Shared Certificate Guide

for Monster Hiring Management Enterprise (MHME)

V3.6 - Last updated March 29, 2023

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Summary

In 2016, the Competitive Service Act was enacted to "facilitate faster hiring through the sharing of talent across the government" by allowing federal agencies to share certificates of eligible candidates with each other for positions with the same series, grade, performance level, and duty location. Mostly due to the massive workforce changes over the last few years, we're seeing much greater interest from federal agencies in collaborating with each other and reaping the benefits of working together as one federal government. Through the CSA, one agency's process to determine the best qualified can be leveraged by their colleagues across departments and agencies. The time saved by sharing eligible candidates gives agencies a huge leap ahead in reducing their time-to-hire and driving their mission. Plus, highly qualified job seekers interested in public service will have additional opportunities to quickly secure a federal appointment without having to start over or look elsewhere.

This document provides MonsterGov customer agencies with guidance, recommendation, instructions and examples on how Originating Agencies (hiring for the original vacancy) can use Monster Hiring Management Enterprise to set up job announcements and share certificates with Receiving Agencies (who make the request), either through a secure, agency-approved transmission or through MHME's Selecting Official module. Our recommendations below are based on OPM's guidance and designed to support administrators and users of the MHME system; however, this is just one approach, and not the only way to send or receive a shared certificate. Agencies are encouraged to configure their shared certificate process and templates based on their understanding of the guidance, specific policies, and needs.

Friendly Reminder:

It is the responsibility of each agency to review the requirements set by OPM and determine if the recommendations herein are applicable.

Contents

1. Requirements to Sharing Certificates

The Competitive Service Act allows an agency's appointing authority to share a competitive certificate of eligibles with other agencies hiring for a position with the same series, grade, performance level, and duty location. A certificate may be shared with more than one agency at the same time or shared sequentially with more than one agency, and the Receiving Agency must make an appointment within 240 days of the original certificate issue date, if they wish to use it to make a selection.

According to OPM, the following criteria must be met before certificates are shared:

- Vacancy was opened through a Delegated Examining Authority, and not for a direct hire, merit promotion, or temporary position;

- Vacancy is in the same occupational series, grade level (or equivalent), full performance level, and duty location;

- Announcement includes statement that eligible candidates may be considered by other federal agencies;

- Applicants are allowed to "opt-in" or "opt-out" to having their application material shared.

Please note, agencies must keep records of all shared certificates and be prepared to provide this information to OPM, if requested. For additional requirements of the Competitive Service Act, you can access the legislation here and the implementing policy guidance here.

Additionally, you are encouraged to create a Talent Pool to advertise your certificates to multiple agencies across government. This will allow Hiring Managers and HR Specialists to view resumes to determine if they want access to a certificate in the Talent Acquisition System (TAS). Go to section 4 for more information.

Friendly Reminder:

Originating Agency:
The agency who owns the original certificate(s) being shared

Receiving Agency:
The agency who is using the originating agency's certificate(s)

Agency Talent Pools:
Leverage to advertise your certificates and find those that have been advertised by other agencies

2. MHME Guidance for the Originating Agency

2.1. System Setup

The following steps are to be completed prior to using any process to share certificates.

Note, all of the instructions from 2.1.1 – 2.1.5 require administrative access. Please contact your system administrator or an admin-level user to complete the steps below.

2.1.1. Create Vacancy Field Template for Sharing

1. Start with the **Administration** Module > under the Hiring Management section > **Vacancy Field Template**

2. You can either **add a new Vacancy Field Template** or update an existing one in your system. You can use the suggested content below:

   - **Template Name**: Shared Certificate Template

   - **Field Assignment**: How You Will Be Evaluated

   - **Template Information**:

     Shared Applicant Information
     Applicants: The hiring agency of this announcement may refer non-selected, eligible applicants to other federal agencies that are hiring for a vacancy with the same grade, series, performance level and duty location. If the applicant opts-in, and another federal agency makes a request for eligible candidates, the applicant will be notified.

