



**US Department of Commerce
Automated Commerce Employment System**

**Category Rating, Phasing, and Filtering and Data Mining
Advanced User Guide for HR Specialists**

Table of contents

Section 1 - Introduction	3
1.1 What is the Advanced User Guide?.....	3
1.2 Purpose	3
1.3 Benefits	3
Section 2 – Category Rating	4
2.1 Category Rating Vacancy Builder	4
2.2 Category Rating Applicant Manager	9
Section 3 - Phasing	11
3.1 Phasing Vacancy Builder	11
3.2 Phasing Applicant Manager	14
Section 4 – Filtering and Data Mining	23
4.1 Filtering and Data Mining Operators and Logic	24
4.2 Filtering Applicant Manager	25
4.3 Data Mining Applicant Manager	29

Section 1 - Introduction

1.1 What is the Advanced User Guide?

This advanced user guide provides information on three features available in Monster Government Solutions' (MGS) Hiring Management system: **Category Rating, Phasing, and Filtering and Data Mining**. This guide, coupled with the application of statutory requirements, should result in successfully recruiting for and selecting the best qualified candidate for your vacancy.

1.2 Purpose

This user guide provides information to HR Specialists on using advanced features for recruitment announcements. This guide is prepared to assist you when working in the Department's Automated Commerce Employment System (ACES). Our system is integrated with the USAJOBS Recruitment One-Stop initiative, which allows positions to be posted and applicants to apply for all government jobs in one centralized location.

1.3 Benefits of using these advanced features

- Category Rating provides the flexibility to assess and select from among applicants in the highest quality group without regard to the rule of three.
- Phasing allows for a multi-level assessment of applicants.
- Filtering and Data Mining are quick ways to identify applicants based on specific vacancy information.

Section 2: Category Rating Vacancy Builder

NOTE: Category Rating applies to DEU certificates only.

This guide provides information on using the Hiring Management automated system to build a vacancy announcement and evaluate candidates for positions announced under **Category Rating**. As a reminder, this information must be used in conjunction with the Department of Commerce (DOC) guidance on Category Rating. The purpose of Category Rating is to increase the number of eligible candidates from which a selecting official can choose while preserving veterans preference rights.

2.1 Four areas to be addressed in Category Rating

In the Vacancy Builder itself, there are four areas that require deviation from a standard announcement. In **Step 1** of the Vacancy Builder, select “*Category Rating*” from the scoring options.

The screenshot displays the 'Hiring Management monster' interface. At the top right, there are links for 'Legend | Logout | Help' and the user 'Linda Kirton, Dec 12, 2006'. Below this is a navigation bar with tabs: 'Home', 'Vacancy', 'Question Library', 'Applicant Manager', 'Reports', 'User Manager', and 'Utility'. The main content area shows the breadcrumb path: 'Vacancy Home >> U.S. Department of Commerce >> 51 Office of the Secretary >> 51 CFO & Assistant Secretary for Administration >> 51 Office of Security >> Security Specialist >> Step 1'. The form title is 'VACANCY DETAIL: Step 1: Announcement Information'. Below the title, it says 'Asterisk (*) indicates a required field.' and provides the announcement details: 'OS-OSY-2007-0005, Security Specialist ZA-0080-III, 0004 JP LK TEST ONLY (0080 Security Specialist)'. It also shows 'Created By: LKIRTON Nov 9, 2006' and 'Last Updated By: LKIRTON Nov 9, 2006'. There are 'Save', 'Cancel', and 'NEXT >>' buttons. The form fields include: 'Organization' (U.S. Department of Commerce), 'Department' (51 Office of Security), 'Announcement #' (OS-OSY-2007-0005), 'Position Title' (Security Specialist ZA-0080-III, 0004 JP LK TEST ONLY), 'Series' (0080 Security Specialist), 'Scoring Option' (radio buttons for General Schedule, Wage Grade, and Category Rating, with Category Rating selected and circled), 'Opening Date' (11/09/2006), 'Closing Date' (11/10/2006), 'Applicant Eligibility' (radio buttons for Public, Internal, Status, and Internal Visible on USAJOBS), 'Duty Location(s)' (Assign Duty Locations Options with List and Find buttons), 'Duty Location Code' (0990), 'Duty Location Description' (Montgomery County, MD, Maryland (MD)), '# of Positions' (1), 'Options' (Remove), 'Pay Plan' (ZA), 'Pay Type' (ANNUALLY), 'Grade and Salary Ranges' (Edit Grades button, Use Grade Association checkbox, Grade 03, Salary Low \$54,272.00, Salary High \$84,559.00), and 'Promotion' (n2).

In **Step 2** of the Vacancy Builder, you are required to describe the category and define how applicants will be evaluated in the Evaluation block under the Qualifications and Evaluation tab. In addition, you will need to explain how Veterans Preference is applied.

Linda Kirtton, Dec 12, 2006
Maximum System Inactivity Time: 60 minutes

Home Vacancy Question Library Applicant Manager Reports User Manager Utility

Vacancy Home >> U.S. Department of Commerce >> 51 Office of the Secretary >> 51 CFO & Assistant Secretary for Administration >> 51 Office of Security >> Security Specialist >> Step 1 >> **Step 2**

VACANCY DETAIL: Step 2: Announcement Text

OS-OSY-2007-0005, Security Specialist ZA-0080-III, 0004-JP LK TEST ONLY (0080 Security Specialist)
Created By: LKIRTON Nov 9, 2006 Last Updated By: LKIRTON Nov 9, 2006

<< PREVIOUS Save Cancel NEXT >>

Position Description Identifier

Template Options:
Please Select the Template from the list. and click on **Insert From Template** link.
- Please Select -
- AND/OR -
Please Select the File: Browse... and click on **Upload From File** link.

Recruitment One Stop (ROS) (Not Posted)

Recruitment One Stop (ROS) (Not Posted)
Please note that the text length is an approximation due to the possible inclusion of special characters.

Overview Duties **Qualifications and Evaluations** How to Apply Info Benefits and Other info

Education: Length

If you seek to meet the minimum qualifications for the position at ◀◀ Insert From Template
Applicants must meet all qualification requirements by the closing date of this announcement. ◀◀ Insert From Template
This position requires the ability to obtain and maintain a Top ◀◀ Upload From File

Evaluations: Length
(At least 1 character(s))

Category Rating ◀◀ Insert From Template
This vacancy employs category rating. The category rating system is an alternative to traditional numeric rating, ranking and selection procedures. Applicants who meet the basic qualification requirements stated in the vacancy announcement will be further evaluated against ◀◀ Upload From File

Qualifications: Length
(recommended length between 1 and 5000 character(s))

Notice to Status Applicants (see below for the definition of status): Applicants for vacancies announced under the agency's Merit Assignment Program must meet all time-in-grade and qualification requirements by the closing date of this announcement. ◀◀ Insert From Template
Additionally, as a status applicant, to qualify for this position ◀◀ Upload From File

<< PREVIOUS NEXT >>

The following information is a sample of what is described above.

Category rating is an alternative to traditional numeric rating, ranking, and selection procedures. Applicants who meet the basic qualification requirements stated in the vacancy announcement will be further evaluated against job-related criteria and placed in one of three predefined categories rather than by assigning individual numeric scores. These categories are "Gold" (best qualified), "Silver" (highly qualified) and "Bronze" (qualified). Within each category, preference eligibles who submit proper documentation will be listed at the top of the category. Basically qualified disabled veterans who submit proper documentation will be listed at the top of the "gold" category.

The categories are described as follows:

GOLD: Highly proficient with an overall comprehensive level of knowledge, skills and abilities of the job based on a complete review of experience, education, and training as described by answers to the questions and resume. Generally candidates scoring 90 and above will meet the Gold requirement.

