



Recruitment (CSD DEU)

USER GUIDE

The *Recruitment* workflow is used to track activities performed during the recruitment process. CSD Branch HR Specialists (Branch HRS) are required to send WiTS Recruitment actions to the Delegated Examining Unit (CSD DEU) for vacancy approval, certificate issuance, and final audit closeout when vacancies are advertised via Delegated Examining Procedures.

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Bizcoves on the DEU Work Area Page

You can locate and access Recruitment and Appointment actions/data from the following bizcoves on your DEU Work Area page.

- **WiTS Reports**
 - The 'Access WiTS Reports' hyperlink will direct you to the WiTS Universal Report Parameter Page where you can run reports.
- **WiTS Action Initiation**
 - If necessary, you can create a new Appointment or Recruitment action.
 - You can also create an HR System Support Request ticket if you require assistance with any HR system.
 - The CSD DEU Super Users only have permissions to create an [HR Systems Access Request ticket](#).

The screenshot shows the DEU Work Area page. At the top, there's a navigation bar with links: Worklist, Process Definition, Process Instances, Process Archives, Global Variable, and a dropdown menu set to DEU Work Area. Below this is the 'HR Systems Support Self Help' section, which contains a message: 'Please visit [HR Systems Support Self Help](#) to find answers to many common questions. For general information about WiTS, including [User Guides](#) and [Online Tutorials](#), please visit the [WiTS Page](#) on the OHR website.' Below this is the 'WiTS Reports' section, which has a table with two columns: Name and Description. The table contains one row: 'Access WiTS Reports' with the description 'Page where you can select a report, define your parameters and generate your report. Also includes links to Quick Reference Guides about each report.' Below this is the 'WiTS Action Initiation' section, which has a table with two columns: Name and Description. The table contains four rows: 'Appointment' (Use this workflow for appointing (hiring) new employees and moving existing employees into new positions as a result of recruitment/competition.), 'Recruitment' (Use this workflow to initiate recruitment actions.), 'Request for HR Systems Access (and User Profile Changes/Deletions)' (WiTS Super Users, Branch Chiefs, Deputy Division Directors and Division Directors can use this workflow to request new, modified or deleted access to HRSS supported systems (Capital HR, eOPF, WiTS, HHS Careers, HR CARDS, etc.).), and 'Request for HR Systems Support' (Use this workflow to submit support requests for HR systems such as HHS Careers, HR CARDS, WiTS, Capital HR (CHR), OHR Websites, etc. Initiate a separate request per system.). At the bottom of the 'WiTS Action Initiation' section, there are navigation buttons: '<<', '<', '>', '>>', and a 'Start' button.

- **DEU Worklist**
 - This bizcove contains all actions that are “with” the CSD DEU. These are Appointment and Recruitment actions that are routed to the CSD DEU. Actions that are forwarded to a CSD DEU member will not appear in this bizcove.
 - Staff who are members of the DE Internal Reviewer user group will see Recruitment actions that have been routed to the CSD DEU for Final Audit.
 - Click on the “Export List to Excel” button to view an Excel sheet of the actions in this bizcove. *Note: Only the first 400 actions will be exported.*

WITS #	Date Received in DEU	Action Type	Position Title	Pay Plan	Series	Grade	IC	Organization	CSD HR Specialist	DE HR Specialist	DE Quality Reviewer	DEU Activity
686664	09/11/14 08:33:03 AM	Appointment	Health Scientist Administrator	GS	0601	14	NIGMS	DGDB DCPB	O'Neal, Jacquelin		White, Beverly	DEU Reviews
675550	09/11/14 08:24:03 AM	Recruitment	Supervisory IT Specialist	GS	2210	15	CIT	DECA	Lyons, Tameka	Smith, Shirley	Spath, Charles	DEU Reviews/ Approves/Creates Vacancy/Cert
685025	09/10/14 04:20:26 PM	Recruitment	Health Science Policy Officer	GS	0601	15	NIMH	SPEB	Fleming, Florence	Middlebrooks, Jeff	Mays, John	DEU Reviews/ Approves/Creates Vacancy/Cert
679739	09/10/14 12:28:38 PM	Recruitment	IT Specialist (Unix Systems Administrator)	GS	2210	12, 13	CC	ODDCC DCRI	Clatterbaugh, Amanda	Spath, Charles	Webb, Donald	DEU Reviews/ Approves/Creates Vacancy/Cert
685109	09/09/14 07:02:19 AM	Recruitment	Health Specialist	GS	0601	09	CC	CBD	Brown, ShaRhaina	Spath, Charles	Webb, Donald	DEU Reviews/ Approves/Creates Vacancy/Cert
683597	09/08/14 03:45:45 PM	Recruitment	Office Manager	GS	0301	09	NINDS	IAMB	Centeno, Christine	White, Beverly	Webb, Donald	DEU Reviews/ Approves/Creates Vacancy/Cert
686152	09/08/14 03:13:29 PM	Recruitment	Boiler Plant Operator	WG	5402	11	OD - ORF	MFMB	Harris, Cheryl	Shields, Maxine	Evans, Wendy	DEU Reviews/ Approves/Creates Vacancy/Cert

At the bottom of the table, there are navigation buttons: '<<', '<', '>', '>>', and a 'Start' button. Below the table, there is a 'Quick Search:' field with a magnifying glass icon, and four buttons: 'Open Selected Action...', 'Monitor Selected Process...', 'Forward to Another User...', and 'Export List to Excel...'.

- **Pending DE Unit WiTS Transactions**

- This bizcove contains all Recruitment actions that are in a pending status. Actions are routed to this bizcove from within the Recruitment action.

Pending DE Unit WiTS Transactions											
WITS #	Date Received in DEU	Action Type	Position Title	Pay Plan	Series	Grade	IC	Organization	CSD HR Specialist	DE HR Specialist	DE Quality Reviewer
No records to display on this page											
Quick Search: <input type="text"/> <input type="button" value="Open Selected Action..."/> <input type="button" value="Monitor Selected Process..."/> <input type="button" value="Forward to Another User..."/> <input type="button" value="Export List to Excel..."/>											

- **Active Recruitment and Appointment Actions (All)**

- This bizcove contains all active Appointment and Recruitment actions with CSD including those routed for Final Audit. See [Appendix 2: Updating DEU Fields When the Action is with the Branch](#) for instructions on how to update and view actions from this bizcove.

Active Recruitment and Appointment Actions (All)															
WITS #	Process Name	Global Recruitment?	CSD HRS	CSD HRA	Date Recd in HR	Action Type	IC	Org Initials	FName	LName	Pos. Title	Pay Plan	Series	Grade	Prop. Eff. Date
<input type="checkbox"/> 682616	Initiate Appointment Process	No	Davis, Angela	Collinson, Jennifer	08/22/14 05:18:02 PM	Appointment	NIEHS	POB	Esra	Mutlu	Chemist	GS	1320	13	09/21/14
<input type="checkbox"/> 678606	Recruitment	No	Speranza, Pasquale	Bundy, Ashton	08/06/14 11:11:12 AM	Recruitment	CC	ODCCC CCM			Chemist	GS	1320	11, 12	08/18/14
<input type="checkbox"/> 661290	Recruitment	No	Davis, Angela	Collinson, Jennifer	05/02/14 05:26:13 PM	Recruitment	NIEHS	POB			Chemist	GS	1320	13	09/21/14
<input type="checkbox"/> 658719	Appointment	No	Postorino, MaryAnn	Collinson, Jennifer	04/19/14 06:50:37 PM	Appointment	NIDA	TPS	John	Partila	Chemist	GS	1320	12	09/07/14
<input type="checkbox"/> 648425	Appointment	No	Chambers, Shareynique	Currie, Gwen	02/20/14 10:29:34 AM	Appointment	NIDDK	ILCP	Belhu	Metaferia	Chemist (TERM)	GS	1320	12	02/23/14
<input type="checkbox"/> 638947	Initiate Appointment Process	No	Chambers, Shareynique	Currie, Gwen	12/19/13 02:46:22 PM	Appointment	NIDDK	ILCP	Quan	Li	Chemist (TERM)	GS	1320	12	12/02/13
<input type="checkbox"/> 572115	Recruitment	No	Maxwell, Artilya	Ridgeway, Melisa	11/05/12 04:56:13 PM	Recruitment	CC	ODCCC PHARM			Chemist	GS	1320	11	03/11/13
Filtered search result. Clear Search Filter															
<div>Quick Search: <input type="text" value="Chemist"/> <input type="button" value="Monitor Selected Process..."/> <input type="button" value="View Details..."/> <input type="button" value="Export List to Excel..."/></div>															

- **DEU Internal Reviewer Worklist**

- This bizcove contains all Recruitment actions that have been routed to the CSD DEU for Final Audit. Only staff who are members of the DE Internal Reviewer user group will see actions in this bizcove.

