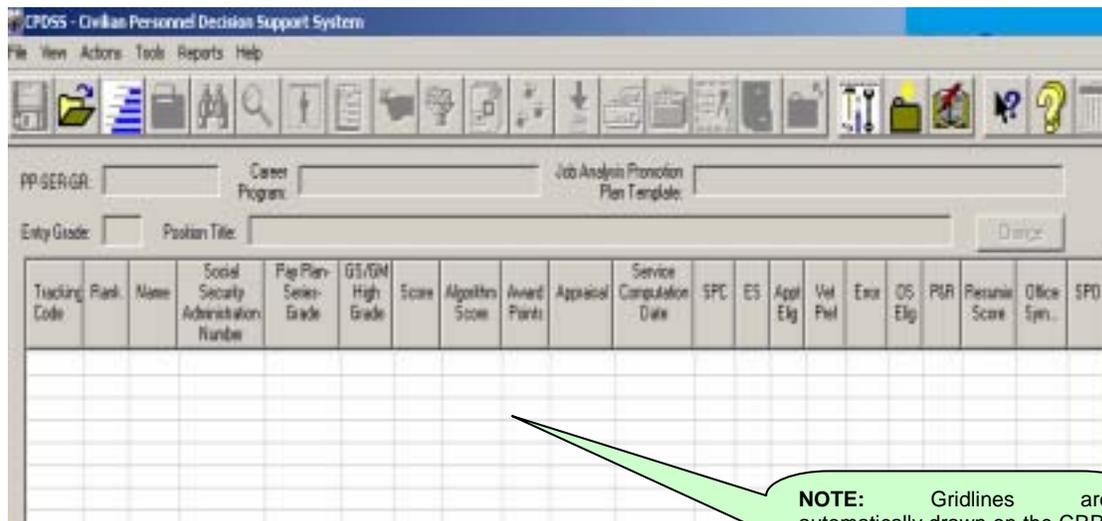


Chapter 6 - Creating the Candidate Referral Roster (CRR)

The main screen of the Candidate Referral Roster consists of the Main Menu items, Tool Bar buttons, fields that identify position information, Job Analysis Promotion Plan Template information and various tab areas that contain candidate information.



The buttons located on the CRR screen are discussed below

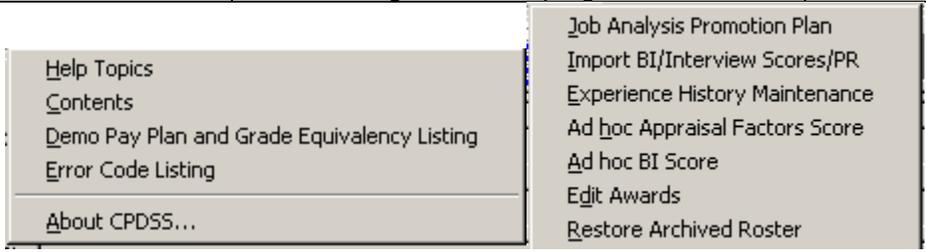
Candidate Referral Roster (CRR) Tool Bar

This button	Enables you to ...	The equivalent menu command is
	Commit changes to the database by saving the CRR.	File > Save
	Open an exiting CRR.	File > Open
	Capture a Match List/Self-Nominations from RESUMIX.	File > Capture
	Rank the active Candidate Referral Roster. Note: If the roster contains errors, you must use this button to manually override the error condition, after you have reviewed the records with errors and taken appropriate action, to force a ranking before issuing a referral certificate.	Action > Rank Roster

This button	Enables you to ...	The equivalent menu command is
	Quickly locate a candidate on the CRR. Note: This feature is useful for very large rosters.	View < Find Candidate
	View the current CRR properties when no candidates are selected.	View < Roster Properties*
	View the selected Candidate's Properties. Candidate must be highlighted.	View < Candidate Properties*
	See a snapshot of the candidate's resume summary as it existed in RESUMIX at the time of CRR capture. Note: It may or may not match what is currently in RESUMIX if changes have been made to the summary or a new resume was sent.	N/A
	See detailed Job Analysis Promotion Plan Score breakdown of the scoring results for a candidate.	N/A
	Re-import missing data from an individual's record.	Action < Re-Import Candidate*
	Refine the candidate list on the active Candidate Referral Roster by tracking code(s). Note: This action does not remove any candidates from the active roster, only selects which candidate to display.	View < Filter
	Invert the selected candidate on your list of candidates. Note: This feature is useful when you wish to perform an action on "everyone else" such as assigning tracking codes.	View > Invert Selection
	Add, delete, and modify tracking codes.	Action < Set Tracking Code*
	Manually force tracking codes for the current CRR to be sent to RESUMIX. Note: Tracking codes are automatically sent to RESUMIX when <ul style="list-style-type: none"> • Certificate Report is generated. • Certificate Package is generated. • Roster is Archived. 	Actions < Send Tracking
	Generate a roster report of the active Candidate Referral Roster.	Reports
	Produce the referral briefs of candidates highlighting on the CRR.	Reports > Referral Brief*
	Produce the entire referral package (with selected attachments)	Reports > Generate Package.

This button	Enables you to ...	The equivalent menu command is
	Archive the current Candidate Referral Roster. Note: You must be granted the role in order to have permission to take this action. Once a roster is archived, no user may change its data. Only notes can be added.	Action > Archive
	Close a CRR	File > Close
	Launch the Job Analysis Promotion Plan module to create, view, edit, or delete a Job Analysis Promotion Plan Template. This tool may also be launched independently of CPDSS from the START menu.	Tools < Job Analysis Promotion Plan
	Batch import the BI/Interview Scores/PR into CPDSS. Note: Career Programs use only.	Tools > Import BI/Interview Scores/PR
	View Experience History Records. Classifiers will use this to Create/Update/Delete Experience History records.	Tools > Experience History Maintenance
	Acquire additional information on a specific item.	N/A
	Find information in CPDSS by Help Topics.	N/A
	Delete a roster. Note: If you respond Yes to the verification, the CRR will be deleted permanently from the CPDSS database. There is no method by which this action can be reversed.	File > Delete
N/A	Retrieve a detailed listing of all errors encountered in the ranking process for a candidate. Click the left mouse button on the desired candidate in the list of candidates. The candidate row will become highlighted. Then click on the Expand Errors menu item to display a window with detailed information for each error encountered in the ranking process of that candidate.	Action > Expand Errors
N/A	End your CPDSS session. Note: CPDSS prompts you to save any changes that you may have made to the current Candidate Referral Roster.	File > Exit
N/A	Relinquish ownership of a CRR. Note: Once you have transferred a roster, it will become "read only" to you. The recipient must transfer ownership back to your CPDSS User ID for you to regain write privileges.	File > Transfer
NA	Request Restore of Archived CRR	Help > Restore Archived Roster

This button	Enables you to ...	The equivalent menu command is
NA	Demo Pay Plan and Grade Equivalence Listing	Help > Demo
NA	Listing of Possible Error Codes found on a CRR.	Help > Error Code Listing
N/A	Generate an AEP report.	Reports > AEP Report
N/A	Produce only the Certificate.	Reports > Certificate
N/A	Choose the products you want included in the referral package. NOTE: This option must be completed before the Referral Certificate or AEP reports can be generated.	Reports > Options
N/A	Launch the CPDSS_SETUP module that will allow you to configure the settings and users for accessing all CPDSS programs.	Tools < Setup



EXAMPLE: Partial listing of Demo Pay Plan and Grade Equivalencies

CPDSS Help Contents

File Edit Bookmark Options Help

Contents Index Back Print

Listing Of Demo Pay Plan And Grade Equivalencies

Demo Pay Plan and Grade	Equivalent Pay Plan and Grade
DR 01	GG/GM/GS 07 through GG/GM/GS 11
DR 02	GG/GM/GS 12 through GG/GM/GS 13
DR 03	GG/GM/GS 14
DR 04	GG/GM/GS 15
NH 01	GG/GM/GS 01 through GG/GM/GS 04
NH 02	GG/GM/GS 05 through GG/GM/GS 11

EXAMPLE: Partial Listing of Possible Error Codes on a Candidate Referral Roster (CRR)

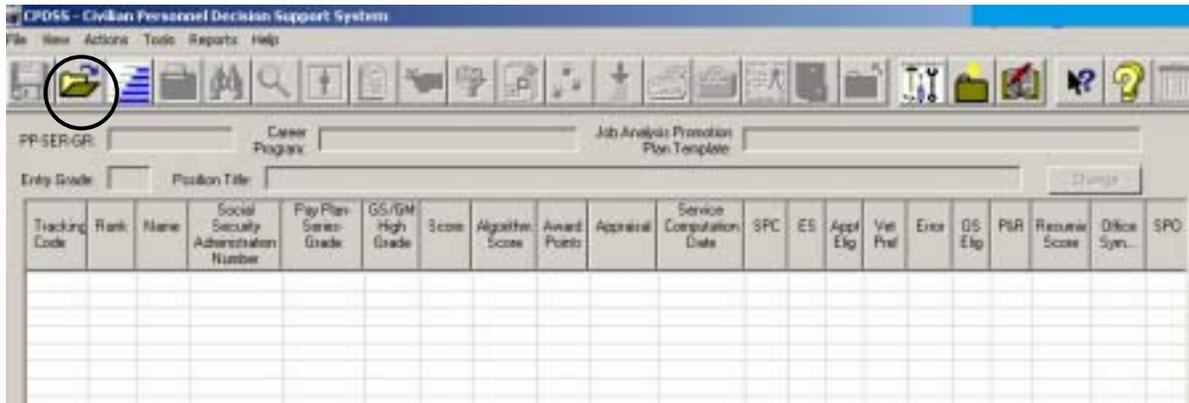
CPDSS Help Contents				
File Edit Bookmark Options Help				
Contents	Index	Back	Print	

Listing Of Possible Error Codes On A Candidate Referral Roster

- 1 A Behavioral Inventory response does not exist for this candidate.** This error occurs when a template that scores on the Behavioral Inventory response is used within a Candidate Referral Roster and the Behavioral Inventory response could not be found for a candidate.
- 2 No annual rating was found for this candidate.** This error occurs when an annual rating could not be found for a candidate.
- 3 All required annual ratings were not found for this candidate.** This error occurs when a template that scores on the annual rating is used within a Candidate Referral Roster and the annual rating could not be found for this candidate.
- 4 Missing Current Grade Level in DCPDS.** This error code is not currently used.

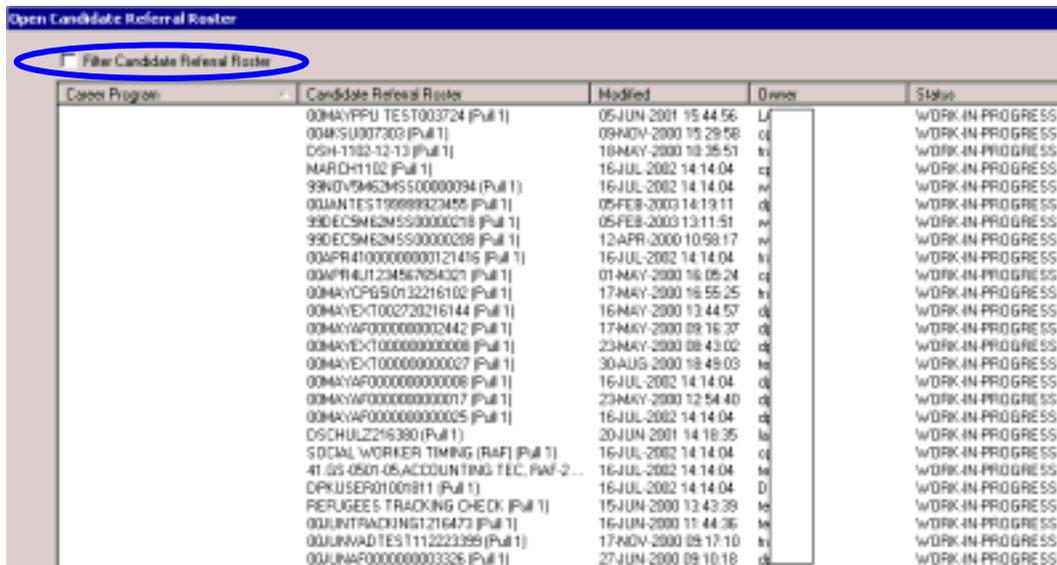
Locating An Existing CRR

To access the CRR Library and locate an existing Candidate Referral Roster click the **Open Folder** button . (If the user has a CRR open, the system will prompt the user to save any changes before opening a new/different CRR.)



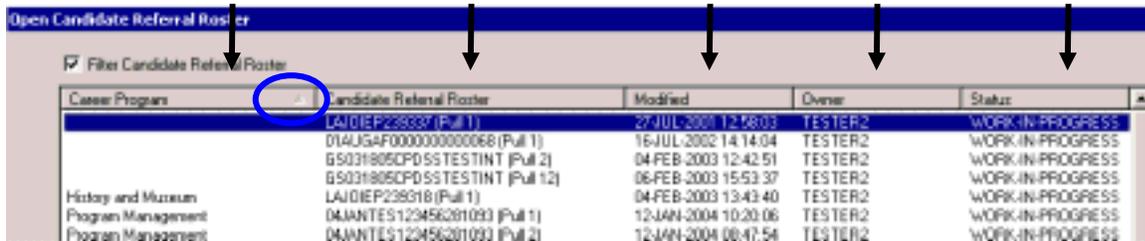
Once the library is open, to make the search easier, CRRs can be sorted in ascending or descending order by clicking the column heading or by using the Filter Candidate Referral Roster Checkbox:

Filtering CRRs:



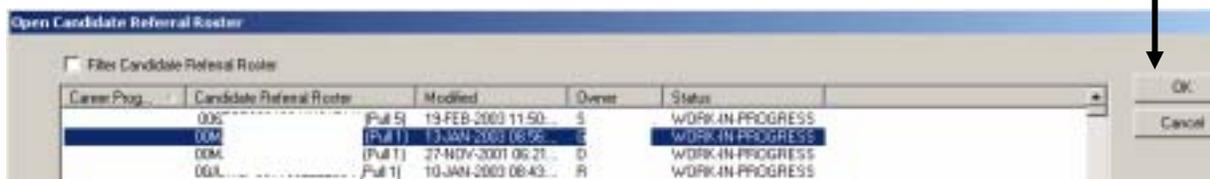
The screen default is set to select all CRRs in the database.

Sorting CRRs



The CRR list may be sorted by simply clicking on the desired column header. An up arrow on the column header will indicate that the list is sorted in ascending order and a down arrow on the column header will indicate that the list is sorted in descending order. Clicking the column header toggles between ascending and descending.

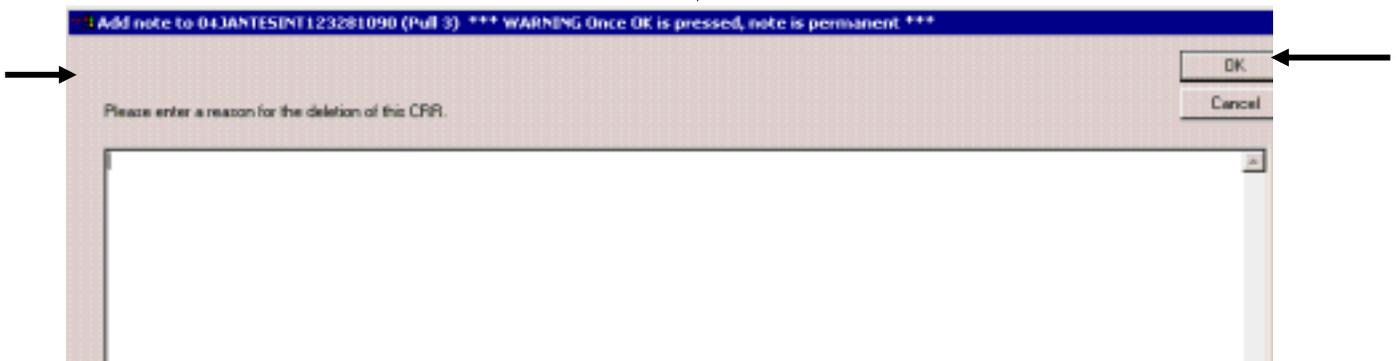
Opening a CRR



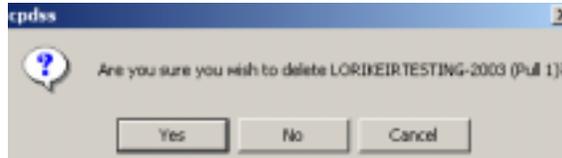
To open a CRR, highlight the desired CRR and click the OK button or double click on the selected (highlighted) template name. Click the Cancel button to cancel opening a CRR.

