sure that your request is consistent with internal office policies (i.e., Position Description, Job Analysis, Vacancy Templates). Complete then click “Next”.
Now you should see your questions (with filtering numbers), the List Name and date it was saved. Click “Next”.

Selection Review

U.S. Department of Commerce
List Name: Practice List
Last Saved: 03-15-2006

Intelligence Operations Specialist
Office of the Secretary

(301) YN-ZA-M: Do you have at least 1 year of specialized experience which is equivalent to at least next lower grade (GS-12)? (See "Qualifications" for the definition of specialized experience).
1. Yes
2. No

(302) AA: Do you have experience recognizing and evaluating all sources of intelligence information likely to impact trade, economic, and science and research programs?
1. I have not had education, training or experience in performing this task.
2. I have had education or training in performing this task, but have not yet performed this task on the job.
3. I have performed this task on the job with close supervision from a supervisor or senior employee.
4. I have performed this task as a regular part of the job, independently and usually without review by a supervisor or senior employee.
5. I have supervised performance of this task and/or I have trained others in performance and/or am normally consulted as an expert for assistance in performing this task.
Select your HR Specialist’s name. If you want to retain a copy of the Email Question Selection sent to HR for your records, in the “cc” box, type in your complete e-mail address. In the “FROM” box, YOU MUST TYPE IN YOUR COMPLETE E:MAIL ADDRESS for the system to send the listing to HR. Click “send” to forward the questions. This completes your submission to HR.
To later access your list, from the screen below, click the “Load List” drop down and select your saved list name. Click on “Next” and you can now resume the question selection process and submit to HR.
Additional Functionality within the Question Library

Selecting questions from multiple series – referred to as categories.

Using the Filtering option.
Multiple Categories

In some instances you may need questions from more than one category, e.g. Budget and HR. From this screen select instead of selecting one category, select multiple categories, then click “Next”.

![Image of Hiring Management System](image-url)
This screen allows you to expand the questions in each category by either a) clicking on the plus sign on the left of the category or b) clicking on “expand all.”

“Expand All” opens up the subcategories and makes all questions in the category available.
The category/subcategory is listed at the top followed by the questions. Select the questions you would like to use in your vacancy, then click “Next”.

[Image of a screen from Hiring Management Monster showing a question selection interface with various questions listed for the U.S. Department of Commerce.]

NOTE: You can review the full question text and choices of the chosen question by clicking on question box next to the question. Each of the categories may be expanded by clicking the plus icon (+) located next to the category. This functionality also exists for each subcategory.

Organization | Category | Questions | Selection | Additional Request | Email | << Previous | Next >>
You’ll see your questions presented with leading numbers. These numbers can be used when “filtering” for specific questions. Click “Next”– you’ll be back to the e-mail screens.
Using the Filter Function
This is a new function for managers. It is a powerful search tool and will help avoid repetition in the question library.

To clear any previous filters, leave “Please Select List Name” in the Load List block. Select the categories you wish to search then click “Next”.
A screen showing your selections will appear. Now click “filter questions.” You could click “expand, but you don’t have to. The filter will search for you. Click “next.”
To begin identifying your filter criteria, click “select field.”
Your options are listed. “Question Text” is recommended. You can then search for questions with specific words.
Under “Operator”, pick “Contains the text” and put your term in “Filter Value(s).” For this example we used the word “security”. In some cases, you may need different forms of a word such as “Budget” and “Budgetary”. Click “Apply”.

![Image of filter criteria with operator set to “Contains the text” and filter value set to “security”]

[Return to Question Listing]
You’ll see that only questions with your key word (security) appear. Make your selections, click “Next” and you’ll be back to the question selection/submission process.

You also have the option to save these questions as previously described.
If you’re familiar with your “favorite” questions, this is where you can use the question number to search for specific questions. Select field “Question ID”, then “Equals” then insert the number. Resume the question selection process.
Now that you are familiar with the Filter option, you can add Multiple Filter Terms: Refer to the above screen, but now click on “insert row.” You identify “select field”, “operator”, and “filter” values for each additional row.

You’ll have the options of either a) clicking “apply” (you’ll get a list of questions properly filtered) or clicking “save filter” (a copy of your filtered questions will be saved: you can go back and add other filtered values to the list).
Vacancy Review

This section allows you to review the announcement and authorize your HR Specialist to release the posting to USAJOBS. From the welcome page select the Vacancy Review tab.
Your HR Specialist will provide you the announcement number. Enter it, select your view options, and click “go”.

Announcement Number: OSY-2006-0028

View Options
- Announcement Only
- Announcement and Questions
Review your announcement! If required, contact your HR Specialist at the conclusion of your review.

