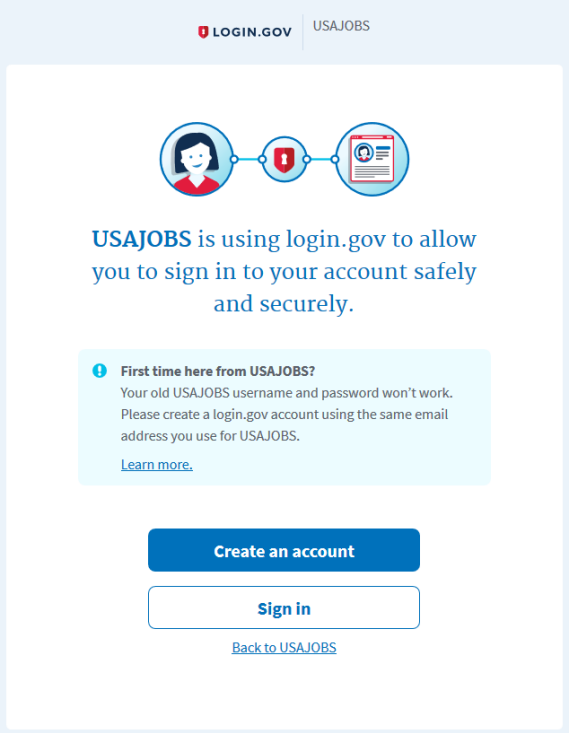
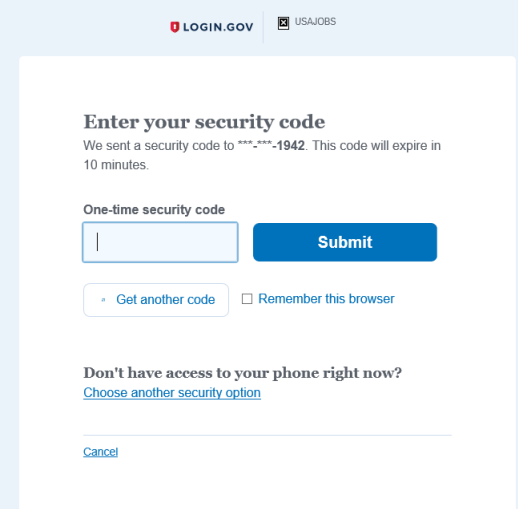
Selectee/New Hire – Completing Onboarding Tasks associated with the Tentative Job Offer

If the selectee accepts the tentative offer, they will be automatically redirected to the Login.gov screen.

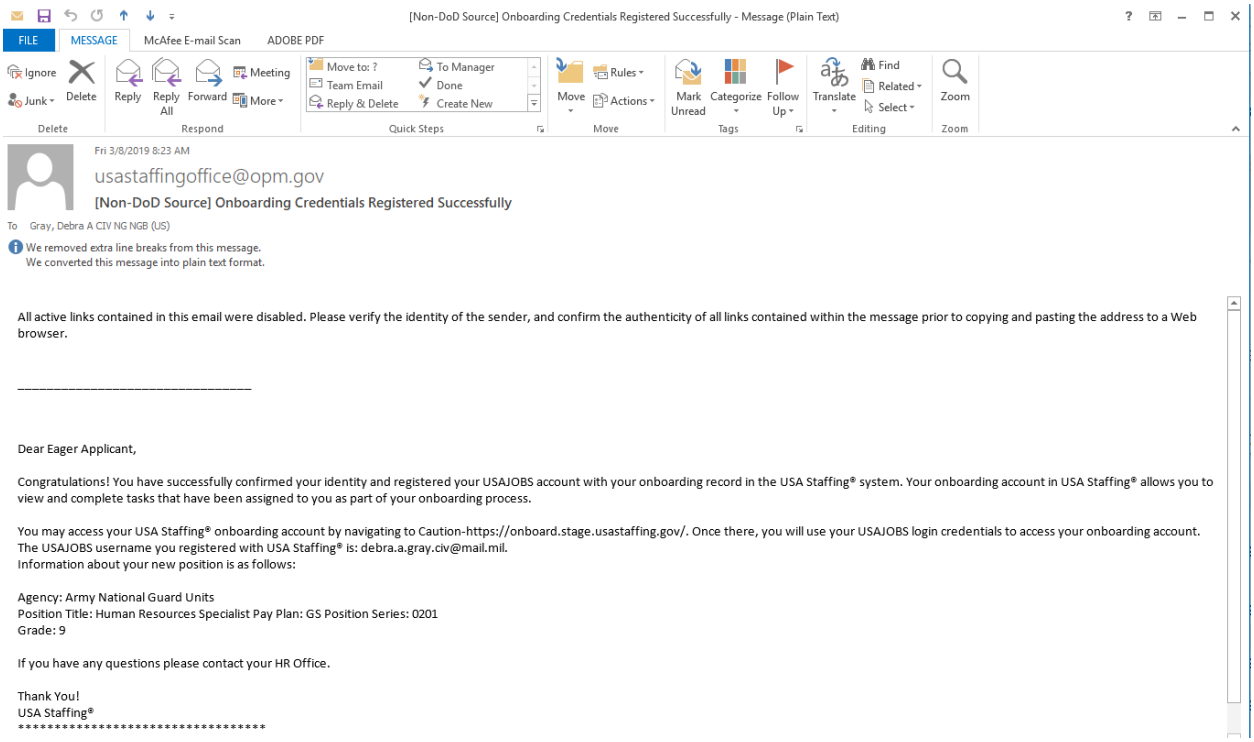


The selectee/New Hire will sign in to their account to continue the process.

After clicking on “Sign in” and entering their email address and password, they’ll be directed to the below screen. They’ll need to enter the one-time security code received on their mobile device and click “Submit”.



The selectee/New Hire will receive the below email notification once they've successfully logged into their Login.gov account, which will sync with their onboarding record.



[Non-DoD Source] Onboarding Credentials Registered Successfully - Message (Plain Text)

FILE | MESSAGE | McAfee E-mail Scan | ADOBE PDF

Ignore | Junk | Delete | Reply | Reply All | Forward | Meeting | More | Move to: ? | Team Email | Reply & Delete | To Manager | Done | Create New | Move | Rules | Actions | Mark Unread | Categorize | Follow Up | Translate | Find | Related | Select | Zoom

Delete | Respond | Quick Steps | Move | Tags | Editing | Zoom

Fri 3/8/2019 8:23 AM

usastaffingoffice@opm.gov

[Non-DoD Source] Onboarding Credentials Registered Successfully

To Gray, Debra A CIV NG NGB (US)

We removed extra line breaks from this message.
We converted this message into plain text format.

All active links contained in this email were disabled. Please verify the identity of the sender, and confirm the authenticity of all links contained within the message prior to copying and pasting the address to a Web browser.

Dear Eager Applicant,

Congratulations! You have successfully confirmed your identity and registered your USAJOBS account with your onboarding record in the USA Staffing® system. Your onboarding account in USA Staffing® allows you to view and complete tasks that have been assigned to you as part of your onboarding process.

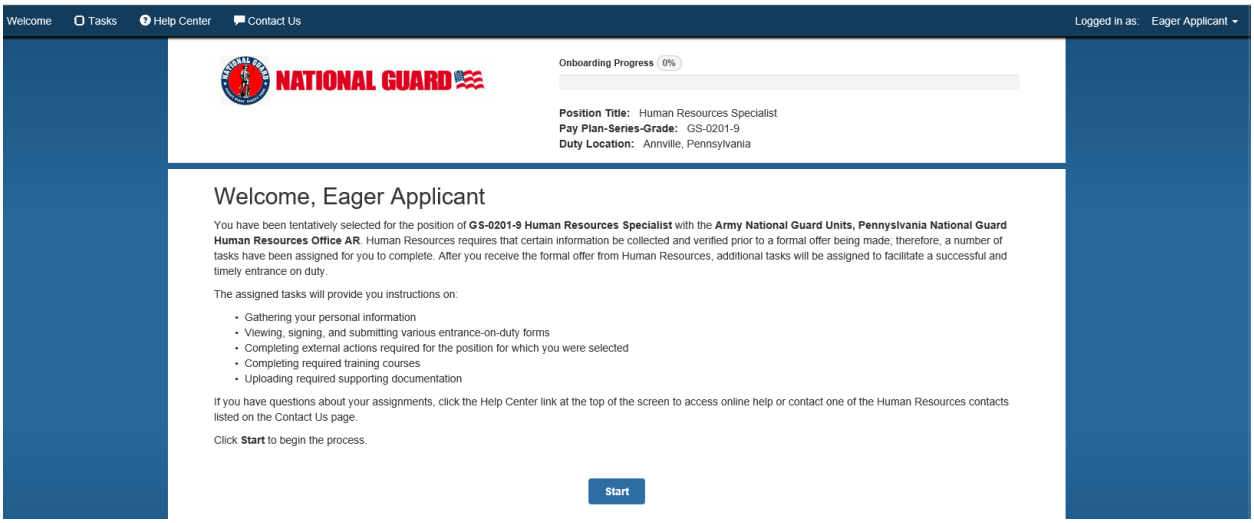
You may access your USA Staffing® onboarding account by navigating to Caution-https://onboard.stage.usastaffing.gov/. Once there, you will use your USAJOBS login credentials to access your onboarding account.
The USAJOBS username you registered with USA Staffing® is: debra.a.gray.civ@mail.mil.
Information about your new position is as follows:

Agency: Army National Guard Units
Position Title: Human Resources Specialist Pay Plan: GS Position Series: 0201
Grade: 9

If you have any questions please contact your HR Office.

Thank You!
USA Staffing®
****

Upon successful login (as noted above), the selectee/New Hire will be presented with the below screen to begin the onboarding process.



Welcome | Tasks | Help Center | Contact Us | Logged in as: Eager Applicant

NATIONAL GUARD

Onboarding Progress 0%

Position Title: Human Resources Specialist
Pay Plan-Series-Grade: GS-0201-9
Duty Location: Annville, Pennsylvania

Welcome, Eager Applicant

You have been tentatively selected for the position of **GS-0201-9 Human Resources Specialist** with the **Army National Guard Units, Pennsylvania National Guard Human Resources Office AR**. Human Resources requires that certain information be collected and verified prior to a formal offer being made; therefore, a number of tasks have been assigned for you to complete. After you receive the formal offer from Human Resources, additional tasks will be assigned to facilitate a successful and timely entrance on duty.

The assigned tasks will provide you instructions on:

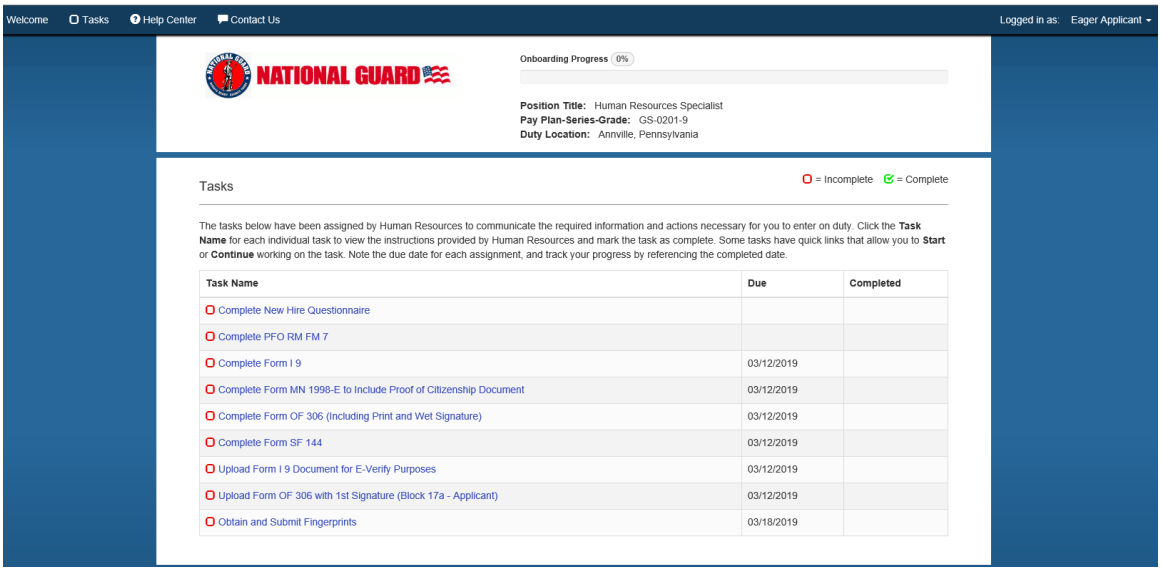
- Gathering your personal information
- Viewing, signing, and submitting various entrance-on-duty forms
- Completing external actions required for the position for which you were selected
- Completing required training courses
- Uploading required supporting documentation

If you have questions about your assignments, click the Help Center link at the top of the screen to access online help or contact one of the Human Resources contacts listed on the Contact Us page.

Click **Start** to begin the process.

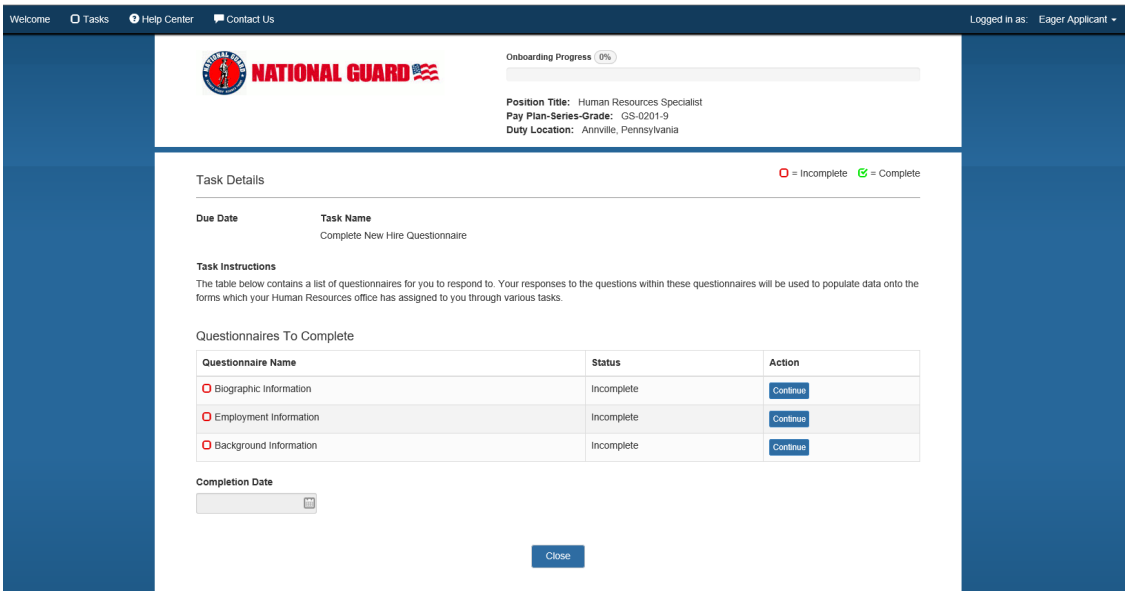
Start

Once the selectee/New Hire clicks on “Start”, they will be presented with the below “Tasks” screen.