Deleting a CRR

With the CRR open, click the **Delete CRR** button  or choose **File > Delete** from the main menu to delete the CRR. The system will prompt the HR specialist to provide a reason for the deletion of the CRR. (This is a mandatory field and this step cannot be bypassed.)



After entering the reason for deletion, Click<OK>, the system will prompt the user to verify if the CRR really should be deleted. If the response is “Yes”, the CRR will be deleted permanently from the CPDSS database. There is no method by which this action can be reversed (undeleted). **Note:** *Only the owner of a CRR may delete it.* Archived CRRs and CRRs with tracking codes sent back to Resumix **CANNOT** be deleted.



Closing a CRR

With the CRR open, click the **Close CRR** button  or choose **File > Close** from the main menu to close a roster. This will take the user back to the Main CPDSS Screen. **Note:** If any unsaved changes have been made to the current CRR, the system will prompt the user to save these changes before returning to the main window.

Archiving a CRR

With the CRR open, click the Archive CRR button  or select **Actions > Archive** from the main menu to archive a CRR.

Note:

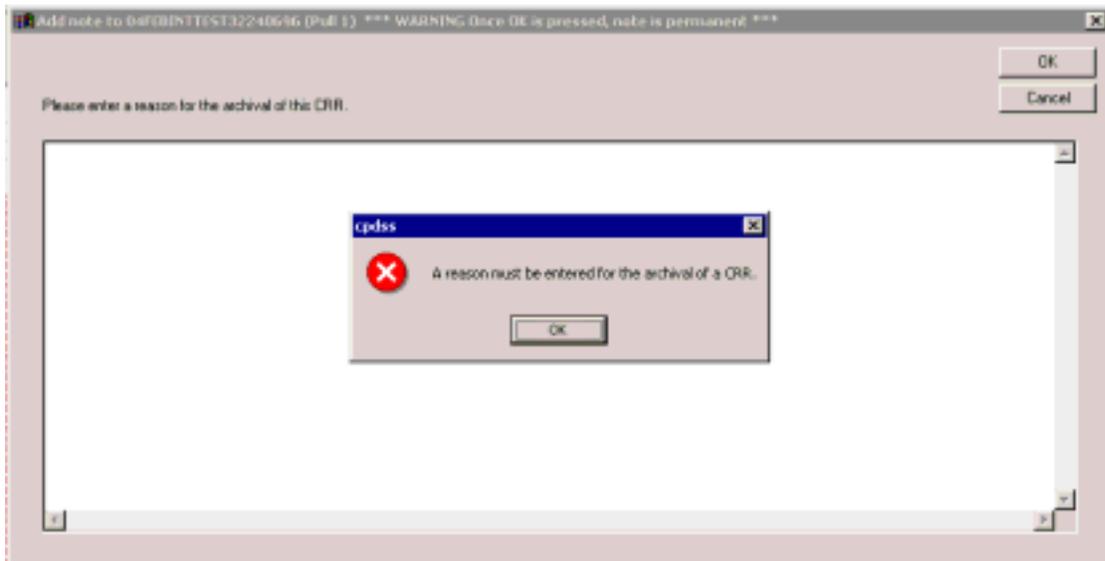
- Only HR Specialists with “Archiving Privileges” have the authority to archive the CRR.
- HR Specialists should **ensure** the CRR is complete and no longer needed before changing the status to Archived. Once a CRR is marked for archived, the file cannot be manipulated in any way. Only notes can be added.
- HR Specialists should archive case files as soon as possible after EOD but at least within 90 days.



Click<Yes>to continue.

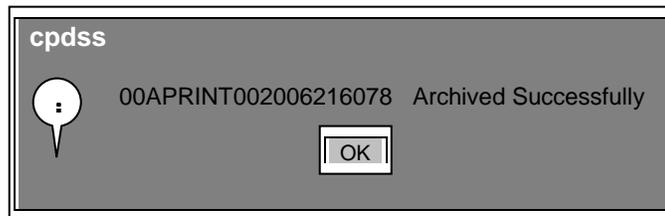
The system will prompt the HR specialist to provide a reason for the archival of the CRR. (This is a mandatory field and this step cannot be bypassed.)

Attempting to archive a CRR without a reason will result in the reject shown below:



After entering the reason for archival, Click<OK>, the system will prompt the user to verify if the CRR really should truly be archived. The below message will appear to ensure that the user truly wishes to archive the roster.

If the archive is successful, the following dialog box will appear.



Click<OK>.

The File is Now Archived!!!!!!!

CRRs marked as “Archived” will be physically moved from the active server to a storage server automatically 90 days after the CRR has been promoted to the status of archived. This is done to free up space on the active server. Once moved, the archived CRRs are **no longer accessible** to users for viewing or copying on the active server.

REMINDER: A case file can only be archived if the Job Analysis Promotion Plan Template is approved.



Note:

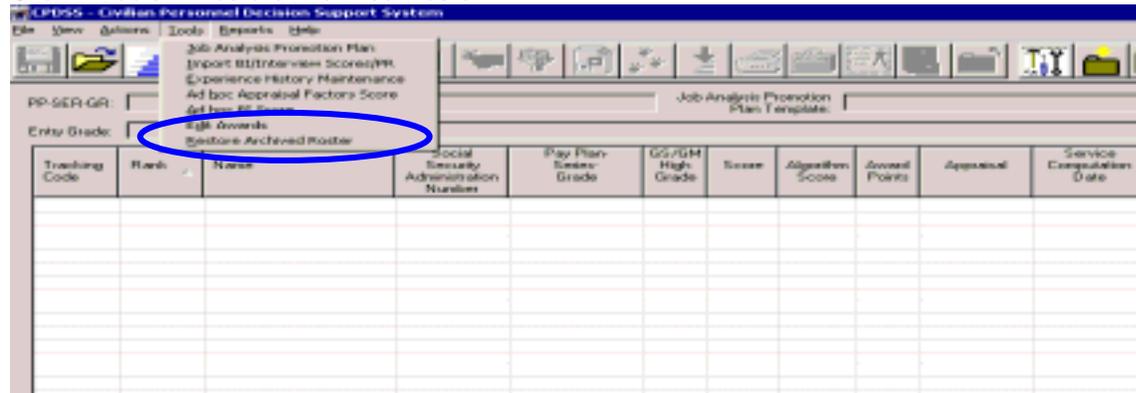
- Once a Case file is archived, the file cannot be manipulated in any way. Only notes can be added.

Restore Archived CRR

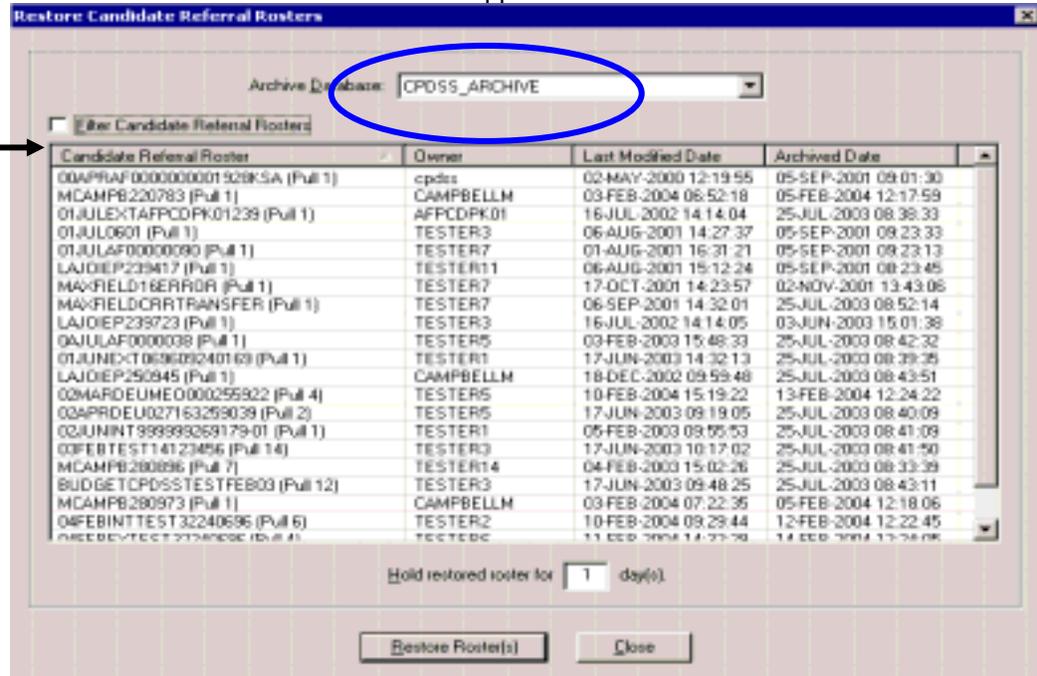
CRRs that were marked for “Archived” were automatically moved from the active server to a “storage server” 90 days after the CRR was promoted to the status of archive.

New Feature: HR specialists now have the capability to retrieve an archived CRR from the storage server.

Click > Tools > Restore Archived Roster



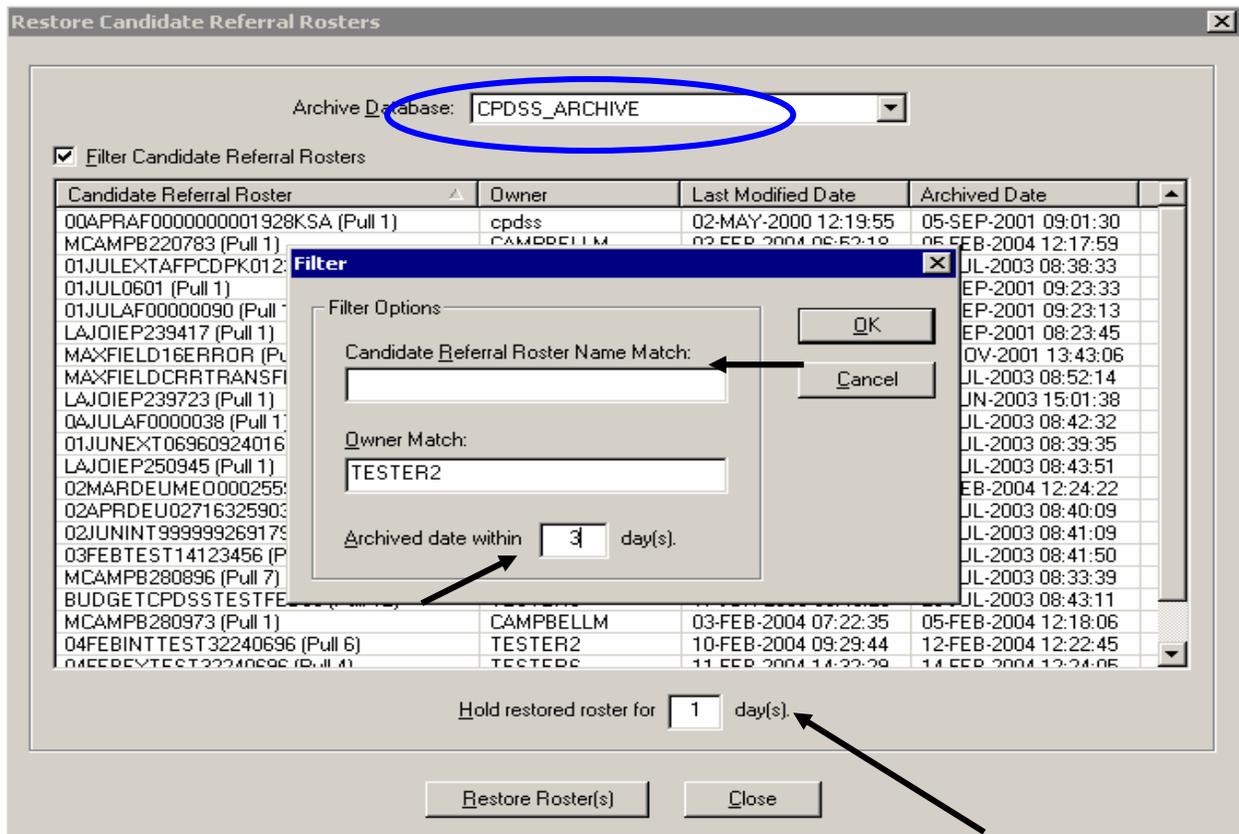
Double Click and the screen below will appear:



To change your search criteria, you may uncheck the filter checkbox; doing so will display all archived CRRs. Clicking the checkbox again will display the filter options window which will allow the HR Specialist to narrow the search results.

Search results can be narrowed by utilizing the CRR Name or the Owner's Match (login) name.

Additional Narrowing Feature: HR specialists can also limit the number of archived CRRs to be viewed by specifying the number of days which have elapsed since the CRR was archived. (Example: CRR was archived 3 days ago, input the number 3). This will prompt the system to only retrieve those CRRs, specified by the filter criteria, which have been archived within the last 3 days. (These are calendar days, not business days).



At the bottom of the Restore CRR window is a box labeled **Hold restored roster for Xday(s)**. This box allows the user to set the number of days to 'hold' the candidate referral roster on the active server before returning it to storage. The system default value is one day but the user may enter the desired number of days the archived roster should be retained.

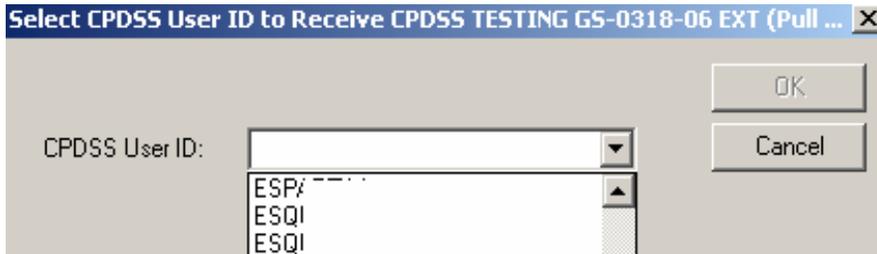
Any number of CRRs may be selected from the list by holding the **CTRL** button while clicking on the roster entries.

Only archived CRRs matching the criteria identified in the filter(s) will be viewable by the HR specialist.

Transferring a CRR

CRRs are “Read-Only” to all users except the owner. In order for a user, other than the owner, to work/make changes to a CRR the current owner of the roster must transfer the CRR to the new user. Once transferred, the original owner has “Read-Only” access.

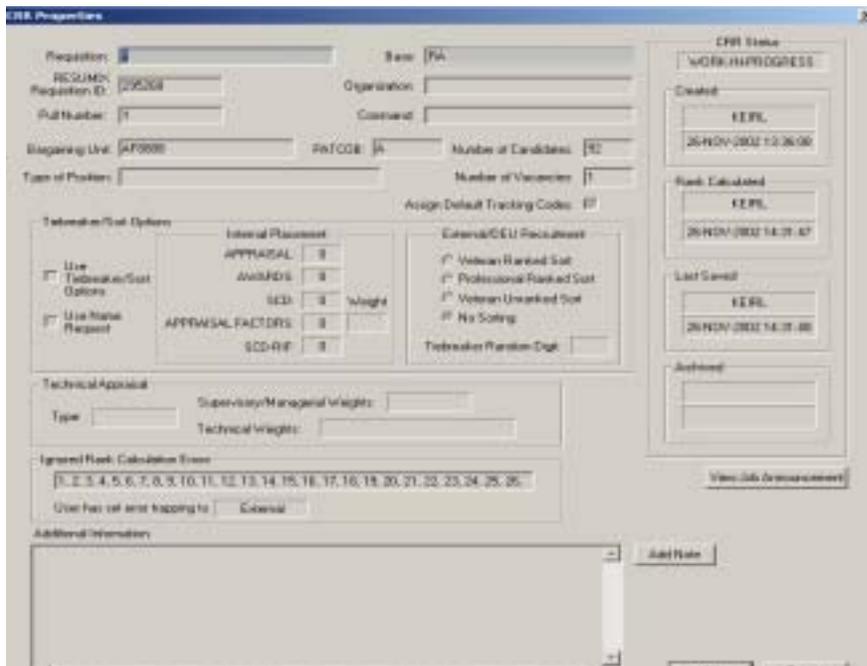
To Transfer a CRR - choose **File > Transfer** from the main menu. The following window will appear:



Select a user from the drop-down menu in the “CPDSS User ID:” area and click **<OK>**. The system will prompt to verify the transfer. If **Yes** is selected, ownership of the CRR will be transferred to the selected CPDSS User ID. The CRR will then become “read only” to the user who has transferred it. In order to regain ownership, the new/current owner of the CRR must transfer ownership back to the original user.

