



# USA Staffing®

## DOI Shared Certificate Considerations

*Created by the USA Staffing Program Office*

OFFICIAL USE NOTICE: This material is intended exclusively for use by USA Staffing Customers and is not to be distributed without approval from the USA Staffing Program Office. This communication may contain information that is proprietary, privileged, confidential or otherwise legally exempt from disclosure. If you have received this presentation in error, please notify the USA Staffing Program Office immediately and delete all copies of the material.



# Shared Certificate Requirements

## General Requirements

- An agency may share a competitive certificate issued under delegated examining procedures with one or more agencies for a position that is in the same:
  - **Occupational series**
  - **Grade level (or equivalent)**
  - **Full performance level**
  - **Duty location**
- All selections must be made within 240 calendar days of the original certificate issue date
- Each agency must maintain case file documentation to reconstruct its own use of the certificate

**Shared certificate language should be used to notify applicants in the announcement, however, applicants do not have to “opt-in” in if certificates are only being shared within DOI.**

[Competitive Service Act](#)



# Shared Certificate Considerations

## Considerations

1. Is the position, job analysis, qualification requirements, and appointment type information similar or the same?
2. Will you use shared certificates for Merit Promotion and Direct Hire Vacancies?
3. How long will the originating hiring manager and receiving hiring managers have to make selection decisions?
4. When should certificates expire?
5. How will hiring managers know about shared certificate opportunities?



# Tips to Remember...





# Tips to Remember...

## ***“Shared Recruitment” Tag***

DOI may want to utilize the “Shared Recruitment” system Vacancy Tag to assist with reporting.

- This Tag can be added at any time.
- To do so, go to Vacancy > Settings > Vacancy Tags > Appointing Authority field

A screenshot of a web interface titled "Vacancy Tags". Below the title is a horizontal line. Underneath, the text "Appointing Authority" is displayed above a text input field. The input field contains the text "x Shared Recruitment" followed by a vertical cursor bar. The entire interface is enclosed in a thin black border.



# Tips to Remember...

- Sharing within a bureau can be a fully automated process
  - Customers must be tagged to all Office's within your Org.
- Sharing across bureaus requires some additional permissions and coordination
- Close coordination between the original HR User and the Gaining HR/Onboarding User is critical to success
  - Allows for sharing of Request information, Gaining Hiring Manager information, Onboarding Process Owner





# Sharing **within** a Bureau



# Sharing **within** a Bureau

## ***Add the Gaining Customer to an Existing Vacancy and Create/Send an Applicant List Review***

1. On the Vacancy > Position Information Tab and in the Position Settings > Customers section
  - Add the appropriate customer\* of the Gaining Hiring Manager you wish to share certificates with
2. Create and Send an Applicant List Review as normal to the Gaining Hiring Manager

The screenshot shows the USAJOBS system interface for a vacancy (10074080). The 'Position Information' tab is selected. The 'Customers' section in the 'Position Settings' area is highlighted with a red box. It shows two selected customers: 'HR Solutions' and 'Information Systems Group'.

Office: HHS Admin Office  
 Customer: HR Solutions  
 Hiring Official: SAILIS JOHNSON

USAJOBS Job Title: IT Specialist (INFOSEC)  
 Pay Plan Series Grade: GS-2210-11  
 Status: Active  
 Expiration Date: 11/6/2019

Case File | **Position Information** | Supporting Documents | Eligibilities | Settings | Documents (0) | Notes (0) | History

USAJOBS Announcement Settings

USAJOBS Job Title \*  
 IT Specialist (INFOSEC)

USAJOBS Announcement Type \*  
 Public (U.S. Citizens and Non-Citizens)  
 Status (Federal/Veteran/Other Eligible)  
 Internal Merit Promotion