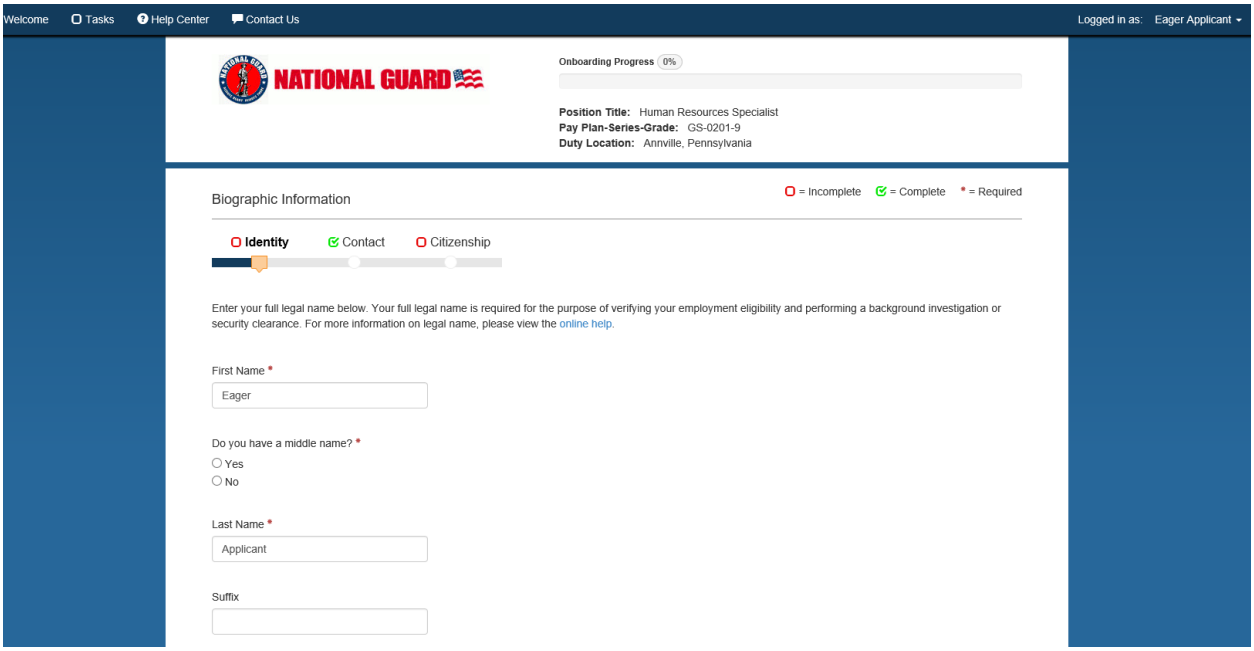


The selectee/New Hire will first click on “Complete New Hire Questionnaire”. Questions displayed within the questionnaire are generated based on the forms assigned within the workflow selected by HR. Answers provided to these questions will auto-populate the required forms. Additionally, as the selectee/New Hire is answering questions, subsequent questions may be added or change based on the response provided to the previously answered question. Notice that there is a Progress bar at the top of the page. This will keep the selectee informed of their completion status. The tasks and due dates are also established by the selected workflow.

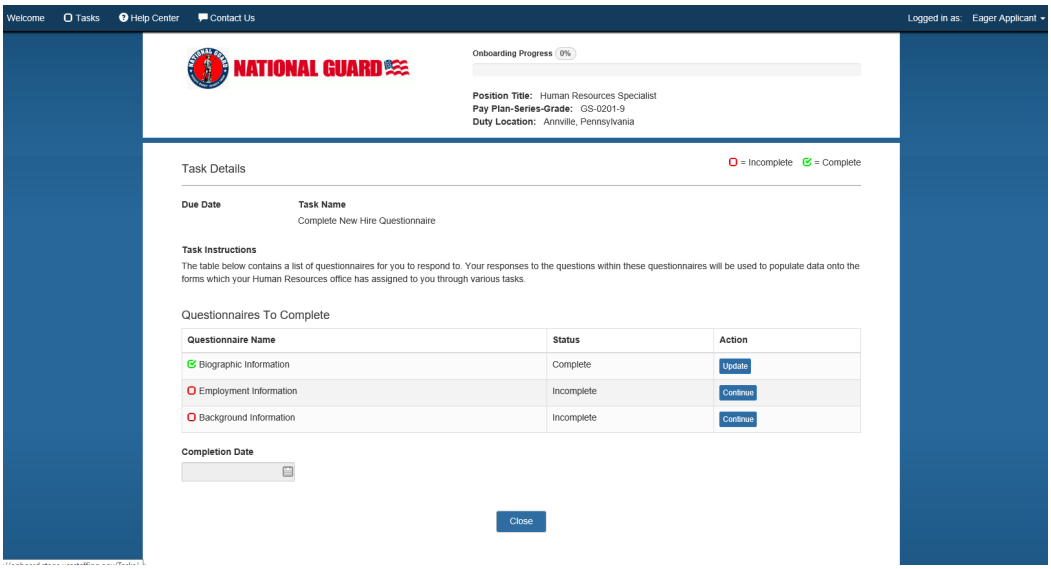
When the selectee/New Hire clicks on “Complete New Hire Questionnaire” – the below screen appears. They will click on “Continue” for the Biographic Information questionnaire to begin answering applicable questions.



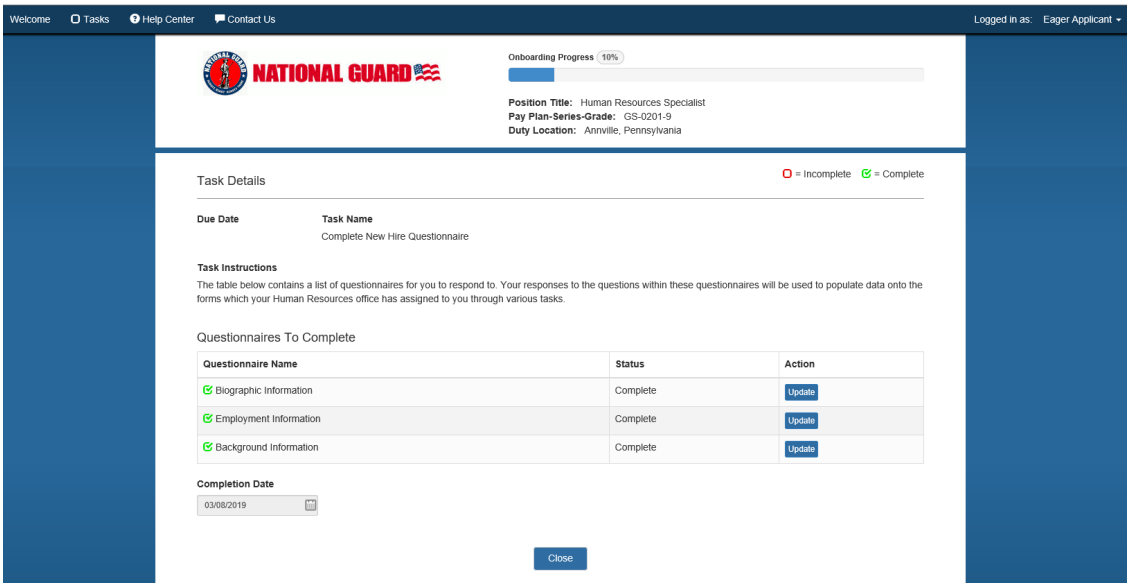
After clicking on the “Continue” button for Biographic Information, the below screen displays.



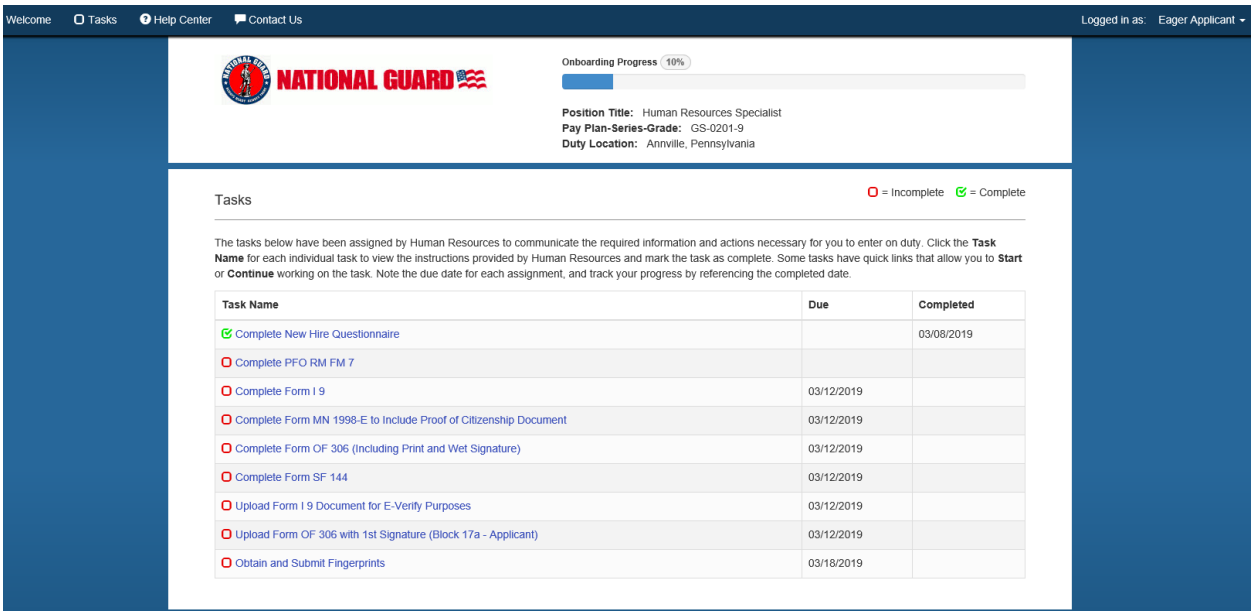
Some information will auto-populate based on the selectee’s/New Hire’s profile. They will need to verify the information and complete any other required fields that are blank. The selectee/New Hire will click “Save and Continue” at the bottom of the page(s). Once the selectee/New hire completes the Biographic Information questionnaire, they’ll notice a green check mark beside this entry. They will then click on the “Continue” button for the next questionnaire (i.e., Employment Information) and continue to complete the questionnaire.



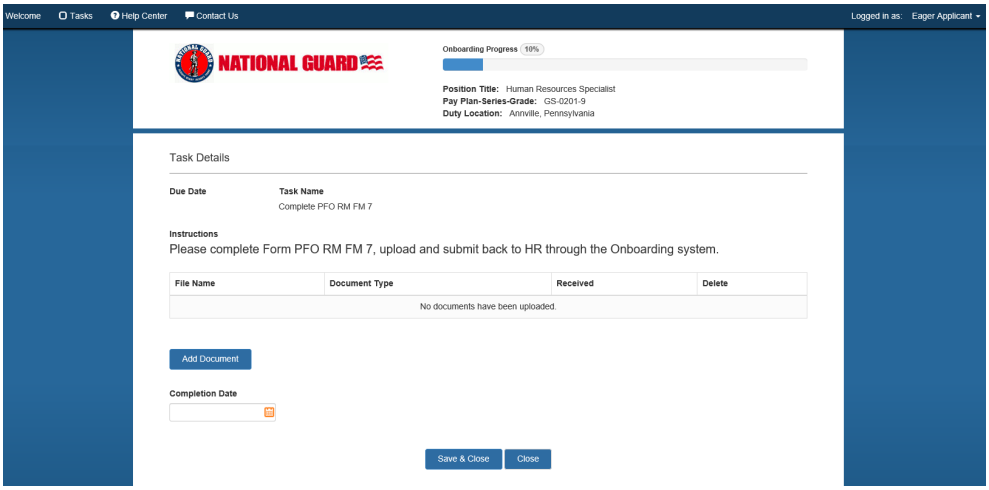
Once the selectee has answered all questions for each of the New Hire Questionnaires listed (i.e., Biographic Information, Employment Information, Background Information) the Task Details screen will display with a green check mark beside each of the questionnaires and the "Completion Date" field will auto-populate with the date completed. You'll notice the progress bar at the top of the screen has increased with the percentage of the onboarding process that has been completed. The selectee/New Hire will click on the "Close" button at the bottom of the page.



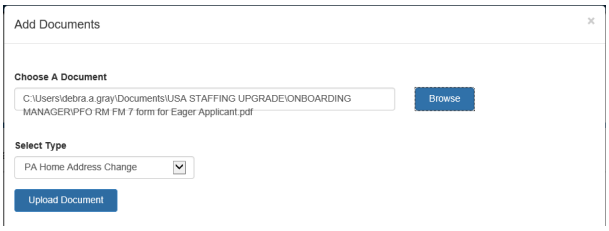
They will then be redirected back to the "Tasks" page. You'll notice that the "Complete New Hire Questionnaire" now reflects the "Completed" date on this screen as well.



