

Hiring Management Release Notes: 4.2 Release

Hiring Management is the latest generation of the market-leading enterprise hiring management solution for the Federal government, and a key component of Monster Government Solutions' (MGS) end-to-end human capital management offering. The purpose of this document is to provide a summary of the changes with Hiring Management latest release - including new enhancements, defect fixes, and known issues. Please refer to the online user guide and training materials for additional details. Contact MGS' Support Desk at 1-866-656-6831 or MGSHelp@Monster.com if you have feedback or questions not addressed in this document.

Summary

The 4.2 release includes the following items:

- Multiseries Enhancements
- Enhanced Dual Certification
- Certificate Amendment
- Certificate Carry Over
- Mass Status Updates by Grade
- Applicant Registry History
- Certificate Passwords
- Data Mining in Web Admin
- Spell Check
- Vacancy Preview
- OPM Survey Link
- System Scoring Display Modification
- Enhanced Applicant View Search / Removal of the Show All Registered Users button

Configurable enhancements in this release include:

Certificate Amendment – Configured OFF

- For standing register vacancies, the system now provides the ability to add or remove applicants from a certificate. In addition, certificate tracking items are generated and displayed at the certificate level based on these actions.

Certificate Carry Over – Configured OFF

Mass Status Updates by Grade – configured OFF

- The ability to update applicants' status for all grades at the same time at the Staging Area level.

Data mining from the Web Admin tool – configured OFF

- The ability to data mine an applicant listing from the Certificate Review page in Web Admin

Certificate Passwords – configured ON

- The ability to assign passwords to certificates has been added to Applicant Manager

Spell Check – configured ON

- The ability to spell check data in Step 2 of Vacancy Builder, Applicant Manager, and the Utility module

Non configurable enhancements in this release include:

Multiseries Announcements

- The ability to post and manage a single job announcement across multiple series.
- The ability to manage all applicants for a multi-series announcement as a single applicant pool

Enhanced Dual Certification

- In addition to the existing functionality that controls dual certification of applicants within Vacancy Builder (step 7), this release includes similar functionality within Applicant Manager. It also adds a new “dual cert” icon in staging areas, indicating an applicant appears on more than one certificate, and an error message indicating that the vacancy does not allow applicants to appear on multiple certificates. This is available with standing register vacancies as well.

Applicant Registry History

- In conjunction with the multi-series functionality, this release provides a new applicant registry information page which includes all series and grades to which an applicant has applied.

Vacancy Preview

- The ability to preview an announcement in each step of Vacancy Builder

OPM Survey link

- OPM mandate to complete a hiring survey has been met by providing a link to the OPM survey site in the Web Admin tool

System Scoring Display Modification

- The database has been modified to store the score up to 2 decimal places exactly as it is displayed to users in Applicant Manager

Removal of the Show All Registered Users button

- The Show All Registered Users Button in Applicant Manager has been disabled in order streamline applicant search results.

Functionality that has been added specifically for **standing register** vacancies includes the following functionality mentioned above:

- Certificate Amendment (including tracking items at the certificate level)
- Certificate Carry Over

Enhancements

Significant enhancements included in this release are summarized below.

Enhancement	Description	Impact
MULTI-SERIES ANNOUNCEMENTS		
Vacancy Builder Step 1	<p>Description:</p> <p>Select Series Allows the HR User to associate up to five series with one vacancy. Vacancies now have a 'Series Type' value – either multi or single. An announcement may also have multiple series for the same group of locations (per the vacancy). Each series on the announcement <i>must have</i> the same grades. Once the vacancy announcement has been created and is open, it will post multiple announcements on USAJOBS.</p> <p>Series Type Indication Text that indicates if a vacancy is single or multi-series. It is located immediately below the Series section on Step 1. Default value is "Single Series."</p> <p>Select Series Upon clicking the 'Select Series' button, a new page opens and displays a list of all available series on the left pane. The default series is based on the org/dept combination through which the user has previously navigated within Vacancy Builder. As the user selects series, they "move" from the left to the right sides of the two-pane page. The HR User can Add, Remove, Cancel, or Save.</p> <p>Benefit to User: HR Users now have the ability to create multi-series vacancies. One multi-series vacancy yields multiple postings on USAJOBS (1 per series & location).</p> <ol style="list-style-type: none"> 1. Vacancies are either single or multi-series 2. Seeks to capture a wider audience of potential applicants for the same announcement and/or register. <p>Configurable: No</p>	HR Users and Applicants

