



Quick Guide for FHR Navigator Vacancy Announcement Manager Module

Ver. 2, 9/2013

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Vacancy Announcement Manager Module in FHR Navigator

The Vacancy Announcement (VA) Manager Module is a component of FHR Navigator, an enterprise HR system that automates Federal human resources management. VA Manager makes it easy for HR users to create vacancy announcements using customer defined templates, post them to USAJOBS, and then receive applicant resumes and attachments electronically through the module. VA Manager does not include the Recruitment Request, Rating and Ranking of Applicants or Certificates, which are a part of the Federal Hiring Management (FHM) Module.

Overview of Features

- Draft Vacancy Announcements using rich text formatting
- Ability to post Vacancy Announcements to USAJOBS
- Preview Vacancy Announcements before posting to USAJOBS
- Copy Vacancy Announcements
- Create and Manage Vacancy Announcement Templates
- Allow Applicants to submit resumes and other documents online
- Update applicant status and email applicants

Vacancy Announcement Templates

The customer may define as many vacancy announcement templates as needed to make it easier to create an announcement. Users can enter standard text into a template to describe agency information, benefits, and contact information. The ability to create and modify templates can be provided to all HR Staffing Specialists or restricted to specific individuals, as defined by the customer.

Role: VA Mgr Only - EconSys - Client | [Change Role](#)

Vacancy Announcement Templates [Actions](#)

[New Template >](#)

Vacancy Announcement Templates are used to pre-populate Vacancy Announcements. When a template is created or edited, all future vacancy announcements created using that template below will be pre-populated with template text.

Template Name	Actions
FCA Test	Copy Delete
Test template	Copy Delete
DEU template	Copy Delete
FEMA Test	Copy Delete

Create a Vacancy Announcement Template

1. Select 'Manage Templates' from the left side menu.
2. Under the Actions, select the 'New Template' link.

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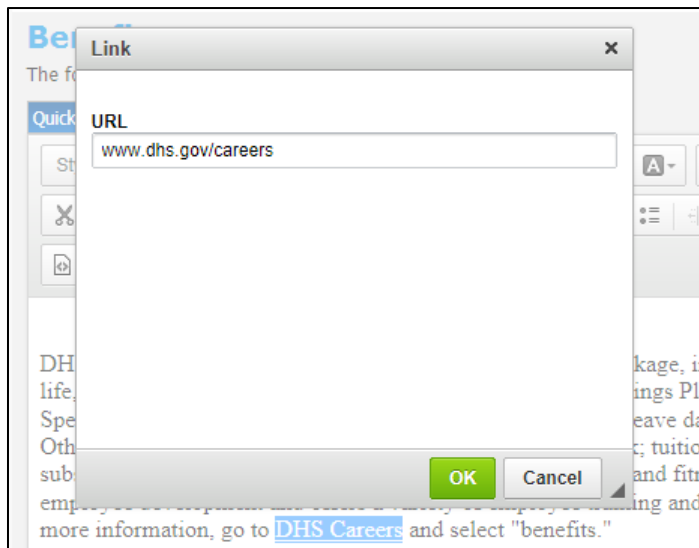
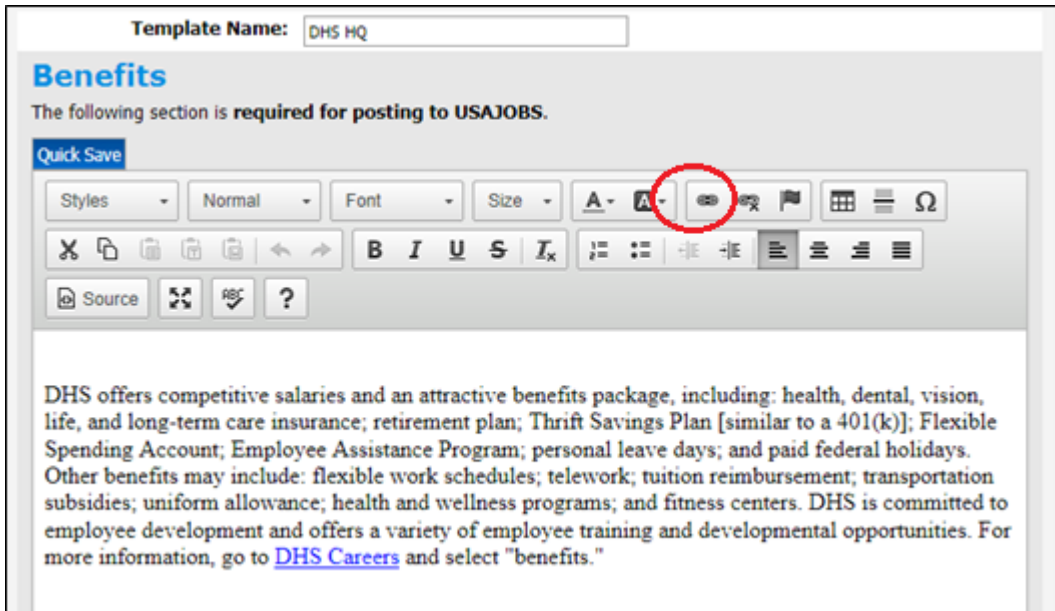
3. Make sure that you enter a Template Name that is unique. Each template requires a name. The template cannot be saved until a name is entered.
4. You may enter information into any of the fields for your template. Normally, you would enter information into the Overview, Benefits and How to Apply tabs.
5. On the Overview tab, you must enter information into the Job Summary block if you want it to appear on USAJOBS. This area is typically used to describe your agency. While the agency area is optional, it is not editable when creating an announcement. The purpose is to allow some standardization and control over how your agency is presented to applicants.
6. Based on you agency's policy, you can set up a minimum days range in the Open Period fields. When a user creates an individual announcement, the system will display open and close dates based on this range. The user can modify this when creating an individual vacancy announcement.

