



Understanding Action Status Colors, Codes and Descriptions in WiTS

An action's status code, color and description are found in the Transaction Information block of WiTS forms.

Transaction Information	Pre-Recruitment Information	Vacancy Announcement Information	Applicant Rating Information	Certificate Information
* Required Fields				
WiTS #:	21659	Date Entered:	09/30/2010 09:37 AM	
Action Type:	Recruitment	Date Recv'd in HR*: (mm/dd/yyyy)	09/30/2010	
AO's First Name*:		AO's Last Name*: (NEE Lookup)		
AO's Email Address*:		Global Recruitment?*		
Administrative Code*:		Institute/Center*:		
Organization Initials:		Proposed Effective Date*: (mm/dd/yyyy)		
CSD Branch Chief*:		CSD Team Leader*:		
CSD HR Specialist*:		CSD HR Assistant*:		
CSD SPA*:				
Is the package complete?*	No	List of Missing Docs/Info (Limit 500 characters)		
Date Missing Docs Email Sent:				
Date Complete Package Received:				
Priority*:	High	Action Status Code*:	Red	
Action Status*:	Active in HR	Action Status Description*:	Active	
Internal Comments (Limit 3000 characters)				

Many WiTS reports contain "traffic lights" as shown below to indicate the actions' current status:



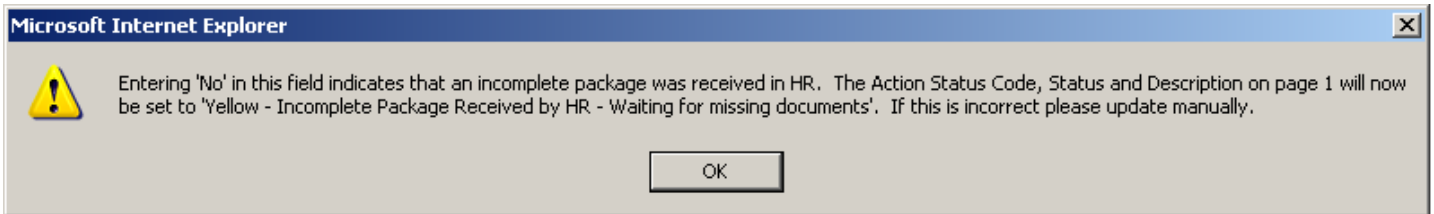
These codes are driven by what is selected on the Transaction Information block on the WiTS form. In addition, the *Age of Actions Report* contains a metric that counts how long the action has been in its current location (status) that is directly pulled from the information on the form.

Because the action status code, color and description are visible and drive data in many WiTS reports, **it is critical that you ensure that these codes are kept up to date.**

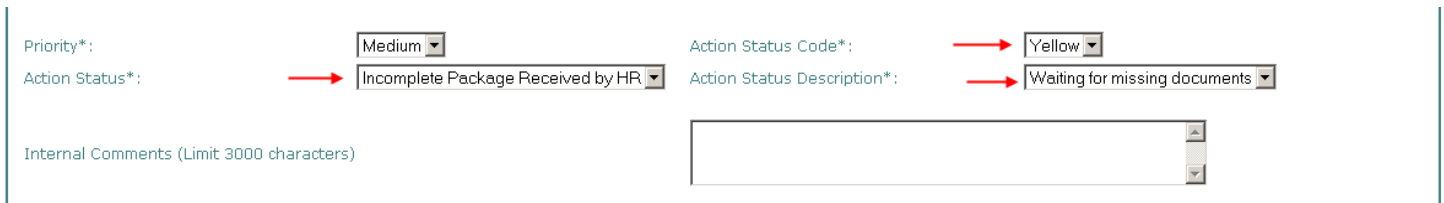
Some selections made in drop down menus or dates entered on the WiTS form automatically trigger a change in the action's status code.

For example, indicating that an incomplete package has been received by selecting “no” for the “Is the package complete?” question will cause the action’s status to change to “Yellow – Incomplete Package Received by HR – Waiting for missing documents.”