Enhancement	Description	Impact
<p>Vacancy Builder: Steps 4 and 5</p>	<p><u>Description:</u></p> <p>Assigning Questions In Step 4 of Vacancy Builder, an 'All Series' header appears for Multi-series announcements. Screenouts must still be grade-specific, but if an applicant is screened out in an 'All Series' question, the screenout applies to all series on the announcement. The same questions cannot be assigned to both the All Series/All Grades questions and grade-specific questions. Finally, if multiple series exist on a single announcement, the All Series or All Grades questions and grade-specific questions must be the same for all series included on the announcement.</p> <p>Crediting Plan In Step 5 of Vacancy Builder, an 'All Series' header now appears for multi-series announcements. Upon clicking the 'All Grades' tab in Step 5, questions that apply to all series in the vacancy are displayed</p> <p><u>Benefit to User:</u> Users can assign <i>All Series</i> questions to multi-series announcements.</p>	<p>HR Users and applicants</p>
<p>Applicant Manager</p>	<p><u>Description:</u></p> <p>Applicant Manager – Staging Areas For Multi-series announcements, the Applicant Listing and Staging Area will display a list of applicants regardless of series or grade. Applicants will only be displayed once in the All Applicant Listing, even if they have applied to multiple grades in the series. However, the following filter options have been added to the Staging Area: Phase Score, Series, and Date/Time of application.</p> <p>Phases The Phase Score addition to filtering will include all phases, including Required Vacancy Questions.</p> <p>Phase Export page now includes the following export options: Phase Score, Series Applied To, Grades Applied To, Locations Applied To, & Date and Time of application. The following have been added to the end of the existing phase data export file: Date and Time of Application (displayed in 24hr format including seconds), Series (a column for each series on the announcement) Grades (a column for all grades on the announcement) Locations (a column for all locations on the announcement). An 'x' in the series, grade, or location columns indicates that the applicant has applied to</p>	<p>HR Users</p>

Enhancement	Description	Impact
	<p>that particular series, grade, or location.</p> <p>Phase Score – there is no existing limit on the number of phases per vacancy. If no phase score exists for a particular phase, this field will be blank.</p> <p><u>Benefit to User:</u> Users can now filter applicant listings by phase name and score, or by date and time of application.</p> <p>Configurable: No</p>	
Vacancy Search	<p><u>Description:</u></p> <p>Vacancy Search Users must be able to search for multi-series announcements by all existing search criteria. Valid criteria include: Announcement Number, Open/Close Date(s), Dept. Short Name, Grade, Pay Plan, Position Title, Created By, Vacancy Custom Status Code, Occupation Series</p> <p>Users will be able to search by any series on a multi-series announcement. Users can navigate to any of the series on a multi-series announcement by clicking the radio button next to the series name.</p> <p><u>Benefit to User:</u> HR Users can now search for a vacancy by one of its multiple series.</p>	HR Users
Seeker Site	<p><u>Description:</u></p> <p>Seeker Site Multi-series announcements will still be posted to the Seeker and USAJOBS sites. USAJOBS will accept Multi-Series announcements. A message will be displayed to applicants who select multi-series vacancies. It will allow them to choose the series, grade(s), and location(s) for application. A checkbox for each series will display. Applicants only have to complete one application</p> <p><u>Benefit to User:</u> Applicants can apply to a vacancy via one of its several series. They will only have to respond to one set of Basic Qualification questions and grade-specific questions as these are the same across all series on the announcement.</p>	Applicants

