

## Tracker Statuses

The status in Tracker identifies where in the process the RPA is. For every status, the office which currently has the RPA is located in the parenthesis.

These are in order by how they appear in Tracker. Any RPA may not hit all of these statuses.

### **Submit to C&P Analyst (OHR)**

This is the first status toggled in Tracker to submit the RPA. Typically, the Personnel Liaison is the only one who uses this status. Once the RPA is submitted, the timer begins.

### **C&P Working (OHR)**

This status means your C&P Analyst is working on your RPA. Combined with the status above, the C&P Analyst has 7 days to complete this phase.

### **C&P Manager for Initial Review (OHR)**

Once the C&P Analyst has completed his/her review and the RPA has successfully passed, the Analyst will send it to their manager.

### **RPA Returned (Program)**

This RPA has essentially been denied. This means there was a critical error with one of the documents or how it was submitted. The reason it was denied should be reflected in "Reason for Return." Your C&P Analyst or C&P Manager will also update the comments with any additional information.

### **Additional Work Needed (Program)**

The RPA requires additional work, but is not critical and is still accepted. The reason it needs additional work should be reflected in "Reason for Return." Your C&P Analyst or C&P Manager will also update the comments with any additional information.

### **Return to C&P Analyst (OHR)**

PLs use this status to resubmit an RPA to C&P after it was returned. C&P Managers will also use this status if they find something in their review the Analyst needs to further review.

### **Approved – Submit for Advertising (OHR)**

Yes! The RPA went through and will be advertised within one day by OHR's Cert Unit.

### **PTU Package for OFS (OK to Adv) (OHR)**

This position is over the DOF threshold; OHR C&P has completely approved this RPA and moved into over to our Position Control Unit who will package the RPA for OFS who will send it to DOF. Position Control has one day to send the package to OFS.

### **PTU Package for OFS (HOLD Adv) (OHR)**

This position is over the DOF threshold; OHR C&P has approved this RPA, but it's not ready to be advertised. It's moved into over to our Position Control Unit who will package the RPA for OFS who will send it to DOF. Position Control has one day to send the package to OFS.

**PTU Sent to OFS (OK to Adv) (OHR)**

This position is over the DOF threshold; Position Control Sent to package to OFS. If it's okay to advertise, this status notifies the cert unit and thus has one day to be advertised.

**PTU Sent to OFS (HOLD Adv) (OHR)**

This position is over the DOF threshold; Position Control Sent to package to OFS. It is not approved to advertise, we are waiting on DOF approval.

**PTU DOF Complete (HOLD Adv) (OHR)**

This position is over the DOF threshold; Position Control Sent to package to OFS. It is not approved to advertise, we received DOF approval. This position sits with the C&P Manager until the reasons it could not be advertised are resolved.

**Hiring Phase (Program)**

This is the 30 days where program has the RPA to review applications, hold interviews, and review references. During this phase, make sure the interview and reference check dates are updated. This will help see if the hiring phase is working or not.

**Hiring Phase Pending DOF (Program)**

This is the 30 days where program has the RPA to review applications, hold interviews, and review references. During this phase, make sure the interview and reference check dates are updated. This will help see if the hiring phase is working or not.

This status is used in place of the regular hiring phase when the RPA is over the threshold and we advertised, but we're still waiting on DOF approval.

**Submit Candidates for Final Eligibility Review (OHR)**

This status means the PL has submitted the final candidates for final eligibility. OHR's Exams unit is checking the minimum qualifications, transfer eligibility, and/or list eligibility. This review takes two days on the map, however if mostly transfer candidates were submitted, it could take longer as we wait to hear from the candidate's current department.

**Exams Manager Final Review (OHR)**

The Exams Analyst approved the eSheet and at least one candidate is eligible for appointment. The Exams Manager will approve this within one day.

**Readvertise (OHR)**

Choose this status if your hiring manager wants to readvertise after no candidates were eligible for appointment or if your RPA didn't receive any good candidates in the first round of interviews. OHR will readvertise the post as quickly as possible, at least in one day.

**C&P Analyst Final Review (OHR)**

The C&P Analyst performs their final review of the candidates and ensures everything is ready for appointment.

**C&P Manager Final Review (OHR)**

The C&P Manager is doing the final review of the RPA and candidates.

**Final Eligibility Determined (Program)**

This means your RPA is 100% approved and at least one candidate was eligible.

**RPA Finalization**

Once the final candidate is determined and effective date received from the hiring manager, the PL will update the RPA in Tracker with that information and change the status to this. C&P will then move the RPA forward in ABMS to get it ready to key the appointment.

**RPA Complete**

OHR has keyed this position.