SILVER: Competent in the position with an overall accomplishment level of knowledge, skills and abilities of the job based on a complete review of experience, education, and training as described by answers to the questions and resume. Generally candidates scoring between 80 and 89.9 will meet the Silver requirement.

BRONZE: An overall basic level of knowledge, skills and abilities of the job based on a complete review of experience, education, and training as described by answers to the questions and resume. Generally candidates scoring between 70 and 79.9 will meet the Bronze requirement.

In **Step 6** of the Vacancy Builder, select the “*Categories*” for your announcement. Per DOC guidance, the categories: Gold, Silver, Bronze, and their associated scoring ranges have been predefined and uploaded into Hiring Management.

[Legend](#) | [Logout](#) | [Help](#)
 Linda Kirton, Dec 12, 2006
 Maximum System Inactivity Time: 60 minutes

[Home](#)
[Vacancy](#)
[Question Library](#)
[Applicant Manager](#)
[Reports](#)
[User Manager](#)
[Utility](#)

Vacancy Home >> U.S. Department of Commerce >> 51 Office of the Secretary >> 51 CFO & Assistant Secretary for Administration >> 51 Office of Security >> Security Specialist >> Step 1 >> Step 2 >> Step 3 >> Step 4 >> Step 5 >> **Step 6**

VACANCY DETAIL: Step 6- Phasing, Tracking, and Notification Information
 Asterisk (*) indicates a required field.

OS-OSY-2007-0005, Security Specialist ZA-0080-III, 0004 JP LK TEST ONLY (0080 Security Specialist)
 Created By: LKIRTON Nov 9, 2006 Last Updated By: LKIRTON Nov 9, 2006

PHASING:
 (Phases cannot be edited once a job has been posted.)

Phase Name:

Category Rating:
 At least two categories must exist with the combined score range covering 70-100. The applicant will be placed in the highest category where the score is greater than or equal to the minimum score of the category.

Category Name:

Category Name	Minimum Score Possible	Maximum Score Possible	Options
Gold	90	100	Edit Remove
Silver	80	90	Edit Remove
Bronze	70	80	Edit Remove

Announcement Type:

Announcement Type: DELEGATED EXAMINING
[Remove](#)

TRACKING INFORMATION:

Request Number:

Date Received in HR:

Date Approved to Recruit:

Requesting Official:

Standing Register Inventory: (This radio button may not be changed after the vacancy has been opened.)

Yes (The following two fields may not be changed if the vacancy has applicants.)

Number of days for expiration:

Notify Applicants

No

Documents for Auto-Request:

In **Step 7** of the Vacancy Builder, it is highly recommended that you list the number **115** as the Well Qualified Score under Vacancy Settings to ensure applicants are not pre-identified as well qualified.

The screenshot displays the 'Hiring Management' interface on the 'monster' logo. The top navigation bar includes 'Home', 'Vacancy', 'Question Library', 'Applicant Manager', 'Reports', 'User Manager', and 'Utility'. The user is logged in as 'Linda Kirton, Dec 12, 2006' with a 'Maximum System Inactivity Time: 60 minutes'. The breadcrumb trail shows the path: 'Vacancy Home >> U.S. Department of Commerce >> 51 Office of the Secretary >> 51 CFO & Assistant Secretary for Administration >> 51 Office of Security >> Security Specialist >> Step 1 >> Step 2 >> Step 3 >> Step 4 >> Step 5 >> Step 6 >> Step 7'. The main section is titled 'VACANCY DETAIL: Step 7- Administrative Settings'. It includes a note that an asterisk (*) indicates a required field. The vacancy title is 'OS-OSY:2007-0005, Security Specialist ZA-0080-III, 0004 JP LK TEST ONLY (0080 Security Specialist)'. It shows 'Created By: LKIRTON Nov 9, 2006' and 'Last Updated By: LKIRTON Nov 9, 2006'. There are buttons for '<< PREVIOUS', 'Finish', and 'Cancel'. The 'VACANCY SETTINGS:' section has a 'Well Qualified Score' field with the value '115.0' and a 'Web Admin Password' field with the value 'password'. There is a checkbox for 'Applicants cannot appear on multiple open certificates.' The 'EXTERNAL JOB BOARD INTERFACE(S):' section has a checkbox for 'Send to USAJobs' and three input fields for 'USAJobs User Name', 'USAJobs Password', and 'USAJobs Control Number'. The 'HR MANAGEMENT OPTIONS:' section has three dropdown menus for 'HR Manager', 'Selecting Official', and 'Best Qualified Designator', all set to 'Jonathan Perez'. A note states 'If a selecting official will determine the BQ applicants, select NA for Not Applicable.' There is a checkbox for 'Approve this vacancy' and a '<< PREVIOUS' button at the bottom.

2.2 Category Rating Applicant Manager

After the vacancy closes, the HR specialist will review the applicants based on category, rather than numerical score. Sorting is completed alphabetical by category, rather than score. If you choose to sort by Veterans Preference, applicable veterans will be listed at the top of their respective category, with any basically qualified disabled veteran being listed at the top of the “Gold” category.

In Applicant Manager, the basic functionality is the same as reviewing any other case file. Use the filters and data mines to review the applicants for the specific certificate you are issuing. You should review and verify each applicant to make sure they are in the correct category.

Hiring Management monster Legend | Logout | Help
Crystal Kearney, Dec 12, 200
Maximum System Inactivity Time: 60 minute

Home | Vacancy | Question Library | **Applicant Manager** | Reports | User Manager | Utility

Vacancy | Applicant

Applicant Manager Home >> U.S. Department of Commerce >> Office of the Secretary >> CFO & Assistant Secretary for Administration >> Office of Security >> Security Specialist >> OSY-2007-0033:2007-Eval - Category Rating >> SA-DOC-0004 >> **Applicant Listing**

[Return to Vacancy](#)

Staging Area Applications Listing

Filter | Data Mining

Correspond | Change Statuses | Reset Statuses

All Applicant Data Report | Applicant Listing Report

Ineligible Applicant Report

Generate Job Certificate | Request Documentation

DEU Count

All Grades | 04 | 05 |
Current Grade: 04

Sort by:

Status	Name	Category Name
NEW	CPS MAN, SPIDER	Gold
NEW	NV WASHINGTON, ALPHA	Gold
NEW	NV WASHINGTON, DELTA	Gold
NEW	NV WASHINGTON, GAMMA	Gold
NEW	NV WOMAN, CAT	Gold
NEW SPCL	NV CLINTON, EPSILON	Silver
NEW	NV WASHINGTON, EPSILON	Silver
NEW	NV LINCOLN, ALPHA	Bronze

Certs Listing

Staging Area Details

Staging Area #: SA-DOC-0004

Create Date and Time: Dec 12, 2006 11:23:34 AM

Created By: CKEARN

Status: Open

After a preliminary review by Human Resources (HR), all candidates who are in the Gold, Silver, or Bronze categories may be forwarded to the Subject Matter Expert (SME) for final review.

Once the SME has validated that the candidates are in their correct category, HR will identify those to be referred and issue a certificate as appropriate. If there are less than three candidates in the “Gold” category, you may choose to merge the top two categories to create a “new” category. Basically this means you will be referring candidates who may be in the Gold and/or Silver categories.

NOTE: Hiring Management does not currently have the functionality to “create and name” a new merged category, therefore, since the screen will show “BQ” next to gold and silver applicants, you must include a memo for the record clarifying that you merged the top two categories for this certificate. In addition, since the certificate will list the categories of “Gold” and “Silver”, you will need to inform the selecting official of the merged category scenario.