Vacancy Type \*  
 Case Exam  
 Standing Register

Position Settings

Customers \*

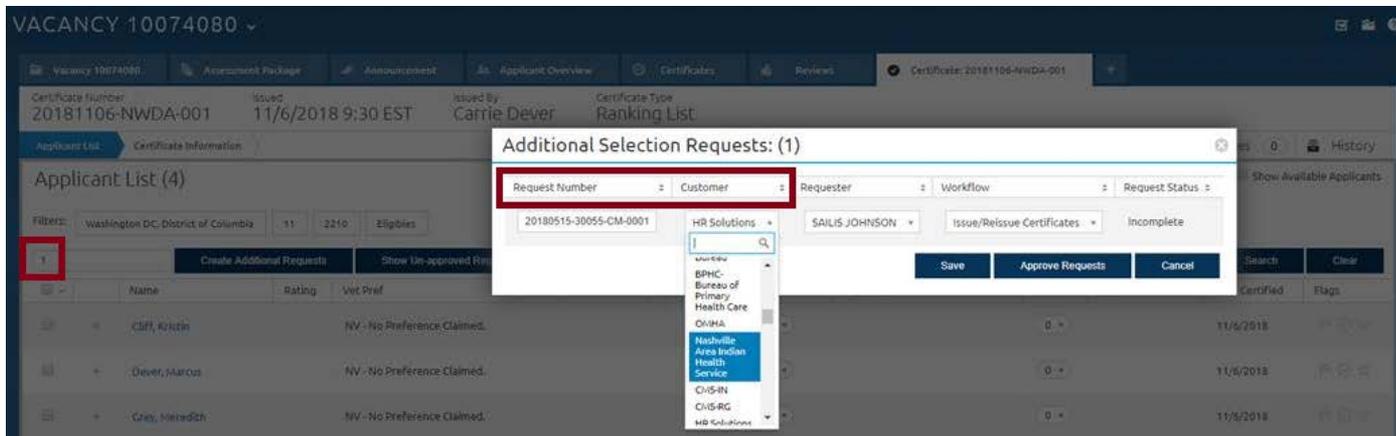
*\*If you do not see the appropriate Customer, the Customer may have to be assigned to your office. Consult with your Bureau USA Staffing Admin POC.*



# Sharing **within** a Bureau

## *If a Selection is Made...Option 1: Create an Additional Request From the Certificate*

1. Enter the number of Request(s) you wish to create to the left of the **Create Additional Requests** button then Click the **Create Additional Requests** button to generate the Request(s)
2. Modify the Request Number, Gaining Customer\*, Requester and Workflow as applicable
3. Continue as normal with approving the Request(s) and Auditing the Certificate



Refer to Online Help:

[https://help.usastaffing.gov/USAS/index.php?title=Creating\\_additional\\_requests\\_within\\_a\\_certificate](https://help.usastaffing.gov/USAS/index.php?title=Creating_additional_requests_within_a_certificate)

*\*If you do not see the appropriate Customer, the Customer may have to be assigned to your office. Consult with your Bureau USA Staffing Admin POC.*



# Sharing **within** a Bureau

## *If a Selection is Made...Option 2: Create an Additional Selection Request From the Dashboard and Link to Existing Vacancy*

1. Create an **Additional Selection Request** by entering all applicable information\* as appropriate for the Gaining Request
2. On the **Staffing Approach** tab, enter the **Original Vacancy Number** in the appropriate field (click Search if necessary), select the Vacancy from the drop-down to link it to the Gaining Request and Approve

The screenshot shows the 'Request 20181106-22732-SHARE' page in the USA Staffing system. The 'Staffing Approach' tab is active. A search for '10074080' is performed in the 'Search For Vacancy To Link' field. A table of results is shown, with one entry selected. A blue arrow points from the selected entry to the 'Vacancies Linked' count, which has increased from 0 to 1.

