



Understanding the Vacancy Announcement and Certificate Listing Report

The **Vacancy Announcement and Certificate Listing Report** provides information about open vacancies and certificates to facilitate certificate sharing in support of NIH's and OPM's hiring reform efforts. You can use this report to locate any vacancy announcement and certificate issued at the NIH.

Parameter Page

The parameter page is where you will choose your report filters.

Report Parameters

- **Status of Actions:** Indicate if you wish to view actions with a specific status (Active or Completed) or if you wish to view actions of all status types.
- **Generate Report by:** Select a date field to filter the report.
- **Start and End Dates:** Enter a date range to filter the report.

- **IC:** Indicate if you wish to filter certificates by a specific Institute or Center (IC) or if you wish to view certificates for all ICs.
- **Search Admin Code:** Indicate whether you would like to view certificates for a specific admin code, a root admin code, or 'All.' By choosing 'By Exact Match' you can enter a specific admin code and the report will only return actions for that admin code. By choosing 'Begins With,' you can enter the root admin code for an organization. *For example, if you enter HN32, the report will return all actions that have an admin code beginning with HN32 (HN3212, HN32A, etc.).*
- **Responsible CSD Org/Branch:** Indicate whether you would like to view certificates handled by the CSD Branch, by the CSD Global Recruitment Unit, or All actions. Choosing "All" will return actions that are handled by the servicing Branch and by the Global Recruitment Unit. Choosing "CSD Branch" will only return actions for which the servicing CSD Branch is responsible. Choosing "CSD Global Recruitment Unit" will only return actions for which the Global Recruitment Unit is responsible.
- **HR Specialist:** Indicate if you wish to filter the report by a particular HR Specialist or view HR Specialists.
- **Pay Plan:** Indicate whether you would like to view certificates with a specific pay plan or all pay plans.
- **Series:** Indicate whether you would like to view certificates with a specific series or all series.
- **Grade:** Indicate whether you would like to view certificates with a specific grade or all grades.
- **Full Performance Level:** Indicate whether you would like to view certificates with a specific full-performance level or all full-performance levels.
- **Area of Consideration:** Indicate whether you would like to view certificates with a specific area of consideration or all areas of consideration.
- **Recruitment Type:** Indicate whether you would like to view certificates with a specific recruitment type or all recruitment types.
- **Announcement Type:** Indicate whether you would like to view certificates with a specific announcement type or all announcement types.
- **Duty Location:** Indicate whether you would like to view certificates with a specific duty location or all duty locations.

After you have selected your report parameters, *click* the 'Generate Report' button to retrieve your report.

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The report displays information on each certificate and vacancy announcement within your selected parameters. The position title, pay plan, series and grade information is related to the certificate and the FPL is related to the announcement. You can use this information to locate available certificates for sharing.

Transaction / Position Information					Vacancy Announcement Information						Certificate Information					
WITS Rec #	Status	IC Admin Code Org Initials	Branch	HR Specialist	Recruitment Type	Area of Consideration	Annoucnemnet Number	Ann Type	Date Ann. Opened	Date Ann. Closed	Certificate Position Title Pay Plan-Series-Grade Announced FPL	Certificate Duty Location	Certificate Number	Cert Type	Date Cert Issued	Date Certificate Expires
479810	COMPLETED	NCI HNCB12 BRB	A		Title 5	DE only	NIH-NCI-DE-12-555038	DE	11/04/11	11/08/11	Mathematical Statistician GS-1529-14 14	Montgomery County, MD	WE-12-DEU-02542SO	DE	11/16/11	01/16/12
474838	COMPLETED	NCI HNC523 DEA OEA RAEB	A		Title 5	All sources	NIH-NCI-DE-11-453752	DE	04/15/11	04/21/12	statistician GS-1530-12 13	Montgomery County, MD	we-11-deu-00553S0	DE	05/04/11	07/04/11
473284	COMPLETED	CC HNJ3312 CSO	E		Title 42 CRS	All sources	CC-11-473284	Other	01/29/11	01/27/12	Clinical Research Nurse (Float Pool) AD-0810-N/A N/A	Montgomery County, MD	CC-11-473284-CRS	Applicant List	01/31/11	02/27/12

Total Number of Announcements: 1619

Total Number of Certificates: 3285

*GRU - Global Recruitment Unit

Exporting and Printing

This report can be printed or exported to Excel, PDF, or Word by clicking on the icon on the toolbar:

