

U.S. Coast Guard and U.S. Public Health Service



Commissioned Corps Force Management (CCFM) Integration – Business Procedure Document – Assignments

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TABLE OF CONTENTS

1	CREATING A JOB REQUISITION	3
1.1	REQUISITION DATA	3
1.2	JOB DETAILS	7
1.3	JOB POSTING	12
1.4	JOB REQUISITION DATA – BASIC ELIGIBILITY	13
1.5	JOB REQUISITION DATA - COMPS / ACCOMPS	14
1.5.1	<i>Adding Default Competencies and Accomplishments to a Job Requisition.....</i>	<i>14</i>
1.5.2	<i>Adding New Accomplishments to a Job Requisition.....</i>	<i>16</i>
1.5.3	<i>Setting the Level of Importance and Mandatory Flags.....</i>	<i>17</i>
2	CLONING A JOB REQUISITION	18
3	REQUIREMENTS SEARCH CANDIDATE – EMPLOYEE	21
3.1	ASSEMBLING A LIST OF QUALIFIED EMPLOYEES	21
3.2	REPORTING AND NOTIFYING EMPLOYEES	24
4	REQUIREMENTS SEARCH CANDIDATE – APPLICANT.....	25
4.1	ASSEMBLING A LIST OF QUALIFIED APPLICANTS	25
4.2	REPORTING AND NOTIFYING APPLICANTS.....	26

1 CREATING A JOB REQUISITION

Job Requisitions will be individual records within the Direct Access system that will hold information on positions that are available to PHS Officers and Applicants.

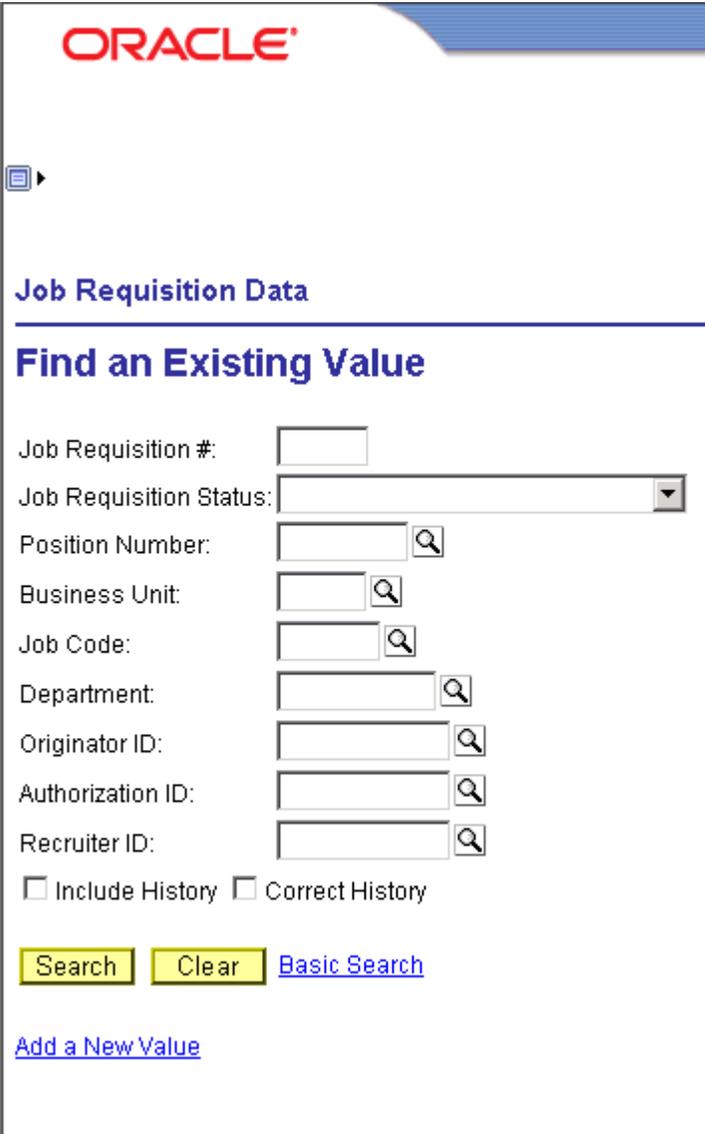
Officers will be able to search this data to find requisitions that meet search criteria that they will be able to specify according to their needs. CAMs will also be able to search job requisitions on behalf of Applicants.

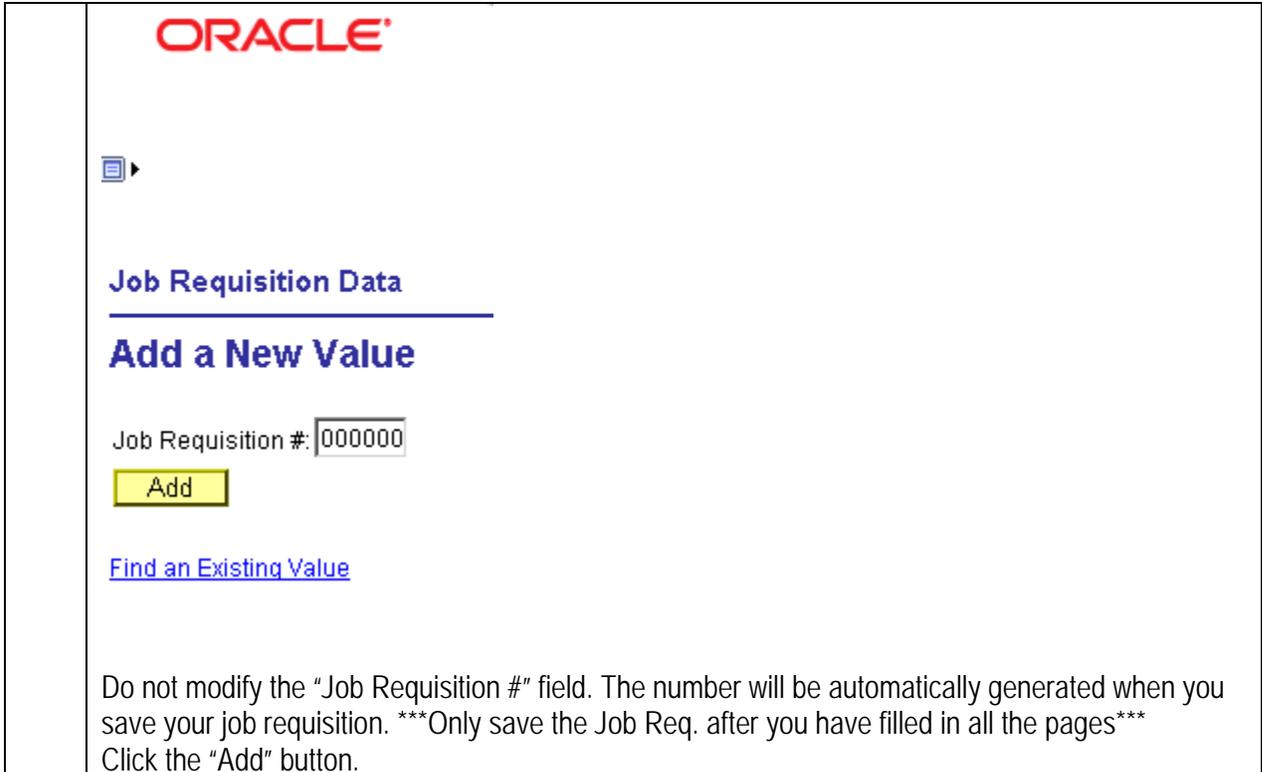
1.1 Requisition Data

Various agencies can contact PHS to request that job requisition for a PHS officer be posted and filled. The agencies will be asked to provide specific information needed to post the position and hire a candidate for the job. A position job code will be assigned to the requisition. The CAM/HR Specialists will use this information to create the job requisition in Direct Access.

When a CAM receives the job requisition information from the requesting agency, they will create a job requisition in Direct Access for inclusion in the shopping list.

The CAM/HR Specialists will use this information to create the job requisition in Direct Access. If the job requisition is similar to an existing one, they can clone the existing job requisition and modify it to fit the new one. Start Internet Explorer, sign into Direct Access, and follow these steps to create a Job Requisition.

Step	Action
	<p data-bbox="321 264 1404 300">From the Portal Homepage click inside the Assignments box on the Job Requisition hyperlink.</p> <div data-bbox="321 331 1026 1465"></div> <p data-bbox="321 1472 701 1507">Click the "Add a New Value" link.</p>



ORACLE

[Home](#)

[Search:](#)

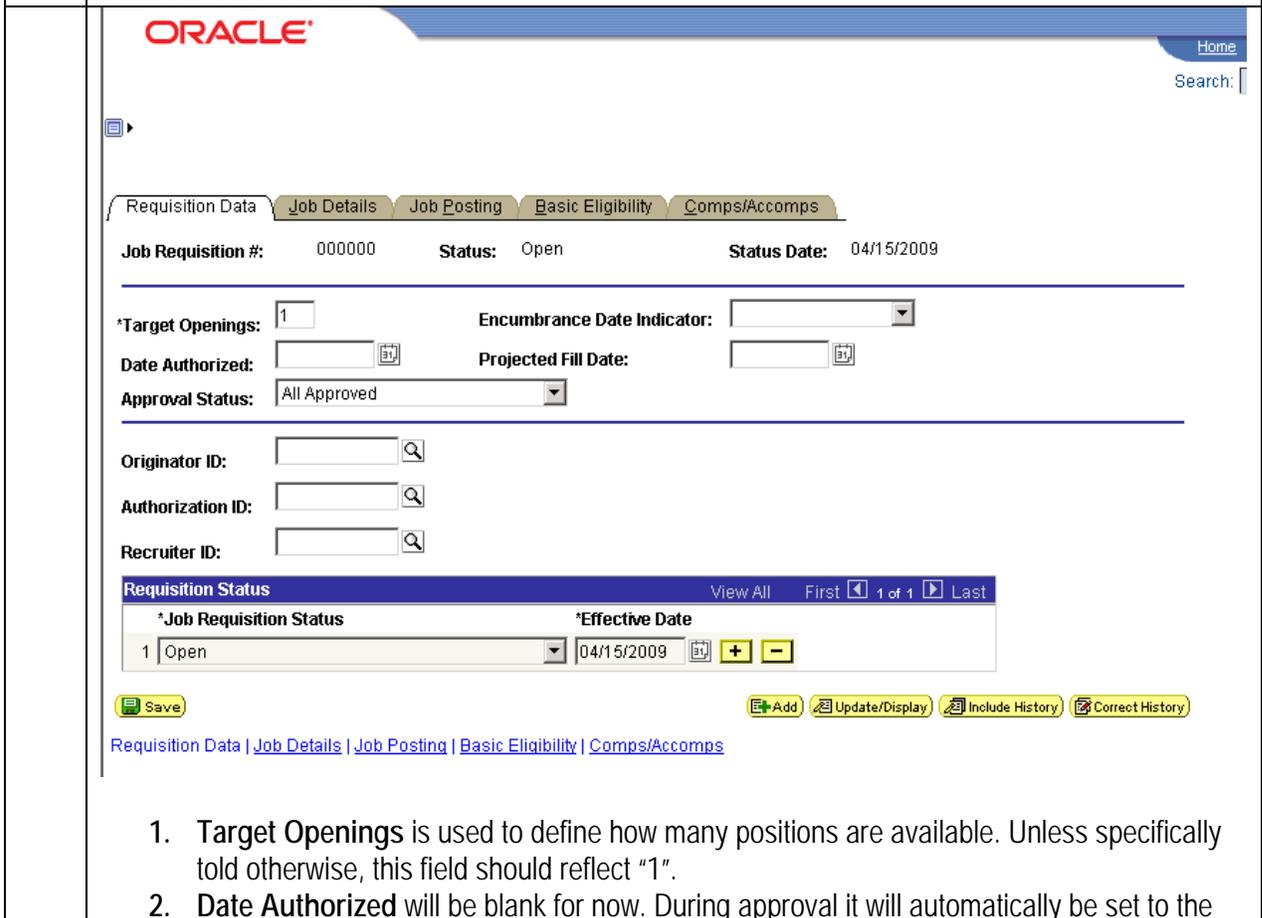
[Job Requisition Data](#)

Add a New Value

Job Requisition #:

[Find an Existing Value](#)

Do not modify the "Job Requisition #" field. The number will be automatically generated when you save your job requisition. ***Only save the Job Req. after you have filled in all the pages***
Click the "Add" button.