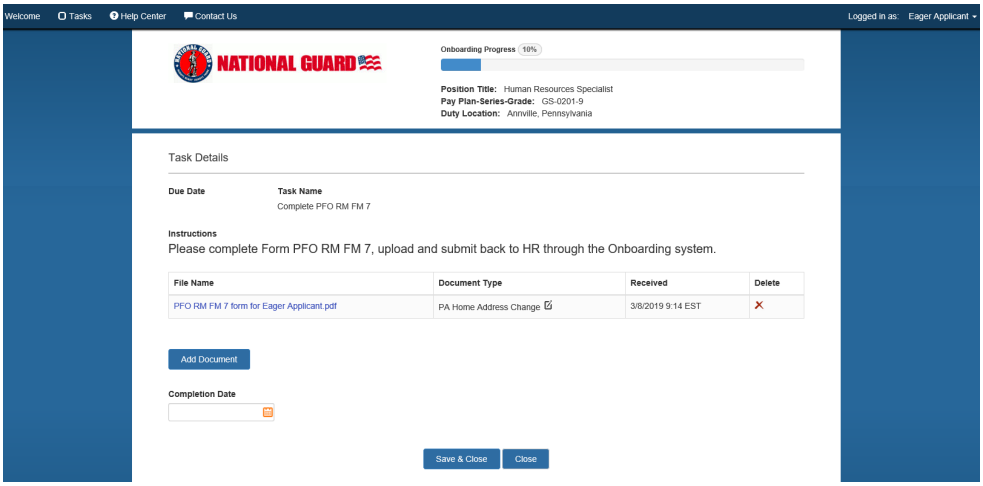
The selectee will then click on the next task (i.e., Complete PFO RM FM 7). As displayed below, the Task Details page for the selected Task appears. Each task will include "Instructions" for the selectee/New Hire. As directed, the selectee/New Hire will need to complete the PFO RM FM 7 form, which was attached to their Tentative Job Offer notification email, and upload the form back into the system.



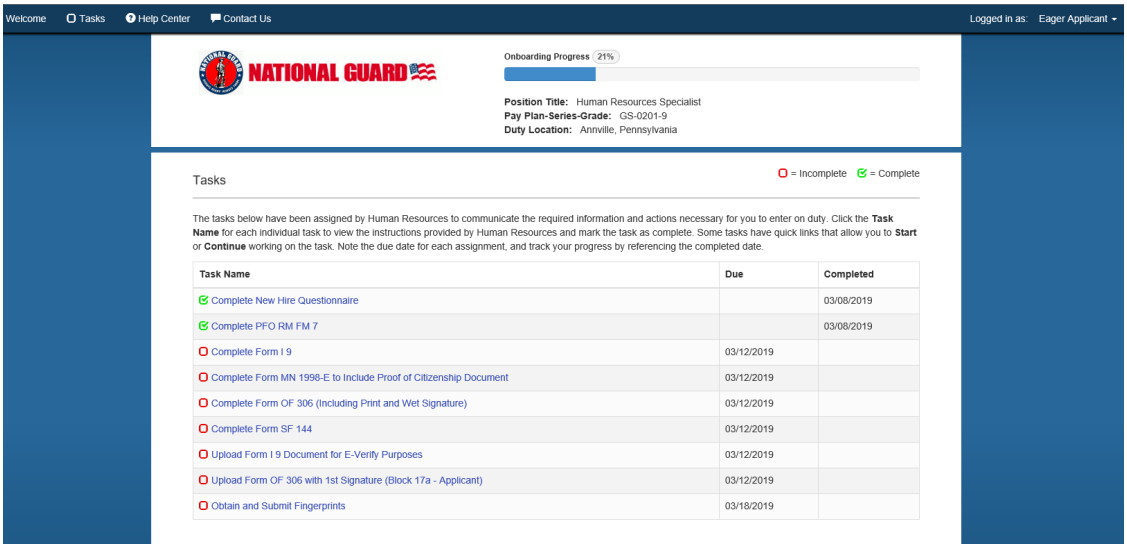
Once the selectee/New Hire clicks on the "Add Document" button, they'll be presented with the window to choose the document for upload, which they'll accomplish by clicking on the "Browse" button. Once they've chosen their document, they'll click on the "Upload Document" button.



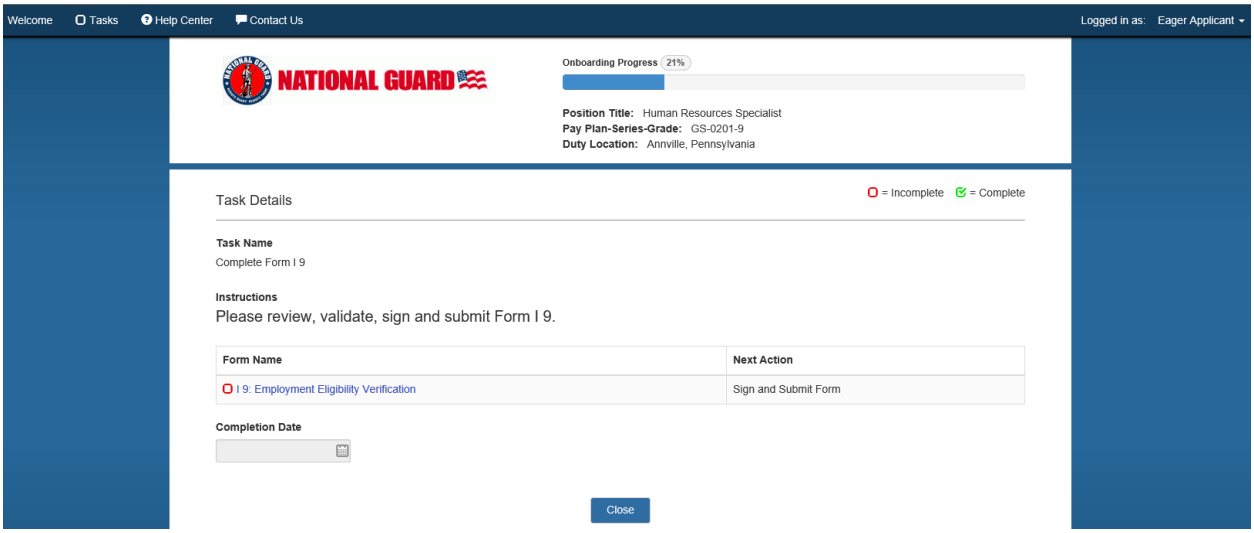
They will then be directed back to the "Task Details" screen which will reflect that the document has been uploaded. They'll enter the "Completion Date" by clicking on the calendar icon, and then click on the "Save and Close" button.



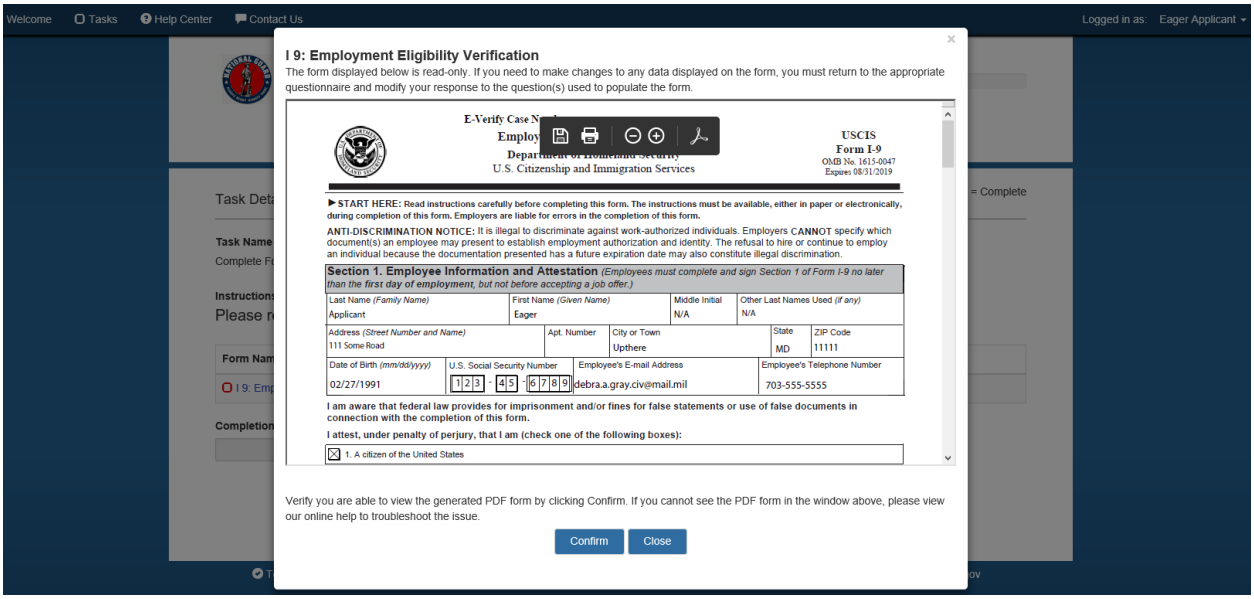
They will then be directed back to the “Tasks” screen which will reflect that the task as been completed.



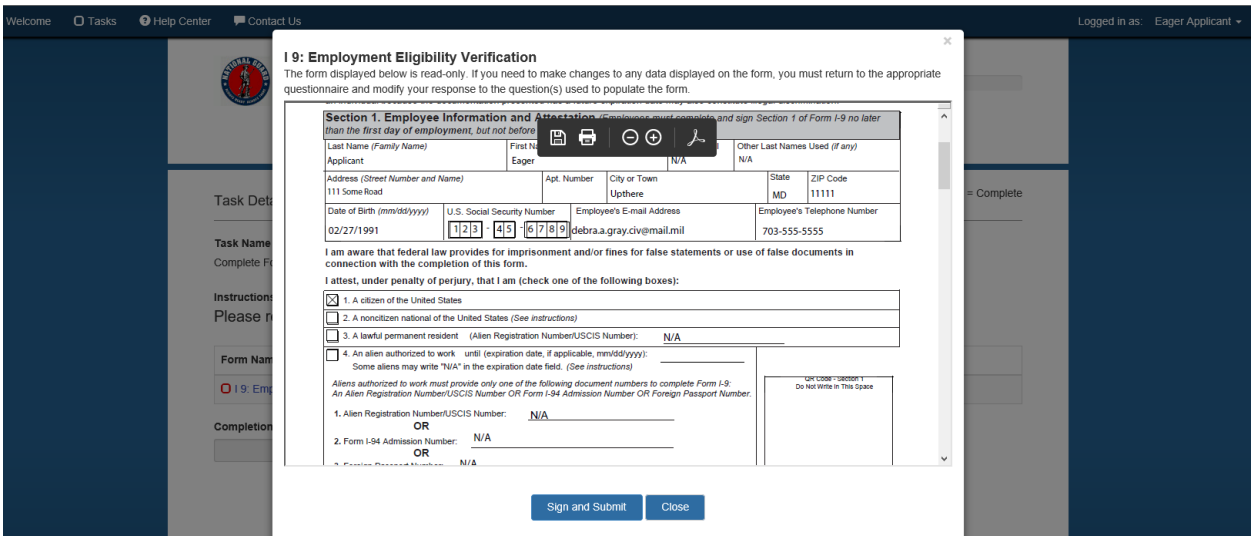
The selectee will then click on the next task (i.e., Complete Form I 9). As displayed below, the Task Details page for the selected task appears with applicable instructions.



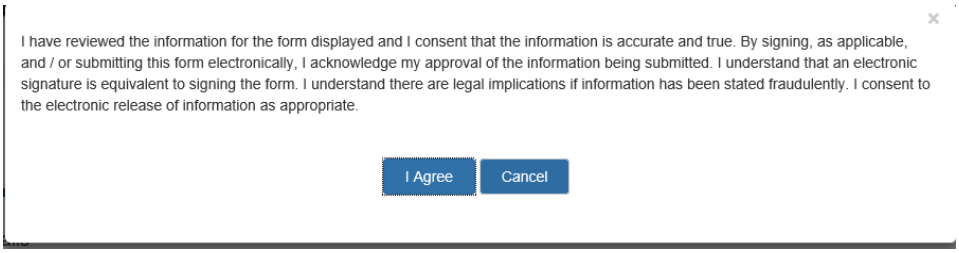
When the selectee/New Hire clicks on the form, the form displays with populated information. The selectee/New Hire will need to verify that they can view the form by clicking on the "Confirm" button. Notice they also have options to print or save the form; this tool bar activates when the user hovers over the center top part of the form.



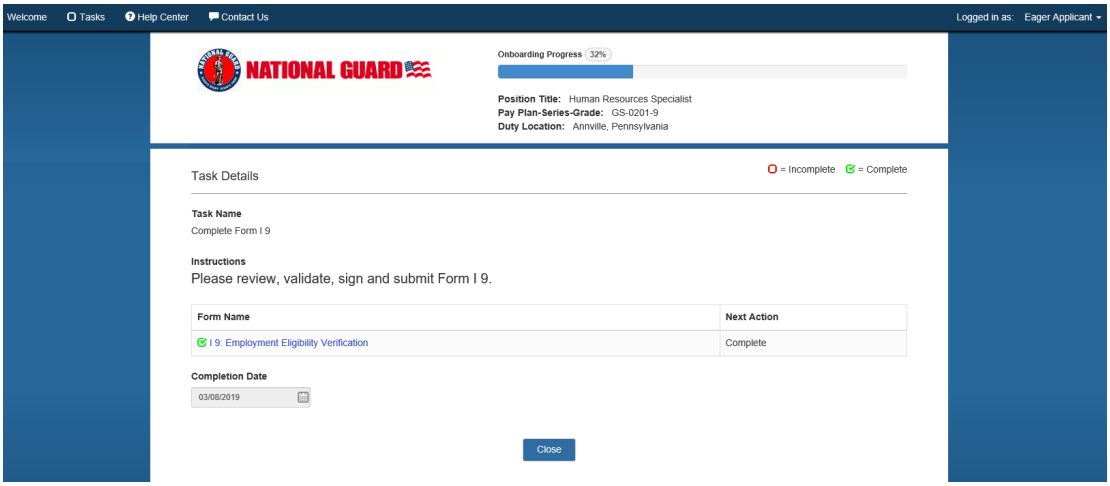
The selectee/New Hire is then presented with the option to Sign and Submit the form. After reviewing and validating the form content, the selectee will click on the "Sign and Submit" button.