Viewing CRR Properties

To view the CRR Properties page, click the **Properties** button  (ensure no candidates are highlighted) or select **View > Roster Properties** from the main menu or **right-click** and select **Roster Properties** from the Popup Context Menu. The CRR Properties page lists all the information for the CRR, e.g.: date and time data was imported, tiebreakers or sort options applied, number of candidates imported, vacancy announcement connected to the CRR, etc.



Filtering a CRR

Click the **Filter CRR** button , or choose **View > Filter** from the main menu. Filtering does not alter a CRR; it simply limits which candidates can be viewed on the screen. EX: If there are 250 candidates on the list, in order to locate all the promotion eligibles, instead of scrolling through the entire list, the CRR can be filtered to narrow the roster down to identify only the promotion candidates.

The following dialog box will display. This box contains a complete list of tracking codes that have been assigned to candidates on the CRR by which to filter:



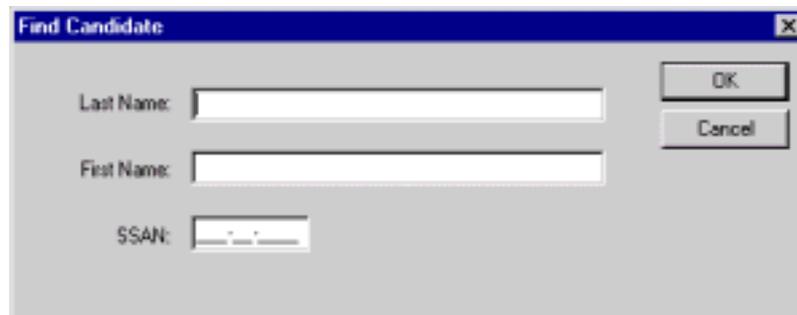
Select the Tracking Code(s) to filter by clicking the checkboxes. Click **<OK>**. The roster will now display only the candidates that have been assigned the tracking code(s) that have been selected.

To return the CRR to the original state with all candidates, turn the filter off, by clicking the **Filter** button  again. All candidates are now visible on the CRR.

Finding a Candidate

To find a particular candidate on a CRR from among a large number of candidates, click the **Find Candidate** button  or select **View > Find Candidate** from the main menu.

The following dialog box will appear:



Wildcards cannot be used in this search option. Type the search criteria, select OK and the system automatically highlights and moves to the first candidate found matching the search criteria.

Inverting the Candidate Selection

Click the **Invert Selection** button  or select **View > Invert Selection** from the main menu to invert the selected candidates on the CRR. All candidates not currently selected will become selected and all candidates currently selected will become deselected.

CPDSS TESTING GS-0318-06 DET (Pull 1) - Civilian Personnel Decision Support System

File View Actions Tools Reports Help

PP-SER-GR: GS+ Career Program: Unknown Job Analysis Promotion Plan Template: GS

Entry Grade: T1 Position Title: HUM/AN REG

Tracking Code	Rank	Name	Social Security Administration Number	Pay Plan Series Grade	GS/GM High Grade	Score	Algorithm Score	Award Pos.	Appraisal	Service Computation Date	SPC	ES	Appt Elg	Vet Pref	Error	DS Elg	PSR
RPC	1	AA			N 00	3.00							Y	1		Y	
RPC	2	AS			N 05	3.00				17-OCT-1		Y	2		Y		
RPC	3	BA			N 00	3.00						Y	1		Y		
RPC	4	DA			N 00	3.00						Y	1		Y		
RPC	5	CA			N 00	3.00						Y	1		Y		
RPC	6	CC			N 05	3.00				01-JUN-1		Y	1		Y		
RPC	7	DL			Y 07	3.00						Y	1	25	Y		
RPC*	8	GL		GS-0318-05	Y 08	3.00			01-JUN-	05-JUN-2		Y	Y2	1	Y		
RPC*	9	HA		GS-0318-05	Y 05	3.00			01-JUN-	16-DEC-1		Y	Y2		Y		
RPC*	10	HA		GS-1987-06	Y 05	3.00			01-JUN-	12-APR-1		Y	Y3	2	Y		
RPC	11	HE			N 00	3.00						Y	Y1	1	Y		
RPC*	12	HE		GS-0318-05	Y 05	3.00			01-JUN-	20-AUG-		Y	Y1	1	Y		
RPC*	13	HO		GS-0318-05	Y 05	3.00			01-JUN-	19-OCT-1		Y	Y1	1	Y		
RPC	14	HO			N 00	3.00						Y	1		Y		
RPC	15	JAC			N 00	3.00						Y	2		Y		
RPC*	16	JOT		GS-0326-05	Y 05	3.00			01-JUN-	31-JUL-1		Y	Y1	1	Y		
RPC	17	JOT			N 00	3.00						Y	4		Y		
RPC	18	KA			N 00	3.00						Y	2		Y		
RPC	19	LAJ			N 00	3.00						Y	1		Y		

CPDSS TESTING GS-0318-06 DET (Pull 1) - Civilian Personnel Decision Support System

File View Actions Tools Reports Help

PP-SER-GR: GS+ Career Program: Unknown Job Analysis Promotion Plan Template: GS-D

Entry Grade: T1 Position Title: HUM

Tracking Code	Rank	Name	Social Security Administration Number	Pay Plan Series Grade	GS/GM High Grade	Score	Algorithm Score	Award Pos.	Appraisal	Service Computation Date	SPC	ES	Appt Elg	Vet Pref	Error	DS Elg	PSR
RPC	1	AA			N 00	3.00							Y	1		Y	
RPC	2	AS			N 05	3.00				17-OCT-1		Y	2		Y		
RPC	3	BA			N 00	3.00						Y	1		Y		
RPC	4	DA			N 00	3.00						Y	1		Y		
RPC	5	CA			N 00	3.00						Y	1		Y		
RPC	6	CC			N 05	3.00				01-JUN-1		Y	1		Y		
RPC	7	DL			Y 07	3.00						Y	1	25	Y		
RPC*	8	GL		GS-0318-05	Y 08	3.00			01-JUN-	05-JUN-2		Y	Y2	1	Y		
RPC*	9	HA		GS-0318-05	Y 05	3.00			01-JUN-	16-DEC-1		Y	Y2		Y		
RPC*	10	HA		GS-1987-06	Y 05	3.00			01-JUN-	12-APR-1		Y	Y3	2	Y		
RPC	11	H			N 00	3.00						Y	Y1	1	Y		
RPC*	12	H		GS-0318-05	Y 05	3.00			01-JUN-	20-AUG-		Y	Y1	1	Y		
RPC*	13	HI		GS-0318-05	Y 05	3.00			01-JUN-	19-OCT-1		Y	Y1	1	Y		
RPC	14	H			N 00	3.00						Y	1		Y		
RPC	15	JA			N 00	3.00						Y	2		Y		
RPC*	16	JOT		GS-0326-05	Y 05	3.00			01-JUN-	31-JUL-1		Y	Y1	1	Y		
RPC	17	JOT			N 00	3.00						Y	4		Y		
RPC	18	KA			N 00	3.00						Y	2		Y		
RPC	19	LA			N 00	3.00						Y	1		Y		

Roster Report Command

With the CRR open, select the **Roster Report** button.  This will generate a detailed report of the CRR. Before the Report is created, the system will prompt for specific information to be included in the report. Once the Roster Report button is selected the following dialogue box will appear.

After clicking the CRR Report Options checkboxes, click “OK” for the report to generate.



If any of the options are not selected, the user will not be provided that specific information in the Roster Report.

Capturing (Importing) a Resumix Match List (New CRR)

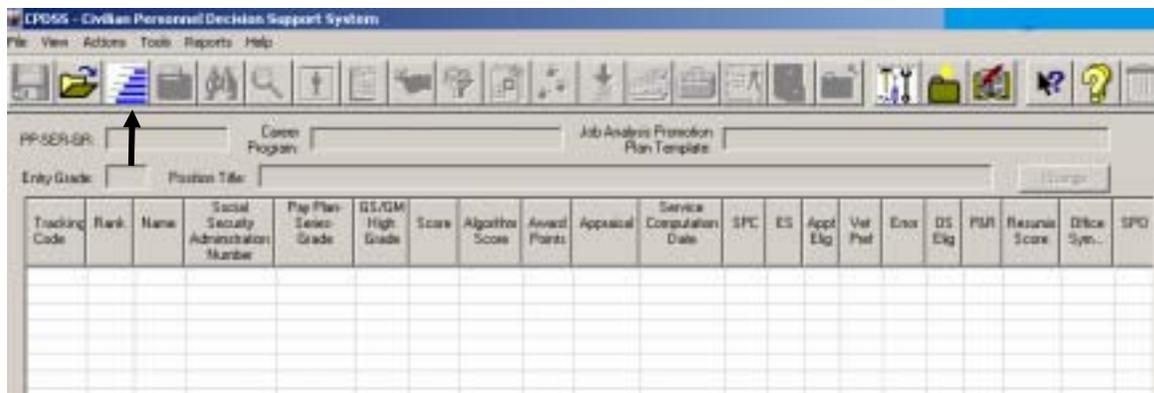
The requirement to have Resumix Recruiters Desktop and CPDSS open and running concurrently no longer exists based on an enhancement to CPDSS. Users now have the choice of Resumix being opened or closed when importing a match list.

Importing with Resumix Open

Resumix has to be active on the user's desktop. The requisition to be used and the match list should be open (not minimized) in the background.

First time CRR Pull

Click the **Capture** button,  or Select **File > Capture** from the Main Menu bar; or manually enter **<Ctrl-P>** on the keyboard.



Since Resumix is open; after clicking the "Capture" button, the system will bring up the below dialogue box to ensure the user wants to use the requisition and match list that is currently open in Resumix.



Selecting **Yes** will bring up the "Select Job Analysis Promotion Plan Template, Tiebreaker/Sort Options, and Error Processing" window since this is a first time import.

Selecting **No** brings up the "Custom Match List Creation" page where the user may choose a different requisition and match list than the one currently open. (This option is explained in more detail under "Importing Without Resumix Open")

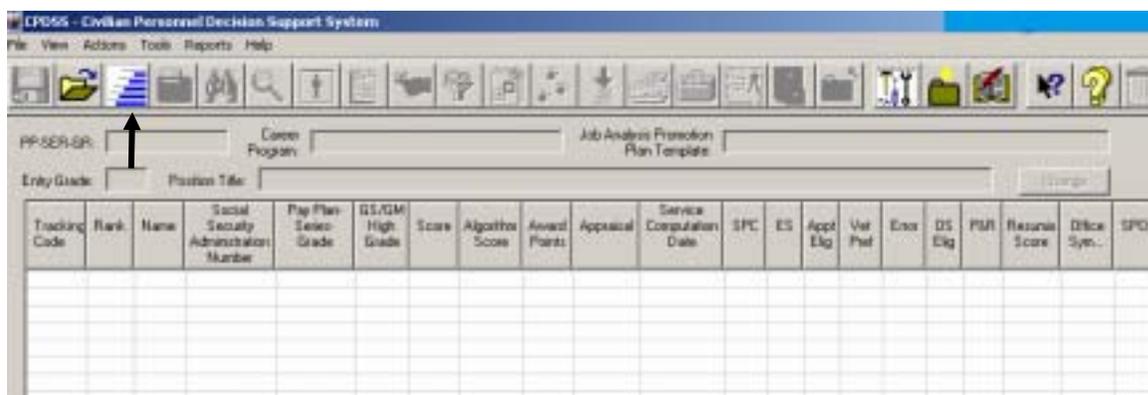
The “Select Job Analysis Promotion Plan Template, Tiebreaker/Sort Options, and Error Processing” window will appear. Select the Template to use and any Tiebreaker/Sort Options that need to be used for the rating and ranking of the candidates.

(For specific instructions refer to the section titled **The “Select Job Analysis Promotion Plan Template, Tiebreaker/Sort Options and Error Processing” Window** in this chapter.)

Subsequent Pull to the CRR

Sometimes it is necessary to have subsequent match lists imported against an existing CRR. CPDSS allows multiple pulls against a requisition. The system identifies these subsequent pulls by annotating in the CRR name the specific pull # ex: 03JULINT999999999999 (Pull 3).

Click the **Capture** button,  or Select **File > Capture** from the Main Menu bar; or Manually enter **<Ctrl-P>** on the keyboard.



Since Resumix is open; after clicking the “Capture” button the system will bring up the below dialogue box to ensure that the user wants to use the requisition and match list that is currently open in Resumix.



Selecting **Yes** will bring up the “Existing Pulls Against Requisition” window.

Selecting **No** brings up the “Custom Match List Creation” page where the user may choose a different requisition and match list than the one currently open. (this option is explained in more detail under “Importing Without Resumix Open”)

The “Existing Pulls Against Requisition” window will identify *all* previous pulls.

Pull	Candidate Referral Footer	Dates	Status	Modified	Certificate Issued	Job Analysis Promotion Plan Template
1	03JUL00CPDSSDEMOGS11 (Full 1)	FEIRL	WORK-IN-PROGRESS	20-JUN-2003 17:03:16		GS-301

To continue with the import against this requisition; select the “**Import**” button.

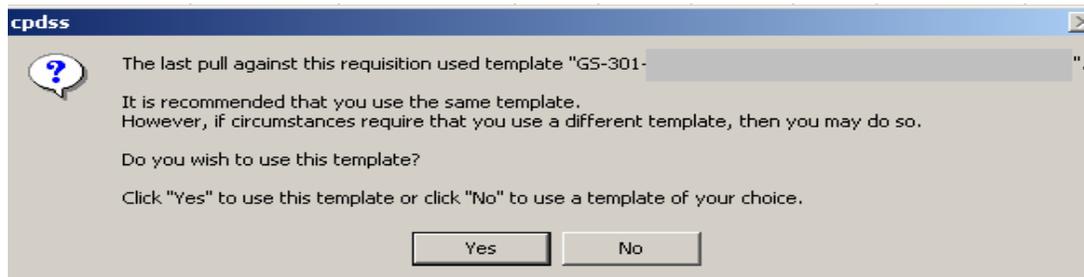
NOTE: The below dialogue box will appear to confirm another import to the existing requisition:



Select Yes to continue. Or

Select No if you do not wish to import another CRR from this requisition.

After selecting Yes to confirm the import of another CRR, the system will prompt the user to use the same template used for the last pull. (see dialogue box below)



Selecting “**Yes**” will bring up the Select Job Analysis Promotion Plan Template, Tiebreaker/Sort Options, and Error Processing Screen. **HOWEVER**, not all of the templates in the library will be visible; the screen will show only the original template used and any Tiebreaker/Sort options that may have been selected.

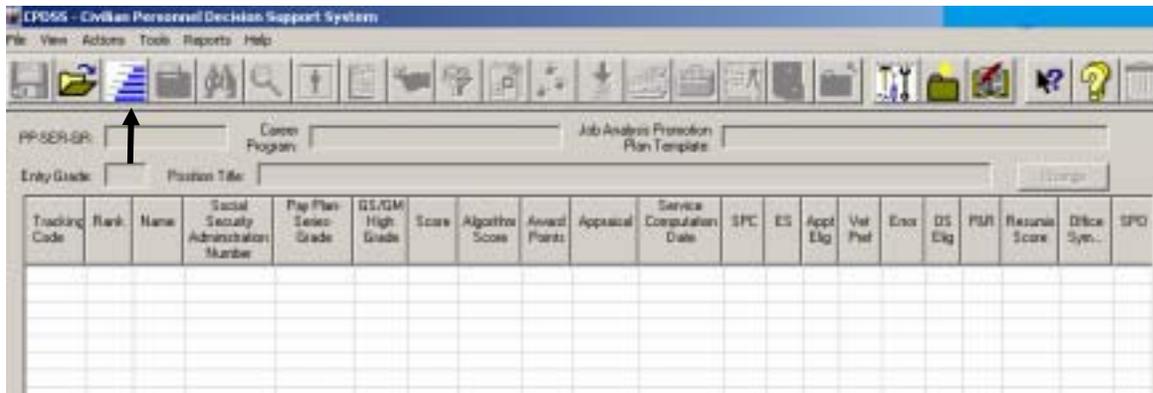
Selecting “**No**” will bring up the Select Job Analysis Promotion Plan Template, Tiebreaker/Sort Options, and Error Processing Screen. BUT, since the same template won’t be used, the window will display all available templates for use. The Tiebreaker/Sort Options will have to be selected.

(For specific instructions refer to the section titled “**The “Select Job Analysis Promotion Plan Template, Tiebreaker/Sort Options and Error Processing” Window**” in this chapter).

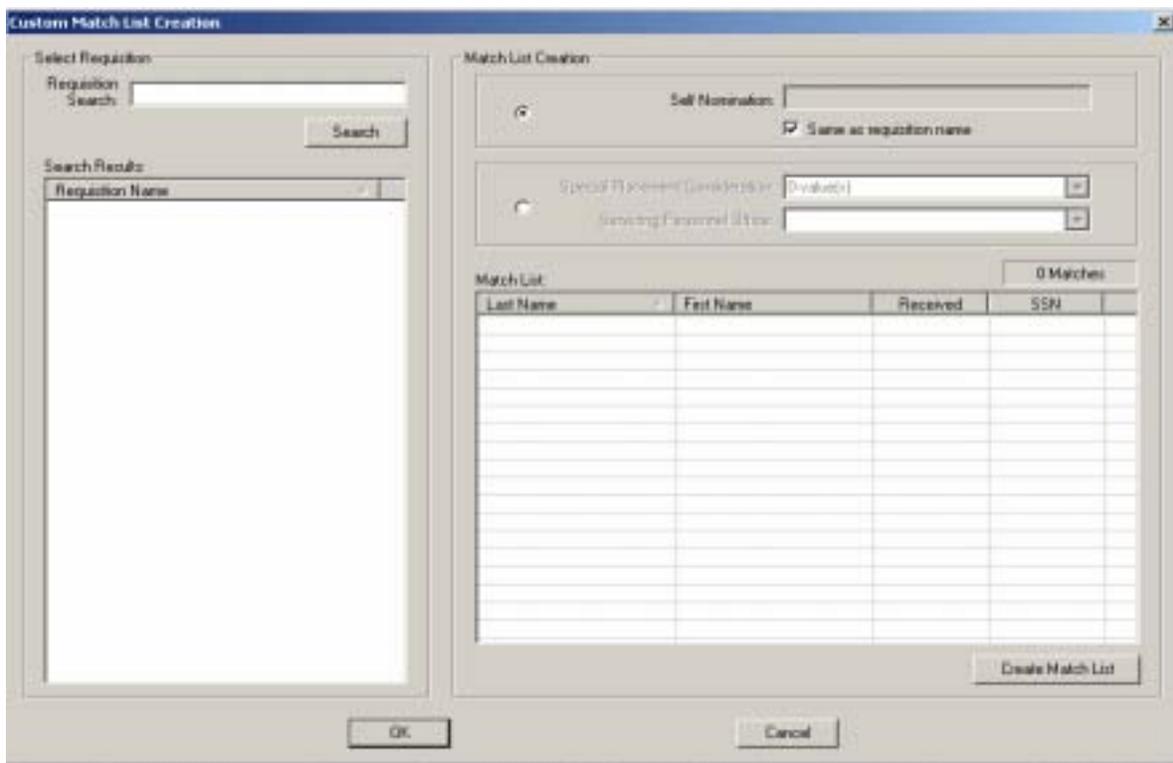
NOTE: For Consistency in rating and ranking candidates, the same Template and Tiebreaker/Sort Options should be used. However, the user does have the capability to make changes on this screen, if needed.

Importing without Resumix Open

Step 1: Click the **Capture** button,  or Select **File > Capture** from the Main Menu bar; or manually enter **<Ctrl-P>** on the keyboard.



The Custom Match List Creation window shown below will display. This screen allows for the selection of the Resumix Requisition and a match list to be created by searching on the self-nomination number or by searching on one or more Special Placement Consideration codes for a particular Servicing Personnel Office.



Step 2. Select the Resumix Requisition by typing in the full requisition name or part of the name using % (percent sign) to match zero or more characters or _(underscore) to match a single character, in the Requisition Search Window. Then click on the Search button. All matching Resumix requisitions will display. Select the desired requisition from the list. Once the requisition is selected the Self Nomination field will automatically populate with the requisition name to be used as the Self-Nomination number. If the Self-Nomination number is not the same as the Resumix requisition name, deselect the check in the box located next to "Same as requisition name" and click in the Self-Nomination field to change the Self-Nomination number.

NOTE: If the Self-Nomination number is changed from the one the system automatically placed in this field; it must be the **complete** Self-Nomination number. **Wild cards will not work in this area.** If there are no matches you will receive a notice stating: "No matching candidates found with the selected criteria." If this occurs, check the accuracy of the self-nomination number. The system searches for exactly what has been typed (this area is case sensitive).

The screenshot shows the 'Custom Match List Creation' dialog box. It is divided into two main sections: 'Select Requisition' and 'Match List Creation'.
In the 'Select Requisition' section, the 'Requisition Search' text box contains the alphanumeric string '01JULCPDSSGS00020307'. Below this is a 'Search' button and a 'Search Result' list box containing one entry with the same requisition name.
In the 'Match List Creation' section, the 'Self Nomination' text box also contains '01JULCPDSSGS00020307'. Below it is a checked checkbox labeled 'Same as requisition name'. There are also dropdown menus for 'Special Placement Consideration' (set to 'Default') and 'Serving Personnel Office'.
At the bottom of the dialog is a 'Match List' table with columns for 'Last Name', 'First Name', 'Received', and 'SSN'. The table is currently empty. A 'Create Match List' button is located at the bottom right of the dialog, below the table.

When the Requisition has been selected and the Self-Nomination field is filled out, click the "Create Match List" button for the match list to populate with all candidates that match the Self-Nomination criteria.

Once the match list is populated, click the OK button.

The screenshot shows a software window titled "Custom Match List Creation". It is divided into two main sections: "Select Requisition" and "Match List Creation".

Select Requisition: A text box contains "01JULCPDSSGS00020307" and a "Search" button is to its right. Below, a "Search Results" table lists "01JULCPDSSGS00020307" under the "Requisition Name" column.

Match List Creation: A "Self Nomination" text box also contains "01JULCPDSSGS00020307" with a checked "Same as requisition name" checkbox. Below are dropdown menus for "Specify Placement Consideration" (set to "0-value(s)") and "Serving Personnel Office".

Match List: A table with 3 matches. The table has columns: Last Name, First Name, Received, and SSN.

Last Name	First Name	Received	SSN
Du	Fran	18-JUN-2003	
GO	NAT	30-APR-2003	
SCI	DEB	30-APR-2003	

At the bottom, there are "OK" and "Cancel" buttons. The "OK" button is circled in blue.

The "Select Job Analysis Promotion Plan Template, Tiebreaker/Sort Options, and Error Processing" window will appear. Select the Template to use and any Tiebreaker/Sort Options that need to be used for the rating and ranking of the candidates.

(For specific instructions refer to the section in this chapter titled "The "Select Job Analysis Promotion Plan Template, Tiebreaker/Sort Options and Error Processing" Window").

Searching for Special Placement Consideration Candidates:

Select the Resumix Requisition by typing in the full requisition name or part of the name using % (percent sign) to match zero or more characters or (underscore) to match a single character, in the Requisition Search window. Then click on the Search button. All matching Resumix requisitions will populate. Select the desired requisition from the list. Once the requisition is selected, the Self Nomination field will automatically populate with the requisition name. Click the radio button located in front of the “Special Placement Consideration” field.

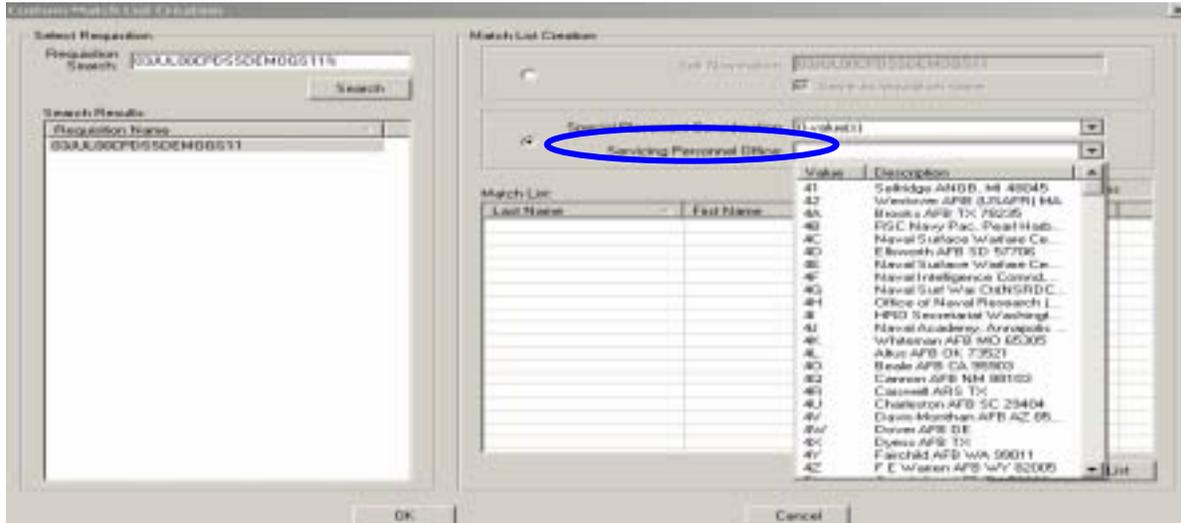
Using the drop-down menu for the “Special Placement Consideration” codes, select the appropriate code(s). To de-select a code(s), click in the box to remove the check mark. One or more codes may be selected by clicking the checkbox in front of the Special Placement code(s) needed.

The screenshot shows the 'Custom Match List Creation' window. The 'Special Placement Consideration' dropdown menu is open, displaying a list of codes and descriptions. The codes are: A1, A6, A7, B1, B5, B6, B7, C1, C3, C7, C8, DA, E1, F1, G1, G2, G3, G4, L3, M1, N1, and R1. The descriptions are: Assignment Rights, Status Quo ART, Physical Condition, Improper Consideration, Discrimination, Grade Retention, Prev-Dinged-Pay-Ret, RIF Assignment, Change Requested - Lateral, Change Lower Grade - Req., Change Lower Grade - Dev., Dual Appointment, Permanent mental/physical..., Applicant Supply, Reemployment Priority, Compensable Injury, Separated Non-Compensa..., Partially Recovered, Family Member On LWOP, Military Spouse, Noncompetitive Repono..., and Overseas Returns. The 'Special Placement Consideration' dropdown is circled in blue, and the radio button next to it is also circled in blue.

For AFPC Personnel Only: The Standard Operating Procedure for clearing locally priorities is located at:

https://inraweb/dpc/Guides/business_processes.htm

Using the drop-down menu for the Servicing Personnel Office, select the appropriate Servicing Personnel Office to identify only employees from that location.



Once the Special Placement Code(s) and the Servicing Personnel Office have been selected, click the "Create Match List" button. The system will query and pull all candidates meeting the criteria selected for the match list.

Once the match list is populated, click the OK button.

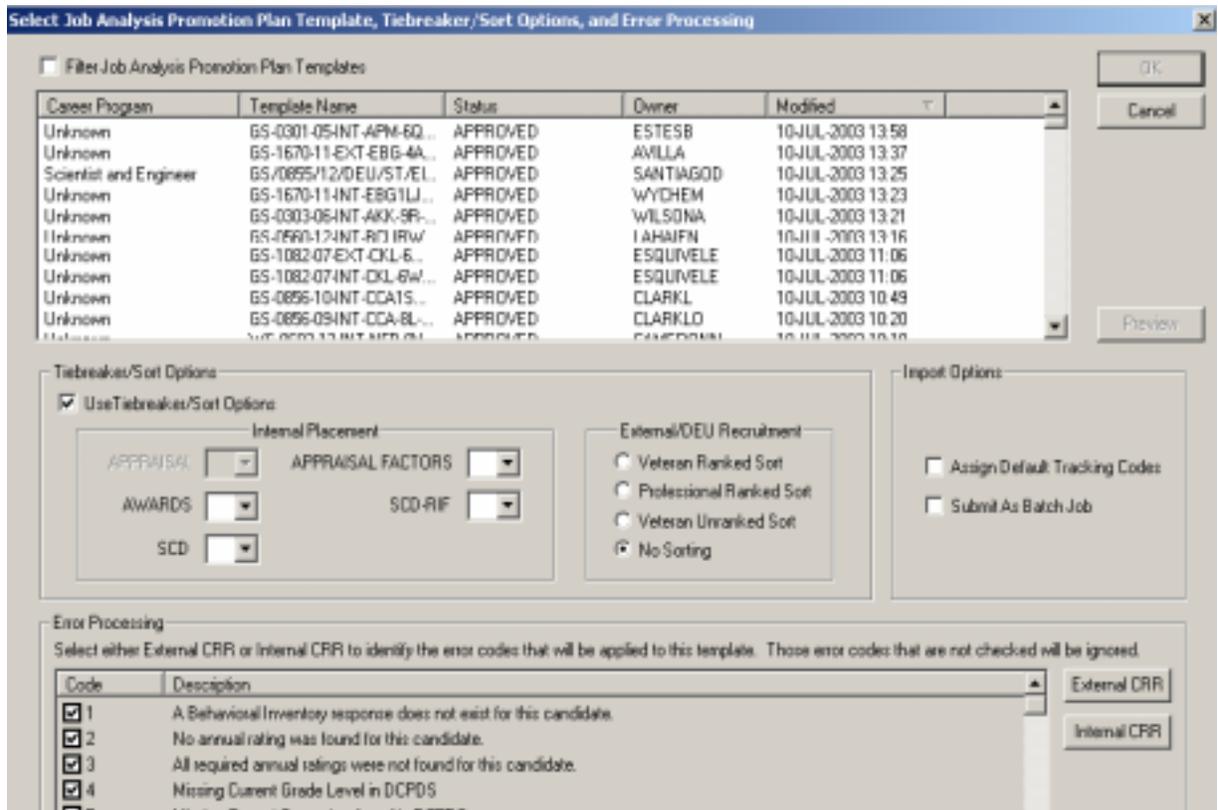
The "Select Job Analysis Promotion Plan Template, Tiebreaker/Sort Options, and Error Processing" window will appear. Select the Template to use and any Tiebreaker/Sort Options that need to be used for the rating and ranking of the candidates.

(For specific instructions refer to the section in this chapter titled "The "Select Job Analysis Promotion Plan Template, Tiebreaker/Sort Options and Error Processing" Window").

NOTE: Whenever a user enters custom match list criteria to create a match list, this criteria will be saved within the notes area of the CRR. For example; "This roster was created using custom match list search criteria for Special Placement Consideration with values of B6, B7, N1 and for Servicing Personnel Office value 9X."

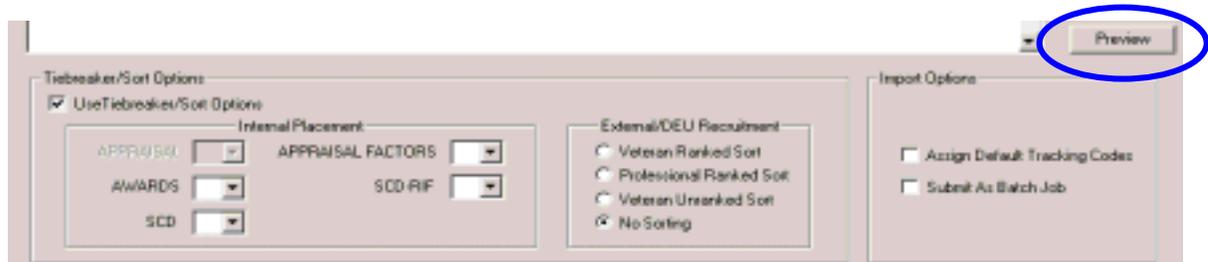
The “Select Job Analysis Promotion Plan Template, Tiebreaker/Sort Options and Error Processing” Window

This window identifies which template will be applied to the CRR, which Tiebreakers/Sort Options will be used, whether or not the system will automatically assign tracking codes for internal applicants, whether or not the rating and ranking will be processed on the desktop or sent to a Batch Processing server, how the applicants will be sorted on the CRR.



Different Sections of the “Select Job Analysis Promotion Plan Template, Tiebreaker/Sort Options and Error Processing” Window

Preview: To preview a Job Analysis Promotion Plan Template before using it, highlight the Job Analysis Promotion Plan Template to view and click the <Preview> button. The document will be “read only.”



Tiebreaker/Sort Options:

A check must be in the box located next to the Tiebreakers/Sort Options area, in order to make selections. If there is no check mark in the box this area will be grayed out and no selection can be made.

The screenshot shows a software interface for configuring tiebreaker and sort options. At the top left, a checkbox labeled 'Use Tiebreaker/Sort Options' is checked and circled in blue. Below this checkbox are two main sections: 'Internal Placement' and 'External/DEU Recruitment'. The 'Internal Placement' section contains five dropdown menus: 'APPRAISAL', 'AWARDS', 'SCD', 'APPRAISAL FACTORS', and 'SCD-RIF'. The 'External/DEU Recruitment' section contains four radio button options: 'Veteran Ranked Sort', 'Professional Ranked Sort', 'Veteran Unranked Sort', and 'No Sorting'. An arrow points to the 'No Sorting' option. To the right of these sections is an 'Import Options' section with two checkboxes: 'Assign Default Tracking Codes' and 'Submit As Batch Job'. At the bottom left, there is a checkbox labeled 'Error Processing'.

Internal Placement:

To use Internal Placement tie-breakers, select “No Sorting” from the External/DEU Recruitment area. At least one criterion must be selected, if more than one criterion is used, they must be in the numeric order that should be applied, based on the local Merit Promotion plan.. (Note: SCD-RIF is for AFMC use only.)

External/DEU Recruitment:

Veteran Ranked Sort: When this sort option is selected preference eligible having a compensable service connected disability (veteran’s preference Code 6 and 4) will be placed at the top of the CRR in the order of their Job Analysis Promotion Plan Score. All other candidates will be listed in the order of their Job Analysis Promotion Plan Score. However, if two or more of the remaining applicants have the same score the tie will be broken and the applicants will be placed on the CRR (ranked list) in veteran’s preference order. Each candidate with 10 points preference (10 pt disability and 10 pt other, Codes 3 and 5) will be listed ahead of those eligible for 5 points (Code 2). Those eligible for 5 point veterans preference (code 2) will be listed ahead of those not eligible for veteran preference (Non-preference eligibles, Code 1).

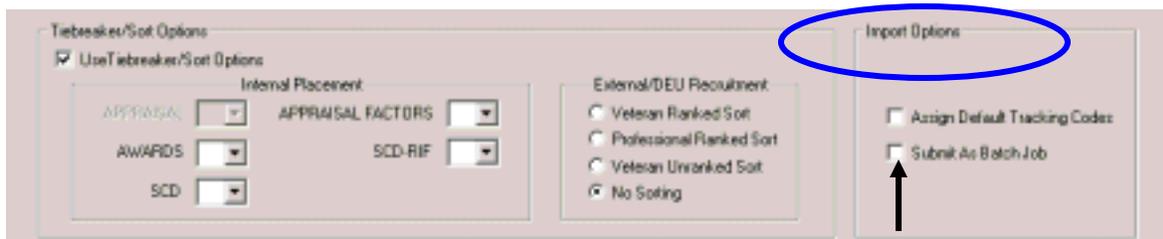
Professional Ranked: When this sort option is selected, all applicants will be placed on the CRR by their Job Analysis Promotion Plan Score. However, if two or more applicants have the same score the tie will be broken and the applicants will be placed on the CRR (ranked list) in veteran’s preference order. Professional Ranked Sort order will place all 30% compensable veterans and all 10 point compensable veterans (Code 6 and Code 4) first, followed second by those candidates eligible for 10 points preference (10 pt disability and 10 pt other, Codes 3 and 5), followed third by those eligible for 5 points (Code 2), and last, by those not eligible for veteran preference (Non-preference eligibles, Code 1).

Veteran Unranked Sort: When this sort option is selected all compensable veterans (Codes 6 and 4) will be placed in a group at the top of the CRR, followed by a group containing all 10 point vets (10 pt disability and 10 pt other, Codes 3 and 5), then the group containing all 5 point vets (Code 2). Listed after all vets should be the group of all those not eligible for veterans preference (Non-preference eligible, Code 1). This option looks at Vet Pref only. (Does not look at the Score).

It is possible that ties will exist even after applying veteran's preference order. OPM recommends using the last digit of the candidates Social Security Numbers. CPDSS randomly selects a number from 0-9 to find the starting point for the number sequence that will be used to break ties on a given day. All CRRs processed on that date will utilize the same random number; a new random number will be selected on each subsequent day. (This random number is identified on the CRR Property screen and becomes part of the case file.) Once the starting number has been determined, the remainder of the sequence follows in logical numerical order. For example, if the random number is "0" the sequence would be 0123456789. If "3" is the random number selected, the sequence would be 3456789012.

No Sorting: Self-Explanatory.

Import Options



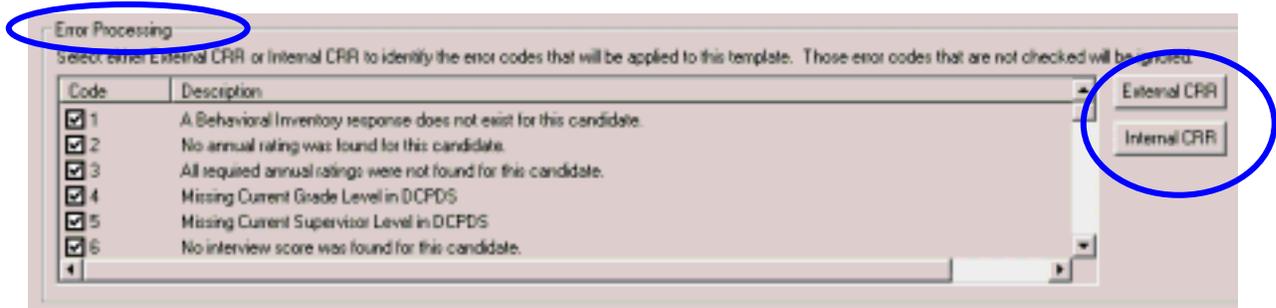
The screenshot shows a software interface with several sections. The 'Import Options' section is highlighted with a blue circle. It contains two checkboxes: 'Assign Default Tracking Codes' (checked) and 'Submit As Batch Job' (unchecked). An arrow points to the 'Submit As Batch Job' checkbox. Other sections include 'Tiebreaker/Sort Options' with a checked 'Use Tiebreaker/Sort Options' checkbox, and 'Internal Placement' and 'External/DEU Recruitment' sections with various dropdown menus and radio buttons.

Assign Default Tracking Codes: This option is checked by default, automatically assigning default tracking codes such as RFC, RFP, and RFR to imported internal candidates provided they meet the necessary restrictions assigned to the tracking code. This box may be unchecked prior to importing a match list if the user does not want to assign default tracking codes to candidates. After a match list has been imported, this option is read-only and may not be changed.

Submit as Batch Job: Selecting this option, allows the user to have the CRR processed on a batch processing server. When a CRR import request is sent to the batch processing server the system becomes the owner of the CRR and needs to be reclaimed when finished by the initiator that sent it to the server. If this option is not selected the CRR will import on the user's desktop. **Batch processing is explained in more detail on Pages 33-34.**

Error Processing

When the template is applied, the Error Processing function performs system edits for approximately 35 Internal and Career Program requirements such as current appraisal, technical appraisal, interview score, etc. *The system defaults to Internal CRR for Error Processing if the External CRR error processing button is not selected.*



Note: Remember to check External CRR when filling an external position. This ensures the system does not process the error codes that apply to internal employees.

When all selections have been made on the "Select Job Analysis Promotion Plan Template, Tiebreaker/Sort Options and Error Processing" page, click **<OK>** to begin the import process.

Import Process

Importing can be done either on the user's desktop or by sending the request to a Batch Processing Server for retrieval at a later time when the import has finished. (Batch processing is explained in detail on Pages 33 and 34.)

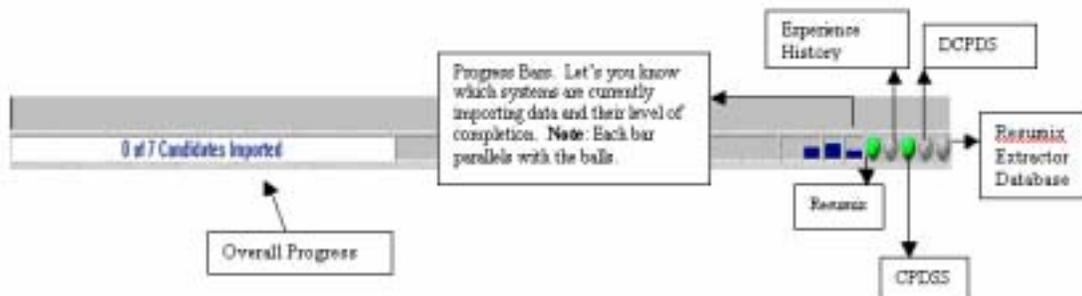
An Import is a "SNAPSHOT" of data as it exists at the time of Import. CPDSS begins to import data from the following databases:

- Resumix (Resume Summary, Resume Text, Requisition Information),
- CPDSS (Behavioral Inventories, Interview Scores, and Penalties and Restrictions)-Used by Career Programs only,
- DCPDS (Oracle HR data), and
- Experience History

Importing on the Desktop

To import the match list on the desktop the user must ensure that "Submit as Batch Job" has **NOT** been selected from the Select Job Analysis Promotion Plan Template window.

During the import there are various indicators on the status bar located at the bottom of your CRR.



Database Connection Statuses

At the bottom of the CRR Screen are bars and balls depicting the Database Connection Statuses of each system as information imports into CPDSS. The different colors of the balls depict the different connectivity statuses.

- GRAY ● The database is not currently connected.
- YELLOW ● The database connection is currently in progress.
- GREEN ● The database connection has been achieved and is currently opened.
- RED ● The database connection was lost or could not be achieved.

A successful import accomplishes the following:

- The requisition information is copied from RESUMIX.
- All candidates from the Resumix Match List are imported to the CPDSS CRR.
- All candidates are checked for SSAN.
- Current data if available is copied from DCPDS, Experience History, Resumix, and CPDSS.
- A Score for each candidate is calculated if a Job Analysis Promotion Plan Template is applied.
- If the roster contains no errors, then it is ranked utilizing the Job Analysis Promotion Plan Template if one is selected.
- Initial Tracking Codes are calculated - (Internal Referrals only).
- Time-In-Grade fields are calculated - (Internal Referrals only).

Colors of CRR Screen

As the system extracts and imports the information, the background color of the CRR screen will change to indicate the following:

- **Green:** Roster Import is in Progress
- **Dark Pink:** Roster Contains Errors (*If errors are received, they must be reviewed, validated and/or corrected and the candidate(s) must be re-imported.*)
- **Lavender:** Roster is Stale, something has changed in an individual's record or a different template has been applied.
- **Pink:** Roster is Stale and has Errors
- **Yellow:** Roster Import in Progress and has Errors
- **White:** Roster is OK

To Abort an Import:

An import can only be aborted if the CRR is being imported on the desktop. If the import has been sent to the Batch Processing server the user will have to wait until the import is accomplished and they have reclaimed ownership of the CRR. Once the CRR is owned by the user, then it will have to be deleted if necessary.

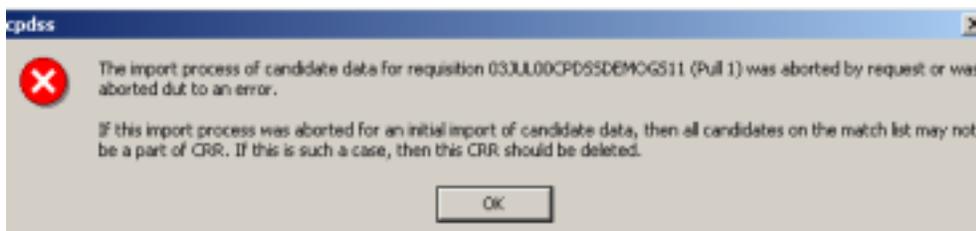
During the import Click the **Close CRR** button  or choose **File>Close**. The system will prompt the user through a couple of notification boxes to ensure that the user really wants to abort the import.

The first notification is:



Select >Yes to continue the abort process or No to continue with the import.

The next notification the user will receive is:



After OK has been selected make sure that the CRR is deleted.

Batch Processing

This feature allows the user to send the Resumix Match List to the batch processing server for processing, while at the same time allowing the user to work a CRR on their desktop. When an import or re-import is being done, the user should decide whether the import/re-import should be done on the desktop or sent to the batch processing server. To send to the batch processing server always ensure that the block next to "Submit as batch job" is selected from the Select Job Analysis Plan Template window. Once the CRR has been sent to the Batch Processing Server there is NO way to retrieve it until it has finished processing.

Once the user sends a requisition to the batch processing server the server becomes the owner and the CRR must be reclaimed by the user. The user may not reclaim ownership until the CRR has finished processing. To reclaim ownership of a CRR, highlight the CRR to reclaim and right click with the mouse. A drop-down menu will appear, select "Accept Ownership" and the CRR is now owned by the user.



EXAMPLE: Batch Status - Pending

Request ID	Picely	Requisition Name	Status	Submitted Date	Completed Date	Error
194	1	04FEBINTTEST32240696	Pending	11-FEB-2004 10:10:17		



EXAMPLE: Batch Status - Completed

Request ID	Picely	Requisition Name	Status	Submitted Date	Completed Date	Error
194	1	04FEBINTTEST32240696 (Pull 11)	Completed	11-FEB-2004 10:10:17	11-FEB-2004 10:10:50	Yes



The CRR Batch Status screen allows the user to see the status of only the CRR(s) that they initiated. In the Status column the system will identify the current status of the CRR.

Here is a listing of the various stages of the CRR process:

PENDING: Requisition is still in the queue waiting to be run. While the CRR process is pending the user has the ability to delete the request if for some reason the user decides that a CRR no longer needs to be created.

IMPORTING REQUISITION: Requisition information being imported from Resumix.

IMPORTING CANDIDATES: Match list and candidate information importing from applicable databases.

SCORING and RANKING: Template being applied and candidates are being rated and ranked.

SAVING: All information for this CRR is being saved.

COMPLETED: Requisition is done and system is ready to relinquish ownership.

A Light Bulb appears in the upper right hand corner of the CRR to inform the HR specialist that batch requests are completed.



HR specialist must accept ownership of each completed request.

-- highlight line of requested CRR - right click - accept ownership - then double click

or

-- Go to: View > Batch Status > Accept Ownership

The screenshot shows a window titled "CRR Batch Status" with a "Refresh" button in the top right. Below the title bar, it says "Requests submitted by TESTER2". The main area contains a table with the following data:

Request ID	Priority	Requisition Name	Status	Submitted Date	Completed Date	Error
124	1	04FEBINTTFS	Completed	11-FEB-2004 10:10:17	11-FEB-2004 10:10:50	Yes

A context menu is open over the first row, with "Accept Ownership" highlighted. Other menu items include "Details", "Reprocess", and "View Errors".

DETAILS: Selecting this option brings up the CRR Batch Status Detail window which provides detailed information on the processing of the CRR.

Requisition Name: Self-Explanatory

Request ID: Number assigned from the Resumix System.

Priority: The priority of this Batch Processing request (1=lowest priority, 3=highest priority)

Action: The requested action to be performed on the CRR (Complete Import, Re-import and Score and Rank, TIG Calc and Score and Rank, or Rank).

Status: The current status of the Batch Processing request (Pending, Importing Requisition, Importing Candidates, Scoring and Ranking, Saving, or Completed).

Submitted Date: The date and time the Batch Processing request was submitted.

Begin Date: The date and time the CRR began the rating and ranking process.

Completed Date: The date and time the request completed either successfully or with errors.

Errors Encountered: Yes, if the Batch Processing request completed with errors. *For an entire list of error codes and definitions -- Go To: Tool Bar > Help > Error Code Listing.*

Job Analysis Promotion Plan Template: JA Template used to rate and rank applicants.

Tiebreaker Sort Options: Which Tiebreakers Sort Options had been/or not been selected for this CRR.

User has set error trapping to: Internal or external error processing has been selected.

Assign Default Tracking Codes: Identifies whether or not system generated tracking codes have been assigned.

Ranking a CRR

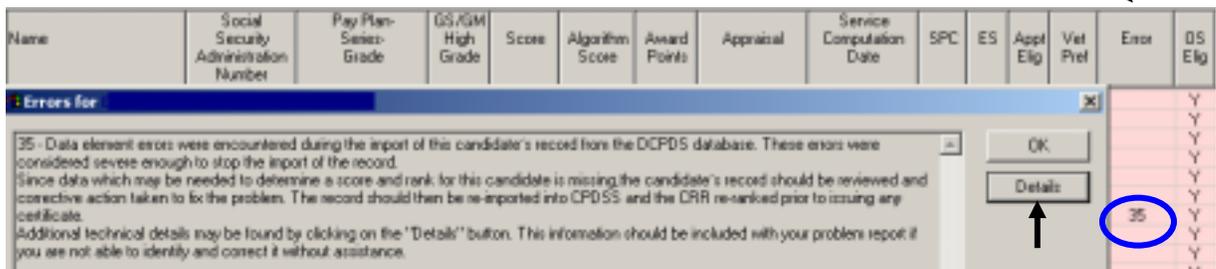
When a roster is initially captured (imported), it is automatically ranked if the roster contains no errors. If one or more candidates are re-imported, the roster is automatically re-ranked if it contains no errors. There are four instances where you may wish to manually rank the roster:

- 1) When a different Job Analysis Promotion Plan Template is applied to the CRR,
- 2) The Job Analysis Promotion Plan Template applied to the CRR has been modified
- 3) A change is made to the Tiebreaker/Sort Options, or
- 4) To override the roster's error condition and continue ranking regardless of errors.

Reviewing Applicant Error Codes

If an error is encountered during the import process, the background color of the screen will be pink and the CRR Error column will have an error code. To view an explanation of the error code > click **Actions>Expand Errors** or right-click on the candidate's name and select "**Expand Errors**" from the Popup Context Menu.

The below text box will appear with a description of the error received.



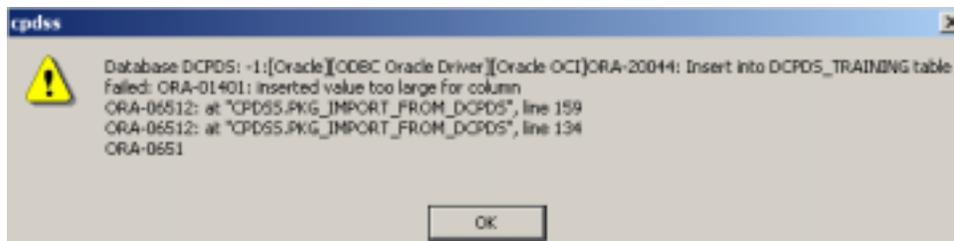
Name	Social Security Administration Number	Pay Plan-Series-Grade	GS/GM High Grade	Score	Algorithm Score	Award Points	Appraisal	Service Computation Date	SPC	ES	Appt Elig	Vet Pref	Error	DS Elig
													35	Y

Errors for 35

35 - Data element errors were encountered during the import of this candidate's record from the DCPDS database. These errors were considered severe enough to stop the import of the record. Since data which may be needed to determine a score and rank for this candidate is missing, the candidate's record should be reviewed and corrective action taken to fix the problem. The record should then be re-reported into CPDSS and the CRR re-ranked prior to issuing any certificate. Additional technical details may be found by clicking on the "Details" button. This information should be included with your problem report if you are not able to identify and correct it without assistance.

OK
Details

Click the "Details" button and the system will provide more specific information regarding the error.



cpdss

Database DCPDS: -1:[Oracle][OCBC Oracle Driver][Oracle OCI]ORA-20044: Insert into DCPDS_TRAINING table failed: ORA-01401: inserted value too large for column
ORA-06512: at "CPDSS.PKG_IMPORT_FROM_DCPDS", line 159
ORA-06512: at "CPDSS.PKG_IMPORT_FROM_DCPDS", line 134
ORA-0651

OK



All error codes must be reviewed, validated and appropriate action taken if necessary, before finalizing the ranking process. Particular attention must be paid to those error codes (2, 3, 4, 16, 22, 24, 28, 29, 30, 32, and 33) which will result in ranking errors and those that will abort the CPDSS import process (34 & 35).

To view a listing of the error code definitions click > **Help** from the main menu, then **Error Code Listing**. There are approximately 35 various error codes that can be encountered during an import.

Re-Importing Candidate(s)

Sometimes it is necessary to update/correct applicants information and then have that information reimported into CPDSS. After all the information has been corrected/fixed in the appropriate database then the user should reimport the candidates information by following the below steps:

Step 1: Select the candidate(s) that require(s) re-importing.

Step 2: Click the **Re-import Candidate** button  or Select **Actions > Re-Import Candidate** or Right-click on the candidate's name and select **Re-Import Candidate** from the Popup Context Menu.

Step 3: Select the database(s) to reimport from by clicking in the appropriate checkbox(s) and select the **"OK"** button.



The reimport can be accomplished on the desktop or sent to the Batch Processing server.

WARNING! The re-import process can be specified by an individual candidate or multiple candidates and by one database or multiple databases, but not down to any specific piece of data in a particular database. If a significant amount of time has passed since the initial CRR capture and the reimport may affect the ranking of candidates on the CRR, the user should consider if all candidates' information should be reimported. Imports from each of the databases are date/time stamped for each applicant on the General/TIG tab. Make sure the reason for re-importing is well documented in the CRR Property Screen notes area.

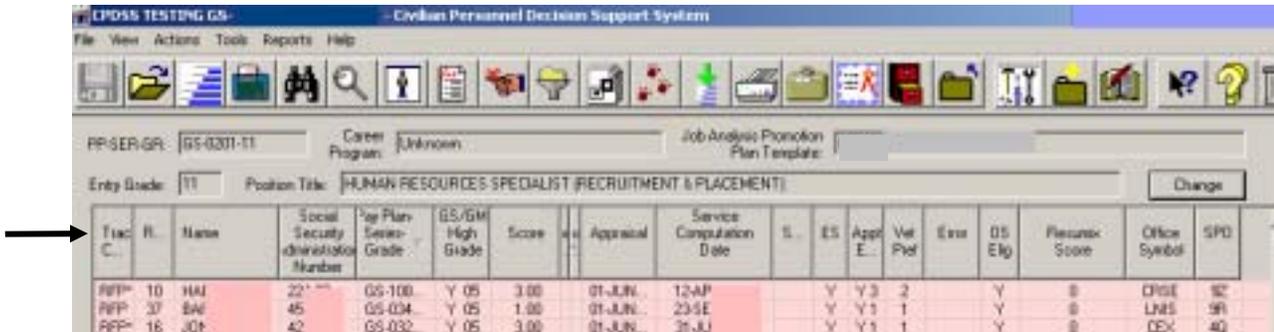
Note: To abort the reimport process – see the section in this chapter on “To Abort an Import.”

Viewing Candidate Properties - Determining Qualifications

To make proper qualification determinations on each candidate, each record should be thoroughly reviewed. To review the property tabs:

Step 1. Select the desired candidate from the CRR By clicking on that particular candidate.

Step 2. Click the Properties button  or Select **View > Candidate Properties** or Double-click on the **candidate's name** to display their properties or right click on the candidate name and select **Candidate Properties** from the popup context menu.



Trac C.	R.	Name	Social Security Administrator Number	Job Plan Series-Grade	GS/GM High Grade	Score	Appraisal	Service Computation Date	S.	ES	App E.	Vol Pref	Exam	OS Elg	Resumer Score	Office Symbol	SPD
RFP	10	HAI	22	GS-100	Y 05	3.00	01-JUN	12-AP		Y	Y 3	2		Y	0	DIST	32
RFP	37	BAI	45	GS-034	Y 05	1.00	01-JUN	23-SE		Y	Y 1	1		Y	0	LMS	38
RFP	16	JOT	42	GS-032	Y 05	3.00	01-JUN	31-JU		Y	Y 1	1		Y	0	DEX	40

There are fifteen Information tabs available in the Properties window. When reviewing a list of External/DEU candidates, review the Resume Summary and the Resume Text. When reviewing a list of Internal candidates, review all the applicable tabs that will help the user to make an accurate qualification determination.

NOTE: The system assigns a score to each candidate based on how the Job Analysis Template is built and the information that is provided on each candidate. Ultimately it is the user's responsibility to ensure all information is available and each candidate was rated and ranked properly.



At the bottom of each Tab there is a Report Button  that will create a report specific to the information in the tab being reviewed.

Resume Summary and Resume Text

This page displays the candidate's resume text and resume summary imported from RESUMIX. If the individual is an **external candidate** you will only have information available in the Resume Text and Resume Summary tabs. All of the remaining tabs are associated with Internal Candidates.

RO

Identification Number
3:

Address
Permanent

Phone
Work (66): Home

Categories
Clerical

Skills

+Customer Compl Pro	+Intell Ops Collect	+Order VE
+Ordnance	25+ WPM	35+ WPM
45+ WPM	Admin Assistance	Admin Functions
Admin Operation	Agri Mgmt	Air Force Base
Answer Phones	Any Community Exp	Appointments
Assembly Exp	Benefit Enrollment	Cashiering
Clerical Skills	Combat	Communicat'n Skills
Community Program	Complaint Handling	Computer Technology
Conf Scheduling	Conference Organiz	Correspondence

Resume Summary

The screenshot shows a window with a large text area containing resume details. At the bottom right, there are three buttons: 'OK', 'Report', and 'H'. The 'Report' button is circled in blue.

Resume Text

NOTE: To read this tab in a text format, click the report button at the bottom of the page.

Special Placement Consideration

This page displays a candidate's special placement consideration (priority consideration) from DCPDS.

Acquisition	Annotated Scores	Appraisal	Awards	Demo Data	Education	Experience Summary	General/TIG	IA Information	Penalties and Restrictions
Resume Text		Resume Summary		Special Placement Consideration			Tracking Codes		Training
SPC Reason	Start DT	End DT	PP-GR	SPC-PP-GR 1	SPC-PP-GR 2	SPC-PP-GR 3	SPC-PP-GR 4	DT ReEmploy Rights Exp	

Tracking Codes

This page displays any tracking code assigned to a candidate during the ranking process.

Acquisition	Annotated Scores	Appraisal	Awards	Demo Data	Education	Experience Summary	General/TIG	JA Information	Penalties and Restrictions
Resume Text		Resume Summary		Special Placement Consideration			Tracking Codes		Training
Code	Description	Date Assigned	Date Unassigned	Date Sent to RESUMIX					
RFC	RFC -- Voluntary Change to Lower Grade Consideration	03-JUL-2003 10:24:47							

Training

This page displays the candidate's training information from DCPDS.

Acquisition	Annotated Scores	Appraisal	Awards	Demo Data	Education	Experience Summary	General/TIG	JA Information	Penalties and Restrictions
Resume Text		Resume Summary		Special Placement Consideration			Tracking Codes		Training
Course Title	End Date	Training Code	Hours						

Job Analysis Promotion Plan Information

This page displays a summary of the candidate's Score based on the current Job Analysis Promotion Plan Template.

Resume Text	Resume Summary	Special Placement Consideration	Tracking Codes	Training					
Acquisition	Annotated Scores	Appraisal	Awards	Demo Data	Education	Experience Summary	General/TIG	JA Information	Penalties and Restrictions
MANDATORY ELEMENTS					OPTIONAL ELEMENTS				
					OTHER 2.00 (OPTB) - JOB RELATED SKILLS (SKL3)				

Acquisition

This page displays the candidate's acquisition information from DCPDS.

The screenshot shows a web-based form with several sections:

- Navigation Tabs:** Resume Test, Resume Summary, Special Placement Consideration, Tracking Codes, and Trial.
- Sub-sections:** Acquisition, Annotated Scores, Appraisal, Awards, Demo Data, Education, Experience Summary, General/VTIG, JA Information, Penalties and
- Qualification Buttons:** Three buttons on the left: "ACQ Corps Qualified", "ACQ Contracting Off Qualified", and "ACQ 1102 Series Qualified". Three arrows point to these buttons.
- Form Fields:**
 - ACQ Review Assign Record: []
 - ACQ Date Tenure Agree End: []
 - ACQ Months Experience: []
 - ACQ Dt Months Experience Input: []
 - ACQ Emp Career Field: []
 - ACQ Posn Career Category: []
 - ACQ Career Level Required: []
 - ACQ Job Specialty - 1: []
 - ACQ Job Specialty - 2: []
- Qualified Basis for ACQ 1102 Series Qualified:**
 - Dt Appointed/Qualified: []
 - Qualified Basis: []
 - Qual Basis - Experience: []
 - Qual Basis - Education: []
 - Qual Basis - Degree: []
 - Qual Basis - Courses: []
 - Qual Basis - Grade: []
 - Qual Basis - Credit Hrs: []
- Action Buttons:** "View Acquisition Certifications" (indicated by an arrow).
- Technical Appraisal:**
 - Effective Date: []
 - Type of Rating: []
 - Supv Mgr Rating: []
 - Technical Appraisal: []
- Warrant Data Table:**

Code	Cont/Warrant Type	Dt Warrant Beg	Dt Warrant End	Code	Warrant Amt

This property page displays the candidate's detailed acquisition data that was captured from DCPDS.

This property page displays three types of acquisition data. You may click on the following buttons to display the corresponding qualified basis data for the selected button. The arrow indicates which type of acquisition data is being displayed.

- Acq Corps Qualified
- Acq Contracting Off Qualified
- Acq 1102 Series Qualified

To view the acquisition certifications for the candidate, click on the View Acquisition Certifications button and the Acquisition Certifications Window will be displayed containing all of the acquisition certifications for the candidate.

Acquisition Certifications for [Candidate Name]			
Date Acq Career Level Achieved	Acq Certification Career Field	Acq Career Level	Acq Career Level Approval Authority

Awards

This page displays all the candidate's awards received.

Resume Test		Resume Summary		Special Placement Consideration		Tracking Codes		Training	
Acquisition	Annotated Scores	Appraisal	Awards	Demo Data	Education	Experience Summary	General/TIG	JA Information	Penalties and Restrictions
Code	Award Type	Award Date	Group Award ID	Group Amount					
SL	Performance Award	01-JUN-2002		231					
SS	Time Off Award	04-OCT-2001		16					
DE	Special Act or Service Award	22-MAY-1998		116					
DE	Special Act or Service Award	08-MAY-1998		290					
DE	Special Act or Service Award	16-AUG-1998		290					
SL	Performance Award	01-SEP-1983		443					
SL	Performance Award	01-SEP-1982		427					
SL	Performance Award	01-SEP-1988		217					
DS	Stat Superior Performance Award(Year 1987)	01-SEP-1986		412					

Demo Data

This page displays the candidate's demonstration project information.

Resume Test		Resume Summary		Special Placement Consideration		Tracking Codes		Training	
Acquisition	Annotated Scores	Appraisal	Awards	Demo Data	Education	Experience Summary	General/TIG	JA Information	Penalties and Restrictions
CCS/CCAS Effective Date	CCS/CCAS Actual Score	CCS/CCAS Delta %							

Education

This page displays the candidate's detailed education, language and occupational certification data.

Resume Test		Resume Summary		Special Placement Consideration		Tracking Codes		Training	
Acquisition	Annotated Scores	Appraisal	Awards	Demo Data	Education	Experience Summary	General/TIG	JA Information	Penalties and Restrictions
EDUC LEVEL:	<input type="text" value="02"/> Two year college	EDUC DISCIPLINE:	<input type="text" value="08000"/> Business Services Marketing Operations (BRO00)	SCHOOL TYPE:	<input type="text" value="01"/> College or University	ACAD INST NAME:	<input type="text" value="0100"/> SIOUX INDIAN COLLEGE	HSID:	<input type="text" value="01"/> 01
EDUC CREDIT TYPE:	<input type="text" value="01"/> Semester Hours								
EDUC ORIGIN:	<input type="text" value="01"/> Home/Foreign Study								
EDUC LEVEL:	<input type="text" value="01"/> 01	EDUC DISCIPLINE:	<input type="text" value="08000"/> Business Services Marketing Operations (BRO00)	SCHOOL TYPE:	<input type="text" value="01"/> College or University	ACAD INST NAME:	<input type="text" value="0100"/> SIOUX INDIAN COLLEGE	HSID:	<input type="text" value="01"/> 01
EDUC CREDIT TYPE:	<input type="text" value="01"/> Semester Hours								
EDUC ORIGIN:	<input type="text" value="01"/> Home/Foreign Study								
EDUC LEVEL:	<input type="text" value="01"/> 01	EDUC DISCIPLINE:	<input type="text" value="08000"/> Business Services Marketing Operations (BRO00)	SCHOOL TYPE:	<input type="text" value="01"/> College or University	ACAD INST NAME:	<input type="text" value="0100"/> SIOUX INDIAN COLLEGE	HSID:	<input type="text" value="01"/> 01
EDUC CREDIT TYPE:	<input type="text" value="01"/> Semester Hours								
EDUC ORIGIN:	<input type="text" value="01"/> Home/Foreign Study								
EDUC LEVEL:	<input type="text" value="01"/> 01	EDUC DISCIPLINE:	<input type="text" value="08000"/> Business Services Marketing Operations (BRO00)	SCHOOL TYPE:	<input type="text" value="01"/> College or University	ACAD INST NAME:	<input type="text" value="0100"/> SIOUX INDIAN COLLEGE	HSID:	<input type="text" value="01"/> 01
EDUC CREDIT TYPE:	<input type="text" value="01"/> Semester Hours								
EDUC ORIGIN:	<input type="text" value="01"/> Home/Foreign Study								

Experience Summary

This page displays the work experience for internal candidates. The top section displays the current position information and the lower section displays the experience history. To display additional information click **<More Info>** in the **Current Experience** section or double-click the desired experience entry in the **Experience History** section.

Resume Test		Resume Summary		Special Placement Consideration		Tracking Codes		Training			
Acquisition	Annotated Scores	Appraisal	Awards	Demo Data	Education	Experience Summary	General/TIG	JA Information	Penalties and Restrictions		
CURRENT EXPERIENCE											
DATE START CURRENT POSITION:		END DATE:		EMPLOYMENT STATUS:		PSEUDO SSN:					
PAY PLAN - SERIES - GRADE:		GS - 0318 - 06		TITLE:		SECRETARY (OFFICE AUTOMATION)					
APPOINTMENT TYPE:				SUPV LEVEL:		COMP LEVEL:					
Competitive - Career				Non-Supervisory		A145					
SKILL 1:	ANT	Secretary							75		
SKILL 2:	OAS	Office Automation Clk/Asst							25		
SKILL 3:											
ASSIGNMENT STATUS:		118		Temporary Promotion NTE		ASSIGNMENT EFFECTIVE DATE:					
									More Info		
									Detail		
EXPERIENCE HISTORY											
START DATE	END DATE	TYPE	WORK SCHED	PP-SERS-GR	SKILL 1	SKILL 2	SKILL 3	PCT	APPT TYPE	SUP LVL	COMP LEVEL
23MA	18AF	F	F	GS - 031	ANT / /	OAS / /	ARK / ALT /	50 / 25	14	8	
10MA	22MA	F	F	GS - 031	ANT / /	OAS / /	/ /	75 / 25	14	8	
01 01 01	01 01 01	F	F	GS - 031	ANT / /	OAS / /	/ /	75 / 25	14	8	

Note: Temporary Promotions – Based on the way DCPDS stores position information the only way to identify, within CPDSS, whether an employee is currently on a temporary promotion is to look at the Current Experience Data, Assignment Status area. If an employee is on a temporary promotion it will reflect “118 – Temporary Promotion NTE”.

Details – If the employee is on a detail, the Detail button is highlighted and can be selected to view the detail position data.

PSEUDO SSNs – PSEUDO SSN are assigned to employees who currently are appointed to two F/T Seasonal positions. These employees also have two experience records, one with the real SSN and one with the PSUEDO SSN. The experience history area is identical and the current experience information area is different to reflect the two different positions. Whichever appointment is active at the time the CRR is imported will be the information that populates on this tab. If the user encounters an applicant with a PSUEDO SSN they should pull the second experience record to review the current experience on that record for qualifications determination.

COMP Level – The comp level populates for the current position being held. A future enhancement will provide the COMP Level for Experience History.

General/TIG

This page displays general information about the candidate (contact, location, current title, Time in Grade, Personnel Security Clearance, etc.).

The screenshot shows a web-based form with several sections. At the top, there are tabs for 'Resume Test', 'Resume Summary', 'Special Placement Consideration', 'Tracking Codes', and 'Training'. Below these are sub-tabs: 'Acquisition', 'Annotated Scores', 'Appraisal', 'Awards', 'Demo Data', 'Education', 'Experience Summary', 'General/TIG', 'JA Information', and 'Penalties and Res'. The 'General' section contains fields for Name, SSN, Phone, Resume Id, Base (Eglin AFB, Okaloosa, FL), OIF Svc (LGLD05), PAS (ED1MFLS1), OSG (LGLD05), Personnel Security Clearance (AA Secret - DOD Other Than Army/Navy), PP (GS), SRS (2005), GR (06), TG (06), STEP (05), Title (SUPPLY TECHNICIAN), and Appointment Eligibility/Terrace Group (1 Permanent - Terrace Group 1). The 'Time In Grade' section has fields for GS/GM/Past 52 (Y), GS/GM/GG (6), WS (0), WL (0), WG (0), NAF (checkbox), and Other (checkbox). The 'Import Time Stamp' section shows dates for CPDSS (BI, Interview Scores, PIR), DCPDS, Experience History, and RESUMDC, all set to 26-FEB-2003 13:47:30. An 'Overseas Eligibility' section includes fields for 5 Year Overseas Limit Expires Date, Overseas Tour Est Exp Date, Overseas Tour Exp Date, Travel Agent PCS Expires Date, and OS Tour Expire Exemption. A callout box points to the 'Import Time Stamp' field with the text 'Import Time Stamp'.

The **Time In Grade (TIG)** Calculator performs the following function:

- The system checks each pay plan that the employee has been assigned: GS/GM/GG, WS, WL, WG, NAF, and Other. For the GS/GM/GG, WS, WL, and WG pay plans the system searches DCPDS and Experience History to find the highest grade level that the employee has held in each of those pay plans for 52 weeks or more.

For Non Appropriated Fund (NAF) and Other pay plans the system examines the employees current and experience history to determine if the employee has ever been employed in a NAF pay plan or Other pay plan. If the employee has worked in a different pay plan it will populate the field with "YES."

The **GS/GM Past 52** field is generated after the employee's current and experience history entries are reviewed and is populated in the following manner:

- If the employee has held a General Schedule (GS/GM/GG) position within the last 52 weeks (from current date), the field is populated with "Y" (YES). A "Y" **does not** mean that the employee meets TIG for the position being filled. It only means that the employee has held a General Schedule position within the past year and is subject to Time in Grade Restriction.
- If the field is "N" (NO), the employee has not held a General Schedule position within the past 52 weeks and is not subject to TIG restrictions.

The **Import Time Stamp** records when the snapshot was taken from each of the four databases.

The **Overseas Eligibility** provides such information as the 5-year overseas limit expirations date; Overseas Tour Ext Exp date; Overseas Tour Exp Date; Travel Agreement PCS Expiration date; and Overseas Tour Expire Exemption. The column on the CRR called "Overseas Eligibility" will display a "Y" (yes) or "N" (no) to advise if data is contained in these fields.

Penalties & Restrictions

!!!!!! DO NOT USE !!!!!!! This area is used by Career Programs only.

This page displays the candidate's penalties and restrictions that were captured from the CPDSS Penalties and Restrictions table.

Candidate Referral Roster Column Headings

The Candidate Referral Roster (CRR) displays information that is needed by the staffing specialist when determining qualifications. Some of the column headings are self-explanatory. Those that should be explained in further detail are listed below.

Tracking Code	Rank	Name	Social Security Administration Number	Pay Plan-Series-Grade	GS/GM High Grade	Score	Algorithm Score	Award Points	Appraisal	Service Computation Date	SPC	ES	Appt Elig	Vet Pref	Error	OS Elig	P&R	Resumix Score	Office Symbol	SPO	
*	*	*	*	*								*									

* Self-explanatory columns.

Column Heading	Description
GS/GM High Grade	This column is for reviewing Internal candidates. If this column is populated with a "Y" (YES) the employee has held a General Schedule (GS/GM/GG) position within the last 52 weeks (from current date). A "Y" does not mean that the employee meets TIG for the position being filled. It only means that the employee has held a General Schedule position within the past year and is subject to Time in Grade Restrictions. If the field is "N" (NO), the employee has not held a General Schedule position within the past 52 weeks and is not subject to time in Grade Restrictions. The number next to the "Y" or "N" reflects the highest GS/GM/GG grade that the employee has held within the last 52 weeks.
Score	This column reflects the score derived from the Job Analysis Promotion Plan Template.
Algorithm Score	This column refers to the score that is derived from the Tie-Breaker elements when used. (Appraisal/Awards/SCD) This will only display for applicants on the CRR if ties exist.
Award Points	This column shows the points assigned based on the number of awards received during the last 36 months. This field will only have a score if ties exist.
Appraisal	This column will show the date of the most current appraisal on file in DCPDS for each employee. If the date reflected is outside of the last rating cycle you should investigate further.
SPC	This column displays the candidate's special placement consideration code (priority consideration) from DCPDS.
ES	This column displays the eligibility status. It's useful when reviewing External candidates. This captures the applicants self-identified eligibility status, i.e., 30% Vet, VRA Eligible, VEOA Eligible, Transfer Eligible, etc.
Appt Elig	This column is used when reviewing Internal candidates. This captures the employee's appointment eligibility or tenure group, i.e., Permanent-Tenure Group 1.
Vet Pref	This column is useful when reviewing External and DEU candidates. This captures the candidate's self-identified veteran's preference they are claiming.
Error	This column will reflect the error code(s). Error codes must be reviewed, validated and corrected prior to continuing the ranking process.

OS Elig	This column represents Overseas Eligibility. This column will display a "Y" (yes) or "N" (no) if data is contained in these fields.
Penalties and Restrictions	This column is applicable to Career Programs only. (To view column slide the bottom scroll bar to the right. The column is located after the Error column.)
Resumix Score	Not used at this time.
Office Symbol	Self-Explanatory
SPO (Servicing Personnel Office)	Self-Explanatory

CUSTOMIZING THE CRR

Users have the capability to customize the view of a CRR. This includes, changing the way candidates on the CRR are sorted, rearranging the order of the columns and hiding columns.

A single column on the CRR can be sorted either in ascending or descending order. An up arrow on the column header will indicate that the list is sorted in ascending order and a down arrow on the column header will indicate that the list is sorted in descending order. Clicking the column header toggles between ascending and descending. The below example shows how the sorting works using the "Service Computation Date" column

Tracking Code	Rank	Name	GS/GM High Grade	Award Points	Appraisal	Service Computation Date	Pay Plan Series Grade	Social Security Administration Number	Algorithm Score	SPC	ES	Appt Elig	Vet Pref	Error
NPR	223	DI	N 00	0	05-AUG..	05-AUG-2002	WG-				Y	Y3	2	28, 31
NPR	90	MI	N 00	0	17-JUN..	17-JUN-2002	WG-				Y	Y2	2	31
NPR	151	GI	N 00	0	03-JUN..	03-JUN-2002	WG-					Y2		31
NPR	150	U	N 00	0	01-JUN..	28-JAN-2002	WG-					Y2		
NPR	149	S	N 00	0	01-JUN..	28-JAN-2002	WG-					Y2		
NPR	79	LV	N 00	0	01-JUN..	14-MAR-2002	WG-					Y2		

Tracking Code	Rank	Name	GS/GM High Grade	Award Points	Appraisal	Service Computation Date	Pay Plan Series Grade	Social Security Administration Number	Algorithm Score	SPC	ES	Appt Elig	Vet Pref	Error
NPR	41	I	N 04	3	01-JUN..	22-JAN-1962	I						Y1	
NPR	59	I	N 00	3	01-JUN..	30-DEC-1964	I						Y1	
NPR	42	I	N 00	3	01-JUN..	08-AUG-1965	I						Y1	
NPR	74	I	N 00	3	01-JUN..	30-OCT-1965	I						Y1	
NPR	52	I	N 00	3	01-JUN..	24-FEB-1966	I						Y1	
NPR	69	I	N 00	0	01-JUN..	11-APR-1966	I						Y1	
NPR	71	I	N 00	0	01-JUN..	05-APR-1967	I						Y1	
NPR	139	I	Y 09		01-JUN..	15-AUG-1969	I			Y	Y	Y1	3	

Another way to customize the CRR view is to rearrange the order of the columns. In some instances, moving certain columns for easier viewing, can improve the timeliness of the qualification determination process. Hold down the left mouse on the column header and drag the column to the desired location. This can be done on a single column or on multiple columns.

NOTE: The system does not save these changes; it is only good during the current session. When CPDSS is closed and the user comes back into the system, the CRR will default back to its original state. The below screenshots show how a CRR may be customize

Below is a screenshot of how the CRR defaults:

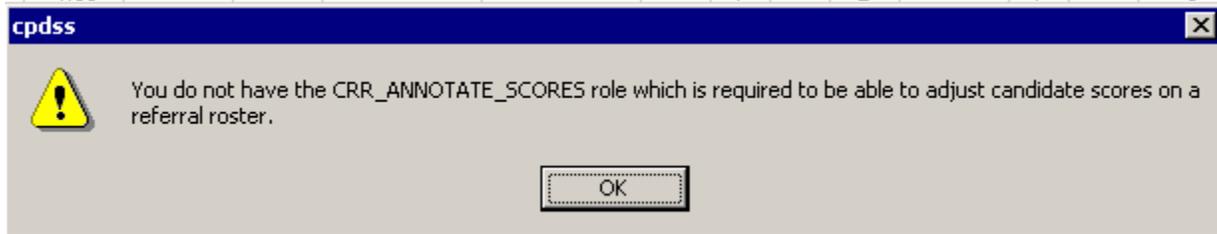
Tracking Code	Rank	Name	Social Security Administration Number	Pay Plan Series Grade	GS/GM High Grade	Score	Algorithm Score	Award Points	Apprai..	Service Computation Date	SPC	ES	Appt Elig	Vet Pref	Error	OS Elig	P&R	Resumix Score	Office Symbol	SPO
	1	KEI...	2	GS-020..	Y 12	0.00			01-JU..	18-APR-1...			Y1	1	Y			0	DPC...	9P

Below is a screenshot of the columns that were rearranged.

Tracking Code	Rank	Social Security Administration Number	Name	Pay Plan Series Grade	Office Symbol	SPO	GS/GM High Grade	Service Computation Date	Score	Algorithm Score	Award Points	Apprai..	SPC	ES	Appt Elig	Vet Pref	Error	OS Elig	P&R	Res Sc
	1	2	KEI..	GS-020..	DPC..	9P	Y 12	18-APR-1..	0.00			01-JU..			Y1	1	Y			

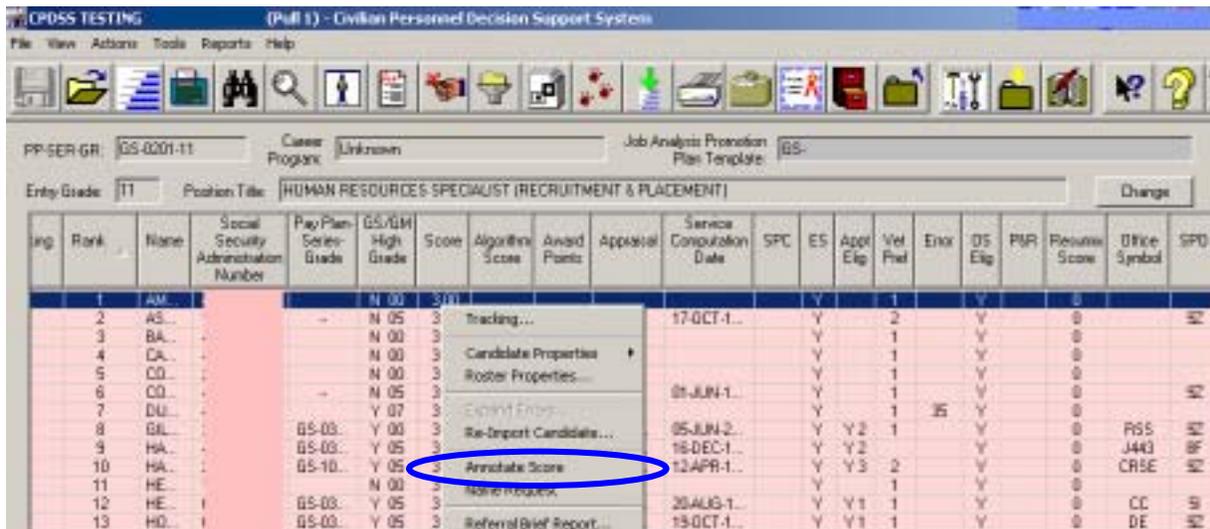
Annotate Score

IMPORTANT NOTE: Annotate score is available only to personnelist who have been given permission to modify a candidate's score.

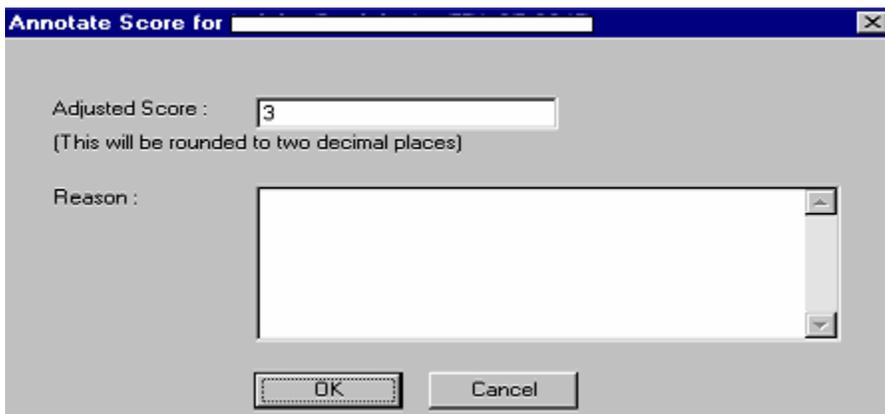


Step 1. Select the candidate(s) that require(s) a change of score.

Step 2. Right click on the candidate to bring up the Popup Context Menu and select **Annotate Score** from the Context Menu.



The following dialog box will appear, giving the user the ability to change the score on the highlighted candidate.