ORACLE

[Home](#)

[Search:](#)

[Requisition Data](#) | [Job Details](#) | [Job Posting](#) | [Basic Eligibility](#) | [Comps/Accomps](#)

Job Requisition #: 000000 Status: Open Status Date: 04/15/2009

*Target Openings: Encumbrance Date Indicator:

Date Authorized: Projected Fill Date:

Approval Status:

Originator ID:

Authorization ID:

Recruiter ID:

Requisition Status View All First 1 of 1 Last

*Job Requisition Status	*Effective Date
1 Open	04/15/2009 <input type="button" value="BT"/> <input type="button" value="+"/> <input type="button" value="-"/>

[Requisition Data](#) | [Job Details](#) | [Job Posting](#) | [Basic Eligibility](#) | [Comps/Accomps](#)

1. **Target Openings** is used to define how many positions are available. Unless specifically told otherwise, this field should reflect "1".
2. **Date Authorized** will be blank for now. During approval it will automatically be set to the

- date the status is set to "All Approved".
3. **Date Encumbrance Indicator** is not used.
 4. **Projected Fill Date** is not used.
 5. **Approval Status** indicates whether or not the job requisition is ready for publication to the Shopping List. This should be set to "All Approved" in order for the job requisition to be posted.
 6. **Originator ID** is optional and is the EMPLID of a second CAM who may want to be tied to this Job Requisition, if desired.
 7. **Recruiter ID** is the EMPLID of the person who enters the job requisition. You will be able to use this value in the Search View instead of the Job Req. ID when using the job matching tool.
 8. **Job Requisition Status** will be set to "Open". This allows you to track how long a job requisition remains at various statuses. Only jobs that are marked as "All Approved" and Open or Re-Open will appear in the Shopping List.
 9. **Status Effective Date** is automatically set when the "Job Requisition Status" is set, but it can be changed.
 10. **Job Requisition #** will generate when you save the job requisition.

******Only save the Job Req. after you have filled in all the pages/tabs******

1.2 Job Details

The Job Details tab contains the key information about a job opening. If you do not know the code for any of the fields, you can click on the magnifying glass icon to perform a search for the code.

ORACLE Home Search: []

Requisition Data | **Job Details** | Job Posting | Basic Eligibility | Comps/Accomps

Job Requisition #: 000000 **Status:** Open **Status Date:** 04/15/2009

Position Number: [] [] **New Position**
Regulatory Region: USA [] United States **Job Share**
Company: [] []
***Business Unit:** PHS [] PHS
Department: [] []
Location Code: [] []
Job Code: [] []
Regular Shift: []
Salary Administration [] []
Plan:
From Grade/Step: [] [] [] []
To Grade/Step: [] [] [] []

[Requisition Data](#) | [Job Details](#) | [Job Posting](#) | [Basic Eligibility](#) | [Comps/Accomps](#)

1. **Position Number** will be left blank.
2. **Regulatory Region** will be "USA" for all PHS requisitions. This value is set automatically.
3. **Company** will be "PHS" for all requisitions.
4. **Business Unit** will be "PHS"
5. **Regular Shift** is left blank.

- 6. Department** is the administrative code. The administrative code can be found using the description field in the Department Code look-up. When the code is entered and you tab to the next field or save the record, the name of the agency will display to the right of the field.
- 7. Department Type** - Officers will search for requisitions by Agency which is tied to the department by its Department Type. If the specific administrative code for the position is unknown, a default department for the agency can be used.

Lookup Department

SetID: PHS

Department:

Description:

Company: 

Location SetID: 

Location Code: 

Budget with Department:

Administrative Target Unit:

Operational Facility Code:

Department Type Code: 

[Basic Lookup](#)

Click on the magnifying glass to search by Department Type.

Lookup Department Type Code

Department Type Code:

Description:

[Basic Lookup](#)

Search Results

View All First  1 of 1  Last

Department Type Code	Description
BOP	Bureau of Prisons

Search for the Agency by the Department Type Code or by its Description.

8. **Location Code** is the city and state of where the position is located. Officers will be able to search for a requisition based on the state and the specific location code. To locate the Location Code for this Job Req. Click on the magnifying glass and search for the City and State in the Location Code description.

Lookup Location Code

SetID: PHS
 Location Code:
 Description:
 Salary Administration Plan:
 Geog Location Code:
 [Basic Lookup](#)

Search Results

View All First 1 of 1 Last

Location Code	Description	Salary Administration Plan	Geog Location Code
NY0773	BROOKLYN, NY	(blank)	(blank)

You may also search by using a % sign if you would like to select from a list of values

Lookup Location Code

SetID: PHS
 Location Code:
 Description:
 Salary Administration Plan:
 Geog Location Code:
 [Basic Lookup](#)

Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

View All First 1-100 of 300 Last

Location Code	Description	Salary Administration Plan	Geog Location Code
GM0046	AACHEN, GERMANY	(blank)	(blank)
GM0021	AALEN, GERMANY	(blank)	(blank)
NY0355	ACCORD, NY	(blank)	(blank)
NY0234	ACRA, NY	(blank)	(blank)
NY1431	ADAMS BASIN, NY	(blank)	(blank)
NY1645	ADAMS CENTER, NY	(blank)	(blank)
NY0273	ADAMS, NY	(blank)	(blank)
NY0548	ADDISON, NY	(blank)	(blank)
NY1223	ADIRONDACK, NY	(blank)	(blank)
NY0274	AFTON, NY	(blank)	(blank)

9. **Job Code** will be the Position Job Code associated with the requisition. The Job Code will always start with a "P". The Position Jobcode represents the standard position associated with the requisition. The Position Jobcode Description will be the name that is displayed for the Job Posting.

Lookup Job Code

SetID: PHS
Job Code:
Description:
Salary Grade:
Occupational Series:
Official Position Title:
 [Basic Lookup](#)

Search Results

View All First 1-4 of 4 Last

Job Code	Description	Salary Grade	Occupational Series	Official Position Title
P10001	Physician, Appld Public Health	(blank)	(blank)	(blank)
P10002	Physician, Clinical	(blank)	(blank)	(blank)
P10003	Physician, Mental Health	(blank)	(blank)	(blank)
P10004	Physician, Research	(blank)	(blank)	(blank)

You may also search by description.