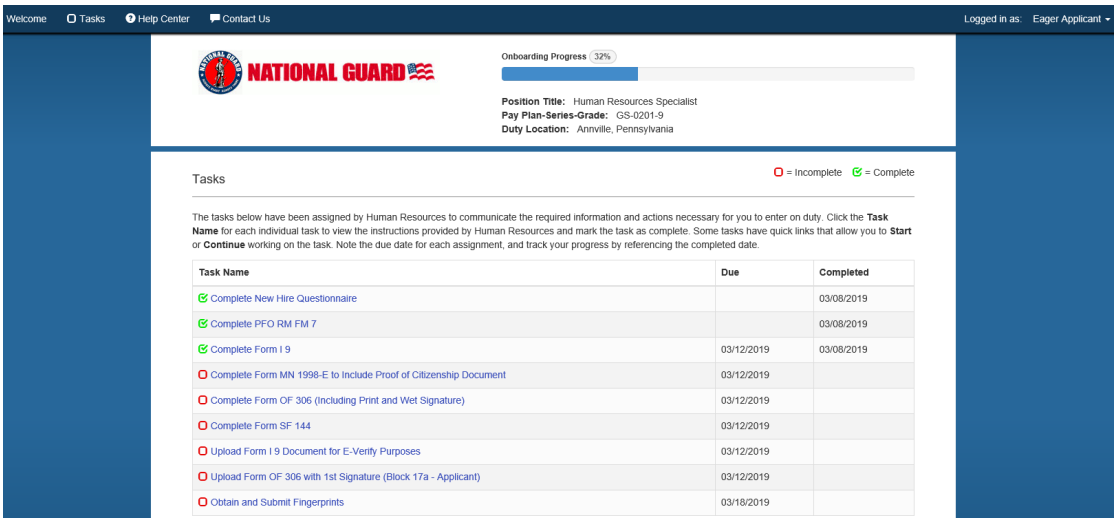
They'll then receive the below acknowledgement. If they agree, they will click on the "I Agree" button to move forward.



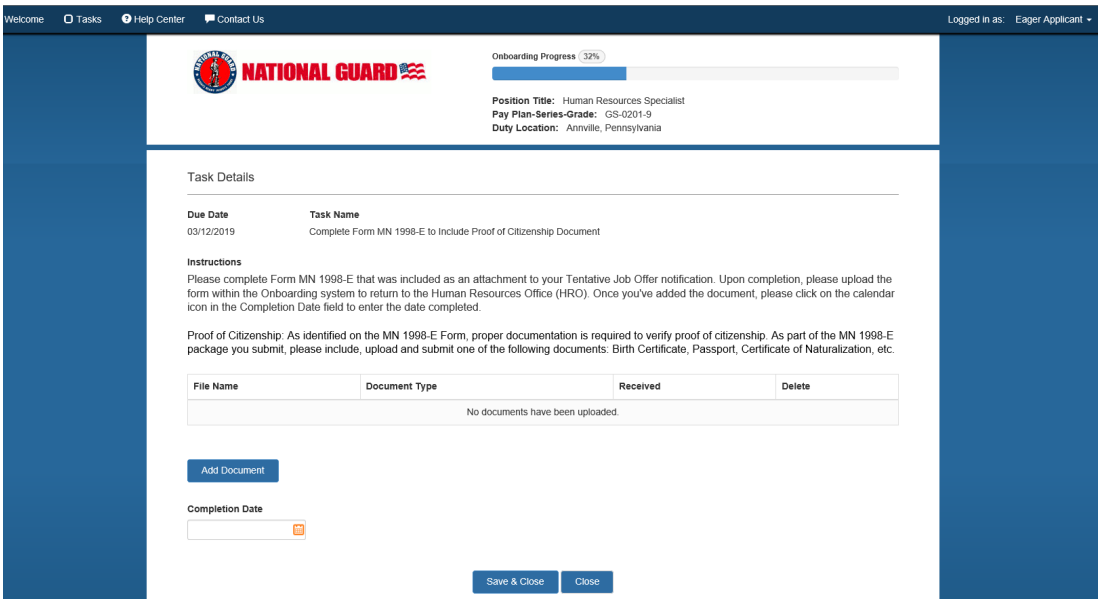
They will then be directed back to the "Task Details" screen. Notice the "Completion Date" auto-populated. The selectee/New Hire will just need to click on the "Close" button.



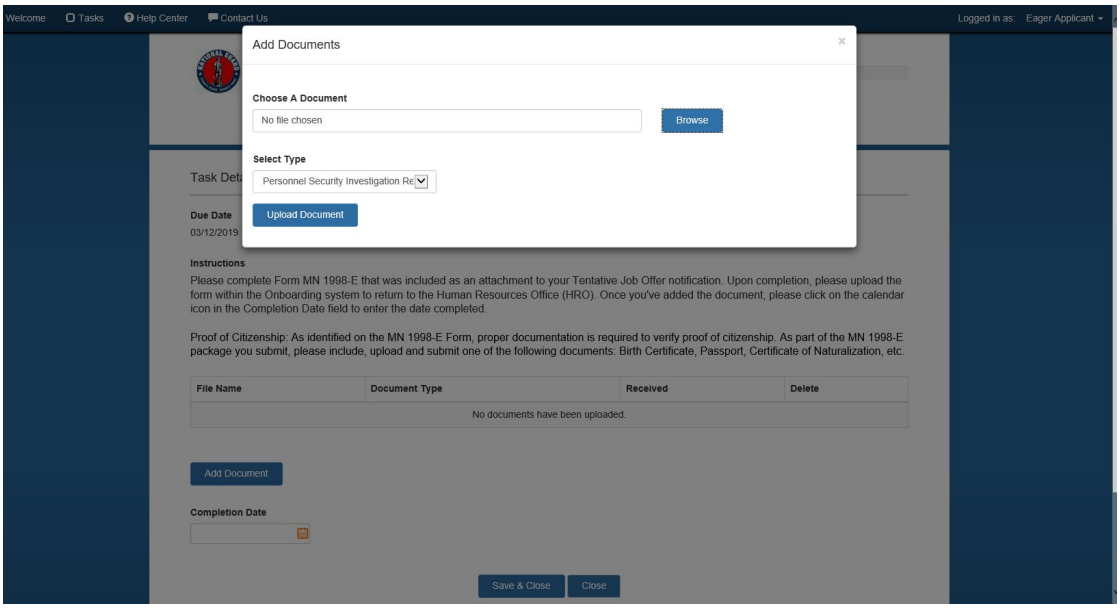
As they are re-directed back to the "Tasks" page, they'll notice the advancement of the progress bar reflecting completion of three tasks along with the population of the "Completed" date for the Form I 9. The selectee/New Hire will now move on to the "Complete Form MN 1998-E to Include Proof of Citizenship Document" task by clicking on it.



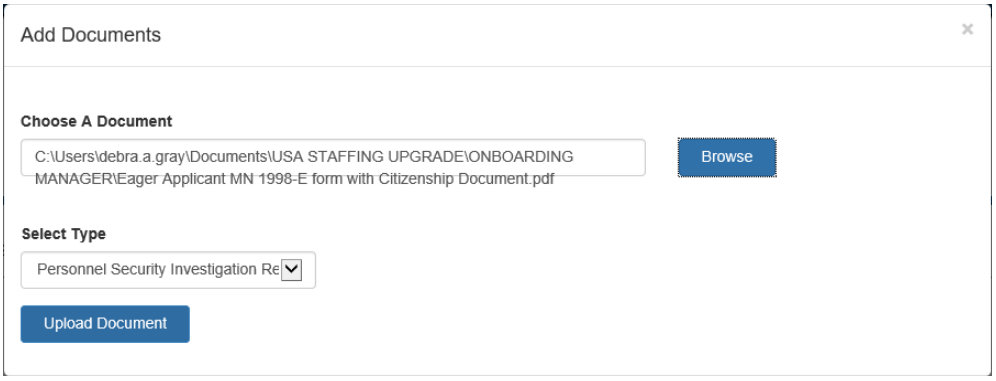
As displayed below, the Task Details page for the selected Task (Complete Form MN 1998-E to Include Proof of Citizenship Document) appears which includes specific instructions for the selectee/New Hire.



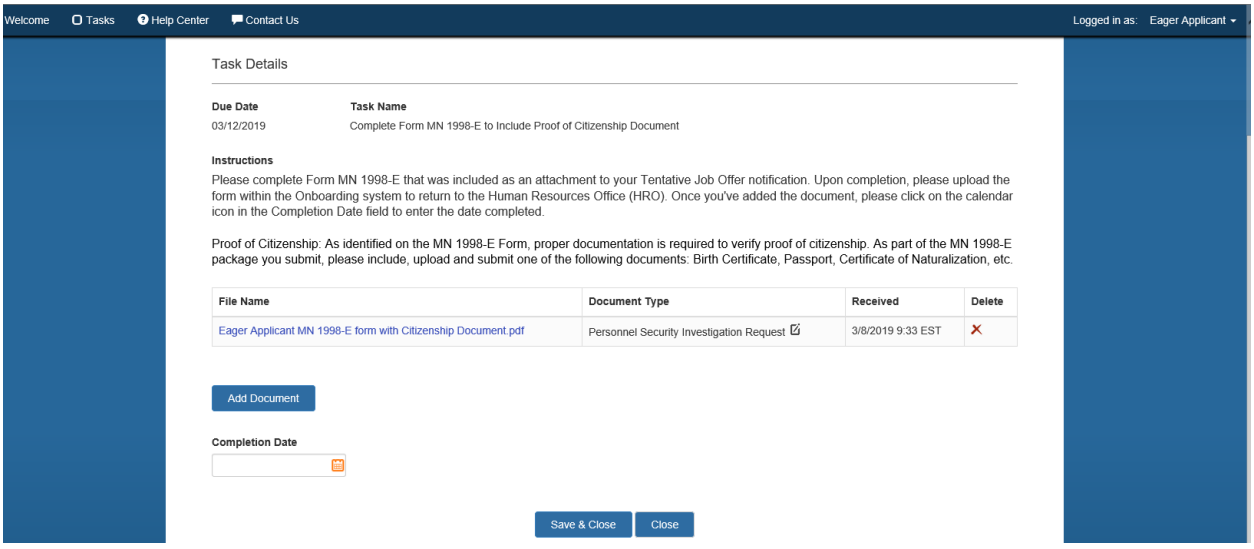
The selectee/New Hire will need to access and complete the Form MN 1998-E from the Tentative Job Offer notification email attachment. Once completed, the selectee/New Hire will click on "Add Document" to upload their completed MN 1998-E form, along with the Proof of Citizenship document, into the onboarding system. Upon clicking on "Add Document", they'll be presented with the screen to choose their document.



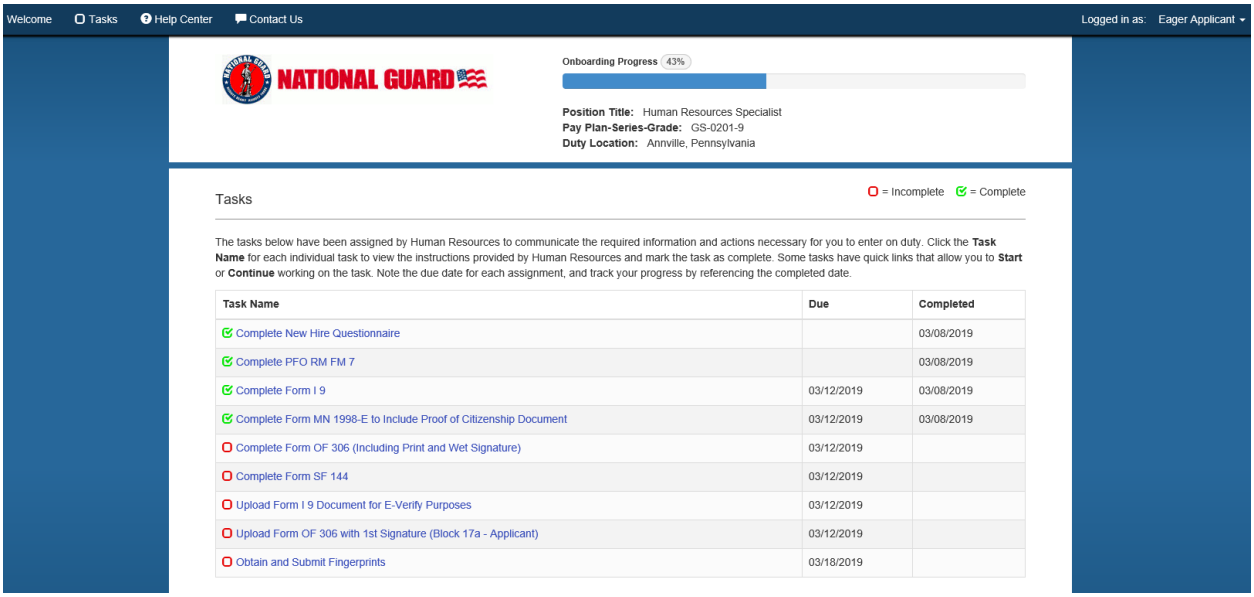
Once the file has been selected, they will click on “Upload Document”.



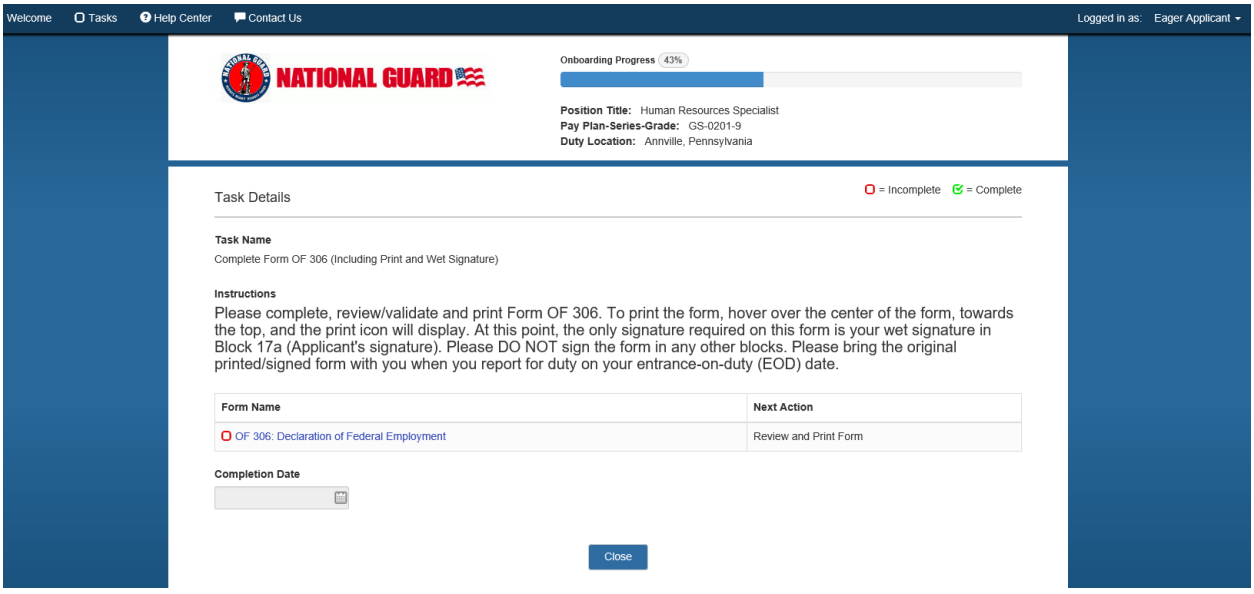
The file document displays as uploaded, along with the date and time in the Received column. The selectee/New Hire also has the option to delete the uploaded document if an error was made on the file uploaded. The selectee/New Hire will enter the “Completion Date” by clicking on the calendar icon. They’ll then click on “Save and Close”.