     Federal Agencies: Agencies interested in the certificate of eligible candidates for this position can email the Contact listed in the "How to Apply, Agency Contact Information" section area of this announcement. Please specify "Shared Certificate" in the subject line, and include the Announcement Number, Title, and Open/Close Dates in the email.

   - **Position Description Identifier**: Shared Certificate

   - **Status**: Active

3. **Save**

TIP: *In lieu of adding a new vacancy field, agencies can choose to add/edit a full job announcement template specifically for shared certificates. This would allow users to configure other parts of the JOA, such as a title marked for Sharing or adding a new Announcement Type for Shared Certificates.*

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Vacancy Field Templates

Organization: US Federal Agency 1

1 items found, displaying 1 to 1

+ ADD VACANCY FIELD TEMPLATE

share

☐ Show Inactive

Sort By: Template Name A-Z ▼

Shared Certificate ✔ Active

10 ▼ results Page: 1 / 1 GO PREVIOUS NEXT

Template Name
Shared Certificate

Field Assignment
How You Will Be Evaluated

Template Information
Sharing Applicant Information

Applicants: The hiring agency of this announcement may refer non-selected, eligible applicants to other federal agencies that are hiring for a vacancy with the same grade, series, performance level and duty location. If the applicant opts-in, and another federal agency makes a request for eligible candidates, the applicant will be notified.

Federal Agencies: Agencies interested in the certificate of eligible candidates for this position can email the Contact listed in the "How to Apply, Agency Contact Information" section area of this announcement. Please specify "Shared Certificate" in the subject line, and include the Announcement Number, Title, and Open/Close Dates in the email.

Position Description Identifier
Shared Certificate

Status
Active

2.1.2. Create Template for Email Notification to Applicants

1. Go to the **Administration** Module > Hiring Management section > **Email Templates**

2. Add Email Template. Complete the following fields with the suggested text:

- **Template Type**: Correspond

- **Template Name**: Shared Certificate Applicant Notification

- **Subject**: Your Federal Job Application Has Been Shared!

- **Template Message:**
  Dear <FNAME> <LNAME>,

  This notification is to let you know your application for <VAC_POSITION_TITLE> (<VACANCY>) to the {US Federal Agency} has been requested by and sent to another Federal agency, who are also hiring for a position in the same series, grade, performance level, and duty location.

  As a reminder, during your original application to this position you opted-in to having your application shared. If the receiving agency decides to move forward with your application, they will contact you directly.

  Regards,

  {Agency HR Team}

- **Status:** Active

3. Click **Add**.

Email Template

Organization: US Federal Agency 1

1 items found, displaying 1 to 1   + ADD EMAIL TEMPLATE

[share   🔍]

View By

[Correspond   ⌄]

☐ Show Inactive   Sort By: Template Name A-Z ⌄

Shared Certificate Applicant Notification   ✔ Active
Correspond

[10 ⌄] results   Page: [1] / 1 [GO]   PREVIOUS   NEXT

---

*Template Type

[Correspond   ⌄]

*Template Name

[Shared Certificate Applicant Notification   ]

*Subject

[Your Federal Job Application Has Been Shared!   ]

*Template Message

Dear <FNAME> <LNAME>,

This notification is to let you know your application for <VAC_POSITION_TITLE> (<VACANCY>) to the US Federal Agency has been requested by and sent to another Federal agency, who are also hiring for a <VAC_POSITION_TITLE> with the same series, grade, performance level, and duty location.

As a reminder, during your original application to this position you opted-in to having your application shared. If the receiving agency decides to move forward with your application, they will contact you directly.

Regards,
USFA HR Team

Tags

ORGANIZATION ⌄
DEPARTMENT ⌄
VACANCY ⌄
CERTIFICATE ⌄
APPLICANT ⌄
APPLICATION ⌄
DIVERSITY ⌄
JOB REFERENCE ⌄

15513 characters remaining

Status

◉ Active   ○ Inactive

[SAVE]   CANCEL

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2.1.3. Create Template for Email Notification of Sharing Certificate with Receiving Agency

The following steps should be completed if the Originating Agency plans to use the Selecting Official module to assign the shared certificate to the Receiving Agency.