Lookup Job Code

SetID: PHS
Job Code:
Description:
Salary Grade:
Occupational Series: 
Official Position Title:
 [Basic Lookup](#)

Search Results

View All First  1-8 of 8  Last

Job Code	Description	Salary Grade	Occupational Series	Official Position Title
PH0405	Physician Assistant	(blank)	(blank)	(blank)
PH0402	Physician Assistant (Advanced)	(blank)	(blank)	(blank)
PH0403	Physician Assistant (Basic)	(blank)	(blank)	(blank)
PH0404	Physician Assistant Supv	(blank)	(blank)	(blank)
P10001	Physician, Appld Public Health	(blank)	(blank)	(blank)
P10002	Physician, Clinical	(blank)	(blank)	(blank)
P10003	Physician, Mental Health	(blank)	(blank)	(blank)
P10004	Physician, Research	(blank)	(blank)	(blank)

- 10. Salary Administration Plan will be "OFF".
- 11. From Grade/Step and To Grade/Step can be set to identify the range of the grades (ranks) that are acceptable in the position. Officers can search for requisitions based on the grade.

1.3 Job Posting

The Job Posting tab contains the posting information for a job requisition. Posting information provides an area to track where a job has been posted and on what dates.

ORACLE

Requisition Data | Job Details | **Job Posting** | Basic Eligibility | Comps/Accomps

Job Requisition #: 000000 Status: Open Status Date: 04/15/2009

Position Number:
*Business Unit: PHS DeptID:
Job Code:

Job Posting ID:

Descriptions View All First 1 of 1 Last

*Type: + -

Posting Information View All First 1 of 1 Last

*Posting Type	Medium	Date Opened	Date Closed	Description
1	<input type="text"/>	04/15/2009	<input type="text"/>	<input type="text"/>

Save Add Update/Display Include History Correct History

[Requisition Data](#) | [Job Details](#) | [Job Posting](#) | [Basic Eligibility](#) | [Comps/Accomps](#)

1. The **Job Posting ID** should be left blank.
2. In the **Descriptions** box, the **Type** will be "Posting".
3. In the **Descriptions** box, enter the information for the posting. This will be the information that is displayed to describe the job. There is no limit on the amount of text allowed. The posting does not allow any formatting. Line breaks and spaces are also erased. Use CAPITALS to separate sections to draw the reader's attention. It is easiest to prepare the posting in a separate document and cut and past it into this page.
4. **Posting Information** must be completed to add the job requisition to the shopping list. If no row is added, the job requisition will not post to the shopping list.
5. **Posting Type** will default to A/D PCS.
6. **Medium** should be "Internet" to add the job to the shopping list.
7. **Date Opened** is the first date that the information is available in the shopping list. If "Date Opened" is a future date, the posting will not appear before that date.
8. **Date Closed** is an optional field for PHS. It can be completed if you want to remove the posting from the internet after a period of time. If the posting period is indefinite, leave the "Date Closed" field blank.
9. **Description** is an optional 30 character free text field. A short description can be entered if you like. An example might be 'Second Posting'.

1.4 Job Requisition Data – Basic Eligibility

From the Portal Homepage click inside the Assignments box on the Job Requisition hyperlink.

ORACLE

Home Search

Requisition Data Job Details Job Posting **Basic Eligibility** Comps/Accomps

Job Requisition #: 137726 Status: Open Status Date: 04/15/2009

Screening Criteria View All First 1 of 1 Last

Level: Preliminary Screening Refresh Points + -

Min Qual %: 100 Total Pts: 15 Req'd Pts: 8 Req'd Pct: 53

Basic Eligibility

Field	Value	Importance	Mand
Location:	VA0789 RICHMOND, VA	0-None	<input type="checkbox"/>
Regular/Temporary:	Regular	0-None	<input type="checkbox"/>
Begin/End Date:	04/01/2009	0-None	<input type="checkbox"/>
Full/Part Time:	Full-Time	0-None	<input type="checkbox"/>
Desired Start Date:	04/15/2009	3-Average	<input type="checkbox"/>
Std Hours / Week:	40.00	0-None	<input type="checkbox"/>
Work Period:	W Weekly	0-None	<input type="checkbox"/>
Willing To Travel:	<input type="checkbox"/>	0-None	<input type="checkbox"/>

Save Return to Search Add Update/Display Include History Correct History

Requisition Data | Job Details | Job Posting | Basic Eligibility | Comps/Accomps

"Basic Eligibility" screening criteria allows the user to set up basic criteria to screen applicants. These criteria are used in the "General" category in the screening process and are set within the job requisition. Many of the fields on this page will have default values, but the only one that should be used as a screening criteria is **Desired Start Date**.

1. Set Level to "Primary Screening".
2. **Desired Start Date** lists the date by which the agency wishes to fill a position.
3. **Importance** level should only be set for Desired Start Date. It can be set from 0-None to 5- High.
4. The **MAND** checkboxes can be used to eliminate any candidates who do not exactly meet the criteria. The only field for which the **MAND** checkbox should be used is **Desired Start Date**. If an officer or applicant's desired start date is not before the requisition desired start date, they will be eliminated from the search if the mandatory checkbox is set. NOTE: If any other mandatory checkbox is set on this page then ALL officers and applicants will be eliminated from the search.

1.5 Job Requisition Data - Comps / Accomps

The Comps/Accomps page allows competencies and accomplishments to be tied to a requisition. This page, along with the Basic Eligibility page, is used to give applicants a score for how well they match the requirements for a position. Each requirement is given a value of 1 to 5 based on the "Importance" assigned.

Terms:

Accomplishments describe the licenses, certifications, honors, awards, and education of the candidate.

Importance describes the relative level of importance of the competency or accomplishment and is used in computing the score on the search results page.