Manage Notify Email

1. By clicking on the 'Manage Vacancy Email' link from the left side menu, users can configure a list of email addresses that will automatically receive a link to the USAJOBS Vacancy Announcement once it is posted.
2. To add an email address, enter the email address and click the 'Add' button. If there is more than one e-mail address, separate each by a comma.
3. When creating an individual vacancy announcement, the user can deselect any of these email addresses on the How To Apply page.

Rich Text Editor Feature

1. Some of the Vacancy Announcement pages (Template and Individual) display a Rich Text Editor. This editor allows the user to control font size, format and color, add bullets, and indent or center paragraphs. The editor also includes a spell check function.
2. The user can open any document and copy & paste text from the document into the text box.
3. The editor provides an easy method to insert HTML links. Highlight the text that will be the link, click on the link button, enter the web address (URL) and then click OK.



Individual Vacancy Announcements

FHR Navigator includes two ways to create a vacancy announcement: through VA Manager or through the Federal Hiring Management (FHM) Module. 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 Federal Hiring Management (FHM) Module allows the HR user to incorporate the Vacancy Statement and Applicant Questionnaire from the PD+ module. Applicants then can be required to answer the job related questions prior to submitting the application.

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Creating Vacancy Announcements through Vacancy Announcement Manager

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. Click on the 'Create Announcement' link on the left side menu.
3. Select one of the Announcement Templates from the drop down list. Depending on the template you select, almost all fields could be pre-filled.
4. By clicking on 'Create', the user can begin working on a draft vacancy announcement.
5. To edit an announcement, click on the tabs, 'Overview', 'Duties', 'Qualifications & Eval.', 'Benefits', and 'How to Apply' to jump to any section. Use the 'Quick Save' buttons to save your work periodically. Use the 'Validate' buttons to save and validate each section. Once all the sections are valid, the announcement can be posted to USAJOBS.
6. Click on 'Preview' to see the announcement as it will appear when posted on USAJOBS.
7. At this point, the Announcement has been created. An Announcement is considered a draft until it is posted on USAJOBS. All drafts can be edited or deleted as needed until they are ready for posting, but once posted, they cannot be deleted.
8. A list of all Vacancy Announcements that have been created can be viewed by clicking on the 'Vacancy Announcements' link from the left side menu. The list can be shortened by using the Filters section.
9. After you have posted your job, any applicants can be viewed by clicking on the link under the '#Apps' column.

Vacancy Announcements

Actions

[Create Announcement >](#)

Click on a row to view and edit the vacancy announcement. Sort the vacancy announcements list by clicking on the column headings.

Vacancy Announcement List Filters

Owner: <input type="text"/>	Job Title: <input type="text"/>
Recruitment Request #: <input type="text"/>	PP: <input type="text"/> Series: <input type="text"/>
Annc. #: <input type="text"/>	Grades: <input type="text"/> - <input type="text"/>
Case #: <input type="text"/>	Posted: <input type="text"/> to <input type="text"/>

Include VAs closed more than 30 days?