Enhancement	Description	Impact
DUAL CERTIFICATION		
Select Certificate Options page	<p>Description:</p> <p>Do Not Allow Applicants to Appear on Multiple Certificates (checkbox) This new checkbox appears on the Select Certificate Options page as well as Step 7 in Vacancy Builder. This box will be checked if the HR user has already checked it Step 7. However, it can be unchecked prior to creating the certificate and this will remain in effect only for the specific certification.</p> <p>Benefit to User: HR Users now have the ability to control dual certification at both vacancy and certificate creation. This provides additional flexibility and control over the applicant pool to the HR user.</p> <p>Configurable: No</p>	HR Users
Applicant Manager	<p>Description:</p> <p>Dual Certification Icon (Staging Area Listing) This new icon appears next to the name of any applicant appearing on one or more certificates (irrespective of cert status – open, closed, audited). It disappears if the applicant is removed from all applicable certificates.</p> <p>Add Applicant(s) to New Certificate page If an applicant cannot be certified on more than one certificate, this new page appears and displays the following message: “This vacancy does not allow applicants to appear on multiple certificates. The applicants listed below are already certified for this vacancy. If you want an applicant to be dual certified, add the applicant and click Next. If no applicants are added, click Next to continue.”</p> <p>This new page presents a list of applicants already on an open certificate for that vacancy. It also indicates the applicants’ cert # and grade. On this page, users can override the dual certification restriction and add selected applicants to the cert.</p> <p>This page also contains a ‘Print Previously Certified’ button, allowing users to save and print the list of previously certified applicants (for that vacancy).</p> <p>Edit Name Request Button (Select Certificate Options page) If the ‘Do Not Allow Applicants..’ checkbox is unchecked, the names on the left side of the page are</p>	HR Users and applicants

Enhancement	Description	Impact
	<p>those with BQ status not existing on other certificates</p> <p>If the 'Do Not Allow Applicants..' checkbox is checked, the names on the left side of the page are those with BQ status appearing on other certificates</p> <p>Benefit to User: HR users may now add previously certified applicants to additional certificates. The new page provides an easy means of managing the list of applicants to add to certificates. The new Dual Cert icon, provides a convenient way of identifying the applicants appearing on multiple certificates.</p> <p>Configurable: No</p>	

Enhancement	Description	Impact
CERTIFICATE MANAGEMENT		
<p>Certificate Applications Listing tab & Amend Certificate button and page</p>	<p>Description:</p> <p>Amend Certificate Button & Page The ability to Amend a certificate involves adding or removing applicants from a previously generated certificate. The Amend functionality is only available for Standing Register vacancies. From the Certificate Applications Listing tab, a new button will appear: Amend Certificate. Clicking this button launches the new Amend Certificate page. This new page will contain a list of all applicants on the right side of the page that are currently on the specified certificate. The user can then search for applicants via SSN (either full or last 4 digits) to add onto the specified certificate. The search result will display on the left side of the page, and the user can search for subsequent applicants and add them to this list on the left side of the page. Searches returning no results generate a "Search did not return any results" message.</p> <p>The user can then select an applicant to appear on the certificate by clicking the Add link next to the applicant's name. The name is moved from the left pane to the right, and a green "+" is displayed next to the names of non-original applicants for that certificate. The user can also click the Remove link next to any applicant on the left pane and a red "-" is displayed next to the applicant removed from the certificate. Once all modifications are complete, the user clicks 'Next' and the applicants are added to (or removed from) the certificate.</p>	<p>HR Users</p>

