



Quick Guide for FHR Navigator Federal Hiring Management (FHM) Module

Contents

Federal Hiring Management (FHM) Module in FHR Navigator.....	2
To Create a Recruitment Request Via the PD+ Working Folder	2
To Create a Recruitment Request Via the Recruitment Menu	2
Recruitment Request Case List	4
Vacancy Announcements.....	4
Creating Vacancy Announcements Linked to a Recruitment Request	4
Vacancy Announcement Pages.....	5
Viewing/Managing Applicants	6
Applicant List.....	6
Individual Applicant Pages	8
Certificates	9
Create Certificates	9
Certificate List	10
Selection Certificates	11
On-boarding	12
Initiate On-boarding Link	12
Completing On-boarding.....	14

Federal Hiring Management (FHM) Module in FHR Navigator

The Federal Hiring Management (FHM) Module provides agencies with an automated tool to quickly process, manage and document all steps associated with their hiring actions. This is achieved by providing a robust, flexible hiring module that integrates with the position classification and job analysis processes within the PD+ module, the case tracking and approval processes in the Recruitment Request module, and the new hire processes in the On-Boarding module. The FHM module supports merit promotion, delegated examining, category rating and other special hiring programs.

The FHM module integrates with USAJOBS to post the job announcement, import applicant resume data/attachments and export applicant status data from/to the Office of Personnel Management (OPM) site. Applicants can attach documents, such as resumes or transcripts, and need only complete applicant questionnaires in order to apply for jobs. Questionnaires include both job-specific as well as global questions that can be tailored to each agency's needs. FHM provides a streamlined applicant experience that is consistent with OPM's Hiring Reform initiative.

The FHM module includes the Recruitment Request, which managers in the agency can use to quickly create a request for recruitment and send it electronically to their HR and/or Budget Office for approval by using the Case Tracking tool.

To Create a Recruitment Request Via the PD+ Working Folder

1. Select PD+ Working Folder from the left side menu.
2. Select the desired Pending Position by clicking on the PD#.
3. Under the Actions, select the Create Recruitment Request link.
4. The system will assign a new Recruitment Request Number as well as a Case Number to the action. The Recruitment Request will have links to the PD+ Documentation; a manager can access the SF 52 and Certificates (when created); an HR user can access the SF-52, Vacancy Announcements, Certificates (when created), and Initiate On-Boarding functions.
5. You may upload documents under the Attachments section, as well as add e-mail addresses under the To Be Notified List so that others can be kept informed of the progress of the action.
6. Using the Add Step/Comments/Reassign button, the action can be routed to other users for approvals/action. Managers use this function to send the action to the HR user. See the FHR Navigator Quick Guide - Case Tracking for more information.

To Create a Recruitment Request Via the Recruitment Menu

1. Select Create Recruitment Request from the left side menu.
2. Select the desired pending position by clicking on the Lookup Position button next to the Position Title.
3. Search and select the appropriate position.
4. Enter all appropriate information such as Organization, Duty Station, and Proposed Effective Date.

5. The system will assign a new Recruitment Request Number as well as a Case Number to the action. The Recruitment Request will have links to the PD+ Documentation; a manager can access the SF 52 and Certificates (when created); an HR user can access the SF-52, Vacancy Announcements, Certificates (when created), and Initiate On-Boarding functions.
6. You may upload documents under the Attachments section, as well as add e-mail addresses under the To Be Notified List so that others can be kept informed of the progress of the action.
7. Using the Add Step/Comments/Reassign button, the action can be routed to other users for approvals/action. Managers use this function to send the action to the HR user. See the FHR Navigator Quick Guide - Case Tracking for more information.

Recruitment Request

2012-01142-12
HR Assistant, GS-0203-07

The following information will automatically flow to all attached forms. To edit position documents such as the Position Description, click on the appropriate document under the heading, 'PD+' on the right. Please upload additional attachments using 'Upload New Document'.

NOTE: Before the request can be approved, the bold fields should be completed.

Add Step/Comments/Reassign
Close Case
View History
Back

Case #1119

Owner:	TOUSSAINT, MIKE
Case Type:	Recruitment
Last Detail/Step:	Submitted
Last Updated By:	TOUSSAINT, MIKE 9/5/2012 11:09 AM
HR Comments:	

Position Information

Position Title	HR Assistant Change Classification...
Position Description Number	100230
Pay Plan	GS
Occupational Series Code	0203

Documentation

PD+

- [Position Description](#) ✓
- [OF 8](#) ✓
- [Evaluation Statement](#) ✓
- [Job Analysis](#) ✓
- [Applicant Questionnaire](#) ✓
- [Vacancy Statement](#) ✓
- [Interview Questions](#) ✓

Recruitment

- [SF 52](#) ✓
- [Vacancy Announcements](#) ✓
- [Certificates](#)
- [Initiate On-Boarding](#)

Attachments

Upload New Document

To Be Notified List

The following email addresses will receive a email when this case is updated:

The list is empty.

