

NGSC-HRO

MEMORANDUM FOR See Distribution

SUBJECT: USA Staffing Implementation

1. Effective 01 January, 2012, this office will implement the use of the web-based automation recruitment tool **USA Staffing** for all technician vacancies. At that time all technician vacancy announcements will be posted on USA Jobs, www.usajobs.gov, in addition to our current website location www.scguard.com/hro, and new automation application procedures will be put in place. In addition, all selecting officials will begin using the Selection Manager component of USA Staffing where a referral of qualified applicants will be electronically forwarded to the selecting official and electronic notifications of receipt of applications, notifications of evaluation status, and the notifications of results of the overall selection will be forwarded to applicants.

2. The application process will be accomplished using USA Jobs and USA Staffing. There will be four distinct procedures for submission of an application. All procedures will be explained on all of our USA Job announcements. In all of the following procedures the application processes takes the application from USA Jobs to the Application Manager component of USA Staffing, <https://ApplicationManager.gov>. At this location the applicant completes a required questionnaire and submits their application/resume. This is also the location that an applicant can go at any time to review the status of their application.

(a) **ONLINE QUESTIONNAIRE.** When in the USA Jobs announcement, an applicant will be directed to the Online Questionnaire where they can upload their own resume or OF 612, Federal Application, and any additional documentation. When using Online Questionnaire, the system will take an applicant to the Application Manager component of USA Staffing where the applicant completes the required biographical information and questions that relate to the specific qualifications required for the position. After completing the assessment questionnaire, the applicant will be asked to “submit” the answers. The system will then ask for the actual upload of their personal application/resume and any additional documentation to be “submitted” to complete the process. Thus **two** submissions must be accomplished. We encourage all applicants to complete the application process directly “online” through USA Jobs. This and the next Apply Online procedures are the quickest, easiest, most reliable ways of applying for our positions.

(b) **RECCOMENDED METHOD: APPLY ONLINE.** HRO will have 2 kiosk computers to allow Soldiers and Airmen the ability to apply for jobs. USA Jobs provides for an individual to create a “Resume Builder” resume which is kept in USA Jobs to be used to apply to any USA Job listed position. At the top and to the right on every USA Job announcement there is an APPLY ONLINE button. When used, it takes the applicant to a screen that allows you to create a new account or to open an existing account where up to five resumes can be stored. (Check out: <https://my.usajobs.gov/login.aspx>) When using this “Resume Builder” resume, and after selecting the resume to be used, the system will allow the applicant to “Apply for this position now!” This will take the applicant to the Application Manager portion of USA Staffing to again complete and

“submit” the assessment questionnaire and “submit” this “Resume Builder” resume. Again **two** submissions are accomplished and the application process is quickly completed.

(c) DIRECTLY FAXED. If the applicant is not able to use a computer or come into the HRO, the Form 1203-FX can be printed off and completed to include the biographical information plus answers to the assessment questionnaire which then can be directly faxed to USA Staffing at 1-478-757-3144. The required biographical information, questionnaire, and application/resume will come to the HRO through the system within 24 hours.

3. Once the application is received through the system to the HRO, an electronic notification will be sent to the applicant, provided they include an email address in their biological information.

4. After the announcement is closed, which is midnight Eastern Time of the closing date, the HRO specialist will review the submitted resumes/applications for the required general and specialized qualifications relevant to that specific position. After a determination is made, another notification is sent to the applicant informing them whether qualified or not and whether their application is being forwarded to the selecting official.

5. Upon completion of the evaluations, a certificate of qualified applicants will be referred to the selecting official electronically through the Selection Manager component of USA Staffing. The selection official, with established permissions, can then see all qualified applications. Once a selection is made and a name is submitted back to the HRO through the Selection Manager to USA Staffing, electronic notifications of results will then be sent to all applicants regarding the outcome of the interview or selection process.

6. We encourage everyone to go out to USA Jobs, www.usajobs.gov, and review currently announced positions especially with other state National Guard units. We also encourage everyone to go out to the “Resume Builder” location and build a resume. Go to <https://my.usajobs.gov/login.aspx>.

7. As we move forward in implementing this new automated announcement, application, referral, and notification process for technician recruitment, any concerns and questions may be directed to HRO Staffing Department at (803) 806-4279 or (803) 806-2856 or (803) 806-1203.