Category Rating Manager Certificate Review

Managers will review the certificate and finalize their selection as they would any other certificate.

Section 3 - Phasing

Phasing is a functionality which allows the user to create a job posting for which the applicant will be scored not only on the vacancy announcement questions but also on additional assessment criteria. For example, phasing allows an applicant to have 60 percent of his/her score based on how he answered the Vacancy Questions and 40 percent of his score to be based upon how he/she performed on a Structured Interview.

This guide provides information on using the Hiring Management automated system to build a vacancy announcement and evaluate candidates where multiple assessments will be used.

3.1 Phasing Vacancy Builder

In the Vacancy Builder itself, there are two areas that require deviation from a standard announcement.

In **Step 2** of the Vacancy Builder under the *Qualifications and Evaluation* tab in the Evaluation box, you must describe how an applicant will be evaluated for this position. For example, the text below describes one situation:

“You will be rated based on your qualifications for this position as evidenced by the education, experience, and training you report relative to this position which show the degree to which you possess the knowledge, skills, and abilities listed on this vacancy announcement. If you are determined to be basically qualified, you will be invited to a panel interview. Your total score will be based on your self-certification (your responses to the vacancy announcement questions) and points received during the interview process”.

[Overview](#) | [Duties](#) | **[Qualifications and Evaluations](#)** | [How to Apply Info](#) | [Benefits and Other info](#)

Education:

Generally there is no substitute for experience at this grade. However, applicants possessing a Masters' Degree in a field directly related to this position must submit transcripts to receive consideration based on this education.

Length:

Spelling

Requirements:
(At least 1 character(s))

If you are claiming 10-point veteran's preference, you must submit a copy of your DD-214 "Certificate of Release or Discharge from Active Duty" which indicates the type of discharge you received, or other proof of eligibility, as well as SF-15 "Application for 10-Point Veteran Preference," plus the proof required by that form,

Length:

Spelling

Evaluations:
(At least 1 character(s))

If you are determined to be basically qualified, you will be invited to a panel interview. Your total score will be based on your self-certification (your responses to the vacancy announcement questions) and points received during the interview process.

Length:

Spelling

Qualifications:
(recommended length between 1 and 5000 character(s))

Grade 09: Qualifying experience for the GS-9 level includes one year of specialized experience at least equivalent to the GS-7 level which is in or directly related to the line of work of the position to be filled and which has equipped the applicant with the particular

Length:

Spelling

All Spelling

In **Step 6** of the Vacancy Builder, select the “*Phases*” you want to use for this vacancy. Once selected, the Percentage from Total, Maximum Score Possible, and Minimum Score Possible can be edited using the Edit, Save Phase, or Remove options.

Phases can be scored either of two ways: Scored or Pass/Fail. If the phase type is “Scored”, the user must enter the following numerical amounts:

Percentage from Total: This is the percentage that the score will count towards the total score.

Maximum Score Possible: This is the maximum score that any applicant can receive when applying to this phase of the vacancy.

Minimum Passing Score: This is the minimum score that any applicant can receive and still be eligible for the position when applying to this phase of the vacancy.

Required Vacancy Questions is always the first phase used to rate applicants. The default percentage for Required Vacancy Questions is 25% when using multiple phases.

For example, the vacancy announcement questions phase can be worth 50 percent of the total score and the interview phase can be worth 50 percent of the total score. Therefore, if an applicant scores 90 on the vacancy questions their score for that phase equals 45 (i.e. $90 \times 50\%$). If the applicant scores 80 on the interview their score for that phase equals 40 (i.e. $80 \times 50\%$) for a total score of 85.

If the Phase is Pass/Fail, you have the ability to designate a definitive status code if an applicant fails to meet the requirement. For example, as shown below, we used "Interview" as our second phase with a "score" required to be between 60 and 100. If an applicant scores lower than 60, you can direct Hiring Management (later in the process) to code the applicant as "DQ" based on not meeting the minimum requirement for that phase. **CAUTION:** If you use this option, ensure that statutory and regulatory requirements are not violated. For example, since CPS and CP applicants flow to the top of the certificate as long as they meet the basic qualifications, they must not be disqualified "DQ" if they fail to meet the criteria used for phasing.

Vacancy Home >> U.S. Department of Commerce >> Office of the Secretary >> CFO & Assistant Secretary for Administration >> Office of Human Resources Management >> Lead Human Resources Assistant >> Step 1 >> Step 2 >> Step 3 >> Step 4 >> Step 5 >> **Step 6**

VACANCY DETAIL: Step 6- Phasing, Tracking, and Notification Information

Asterisk (*) indicates a required field.

OHRM-2007-0054 , Lead Human Resources Assistant (Phasing) (0203L Lead Human Resources Assistant)

Created By: RMADDOX Dec 12, 2006 Last Updated By: RMADDOX

<< PREVIOUS Save and Preview Save Cancel NEXT >>

PHASING:

(Phases cannot be edited once a job has been posted.)

Phase Name: Add Phase **Note: Percent From Total must equal 100.**

Phase Name	Evaluation Type	Percentage From Total	Maximum Score Possible	Minimum Score Possible	Options
REQUIRED VACANCY QUESTIONS	Scored	60.0	100.0	70.0	Edit
Interview	Scored	40.0	100.0	60.0	Edit Remove

Announcement Type: Add Announcement Type

Announcement Type: DELEGATED EXAMINING Remove

TRACKING INFORMATION:

Request Number:

Date Received in HR: MM/DD/YYYY

Date Approved to Recruit: MM/DD/YYYY

Requesting Official:

Standing Register Inventory: (This radio button may not be changed after the vacancy has been opened.)

Yes (The following two fields may not be changed if the vacancy has applicants.)

Number of days for expiration:

Notify Applicants

No

Documents for Auto-Request:

3.2 Phasing Applicant Manager

Once a position is announced and all applications are received, you will see this screen when you go into the Applicant Manager for multiple grade positions. Click on a grade to see complete applicant information and buttons for phasing options.

Home | Vacancy | Question Library | **Applicant Manager** | Reports | User Manager | Utility

Vacancy | Applicant

Applicant Manager Home >> U.S. Department of Commerce >> Office of the Secretary >> CFO & Assistant Secretary for Administration >> Office of Human Resources Management >> Lead Human Resources Assistant >> OHRM-2007-0049:Lead Human Resources Assistant (Phasing) >> SA-DOC-0003 >> **Applicant Listing**

[Return to Vacancy](#)

Staging Area Applications Listing	Certs Listing										
<p>Filter Data Mining</p> <p>Correspond Change Statuses Reset Statuses</p> <p>Generate Job Certificate</p> <p>DEU Count</p> <hr/> <p>All Grades 07 08 Current Grade: All Grades</p> <p>Sort by: <input type="text" value="Name"/> <input type="button" value="Sort"/></p> <table border="1"> <thead> <tr> <th>Name</th> </tr> </thead> <tbody> <tr><td>TP BACCA, CHEW</td></tr> <tr><td>TP ADAMS, ALPHA</td></tr> <tr><td>CPS ADAMS, DELTA</td></tr> <tr><td>NV WAN, OBIE</td></tr> <tr><td>XP ADAMS, EPSILON</td></tr> <tr><td>NV CLINTON, ALPHA</td></tr> <tr><td>CP VADER, DARTH</td></tr> <tr><td>NV LINCOLN, ALPHA</td></tr> <tr><td>CPS SOLO, HAN</td></tr> </tbody> </table>	Name	TP BACCA, CHEW	TP ADAMS, ALPHA	CPS ADAMS, DELTA	NV WAN, OBIE	XP ADAMS, EPSILON	NV CLINTON, ALPHA	CP VADER, DARTH	NV LINCOLN, ALPHA	CPS SOLO, HAN	<p>Staging Area Details</p> <p>Staging Area #: SA-DOC-0003</p> <p>Create Date and Time: Dec 12, 2006 3:14:18 PM</p> <p>Created By: RMADDOX</p> <p>Status: Open</p>
Name											
TP BACCA, CHEW											
TP ADAMS, ALPHA											
CPS ADAMS, DELTA											
NV WAN, OBIE											
XP ADAMS, EPSILON											
NV CLINTON, ALPHA											
CP VADER, DARTH											
NV LINCOLN, ALPHA											
CPS SOLO, HAN											

On a multiple grade position this first screen shows a list of applicants. Click on a grade to see complete applicant information and buttons for Phasing options.