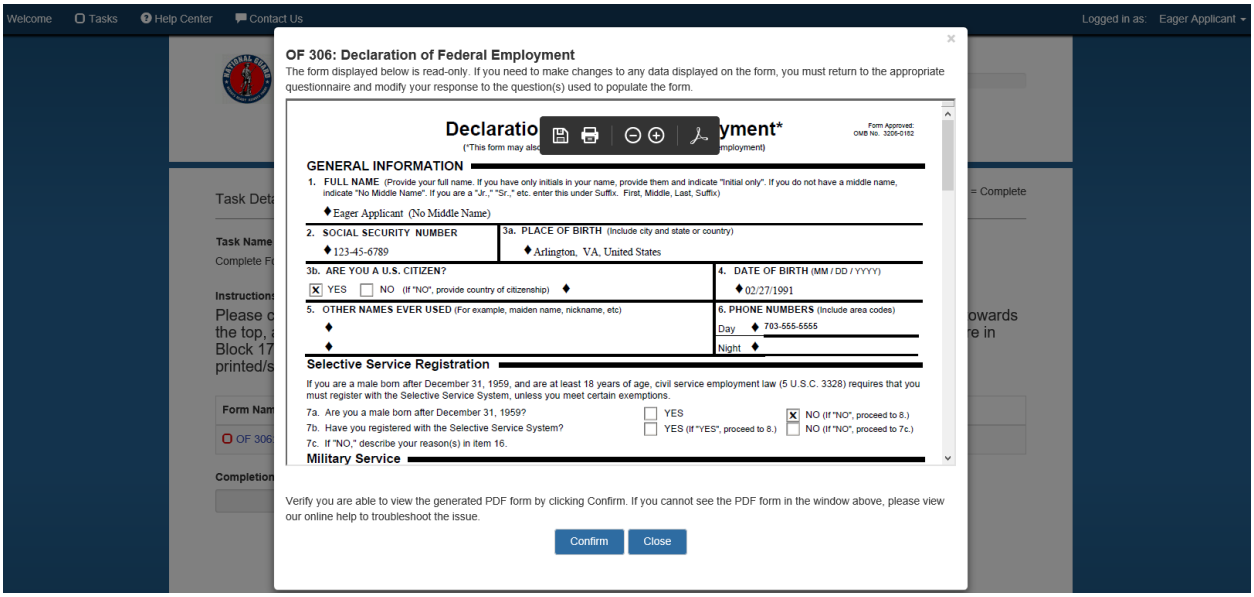
As they are re-directed back to the “Tasks” page, they’ll notice the advancement of the progress bar reflecting completion of the Form MN 1998-E, along with the population of the “Completed” date. The selectee/New Hire will now move on to the “Complete Form OF 306 (Including Print and Wet Signature)” task by clicking on it.



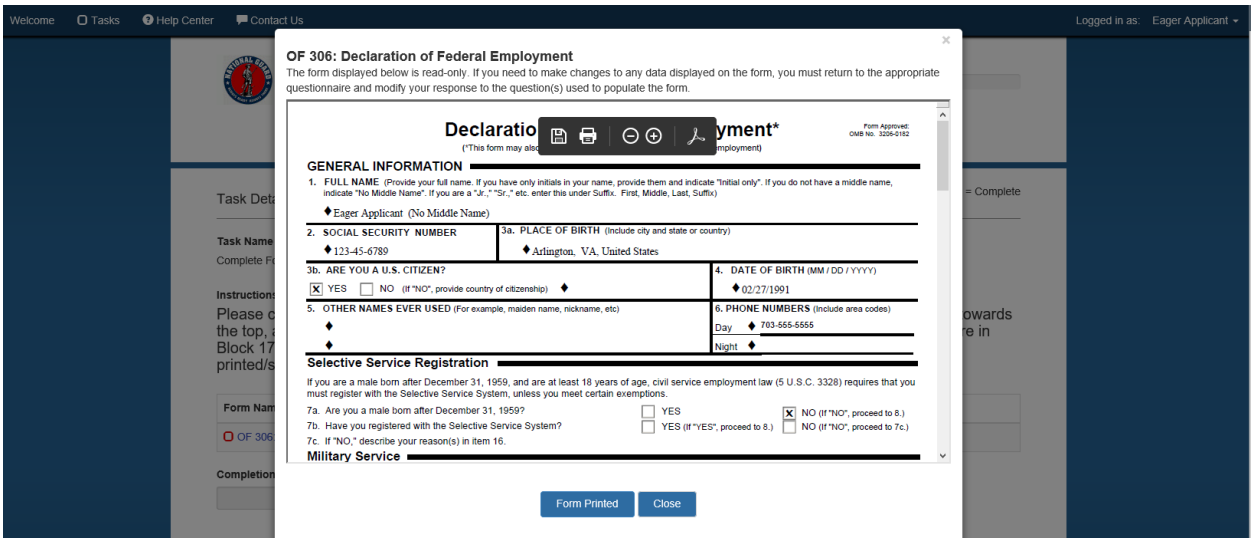
The “Task Details” screen displays with specific instructions.



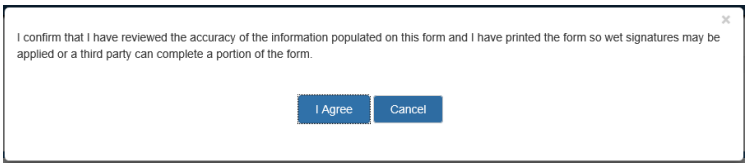
When the selectee clicks on the form, the form displays with populated information. The selectee will need to verify that they can view the form by clicking on the "Confirm" button.



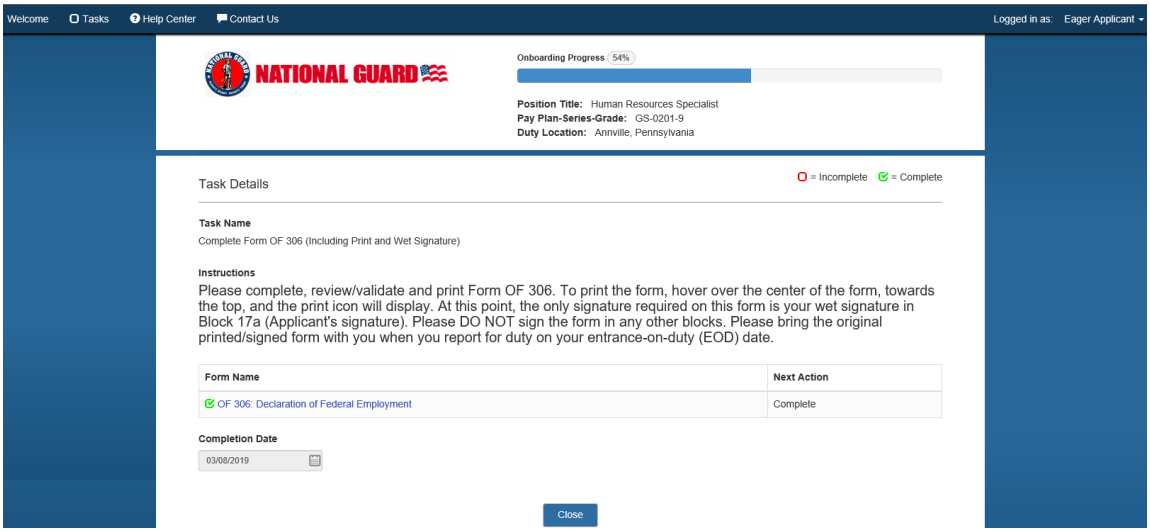
They are then prompted to print the form, as this form requires a wet signature. They'll do so by clicking on the print icon at the top of the form. If desired, they can also save the file electronically by clicking on the save icon. Once they've printed the form successfully, they'll click on the "Form Printed" button.



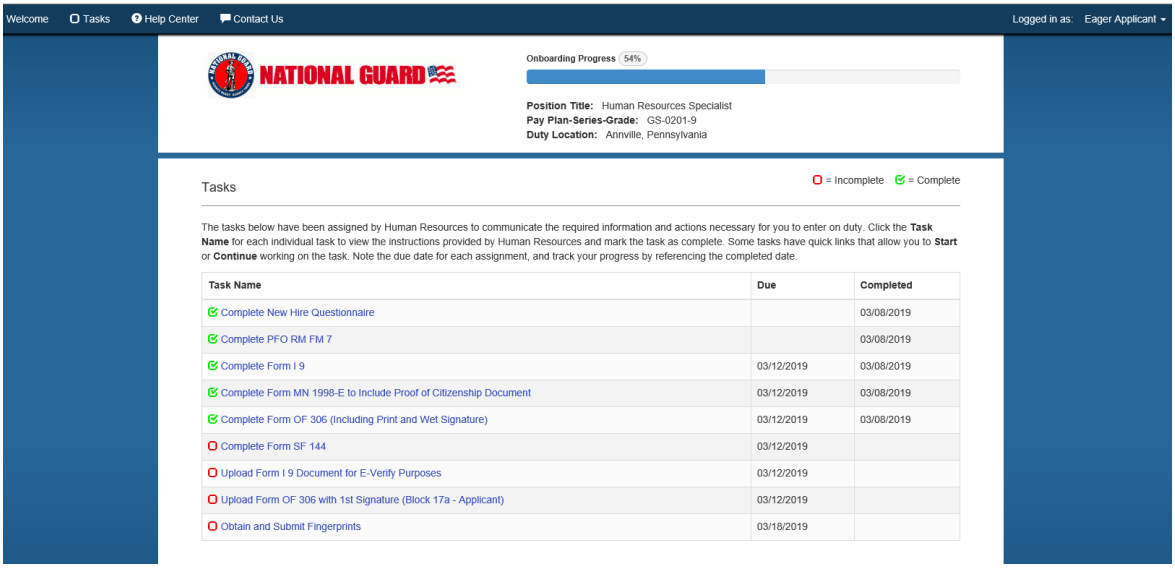
They'll then receive an acknowledgement statement to confirm they've reviewed and printed the form. They'll click on the "I Agree" button.



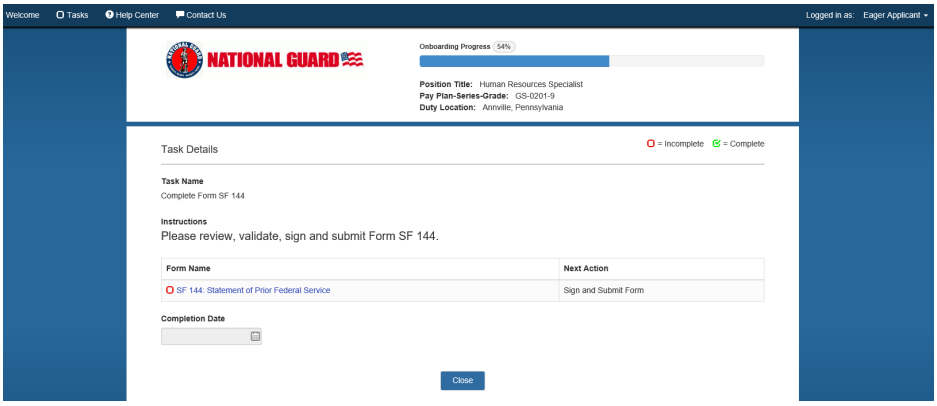
They'll then be re-directed back to the "Task Details" screen. Notice the "Completion Date" auto-populated. They'll just need to click on the "Close" button.



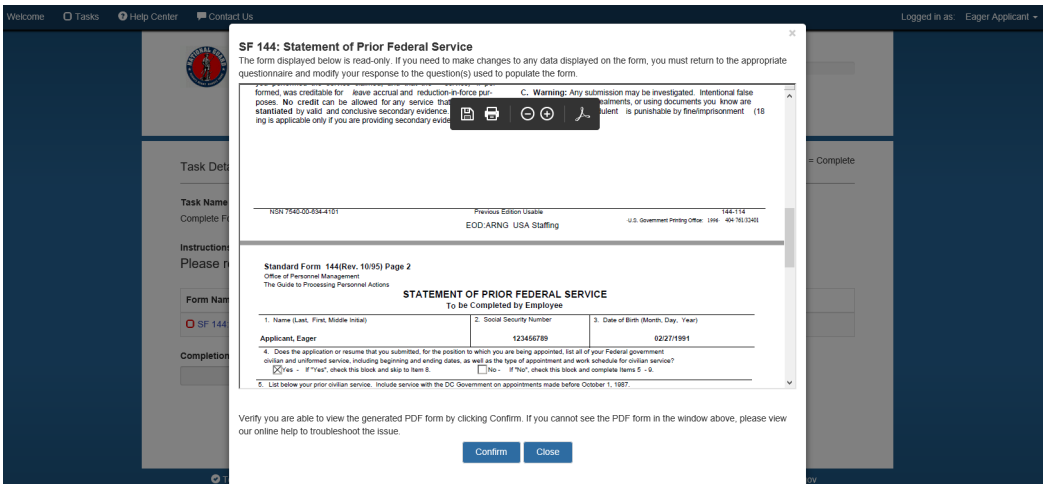
As they are re-directed back to the "Tasks" page, they'll notice the advancement of the progress bar reflecting completion of the "Complete Form OF 306 (Including Print and Wet Signature)" task, along with the population of the "Completed" date. The selectee/New Hire will now move on to the "Complete Form SF 144" task by clicking on it.



