



Since March 2010, Army has been piloting USA Staffing® in select locations. Over the next 2 years, the CPAC will continue to transition from using Resumix to USA Staffing®. This system supports the Office of Personnel Management's end-to-end hiring model and Presidential Hiring Reform initiatives.

Army's transition to USA Staffing® is a step toward DoD-wide hiring program consistency.

Applicants will be able to better demonstrate job specific qualifications by assessing themselves through the occupational questionnaire. This will enhance the quality of your certificates.

Merit System Principles

1. Recruit, select, and advance on merit after fair and open competition
2. Treat employees and applicants fairly and equitably
3. Provide equal pay for equal work and reward excellent performance
4. Maintain high standards of integrity, conduct and concern for the public interest
5. Manage employees efficiently and effectively
6. Retain or separate employees on the basis of their performance
7. Educate and train employees if it will result in better organizational or individual performance
8. Protect employees from improper political influence
9. Protect employees against reprisal for the lawful disclosure of information in "whistleblower" situations



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USA Staffing® for Supervisors

A Supervisor's Introduction

Real opportunities.
Important work.
Army Civilian Service.
Join us.

www.armycivilianservice.com




USA Staffing® for Supervisors



The Department of Army is introducing the use of USA Staffing®, an automated tool that will streamline the announcement, referral and selection processes. Selection Manager is your interface to USA Staffing® for viewing and selecting applicants.

Benefits of Selection Manager

- Alerts you of newly issued certificates and upcoming due dates of those previously issued
- Ability to share certificate access with colleagues participating in the selection process
- Electronic note taking and document storage capabilities (e.g. interview notes, selection memos, etc.)
- Contains an “Applicants of Interest” feature that allows you to select specific applicants and batch print resumes and questionnaires for those applicants
- Access Selection Manager from any location (e.g., while TDY)
- Comprehensive help feature available through the question mark icon  located on each screen

How to Assist your Employees

Encourage employees to:

- Attend informational briefings
- Review/update resume to reflect current qualifications
- Create a USAJobs account at www.usajobs.gov
- Upload resume and supporting documents to USAJobs account



Advantages of USA Staffing®

- During the Strategic Recruitment Discussion with your HR Specialist, you will participate in developing the occupational questionnaire to determine quality criteria
- Applicants are able to better demonstrate job specific qualifications by assessing themselves through the occupational questionnaire
- Before referral, the HR Specialists are able to verify legal appointability and qualifications
- When you access the system for the first time, your HR Specialist will send you an e-mail with your user name and instructions to create your password
- You will access certificates, review and print resumes, make hiring decisions, and return certificates electronically to the CPAC

The URL for Selection Manager is: <https://selectionmanager.usastaffing.gov>