Add/Edit Notify List

Recruitment Request Case List

1. Once created, the Recruitment Request can be accessed from the left side menu by clicking on 'Recruitment'.
2. The Recruitment Request Case list is displayed.
3. By clicking on the Column headings, you can change the sorting of the list.
4. You search for types of actions as well as Expand the view to see additional details.
5. Clicking on the Tracking # will give you access to the Recruitment Request.

Recruitment Cases Assigned to Me More

Case Tracking allows HR to track the processing of an action. Open a case by clicking on the tracking number to see case history, comments, and other information.

To search the Detail/Step, Value, and Comments columns, use the box below and then click on the Search button.

Search for

Open Cases Only

Note: Click a column label to sort records by it.
New cases are marked with an asterisk *.

[« Expand Case Tracking View »](#)
[Next >](#) Displaying page 1 of 4

Tracking #	Request #	Title	Series/Grade	Prop. Eff. Date	Detail/Step	Comments	Date & Time	Organization	C
1142	2012-01152-12	Emergency Management Spec.	0089 / 13	09/11/2012	Submitted		9/11/2012 2:41 PM	Org: Health Benefit's Office 01-02-0001-01-00-00-00	T N
1119	2012-01142-12	HR Assistant	0203 / 07	09/05/2012	Submitted		9/5/2012 11:09 AM	Org: Health Benefit's Office 01-02-0001-01-00-00-00	T N

Vacancy Announcements

The FHR Navigator includes two ways to create a vacancy announcement: through Vacancy Announcement Manager or through a Recruitment Request. Both processes will post the job to USAJOBS and will allow applicants to use their USAJOBS resume and attachments to apply for jobs. Creating the announcement through the Recruitment Request will allow the HR user to incorporate the Vacancy Statement and Applicant Questionnaire from the PD+ module. Applicants will be required to answer the job related questions prior to submitting the application.

Creating Vacancy Announcements Linked to a Recruitment Request

1. Before creating the individual Vacancy Announcement, make sure that a Template was created. You can check this by clicking on the Manage Templates link from the left side menu under Vacancy Announcement.
2. In order to create a Vacancy Announcement that includes a job analysis and applicant questionnaire, the user accesses the Recruitment Request and clicks on the link for Vacancy Announcements under the Documentation section.

- When the Vacancy Announcements List displays, the user selects Create Announcement under the Actions section. The user will then be prompted to select from one of the Announcement Templates.
- By clicking on Create, the user can begin working on a draft vacancy announcement that will include the Applicant Questionnaire when it is posted to USAJOBS.

Vacancy Announcement Pages

- The Vacancy Announcement pages display in a tabbed format, similar to the format of USAJOBS. The system automatically generates a unique announcement number, which the user can modify as long as it does not duplicate an existing number.

Vacancy Announcement - Overview More Info

Recruitment Request # [2012-01142-12](#)
 HR Assistant, GS-0203-07

Vacancy Announcement #: [EconSys-VA-2012-0264](#)
[< Vacancy Announcements](#)

Click the tabbed links below to navigate to different sections of the vacancy announcement. Click links in the 'Actions' section on the right to publish or preview the announcement, copy this announcement, etc.

Overview

Duties

Qualifications & Eval.

Benefits

How to Apply

Job Announcement #:	EconSys-VA-2012-0264
	DRAFT
Job Title:	HR Assistant
Organization:	<div style="background-color: #0070C0; color: white; padding: 2px; display: inline-block; border-radius: 3px;">Lookup...</div> Directorate Staffing Office (Inactive) Benefits Department Health Benefit's Office
Salary Range:	\$ <input style="width: 80px;" type="text" value="0"/> to \$ <input style="width: 80px;" type="text" value="0"/> GS Pay tables Wage Schedules Per Year ▼
	Includes Locality Pay <input style="width: 100%;" type="checkbox"/>

Actions

[Preview >](#) [Copy >](#)
[Post on USAJOBS >](#)

- The Overview page has links to the GS and Wage Schedule Pay Tables.
- The Duties tab imports the Vacancy Statement from the PD+ module.
- The Qualifications & Eval tab includes a Lookup to access the Qualifications Statements table.