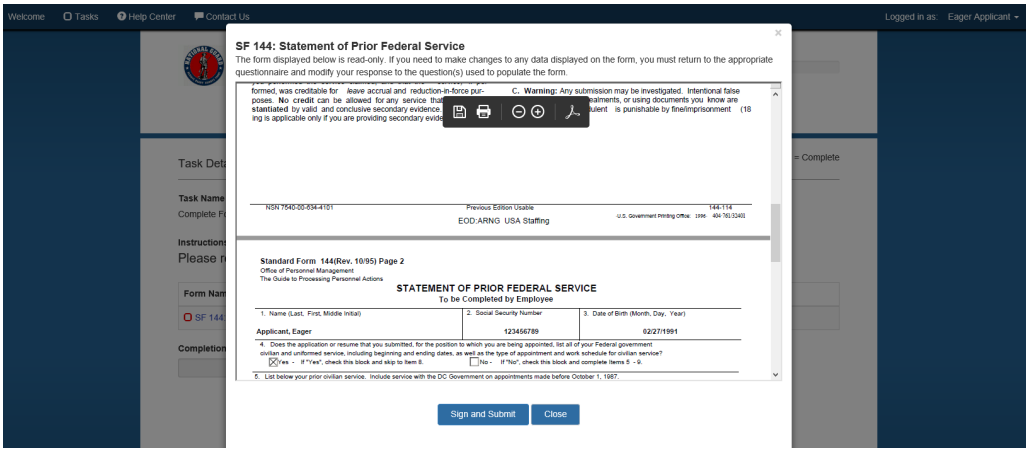
The “Task Details” screen displays with instructions.



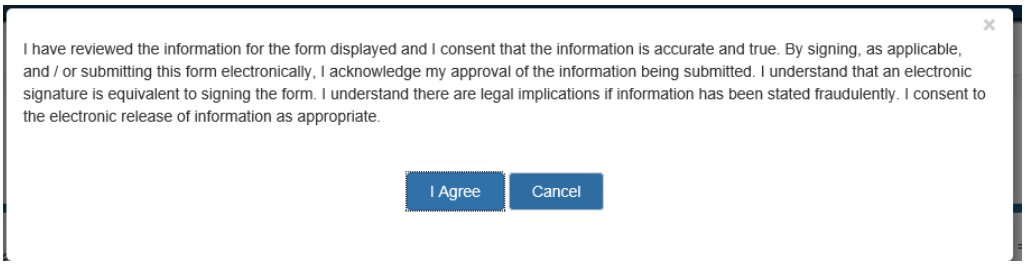
When the selectee clicks on the form, the form displays with populated information. The selectee will need to verify that they can view the form by clicking on the “Confirm” button.



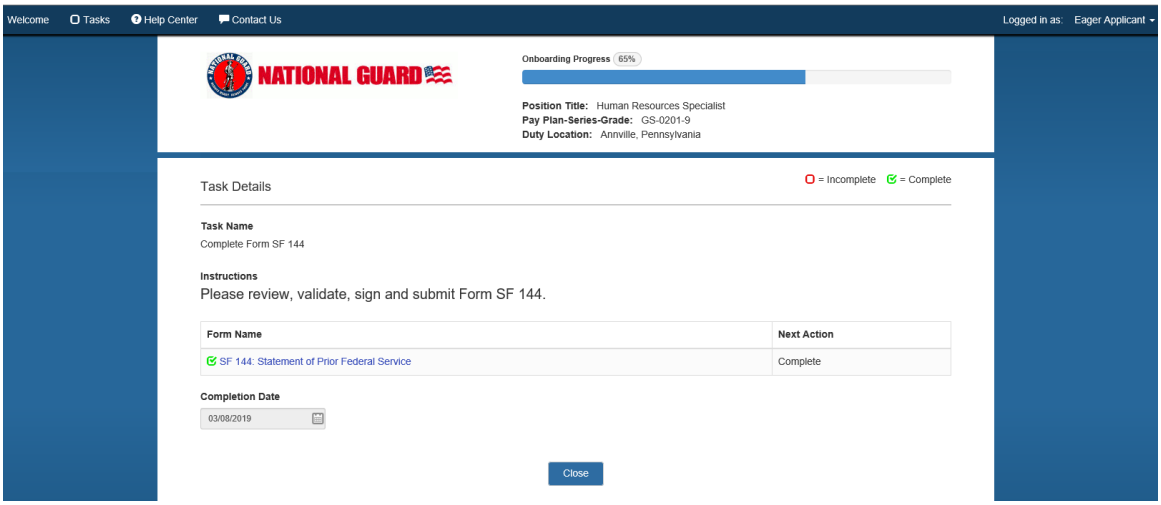
They are then prompted to sign and submit the form. The selectee/New Hire will click on the “Sign and Submit” button. If desired, they can also print and/or save the file electronically by clicking on the applicable icons at the top of the page.



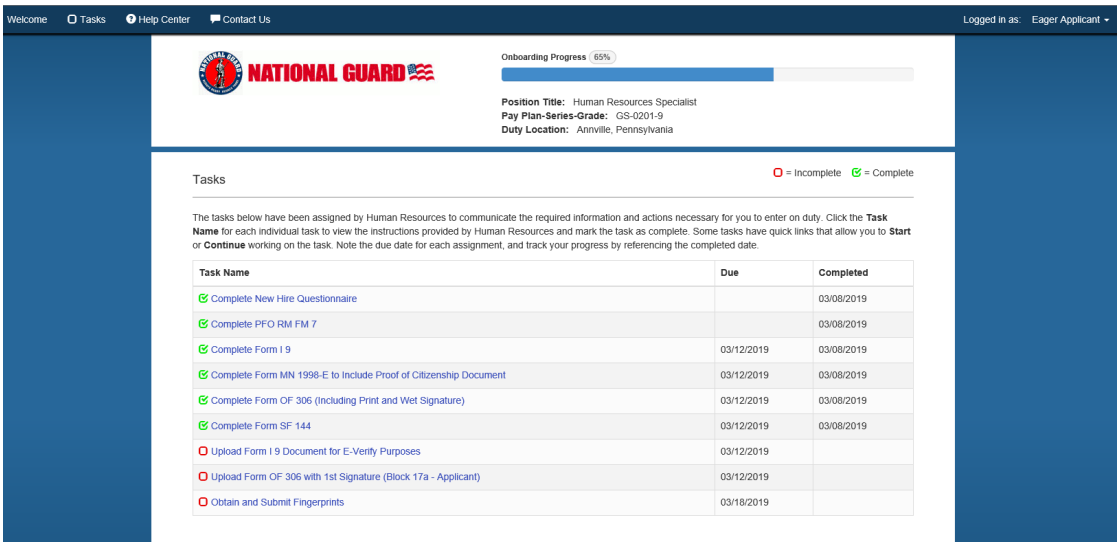
They'll then be presented with the below "Acknowledgement" statement. If they agree, they'll click on the "I Agree" button to move forward.



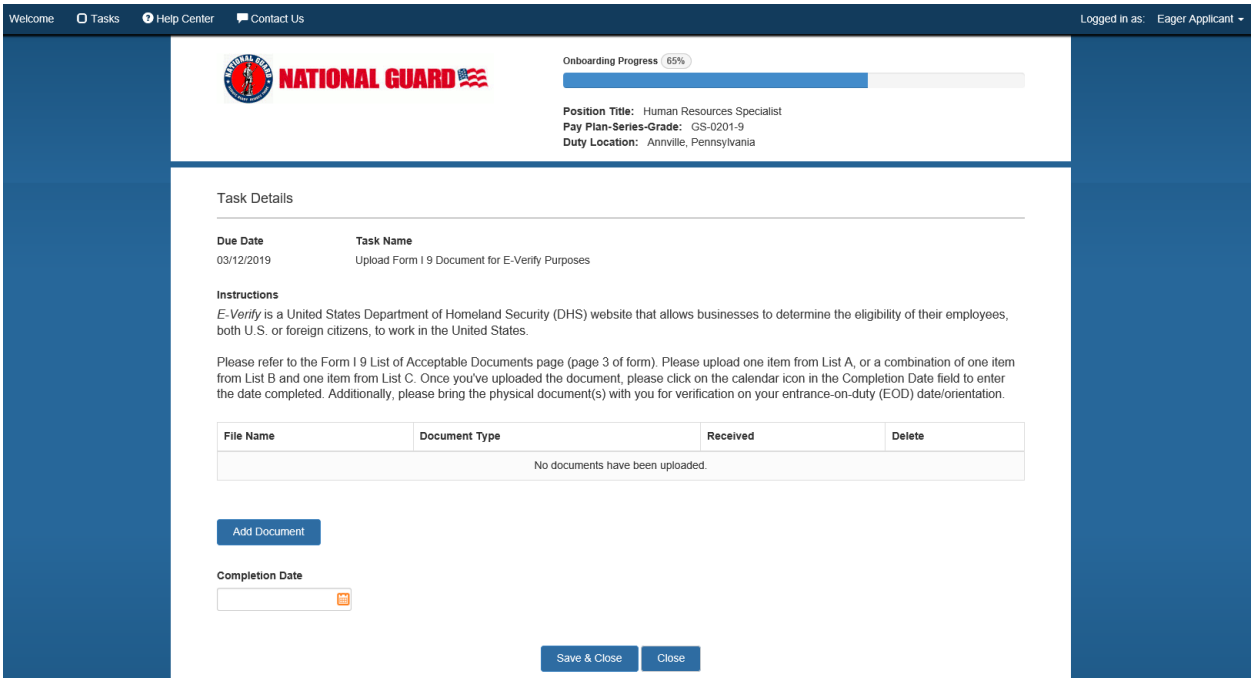
Once they've clicked on "I Agree", they'll then be re-directed back to the "Task Details" screen. Notice the "Completion Date" auto-populated. They'll just need to click on the "Close" button.



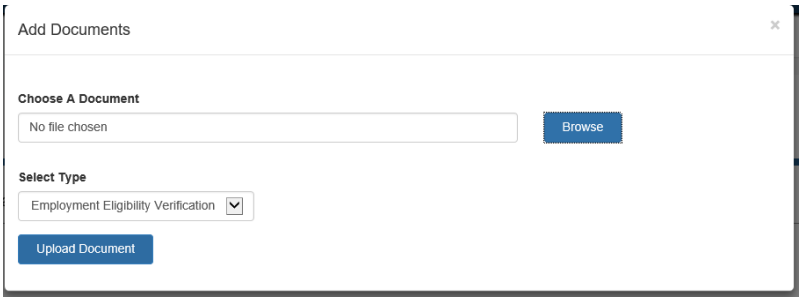
As they are re-directed back to the "Tasks" page, they'll notice the advancement of the progress bar reflecting completion of the Form SF 144, along with the population of the "Completed" date. The selectee/New Hire will now move on to the "Upload Form I 9 Document for E-Verify Purposes" task by clicking on it.



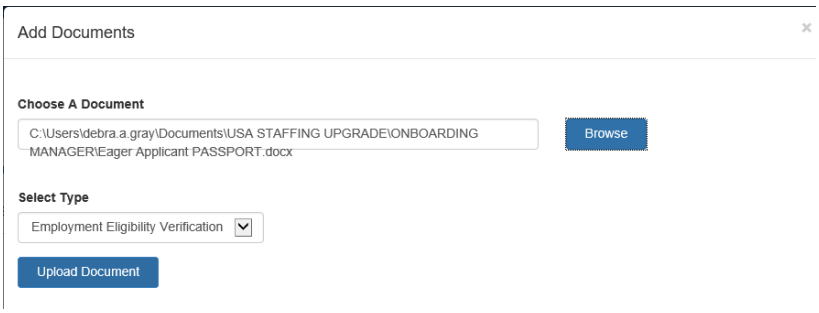
The “Task Details” screen displays with specific instructions.



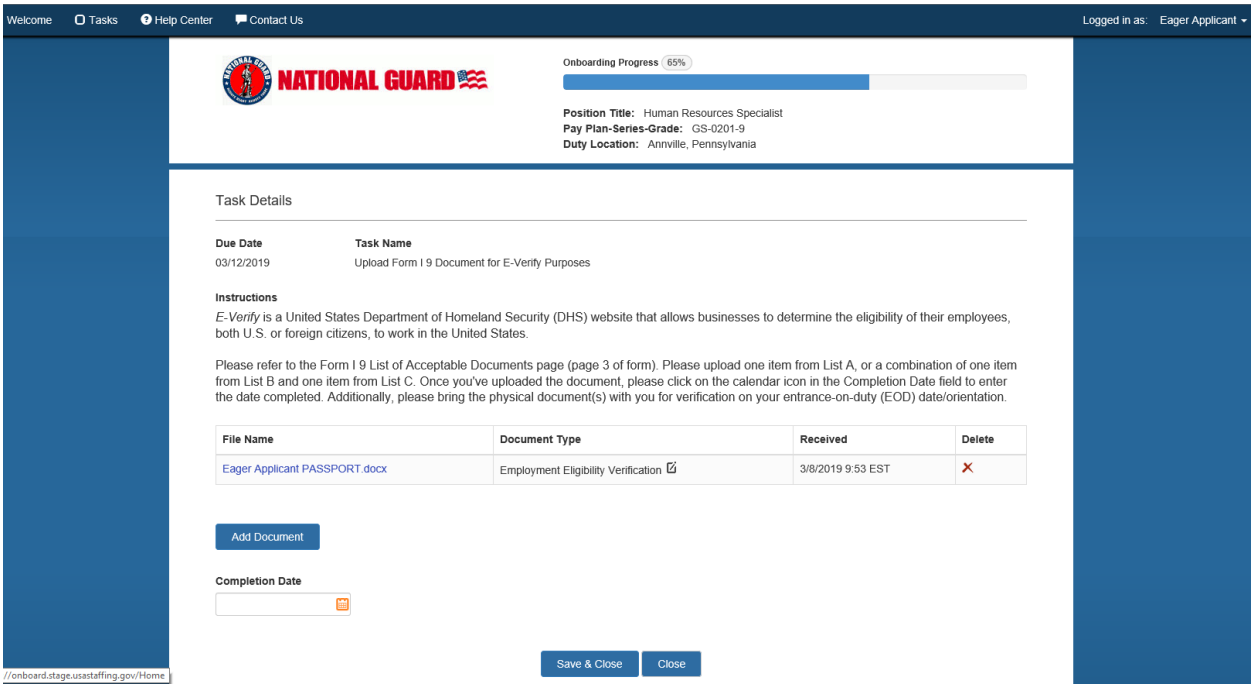
The selectee/New Hire will click on the “Add Document” button to upload the applicable document as identified in the instructions. They’ll be presented with the “Add Documents” screen where they will click on “Browse” to select their document.