1.5.1 Adding Default Competencies and Accomplishments to a Job Requisition

ORACLE Home Search:

Requisition Data | Job Details | Job Posting | Basic Eligibility | **Comps/Accomps**

Job Requisition #: 137726 Status: Open Status Date: 04/15/2009

Screening Criteria View All First 1 of 1 Last

Level: Preliminary Screening [Competencies/Accomp. Link](#) Refresh Points

Min Qual %: 100 Total Pts: 15 Req'd Pts: 8 Req'd Pct: 53

Competencies & Accomplishments

Competencies View All First 1 of 1 Last

Competency	Mand	Description	*Importance	*Proficiency	Mand
1	<input type="text"/>	<input type="checkbox"/>	3-Average		<input type="checkbox"/> + -

Accomplishments View All First 1-2 of 4 Last

Accomplishment	Mand	Description	*Importance
1	<input type="text"/>	<input checked="" type="checkbox"/> CPON Pediatric Oncology Nurse	5-High + -
2	<input type="text"/>	<input type="checkbox"/> NCCA-CPN Cert Pediatric Nurse	2-Below Average + -

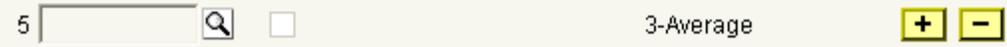
Save Return to Search Add Update/Display Include History Correct History

[Requisition Data](#) | [Job Details](#) | [Job Posting](#) | [Basic Eligibility](#) | [Comps/Accomps](#)

Click on the "Competencies / Accomplishments" link to take you to a page that can be used to default competencies from the Position Job Code on the Job Requisition.

1.5.2 Adding New Accomplishments to a Job Requisition

The CAM can add any additional accomplishments for the job requisition that might not be associated with the Position Job Code.

1	<p>Use the "+" button to add a row to the Accomplishments section.</p> 																
2	<p>Use the magnifying glass button to find the desired accomplishment.</p>  <p>Lookup Accomplishment</p> <p>Accomplishment: <input type="text"/></p> <p>Description: <input type="text" value="%nurse"/></p> <p>Accomplishment Category: <input type="text"/></p> <p><input type="button" value="Lookup"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> Basic Lookup</p> <p>Search Results</p> <p>View All First ◀ 1-41 of 41 ▶ Last</p> <table border="1"> <thead> <tr> <th>Accomplishment Description</th> <th>Accomplishment Category</th> </tr> </thead> <tbody> <tr> <td>CG9521 AF Flight Nurse Wings Badge Ch</td> <td>Honor/Awrd</td> </tr> <tr> <td>CG9522 AF Flight Nurse Wings Badge Sr</td> <td>Honor/Awrd</td> </tr> <tr> <td>CTCCPCA7 CCP-CCN Cert Corr Nurse</td> <td>Lic/Certif</td> </tr> <tr> <td>CTCCPCA6 CCP-CCN/M Cert Corr Nurse/Mgr</td> <td>Lic/Certif</td> </tr> <tr> <td>CTCDDNA1 CDDN - Dev Disabilities Nurse</td> <td>Lic/Certif</td> </tr> <tr> <td>CTCDONA1 CDONA/LCT - Nurse Adm-LT Care</td> <td>Lic/Certif</td> </tr> <tr> <td>CTCENUA1 CEN: Certified Emergency Nurse</td> <td>Lic/Certif</td> </tr> </tbody> </table> <p>Use the search criteria to find the desired accomplishment, and select the accomplishment from the list.</p> <p>HINT: One or more % signs can be used in the description box to replace unknown letters or numbers. There are many abbreviations used in the descriptions so try different combinations if you can't find what you are looking for.</p>	Accomplishment Description	Accomplishment Category	CG9521 AF Flight Nurse Wings Badge Ch	Honor/Awrd	CG9522 AF Flight Nurse Wings Badge Sr	Honor/Awrd	CTCCPCA7 CCP-CCN Cert Corr Nurse	Lic/Certif	CTCCPCA6 CCP-CCN/M Cert Corr Nurse/Mgr	Lic/Certif	CTCDDNA1 CDDN - Dev Disabilities Nurse	Lic/Certif	CTCDONA1 CDONA/LCT - Nurse Adm-LT Care	Lic/Certif	CTCENUA1 CEN: Certified Emergency Nurse	Lic/Certif
Accomplishment Description	Accomplishment Category																
CG9521 AF Flight Nurse Wings Badge Ch	Honor/Awrd																
CG9522 AF Flight Nurse Wings Badge Sr	Honor/Awrd																
CTCCPCA7 CCP-CCN Cert Corr Nurse	Lic/Certif																
CTCCPCA6 CCP-CCN/M Cert Corr Nurse/Mgr	Lic/Certif																
CTCDDNA1 CDDN - Dev Disabilities Nurse	Lic/Certif																
CTCDONA1 CDONA/LCT - Nurse Adm-LT Care	Lic/Certif																
CTCENUA1 CEN: Certified Emergency Nurse	Lic/Certif																
3	<p>Repeat steps 1-2 until all of the necessary accomplishments are added.</p>																

1.5.3 Setting the Level of Importance and Mandatory Flags

The **Level of Importance** is used to assign a relative value from 1 to 5 for each accomplishment in order to allow for a weighted score on the search page. The **Mandatory** checkbox is used to make an accomplishment required. Any officer or applicant without a required accomplishment will be eliminated from the search.

The screenshot shows the Oracle HR system interface for job requisition 137726. The 'Comps/Accomps' tab is active, displaying screening criteria and a table of accomplishments. The 'Screening Criteria' section shows 'Level: Preliminary Screening', 'Min Qual %: 100', 'Total Pts: 15', 'Req'd Pts: 8', and 'Req'd Pct: 53'. The 'Competencies & Accomplishments' section contains two tables. The 'Competencies' table has one row with 'Competency' ID 1, 'Mand' checkbox unchecked, 'Description' empty, 'Importance' set to '3-Average', and 'Proficiency' empty. The 'Accomplishments' table has two rows: Row 1 has 'Accomplishment' ID 'CTCPONA1', 'Mand' checkbox checked, 'Description' 'CPON Pediatric Oncology Nurse', 'Importance' set to '5-High', and 'Proficiency' empty. Row 2 has 'Accomplishment' ID 'CTCCPCA7', 'Mand' checkbox unchecked, 'Description' 'CCP-CCN Cert Corr Nurse', 'Importance' set to '3-Average', and 'Proficiency' empty. At the bottom, there are buttons for 'Save', 'Return to Search', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

Competency	Mand	Description	Importance	Proficiency	Mand
1	<input type="checkbox"/>		3-Average		<input type="checkbox"/>

Accomplishment	Mand	Description	Importance	Proficiency
1 CTCPONA1	<input checked="" type="checkbox"/>	CPON Pediatric Oncology Nurse	5-High	
2 CTCCPCA7	<input type="checkbox"/>	CCP-CCN Cert Corr Nurse	3-Average	

1 Click on the checkbox to mark an accomplishment as Mandatory. The **Mandatory** flag immediately to the right of the accomplishment value is used to mark the accomplishment itself as required. The search will only return results with the mandatory accomplishment.