DEU Internal Reviewer Worklist										
▲ WITS #	Date Recruit Recd in DEU	Position Title	Pay Plan	Series	Grade	IC	Organization	CSD HR Specialist	DE HR Specialist	DE Quality Reviewer
No records to display on this page										
Quick Search: <input type="text"/>										
Open Selected Action...			Monitor Selected Process...			Forward to Another User...			Export List to Excel...	

- **DEU Dashboards**

- The next four bizcoves are custom dashboards for the CSD DEU. Reference the [Understanding Your DEU Dashboards](#) user guide for detailed information.

- **My Active HR Systems Support Transactions**

- This bizcove contains all active HR Systems Support tickets you have submitted. There is also a bizcove called 'HR Systems Support Worklist', which contains tickets you are responsible for resolving. This bizcove will most always be empty unless you are assigned to support an HR System.

My Active HR Systems Support Transactions							
Ticket #	Process Name	Date Initiated	Date to HRSS	User	HRC Org	Priority	System
<input type="checkbox"/> 91796	Request for HR Systems Support	09/03/13 01:23:00 PM	09/03/13 01:24:43 PM	Brenda Morissette	WRD - BPLB	Moderate	WITS
Quick Search: <input type="text"/> <input type="button" value="Monitor Selected Process..."/> <input type="button" value="Export List to Excel..."/>							

Reviewing and Approving Vacancy Announcements (DE Quality Reviewer)

The Branch HRS enters information related to the vacancy announcement(s) on the Vacancy Announcement Information Tab.

When the Branch HRS selects 'All Sources' or 'DE Only' as the "Area of Consideration", drop down menus for the Delegated Examining Human Resources Specialist (DE HR Specialist) and Delegated Examining Quality Reviewer (DE Quality Reviewer) appear. The Branch HRS is required to select a DE HR Specialist and DE Quality Reviewer, and complete all of the information related to the vacancy announcement(s) except the posting, opening, and closing dates prior to sending the action to the CSD DEU for vacancy approval.

*** Required Fields**

Number of Positions Advertised*: 1

Area of Consideration*: All sources

DE HR Specialist: Hong, Benjamin

DE Quality Reviewer: Bracey, Shirley

Selective Placement Factor Comments (Limit 5000 characters):

Vacancy Identification (VIN) #: 9874561

Vacancy Announcement #: NIH-NTZ-DE-15-9874561

Date Sent To DEU:

Date Announcement Posted:

Date Announcement Closed:

Open Continuous Announcement?: No

Multidisciplinary Position?: No

Case Returned Comments (Limit 5000 characters):

Announcement Type*: DE

Date Announcement Approved by DEU:

Date Announcement Opened:

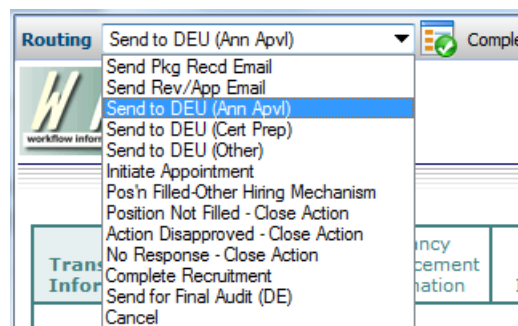
Date Announcement Cancelled:

Announcement Position Title*	Pay Plan*	Series*	Grade* <small>(Hold CTRL key and click all options that apply)</small>	Full Performance Level (FPL)*	Duty Location(s)* <small>(Hold CTRL key and click all options that apply)</small>	Delete ?
Biologist	GS	0401	10 11 12	12	Montgomery County, MD Baltimore Metro Area	<input type="checkbox"/>

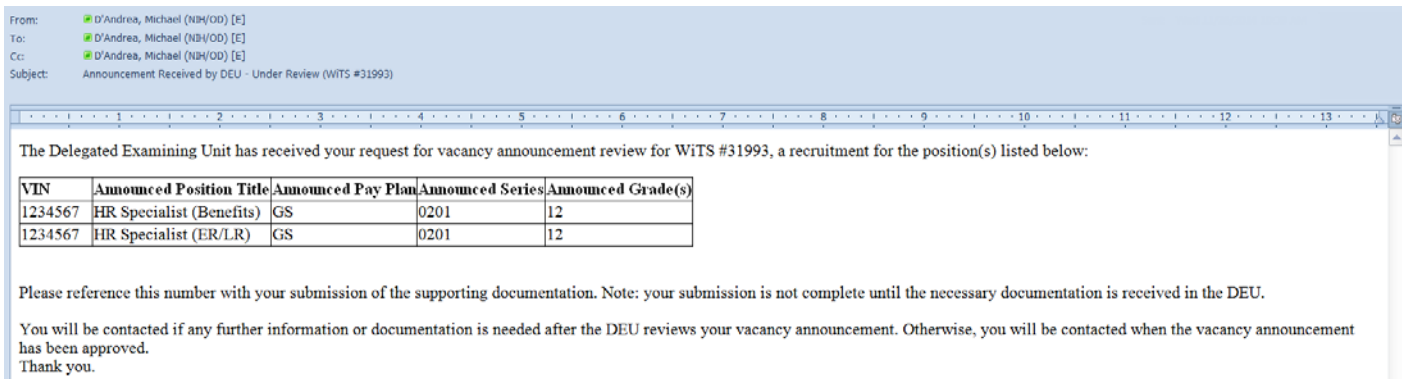
[Add Position](#)

Delete ? ☐

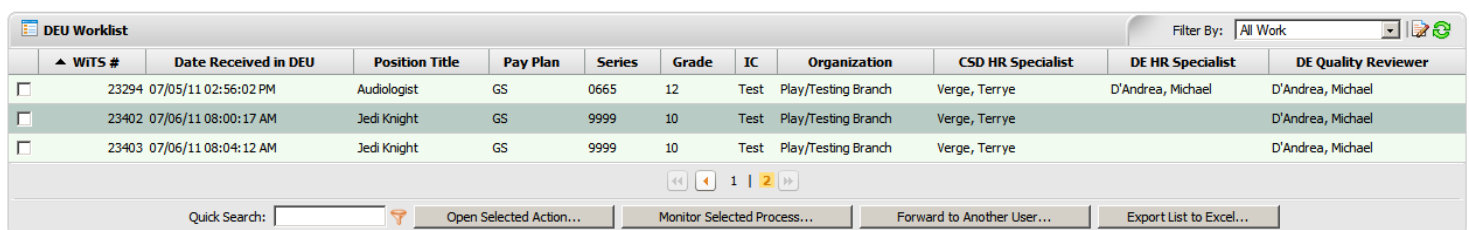
When the Branch HRS has prepared the vacancy announcement(s) and is ready for the CSD DEU to review and approve, he or she selects "Send to DEU (Ann Appvl)" to send the action to the CSD DEU:



WiTS sends the following email to the Branch HRS, with a cc to the DE Quality Reviewer:



WiTS then sends the action to the DEU Worklist:



The DE Quality Reviewer retrieves the action and proceeds to the 'Vacancy Announcement Information' Tab. The DE Quality Reviewer reviews the announcement and the associated DE recruitment case, and then takes the appropriate action in WiTS.

Delete ? ☐

Vacancy Identification (VIN) #:

Vacancy Announcement #:

Announcement Type*:

Date Sent to DEU: Time Stamped when the Branch sends the action to the DEU for Announcement Approval.

Date Announcement Posted:

Date Announcement Closed:

Date Announcement Approved by DEU:

Date Announcement Opened:

Date Announcement Cancelled:

Open Continuous Announcement?:

[Add Position](#)



WiTS Tip: Ensure that a date is present in the 'Date Sent to DEU' field. If it is not, then the DE Quality Reviewer must return the action back to the Branch.