All applicants will now be listed based on their responses to the vacancy announcement questions **AND** listed in weighted score order. In addition, note the “Phasing” option buttons.

Home | Vacancy | Question Library | **Applicant Manager** | Reports | User Manager | Utility

Vacancy | Applicant

Applicant Manager Home >> U.S. Department of Commerce >> Office of the Secretary >> CFO & Assistant Secretary for Administration >> Office of Human Resources Management >> Lead Human Resources Assistant >> OHRM-2007-0049:Lead Human Resources Assistant (Phasing) >> SA-DOC-0003 >> Applicant Listing

[Return to Vacancy](#)

Staging Area Applications Listing

Filter | **Data Mining**

Correspond | Change Statuses | Reset Statuses

All Applicant Data Report | Applicant Listing Report

Ineligible Applicant Report

Export Data | Import Data | View All Phase Results

Generate Job Certificate | Request Documentation

DEU Count

All Grades | 07 | 08 |
Current Grade: 07

Sort by:

Status	Name	Score
NEW	TP BACCA, CHEW	60.00/ 100.00
NEW	SPCL TP ADAMS, ALPHA	58.13/ 100.00
NEW	SPCL CPS ADAMS, DELTA	57.55/ 100.00
NEW	SPCL XP ADAMS, EPSILON	56.98/ 100.00
NEW	SPCL NV CLINTON, ALPHA	56.83/ 100.00
NEW	CP VADER, DARTH	56.11/ 100.00
NEW	NV LINCOLN, ALPHA	55.82/ 100.00

Certs Listing

Staging Area Details

Staging Area #: SA-DOC-0003

Create Date and Time: Dec 12, 2006 3:14:18 PM

Created By: RMADDOX

Status: Open

To add the scores for the additional phases, you must export the current data onto a spreadsheet, transfer the phase scores to the spreadsheet, and import the spreadsheet back to the Hiring Management system. The Hiring Management system will calculate the score for each additional phase, compute the overall score, and list the applicants in final score order.

To complete this process, follow the steps noted below. Click on the “Export Data” button, select additional applicant fields, and click “Next”. The elements you “check” in the highlighted area below will determine the spreadsheet format.

Home Vacancy Question Library **Applicant Manager** Reports User Manager Utility

Announcement # : OHRM-2007-0049
Position Title: Lead Human Resources Assistant (Phasing)
Series: 0203L
Staging Area: SA-DOC-0003
Grade: 07

General Export Options	Vacancy Question Responses															
<p>Applicants to Export for Grade:</p> <p><input checked="" type="radio"/> All Applicants <input type="radio"/> All Eligible Applicants <input type="radio"/> All Well-Qualified Applicants <input type="radio"/> All Best-Qualified Applicants</p>																
<p>Additional Application Data:</p> <table border="0"> <tr> <td><input type="checkbox"/> Middle Initial</td> <td><input checked="" type="checkbox"/> Vet Pref</td> <td><input checked="" type="checkbox"/> Phase scores</td> </tr> <tr> <td><input type="checkbox"/> Address</td> <td><input checked="" type="checkbox"/> Total Score</td> <td><input checked="" type="checkbox"/> Series Applied To</td> </tr> <tr> <td><input type="checkbox"/> Email</td> <td><input checked="" type="checkbox"/> Status Code</td> <td><input checked="" type="checkbox"/> Grades Applied To</td> </tr> <tr> <td><input type="checkbox"/> Phone #</td> <td><input type="checkbox"/> Ineligible Reasons</td> <td><input type="checkbox"/> Locations Applied To</td> </tr> <tr> <td><input checked="" type="checkbox"/> Priority Eligibility</td> <td></td> <td><input type="checkbox"/> Date and Time of Application</td> </tr> </table>		<input type="checkbox"/> Middle Initial	<input checked="" type="checkbox"/> Vet Pref	<input checked="" type="checkbox"/> Phase scores	<input type="checkbox"/> Address	<input checked="" type="checkbox"/> Total Score	<input checked="" type="checkbox"/> Series Applied To	<input type="checkbox"/> Email	<input checked="" type="checkbox"/> Status Code	<input checked="" type="checkbox"/> Grades Applied To	<input type="checkbox"/> Phone #	<input type="checkbox"/> Ineligible Reasons	<input type="checkbox"/> Locations Applied To	<input checked="" type="checkbox"/> Priority Eligibility		<input type="checkbox"/> Date and Time of Application
<input type="checkbox"/> Middle Initial	<input checked="" type="checkbox"/> Vet Pref	<input checked="" type="checkbox"/> Phase scores														
<input type="checkbox"/> Address	<input checked="" type="checkbox"/> Total Score	<input checked="" type="checkbox"/> Series Applied To														
<input type="checkbox"/> Email	<input checked="" type="checkbox"/> Status Code	<input checked="" type="checkbox"/> Grades Applied To														
<input type="checkbox"/> Phone #	<input type="checkbox"/> Ineligible Reasons	<input type="checkbox"/> Locations Applied To														
<input checked="" type="checkbox"/> Priority Eligibility		<input type="checkbox"/> Date and Time of Application														
<p>Sorting options:</p> <p><input checked="" type="radio"/> Name <input type="radio"/> Social Security Number <input type="radio"/> Imported Phase Scores</p>																

Upon clicking the Next button, the data to be exported will be displayed. To save exported data, select the Save function from your browser, normally located on the File menu. Once you have saved this data to a file, to return to the previous pages, use the Back button on the browser.

Once you click "Next" the dialog box appears with options for opening or saving the spreadsheet which contains the exported data.

Home Vacancy Question Library **Applicant Manager** Reports User Manager Utility

Cancel

Announcement #: OHRM-2007-0049
Position Title: Lead Human Resources Assistant (Phasing)
Series: 0203L
Staging Area: SA-DOC-0003
Grade: 07

General Export **File Download** Responses

Applicants to Export for Grade: 07
 All Applicants
 All Eligible Applicants
 All Well-Qualified Applicants
 All Best-Qualified Applicants

Additional Application Data:
 Middle Initial
 Address
 Email
 Phone #
 Priority Eligibility

Sorting options:
 Name
 Social Security Number
 Imported Phase Scores

Do you want to open or save this file?
 Name: out.csv
 Type: Microsoft Excel Worksheet, 712 bytes
 From: training1.quickhire.com

Always ask before opening this type of file

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Open Save Cancel

Upon clicking the Next button, the data to be exported will be displayed. To save exported data, select the Save function from your browser, normally located on the File menu. Once you have saved this data to a file, to return to the previous pages, use the Back button on the browser.

Next >>

This is the data you see when exporting the document based on the elements that you selected. Note column "L" list the raw score from the vacancy questions and column "J" reflects the weighted scores for each candidate.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1		OHRM-2007-0049	Lead Human Resources Assistant	0203L	7											
2	ID	LAST NAME	FIRST NAME	SSN	SCORE	CTAP	ICTAP	SPECIAL	VET PREF	TOTAL SCORE	STATUS	REQUIRED VACANCY QUESTIONS	Phase-Interview	Series - 0203L	Grades - 07	Grades - 08
3	283	ADAMS	ALPHA	000-01-0012	70			X	TP	58.13	NEW	96.88		X	X	X
4	286	ADAMS	DELTA	000-01-0018	80			X	CPS	57.55	NEW	95.92		X	X	X
5	287	ADAMS	EPSILON	000-01-0020	85			X	XP	56.98	NEW	94.96		X	X	X
6	264	BACCA	CHEW	125-12-1234	75				TP	60	NEW	100		X	X	X
7	288	CLINTON	ALPHA	000-01-0023	82			X	NV	56.83	NEW	94.72		X	X	X
8	273	LINCOLN	ALPHA	000-01-0001	88				NV	55.82	NEW	93.04		X	X	X
9	265	SOLO	HAN	126-12-1234	95	X			CPS	54.82	NEW	91.36		X	X	X
10	263	VADER	DARTH	124-12-1234	93				CP	56.11	NEW	93.52		X	X	X

Under the "Score" column (column E) input scores for each of the candidates.
Note: If more than one additional phase is used, these steps will need to be repeated.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
162	OHRM-2007-0049	Lead Hum	0203L	7												
D	LAST NAME	FIRST NAME	SSN	SCORE	CTA	FICTAP	SPECIAL	VET P	PREF	TOTAL	STATUS	Phase-REQUIRED	Phase-Inter	Series	Grades	Grades - 08
283	ADAMS	ALPHA	000-01-0012	70			X	TP		58.13	NEW	96.88		X	X	X
286	ADAMS	DELTA	000-01-0018	80			X	CPS		57.55	NEW	95.92		X	X	X
287	ADAMS	EPSILON	000-01-0020	85			X	XP		56.98	NEW	94.96		X	X	X
264	BACCA	CHEW	125-12-1234	75				TP		60	NEW	100		X	X	X
288	CLINTON	ALPHA	000-01-0023	82			X	NV		56.83	NEW	94.72		X	X	X
273	LINCOLN	ALPHA	000-01-0001	88				NV		55.82	NEW	93.04		X	X	X
265	SOLO	HAN	126-12-1234	95	X			CPS		54.82	NEW	91.36		X	X	
263	VADER	DARTH	124-12-1234	93				CP		56.11	NEW	93.52		X	X	X

Once you save the spreadsheet containing the additional phase scores to your desktop, click the “Back” button to import the data into Hiring Management. Click “Back” button again when finished.

Hiring Management monster

Legend | Logout | Help
 retha maddox, Dec 12, 2006
 Maximum System Inactivity Time: 60 minutes

Home
Vacancy
Question Library
Applicant Manager
Reports
User Manager
Utility

Cancel

Announcement #: OHRM-2007-0049
Position Title: Lead Human Resources Assistant (Phasing)
Series: 0203L
Staging Area: SA-DOC-0003
Grade: 07

General Export Options
Vacancy Question Responses

Applicants to Export for Grade:

All Applicants
 All Eligible Applicants
 All Well-Qualified Applicants
 All Best-Qualified Applicants

Additional Application Data:

<input type="checkbox"/> Middle Initial	<input checked="" type="checkbox"/> Vet Pref	<input checked="" type="checkbox"/> Phase scores
<input type="checkbox"/> Address	<input checked="" type="checkbox"/> Total Score	<input checked="" type="checkbox"/> Series Applied To
<input type="checkbox"/> Email	<input checked="" type="checkbox"/> Status Code	<input checked="" type="checkbox"/> Grades Applied To
<input type="checkbox"/> Phone #	<input type="checkbox"/> Ineligible Reasons	<input type="checkbox"/> Locations Applied To
<input checked="" type="checkbox"/> Priority Eligibility		<input type="checkbox"/> Date and Time of Application

Sorting options:

Name
 Social Security Number
 Imported Phase Scores

Upon clicking the Next button, the data to be exported will be displayed. To save exported data, select the Save function from your browser, normally located on the File menu. Once you have saved this data to a file, to return to the previous pages, use the Back button on the browser.

Next >>

Vacancy | Applicant

Applicant Manager Home >> U.S. Department of Commerce >> Office of the Secretary >> CFO & Assistant Secretary for Administration >> Office of Human Resources Management >> Lead Human Resources Assistant >> OHRM-2007-0049:Lead Human Resources Assistant (Phasing) >> SA-DOC-0003 >> **Applicant Listing**

[Return to Vacancy](#)

Staging Area Applications Listing

- [Filter](#) [Data Mining](#)
- [Correspond](#) [Change Statuses](#) [Reset Statuses](#)
- [All Applicant Data Report](#) [Applicant Listing Report](#)
- [Ineligible Applicant Report](#)
- [Export Data](#) [Import Data](#) [View All Phase Results](#)
- [Generate Job Certificate](#) [Request Documentation](#)
- [DEU Count](#)

All Grades | 07 | 08 |
Current Grade: 07

Sort by:

Status	Name	Score
NEW TP	BACCA, CHEW	60.00/ 100.00
NEW SPCL TP	ADAMS, ALPHA	58.13/ 100.00
NEW SPCL CPS	ADAMS, DELTA	57.55/ 100.00
NEW SPCL XP	ADAMS, EPSILON	56.98/ 100.00
NEW SPCL NV	CLINTON, ALPHA	56.83/ 100.00
NEW CP	VADER, DARTH	56.11/ 100.00
NEW NV	LINCOLN, ALPHA	55.82/ 100.00
NEW CTAP CPS	SOLO, HAN	54.82/ 100.00

Certs Listing

Staging Area Details

Staging Area #: SA-DOC-0003
Create Date and Time: Dec 12, 2006 3:14:18 PM
Created By: RMADDOX
Status: Open

Note: Until you click the "Import Data" button you will see only the weighted score from the vacancy announcement questions.

Click the "Import Data" button.

Legend | Logout | Help
retha maddox, Dec 12, 2006
Maximum System Inactivity Time: 60 minutes

Hiring Management
monster

Home Vacancy Question Library **Applicant Manager** Reports User Manager Utility

Cancel

Announcement #: OHRM-2007-0049
 Position Title: Lead Human Resources Assistant (Phasing)
 Staging Area: SA-DOC-0003
 Grade: 07
 Phase Name:
 Maximum Score: 0.0
 Minimum Score: 0.0
 Applicant Status Code for Failures:
 File to import:

Once you click "Import Data" you will see this screen. Complete all required information. Click "next".

Once you click "Next", you will see that the applicants have been reordered by their total score which will include scores from both evaluation phases.

Office of Human Resources Management >> Lead Human Resources Assistant >> OHRM-2007-0049:Lead Human Resources Assistant (Phasing) >> SA-DOC-0003 >> Applicant Listing

Staging Area Applications Listing

Filter Data Mining

Correspond Change Statuses Reset Statuses

All Applicant Data Report Applicant Listing Report

Ineligible Applicant Report

Export Data Import Data **View All Phase Results**

Generate Job Certificate Request Documentation

DEU Count

All Grades | 07 | 08 |
 Current Grade: 07

Sort by:

Status	Name	Score
NEW CP	VADER, DARTH	93.31/ 100.00
NEW CTAP CPS	SOLO, HAN	92.82/ 100.00
NEW NV	LINCOLN, ALPHA	91.02/ 100.00
NEW SPCL XP	ADAMS, EPSILON	90.98/ 100.00
NEW TP	BACCA, CHEW	90.00/ 100.00
NEW SPCL NV	CLINTON, ALPHA	89.63/ 100.00
NEW SPCL CPS	ADAMS, DELTA	89.55/ 100.00
NEW SPCL TP	ADAMS, ALPHA	86.13/ 100.00

<< < [1] >> Page 1 of 1 Applications 1 - 8 of 8

Jump to page: Show results per page.

HR can now conduct a final review of all the applicants, remembering to sort appropriate certificates by Veterans Preference.

To see each applicant's individual phase scores, you can click on "View All Phase Results".

Hiring Management
monster

Legend | Logout | Help
retha maddox, Dec 12, 2006
Maximum System Inactivity Time: 60 minutes

Home | Vacancy | Question Library | **Applicant Manager** | Reports | User Manager | Utility

Applicant Manager Home >> U.S. Department of Commerce >> Office of the Secretary >> CFO & Assistant Secretary for Administration >> Office of Human Resources Management >> Lead Human Resources Assistant >> OHRM-2007-0049:Lead Human Resources Assistant (Phasing) >> SA-DOC-0003 >> **Applicant Listing**

View All Phase Score Results [Return to Applications Listing](#)

Announcement#: OHRM-2007-0049
Position Title: Lead Human Resources Assistant (Phasing)
Staging Area: SA-DOC-0003
Grade: 07

Applicant	Status	Total Score	Phase Name	Phase Percentage	Phase Status	Phase Score	Phase Date
VADER, DARTH 		93.31/100	REQUIRED VACANCY QUESTIONS	60%	✓	93.52/ 100	Nov 9, 2006
			Interview	40%	✓	93/ 100	Dec 12, 2006
SOLO, HAN 		92.82/100	REQUIRED VACANCY QUESTIONS	60%	✓	91.36/ 100	Nov 9, 2006
			Interview	40%	✓	95/ 100	Dec 12, 2006
LINCOLN, ALPHA 		91.02/100	REQUIRED VACANCY QUESTIONS	60%	✓	93.04/ 100	Dec 12, 2006
			Interview	40%	✓	88/ 100	Dec 12, 2006
ADAMS, EPSILON 		90.98/100	REQUIRED VACANCY QUESTIONS	60%	✓	94.96/ 100	Dec 12, 2006
			Interview	40%	✓	85/ 100	Dec 12, 2006

Section 4 - Filtering and Data Mining

Working with an applicant pool in Hiring Management will often require the use of the **Filtering and Data Mining** features or a combination of both. Using these features allows the user to limit their applicant pool to defined criteria. Some examples may be identifying non-competitive eligibles, VRA eligibles, and/or extracting candidates for specific grades and/or locations. After applying your Filtering and/or Data Mining results to an applicant pool, the user can then make status changes that correspond to that groups' eligibility or skill.

Additionally, "*Filtering*" can be utilized to make mass status changes in Hiring Management. By grouping applicants into smaller, more manageable data sets by either, last name or score, the user can make mass status changes much more efficiently. (See *filtering examples below*)

This guide provides information on using the Filtering and Data Mining functionality in the Hiring Management system.

4.1 Filtering and Data Mining Operators and Logic

As mentioned, Filtering and Data Mining is used to identify candidates for review for specific vacancies. Candidate information that may be used in Filtering and/or Data Mining includes:

<u>Filtering</u>	<u>Data Mining</u>
<p>A user may use the following filter criteria:</p> <ul style="list-style-type: none">• Applicant is Special• Applicant is CTAP• Applicant is ICTAP• Applicant is United States Citizen• Custom Applicant Status• System Applicant Status• Veterans Preference• Score• Last Name• First Name• Social Security Number• Category Name (if a Category Rating Vacancy)	<p>A user may define their own Data Mine based on:</p> <ul style="list-style-type: none">• Core Questions• Vacancy Questions

One use for Filtering is to identify applicants by Veterans Preference. Data Mining refers back to specific questions the HR specialist selected and imported into the vacancy announcement. For example, the applicant may be asked whether or not they are applying for the grades 7 and/or 8. Another example is whether or not they are applying for the Baltimore or Washington D.C. duty locations.

NOTE: In order to Data Mine on grade, location, and/or series, there **must** be a question created by the HR specialist and imported into the announcement. For example: a multiple choice/multiple answer questions can read “Select all the locations you are applying for”, then you can mine on those answers. If during the building of an announcement, the HR specialist includes multiple grade, locations and/or series, in step 1 the Hiring Management will automatically ask the applicant to make a selection. However, those responses are not available for data mining. The “Operators” and “Logic” defined below explain how to use this functionality.

<u>Operators</u>	
The Operators are used directly in conjunction with the Filter Values. Filter Values appear based on the field selected. For example, if the user would like to see all applicants who have Veterans Preference, they would choose the “Custom Applicant Status” field, the “Operator” <i>Greater than or Equal to</i> , and the “Filter Value” of 20-TP VET. See examples for more details.	
Equals	Will show all applicants who exactly match the criteria
Greater Than / Less Than	Will show all applicants who exceed or fall below the set criteria
Greater Than or Equal To / Less than or Equal To	Will show all applicant who exceed or fall below the set criteria and WILL include applicants that meet the exact criteria as well
Contains the Text	Will show all applicants whose response to a number, LA or SA question meets the defined criteria
Not Equal	Will show all applicants who DO NOT meet the exact criteria

<u>Logic</u>	
Logic allows the user to join multiple filter criteria together. The logic that is chosen will have a direct impact on the results. See examples for more details.	
And	Using “And” as the criteria join will require the result set to meet all criteria defined by the user. For example, to see all BQ applicants with a score of 95 the user will join the two criteria with “And”.
Or	Using “Or” as the criteria join will allow the result set to contain one or more of the criteria, but will not require the result to contain all criteria as it does with “And”. For example, to see applicants with a status code of BQ or a score of 95 will require the use of “Or”. Using “Or” will show applicants with a score of 95 OR a status code of BQ, the result will also include applicants who meet both criteria.

4.2 Filtering Applicant Manager

To begin applying the “**Filter**”, go to Applicant Manager, and select the grade for which you will issue a certificate for, and click the “**Filter**” button.

[Legend](#) | [Logout](#) | [Help](#)
 retha maddox, Dec 14, 2006
 Maximum System Inactivity Time: 60 minutes

[Home](#) | [Vacancy](#) | [Question Library](#) | **[Applicant Manager](#)** | [Reports](#) | [User Manager](#) | [Utility](#)

Vacancy | Applicant

[Applicant Manager Home >> U.S. Department of Commerce >> Office of the Secretary >> CFO & Assistant Secretary for Administration >> Office of Security >> Security Specialist >> OSY-2006-0029:2006-Joint-3 JP >> SA-DOC-0002 >> Applicant Listing](#)

[Return to Vacancy](#)

Staging Area Applications Listing

Filter | [Data Mining](#)

[Correspond](#) | [Change Statuses](#) | [Reset Statuses](#)
[All Applicant Data Report](#) | [Applicant Listing Report](#)
[Ineligible Applicant Report](#)
[Generate Job Certificate](#) | [Request Documentation](#)
[DEU Count](#)

All Grades | 04 | 05 |
Current Grade: 04

Sort by:

Status	Name	Score
wo NEW	TP DSCFE, LK	92.22/ 100.00
wo NEW SPCL	TP LPPESAA, LOUISE	91.11/ 100.00
NEW SPCL	NV MKNP, MKNP	88.89/ 100.00
NEW SPCL	TP ADAMS, ALPHA	87.78/ 100.00
NEW	NV JPNFS, JONATHAN	84.44/ 100.00
NEW CTAP SPCL	NV MGSAA, SPECIAL	84.44/ 100.00
NEW SPCL	XP PMNC, PATRICIA	84.44/ 100.00
NEW	CPS RDDV, RDDV	78.89/ 100.00

Certs Listing

Staging Area Details

Staging Area #: SA-DOC-0002

Create Date and Time: Dec 14, 2006 2:14:10 PM

Created By: RMADDOX

Status: Open

From this page you will select your *field*, *operator*, and the *filter value*.

The screenshot shows the 'Hiring Management monster' interface. At the top right, there are links for 'Legend | Logout | Help', the user name 'retha maddox, Dec 14, 2006', and the text 'Maximum System Inactivity Time: 60 minutes'. Below this is a navigation bar with tabs: 'Home', 'Vacancy', 'Question Library', 'Applicant Manager' (highlighted), 'Reports', 'User Manager', and 'Utility'. The main content area is titled 'Select Filter Criteria' and contains several buttons: 'Insert Row', 'Save Filter', and 'Load Filter'. Below these are two rows of form fields. The first row has columns for 'Option', 'Filter Field(s)', 'Operator', 'Filter Value(s)', and 'Logical'. The second row has a 'Remove' button, a 'Select Field' button (circled in blue), a dropdown menu set to 'Equals', an empty text input field for 'Filter Value(s)', and a 'Logical' column. At the top right of the form area are 'Apply' and 'Cancel' buttons.

For example, if you want to identify any Veterans Preference candidates in the filter field select “*Veterans Preference*”, choose “*greater than or equal to*” in the operator field, and “*20-TP-VET*” in the filter value field. Then click “*apply*”.

This screenshot shows the same 'Select Filter Criteria' form as the previous one, but with data entered. The 'Filter Field(s)' field now contains 'Veterans Preference', the 'Operator' dropdown is set to 'Greater Than or Equal To', and the 'Filter Value(s)' field contains '20-TP-VET'. A blue arrow points from the right towards the 'Apply' button. The 'Remove' button is now highlighted in yellow.

Once you click “Apply”, you will see the following screen showing only the veterans at the grade you initially selected and the words **Filter Applied** is in red.

Legend | Logout | Help
retha maddox, Dec 14, 2006
Maximum System Inactivity Time: 60 minutes

Hiring Management monster

Home | Vacancy | Question Library | **Applicant Manager** | Reports | User Manager | Utility

Vacancy | Applicant

Applicant Manager Home >> U.S. Department of Commerce >> Office of the Secretary >> CFO & Assistant Secretary for Administration >> Office of Security >> Security Specialist >> OSY-2006-0029:2006-Joint-3 JP >> SA-DOC-0002 >> **Applicant Listing**

[Return to Vacancy](#)

Staging Area Applications Listing

Filter | Clear Filter | Data Mining

Correspond | Change Statuses | Reset Statuses

All Applicant Data Report | Applicant Listing Report

Ineligible Applicant Report

Generate Job Certificate | Request Documentation

DEU Count

All Grades | 04 | 05 |
Current Grade: 04 **(Filter Applied)**

Sort by: Total score

Status	Name	Score
WQ NEW TP	DSCFE, LK	92.22/ 100.00
WQ NEW SPCL TP	LPPESAA, LOUISE	91.11/ 100.00
NEW SPCL TP	ADAMS, ALPHA	87.78/ 100.00
NEW SPCL XP	PMNC, PATRICIA	84.44/ 100.00
NEW CPS	RDDV, RDDV	78.89/ 100.00

Certs Listing

Staging Area Details

Staging Area #: SA-DOC-0002

Create Date and Time: Dec 14, 2006 2:14:10 PM

Created By: RMADDOX

Status: Open

<< < [1] > >> Page 1 of 1 Applications 1 - 5 of 5

Jump to page: Show results per page.

If you have additional filters for this certificate, you can insert a row for each additional data element. Be sure that you select the correct logic to apply the filter (see the logic table above).

Home Vacancy Question Library **Applicant Manager** Reports User Manager Utility

Select Filter Criteria Apply Cancel

Insert Row Save Filter Load Filter

Option	Filter Field(s)	Operator	Filter Value(s)	Logical
Remove	Veterans Preference <input type="button" value="Select Field"/>	Greater Than or Equal To	20 - TPVET	And
Remove	<input type="button" value="Select Field"/>	Equals	<input type="text"/>	

Once you have completed all of your filters and have defined your list of applicants, you can always click on “Filter” to see exactly what criteria was used. This is very helpful if another HR specialist has to review your files.

4.3 Data Mining Applicant Manager

To begin applying the “*Data Mining*” feature, go to Applicant Manager, select the “*Grade*” that you will issue a certificate for, and then click the “*Data Mining*” button.

The screenshot shows the Hiring Management Applicant Manager interface. At the top, there is a navigation bar with tabs for Home, Vacancy, Question Library, Applicant Manager (highlighted), Reports, User Manager, and Utility. The page title is 'Vacancy | Applicant'. Below the navigation bar, there is a breadcrumb trail: Applicant Manager Home >> U.S. Department of Commerce >> Office of the Secretary >> CFO & Assistant Secretary for Administration >> Office of Security >> Security Specialist >> OSY-2007-0041:2006-Joint-3 JP >> SA-DOC-0001 >> Applicant Listing. A 'Return to Vacancy' button is located in the top right corner of the main content area.

The main content area is divided into two sections: 'Staging Area Applications Listing' and 'Certs Listing'. The 'Staging Area Applications Listing' section has a 'Filter' dropdown menu with 'Data Mining' selected. Below the filter, there are several buttons: 'Correspond', 'Change Statuses', 'Reset Statuses', 'All Applicant Data Report', 'Applicant Listing Report', 'Ineligible Applicant Report', 'Generate Job Certificate', 'Request Documentation', and 'DEU Count'. Below these buttons, there is a section for 'All Grades | 04 | 05 |' with 'Current Grade: 04' and a 'Sort by:' dropdown menu set to 'Total score' with a 'Sort' button.

The 'Certs Listing' section has a 'Staging Area Details' box with the following information: Staging Area #: SA-DOC-0001, Create Date and Time: Dec 15, 2006 9:04:29 AM, Created By: RMADDOX, and Status: Open.

Below the 'Staging Area Applications Listing' section, there is a table with the following data:

Status	Name	Score
WQ NEW SPCL CPS	ADAMS, DELTA	93.33/ 100.00
WQ NEW SPCL NV	CLINTON, EPSILON	90.00/ 100.00
NEW SPCL CP	ROOSEVELT, BETA	88.89/ 100.00
NEW NV	CARTER, BETA	87.78/ 100.00
NEW SPCL NV	CLINTON, ALPHA	80.00/ 100.00

At the bottom of the page, there is a pagination section with '<< < [1] > >>' and 'Page 1 of 1'. There is also a 'Jump to page:' input field with a 'Go' button and a 'Show 20 results per page. Apply' button.

Once you click the “*Data Mining*” button, this is the screen you will see and from which you define your mining criteria. For example, in this case we will identify all the candidates who wanted to apply to a specific location. We will data mine on the vacancy announcement questions that asked for location preference. Once you create a Data Mining definition, click “*Next*”.

Home	Vacancy	Question Library	Applicant Manager	Reports	User Manager	Utility
Applicant Manager Home >> U.S. Department of Commerce >> Office of the Secretary >> CFO & Assistant Secretary for Administration >> Office of Security >> Security Specialist >> OSY-2007-0041:2006-Joint-3 JP >> SA-DOC-0001 >> Applicant Listing						
						Cancel
Vacancy:	OSY-2007-0041					
Staging Area:	SA-DOC-0001					
	<input checked="" type="radio"/> Create A New Data Mining Definition.					
	<input type="radio"/> Load A Saved Data Mining Definition. - No saved definition -					
	<input type="button" value="NEXT >>"/>					

From this screen, click the “Add” button in the question criteria block. Once you click “Next”, you will have to complete the following steps below.