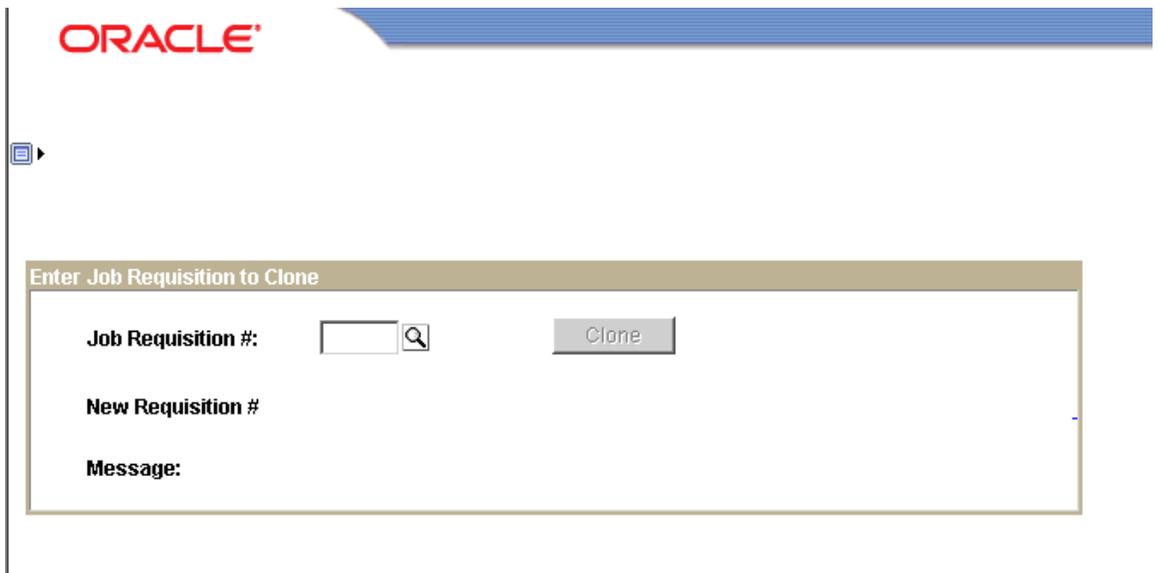
2 Assign the **Importance** to each accomplishment. Importance can be set from 1-Low to 5-High.

3 Click **SAVE**

2 CLONING A JOB REQUISITION

Cloning a Job Requisition allows a CAM or HR Specialist to create a new Job Requisition by reusing some information from an existing Job Requisition. For instance, if PHS has requisitions for Nurse Managers at three different locations, a CAM can clone the first Job Requisition, and update the location and other details. Start Internet Explorer, sign into Direct Access, and follow these steps to Clone a Job Requisition.

From the Portal Homepage click inside the Assignments box on the Clone Requisition hyperlink.



The screenshot shows the Oracle HR portal interface. At the top left is the Oracle logo. Below it is a navigation menu with a magnifying glass icon. The main content area is titled "Enter Job Requisition to Clone" and contains the following fields and buttons:

- Job Requisition #:** A text input field followed by a magnifying glass search icon and a "Clone" button.
- New Requisition #**: A text input field.
- Message:** A text area for displaying messages.

1. Use the search page to find the specific job requisition you wish to clone. You access the search page by clicking on the magnifying glass next to the **Job Requisition #** field.



Lookup Job Requisition

Job Requisition #:

Job Requisition Status:

Position Number: 

Business Unit: 

Job Code: 

Department: 

Originator ID: 

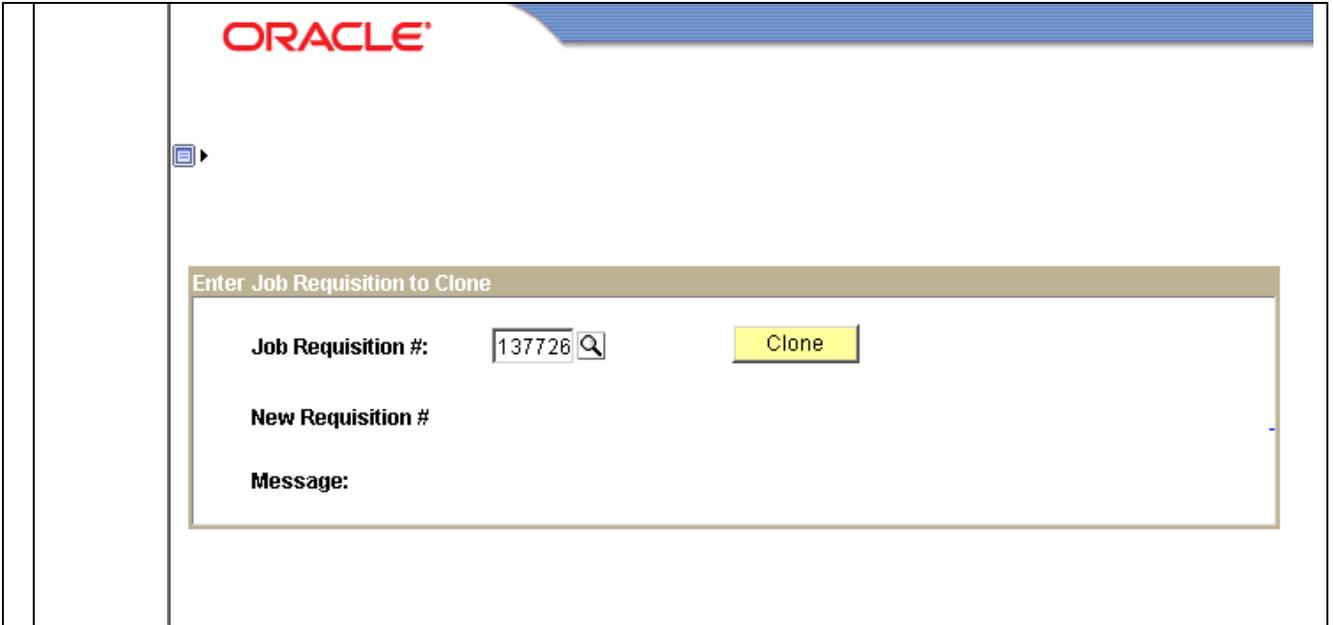
Authorization ID: 