Upon receipt and review of the WiTS recruitment action, the DE Quality Reviewer has the following options:

- **Select “Ann Apprvd - Return to Branch”**

The image shows a 'Routing' dropdown menu. The selected option is 'Ann Apprvd to Post-Return to Branch'. Other visible options include 'No Action Taken-Return to Branch', 'Send Pending SPF Email', 'Send SPF Outcome Email', 'Send to Pending Status', and 'Issue Cert-Return to Branch'.

Use this response when the DE announcement is approved and ready for the Branch HRS to post in the staffing system. This will send the WiTS action back to the Branch HRS. Selecting this response will also auto-populate the ‘Date Announcement Approved by DEU’ field.

The image shows a form for announcing a vacancy. On the left, fields include 'Vacancy Identification (VIN) #*:' (509876), 'Vacancy Announcement #*:' (NIH-TEST-DE-11-509876), 'Date Sent To DEU:' (07/21/2011), 'Date Announcement Posted:', 'Date Announcement Closed:', and 'Open Continuous Announcement?:' (No). On the right, fields include 'Announcement Type*:' (DE), 'Date Announcement Approved by DEU:' (07/21/2011), 'Date Announcement Opened:', and 'Date Announcement Cancelled:'. A red arrow points to the 'Date Announcement Approved by DEU:' field with the text: 'Time stamped when the DEU approves of the announcement and returns the action to the Branch'.

WiTS sends the following email to the Branch HRS, with a cc to the DE Quality Reviewer and DE HR Specialist:

The image shows an email template. The header includes 'From: D\'Andrea, Michael (NIH/OD) [E]', 'To: D\'Andrea, Michael (NIH/OD) [E]', 'Cc: D\'Andrea, Michael (NIH/OD) [E]', and 'Subject: Vacancy Approved To Post - (WiTS #31993)'. The body text reads: 'The Delegated Examining Unit has reviewed your request for vacancy announcement review for (WiTS #31993), recruitment for the position(s) listed below:'. Below this is a table with 5 columns: VIN, Announced Position Title, Announced Pay Plan, Announced Series, and Announced Grade(s). The table contains two rows of data. Below the table, the text reads: 'This vacancy has been approved and is ready to be posted.' and 'Thank you.'

VIN	Announced Position Title	Announced Pay Plan	Announced Series	Announced Grade(s)
1234567	HR Specialist (Benefits)	GS	0201	12
1234567	HR Specialist (ER/LR)	GS	0201	12

- Select “No Action Taken - Return to Branch”

The image shows a 'Routing' dropdown menu. The selected option is 'No Action Taken-Return to Branch'. Other visible options include 'Ann Appvd to Post-Return to Branch', 'Send Pending SPF Email', 'Send SPF Outcome Email', 'Send to Pending Status', and 'Issue Cert-Return to Branch'. A 'Complete' button is visible to the right of the dropdown.

Use this response when you are sending the action back to the Branch because it was sent to you in error, if it needs extensive revision before it can be approved, or if the ‘Date Sent to DEU’ field is blank.

When sending an action back to the Branch, you must enter comments in the ‘Case Returned Comments’ field. The comments entered in this field will be included in the email sent to the Branch HRS.

The image is a screenshot of a recruitment system form. It has tabs for 'Transaction Information', 'Pre-Recruitment Information', 'Vacancy Announcement Information', 'Applicant Rating Information', and 'Certificate Information'. The 'Vacancy Announcement Information' tab is active. Fields include: 'Number of Positions Advertised*' (1), 'Area of Consideration*' (All sources), 'DE HR Specialist' (DAndrea, Michael), 'DE Quality Reviewer' (DAndrea, Michael), 'Comments on QR Process (Limit 5000 characters):', 'Multidisciplinary Position?*' (No), 'Case Returned Comments (Limit 5000 characters):' (Most of the items still need correcting: -Pre-recruitment worksheet states grades being advertised are 12/13/14, but vacancy is for), 'Selective Placement Factor Comments (Limit 5000 characters):', 'Vacancy Identification (VIN) #*:' (9874561), 'Vacancy Announcement #*:' (NIH-NTZ-DE-15-9874561), 'Date Sent To DEU:' (12/03/2014), 'Announcement Type*' (DE), 'Date Announcement Approved by DEU:', 'Date Announcement Opened:', 'Date Announcement Closed:', 'Open Continuous Announcement?*' (No). A red arrow points from the 'DE Quality Reviewer' field to the 'Case Returned Comments' field.



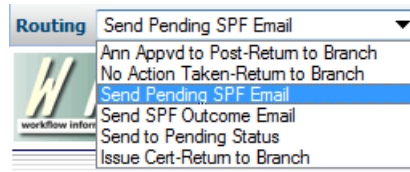
WiTS Tip:

- Only members of the CSD DEU can edit the “Case Returned Comments”, “Selective Placement Factor Comments”, and “Comments on QR Process” fields.
- The “Comments on QR Process” field is only visible to members of the CSD DEU.

WiTS returns the action back to the Branch HRS and sends the following email with a cc to the DE Quality Reviewer:

The image is a screenshot of an email. The header shows: 'From: D'Andrea, Michael (NH/OD) [E]', 'To: D'Andrea, Michael (NH/OD) [E]', 'Cc: D'Andrea, Michael (NH/OD) [E]', 'Subject: No Action Taken by DEU - Case Returned (WiTS #31993)'. The body of the email reads: 'The Delegated Examining Unit has received your request for vacancy announcement review for (WiTS #31993). This case is being returned to you for the following reason: Please update question #4 and #5 to add an N/A response value and assign zero points. Thank you.'

- **Select “Send Pending SPF Email”**



Use this response when the proposed announcement contains a Selective Placement Factor and it needs to be approved by the DEU Chief.

WiTS sends the following email to the Branch HRS, with a cc to the DE Quality Reviewer and DE HR Specialist:

Subject: Selective Placement Factor Request - Under Review - WiTS #23214

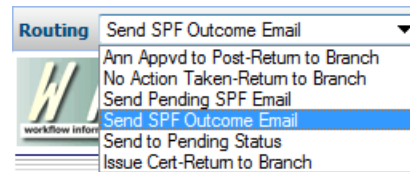
Your request that a Selective Placement Factor be used in your vacancy announcement under WiTS #23214, a recruitment for the position(s) listed below, has been reviewed by the DE HR Specialist and has been referred to the DEU Chief for approval.

Announced Position Title	Audiologist
Announced Pay Plan	GS
Announced Series	0665
Announced Grade(s)	12

You will be contacted when the DEU Chief's decision has been made.

Thank you.

- **Select “Send SPF Outcome Email”**



Use this response when the proposed announcement contains a Selective Placement Factor and a decision has been made by the DEU Chief.

Enter comments in the ‘Selective Placement Factor Comments’ field. The comments entered in this field will be included in the email sent to the Branch HRS, which conveys the outcome of the SPF decision.

Transaction Information	Pre-Recruitment Information	Vacancy Announcement Information	Applicant Rating Information	Certificate Information
<div style="text-align: right;">* Required</div> <div> Number of Positions Advertised*: <input type="text" value="1"/> </div> <div> Area of Consideration*: <input type="text" value="All sources"/> </div> <div> DE HR Specialist: <input type="text" value="DAndrea, Michael"/> </div> <div> DE Quality Reviewer: <input type="text" value="DAndrea, Michael"/> </div> <div> Comments on QR Process (Limit 5000 characters): <input type="text"/> </div> <div> Vacancy Identification (VIN) #*: <input type="text" value="9874561"/> </div> <div> Vacancy Announcement #*: <input type="text" value="NIH-NTZ-DE-15-9874561"/> </div> <div> Date Sent To DEU: <input type="text" value="12/03/2014"/> </div> <div> Date Announcement Posted: <input type="text"/> </div> <div> Date Announcement Closed: <input type="text"/> </div> <div> Open Continuous Announcement?: <input type="text" value="No"/> </div> <div> Multidisciplinary Position?*: <input type="text" value="No"/> </div> <div> Case Returned Comments (Limit 5000 characters): <div> Most of the items still need correcting: -Pre-recruitment worksheet states grades being advertised are 12/13/14, but vacancy is for </div> </div> <div> Selective Placement Factor Comments (Limit 5000 characters): <div> Selective Placement Factor is not supported in the position description. </div> </div> <div> Announcement Type*: <input type="text" value="DE"/> </div> <div> Date Announcement Approved by DEU: <input type="text"/> </div> <div> Date Announcement Opened: <input type="text"/> </div> <div> Date Announcement Cancelled: <input type="text"/> </div>				

WiTS sends the following email to the Branch HRS, with a cc to the DE Quality Reviewer and DE HR Specialist:

Subject: Selective Placement Factor - Decision Reached - (WiTS #23214)

Your request that a Selective Placement Factor be used in your vacancy announcement for under WiTS #23214, recruitment for the position(s) listed below has been reviewed by the DE Chief.

Announced Position Title	Biologist
Announced Pay Plan	GS
Announced Series	0401
Announced Grade(s)	13

The outcome is as follows:

PD does not support the assignment of 'Skill in playing football' as a Selective Placement Factor for the GS-401-13.

Please feel free to contact us with any questions.

Thank you.

- Select "Send to Pending Status"



Routing

Send to Pending Status

Ann Appvd to Post-Return to Branch
No Action Taken-Return to Branch
Send Pending SPF Email
Send SPF Outcome Email
Send to Pending Status
Issue Cert-Return to Branch

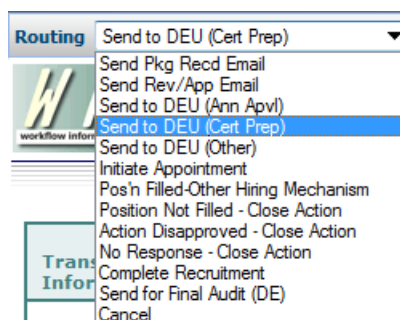
Use this response when the action needs to be put on hold for any reason (e.g., waiting for DE Chief Approval), but the action should stay with the CSD DEU.

This will send the action to the DEU Pending bizcove:

Pending DE Unit WITS Transactions										Filter By: All Work		
	WITS #	▲ Date Received in DEU	Position Title	Pay Plan	Series	Grade	IC	Organization	CSD HR Specialist	DE HR Specialist	DE Quality Reviewer	
<input type="checkbox"/>	21294	09/14/10 09:37:17 AM			0	0	Test	Play/Testing Branch	Kerr, Ken		kerrk@mail.nih.gov	
<input type="checkbox"/>	21343	09/16/10 12:20:43 PM	Head Coach	GS	0	0	Test	Play/Testing Branch	Verge, Terrye	Verge, Terrye	verget@mail.nih.gov	
<input type="checkbox"/>	21357	09/16/10 02:47:06 PM			0	0						
<input type="checkbox"/>	21361	09/16/10 04:40:25 PM			0	0						
<input type="checkbox"/>	21362	09/16/10 04:41:16 PM			0	0						
<input type="checkbox"/>	21364	09/16/10 04:44:00 PM			0	0						
<input type="checkbox"/>	21365	09/16/10 04:45:28 PM	Redskins Quarterback	GS	0	0	Test	Play/Testing Branch	Verge, Terrye	Verge, Terrye	verget@od.nih.gov	

CSD Branch Requirement to Return Recruitment Action for Certificate Preparation

After the DEU Quality Reviewer has approved the DE announcement(s), and the WiTS action has been sent back to the Branch HRS, they will post the announcement in the staffing system and complete the *Date Complete Package Received/Date Need Validated, Date Announcement Posted, Date Announcement Opened, and Date Announcement Closed* fields. The Branch HRS will send the action back to the CSD DEU no later than the day before the announcement closes, by selecting 'Send to DEU (Cert Prep)':



WiTS sends the following email:

From: D'Andrea, Michael (NIH/OD) [E]
 To: D'Andrea, Michael (NIH/OD) [E]
 Cc: D'Andrea, Michael (NIH/OD) [E]
 Subject: Recruitment Case Received in DEU (Certificate Prep) (WITS #31993)

WiTS Recruitment #31993 has been sent to you by Michael DAndrea for certificate preparation for the position(s) listed below.

VIN	Announced Position Title	Announced Pay Plan	Announced Series	Announced Grade(s)
1234567	HR Specialist (Benefits)	GS	0201	12
1234567	HR Specialist (ER/LR)	GS	0201	12

You may access WITS #31993 from the DEU Worklist on your DEU Work Area page.

Please contact Michael DAndrea if you have any questions.

Attaching Documents to WiTS Actions

It is a best practice to attach the recruitment case file and any other related, non-sensitive, documents to the WiTS action. For information on how to attach documents to WiTS actions, please see the [ORG – Attachments in WiTS](#).

Examples of Appropriate Documents to Attach to Recruitment Actions

- Fax Cover Sheet,
- Vacancy Case File Checklist,
- Pre-recruitment Worksheet,
- SF-39,
- Capital HR Job Requisition or SF-52,
- Assessment Approval (for unique positions),
- Job Analysis,
- USA Staffing Assessment tool for modifications,
- Selective Factor Justification (if applicable),
- OF-8(s) and Position Descriptions,
- SME documentation (if applicable),
- Term or Temporary Justification (if applicable), and,
- Any other documents that do not contain a social security number or date of birth.

Reviewing Applicants (DE HR Specialist)

After the DE announcement(s) has closed, the DE HR Specialist retrieves the action from the DEU Worklist and prepares the certificate.

The DEU HR Specialist completes all of the fields listed below on the *Applicant Rating Information* tab:

* Required Fields

Announcement Number*:	NIH-NIDDK-DE-12-611494	Rater*: (Hold CTRL key and click all options that apply)	DEU HRS QRB
Evaluation Method*:	Category Rating		
Total Number of Applicants*:	150	Total Number of Qualified Applicants*:	45
View Applicant Roster			
Total Number of Referred Applicants*:	12	Date Minimum Quals Completed*: (mm/dd/yyyy)	04/01/2012
Date Applicants Notified of Qual/Elig Status*: (mm/dd/yyyy)		Date Applicants Notified of Referral Status*: (mm/dd/yyyy)	
View Applicant Notifications			
Date Apps to SME/QRB: (mm/dd/yyyy)		Date App Evaluation Completed By SME/QRB: (mm/dd/yyyy)	

Delete ? ☐

Announcement Number: Select an announcement number from the drop down menu. The list of available announcements is populated from the Vacancy Announcement Tab.

Evaluation Method:

- **Basic Quals:** Select this option when the applicant pool is only being rated for basic qualifications (e.g., Direct Hire or Title 42 announcements).
- **Traditional:** Select this option for announcements covered by the [NIH Merit Promotion Plan](#) where the applicant pool will not be rated using Category Rating Procedures.
- **Category Rating:** Select this option for any announcement where the applicant pool will be placed into categories as defined in the HHS Category Rating Policy.
- **Phasing:** Select this option for announcements where the rating process is carried out through a series of stages (e.g., Structured and Rated Interviews).

Rater: Select HRS (Branch HR Specialist), DEU (DEU HR Specialists), QRB (Qualifications Review Board) and/or SME (Subject Matter Expert).

Total Number of Applicants: Enter the total number of applicants to the vacancy announcement.

Total Number of Qualified Applicants: Enter the total number of applicants to the vacancy announcement that met the basic qualifications. NOTE: *If an applicant is qualified for more than one grade or series, that applicant should only be counted once. Specialist should use the Applicant Notifications and Roster Reports to gather the total number of qualified applicants.*

Total Number of Referred Applicants: Enter the total number of applicants to the vacancy announcement

that were referred. *NOTE: If an applicant is referred on more than one certificate, that applicant should only be counted once. Specialist should use the Applicant Notifications and Roster Report to gather the total number of referred applicants.*

Date Minimum Quals Completed: Enter the date that the review of all applicants for minimum qualifications was completed.



WiTS Tip: Click on the 'Add Applicant Rating' button to complete this information for any additional vacancy announcements related to the recruitment. Use the 'Delete' checkbox to delete a block if needed.

WiTS Tip: Click on the "View Applicant Roster" or "View Applicant Notifications" links to obtain a roster of your applicant pool, or a report of the notifications and referral status of your applicant pool. WiTS uses the VIN to generate these reports so ensure that the VIN is accurate.