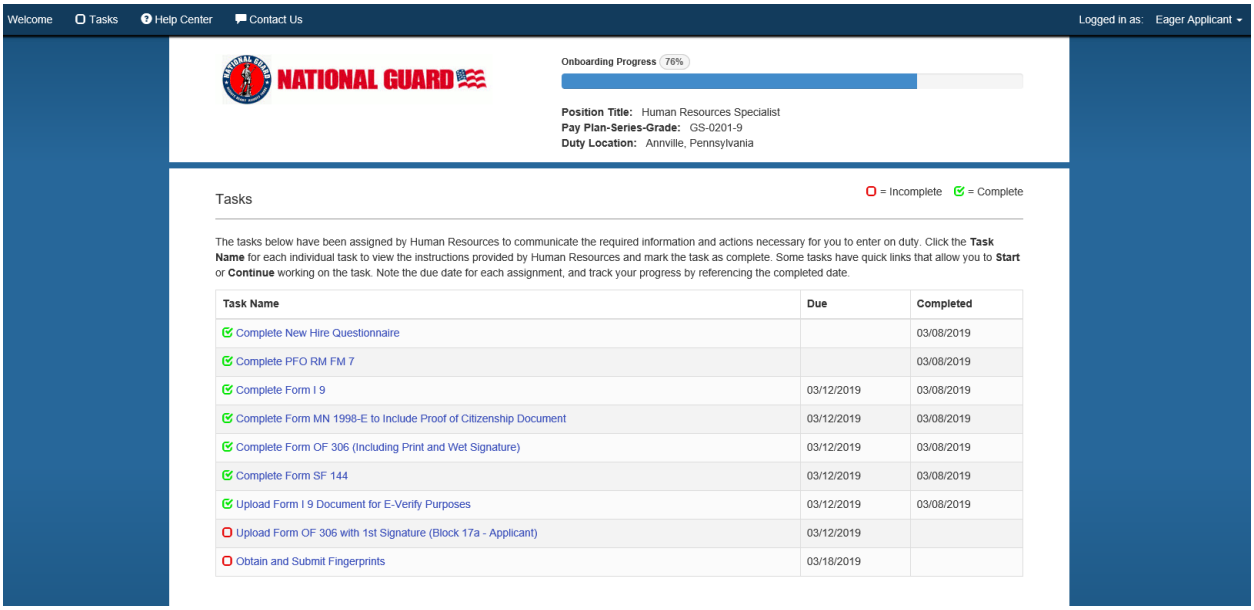
Once the document is selected, they’ll click on the “Upload Document” button.



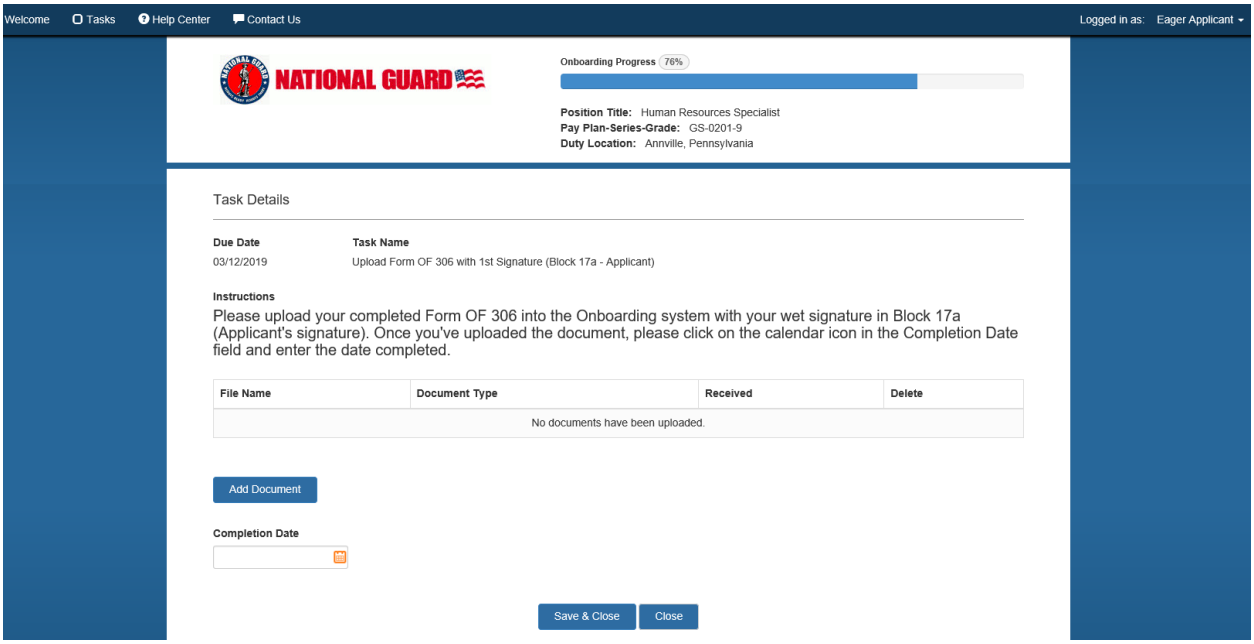
The “Task Details” screen displays showing that the document has been successfully added, along with the date and time added in the Received column. The selectee/New Hire will then enter the “Completion Date” in the bottom left of the screen by clicking on the “calendar” icon. Then they’ll simply click on “Save and Close”.



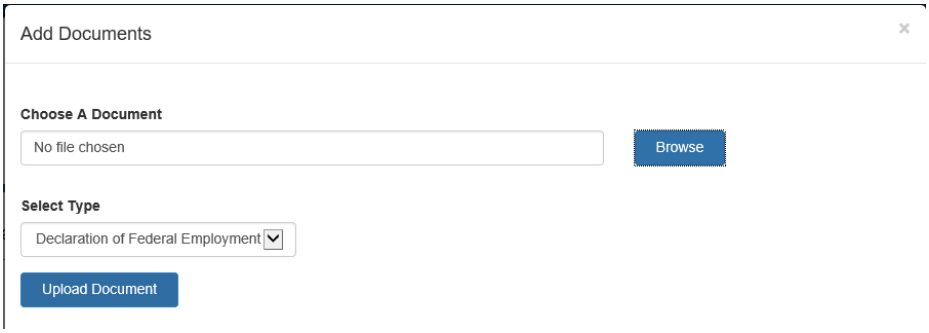
As they are re-directed back to the “Tasks” page, they’ll notice the advancement of the progress bar reflecting completion of the “Upload Form I 9 Document for E-Verify Purposes” task, along with the population of the “Completed” date. The selectee/New Hire will now move on to the “Upload Form OF 306 with 1st Signature (Block 17a – Applicant)” task by clicking on it.



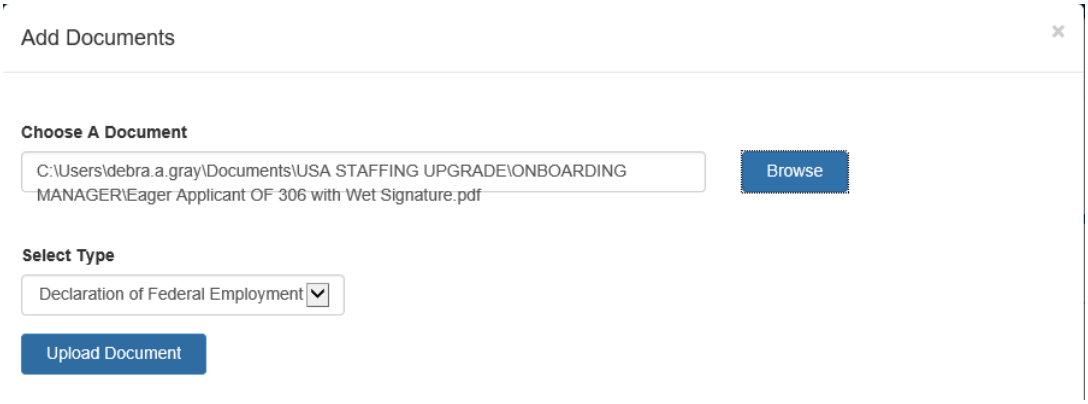
The “Task Details” screen displays with specific instructions.



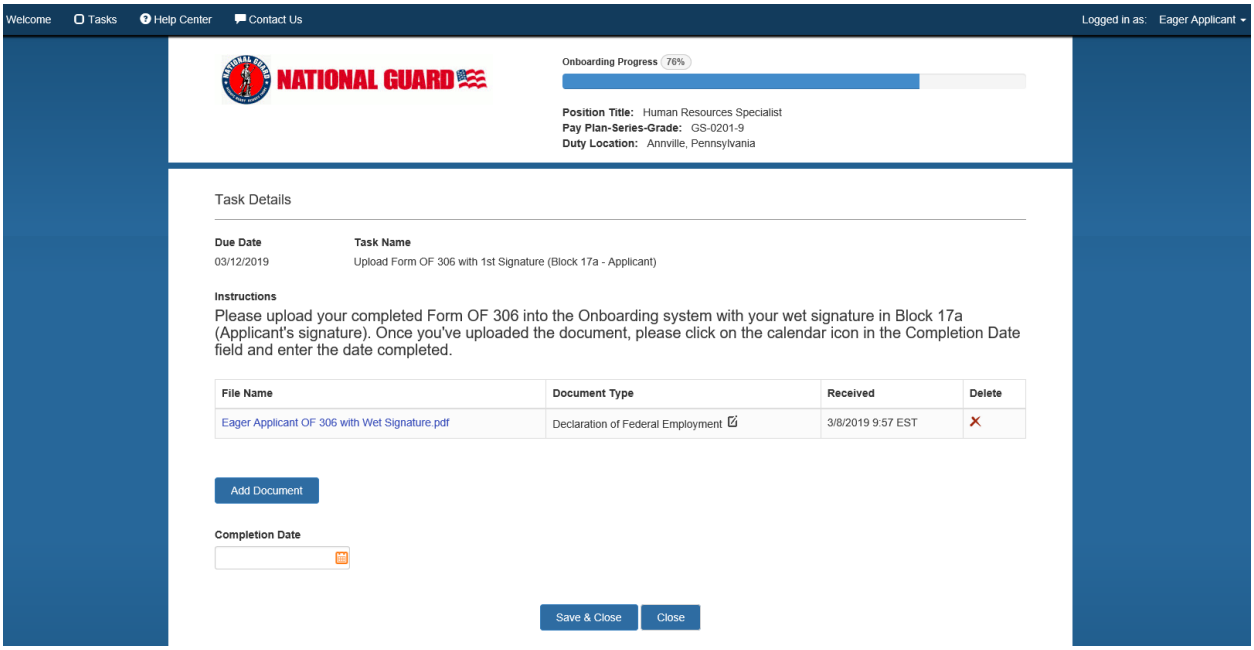
To upload the OF-306 with wet signature in block 17a (Applicant’s signature), the selectee/New Hire will click on “Add Document”. The below screen then displays for them to choose their document.



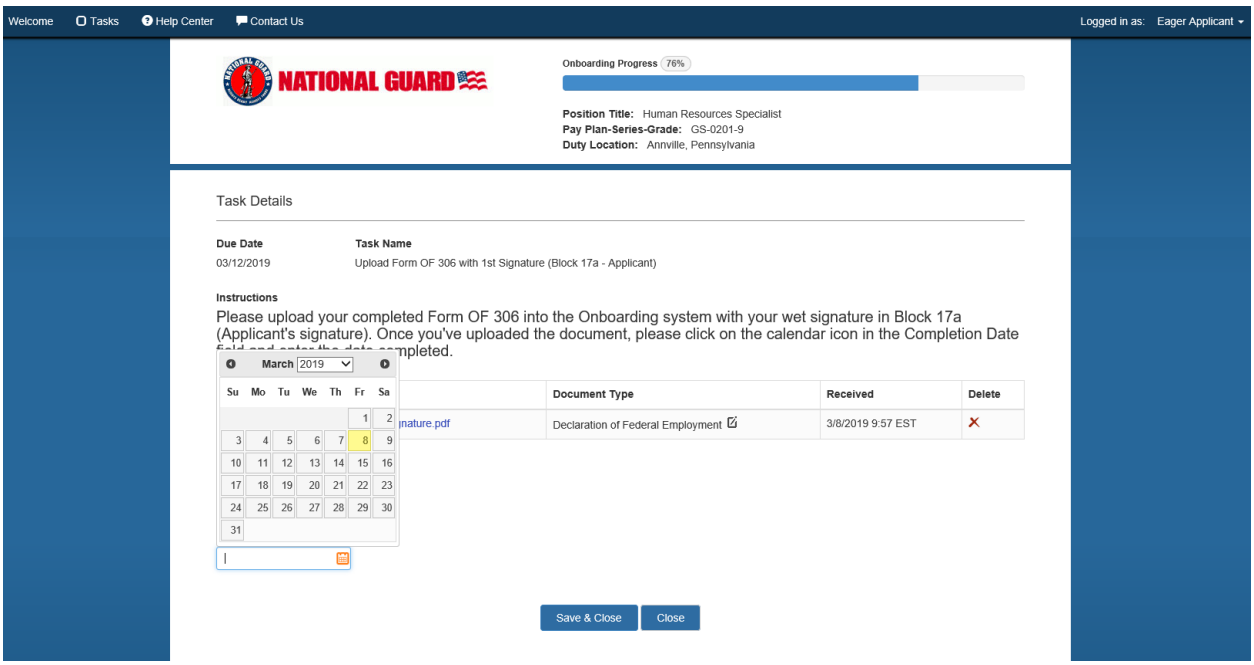
Once they click on “Browse” and select the appropriate document, they’ll click on the “Upload Document” button.