Recruiter ID: 

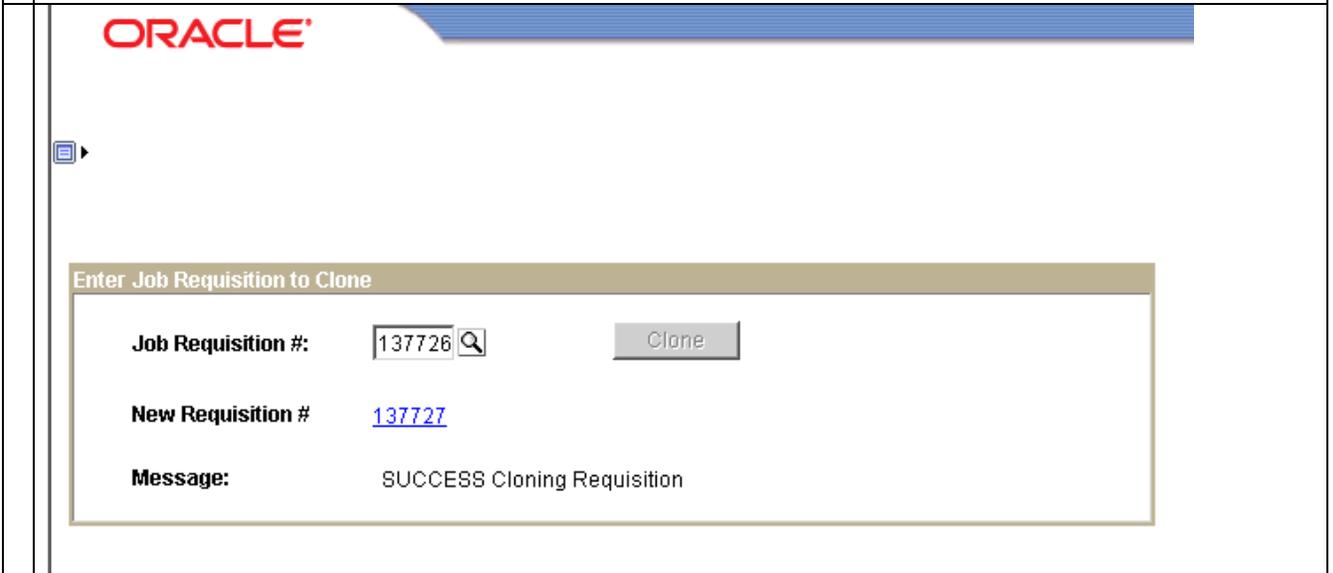
Recruiter Name:

[Basic Lookup](#)

2. Use one or more of the search fields to find the job requisition. Many of the search fields have their own search record to help find the correct value.



3. Select that job requisition and press the "Clone" button.



After the job requisition is cloned, the new job requisition number appears as a link. This takes the user to the job requisition page so that the posting information and any other required information can be changed. The cloning process copies the requisition with the following differences:

- The status date is set to the system date and the job requisition status is Open
- The posting information is left blank, so that the job requisition is not posted before corrections are made to the requisition.

Update information about the job requisition according to the steps for **Creating a Job Requisition**.

3 REQUIREMENTS SEARCH CANDIDATE – EMPLOYEE

The system provides a search mechanism to find a qualified candidate for a job requisition based on the requirements of the job requisition and the qualifications of the officer or applicant. There are separate search mechanisms for Employees (existing officers) and Applicants (fully qualified candidates searching for their first PHS position).

The Employee Search Page is used to find officers that are able to meet the job requirements for a job requisition. This search is against only Active PHS Officers who have an employee class of "Regular" or "SR COSTEP". Start Internet Explorer, sign into Direct Access, and follow these steps to search for a qualified candidate.

3.1 Assembling a List of Qualified Employees

From the Portal Homepage click inside the Assignments box on the Requirements Search Employee hyperlink.

The screenshot shows the Oracle HR system interface. At the top left is the Oracle logo. Below it, there are search filters: Job Requisition # [137726](#), Status: Open, and Screening: Primary. Below these filters, there are fields for Business Unit (PHS), Job Code (P30005), and Department (128013). A "Load / Reload Data" button is visible. Below the filters, there is a "Position Number" field and a "Sort by:" dropdown menu. A navigation bar at the top right contains "Find | View All" and "First 1 of 1 Last". Below the navigation bar, there are tabs for "Home", "Job Info", and "Preferences". A table with one row is displayed, showing a score of 0 and a rank of 1. A "Delete" button is visible next to the table row. At the bottom left, there are "Save" and "Return to Search" buttons.

Score	Rank
0	1

The Job Requisition # is a hyperlink to the job requisition requirements pages. This can be used

to update the job requirements if you have not already done so or want to change one or more of the criteria. Instructions on setting up the search criteria are located in the **Searching for Qualified Candidates – Setup** chapter of this document.

1. Use the **Load / Reload Data** button to execute the search.
2. Officer results that match the mandatory criteria in the Job Requisition display in the grid.
3. Use the **Sort By** feature to change the display order of the results. You can sort by:
 - a. 3H
 - b. Desired Start Date
 - c. Grade
 - d. Position Entry Date
 - e. Score

The “Home” tab contains basic information about an officer as well as the tools to delete an officer from the list.