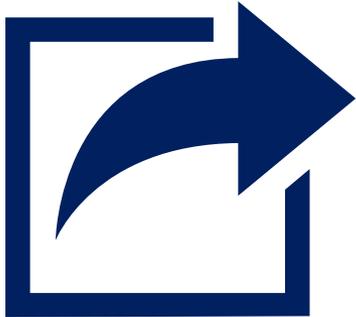
Vacancy Number	Position Title	Status	Office
10074080	IT Specialist (INFOSEC)	Active	HHS Admin Office

Vacancy Number	Position Title	Status	Workflow
10074080	IT Specialist (INFOSEC)	Active	Issue/Reissue Certificates

Refer to Online Help: [https://help.usastaffing.gov/USAS/index.php?title=Creating\\_a\\_request](https://help.usastaffing.gov/USAS/index.php?title=Creating_a_request)

*\*If you do not see the appropriate Customer, the Customer may have to be assigned to your office. Consult with your Bureau USA Staffing Admin POC.*



**Sharing *across* Bureaus**



# Sharing **across** Bureaus

## ***Add the Gaining Hiring Manager to the Originating Bureau's USA Staffing Environment***

- The gaining Hiring Manager must be granted access to a customer within the original Vacancy's owning bureau's USA Staffing environment
  - For example, FWS is sharing a certificate with USGS. The USGS Hiring Manager User must be granted access to a Customer within the FWS USA Staffing environment.



# Sharing across Bureaus

## Customize Permissions of the Gaining Hiring Manager

Your bureau may want to limit the Requests Hiring Manager Users see in their instance of USA Staffing, this can be done with a custom Permission Profile.

- DISABLE “View Requests from Other Requesters”

Permission Profile Information \* = Required

Profile Name \*  User Type \*  Profile Type

Section -

+ Notes

- Requests

Paid	Function	Enabled
	View Request Documents	<input checked="" type="checkbox"/>
	Edit Request Documents	<input checked="" type="checkbox"/>
	Open Request Documents	<input checked="" type="checkbox"/>
	View Requests	<input checked="" type="checkbox"/>
	Create/Edit Requests	<input checked="" type="checkbox"/>
	Delete Requests	<input checked="" type="checkbox"/>
	Submit Requests	<input checked="" type="checkbox"/>
	<b>View Requests from Other Requesters</b>	<input checked="" type="checkbox"/>



# Sharing across Bureaus

## *If a Selection is Made...*

### *In the Existing Vacancy: Audit the Certificate(s)*

- Audit the certificate to show a selection was made using the “Accepted Another Position with Agency” code and set the Return Status as “Unavailable”
- Add a note to the Certificate indicating the selection was made within another Bureau.

**Audit Application**

Applicants  
Grey, Meredith

Audit Code  
Accepted Another Position with A...  
Declined Position  
Failed to Reply  
Not Selected  
Removed Drug Screen  
Removed Security  
Removed Suitability  
Removed Quals  
Withdrawn  
Accepted Another Position with Agency  
Declined Salary

Return Status  
Unavailable

Request Number  
No available Request Numbers

Reviewer

**Notes**

Carrie Dever Human Resources User 11/11/2018 22:19 EST  
Grey, Meredith selected by FDA. Brought on board in their instance of USA Staffing.



# Sharing across Bureaus

*If a Selection is Made...*

***Gaining HR/Onboarding User Creates Onboard New Hire Request***

- Create Onboard New Hire Request to manually onboard the New Hire

Request Number	Customer	Request Type	Status
20181111-28502	CMS-CMMI	Onboard New Hire	Incomplete

Request Information   Location Information   New Hire   Documents 0   Notes 0   History

**Request Information** \* = Required

Request Number \*   Requesting Customer \*   Request Type

20181111-28502   CMS-CMMI   Onboard New Hire

Generate

Requester \*

Qiana Black

- Add a note to the Request indicating the selection came from a Vacancy within another Bureau's USA Staffing environment.

Documents 0   Notes 1

**Notes** +

**Carrie Dever**   Human Resources User   11/11/2018 22:39 EST

Selection from FDA Vacancy 10074080; Certificate 20181106-NWDA-001



# Questions?

## **Liz Edenfield**

DOI Account Manager

USA Staffing Program Office

Office of Personnel Management

Tel | 202-267-1162

Email | [Elizabeth.Edenfield@opm.gov](mailto:Elizabeth.Edenfield@opm.gov)