Enhancement	Description	Impact
	<p><u>Note:</u> The system applies the same logic and preferences designated upon original certificate creation to this new list of applicants.</p> <p>The newly added applicants now appear under the Certificate Applicants Listing with BQ status. A tracking item is also generated. Amended certificates are also denoted with a new amended cert icon.</p> <p><u>Note:</u> The ability to amend certificates only belongs to Standing Register vacancies. Certificates can only be amended from an existing open staging area. In order to be added to a certificate, an applicant must exist in the current staging area and have BQ status as well as the grade/location for which the certificate was originally generated. Also, the user can add applicants past the applicant limit set for the original certificate.</p> <p><u>Benefit to User:</u> The new Amend functionality provides HR users the ability to certify applicants that were inadvertently not previously certified. Certificate tracking items generated from these add/remove actions provide an audit trail for the specific certificate.</p> <p>Configurable: Yes Configuration Setting: OFF</p>	

Enhancement	Description	Impact
APPLICANT REGISTRY HISTORY		
Staging Area Applications Listing page	<p><u>Description:</u></p> <p>Registry History button and Applicant Registry page From the Staging Area Applications Listing page, the new Registry History button appears once the user has clicked on a specific applicant's name in the Staging Area Listing. Clicking it launches the applicant registry information page. This page contains two sections: announcement information and certificate history. The announcement information contains all vacancies to which the applicant has applied, including the announcement #, series, and grade. It also displays the phase history for all vacancies applied to within the given HR user's org/dept. This includes phase name, and phase status (pass/fail). For unphased vacancies, only "Required Vacancy Questions" will be displayed as a phase with the text 'Unphased Vacancy' displayed beneath it and a</p>	HR Users

Enhancement	Description	Impact
	<p>yellow checkmark (denoting 'no phase data imported') for the phase status. The applicant's cert history, which includes the certificate status, certificate number, expiration date, series and grade, is also displayed. The certificates identified in the Applicant Registry History page are applicable to the specific staging area only.</p> <p><u>Benefit to User:</u> Applicant Registry provides an applicant-centric view of candidates' application information. This allows the HR user to see if the applicant has applied to other vacancies and then review their respective series, grades, and applicable phase results. In addition, it allows the HR user to identify the certificates that the applicant is certified on within that specific staging area.</p> <p>Configurable: No</p>	

Enhancement	Description	Impact
APPLICANT STATUS UPDATES BY GRADE – STAGING AREA		
Staging Area Applications Listing page	<p><u>Description:</u></p> <p>Change Status checkboxes Upon clicking the Change Status button on multi-graded vacancies, the Staging Area Applications Listing now contains checkboxes for each grade available within the given series. There will be an active checkbox for each grade to which the applicant has applied. There will be grayed out, inactive, checkboxes for any grades to which the applicant has not applied. These checkboxes can become active if the applicant edits his or her application and applies to these grades.</p> <p>Once checking the grade checkboxes for the specific applicants, the user selects the target status value from the 'New Status' dropdown and clicks Save. If no grades/applicants are selected, an error message will appear directing the user to select at least one grade or cancel. Upon save, the custom status for the selected applicants is modified and displayed in the appropriate grade.</p> <p>For single-graded announcements, clicking the Change Status button results in the Change Applicant Status screen to appear. There are no Grade checkboxes, but a new "ALL APPLICANT" indicator appears. The HR user can change all applicants'</p>	HR Users

Enhancement	Description	Impact
	<p>status by simply changing the 'New Status' value and clicking 'Save'.</p> <p>Changes made at the staging area level are saved at the vacancy level as well. Moreover, if the user attempts to change the status of a hired applicant, the system will generate an error message indicating that the candidate must be unhired before any such change can occur.</p> <p>The 'Reset Status' button also follows this new functionality.</p> <p>Benefit to User: HR users may now update multiple applicants' status using the new checkboxes, resulting in saved time and improved efficiency.</p> <p>Configurable: Yes Configuration Setting: OFF</p>	