Qualifications Statements Lookup Close

Search for a qualifications statements to copy to the 'Qualifications Required' section of the vacancy announcement.

Series: Grade: to Position Title:

Series	Grade	Position Title	Type	Qualifications Statement	Copy
0203	06	Human Resources Assistant	Spec Exp	One year of specialized experience equivalent to at least the GS-05 level in the Federal service that has provided the ability to supervise, lead, or perform human resources (HR) assistance work requiring substantial knowledge of civilian and/or military HR terminology, requirements, procedures, operations, functions, and regulatory policy and procedural requirements applicable to HR transactions.	Copy
0203	07	Human Resources Assistant	Spec Exp	One year of specialized experience equivalent to at least the GS-06 level in the Federal service that has provided the ability to supervise, lead, or perform human resources (HR) assistance work requiring substantial knowledge of civilian and/or military HR terminology, requirements, procedures, operations, functions, and regulatory policy and procedural requirements applicable to HR transactions.	Copy

5. The Benefits and How to Apply tabs are normally populated from the Announcement Template, although the HR user can modify these if needed.
6. Each of the tabs validates certain fields that are required for the job to be posted to USAJOBS. The system alerts the user if these are not completed.
7. Under the Actions menu of the More Info section (upper right menu), the user can Preview the announcement, Post it on USAJOBS, or make a Copy.
8. Once posted, the user can then view the actual announcement that is posted on USAJOBS by clicking on 'View on USAJOBS'. This view will not be immediate, since USAJOBS delays the posting until the validation is completed.
9. After the announcement is posted, the user can Amend, Copy, or Cancel it.

Viewing/Managing Applicants

The FHM module is fully integrated with USAJOBS so that applicants can use their USAJOBS resume and attachments to apply for jobs. Applicants will need to answer the applicant questionnaire completely prior to submitting the application. Once an applicant submits an application from USAJOBS, the applicant information can be viewed in FHM.

Applicant List

1. By clicking on the Applicants link under the More Info section of the specific Vacancy Announcement or by clicking the # Apps link in the Vacancy Announcement list, the Applicant list displays.
2. From this Applicant list, the user can filter the applicants by Grade, Location, and Special Eligibility types; the user can also search for an Applicant Name. The list can be sorted by clicking on one of the column headings. The Vet Pref column will display applicants in the appropriate veterans preference order (CPS/CP, XP, TP, NV) and the Cat column will display applicants in the appropriate Category Rating order (HQ, WQ, Q).

Applicants

Recruitment Request # [2012-00865-12](#) >
HR Assistant, GS-0203-07

Vacancy Announcement #: [EconSys-VA-2012-0197](#)

Status: CLOSED

Duration: 04/19/2012 - 04/26/2012

Applicant List Filters

Grade: Applied Eligible To be Certified

Location:

Special Eligibility: MP Mil. Sp NCR
 SHA VEOA VRA

Applicant Name:

More Info

- [Applicant Questionnaire](#)
- [Applicants](#)
- [Certificates](#)

Actions

- [Create Certificates >](#)
- [Add Applicant >](#)

Update Status or Correspond

<input type="checkbox"/>	Name ▾	Vet Pref	Basic Elig	MQ/SO	Grades	Cert. Grades	Priority	Trans Score	Score w/ Vet. Pref	Cat	Attach. Docs	Status
<input type="checkbox"/>	Tee, Mike	NV	Y	Y	07	07		*	*	*	View	MQ
<input type="checkbox"/>	Gill, Doris	CP	Y	Y	07	07		*	*	*	View	ER

You have 2 applicants.

Update Status or Correspond

* For multi-grade announcements, if no grade is selected in the the filtering options, the scores and categories displayed will be for the highest grade on the announcement. An asterisk indicates that an applicant did not apply the highest grade on the announcement or that the announcement does not have a questionnaire.

- Applicant Status and Correspondence can be updated from the list; to update multiple applicants, click the top left box above the names, which will check all applicants. Then select the new status and select whether or not to edit/send an e-mail.
- Most of the Applicant Statuses listed correspond to the ones that are listed in USAJOBS. By changing an applicant's status here, it will also update the Application Status page in USAJOBS.
- When changing an Applicant's Status, you have an option to send an e-mail correspondence. The system will display a generic e-mail template that the user can modify prior to sending to the applicant.

Update Status and Correspond Close

Update Status and Send Email

Applicants: Gill, Doris

New Status: ER - Referred to Selecting Official

USAJOBS will be updated.