1. Go to the **Administration** Module > Hiring Management section > **Email Templates**

2. **Add Email Template.** Complete the following fields with the suggested text:

   - **Template Type:** Certificate Assignment

   - **Template Name:** Sharing Certificate to Receiving Agency

   - **Subject:** Your Requested Certificate of Eligibles is now Available

   - **Template Message:**
     Dear Manager,

     A Certificate of Eligibles has been approved for sharing with you by {US Federal Agency}, and is now ready for your review.

     Certificate #:   <CERTNUM>
     Position Title: <VAC_POSITION_TITLE>
     Series: <JOB_CODE>
     Grade: <CERT_GRADES>
     Location: <CERT_LOCS>

     Please ensure any appointments from this certificate are made by: <EXP_DATE>

     Should you have any questions, please contact [preferred contact method for Originating Agency]

     Sincerely,
     [Originating Agency Name] HR Team

   - **Status:** Active

3. Click **Add**.

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2 items found, displaying 1 to 2   **+ ADD EMAIL TEMPLATE**

Search by Template Name   🔍

View By

Certificate Assignment ▾

☐ Show Inactive   **Sort By:** Template Name A-Z ▾

Sharing Certificate with Receiving Agency Certificate Assignment	✔ Active
SO - Certificate Assignment Certificate Assignment	✔ Active

10 ▾ results   Page: 1   / 1   GO   PREVIOUS   NEXT

*Template Type

Certificate Assignment ▾

*Template Name

Sharing Certificate with Receiving Agency

*Subject

A Certificate of Eligibles is Shared with you

*Template Message

Dear Manager,

A Certificate of Eligibles has been approved for sharing with you by {US Federal Agency}, and is now ready for your review.

Certificate #: <CERTNUM>
Position Title: <VAC_POSITION_TITLE>
Series: <JOB_CODE>
Grade: <CERT_GRADES>
Location: <CERT_LOCS>

Please ensure any appointments from this certificate are made by: <EXP_DATE>

Should you have any questions, please contact (202)000-0000

Sincerely,
USFA HR Team

Tags

ORGANIZATION ▾
DEPARTMENT ▾
VACANCY ▾
CERTIFICATE ▾
APPLICANT ▾
APPLICATION ▾
DIVERSITY ▾
JOB REFERENCE ▾

15599 characters remaining

Status

🔘 Active   ⚪ Inactive

SAVE   CANCEL

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2.1.4. Add New Announcement Type

1. Go to the **Administration** Module > Hiring Management section > **Announcement Types**

2. **Add Announcement Type**. Complete the following fields with the suggested text:

   • **Announcement Type**: Shared Certificate

   • **Career Development Program (CDP)**: No

   • **Status**: Active

3. Click **Add.**

**TIP: Adding this announcement type may help with any reporting down the road!

Announcement Type
Organization: US Federal Agency 1

10 items found, displaying 1 to 10   **+ ADD ANNOUNCEMENT TYPE**

Search by Announcement Type   🔍

☐ Show Inactive   Sort By: Announcement type A-Z ▾

Candidate Interest / Talent Community	✔ Active
Career Development Program (CDP) CDP	✔ Active
DELEGATED EXAMINING	✔ Active
MERIT PROMOTION	✔ Active
NON-COMPETITIVE	✔ Active
None Selected	✔ Active

* **Announcement Type**

Shared Certificate

Career Development Program (CDP)?

○ Yes   ● No

Status

● Active   ○ Inactive

[ADD]   CANCEL

2.1.5. Add the "Opt-in" Question for Applicants

1. Start with the **Hiring Management** module > **Question Library** > **Assessment Questions**

2. Select **Add Question**, and complete the following fields:

   • **ID**: Question will automatically be assigned a specific numeral identifier

   • **Question Type**: YN Yes or No (click apply)

   • **Question Text**:
   "Applicants can authorize the hiring agency to share their application materials to other federal agencies for consideration for vacancies in the same series, grade, performance level and duty location. Do you allow your application materials to be shared with other federal agencies? If you respond with "yes", your information will be shared to any requesting agencies, and you will be notified. If you respond with "no", your application will not be shared with requesting agencies, and you will not be considered for employment by the requesting agency."