Enhancement	Description	Impact
VACANCY PREVIEW		
Vacancy Builder	<p>Description:</p> <p>Save & Preview button A new 'Save and Preview' button appears throughout Vacancy Builder beginning in step 1. When clicked, a new window opens allowing the user to preview all vacancy data entered up to that point. If there is at least one vacancy question saved to the announcement, users can preview the vacancy question(s) by clicking the 'View Vacancy Questions' button at the bottom of the preview page. At the bottom of the Vacancy Question Preview page, a 'Return to Vacancy Announcement' button is available to close the vacancy question preview page and return the user to the vacancy preview screen or a 'Back to Vacancy Builder' button returns the user to the page from which they launched the Save and Preview window. Once the user is returned to the Vacancy Preview page, a 'Back to Vacancy Button' is available to close out the preview window and return to the original vacancy page.</p> <p>If the user cancels a vacancy, then tries to preview it, an error message will be displayed letting the user know that the vacancy they are trying to preview has been canceled.</p>	HR Users

Enhancement	Description	Impact
	<p>The Save and Preview buttons appear in each step of Vacancy Builder.</p> <p>NOTE: For vacancies created without the 5-tab builder in Step 2 of Vacancy Builder, the 'Who May Apply' and 'Benefits' fields and data will not display. Instead, the vacancy content will appear under the 'Other Information' field.</p> <p>Benefit to User: HR users can now preview a vacancy along with all vacancy questions including All Grade and grade-specific questions before approving the vacancy.</p> <p>Configurable: No</p>	

Enhancement	Description	Impact
SPELL CHECK		
Vacancy Builder	<p>Description:</p> <p>Spell Check and Check All Spelling buttons in Step 2 A 'Spell Check' button has been added to Step 2 of Vacancy Builder. The button now appears next to each block of text in Step 2 of the 5-tabbed version of Vacancy Builder. When clicked, a separate window opens and scans the entire block of text, or any text that the user has highlighted. If a misspelled word is found, the user can Ignore, Add, or Change. If the user chooses to add or change any misspellings, once the user clicks Finish, the Spell Check page closes and the corrections are reflected in the text.</p> <p>A 'Check All Spelling' button is available at the bottom of Step 2. When clicked, all text fields will be scanned for misspelled words. The user will have the same options to Ignore, Add, or Change. If corrections are made, once the user clicks Finish, the Spell Check page closes and the corrections are reflected in all text fields.</p> <p>Benefit to User: Users can now spell check the text that appears in Step 2 of Vacancy Builder, before the vacancy is approved.</p> <p>Configurable: Yes Configuration Setting: ON</p> <p>Note: The configuration setting ON/OFF applies to all modules. Spell check cannot be turned on/off for only</p>	HR Users

Enhancement	Description	Impact
	<p>one module. It either appears in all modules if configured ON, or in none of the modules if configured OFF.</p>	
<p>Applicant Manager</p>	<p><u>Description:</u></p> <p>Spell Check button in Correspondence Window A ‘Spell Check’ button has been added to the Correspondence window in Applicant Manager. When clicked, the text in the Subject and Message boxes will be scanned. If any misspelled words are found, the user will be provided the options to Ignore, Add, or Change. If corrections are made, once the user clicks Finish, the Spell Check page closes and the corrections are reflected in the Subject and/or Message fields.</p> <p><u>Benefit to User:</u> Users can now spell check Correspondence text before the Correspondence is sent.</p>	
<p>Question Library</p>	<p><u>Description:</u></p> <p>Spell Check and Check All Spelling buttons for Question Text and Question Responses A ‘Spell Check’ button now appears next to the ‘Question Text’ and ‘Question Responses’ text boxes. When clicked, a separate window opens and the text in the fields ‘Question Text’ and ‘Question Responses’ will be scanned. If misspelled words are found, the user has the option to Ignore, Add, or Change. If corrections are made, once the user clicks Finish, the Spell Check page closes and the corrections appear in the ‘Question Text’ and/or ‘Question Response’ fields.</p> <p>A ‘Check All Spelling’ button appears at the bottom of the Question Builder page. Clicking this button launches a new page in which text in both fields will be scanned. Users have the same options to Ignore, Add, or Change. If corrections are made, once the user clicks Finish, the Spell Check page closes and the corrections appear in both fields.</p> <p><u>Benefit to User:</u> Users can now check spelling on questions and responses while the vacancy is being created.</p>	
<p>Utility</p>	<p><u>Description:</u></p> <p>Vacancy Template The ‘Spell Check’ button has been added next to the ‘Template Information’ text box in Vacancy Template Details Editor (for both adding new vacancy templates</p>	