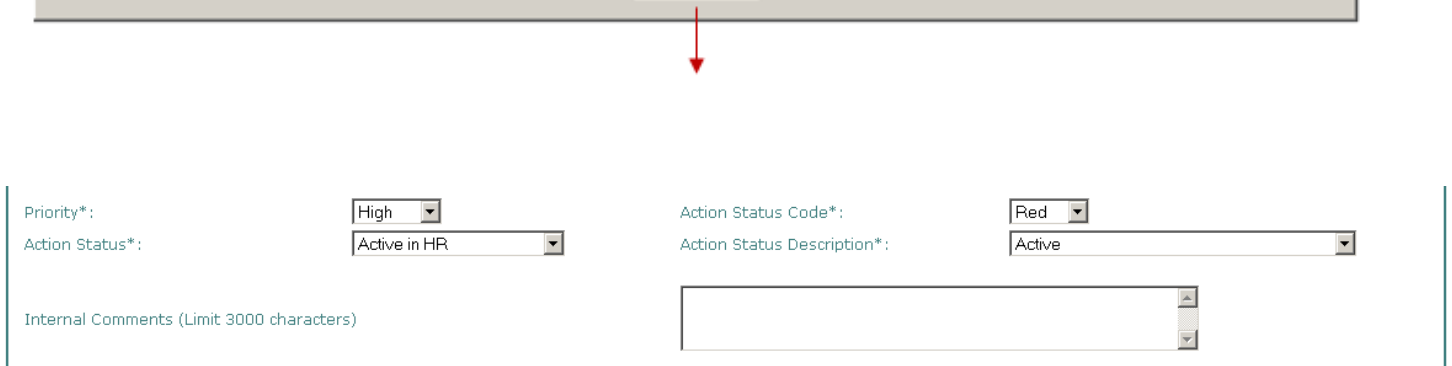
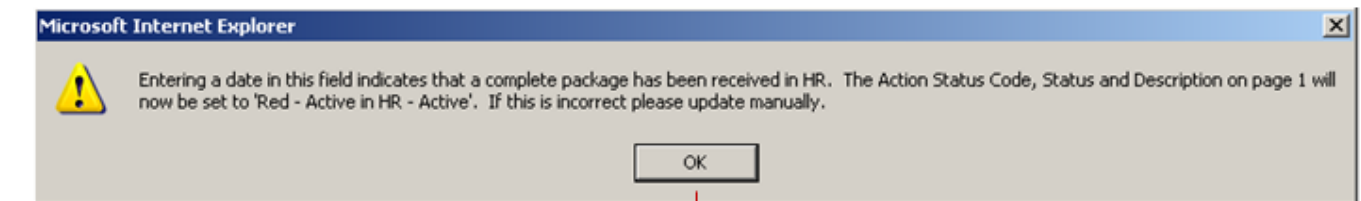
The following pop-up message will be displayed advising that the code, color and description will change:



and the drop down menus will automatically change when you click “ok”:



When you receive the missing documents that make the package complete, adding the date that the documents were received will automatically trigger the status to change back to “Red – Active in HR – Active.”



While some of the form fields automatically trigger a change in the action status code, it is important to remember that the majority of the time, you will need to manually assign a status code to an action.

For example, when you receive a recruitment package from the IC but the position needs to be classified first, you can change the action status on the Recruitment action to “Red – Active in HR – Recruitment Pending Classification”

Priority*: High
 Action Status*: Active in HR
 Action Status Code*: Red
 Action Status Description*: Recruitment Pending Classification
 Internal Comments (Limit 3000 characters):

and save the action. After the position has been classified (and the accompanying WiTS Classification action has been completed), return to the Recruitment action and continue work on it.

Another example – when you add a date in the “Date Apps Sent to SME/QRB” field on the Applicant Ratings Tab on the Recruitment form,

Transaction Information	Pre-Recruitment Information	Vacancy Announcement Information	Applicant Rating Information	Certificate Information
Announcement Number*: [dropdown]				
Evaluation Method*: [dropdown]				
Total Number of Applicants*: [text box]				
Total Number of Referred Applicants*: [text box]				
Date Applicants Notified of Qual/Elig Status*: (mm/dd/yyyy) [calendar icon]				
Date Apps to SME/QRB: (mm/dd/yyyy) [calendar icon]				
Delete ? <input type="checkbox"/>				
Add Applicant Rating				

Rater*: (Hold CTRL key and click all options that apply)
 DEU
 HRS
 QRB
 SME

be sure to return to the Transaction Information tab to change the action’s status code to “Yellow – Pending Program Action – Applicants Under Review – Program SME (or QRB).”