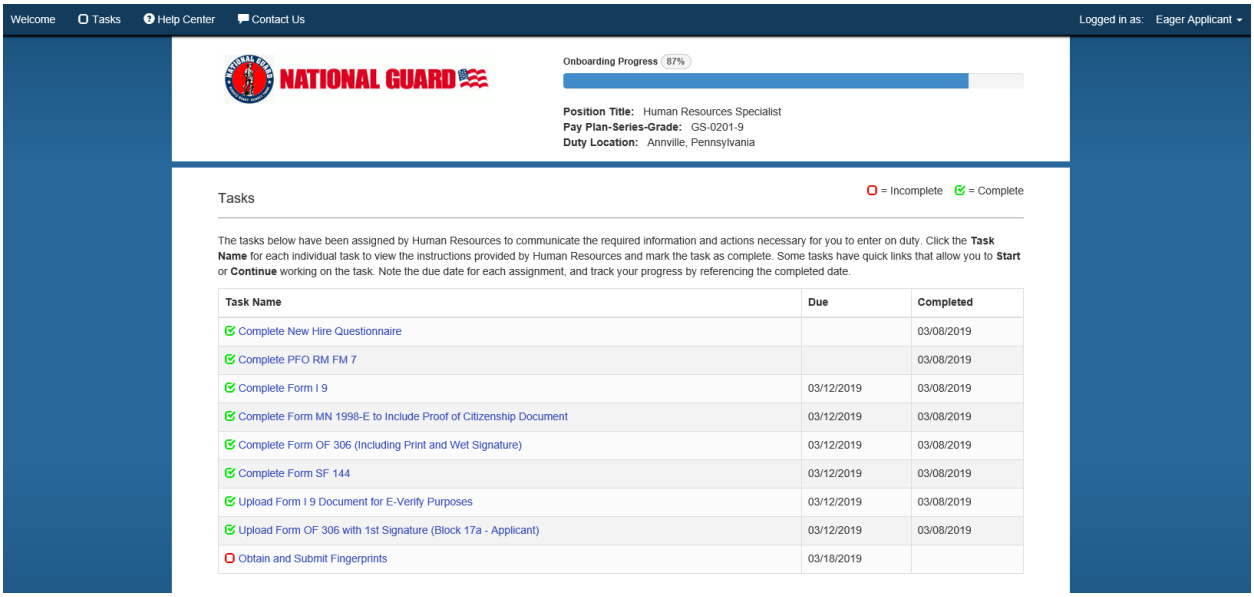
They'll then be re-directed back to the "Task Details" screen, where the document will show under the File Name column as uploaded, along with the date and time it was uploaded displaying in the Received column.



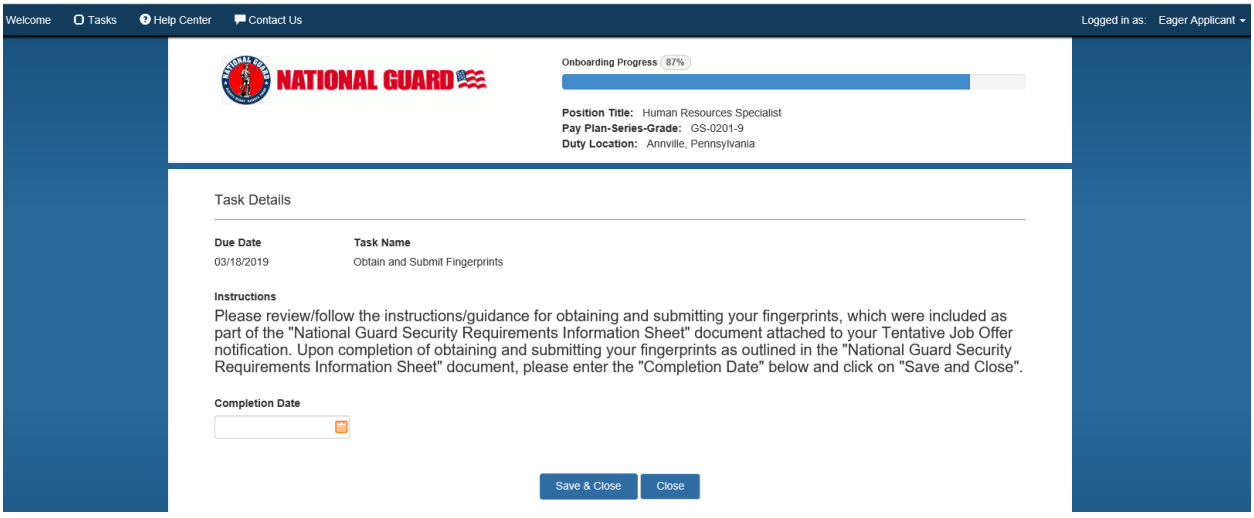
The selectee/New Hire will then need to manually add in the completion date by clicking on the calendar icon in the "Completion Date" field at the bottom left of the screen and then click on the "Save and Close" button.



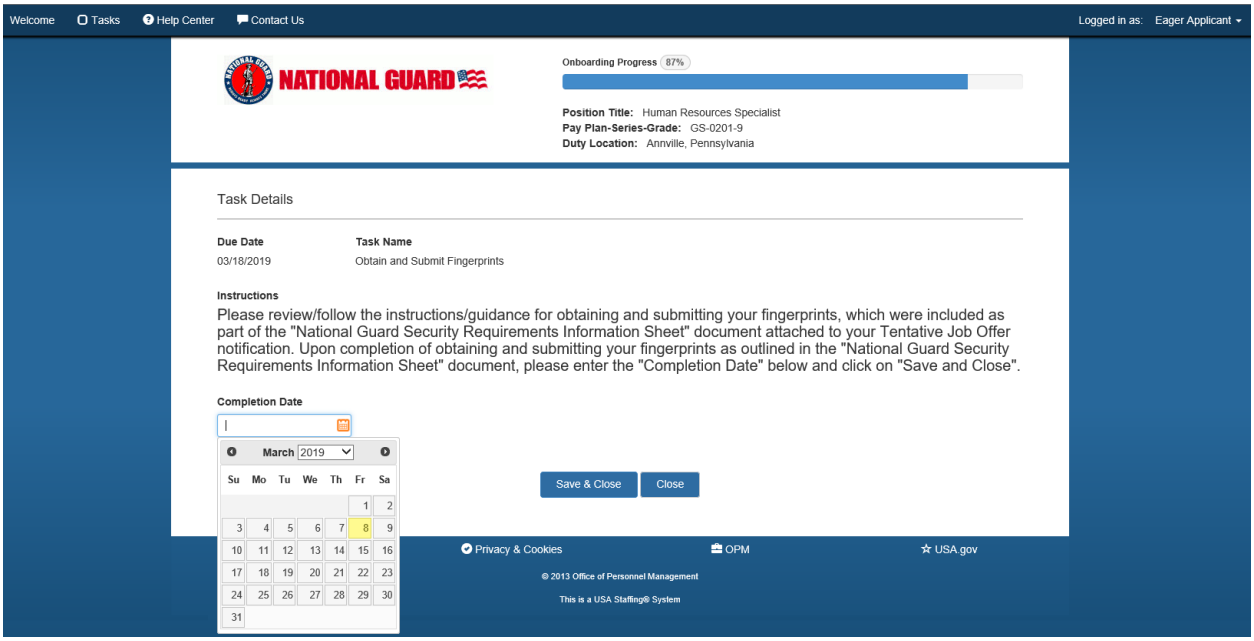
They are then re-directed back to the “Tasks” page, where the progress bar will show advancement based on completion of the “Upload Form OF 306 with 1st Signature (Block 17a – Applicant), along with the “Completed” date.



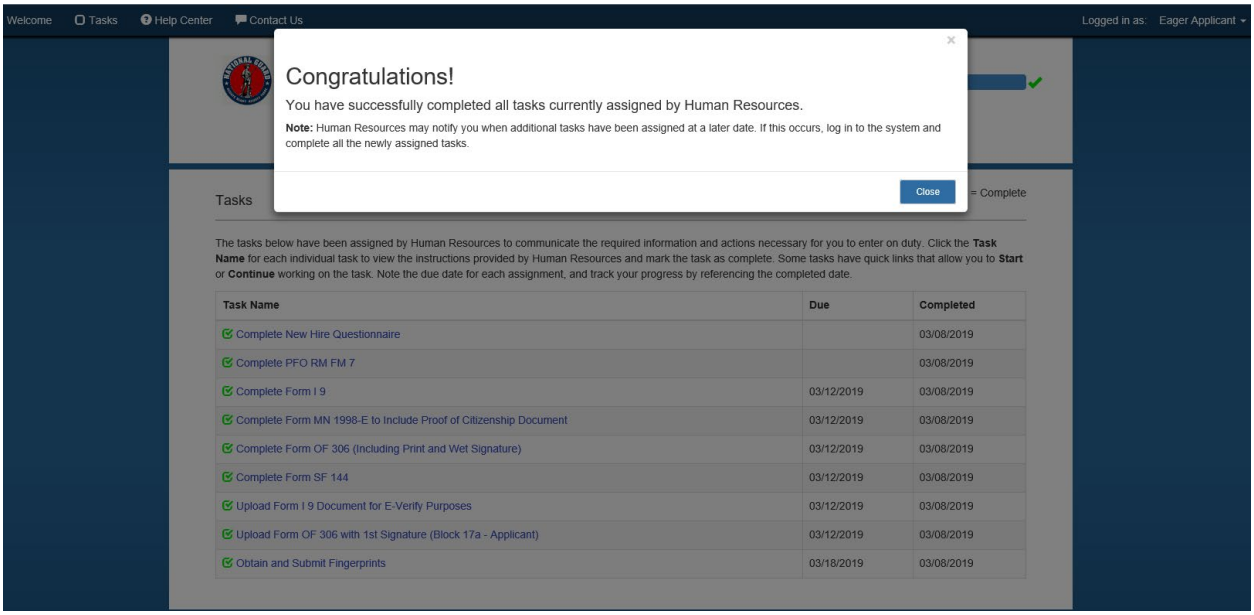
The selectee/New Hire will now move on to the last task assigned, by clicking on the “Obtain and Submit Fingerprints” task. They’ll follow the instructions/guidance displayed for completing this task.



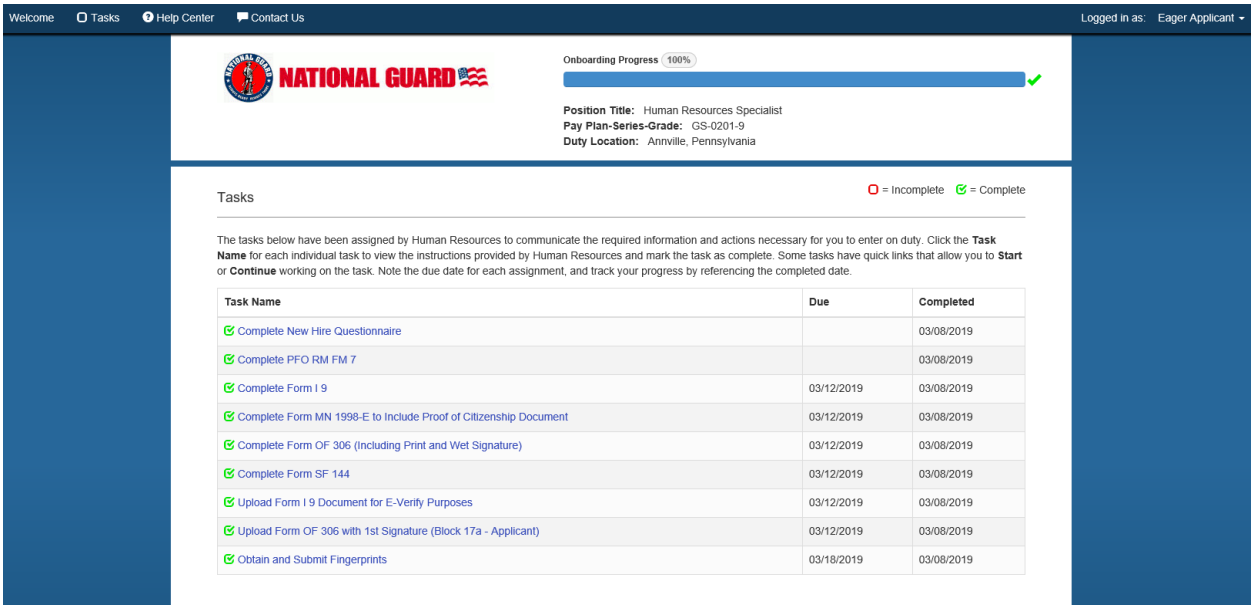
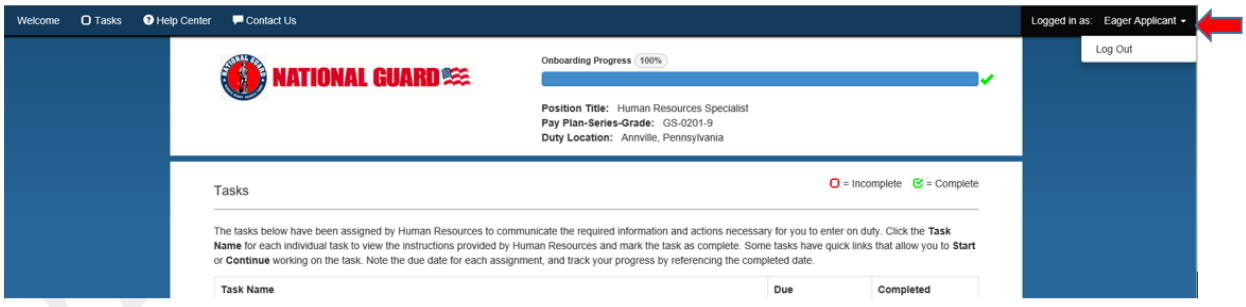
As outlined in the instructions, once they've completed the task, they'll enter the "Completion Date" by clicking on the calendar icon, then they'll click on "Save and Close".



The selectee/New Hire then receives the "Congratulations" page, as all assigned tasks have been completed successfully. They'll simply click on the "Close" button.



They'll notice the Progress bar now reflects 100%, along with a green check mark beside it.



At this point, the selectee/New Hire is finished with all tasks that have been assigned to them so far. They will now log out of the system by clicking on the drop-down beside their name in the upper right part of the screen.