   • **Question Choices**: This will automatically appear as 1 for "Yes" and 2 for "No" | Enter "0" (zero) for the WEIGHT

   • **Tags**: optional

   • **Category**: Select whichever your agency wants to use for the shared applicant JOAs

   • **Subcategory:** Non-Weighted – Questions Providing Guidance and Information (Select a category (subcategory) that is appropriate for this question)

   • **Status**: Active

   • **Association**: Option to associate this question to a specific series and grade

      **Please note: agencies may have additional fields based on their system configuration, like "Question Instructions", for example. Please complete according to agency needs.

3. **Save and capture the Question ID for use in your Agency's Shared Certificate SOP**

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Assessment Questions

ACTIONS ▾

35 items found, displayed 1 to 25.

Search By ▾ | Search | SEARCH | ▼

Search Help

Search By: Category Name ✖ Category Description ✖ Subcategory Name ✖ Subcategory Description ✖ Question Text ✖ Answer Choices ✖ Question ID ✖

+ ADD QUESTION

Bulk Actions ▾ | APPLY

Expand All | Collapse All

☐		Category Subcategory	ID Status	Type	Question	JA Last Used Vac Last Used	Date Created Last Modified	Association	Tags
☐	❯	Pseudo Core Questions Core Questions	20618 Active	YN	Are you a US Citizen or eligble to be legally employed in the United States?	- 09/05/2012	07/25/2012 07/25/2012		
☐	❯	Pseudo Core Questions Core Questions	20619 Active	MC	To be eligible to become a PMF, you must have completed your advanced degree between September 1, 2012 and August 31, 2013 to include thesis/dissertation.	- 11/17/2021	07/25/2012 07/25/2012		
☐	❯	Pseudo Core Questions Core Questions	20620 Active	YN	Are you a current (Class of 2012) PMF Finalist? (Note: If you are a current finalist and initiate the on-line assessment for the new class, you will forfeit your standing as a Finalist. Please see the "Become a PMF" page at www.pmf.gov for additional information.)	- 09/05/2012	07/25/2012 07/25/2012		

Assessment Question Details

Question 21058 was saved successfully.

📊 🕓 ✏️ 🗐 🗑️

ID	21058
Status	Active
Question Type	Yes or No
Question Text	Applicants can authorize the hiring agency to share their application materials to other federal agencies for consideration for vacancies in the same series, grade, performance level and duty location. Do you allow your application materials to be shared with other federal agencies? If you respond with "yes", your information will be shared to any requesting agencies, and you will be notified. If you respond with "no", your application will not be shared with requesting agencies, and you will not be considered for employment by the requesting agency.
Choices	1. Yes **Weight: 0** 2. No **Weight: 0**
Tags	N/A
Category	All JOAs - Questions Applicable To All JOAs
Subcategory	Non-Weighted - Questions Providing Guidance and Information
Associations	No associations present.
JA Last Used	Not yet used
Vac Last Used	Not yet used

Shared Certificate Guide for MHME

2.2. Announce Vacancy and Manage Certificate Requests

2.2.1 Create Vacancy Announcement

1. Go to the **Hiring Management** module > **Announcements** > to create a new announcement or copy/edit an existing announcement. Follow internal processes to build the announcement.

2. On the Vacancy Detail step, under "Vacancy Options", for the **Announcement Type** field, and be sure to click Add and select the new Share Certificate type in addition to your usual Announcement Type(s).

3. When you get to the **Announcement Text** step, under "How You Will Be Evaluated", place the cursor at the end of any existing text and click **Insert Template** and select the new **Shared Certificate** text created earlier to ensure the Shared Applicant statement appears within the Announcement.

4. On the **Assessment** step under the Assessment Phases, find the Required Vacancy Questions, and select **Manage Questions**. You can either search by Question Text or Question ID (QIDX) and add the "opt-in" question created earlier to ask for the applicant's authorization.