Completing the Certificate fields (DE HR Specialist)

WiTS Recruitment

Transaction Information | Pre-Recruitment Information | Vacancy Announcement Information | Applicant Rating Information | **Certificate Information**

*** Required Fields**

Announcement Number*: NIH-TEST-DE-11-509876
Certificate Type: DE
Position Title*: Human Resources Specialist
Series*: 0201
Duty Location*: Montgomery County, MD

Date Internal Review Completed: (mm/dd/yyyy)
Date Certificate Sent to SO: (mm/dd/yyyy)
Certificate Extended?*:
Preference Eligibles Within Reach?*: Yes
Cert Returned Unused

Cert Issued?*: Yes
Certificate Number: WE-11-DEU-01242338
Pay Plan*: GS
Grade*: 11
Date Certificate Issued: (mm/dd/yyyy) 08/03/2011
Date 10-pt File Checked (DEU Cases Only): (mm/dd/yyyy) 07/26/2011
Date Certificate Expires: (mm/dd/yyyy) 10/02/2011
New Cert Expiration Date: (mm/dd/yyyy)
Cert Used?*

Who should complete the fields on the Certificate Information Tab

- **DEU Certs**—indicates that the CSD DEU should complete this field for DEU certificates only.
- **Branch HRS**—indicates that the Branch HRS, no matter the certificate type, should always complete the field.

Announcement Number: ^(DEU Certs) Select an announcement number from the drop down menu. The list of available announcements is populated from what was entered on the Vacancy Announcement Tab.

Cert Issued? ^(DEU Certs) Indicate whether the certificate was issued. *For announcements where a certificate is not issued, select the Announcement Number and note the 'Cert Issued' field as 'No.'* This will let WiTS know that a certificate was not issued from this announcement. This will stop certificate issuance reminder emails and remove the action from your dashboard.

Certificate Type: ^(DEU Certs) Select the type of certificate (i.e., DE or NC-DE).

Certificate Number: ^(DEU Certs) Enter the certificate number. Change the certificate number if you issue a supplement or amendment—do not create another certificate block.

Position Title, Pay Plan, Series, Grade: ^(DEU Certs) Select the position information related to the certificate. The drop down lists for position title, pay plan, and series are populated from what was entered on the Vacancy Announcement Tab. The grade field is loose—meaning you will have to select the grade for the certificate.

Duty Location: ^(DEU Certs) Select the duty location for which the certificate was issued.

Date Certificate Issued: ^(DEU Certs) Enter the date the certificate was issued. Do not edit this date if you issue a supplement or amendment.

Date 10-Pt File Checked: ^(DEU Certs) Indicate the date that the 10-pt file was checked.

Preference Eligibles Within Reach: ^(DEU Certs) Indicate whether or not any preference eligibles were within reach on the certificate.

Date Certificate Expires: ^(DEU Certs) Enter the date the certificate expires.

Date Certificate Sent to SO: ^(Branch HRS) (Do not Edit)

Certificate Extended? ^(Branch HRS) (Do not Edit)

New Cert Expiration Date: ^(Branch HRS) (Do not Edit)

Cert Used? ^(Branch HRS) (Do not Edit)

Selection Made? ^(Branch HRS) (Do not Edit)

Cert Returned Unused Reason: ^(Branch HRS) (Do not Edit)

Cert Returned Unused Reason - Other: ^(Branch HRS) (Do not Edit)

Action Taken: ^(Branch HRS) (Do not Edit)

Date of Hiring Decision: ^(Branch HRS) (Do not Edit)

Date Hiring Decision Rec'd in HR: ^(Branch HRS) (Do not Edit)

Date Final Applicant Statuses Set: ^(Branch HRS) (Do not Edit)



WiTS Tip: Click on the 'Add Certificate' button to add additional certificates. Note: When you add a certificate, the information that was entered in the first certificate block will be copied. Please make sure you make changes where appropriate. You can enter up to 1,000 certificates.

WiTS Tip: Certificate numbers cannot be duplicated across all WiTS actions.

WiTS Tip: When the Initiating Selecting Official makes and returns their first Hiring Decision, you should update ALL certificates with that date. This will ensure your Selecting Official gets credit for returning their Hiring Decision in a timely manner.

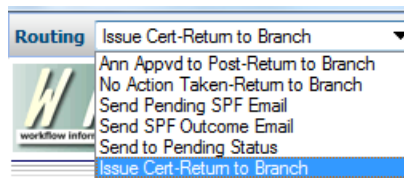
WiTS Tip: Certificates cannot be deleted if an Appointment has been made using that certificate.

WiTS Tip: Any edits made to a certificate number on the Recruitment form, will automatically update any associated certificate used on an Appointment form.

WiTS Tip: For supplemental or amended certificates, simply edit the certificate number as appropriate. Do not issue a new certificate and do not edit the original 'Date Certificate Issued', 'Date Cert Sent to SO', 'Date of Hiring Decision', and 'Date Hiring Decision Rec'd in HR' fields. Changing the certificate dates will inaccurately report on certificate issuance SLAs.

WiTS Tip: Declinations: If the initial selectee declines the position and another individual is selected, do not edit the original 'Date of Hiring Decision' and 'Date Hiring Decision Rec'd in HR' fields. Editing these fields using the subsequent selectee's dates will inaccurately report on Hiring Decision SLAs. In these cases, leave the original dates and note the subsequent selection as an "Addition Selection" or "Shared Certificate" (as appropriate) on the Appointment form. On the Appointment form, enter the date that you re-sent the certificate to the Selecting Official and their Hiring Decision dates.

When the certificate(s) is ready to be released to the Branch HRS, the DE HR Specialists selects 'Issue Cert – Return to Branch' from the drop down menu:



WiTS sends the following email to the Branch HRS with a cc to the DE HR Specialist.

From: D'Andrea, Michael (NIH/OD) [E]
To: D'Andrea, Michael (NIH/OD) [E]
Cc: D'Andrea, Michael (NIH/OD) [E]
Subject: Cert Issued by DEU - (WiTS #31993)

The Delegated Examining Unit has completed its evaluation of the applicants for vacancy announcement WiTS #31993, recruitment for the position(s) listed below and a certificate(s) of eligibles has been issued.

VIN	Announcement Number	Cert Position Title	Cert Pay Plan	Cert Series	Cert Grade(s)
1234567	NIH-TEST-15-DE-1234567	HR Specialist (Benefits)	GS	0201	12
1234567	NIH-TEST-15-DE-1234567	HR Specialist (Benefits)	GS	0201	12

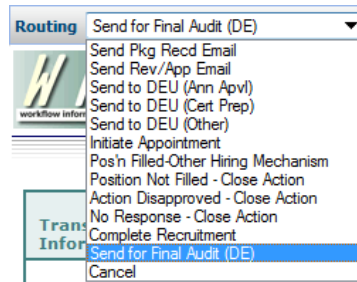
The Certificate may now be released to the Selecting Official.

An Internal Review of the certificate(s) will now be conducted; you will be notified of any action that may need to be taken.

Thank you.

Auditing Cases (DE Internal Reviewer)

After the selection(s) or non-selection(s) have been made and the Certificate Information tab has been updated, the Branch HRS will send the WiTS action back to the CSD DEU for final closeout audit by selecting 'Send for Final Audit (DE).' *Even if there are no certificates issued, DE Recruitment actions must be sent to the DE for Final Audit.*



The DE Internal Reviewer retrieves the action from the DEU Worklist, reviews the Certificate Information tab, and completes the required fields.