Enhancement	Description	Impact
	<p>and editing them.) When clicked, a separate window opens and the text in the 'Template Information' field will be scanned. If misspelled words are found, the user has the option to Ignore, Add, or Change. If corrections are made, once the user clicks Finish, the Spell Check page closes and the corrections are reflected in the 'Template Information' field.</p> <p>Email Template The 'Spell Check' button has been added next to the 'Template Message' text box in the Email Template Editor (for both adding new email templates and editing them.) When clicked, a separate window opens and the text in 'Template Message' field is scanned. If misspelled words are found, the user has the option to Ignore, Add, or Change. If corrections are made, once the user clicks Finish, the Spell Check page closes and the corrections are reflected in the 'Template Message' field.</p> <p>Certificate Template A 'Spell Check' button has been added next to the text box in the CertificateTemplate Editor (for both adding new certificate templates and editing them). When the user clicks this button, the primary text box is scanned, depending on which of the four tabs are most prominent: Report Header, Page Header, Page Footer, or Report Footer. If misspelled words are found, the user has the option to Ignore, Add, or Change. If corrections are made, once the user clicks Finish, the Spell Check page closes and the corrections are reflected in the the most prominent text box. One caveat here is that this template may contain tokens that could confuse the spell-checker.</p>	

Enhancement	Description	Impact
OPM SURVEY LINK – WEB ADMIN TOOL		
Certificate Review page of Web Admin Tool	<p><u>Description:</u></p> <p>To comply with the recent OPM Survey mandate, a link to the OPM Survey has been added to the Certificate Review tab in Web Admin. When clicked, a new browser window opens to the OPM Survey. The Certificate Review page remains open while the new browser window opens. Once the user has completed the survey, they can simply close the survey browser window and continue working in the Certificate Reivew page of Web Admin.</p>	HR Users

Enhancement	Description	Impact
	<p>Link: <http://study.opm.gov/mss></p> <p>Benefit to User: Users will be reminded to complete a hiring process survey each time they open the Certificate Review page.</p> <p>Configurable: No</p>	

Enhancement	Description	Impact
DATA MINING IN WEB ADMIN		
Certificate Review	<p>Description:</p> <p>A new Data Mining button appears on the Certificate Review page in Web Admin. Users can data mine applicants using vacancy and core questions including branched questions.</p> <p>Benefit to User: Users can now data mine applicants on a certificate, allowing them to more effectively manage their applicant listings.</p> <p>Configurable: Yes Configuration Setting: OFF</p>	HR Users

Enhancement	Description	Impact
CERTIFICATE PASSWORDS		
Applicant Manager	<p>Description:</p> <p>A new System Profile Setting has been added for Certificate Passwords. If configured ON, users will see the fields 'Certificate Password' and 'Verify Password' on the Select Certificate Options page when generating a certificate. Both fields are optional. However, once a certificate password is assigned, managers are required to enter the certificate password in order to access the certificate. If configured OFF, these fields will not appear.</p> <p>'Vacancy Password' and 'Certificate Password' tokens have been added to the email template. Certificate passwords will follow the same password validation rules as User Passwords with the exception that certificate passwords do not expire and can be re-used. Agencies will be responsible to manage their own policies and processes for issuing and reusing certificate passwords.</p>	HR Users

Enhancement	Description	Impact
	<p><u>Benefit to User:</u> HR Managers can now restrict access to certificates by assigning certificate passwords and preventing managers without access from viewing and using applicants from other managers' certificates.</p> <p>Configurable: Yes Configuration Setting: ON</p>	
Certificate Review	<p><u>Description:</u></p> <p>If a certificate password has been assigned, the user is required to enter a valid announcement number and certificate password combination in order to access the certificate. An error message will display if an invalid announcement / certificate password combination is entered.</p> <p><u>Benefit to User:</u> Managers can restrict access to their assigned certificates and prevent other managers from selecting applicants from their vacancy certificates.</p>	

