



# **StaRS**

## **Hiring Certificate eSignature Process**

**March 14, 2011**

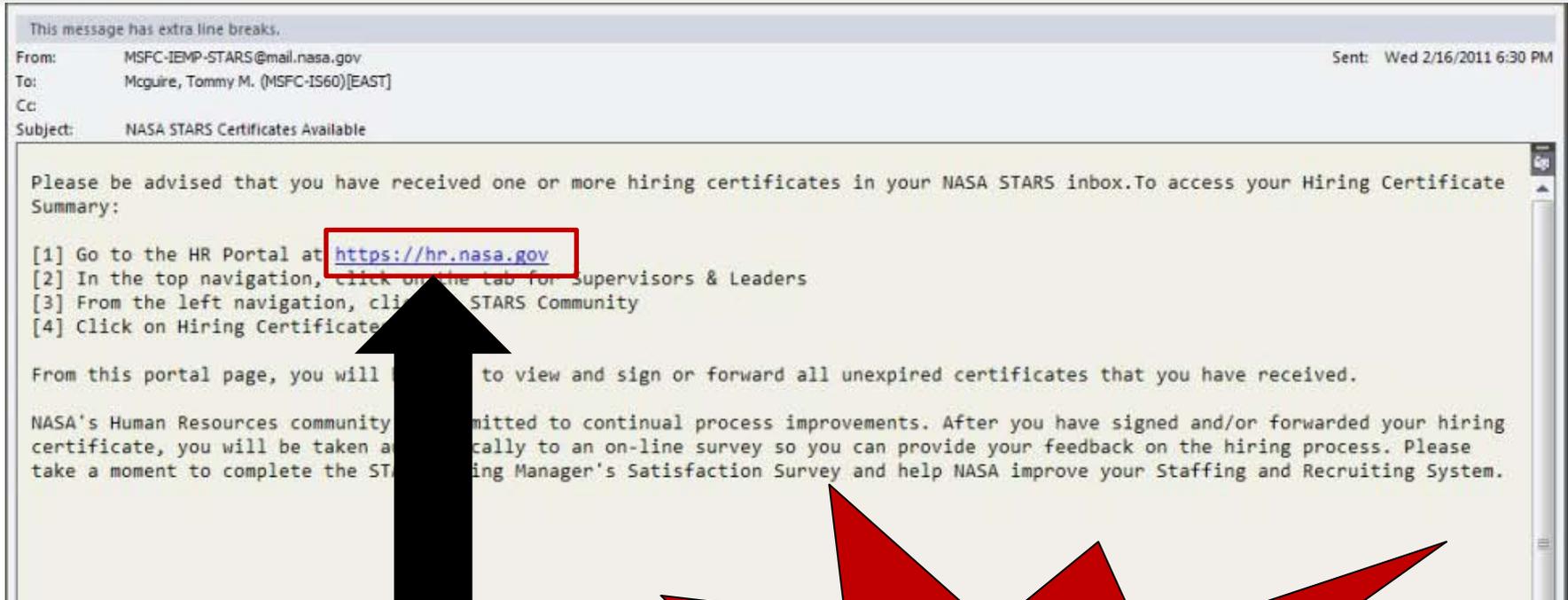


# RECEIVING THE E-MAIL

- **Manager receives email from the Human Resources (HR) Portal indicating pending certificates requiring action.**
- **Email message will contain the following link to the HR Portal:**
  - <https://hr.nasa.gov>



# HR Portal Email Notification





# HR Portal Home Page

The screenshot shows the NASA HR Portal Home Page. At the top left is the NASA logo. The main header contains the text "HR Human Resources Portal" and navigation links for "My Custom Pages", "NASA Center", and "Password Manager". Below the header is a search bar with the text "Enter Search Terms Here" and buttons for "Search" and "Advanced". A horizontal menu contains several tabs: "Home", "Employees", "Supervisors & Leaders", "Force Planners", "Business Support", "My Workspace", and "Dashboards & Reports". The "Supervisors & Leaders" tab is highlighted with a red box and a black arrow pointing to it. A large red starburst callout is overlaid on the page, containing the text: "To access STARS Community, click the Supervisors & Leaders tab". The main content area features a "Status of Workforce Transition Activities" section with a "Download this whitepaper" link. Below this are several service tiles: "Employees" (Need information on pay, leave, or awards?), "Supervisors & Leaders" (Manage time, attendance, positions and competencies for your employees.), "Dashboards" (Efficient and streamlined access to human capital data.), "Webtads" (NASA's system for recording time and attendance.), and "SAVERN" (Enroll in courses, schedule, and participate in training online.). On the right side, there is a "Systems Launcher" section with "Common Tools" and a list of services including "Employment", "Benefits & Pay", "Training & Competency", "Management", and "Manage Passwords". At the bottom right, there is a "Who to Call" section with a "Reset" button and a search bar for "Search HR Contacts".