Transaction Information	Pre-Recruitment Information	Vacancy Announcement Information	Applicant Rating Information	Certificate Information
<p>Announcement Number*: <input type="text" value="NIH-TEST-DE-11-509876"/></p> <p>Certificate Type: <input type="text" value="DE"/></p> <p>Position Title*: <input type="text" value="Human Resources Specialist"/></p> <p>Series*: <input type="text" value="0201"/></p> <p>Duty Location*: <input type="text" value="Montgomery County, MD"/></p> <p>Date Internal Review Completed: (mm/dd/yyyy) <input type="text" value="08/12/2011"/></p> <p>Date Certificate Sent to SO: (mm/dd/yyyy) <input type="text" value="08/01/2011"/></p> <p>Certificate Extended?*: <input type="text" value="Yes"/></p> <p>Preference Eligibles Within Reach?*: <input type="text" value="Yes"/></p> <p>Cert Returned Unused Reason: <input type="text" value="Unused - Other"/></p> <p>Cert Returned Unused Reason - Other: <input type="text" value="Manager Chose Not to Hire"/></p> <p>Action Taken: <input type="text" value="Not Filled"/></p> <p>Date Hiring Decision Rec'd in HR*: (mm/dd/yyyy) <input type="text" value="10/30/2011"/></p> <p>Date Cert Returned to DEU for Final Closeout Audit: (mm/dd/yyyy) <input type="text" value="11/9/2011"/></p> <p>Delete ? <input type="checkbox"/></p>				
<p>* Required Fields</p> <p>Cert Issued?*: <input type="text" value="Yes"/></p> <p>Certificate Number: <input type="text" value="WE-11-DEU-012424S0"/></p> <p>Pay Plan*: <input type="text" value="GS"/></p> <p>Grade*: <input type="text" value="11"/></p> <p>Date Certificate Issued: (mm/dd/yyyy) <input type="text" value="07/31/2011"/></p> <p>Date 10-pt File Checked (DEU Cases Only): (mm/dd/yyyy) <input type="text" value="07/26/2011"/></p> <p>Date Certificate Expires: (mm/dd/yyyy) <input type="text" value="09/30/2011"/></p> <p>New Cert Expiration Date: (mm/dd/yyyy) <input type="text" value="10/30/2011"/></p> <p>Cert Used?: <input type="text" value="No"/></p> <p>Selection Made?*: <input type="text" value="No"/></p> <p>Date of Hiring Decision*: (mm/dd/yyyy) <input type="text" value="10/30/2011"/></p> <p>Date Final Applicant Statuses Set*: (mm/dd/yyyy) <input type="text" value="10/30/2011"/></p> <p>Date Audit Completed: (mm/dd/yyyy) <input type="text" value="11/16/2011"/></p>				

Date Internal Review Completed: ^(DEU Certs) Enter the date that an Internal Review of the certificate was completed.

Date Cert Returned to DEU for Final Closeout Audit: ^(DEU Certs) Enter the date the certificate/recruitment case was returned to the CSD DEU for Final Closeout Audit.

Date Audit Completed: ^(DEU Certs) Enter the date the case audit was completed.

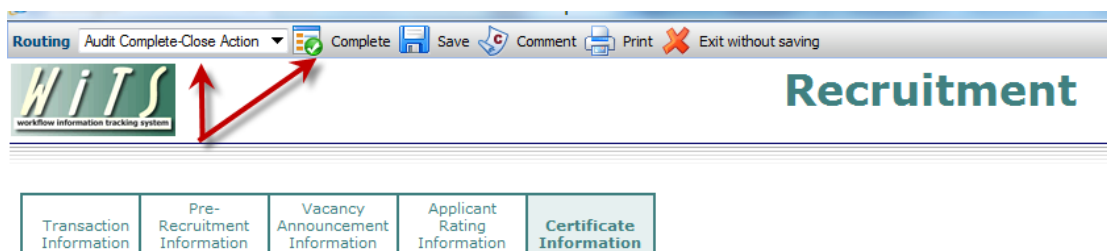
Audit Comments: ^(DEU Certs) Enter any comments regarding the audit of the recruitment case

Audit Comments (Limit 5000 characters):

No errors on the Recruitment case file.
Everything was 100% accurate.

Completing the Audit, Closing the Case, and WiTS Tips for the CSD DEU

- When the DE Internal Reviewer completes the audit, he or she selects 'Audit Complete – Close Action' from the drop down menu:



- This will complete the WiTS action and send it to Archives. If you are not ready to close the Recruitment, but have updated the action, click on the 'Save' icon and then return to the action later.



WiTS Tip: The routing menu option to return the action back to the Branch for additional information was removed on 6/13/2014. If you require additional information from the Branch, contact them outside of the system.

WiTS Tip: Only staff members assigned to the DE Internal Reviewer user group will be able to see actions in the 'DEU Internal Reviewer Worklist.' Non-members will see an empty worklist.

DEU Internal Reviewer Worklist										
WITS #	Date Recruit Recd in DEU	Position Title	Pay Plan	Series	Grade	IC	Organization	CSD HR Specialist	DE HR Specialist	DE Quality Reviewer
500665	08/22/11 02:33:41 PM	Health Scientist Administrator	GS	0601	12, 13, 14	NIAID	DAIT CRP ORA	Moore, Denise	Bonfield, Maureen	Hanson, Phil
500740	10/21/11 03:33:19 PM	Health Technician (Cal Center/Dietetics)	GS	0640	05	CC	COO NUTR FSS	Berrios, Donnette	Atkinson, Fred	Akers, Jessica
506228	09/22/11 01:00:25 PM	Health Science Policy Analyst	GS	0601	12, 13	OD	DPCPSI OSC	Farmer, Kim	Martin, Deborah	Hanson, Phil
506729	10/12/11 04:44:50 PM	EXTRAMURAL SUPPORT ASST (OA)	GS	0303	05	OD	OER OAO DEAS	Carroll, James	Atkinson, Fred	Hanson, Phil
510078	02/02/12 12:48:45 PM	Technical Information Specialist	GS	1412	11, 12	NLM	DLO OD	Stevens, Lisa	McMillan, Janice	Hanson, Phil
512132	01/19/12 12:48:24 PM	HEALTH SCIENTIST ADMIN	GS	0601	13	NIMH	DAHBR NNRB	Michel, Florence	McNeill, Amber	Akers, Jessica
512331	01/17/12 04:00:28 PM	SCIENCE POLICY ANALYST	GS	0601	13	FIC	DISPPE	Lee, Yvette	Martin, Deborah	Hanson, Phil

Appendix 1: Reminder Emails

Throughout the recruitment process, WiTS sends reminder emails to HR staff as well as to our IC customers based on certain dates that are entered on the recruitment form. These emails are intended to keep the process moving in a timely fashion and to help ensure that we meet our mutual hiring reform goals. Reminder emails are calculated using calendar days.

Pre-Announcement (DEU) Closing Email

Before a DE announcement closes, the HR Specialist should route the Recruitment action to the DE Unit for certificate preparation. Therefore, WiTS sends a reminder email one day before the closing date of the announcement.

Email Calculation: ('Date Announcement Closed' to 'Today's Date')

Email Exclusions:

- If the announcement is not DE
- If the Recruitment action is completed or cancelled
- **One day prior to the announcement closing** – To: CSD HRS and CSD Team Leader
 - CC: DEU HRS and DEU Quality Reviewer

Subject: Route Recruitment Action to DEU - Program Specialist GS-0301-09

Suggested Action: Please route the Recruitment action (if it has not been done already) to the DE Unit by selecting 'Send to DEU (Cert Prep)' from the routing menu by the close of business of 10/03/14.

Details: Vacancy Announcement # Program Specialist -NCX-14-1216215 for Recruitment Action WiTS #1234567, posted by Nelson Cruz will close tomorrow. In order for the DE Unit to issue the certificate(s) in WiTS, the Recruitment action must be routed to them. Please reference the tables below for specific information related to this action.

Vacancy #	Program Specialist -NCX-14-1216215
WiTS #	1234567
Submitted By/Org	BUCK SHOWALTER / NCX DD
Admin Code	NC212
Position Title	Program Specialist
Pay Plan/Series/Grade(s)	GS/0301/09

VIN	1234567
Total # of Applicants*	100
Total # of Eligible Applicants*	75
Total # of Claimed Veterans*	20

Please refer to the [CSD Reminder Email Guide](#) for more details about reminder emails.

Issue Certificate (DEU) Email

For DE certificates, the DE HR Specialist should issue the certificate within 11 days of the announcement closing.

Email Calculation: ('Date Announcement Closed' to 'Date Certificate Issued')

Email Exclusions:

- If the 'Date Certificate Issued' field is complete
- If the Recruitment action is completed or cancelled
- If there is a date in the 'Date Announcement Cancelled' field
- If the announcement number is selected on the Certificate Information tab and the 'Cert Issued' field = 'No'

If the certificate has not been issued:

- **on day 8** – To: DEU HRS
 - CC: DEU Chief, Deputy DEU Chief
- **on day 10** – To: DEU Chief
 - CC: CSD Branch Chief, CSD HRS, CSD Team Leader, DEU HRS and DEU Deputy Chief

Subject: Action Needed – Issue Certificate – Health Science Policy Officer GS-0601-15

1 2 3 4 5 6 7 8 9 10 11 12 13

Suggested Action: Please issue the certificate in the staffing system, complete the "Date Cert Issued" field(s) in the WITS Recruitment form and route the WITS action back to the Branch by 09/30/14.