2.2.2 Receive and Review Requests

Once the Originating Agency announces the vacancy eligible for sharing certificates, they should monitor for any inbound certificate requests from other federal agencies.

A few reminders for Originating Agencies:

- You are not required to make a selection in order to share certificates with other agencies;

- You are not required to share certificates, even if requested by an agency; and

- Certificates may not be shared until the original certificate has been returned from the hiring manager and is audited.

Reminder: *Originating Agencies should refer to the CSA for additional guidance on receiving requests from agencies.*

2.3. Prepare Certificates for Sharing

2.3.1 Confirm Dispositions on Original Certificate

A completed audit should ensure all the applicants' statuses are accurately reflected in the staging area of the vacancy. Agencies are encouraged to confirm the Custom Status is accurate, specifically SEL for the Selectee and NS (Best Qualified-Not Selected) for those not selected.

*****Please keep in mind** per SF-39, that if a BQ eligible is not contacted, the disposition should be "not selected", and if they opted "YES" their application is able to be shared with the Receiving Agency.*

2.3.2 Remove Opt-Outs with Data Mining

1. Mirror the process in your staging area that was used to generate the original certificate that is being shared.

2. Under the vacancy's Staging Area, click the Data Mining drop down and select **New Data Mining**.

3. A new screen opens named "Unsaved Data Mining". Click the **All Grades** tab, scroll to find the Y/N Opt-In Question and select "+ADD CRITERIA". A new section will appear below the question with fields to complete:

   • Select **"Yes"**, **"Selected"** and check the **"Mandatory"** box

   • Click **SAVE**

   • Name this Data Mining: **"SHARED CERT QUESTION YES"**

4. Under the Data Mining drop down, select the **Shared Cert Question Yes** option. With the Shared Cert data mining applied, only the eligibles that have opted in to being shared should appear in the staging area. The Selectee will still appear here if they opted in, but they will be left off when the new certificate is generated.

**Helpful Hint: If there are multiple Certificates for the JOA that need to be shared, data mining would be a useful tool to identify the applications to be shared.

2.3.3. Generate a Certificate to Share with Agencies

1. Under the staging area, ensure the Shared Cert data mining is applied, go to the Actions drop down, and click **Generate Certificate**.

2. Complete the below fields in the new window. Any unspecified fields should reflect the settings on the original certificate.

   - **Certificate Number**: Use the same certificate number as the original certificate, with an appended character(s) to identify that it will be shared and possibly who it will be shared with.

     ** Note: As Originating Agencies will need to track the recipients of the shared certificate, we recommend a new certificate is generated for each request with the Receiving Agency specified in the certificate number.

   - **Filter Criteria**
     - **BQ Statuses**: NS-Not Selected

     ** Note: This will vary based on the set-up of your system. Ensure all Best Qualified, non-selected applicant statuses are selected (including those who did not respond, etc.).

   - **Options and Sorting**
     - **Certificate Template:** select the same Certificate template that was used for the original certificate
     - **Announcement Type:** Shared Certificate
     - **Merge Quality Categories:** No

   - **Certificate Display Data**
     - **Optional Data:** Check all the boxes
     - **Display Applicant Status in Selecting Official:** Yes
     - **Selecting Official Display Options**
       - Select options as appropriate

   - **Expiration and Notification**
     - **Expiration Date:** set this to expire 240 days after the original certificate was issued to the hiring manager in the original agency.

3. Select: **Generate final**

     ** Note: If you feel this certificate would benefit other agencies with their hiring efforts, notify your Talent Pool Manager who is responsible for creating talent pools on behalf of your agency.

2.4. Send the Certificate to Receiving Agencies

Once the certificate is generated, there are two paths to providing the certificate, vacancy, application, and applicant information to the Receiving Agency. Path A provides all the information via email, while Path B enables agencies to invite the Receiving Agency into the Originating Agency's Selecting Official module to view the certificate of eligibles, in addition to an email containing the balance of the vacancy information.

