

APPLICANT CONSIDERATION DOCUMENTATION

For Certificates with Multiple Duty Locations (Districts)

This form MUST be completed by the Selecting Official, Human Resources POC, or other designated staff members, and uploaded to the respective Certificate of Eligibles with appropriate documentation (Ex: email, text, phone calls, etc.) if re-announcing the same position within 90-days of certificate issuance.

For certificates with multiple duty station locations (districts) this document must be completed for each applicant and uploaded to the certificate as instructed below. This requirement is to ensure each applicant receives appropriate consideration and the certificate is properly cleared.

Applicants Full Name: _____ **Announcement Number:** _____

Certificate Number: _____ **Grade Level:** _____

District Locations in Announcement	Location Applicant Applied for	Location Applicant Selected for	Location Applicant Declined	Location Applicant Failed to Reply to	Location Applicant Not Selected for

USAS Certificate - Selection Decision	Instructions
	For 'Not Selected' and 'Declined/Withdrawn' options, you only need to complete for location(s) the applicant chose during the application process
Selected	Complete 'Selected-Location Justification' if selection is for a location the applicant did not choose
Not Selected	Complete 'Declined/Withdrawn OR Not Selected' section items 1, 4, 5, and 6
Declined/Withdrawn >> Failed to Reply	Complete 'Failed to Reply' Section
Declined/Withdrawn >> Declined Interview/Assessment	Complete 'Declined/Withdrawn OR Not Selected' Section items 1 through 6
Declined/Withdrawn >> Declined Location	Complete 'Declined/Withdrawn OR Not Selected' Section items 1 through 6

Note: When requesting a new announcement your list must be properly cleared. Applicants are properly considered and cleared **ONLY** for the location(s) for which they chose during the application process. Applicants selected for and accepting a location which they did not choose does not clear them from the list.

Selected-Location Justification

If re-announcing the same position within 90-days of certificate issuance and the applicant is selected for a location which they **did not choose** during the application process, provide a justification as to why:

Declined/Withdrawn OR Not Selected

Annotate the reason for declination or not selected. Be as specific as possible. Please note the date/time the applicant declined if applicable AND the method of contact used. The **Declined/Withdrawn** codes must have supporting documentation which includes the full string of dialog with the specific date applicants must respond by. Reference timelines below in the Applicant Contact Form Instructions. Note: Only the applicant may decline. The **Not Selected** code must have a valid justification if the list is being cleared to 2 or less applicants for a potential re-announcement or additional certificate request.

1. Applicant Code (select one): Declined/Withdrawn OR Not Selected
2. Method of contact (select one): Phone Email Text
3. Date/Time application was contacted: _____
4. Location Applicant Not Selected for: _____
5. Did applicant choose this location during the application process: Yes No
6. Reason applicant declined or Justification for Not selecting applicant

Failed to Reply

If an applicant is contacted once via email and once via phone, please provide documentation of both attempts. Otherwise, please follow the processes below for each method of contact. Insert the date/time the applicant was contacted and the result of the phone call. **Note:** There must be a **minimum of 2 calls** made and they **MUST** be made at different times of the day (such as one in the morning and one in the afternoon), on at least two separate days.

Phone Call – First Attempt

Date:		Result:	
Time:			

Phone Call – Second Attempt

Date:		Result:	
Time:			

POC Information

Signature of Selecting Official or HR POC

Selecting Official or HR POC Title

Applicant Consideration Documentation Instructions

Naming Convention

With the switch to USA Staffing, documentation is no longer able to be uploaded to specific applicants within each certificate. To assist in being more efficient at reviewing documentation and the Applicant Contact Forms, please use the following naming convention when naming files for uploading:

Last name-First name-Filetype

(Filetype examples include Contact Form, or Email)

Methods of Contact – Please see the criteria below for each contact method used.

A: Email and Text

Correspondence must instruct applicants to respond by a specific date if they wish to be considered for the position and must state that failure to respond by a given date will result in their name being removed from consideration. A timely response to a notice from the agency is considered to have been met if the applicant responds within the following timeframes:

- **3 business days** if sent by email or text.

B: Telephone

If applicants are being contacted by phone, there should be a “good faith effort” made to speak with the applicant by making a **minimum of 2 calls** which **MUST** be made at different times of the day (such as one in the morning and one in the afternoon), on at least two separate days. Be sure to call all numbers listed on the application. Document specific instances below, showing results. Family member(s) or other(s) may not speak on behalf of any applicant.

Justification for “Not Selected”

If an applicant is coded as “Not Selected”, please add documentation in the box as to why the applicant is not being selected. Examples of documentation include bad references, unable to meet the desired start date, etc.

Uploading Email / Text Documentation

When uploading an email or a text message for documentation purposes for a declination or failure to reply, please consider the following:

- Include identifying information in the email or text as to the position the applicant is being contacted for such as:
 - Announcement number
 - Location
 - GS Level
- Include a deadline that was given to the applicant that can be used to show a failure to reply.
- Include both the email that was originally sent to the applicant and the email with their reply, if applicable.
- Include the addresses which the email was sent/received from.
- Consider “printing emails to PDF.” This feature allows email addresses to be visible, even if sent via BCC.
- Avoid uploading documentation that was copy/pasted to a word document. Word documents are editable, and information could be changed/added/removed easily. This kind of documentation is not accepted for that reason.