Priority*: High
 Action Status*: Pending Program Action
 Action Status Code*: Yellow
 Action Status Description*: Applicants Under Review - Program SME
 Internal Comments (Limit 3000 characters):

- Applicants Under Review - Program SME
- Applicants Under Review - QRB
- Awaiting IC Response
- Cert issued to selecting official
- In process - Questions being weighted (Program)
- Waiting for job analysis
- Waiting for pre-recruitment form
- Waiting for questions/KSA crediting plan
- Waiting for vacancy announcement review

Action Status Color	Action Status Code	Action Status Description	Use When...	
Red	Active in HR	Active	Action is active and being worked on by HR	
		Missing documents received	Missing documents have been received	
		Recruitment Pending Classification	HR has received recruitment package but cannot begin work on it until position is classified	
		Assessment under review/approval (HR)	Assessment questions being are being reviewed/ approved (by HR)	
		Selection under review (DE)	Selection is being reviewed/approved by the CSD DEU	
		In process - Waiting for EOD	Action is pending the new employee's Entry on Duty	
	Pending Posting	Coordinating with journal advertisement	Vacancy is being coordinated with journal or other paid ad	
		Workload issue	Workload issue	
		Under Review – QR	Vacancy is being reviewed by the Quality Reviewer	
		Under Review - DE	Vacancy is being reviewed by the DEU	
	Certificate Pending in HR	HR has not reviewed/assessed applicants	HR has not reviewed/assessed applicants	
		HR is evaluating applicants	Certificate issuance pending - HR evaluating applicants	
		Workload issue	Certificate issuance pending - workload issue	
		High volume of applicants	Certificate issuance pending because of high volume of applicants	
Yellow	Incomplete Package Received by HR	Waiting for missing documents	Waiting for missing documents	
	Pending Program Action	Waiting for pre-recruitment form	Waiting for pre-recruitment form	
		Waiting for assessment	Waiting for questions/KSA crediting plan from IC/program	
		In process – Questions being weighted (Program)	Assessment questions being are being developed/weighted by IC/program	
		Waiting for job analysis	Waiting for job analysis from IC/program	
		Waiting for vacancy announcement review	Waiting for vacancy announcement review by IC/program	
		Cert issued to selecting official	Cert issued to selecting official - waiting for hiring decision	
		Awaiting IC Response	Awaiting IC Response	
		Applicants Under Review – Program SME	Applicants under review by IC/Program SME	
		Applicants Under Review - QRB	Applicants under review by IC/Program QRB	
	Pending Planned Management Action	Returned to program for any reason	Returned to IC/ program for any reason	
		Regular/scheduled action	Regular/scheduled action	
		IC/Peer Review	Under IC/Peer Review	
		VISA Status	Waiting for action on VISA/EAD by IC/Program	
		Other – specify in Comments	Other – specify in Comments	
	Hold-Future/Projected Action	NIH Review	With NIH for review	
		Hold per program manager	Hold per program manager	
		New scientific program/funding	Waiting for new scientific program/funding	
		FTE / position type approval	Waiting for FTE / position type approval	
	Other – specify in Comments	Other – specify in Comments	Other – specify in Comments	
		Tan	Selection made - pending approval GS14/15	Selection made - pending approval GS14/15
			OHR Action – pending ATM approval	OHR Action – pending ATM approval
Pending CSD OD Approval			Pending CSD OD Approval	
Submitted to Committee			Submitted to NIH Committee	
Submitted to Building 1	Submitted to Building 1			
Green	Announcement Posted/Open	Announcement is currently open	Announcement is currently open	
		Posted - Not opened in Staffing System	Posted - Not opened in Staffing System	
Blue	Completed	System-generated	System-generated	