Tracker Guide – Hiring Phase

Step 1

Now that your position has been advertised, this begins the 30-day Hiring Phase where the hiring manager reviews applications, holds interviews, and checks references.

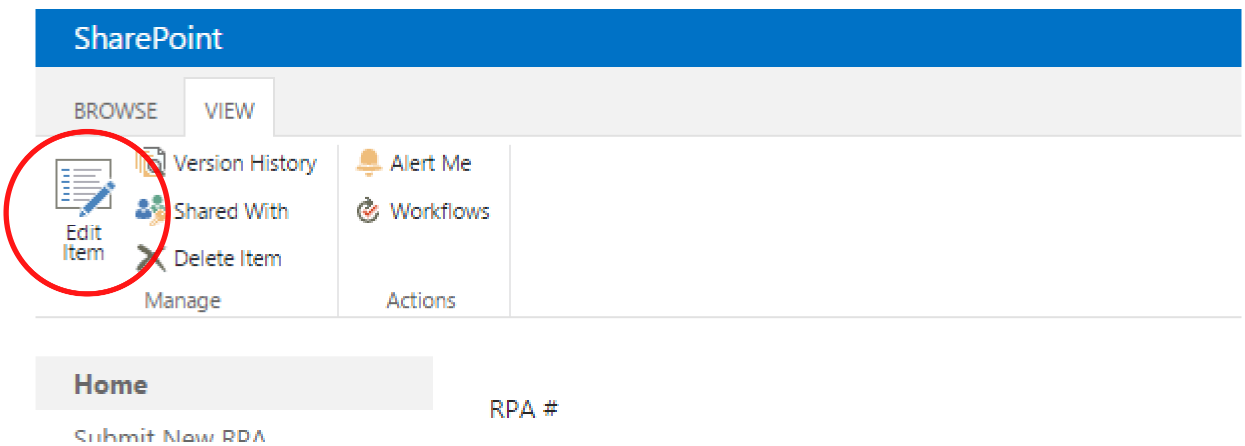
Step 2

Once the interviews and references checks are completed and your hiring manager has selected their top candidates (up to 5), they'll provide the names to you and any applications or supplemental documents not in ECOS.

Complete the eSheet. Keep in mind, you can only submit up to 5 candidates for review at one time. Once the eSheet has been completed and you have gathered any requested documents, head over to Tracker and click on RPA Tracker.

Step 3

Locate your office and click on the RPA number. When it's open, click Edit Item.



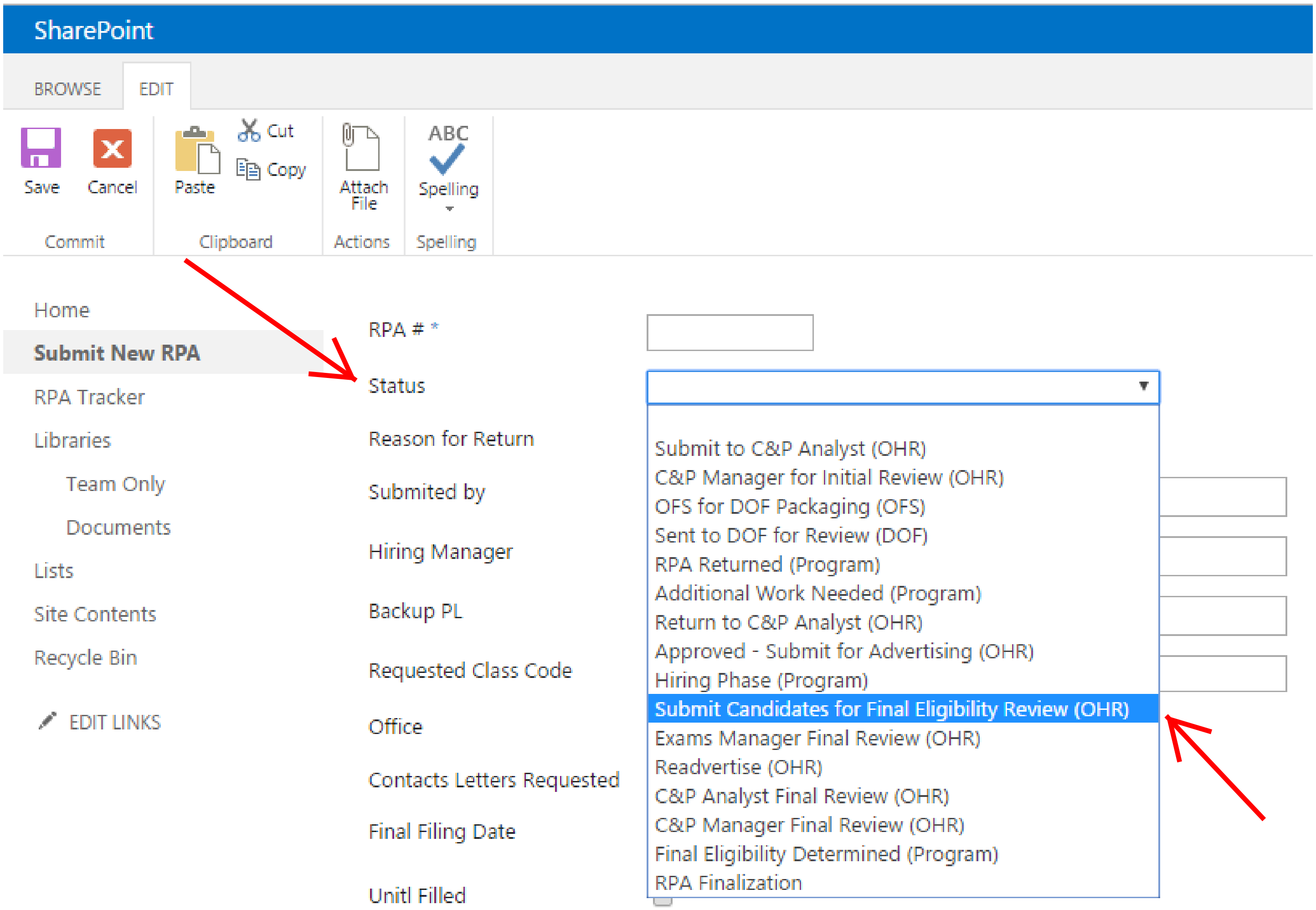
Step 4

In the next screen, toggle the **Status** field to PL Working (Program).

Next, attach your documents (sensitive documents **<u>must</u>** be password protected prior to attaching):

- Click on **Attach File**.
- Click on **Browse** and select the document from your computer or shared drive. Make sure the documents are saved with a descriptive title and in the following format (Type of Document / Current and/or Proposed if applicable / RPA Number / Program Acronym / Sequential numbers in parenthesis when saving multiple versions of the same document)
    - Examples:
      eSheet 12345 ABC (2)
      Applications 12345 ABC
- Select **OK**.
- Repeat the steps above for the rest of the documents. The files will start to accumulate at the bottom of the RPA.
- After you've attached all of the documents, click Save. This will take you to the main RPA page.

- Until you are ready to submit the final candidates to OHR for review, leave the **Status** field on 'PL Working (Program)' and click Save.
- If you are ready to submit the final candidates to OHR for review, you can now toggle the **Status** field to 'Submit Candidates for Final Eligibility Review (OHR)' and click Save.



Questions

That's the end of this guide. For any questions regarding the process, please contact your assigned Classification & Pay Analyst.