2.4.1. Path A: Share Certificates Outside of MHME

1. Within the Certificate Listing of the Staging Area, go to the **Certificate Actions** menu and select **Print Detail**. In the new screen, select the box to display applicant statuses, and click **Continue**. **Save the PDF** to a secure, agency-approved location using a uniformed naming mechanism.

2. Make copies of All Applicant Data by navigating to the Certificate and under the **Bulk Actions** menu, select **All Applicant Data Report**.

   • Click the **Select All** boxes under both columns: "Sections to Include" and "Documents to Include"; check the **Generate in Batch** box

   • Under Batch Options, select **Max Possible** for Applicants per PDF, enter **Request Name** (use the uniformed naming mechanism). **Submit Process.**

   • A pop-up will appear alerting users of PII in the reports and that you'll receive an email notification when the report is ready for download. Click **OK** and you'll return to the Certificate Listing of the Staging Area.

   • When the report is ready, click the drop-down toggle on the Certificate Reports menu on the right side of the screen and select **Download All Applicant Data Report**.

   • Find your Request Name and click the **Download** button under the Action column. Save this download with the same uniformed naming mechanism to a secure, agency-approved location as it contains applicant PII.

3. Next, make copies of all Case Files for this JOA by returning to the Vacancy summary page and click **Manage Case Files** (or you can find it in the Page Actions menu on the right).

   • Open each relevant case file document and download individually to a secure location. This would include the Position Description, Job Analysis, and any other applicable attachments.

   • Any additional case documents not stored within MHME that the Receiving Agency would need should be included in the secured communication package being sent.

4. Draft communication with PDFs and attachments from Steps 1, 2, and 3 to send to the Receiving Agency. Please ensure that all transmissions of documentation be safe-guarded via a secure, agency-approved transmission method to ensure protection of Personally Identifiable Information (PII).

5. Once the shared applicant materials are sent, change the status of the shared Certificate by clicking the Certificate Actions menu and selecting **Change Status**.

   • **New Status:** Canceled

   • **Comment:** Shared Certificate with [Receiving Agency Name] (suggested to use uniformed verbiage).

   • Click **Save**

2.4.2 Path B: Invite Requesting Agencies to View Certificate in Selecting Official

2.4.2.1. Set up Selecting Official Access

Should your agency wish to share this Certificate by inviting the Receiving Agency into your MHME's Selecting Official module, you will need to ensure the following are completed:

- Given the MHME Suite is FedRAMP Authorized, you may need to consult with your Agency's security team in addition to the Receiving Agency's security team to identify if any additional steps need to be taken.

- Your system owner will need to request the Receiving Agency's IP addresses are added to the secure boundary for your MHME site before they can access your system.

- Account/s created for Receiving Agency user/s with access to SO (Selecting Official) module

- Ensure the user has access to both the organization and department of the certificate

- If your system has SSO enabled, these user/s accounts will have to have SSO turned off

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2.4.2.2. Assign Certificate in Selecting Official and Notify Receiving Agency

1. Once accounts are set up, go to the Certificate Listing, find the shared certificate, and under the Actions drop-down, select **Assign and Manage Certificate**.

   • Click **Add New Assignee** and an Assign Certificate window will pop-up.

   • Under Assign to, search for the user if their account already exists or click Add New User and complete the form for the user of the Receiving Agency.

   • Under Template, select the Sharing Certificate with Receiving Agency template. Select Apply to populate the remaining fields in the form.

   • Confirm content is correct, then click **Assign and Send Email.**

2. Provide the Receiving Agency with instructions on how to leverage the SO module to ensure they have made copies of required case files for this shared certificate instance.

3. The Originating Agency must share all documentation pertaining to the creation of the certificate. To make copies of all Case Files for this JOA:

   • From the Vacancy Summary page, select **Manage Case Files** from the main screen or from the Page Actions dropdown

   • Download all Attachments and Job Analysis for this JOA. These will be added to the secured communication that will be sent with the other documents for this JOA.

   • Any additional case documents not stored within MHME that the Receiving Agency would need should be included in the secured communication package being sent.