Details: Action is needed on WITS # 123456 in order to meet the OHR Service Level Agreement (SLA). Please reference the table below for specific information related to this action.

Vacancy #	NIH-NIMH-DE-14-123456
WITS #	123456
Submitted By/Org	BRUCE HORNSBY / NCH OD
Admin Code	HNQP12
Position Title	Health Science Policy Officer
Pay Plan/Series/Grade(s)	GS/0601/15

VIN	1234567
Total # of Applicants*	44
Total # of Eligible Applicants*	27
Total # of Claimed Veterans*	2

Please refer to the [CSD Reminder Email Guide](#) for more details about reminder emails.

Issue Certificate (DEU) SLA Exceed Email

For DE certificates, the DE HR Specialist should issue the certificate within 11 days of the announcement closing. If the certificate was not issued within 11 days, the service level agreement was missed.

Email Calculation: ('Date Announcement Closed' to 'Date Certificate Issued')

Email Exclusions:

- If the 'Date Certificate Issued' field is complete
- If the Recruitment action is completed or cancelled
- If there is a date in the 'Date Announcement Cancelled' field
- If the announcement number is selected on the Certificate Information tab and the 'Cert Issued' field = 'No'

If the certificate has not been issued:

- **on day 12** – To: CSD Deputy Director (IOOB)
 - CC: CSD Branch Chief, CSD HRS, CSD Team Leader, DEU HRS and DEU Chief and DEU Deputy Chief
- **on day 14** – To: Deputy Director that is assigned to the branch
 - CC: CSD Deputy Director (IOOB), CSD Branch Chief, CSD HRS, CSD Team Leader, DEU HRS and DEU Chief and DEU Deputy Chief.

Subject: Action Needed – Issue Certificate (SLA Exceeded) -- Health Science Policy Officer GS-0601-15

Suggested Action: Please issue the certificate in the staffing system, complete the "Date Cert Issued" field(s) in the WITS Recruitment form and route the WITS action back to the Branch by 09/30/14.

Details: Action is needed on WITS # 123456 because an OHR Service Level Agreement (SLA) has been exceeded (the certificate should have been issued to the CSD Branch by 10/03/14). Please reference the table below for specific information related to this action.

Vacancy #	NIH-NIMH-DE-14-123456
WITS #	123456
Submitted By/Org	BRUCE HORNSBY / NCH OD
Admin Code	HNQP12
Position Title	Health Science Policy Officer
Pay Plan/Series/Grade(s)	GS/0601/15

VIN	1234567
Total # of Applicants*	44
Total # of Eligible Applicants*	27
Total # of Claimed Veterans*	2

Please refer to the [CSD Reminder Email Guide](#) for more details about reminder emails.

Send Certificate (DEU) to Selecting Official Email

For DE certificates that have been issued to the Branch, the Branch HR Specialist should send the certificates to the Selecting Official within 16 days of the announcement closing.

Email Calculation: ('Date Announcement Closed' to 'Date Certificate Sent to SO')

Email Exclusions:

- If the 'Date Certificate Sent to SO' is complete
- If the 'Certificate Issued' field is not complete
- If the Recruitment action is completed or cancelled
- If there is a date in the 'Date Announcement Cancelled' field
- If the announcement number is selected on the Certificate Information tab and the 'Cert Issued' field = 'No'

If the certificate(s) has been issued to the Branch, but has not been sent to the Selecting Official:

- **on day 14** – To: CSD Branch Chief
CC: CSD Team Leader and CSD HRS

Subject: Action Needed – Send Certificate to Selecting Official – Biologist GS-1234-09
Importance: High

Suggested Action: Please send the certificate(s) to the Selecting Official and complete the "Date Certificate Sent to SO" field(s) in the WITS Recruitment form.

Details: Action is needed on WITS # 123456 in order to meet the OHR Service Level Agreement (SLA). The certificate(s) for WITS # 123456 should be sent to the Selecting Official by 03/02/14. Please reference the table below for specific information related to this action.

Vacancy #	NIH-OHM-DE-14-1234567
WITS #	123456
Submitted By/Org	JAY GATSBY / OHR
Admin Code	HNM12
Position Title	Biologist
Pay Plan/Series/Grade(s)	GS/1234/09

Please refer to the [CSD Reminder Email Guide](#) for more details about reminder emails.

Send Certificate (DEU) to Selecting Official SLA Exceed Email

For DE certificates, the Branch HR Specialist should send the certificate to the Selecting Official within 16 days of the announcement closing. If the certificate was not sent in 16 days, the service level agreement was missed.

Email Calculation: ('Date Announcement Closed' to 'Date Certificate Sent to SO')

Email Exclusions:

- If the 'Date Certificate Sent to SO' is complete
- If the Recruitment action is completed or cancelled
- If there is a date in the 'Date Announcement Cancelled' field
- If the announcement number is selected on the Certificate Information tab and the 'Cert Issued' field = 'No'

For DE certificates that have not been sent to the Selecting Official within 16 days:

- **on day 17** – To: CSD Director
 - CC: CSD Deputy Director (IOOB), CSD Deputy Director that is assigned to the Branch, CSD Branch Chief, CSD HRS, CSD Team Leader, DEU HRS and DEU Chief and DEU Deputy Chief

Subject: Action Needed – Send Certificate to Selecting Official (SLA Exceeded) – Biologist GS-1234-09
Importance: High

Suggested Action: Please send the certificate to the Selecting Official and complete the "Date Certificate Sent to SO" field in the WITS Recruitment form as soon as possible.

Details: Action is needed on WITS # 123456 because an OHR Service Level Agreement (SLA) has been exceeded (the certificate should have been sent to the Selecting Official by 03/02/14). Please reference the table below for specific information related to this action.

Vacancy #	NIH-OHM-DE-14-1234567
WITS #	123456
Submitted By/Org	JAY GATSBY / NIDDK LERB
Admin Code	HNM12
Position Title	Biologist (Term)
Pay Plan/Series/Grade(s)	GS/0401/09

Please refer to the [CSD Reminder Email Guide](#) for more details about reminder emails.

Applicant Supporting Documentation Email

If the announcement is advertised in USA Staffing and the WiTS Recruitment action is updated accurately in real time, the Branch HR Specialist and DE HR Specialist (for DE announcements) will receive an email when an applicant submits a supporting document more than two days after the Date Announcement Closed.

Email Calculation: *Date Announcement Closed to Date Applicant Submitted Document* is greater than two days and the Date Announcement Closed is not greater than 60 days.*

Considerations and Troubleshooting:

- Date Announcement Closed, Announcement Type, and Announcement Number come from WiTS so this information must be accurate and updated in real time for the email to work properly.
- The VIN entered in the WiTS Recruitment form must match the VIN in the USA Staffing action for the email to work properly.

Business Rules of Email:

1. DE Announcements (as indicated in WiTS):

- If the date the applicant submitted* the document is between 3 – 14 days after the announcement closing date, the Branch HRS and DE HRS will receive an email.
- If the date the applicant submitted* the document is between 15 – 60 days after the announcement closing date, only the Branch HRS will receive an email.

2. Non-DE Announcements (as indicated in WiTS):

- If the date the applicant submitted* the document is between 3 – 60 days after the announcement closing date, only the Branch HRS will receive an email.

3. Email Expiration:

- If the applicant submits a document greater than 60 days after the announcement closing date, no email will be sent.

**Date Submitted: WiTS receives the Date Processed and not the Date Received from USA Staffing. HR Staff should use the Date Received to determine when the applicant actually submitted the document.*

Document Type	Send to SM	Source	Original File Name	Received	Processed	Matched	Change to Doc Type	Modify
Cover Letter	<input checked="" type="checkbox"/>	USAJOBS	cover letter	04/17/2012 01:32 PM	4/18/2012 12:04:47 AM	04/17/2012 01:35 PM		Modify
Other	<input checked="" type="checkbox"/>	USAJOBS	resume	04/17/2012 01:32 PM	4/18/2012 12:04:46 AM	04/17/2012 01:35 PM		Modify
Resume	<input checked="" type="checkbox"/>	USAJOBS		04/17/2012 01:32 PM	4/17/2012 1:32:31 PM	04/17/2012 01:32 PM		Modify
Transcript	<input checked="" type="checkbox"/>	USAJOBS	transcripts	04/17/2012 01:32 PM	4/18/2012 12:04:47 AM	04/17/2012 01:35 PM		Modify

Sample Supporting Documentation Email:

Subject: Review Needed - Supporting Documentation Submitted After Announcement Close – Health Specialist GS-1234-12
Importance: High

Suggested Action: Please review the applicant(s) supporting documentation and take any action necessary.