Home	Vacancy	Question Library	Applicant Manager	Reports	User Manager	Utility
Applicant Manager Home >> U.S. Department of Commerce >> Office of the Secretary >> CFO & Assistant Secretary for Administration >> Office of Security >> Security Specialist >> OSY-2007-0041:2006-Joint-3 JP >> SA-DOC-0001 >> Applicant Listing						
						Cancel
Vacancy:	OSY-2007-0041					
Area:	SA-DOC-0001					
Statistics:	<input checked="" type="checkbox"/> Show Answer Statistics					
Location(s):	Add	-Select Location-				
Question Criteria:	Add	Question criteria indicated with an asterisk (*) are required for an applicant to be considered in the result set.				
	Question	Operator	Choice	Option		
	<input type="button" value="NEXT >>"/>					

Select the appropriate grade, or you can select “all grades” because we identified the grade 4 at the beginning of this “mining” process. Then click “Add” to identify the question to data mine on. Then click “Next”.

Hiring Management
monster®

Legend | Logout | Help
retha maddox, Dec 15, 2006
Maximum System Inactivity Time: 60 minutes

Home Vacancy Question Library **Applicant Manager** Reports User Manager Utility

Applicant Manager Home >> U.S. Department of Commerce >> Office of the Secretary >> CFO & Assistant Secretary for Administration >> Office of Security >> Security Specialist >> OSY-2007-0041:2006-Joint-3 JP >> SA-DOC-0001 >> [Applicant Listing](#)

Cancel

Select Questions For Mining

<input type="checkbox"/> 04	
<input type="checkbox"/> 05	
<input checked="" type="checkbox"/> All Grades	<p>Add AA Do you have experience obtaining and verifying information, evidence, and facts in order to initiate and conduct a security investigation?</p> <p>Add MC GS-9 Choose the one answer that best describes your education and experience.</p> <p>Add AA Do you have experience monitoring a secured area?</p> <p>Add AA Do you have experience responding to and following up on security complaints?</p> <p>Add AA <u>Do you have experience using a handgun?</u></p> <p>Add AA Have you responded to calls or alarms involving a crime or security incident?</p> <p>Add MA You may be considered under one, two or all three options listed below. Please choose the option(s) in which you want to be considered under.</p> <p>Add ME Which duty station are you applying for?</p>
<input type="checkbox"/> Core Questions	

→ NEXT >>

Once you click “Next” you will see the screen with the selected question and possible choices. Click “Add” next to the desired choice (in this case “Suitland”) for your vacancy then click “Next” again. You will see the following screen identifying your selection. To add this data mining information click “add Criteria”.

Hiring Management
monster

Legend | Logout | Help
retha maddox, Dec 15, 2006
Maximum System Inactivity Time: 60 minutes

Home Vacancy Question Library **Applicant Manager** Reports User Manager Utility

Applicant Manager Home >> U.S. Department of Commerce >> Office of the Secretary >> CFO & Assistant Secretary for Administration >> Office of Security >> Security Specialist >> OSY-2007-0041:2006-Joint-3 JP >> SA-DOC-0001 >> **Applicant Listing**

Cancel

Define Mining Criteria

Question 1 of 1

Which duty station are you applying for?

Mandatory Answer Choice **Suitland, MD** Add Criteria

1. Add [4] Washington, DC
2. Add [4] Suitland, MD

Question	Operator	Choice	Option
<< PREVIOUS	NEXT >>		

After you have added your criteria click “Next” on the following two screens to confirm your selections. Then you will see the Data Mining results screen showing those who met your criteria. From this screen you have the option to save your Data Mining definition for future use or click “Done” if you are finished.

Home Vacancy Question Library **Applicant Manager** Reports User Manager Utility

Applicant Manager Home >> U.S. Department of Commerce >> Office of the Secretary >> CFO & Assistant Secretary for Administration >> Office of Security >> Security Specialist >> OSY-2007-0041:2006-Joint-3 JP >> SA-DOC-0001 >> [Applicant Listing](#)

Data Mining - Review Results

Export Vacancy: OSY-2007-0041, 2006-Joint-3 JP
 Staging Area: SA-DOC-0001

MINING CRITERIA:

1. ALL GRADES Q: Which duty station are you applying for?
A 1.: Answer Choice Suitland, MD

MINING RESULTS:

Applicant Name	Grade Applied	Score	Confidence	A	Locations
CLINTON, EPSILON 04	X	90.00	100.00	X	Washington DC Metro Area, DC Suitland
CLINTON, EPSILON 05	X	90.00	100.00	X	Washington DC Metro Area, DC Suitland
ROOSEVELT, BETA 04	X	88.89	100.00	X	Suitland
ROOSEVELT, BETA 05	X	88.89	100.00	X	Suitland
ADAMS, GAMMA 05	X	84.44	100.00	X	Suitland
CLINTON, ALPHA 04	X	80.00	100.00	X	Washington DC Metro Area, DC Suitland
CLINTON, ALPHA 05	X	80.00	100.00	X	Washington DC Metro Area, DC Suitland

Once you click "Done", you will be taken back to the Applicant Manager screen showing that the **Data Mining** has been applied. You'll note that there are only three applicants listed on the screen once the Data Mining definition (those who applied to Suitland at the grade 4) is processed.

Home | Vacancy | Question Library | **Applicant Manager** | Reports | User Manager | Utility

Vacancy | Applicant

Applicant Manager Home >> U.S. Department of Commerce >> Office of the Secretary >> CFO & Assistant Secretary for Administration >> Office of Security >> Security Specialist >> OSY-2007-0041:2006-Joint-3 JP >> SA-DOC-0001 >> **Applicant Listing**

[Return to Vacancy](#)

Staging Area Applications Listing

Filter | [Data Mining](#) | [Clear Mining](#)

[Correspond](#) | [Change Statuses](#) | [Reset Statuses](#)

[All Applicant Data Report](#) | [Applicant Listing Report](#)

[Ineligible Applicant Report](#)

[Generate Job Certificate](#) | [Request Documentation](#)

[DEU Count](#)

All Grades | 04 | 05 |
 Current Grade: 04 **(Mining Applied)**

Sort by:

Status	Name	Score
wo NEW	SPCL NV CLINTON, EPSILON	90.00/ 100.00
NEW	SPCL CP ROOSEVELT, BETA	88.89/ 100.00
NEW	SPCL NV CLINTON, ALPHA	80.00/ 100.00

Certs Listing

Staging Area Details

Staging Area #: SA-DOC-0001

Create Date and Time: Dec 15, 2006 9:04:29 AM

Created By: RMADDOX

Status: Open

<< < [1] > >> Page 1 of 1 Applications 1 - 3 of 3

Jump to page: Show results per page.

The example above demonstrated how to filter (Veterans Preference) and data mine (duty location). These features could be combined and/or expanded on to include additional criteria for your specific certificate, however the basic steps remain the same. The example below reflects the final results of both of the exercises above. We filtered on Veterans Preference to only see those who are Veteran Preference eligible, and then we data mined on location to see only those who applied to the Suitland duty location. In this case, one candidate met both the Filtering and Data Mining criteria. Keep in mind that any recruitment activities must comply with all statutory requirements and departmental and bureau policies.

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Current Grade: 04 (Filter Applied) (Mining Applied)

Sort by:

Status	Name	Score
NEW SPCL CP	ROOSEVELT, BETA	88.89/ 100.00

Certs Listing

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<< < [1] >> Page 1 of 1 Applications 1 - 1 of 1

Jump to page:

 Show results per page.