

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.

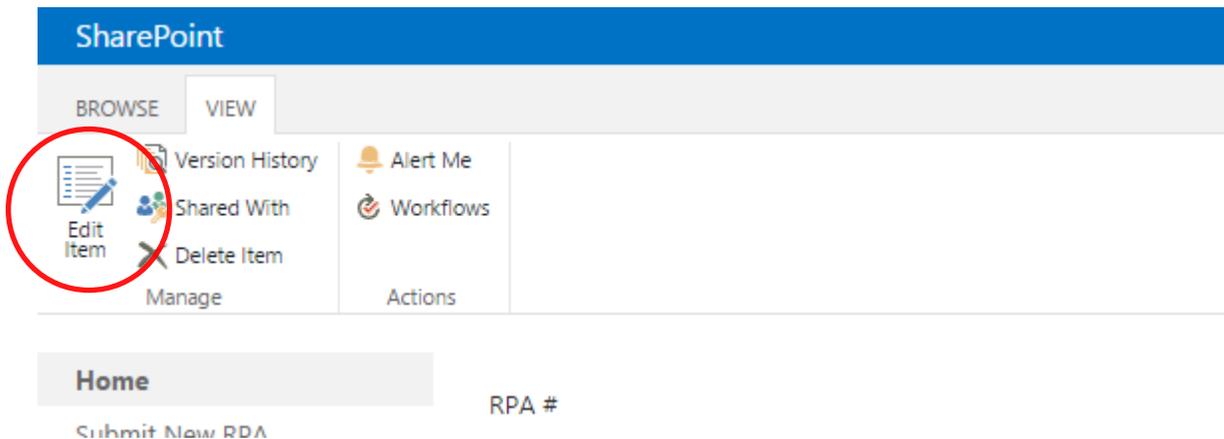
Step 2

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 **must** 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)
 - o 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.

The screenshot shows a SharePoint interface with a blue header bar labeled 'SharePoint'. Below the header is a ribbon with 'BROWSE' and 'EDIT' tabs. The 'EDIT' tab is active, showing icons for Save, Cancel, Paste, Copy, Attach File, and Spelling. Below the ribbon is a navigation pane on the left with 'Home' selected, and 'Submit New RPA' highlighted. The main content area contains a form with the following fields: RPA # *, Status, Reason for Return, Submitted by, Hiring Manager, Backup PL, Requested Class Code, Office, Contacts Letters Requested, Final Filing Date, and Unitl Filled. The 'Status' dropdown menu is open, displaying a list of options. The option 'Submit Candidates for Final Eligibility Review (OHR)' is highlighted in blue. A red arrow points from the 'Submit New RPA' link in the navigation pane to the 'Status' field, and another red arrow points from the highlighted status option to the right.

Field	Value
RPA # *	<input type="text"/>
Status	Submit to C&P Analyst (OHR) C&P Manager for Initial Review (OHR) OFS for DOF Packaging (OFS) Sent to DOF for Review (DOF) RPA Returned (Program) Additional Work Needed (Program) Return to C&P Analyst (OHR) Approved - Submit for Advertising (OHR) Hiring Phase (Program) Submit Candidates for Final Eligibility Review (OHR) Exams Manager Final Review (OHR) Readvertise (OHR) C&P Analyst Final Review (OHR) C&P Manager Final Review (OHR) Final Eligibility Determined (Program) RPA Finalization
Reason for Return	<input type="text"/>
Submitted by	<input type="text"/>
Hiring Manager	<input type="text"/>
Backup PL	<input type="text"/>
Requested Class Code	<input type="text"/>
Office	<input type="text"/>
Contacts Letters Requested	<input type="text"/>
Final Filing Date	<input type="text"/>
Unitl Filled	<input type="text"/>

Questions

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