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Announcement #</td>
<td>OSY-2008-0029</td>
</tr>
<tr>
<td>Vacancy Desc.</td>
<td>2006-06-01 TO 2006-05-05</td>
</tr>
<tr>
<td>Open Period</td>
<td></td>
</tr>
<tr>
<td>Series/Grade</td>
<td>ZA - 0080 - 04/06</td>
</tr>
<tr>
<td>Salary</td>
<td>$80,000.00 - $130,305.00</td>
</tr>
<tr>
<td>Promotion Potential</td>
<td></td>
</tr>
<tr>
<td>Hiring Agency</td>
<td>OFFICE OF THE SECRETARY</td>
</tr>
<tr>
<td>Duty Locations</td>
<td>FEW vacancy(ies) in Washington DC Metropolitan Area, DC</td>
</tr>
<tr>
<td></td>
<td>FEW vacancy(ies) in Seattle</td>
</tr>
<tr>
<td>Contact Info</td>
<td>Jonathan Perez, 202-482-9567, <a href="mailto:jperze@dce.gov">jperze@dce.gov</a></td>
</tr>
<tr>
<td>Additional Info</td>
<td>All qualified US citizens.</td>
</tr>
</tbody>
</table>

**Job Summary:**

The Department of Commerce Office of Security enhances nationwide proactive security services, which ultimately aid in the Department’s overall ability to identify and respond to threats to personnel, assets, and operations thus creating a more secure work environment for all. Specifically, five major security-related programs are working together to reduce the terrorism and espionage risks and increase emergency management effectiveness throughout the Department.

In this role, the incumbent will provide policy and guidance to both OSY and the Department. The duties will include overseeing the
Certificate Review

This section allows you to electronically review and make a selection from your certificate of eligibles. From the welcome page select the Certificate Review tab.
Your HR Specialist will provide you the announcement number and password. Enter them, and click “go”.

![Image of the login page with Announcement Number and Password fields]
Your certificates will be listed. Click on the certificate number you would like to view.

Select the certificate to review by clicking on the certificate number. An active certificate is a certificate whose status is equal to "Open". Inactive certificates have a status of "Closed" or "Audited". Any certificate where the Expiration date is after the current date is considered "Closed".

<table>
<thead>
<tr>
<th>Status</th>
<th>Certificate</th>
<th>Location</th>
<th>Grade/Band(s)</th>
<th>Issue Date</th>
<th>Expiration Date</th>
<th>Sent to HR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>OSY-2006-0029-DEU11</td>
<td>Sulland</td>
<td>04</td>
<td>2006-08-04</td>
<td>2006-11-02</td>
<td></td>
</tr>
</tbody>
</table>
From here, you can click on the applicant name to see the entire application, or the “view” under a specific column.

Click on the applicant name to review all data or click on the link in the column of the data you wish to review. If selecting multiple applicants for a vacancy, use the Selection Ranking column to prioritize your choice (1) by putting a number. (Do not assign the same number to multiple applicants.) Use the SAVE option to retain your selections without submitting to HR. When your selection(s) is complete press SUBMIT TO HR.

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Grade/Band(s)</th>
<th>Personal Data</th>
<th>Core Questions</th>
<th>Vacancy Data</th>
<th>Resume</th>
<th>Documentation</th>
<th>Selection Ranking</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>NGSP, MINIF</td>
<td>04</td>
<td>view</td>
<td>view</td>
<td>view</td>
<td>view</td>
<td>view</td>
<td>1</td>
<td>A-Selected</td>
</tr>
<tr>
<td>UPSEGA, LOUISE</td>
<td>04</td>
<td>view</td>
<td>view</td>
<td>view</td>
<td>view</td>
<td>view</td>
<td>2</td>
<td>FR-Failed to Reply</td>
</tr>
<tr>
<td>JPNC3, JONATHAN</td>
<td>04</td>
<td>view</td>
<td>view</td>
<td>view</td>
<td>view</td>
<td>view</td>
<td></td>
<td>- Select a disposition value -</td>
</tr>
</tbody>
</table>

Result 1. 3 of 3
Depending on what you selected, you’ll see the entire application or the specific area you chose to view. Click “Return to Applicant Listing” when you complete your reviews.
Then make your selections: using the drop down to get your codes (Disposition). Use numerical ranking (i.e., first choice is “1”) to identify a second applicant if the first declines.

Click “Save” to keep your work and return to it later, or click “Submit to HR” to send it to HR now.
If you click “Submit to HR,” this is what you’ll see.
Complete this form – making sure the e-mail address is correct -- click “Send”. To retain a copy for your records, insert your email address. Your HR office may also require you to sign a hard copy of your selection certificate.
Once you send it to us, this is what we will see. Your HR Specialist will proceed according to their office policy.

Dear Human Resources,

The following Certificate of Eligibles has been completed by Joe Blow on August 15, 2006 and is ready for your review:

Certificate #: OSY-2006-0029-LK
Title: OSY-2006-0029
Grade/Band: 04/05
Location(s): Suitland

Action: Selection[s] completed

Comments: Test

Please log into HR Department of Commerce Career Opportunities View By Certificates at [https://training.quickhire.com/doc](https://training.quickhire.com/doc) to view the manager's selection(s) and comments.

This message was sent from an automated system that cannot receive e-mail. Please do not reply to this message.
Questions? Please contact your servicing HR specialist for more detail on any of the information provided. We thank you for your consideration and look forward to working with you to ensure that this new upgrade of ACES is a resounding success!