**Reminder: *Originating Agencies must cancel the shared certificate after 240 days from the original certificate issue date. This shared certificate should not be audited.*

2.5. Notify Applicants

Should your agency wish to assist the Receiving Agency with communicating to the individuals on the shared certificate, you can do this via the bulk actions within the Certificate Listing.

1. Go to the **Hiring Management** Module > **Search Certificates and select** the Certificate that was shared.

2. **Select** the applicants from the Shared Certificate and click the **Bulk Actions** menu to select **Correspond.**

3. Complete the fields and select the **Shared Certificate Notification email template** that was created earlier. Make sure to click **"APPLY"** and the subject and email content should automatically populate.

4. Confirm with the Receiving Agency if there is any other text they wish to be added.

5. **Send Email** to Applicants.

> ** Note: If the Receiving agency learned about the certificate from a Talent Pool, the notification in the TAS is not required as the Shared Certificate Coordinator notifies applicants via the Talent Pool functionality.

Shared Certificate Guide for MHME

3. MonsterGov Guidance for the Receiving Agency

3.1 Review Job Announcement and Request Certificate

Receiving Agencies are required to verify that the original vacancy meets the criteria as dictated in the CSA in order for the Originating Agency's certificate of eligibles to be leveraged for the Receiving Agency's vacancy. If the Originating Agency is willing to share their certificate, there should be a notice to applicants indicating this, typically in the "How You Will Be Evaluated" section of the Job Announcement. Alternatively, you may have existing communication channels with other agencies where you share information on vacancies that are open for having the certificate of eligibles shared.
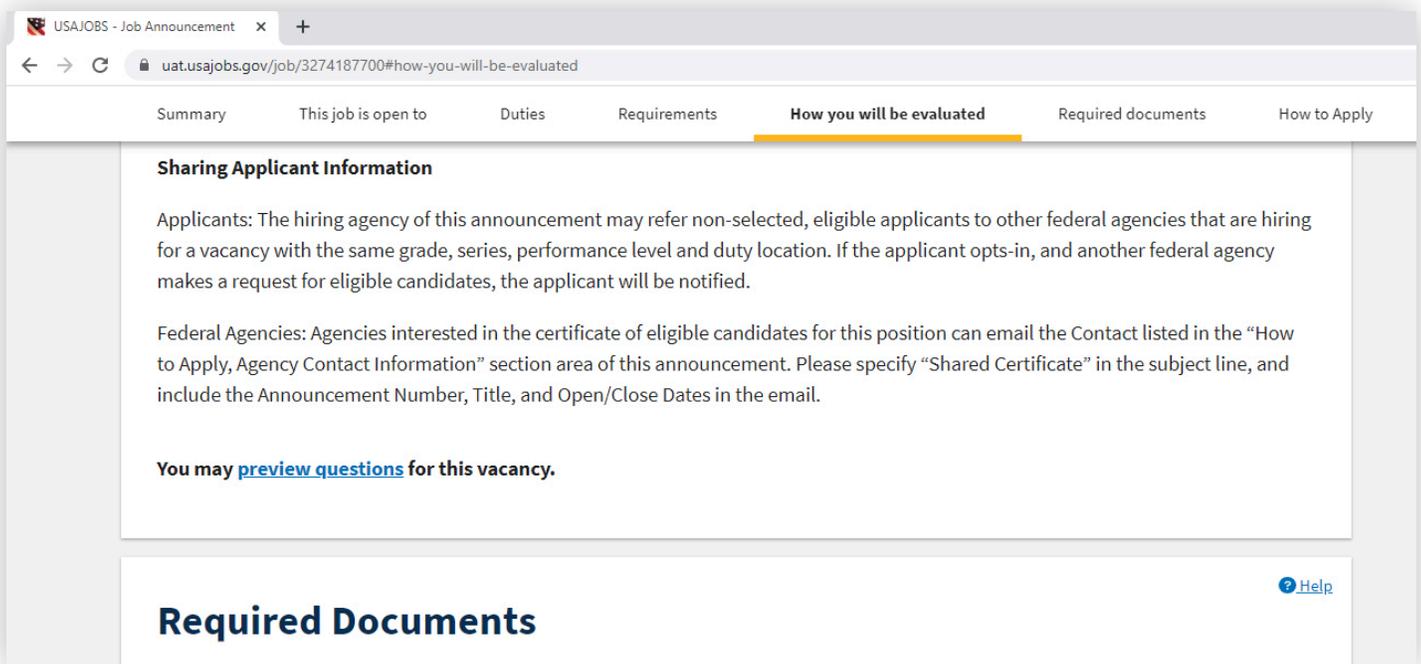
3.2 Receive Certificate and Notify Applicants