The screenshot displays the Oracle HR system interface. At the top, the Oracle logo is visible. Below it, the job requisition details are shown: Job Requisition # 137726, Status: Open, Screening: Primary. The Business Unit is PHS, Job Code is P30005 (Clinical Nurse), and Department is 128013 (H711-E4FZOV). A 'Load / Reload Data' button is present. The 'Sort by' dropdown is set to 'Score'. The interface includes navigation tabs for Home, Job Info, and Preferences. A table lists five officers with their names as hyperlinks, scores, ranks, and 'Delete' buttons. At the bottom, there are 'Save' and 'Return to Search' buttons.

	ANDERSON-GARY,DAWN A.	Score	Rank	
1	ANDERSON-GARY,DAWN A.	8	CDR	Delete
2	ARCHULETA,RICHARD L.	8	LTJG	Delete
3	HANN,GREGORY W.	14	LCDR	Delete
4	RIVASRIVERA,ANGEL M.	11	LCDR	Delete
5	SCHAFFRAN,MONALISA A.	8	LT	Delete

1. You can change the order of the sort using the **Sort By** box.
2. The Officer’s **Name** should be a hyperlink to the officer’s eResume page, which includes more detailed information. The eResume page is described in the Self Service Procedure Guide.
3. **Score** indicates how many points an officer has earned against the matching criteria for the job

requisition.

4. **Rank** indicates an officer's current rank.
5. Use the yellow **Delete** button to remove a potential candidate from the list.

The "Job Info" tab contains information about an officer's current position.

	Job Family	Department	Location	Position Entry Date	3H	Flag	
1	NURSE	Dept of Homeland Security	RAYMONDVILLE, TX	10/01/2007	No 3H	N	Delete
2	NURSE	Dept of Homeland Security	FLORENCE, AZ	12/01/2008	No 3H	N	Delete
3	NURSE	Indian Health Service	PHOENIX, AZ	03/05/2007	No 3H	N	Delete
4	NURSE	Dept of Homeland Security	MIAMI, FL	02/28/2008	No 3H	N	Delete
5	NURSE	Indian Health Service	SANTA FE, NM	09/15/2008	No 3H	N	Delete

1. **Job Family** indicates an officer's category and, for some categories, discipline.
2. **Department** indicates their current assignment.
3. **Location Code** indicates their current assignment location.
4. **Position Entry Date** indicates the date that an officer entered his or her current position.
5. **3H** indicates whether or not the officer is currently on a 3H assignment.
6. **FLG** is a Y or N value. The value will be "Yes" if a row exists in the Administrative Flags table for the employee and "No" if no row exists for the employee.
7. **Employees** can be removed from the results using the yellow **Delete** button on this page as well.

The "Preferences" tab contains information about an officer's preferences for a new assignment. At first the tab will be blank, but it will fill in as officers define their preferences in Self-Service

	Job Function	Desired Start Date	Agency Pref 1	Agency Pref 2	Region Pref 1	Region Pref 2	
1							D
2							D
3							D
4							D
5							D

1. **Job Function** is the officer's desired work area.
2. **Desired Start Date** is the date an officer is available to report.
3. **Agency Pref 1** and **Agency Pref 2** indicate the officer's first and second agency preferences.
4. **Region Pref 1** and **Region Pref 2** indicate the officer's first and second region preferences.
5. Once all of the employees have been reviewed, and added or removed from the results, save your search results.

3.2 Reporting and Notifying Employees

A report will be run that identifies the final search results and employees will be notified via email that this job requisition is open and that they are invited to apply for the job. Information on running reports is found in the Reporting Procedure Guide.

4 REQUIREMENTS SEARCH CANDIDATE – APPLICANT

The system provides a search mechanism to find a qualified candidate for a job requisition based on the requirements of the job requisition and the qualifications of the officer or applicant. There are separate search mechanisms for Employees (existing officers) and Applicants (fully qualified candidates searching for their first PHS position).

The applicant search page is used to find individuals looking for their first PHS job that meet the job requirements for a job requisition. The search is very similar to the employee search but must be separate because the applicant data is stored separately from the employee data. Differences between the two searches are noted where applicable.

4.1 Assembling a List of Qualified Applicants

From the Portal Homepage click inside the Assignments box on the Requirements Search Applicant hyperlink.

ORACLE

Job Requisition # [137726](#) Status: Open Screening: Primary

Business Unit: PHS PHS
 Job Code: P30005 Clinical Nurse Load / Reload Data
 Department: 128013 H711-E4FZOV
 Position Number: Sort by:

Applicant ID	Score	Grade	Category	Desired Start Date
1	0			

Find First 1 of 1 Last Delete

Save Return to Search

The **Job Requisition #** is a hyperlink to the job requisition requirements pages. This can be used to update the job requirements if you have not already done so or want to change one or more of the criteria. Instructions on setting up the search criteria are located in the **Searching for Qualified Candidates – Setup** section of this document.

1. Use the **Load / Reload Data** button to execute the search.
2. Applicant results that match the mandatory criteria in the Job Requisition display in the

- grid.
3. Use the **Sort By** feature to change the display order of the results. You can sort by:
 - a. Desired Start Date
 - b. Grade
 - c. Score

The screenshot shows the Oracle HR system interface. At the top left is the Oracle logo. Below it, there are fields for Job Requisition # (137726), Status (Open), and Screening (Primary). Further down, there are fields for Business Unit (PHS), Job Code (P30005), Department (128013), and Position Number. A 'Sort by' dropdown menu is visible. Below these fields is a table with columns: Applicant ID, Name, Score, Grade, Category, and Desired Start Date. The table contains two rows of data. At the bottom of the screenshot, there are 'Save' and 'Return to Search' buttons.

Applicant ID	Name	Score	Grade	Category	Desired Start Date	
1 A0040892	Aniston, Jennifer	8	O3	Nurse	04/01/2009	Delete
2 A0040890	Pitt, Brad	10	O2	Nurse	04/01/2009	Delete

1. **Applicant ID** is a unique identifier for the applicant.
2. **Name** is a hyperlink to information on an applicant similar to an officer's eResume.
3. **Score** is the calculation of how well the applicant matches the job requisition.
4. **Grade** indicates the rank at which the applicant will enter the service.
5. **Category** is their specialty.
6. Use the yellow **Delete** button to remove an applicant from the list of candidates.

4.2 Reporting and Notifying Applicants

A report will be run that identifies the final search results and employees will be notified via email that this job requisition is open and that they are invited to apply for the job. Information on running reports is found in the Reporting Procedure Guide.