Send Email: Yes

Email Message:

Dear [FirstName-] [-LastName-],

We have received your application for the position of HR Assistant, advertised under announcement number EconSys-VA-2012-0270. We appreciate your interest in the EconSys-Economic Systems Inc.

The following is the new status of your application:
[-Status-]

Thank you for your interest in the EconSys-Economic Systems Inc.

Best regards,

EconSys-Economic Systems Inc

Replies to this message are undeliverable. Please do not reply.

Individual Applicant Pages

1. There are four applicant pages that can be accessed by clicking on the appropriate tab; Personal Information, Eligibility & Status, Uploaded Documents and Questionnaire Responses.
2. Most of the data is imported from the applicant's USAJOBS account and the responses to the announcement questions; you can change the information by clicking on the "Changes Needed?" box. This opens up the fields for editing. You can still View Applicant's Original Submission, which is retained in the system.
3. You can determine applicant eligibility on the Eligibility & Status tab; this includes determining which applicants meet Minimum Qualifications and Screen Outs (MQ/SO) as well as those applicants who will be certified.
4. Make sure that applicants that you want certified have a check in the Grades to be Certified box on the Eligibility & Status tab.
5. When you make changes to the Eligibility & Status page, make sure you click on Save before clicking on the Update Status or Correspond button.
6. You can view and upload additional documents on the Uploaded Documents tab. You may add up to 10 attachments along with a Resume.
7. You can view and, if appropriate, modify the applicant's responses on the Questionnaire Responses tab; the system retains a record of what the applicant selected.

Applicant - Gill, Doris

Recruitment Request # [2012-00865-12](#)>
HR Assistant, GS-0203-07

Vacancy Announcement #: [EconSys-VA-2012-0197](#)

[< Previous Applicant](#) [Back to All Applicants](#)

Personal Information

Eligibility & Status

Uploaded Documents

Questionnaire Responses

Citizenship Status

* Candidate is a U.S. Citizen? Country of Citizenship:

* Registered for the Selective Service?

Veterans' Preference

* Do you claim Veterans' Preference?

Eligibility Changes Needed? [View Applicant's Original Submission](#)

Eligibility & Status

Geographic Locations Glynco, Georgia

Grades Selected by Applicant 07

Basic Eligibility

MQ/SO

Grades Eligible 07

Grades to be Certified 07

Actions

- Applicant Information ▼
- Vacancy Announcements ▼
- Certificates ▼

Certificates

You can generate one or more selection certificates and then e-sign the certificate. Certificates can be sent to the Hiring Manager/Selecting Official by using the Case Tracking function to reassign the Recruitment Request. Once an applicant is selected (Certificate Action "A"), the HR user can initiate onboarding.

Create Certificates

1. From the Applicant list, generate selection certificates by selecting Create Certificate under the Actions section.
2. All certificates can be generated from this page at once, including those for different grade levels and locations.
3. Enter the Issue Date and Expire Date, select the appropriate type of certificate(s), and then click on Create.
4. Certificate numbers are automatically generated.

Create Certificates

Recruitment Request # [2012-00865-12](#) >

HR Assistant, GS-0203-07

Vacancy Announcement #:

Select the types of certificates you need to create.

Certificate Information

Vacancy Announcement: #EconSys-VA-2012-0197

Issue Date:

Expire Date:

Certificates to Generate

Grades: *Select All*
 07

Locations: *Select All*
 Glynco, Georgia

Certificate Types: *Select All*
 Category Rating (old version)
 DE Numerical
 NCR Alpha
 Alpha Listing
 CTAP/ICTAP/Priority
 VRA

Certificate List

1. The Certificate list displays all certificates for a Recruitment Request. If there was more than one Vacancy Announcement, you can filter for a specific announcement by using the Show Certificates for option.
2. You can view the certificate by clicking on the certificate number.

Certificates

Recruitment Request # [2012-00865-12](#)>
HR Assistant, GS-0203-07

Showing Certificates for:

Sort the certificates by clicking on the column headings.