Details: The following applicant(s) have submitted supporting documentation for Vacancy # NIH-OD-MP-14-1234567 which closed on 02/17/14. Please reference the tables below for specific information.

WITS #	123456
Vacancy #	NIH-OD-MP-14-1234567
VIN	1234567
Date Announcement Closed	02/17/14

Applicant Name	MICHAEL MYERS
Document Type	Transcript
Date Document Processed*	02/25/14

*The 'Date Document Processed' is the date that the applicant's document was processed in USA Staffing, which may differ from the date submitted. Please reference the 'Date Received' in the USA Staffing system for the official date that the applicant's document(s) were submitted.

Please refer to the [CSD Reminder Email Guide](#) for more details about reminder emails.

Appendix 2: Updating DEU Fields When the Action is with the Branch

When the action is with the Branch, even a member of the CSD DEU cannot edit DEU fields.

- Either DE Specialist/Quality reviewer or the Branch HR Specialist needs to route the action back to the DEU. *You will access the action from the 'Active Recruitment and Appointment Actions (All)' section or "bizcove."*
 - Type the WiTS number into the Quick Search box and click on the filter icon.
 - Click on the actual WiTS# itself.

Active Recruitment and Appointment Actions (All)

WITS #	Process Name	Global Recruitment?	CSD HRS	CSD HRA	Date Rec'd in HR	Action Type	IC	Org Initials	FName	LName	Pos. Title	Pay Plan	Series	Grade	Prop. Eff. Date
<input type="checkbox"/> 686815	Recruitment				09/11/14 08:28:08 AM	Recruitment									
<input type="checkbox"/> 686810	Recruitment	No	Roth, Kelly	Murphy, Gail	09/11/14 07:57:42 AM	Recruitment	NCI	ODC			Supervisory Clinical Nurse	GS	0610	15	11/02/14
<input type="checkbox"/> 686808	Recruitment	No	Roth, Kelly	Murphy, Gail	09/11/14 07:49:09 AM	Recruitment	NCI	ODC			Supervisory Clinical Nurse	GS	0610	14	11/02/14
<input type="checkbox"/> 686796	Initiate Appointment Process	No	Stanley, Bre Anna	Bruno, Douglas	09/10/14 07:28:08 PM	Appointment	OD	OM OALM OAMP DSAP							07/21/14
<input type="checkbox"/> 686776	Appointment	No	Gedeon, Tania	Ridgeway, Melisa	09/10/14 04:45:10 PM	Appointment	NHLBI	DCVS OCR	Donna	Jones	Program Analyst	GS	0343	12	09/21/14
<input type="checkbox"/> 686771	Recruitment				09/10/14 03:58:59 PM	Recruitment									
<input type="checkbox"/> 686751	Recruitment	No	O'Neal, Jacquelin		09/10/14 03:11:18 PM	Recruitment	NIQMS	DEA GAB							09/22/14

Quick Search: 686810 | Monitor Selected Process... | View Details... | Export List to Excel...

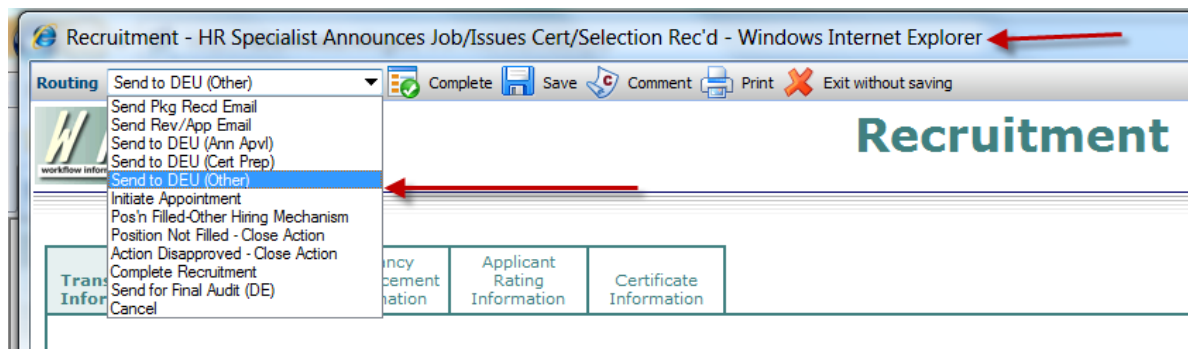
- A new window will open called "Process Instances Detail"
 - Place a checkmark in the last row and then click on 'Complete'. *You can click on "View" if you just want to see the action, but not change anything.*

Process Instances Detail - Windows Internet Explorer

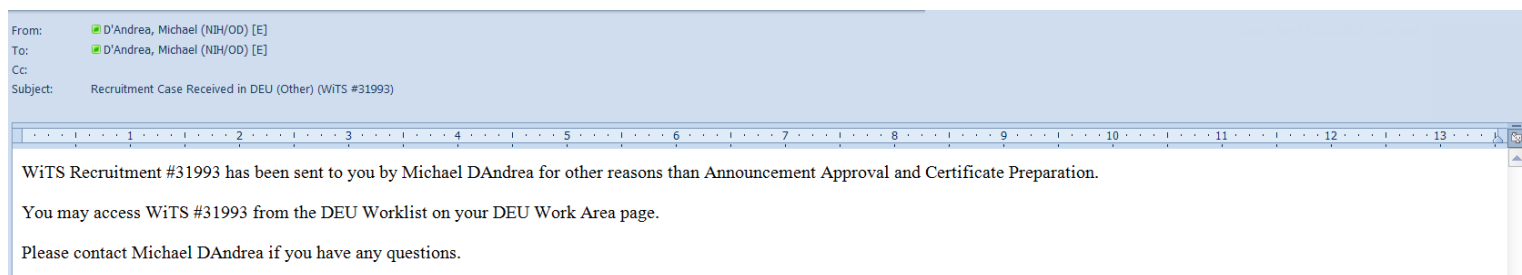
Name	Recruitment	Process ID	677302
Status	Running	Custom ID	
Urgency	Normal	Initiator	Wilcox
Check Password	Unchecked	Initiated Date	07/30/14 10:21:12 AM
Deadline		Description	Use this workflow to initiate recruitment actions.

ID	Status	Activity	Completed By	Participant	Created Date	Repair Work Item
<input type="checkbox"/> 101	Completed	HR Specialist Announces Job/Issues Cert/Selection Rec'd	Wilcox	Wilcox	07/30/14 10:21:12 AM	
<input type="checkbox"/> 108	Completed	DEU Reviews/ Approves/Creates Vacancy/Cert	Evans	DE QR/HRS	07/30/14 11:16:10 AM	
<input type="checkbox"/> 110	Completed	HR Specialist Announces Job/Issues Cert/Selection Rec'd	Wilcox	Wilcox	07/31/14 07:35:53 AM	
<input type="checkbox"/> 114	Completed	DEU Reviews/ Approves/Creates Vacancy/Cert	Evans	DE QR/HRS	07/31/14 09:48:46 AM	
<input type="checkbox"/> 116	Completed	HR Specialist Announces Job/Issues Cert/Selection Rec'd	Shields	Wilcox	08/04/14 08:02:36 AM	
<input type="checkbox"/> 118	Completed	DEU Reviews/ Approves/Creates Vacancy/Cert	Shields	DE QR/HRS	08/14/14 09:06:52 AM	
<input checked="" type="checkbox"/> 120	Partially Completed	HR Specialist Announces Job/Issues Cert/Selection Rec'd	Wilcox	Wilcox	08/14/14 09:25:56 AM	

- Once inside the action you can tell it is with the Branch by looking at the browser window “HR Specialist Announces Job/Issues Cert/Selection Rec’d”
 - In the routing menu, select “Send to DEU (Other)” then click on the ‘Complete’ icon. *This will route the action back to the DEU and it will be placed in the DEU Worklist.*



- WiTS sends the following email:



- Once the action is with the DEU, you can update the DEU only fields.
- Place a comment in the “Case Returned Comments” Field and then route the action back to the Branch using “No Action Taken Return to Branch.” *An email will then be sent to the Branch HR Specialist.*