Enhancement	Description	Impact
SYSTEM SCORING DISPLAY MODIFICATION		
	<p><u>Description:</u> The Hiring Management database has been modified at the vacancy, staging area, and certificate level to store applicant scores to only 2 decimal places in order to match what is displayed on the user interface.</p> <p>Previously, scores were stored 3-10 decimal places out but displayed only to 2 decimal places. The previous display caused confusion when reviewing data from the DB or sending email communication with scores included.</p> <p><u>Benefit to User:</u> The data base is now storing the score exactly as it is displayed in the user interface eliminating any confusion on what is stored, displayed, and applied in a tie-breaking situation.</p> <p>Configurable: No</p>	HR Users

Enhancement	Description	Impact
DISABLE SHOW ALL REGISTERED USERS BUTTON		
Applicant Manager	<p>Description: Applicant Search in Applicant View The Show All Registered Users Button in Applicant Manager has been disabled in order streamline applicant search results. An Applicant Search function has been added to the Applicant View to allow for more robust search criteria. Users can search for applicants by entering a single search criteria or any combination of criteria. Search criteria includes: Last Name, First Name, or SSN. Users can enter a single character in the Last or First Name fields but can enter any number of characters up to the full 9 characters in the SSN field.</p> <p>Note: Only the last 4 digits of an applicant's SSN will be displayed.</p> <p>If the search results in more than 500 records, a message will be displayed to prompt the user to refine their search by selecting addition criteria. Users can now page through search results using pagination.</p> <p>Benefit to User:</p> <p>The search feature has been enhanced to include more robust search options. System performance problems are reduced or eliminated by users narrowing their search and selecting more search criteria.</p> <p>Configurable: No</p>	HR Users

Defects Fixed

Below is a list of defects fixed in this release:

Item	Description
HM-306	Vacancy Builder – Step 5 – changes to weights not saved if user enters or changes weights then clicks on a breadcrumb
HM-410	Applicant Manager – error when canceling out of Certificate Creation page
HM-430	Applicant Manager – Search button does not appear in the Add Applicant to Vacancy page
HM-457	Applicant Manager – No validation for the Message field in Correspond with Selecting Official at the certificate level
<u>HM-740</u>	Applicant Manager - Generate Certificate - print and save page failed to show the series information.
<u>HM-766</u>	Applicant Manager - SR Register vacancy - Amend the cert - Close the cert status - System failed to show the closed cert Icon.
<u>HM-772</u>	Applicant Manager - SR Vacancy - Amend Cert - Turn OFF the CERT_AMENDMENT_SR config file. System is showing the certificate activity button and tracking items.
<u>HM-785</u>	Applicant Manager - Staging Area Applicant Listing -- The Column Name is not aligned with the Applicant list.
<u>HM-800</u>	Login with New User -- Applicant Manager - Click on any Applicant in Staging Area Applicant Listing - Registry History button missing on the right side pane
HM-917	Revised Name/SSN mismatch error to say ‘Call us between 7 and 7’ and not post the email address

Known Issues

The table below is a summary of known issues in this release that are Pending Fix.

Item	Issue	Status
<u>HM-770</u>	When trying to generate a new staging area for a standing register vacancy attempting to query the DB is displayed.	This is not an issue. It has been communicated and agreed by Treasury that the ‘limiting applicants’ option should not be selected in conjunction with the ‘carryover’ option for standing register vacancies
<u>HM-817</u>	Staging Area Applicants - All applicant data report displays the information about the grades which the applicant has not applied to.	Enhancing the All Applicant Data Report will be included for discussion in a future enhancement

Hot Fixes

The table below is a summary of hot fix issues in this release.

Item	Issue	Status
HF-78	When adding questions through the interface, questions added as 'INACTIVE'	Resolved.