Cert #	Issue Date	Expire Date	Type	Series	Grade	Location	Status	VA #
CE-12-00452	09/06/2012	09/06/2012	Merit Promotion (Alpha)	0203	07	Glynco, Georgia	Audited	EconSys-VA-2012-0197
CE-12-00451	09/06/2012	09/06/2012	VRA	0203	07	Glynco, Georgia	HR Approved	EconSys-VA-2012-0197

Recruitment Docs

- [SF 52](#) ▼
- [Vacancy Announcements](#) ▼
- [Certificates](#) ▼
- [Initiate On-Boarding](#)

Actions

[Create Announcement](#) >
[View Applicant Questionnaire](#) >

Selection Certificates

1. Selection Certificates are formatted based on the type of certificate. Applicants are listed in Score, Alpha, DEU, or Category order based on the certificate type. All appropriate federal rules have been incorporated into the certificates.
2. Certain rules, such as the categories for Category Rating and the Merit Promotion certificate order, are set up when an agency implements FHM.
3. Each applicant listed on a certificate includes a link to View the Resume and a link to send an email, in order to contact an applicant to set up an interview.
4. The certificates contain e-sign functions: one for the HR user when issuing the certificate, one for the Hiring Official and a final one for the HR certificate audit.
5. Once the certificate(s) are issued, return to the Recruitment Request and reassign the Recruitment Request to the Hiring Manager using the Add Step/Comments/Reassign button. The Hiring Manager will receive an e-mail notifying him/her to access the Recruitment Request. The Certificate link under the Actions section on the Recruitment Request will now be active for the Hiring Manager.
6. The Hiring Manager can view applicants' resumes, contact applicants for interviews, and record selection decisions. The Action column on the certificate includes a look up button to the Selection Actions table. This table provides descriptions of the various action codes.

Certificate

Recruitment Request # [2012-00865-12](#)
HR Assistant, GS-0203-07

Vacancy Announcement #: [EconSys-VA-2012-0197](#)
[Back to Certificate\(s\)](#)

Update the certified candidates' status, then electronically sign the certificate.

VRA Certificate #CE-12-00451

Position:	HR Assistant, 0203/07	Location:	Glynco, Georgia
Vacancy Announcement:	EconSys-VA-2012-0197	Certified:	1
Hiring Manager:	MIKE TOUSSAINT	Openings:	1
Recruiter:	TOUSSAINT, MIKE		
Issued:	2012-09-06		
Expires:	2012-09-06		

Candidate Name	Vet Pref	Phone	Email	Action
Gill, Doris View Resume	CP	987-996-9652 (Day Phone)	mtoussaint@econsys.com	<input type="button" value="Action"/>

Approvals

HR Specialist (Issued):	Electronically signed by: Mike J. Toussaint
Signature Date:	09/06/2012
Hiring Manager Signature:	
Signature Date:	
HR Specialist (Audited):	e-Sign
Signature Date:	

Selection
Action look
up button

On-boarding

Once a selection is made (Applicant is coded 'A'), you can Initiate On-boarding on the Recruitment Request.

Initiate On-boarding Link

1. On the Recruitment Request, click the Initiate On-boarding link; any and all selectees for that Recruitment Request appear.
2. Clicking the On-board button will export data from FHM into the On-boarding module.
3. The system will validate that the OF-8 that is linked to the Recruitment Request has been signed by the HR user that has classification authority.

Initiate On-Boarding Close

The following applicants have a status of 'Selected' on a certificate. If you do not see any candidates here, please create any needed certificates and mark the appropriate applicants as selected.

Applicant	Certificate	Grade Selected/Certified	Location Selected/Certified	Initiate On-Boarding?
Tee, Mike	CE-12-00452	07	Glynco, Georgia	On-Board

- The regular On-boarding page will then display. You will need to enter DOB and SSN in order to create an On-boarding record for the new hire.
- Since the selectee is linked to the Recruitment Request, an additional On-boarding page displays, which allows you to enter data related to the Personnel Action that will be a part of the On-boarding package.

Initiate On-Boarding

To initiate On-Boarding, please confirm the position classification for the new employee. To change the grade, please select the appropriate standard position. If needed, select the appropriate individual position.

Position Information

*** Refill existing position?** Refill Existing Individual Position
 Create New Individual Position

Standard/Master Position Number: 100230

Individual Position Number: 10002055 Change Position

Position Title: HR Assistant

Pay Plan: GS

Occupational Series Code: 0203

Grade: 07
Certified/Selected: 07

Duty Station: Washington, District Of Columbia
Certified/Selected: Glynco, Georgia

*** Effective Date:**

*** Type of Appointment:** --- Select type ---

Budget Number:

Nature of Action

[Lookup nature of action codes and authority codes](#)

*** Nature of Action:**

*** Legal Authority:**

- If more than one position is being filled by the Recruitment Request, you can choose to refill an existing position from the PD+ Library or create a new individual position.

7. Enter all the appropriate data and then click on Continue to select forms; if another user will be doing the On-boarding case, click on Finish.

Completing On-boarding

1. Please see the On-boarding Quick Guide for more information on completing the on-boarding process.