[Next >](#) *Displaying page 1 of 31*

Ann. #	Recruitment Request #	Job Title	Create Date	Pay Plan	Series	Grades	# Apps	Status	Owner	Actions
EconSys-VA-2013-0311		HR Assistant	09/05/2013	GS	0203	07	-	Draft	TEE, MIKE	Preview
EconSys-VA-2013-0310		Budget Analyst	09/05/2013	GS	0560	11/12	-	Draft	TEE, MIKE	Preview
EconSys-VA-2013-0312		Financial Program Specialist	09/05/2013	GS	0505	13	<u>1</u>	Posted	TEE, MIKE	Preview

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Vacancy Announcement Overview Page

1. 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](#)

Budget Analyst, GS-0560-11/12

Vacancy Announcement #: [EconSys-VA-2013-0310](#)
[< All 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 #:
DRAFT

Job Title:

Organization: [Lookup...](#)
Office of Chief Financial Officer
Financial Management Division (Inactive)
Finance Center
Accounting & Analysis Section

Salary Range: \$ to \$
[GS Pay tables](#)
[Wage Schedules](#)
Per Year

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

2. The Overview page has links to the GS and Wage Schedule Pay Tables.
3. Under the More Info section (upper right menu), the user can Preview the announcement, Post it on USAJOBS, or make a Copy.
4. 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.
5. After the announcement is posted, the user can Amend, Copy, or Cancel it.

Vacancy Announcement Duties Page

1. The Vacancy Announcement Duties page displays a Rich Text Editor. This editor allows the user to control font size, format and color, add bullets, and indent or center paragraphs.
2. The user can open any document and copy & paste text from the document into the text box.
3. The editor also includes a spell check function.

Overview **Duties** Qualifications & Eval. Benefits How to Apply

Major Duties

This section is **required** and should contain several sentences.

Quick Save Please enter at least 350 characters

Styles Format Font Size A- A- [Link] [Image] [Table] [List] [Omega]

[Cut] [Copy] [Paste] [Undo] [Redo] **B** *I* U ~~S~~ *I*_x [List] [List] [List] [List] [List] [List] [List] [List]

Source [Refresh] [ABC] [?]

INTRODUCTORY STATEMENT: This position serves as a budget analyst within the Resource Management Office. Incumbent will address a wide variety of issues pertaining to the management of multi-source funding for assigned Programs.

MAJOR DUTIES:

Performs a wide variety of administrative and analytical duties connected with the review, justification, and presentation of the budget for a bureau or major component(s) of a bureau. Reviews, analyzes, and interprets existing and proposed legislation, appropriation language, executive orders, and OMB circulars and bulletins. Provides expert advice and recommendations for budgetary actions. Formulates

Quick Save

Vacancy Announcement Qualifications & Eval. Page

1. The Qualifications & Eval. page allows the user to enter information related to minimum education and experience requirements as well as how an applicant will be evaluated.

Overview Duties **Qualifications & Eval.** Benefits & Other Info How to Apply

Qualifications Required

This section is **required** and is used to describe **qualifications and evaluations**.

Lookup Qualifications Statements...

Styles Normal Font Size A- A- [Link] [Image] [Table] [List] [Omega]

[Cut] [Copy] [Paste] [Undo] [Redo] **B** *I* U ~~S~~ *I*_x [List] [List] [List] [List] [List] [List] [List] [List]

Source [Refresh] [ABC] [?]

Grade 07: 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.

- The Qualifications & Eval. page includes a Lookup to access the Qualifications Statements table. These statements were developed using the OPM Qualification Standards and the OPM Classification Standards.

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

Vacancy Announcement Benefits and How to Apply Pages

- The Benefits and How to Apply tabs are normally populated from the Announcement Template, although the HR user can modify these if needed.
- 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.

Post a Vacancy Announcement on USAJOBS

- To post an announcement on USAJOBS, you must have a draft announcement that is valid according to the posting rules that USAJOBS requires.
- To validate a draft, use the 'Validate' buttons on the bottom of each section to make sure it will be accepted by USAJOBS. If the section is not valid, a message will appear which indicates what information is missing or needs to be corrected.
- Once the announcement is valid, click the link to 'Post on USAJOBS'. If the announcement is not valid, it will not be posted and an alert message will appear to indicate that it is not valid.

Amend or Cancel a Posted Vacancy Announcement

- Once a Vacancy Announcement is posted to USAJOBS, it appears read-only, but if changes are required, you can amend the announcement.
- Open the appropriate announcement and click the link to 'Amend'.
- The announcement will now be editable and will appear as a Draft in the list of announcements. Make the required changes and use the 'Quick Save' and 'Validate' buttons to save and validate your work.