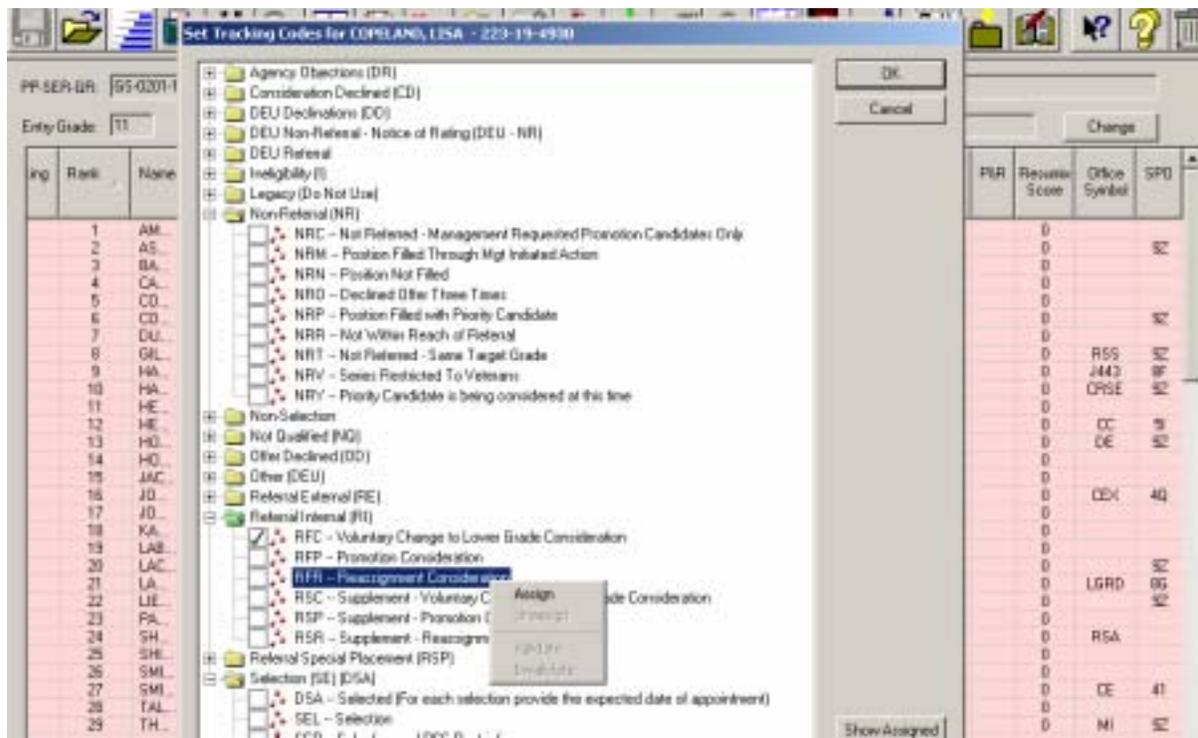
If the score is modified, there MUST be a reason annotated as to why.

Step 3. Make all the necessary changes in the dialog box and click “OK.” This will prompt the below information box.

Step 4. To view the Annotate Score information, take your cursor and place it over the score.

Rank	Name	Social Security Administration Number	Pay Plan-Series-Grade	GS/GM High Grade	Score	Algorithm Score	Award Points	Appraisal	Service Computation Date	SPC	ES	Appl Elig	Vet Pref
1	[REDACTED]	[REDACTED]	GS-0201-14	Y 00	5.00*	166.00		01-JUN-2001	20-JUN-1977			Y1	
2	[REDACTED]	[REDACTED]	GS-0201-12	Y 12	3.00	163.00		01-JUN-2001	21-FEB-1978			Y1	
3	[REDACTED]	[REDACTED]	GS-1016-11										

Select all Tracking Codes that apply.



Note:

To assign Tracking Code(s), right click with the mouse on the tracking code that needs to be assigned and a pop-up menu will appear with the choices to assign, unassign, validate, or invalidate. Initially the only option available will be “Assign.”

To add the same Tracking Code to multiple candidates, highlight the first candidate record, hold the Shift key, and highlight the last candidate to be updated. This process will include all intervening candidates. Use the Control key to highlight intermittent candidates. Then follow the instructions in the above paragraph.

When more than one Tracking Code is assigned to a candidate, the last code received by Resumix will be the one voiced to IVRS.

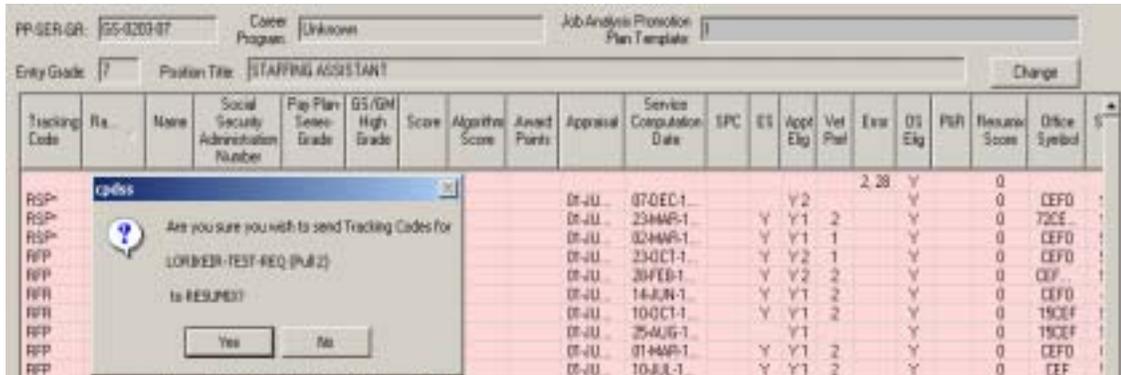
IMPORTANT! On the internal CRR, If the “Assign Default Tracking Code” option is selected during the import of the match list, the system will automatically assign Tracking Codes based on behind the scenes decision logic that has been coded, ex: TIG Requirements, current grade vs grade of position being filled etc. For system assigned tracking codes All candidate records should be reviewed for accuracy and changed to the correct code if necessary.

Sending Tracking Codes to Resumix

Tracking Codes are automatically sent to Resumix when any of the following actions occur:

- Certificate Generation
- Certificate Package Generation
- Roster Archived

You can manually send Tracking Codes to Resumix by clicking the **Send Tracking** button  or by selecting **Actions > Send Tracking**. The following dialog will appear:



The screenshot shows a software interface with a table of tracking codes and a dialog box. The table has columns for Tracking Code, R#, Name, Social Security Administration Number, Pay Plan Series Grade, GS/GM High Grade, Score, Algorithm Score, Award Points, Appraisal, Service Computation Date, TPC, ES, Appr Elig, Vet Plat, Era, OS Elig, Pst, Resumix Score, and Office Symbol. The dialog box asks: "Are you sure you wish to send Tracking Codes for LORNEER-TEST-REQ (PULZ) to RESUMIX?" with "Yes" and "No" buttons.

Tracking Code	R#	Name	Social Security Administration Number	Pay Plan Series Grade	GS/GM High Grade	Score	Algorithm Score	Award Points	Appraisal	Service Computation Date	TPC	ES	Appr Elig	Vet Plat	Era	OS Elig	Pst	Resumix Score	Office Symbol
RSP-																2.28	Y	0	
RSP-										07-DEC-1			Y2			Y	0	CEFO	
RSP-										25-MAR-1		Y	Y1	2		Y	0	72CE	
RSP-										02-MAR-1		Y	Y1	1		Y	0	CEFO	
RFP										23-OCT-1		Y	Y2	1		Y	0	CEFO	
RFP										30-FEB-1		Y	Y2	2		Y	0	CEP	
RFP										14-JUN-1		Y	Y1	2		Y	0	CEFO	
RFP										10-OCT-1		Y	Y1	2		Y	0	19CEP	
RFP										25-AUG-1		Y	Y1			Y	0	19CEP	
RFP										01-MAR-1		Y	Y1	2		Y	0	CEFO	
RFP										10-JUL-1		Y	Y1	2		Y	0	CEP	

Select **<YES>**.



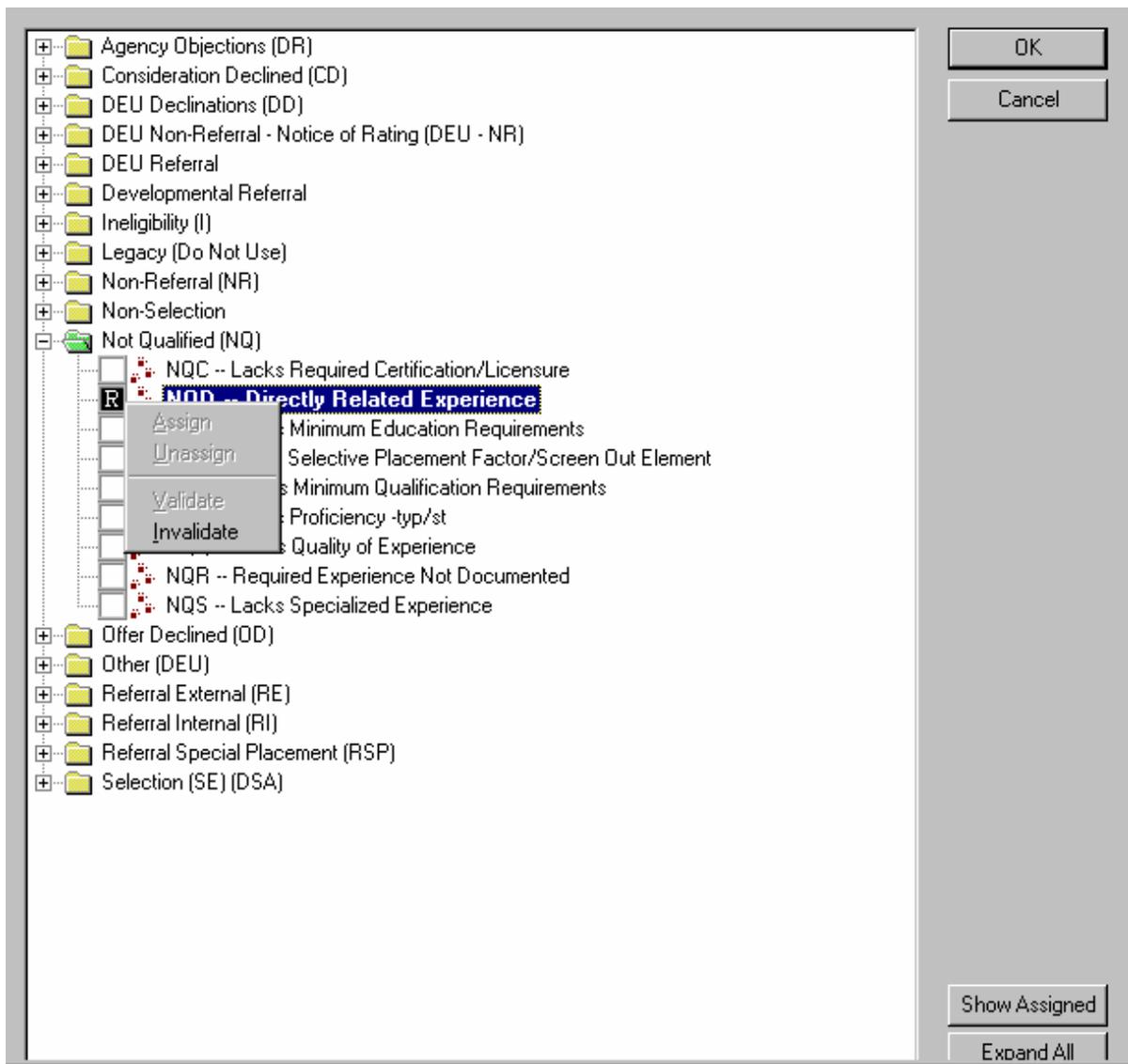
Once tracking codes have been sent to Resumix, they **cannot be deleted**. However, they can be invalidated. To invalidate the tracking code, bring up set tracking codes and deselect the code.

1. Steps for In-validating tracking codes:
 - a. You must be the owner of a Candidate Referral Roaster (CRR) to change tracking codes.
 - b. Once you issue a certificate it will change the CRR to Read Only, this is new.
 - c. For instruction on how to in-validate tracking codes see screen shots below.

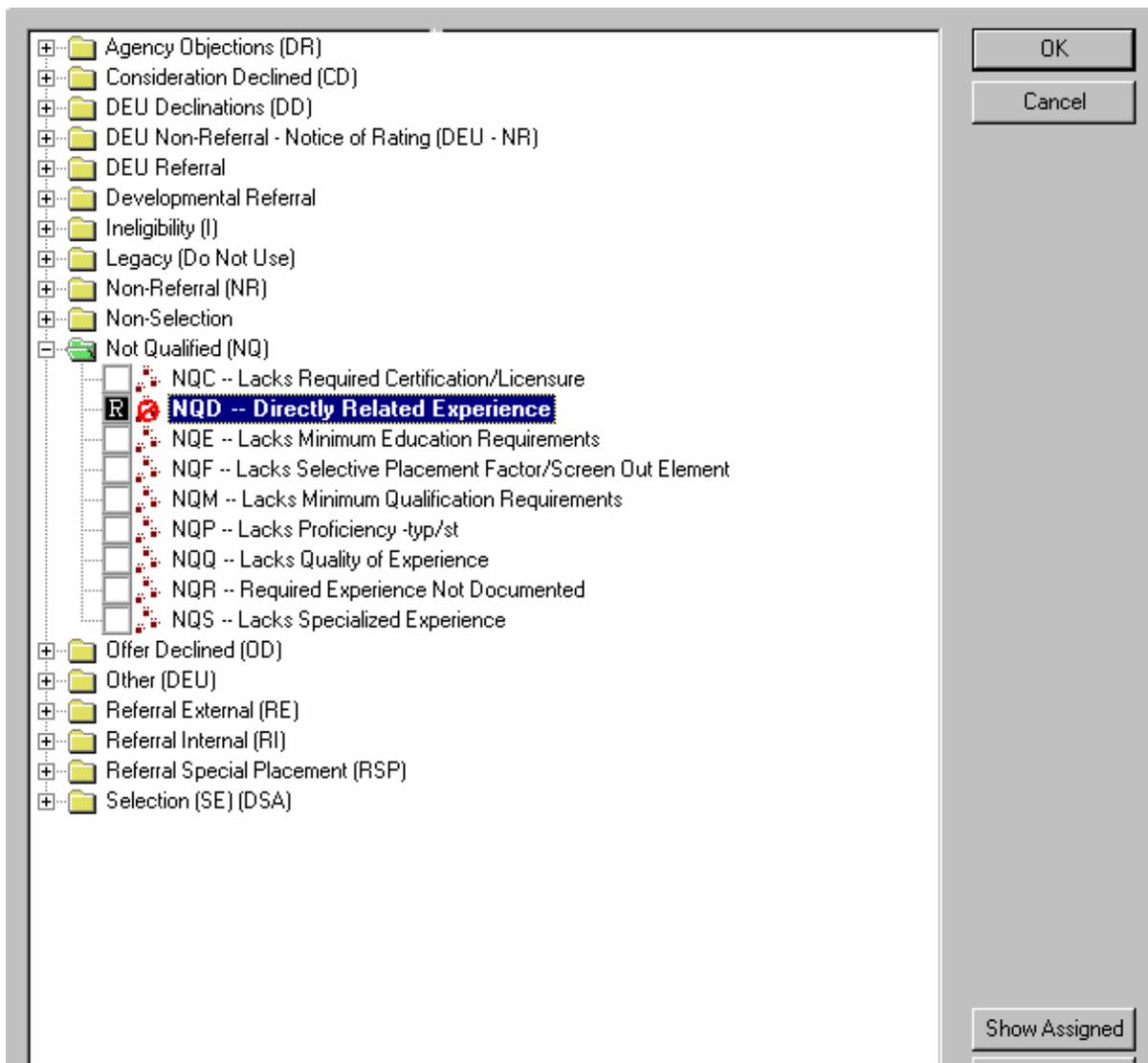
To in-validate a tracking code that has already been sent back to Resumix follow these steps: - Highlight the candidate record on the CRR.
- Right click on the candidate and select "Tracking" from the Popup Context Menu

The screenshot shows a list of tracking codes under the 'Not Qualified (NQ)' category. The code 'NQD - Directly Related Experience' is highlighted. Other codes include NQC, NQE, NQF, NQM, NQP, NQQ, NQR, and NQS. The interface also shows buttons for 'OK', 'Cancel', 'Show Assigned', and 'Expand All'.

- Select the tracking code you wish to invalidate.
- Right click and the "In-Validate" icon will be visible.



An in-validated tracking code will have a "RED CIRCLE with a LINE through it" as shown below.



THIS PAGE INTENTIONALLY LEFT BLANK