Once the Receiving Agencies email their requests, they will need to monitor for any incoming shared certificates. Certificates may be delivered via a secure, agency-approved transmission or, if the Originating Agency is a MonsterGov customer, Receiving Agencies may be invited to have user access to the customer's Selecting Official module to review the shared certificate.

When a shared certificate is received, Receiving Agencies are required to notify applicants their application has been received and is being considered for a vacancy. Receiving Agencies are able to coordinate with the Originating Agency if they wish to align on applicant communications.

> ** Note: If the Receiving agency learned about the certificate from a Talent Pool, the notification in the TAS is not required as the Shared Certificate Coordinator notifies applicants via the Talent Pool functionality.

3.3 Review Referred Applicants and Make Selection

If a selection will be made from the shared certificate, the Receiving Agency must follow OPM guidance from the CSA. Most importantly, a Receiving Agency must consider its own employees before making a selection from a shared certificate. Once Receiving Agencies are ready to proceed, users can continue with the Selection and Hiring process as their standard agency procedures dictate.

3.4 Document the Shared Certificate(s)

It is important that the Receiving Agency retains copies of all required documentation associated with the case, including copies of the certificates of eligibles and actions taken, job analysis, job opportunity announcement, and assessment materials developed by the Originating Agency. Be prepared to provide this information to OPM upon request. A Receiving Agency may not share or distribute the shared certificate to another Federal agency.

4. Advertise Certificates with Talent Pools

4.1 What are Talent Pools?

In FY23 Q3, the USAJOBS Program Office released Talent Pools, which is a feature that resides in the USAJOBS Agency Talent Portal (ATP). The purpose of Talent Pools is to "advertise" available candidates on shared certificates who have opted in to having their application materials shared with multiple agencies across government from Competitive Service Act (CSA) or Cross Government Action (CGA) hiring actions. Talent Pools allow hiring managers and HR specialists to quickly view resumes and determine if they want access to the certificate in the Talent Acquisition System (TAS).

4.2 How do I use Talent Pools?

To use Talent Pools, you will need a USAJOBS Agency Talent Portal (ATP) account. Please email the USAJOBS Help Desk to request an ATP account at recruiter-help@ usajobs.gov. There are three different roles related to accessing Talent Pools:

- If you need to create a Talent Pool for your agency, you will need the Talent Pool Manager role. Talent Pool managers are typically:

  - An HR Specialist from the Originating agency that posted the CGA or CSA announcement and created the certificate(s) of eligibles. The HR Specialist may be someone who worked on the vacancy or has a centralized HR role at the agency.

- If you need to access to a Talent Pool to share candidates on a CGA or CSA with your agency's hiring managers or HR Specialists, you will need the Shared Certificate Coordinator role. Shared Certificate Coordinators are typically:

  - An HR Specialist at the Receiving agency who understands their agency's hiring needs and manages their agency's copy of the talent pool.

  - Shared Certificate Coordinators must attend a USAJOBS training on using Talent Pools before gaining access to the role.

- If you are an HR Specialist or hiring manager who would like to view candidates on a Talent Pool, you will need the general ATP Agency User role. You can contact your agency's Shared Certificate Coordinator to view the Talent Pool.

To learn more about the USAJOBS Agency Talent Portal (ATP), please visit the ATP help center.

If you have questions or concerns, please reach out to your Monster representative or contact us on our website www.monstergov.com