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- To see the version history of an amended announcement, click on 'Amend History'.
- To post your changes back to USAJOBS, click 'Repost'.
- Canceling an announcement will remove it from USAJOBS. The system will automatically display the Update Status and Correspond window so that applicants can be notified of the cancellation. All Applicants status will be updated to 'Announcement Cancelled' on USAJOBS.

Viewing/Managing Applicants

The VA Manager module is fully integrated with USAJOBS so that applicants can use their USAJOBS resume and attachments to apply for jobs. Once an applicant submits an application from USAJOBS, the applicant information can be viewed in VA Manager.

Applicant List

- 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.
- 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).
- Clicking on the Applicant Name will take the user to the Individual Applicant pages.

Applicants

Financial Program Specialist, GS-0505-13

Vacancy Announcement #: [EconSys-VA-2013-0312](#)

Status: POSTED
Duration: 09/05/2013 - 09/19/2013

Applicant List Filters

Grade: Applied Eligible To be Certified

Location:

Special Eligibility: MP Mil. Sp NCR
 SHA VEOA VRA

Applicant Name:

[« Expand Applicants List View »](#)

<input type="checkbox"/>	Name ▾	Vet Pref	Basic Elig	MQ/ SO	Elig. Grades	Cert. Grades	Priority	Trans Score	Score w/ Vet. Pref	Cat	Attach. Docs	Status
<input type="checkbox"/>	Gill, Doris	CP	Y	Y	13	13	10 Pt Vet	*	*	*	View	AR

More Info

- Applicants

Actions

[Add Applicant >](#)

- Scoring data will not display on the Applicant List since VA Manager does not include the PD+ Applicant Questionnaire.

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5. 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.
6. Most of the Applicant Statuses listed match the ones that are listed in USAJOBS. By changing an applicant's status here, it will also update the Application Status page in USAJOBS.
7. 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.

Individual Applicant Pages

1. When the user clicks on the Applicant Name from the Applicant List, there are three applicant pages that can be viewed by clicking on the appropriate tab; Personal Information, Eligibility & Status, and Uploaded Documents.
2. Data as well as uploaded documents are imported from the applicant's USAJOBS account; you can change the information by clicking on the 'Changes Needed to Original Submission?' 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 document 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. When you make changes to the Eligibility & Status page, make sure you click on 'Save' before clicking on the 'Update Status or Correspond' button.
5. You can view and upload additional documents on the Uploaded Documents tab. Applicants may have up to 10 attachments along with a Resume.

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Applicant - Gill, Doris

Financial Program Specialist, GS-0505-13

Actions

Applicant Information

Vacancy Announcement #: [EconSys-VA-2013-0312](#)

[Back to All Applicants](#)

Personal Information

Eligibility & Status

Uploaded Documents

Citizenship Status

* Candidate is a U.S. Citizen? Yes No Country of Citizenship:

* Registered for the Selective Service? Yes No I am a female, and therefore I am exempt from registering with the Selective Service

Veterans' Preference

* Do you claim Veterans' Preference? CP Other

Changes Needed to Original Submission? Yes No [View Applicant's Original Submission](#) [View Audit Log](#)

Eligibility & Status

Geographic Locations Mclean, Virginia

Grades Selected by Applicant 13

Basic Eligibility Yes No

MQ/SO Yes No

Grades Eligible 13

Certificates

Certificates cannot be generated in VA Manager. They may be generated and routed to selecting officials in the Federal Hiring Management (FHM) Module.

Reports

There are several reports available under the Reports Menu item.

1. Announcements Applied To
List all vacancy announcements applicants have applied to. Can search by applicant name and date applied date range.
2. Vacancy Announcements Closing Report
This report lists all open vacancy announcements that close within a date range and is ordered by soonest-to-close first. It also includes additional filters such as occupational series, title, grade, and others.



Announcements Applied to

Gill, Doris
DorisGill@mail.com

VA#	Closing Date	Position Title	PP Series	Grades Applied	Grades Eligible	Locations Applied
MT-VA-2011-0080	11/02/2011	Motor Vehicle Operator	WG 5703	07	07	Washington, District Of Columbia
MT-VA-2011-0079	11/01/2011	HR Assistant	GS 0203	05/06/07	05/06/07	Athens, Alabama
EconSys-VA-2011-0114	12/13/2011	HR Assistant	GS 0203	07	07	Washington, District Of Columbia
EconSys-VA-2011-0083	11/03/2011	HR Assistant	GS 0203	07	07	Washington, District Of Columbia