# Supervisors and Leaders Page

To access Hiring Certificates, click the STARS Community tab



# Accessing Hiring Managers Inbox

The screenshot shows the NASA Human Resources Portal interface. At the top, there is a search bar and navigation tabs including Home, Employees, Supervisors & Leaders (selected), Human Resources, Workforce Planners, Business Support, My Workspace, and Dashboards & Reports. On the left side, a sidebar menu lists various options, with 'Hiring Certificates' highlighted in a red box and an arrow pointing to it. The main content area features a 'Supervisors' banner with a description of their role and a 'Welcome' message. Below the banner are several tiles for 'ePDS', 'SATERN', 'Manage Staff Availability', and 'NASA Jobs'. On the right side, there is a 'Systems Launcher' menu with options like 'Common Tools', 'WebTADS', 'SATERN', 'eOPF', 'Employee Express', 'FedTraveler', 'NEPS', 'Hiring & Employment', 'Benefits & Pay', 'Training & Competency', 'Management', and 'Manage Passwords'. At the bottom right, there is a 'Quicklinks & References For Supervisors' section.



# Hiring Managers Inbox

HR Human Resources Portal My Custom Pages ▾ NASA Center ▾ Password Manager

Enter Search Terms Here [Search](#) [Advanced](#)

Home Employees **Supervisors & Leaders** Human Resources Workforce Planners Business Support My Workspace Dashboards & Reports

Supervisors & Leaders Landing Page

Develop My Employees

Evaluate & Reward My Employees

Fill a Vacancy

Help My Employees

Labor/ Management Relations

Manage My Positions

Manage Staff Availability

- ▶ NOPS Demographics Displays
- ▶ NOPS Activity Displays
- ▶ NOPS Management Displays
- ▶ STARS Community

**Hiring Certificates**

### Hiring Certificate Summary Information

Welcome to your NASA STARS inbox. The information found here includes your hiring certificates. Information will remain available on this page until the expiration date of your hiring certificates. For questions concerning your hiring certificates, contact your point of contact in Human Resources.

### Hiring Certificate Summary

| Number             | Job Title      | Issued     | Expires    | Status | View                 | Sign                 |
|--------------------|----------------|------------|------------|--------|----------------------|----------------------|
| GS-0806-15         |                |            |            |        |                      |                      |
| MS10C0020-35952N-2 | AST, Aero Mats | 01-07-2011 | 05-15-2011 | New    | <a href="#">View</a> | <a href="#">Sign</a> |

### Hiring Certificate Summary Legend

**New** It is new...

**Signed** It was signed...

**Forwarded** It was forwarded...

To view a certificate (.pdf version) click the “View” link

**NOTE:** Your certificates will display on this screen until the expiration date is reached.



# CERTIFICATE

## NASA - Marshall Space Flight Center COMPETITIVE PLACEMENT PLAN CERTIFICATE

|   |                               |                                      |
|---|-------------------------------|--------------------------------------|
| Title:<br>Supv AST, Mission Operations Integration      | Series/Grade:<br>GS-0801-15   | Certificate #:<br>MS08C0161-29859C-1 |
| Organization:<br>Engr Dir, Mission Operations Lab, EO10 | Vacancy #:<br>MS08C0161       | Date Issued:<br>05/27/2008           |
| HR Representative:<br>Camille Velvet                    | Contact Info:<br>256-544-7520 | Expiration Date:<br>06/09/2008       |

The following candidates are provided to be considered for the position identified above. You may select any applicant whose name appears on this certificate. Once you have made your selection, click on the link below to electronically provide your decisions to the Office of Human Capital. As an alternative approach, you may print this certificate, mark Action code "A" opposite the selectee's name and obtain all required signatures before returning to the Office of Human Capital. NOTE: Please do not make a job offer or arrange a release date for your selected candidate. Sign and return this certificate electronically at this address <https://ifmpmsfc18.ifmp.nasa.gov/ESIG/form/MS08C0161-29859C-1/>

| Name                 | Org Code or Agency | Present Grade | X = Inter-viewed | (Remarks)                |
|----------------------|--------------------|---------------|------------------|--------------------------|
| Chavers,             | EO10               | GS-14         |                  |                          |
| Chenevert, PhD, P.E. | ET40               | GS-14         |                  |                          |
| Echols,              | EO03               | GS-14         |                  |                          |
| HUZAR,               | EV80               | GS-14         |                  |                          |
| Hagopian,            | EV92               | GS-14         |                  |                          |
| Hood,                | VP52               | GS-14         |                  |                          |
| Johnston,            | EO20               | 08-14         |                  |                          |
| Manis, - - - -       | EO10               | GS-14         |                  |                          |
| Patterson,           | EO03               | GS-15         |                  | (On temporary promotion) |
| Rhodes,              | EV91               | GS-14         |                  |                          |
| Sellers,             | EO03               | GS-14         |                  |                          |
| Stacy,               | EO03               | GS-15         |                  | (On temporary promotion) |

Candidate(s) Recommended for Selection:

Bookmarks

- Certificate MS08C0161-29859C-1
- Chavers,
- Chenevert, PhD, P.E,
- Echols,
- HUZAR,
- Hagopian,
- Hood,
- Johnston,
- Manis,
- Patterson,
- Rhodes,
- Sellers,
- Stacy,



# Hiring Managers Inbox

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Enter Search Terms Here [Search](#) [Advanced](#)

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|--------------------|-----------------|------------|------------|--------|----------------------|----------------------|
| GS-0806-15         |                 |            |            |        |                      |                      |
| MS10C0020-35952N-2 | AST, Aero Matls | 01-07-2011 | 05-15-2011 | New    | <a href="#">View</a> | <a href="#">Sign</a> |

### Hiring Certificate Summary Legend

**New** It is new...

**Signed** It was signed...

**Forwarded** It was forwarded...

To review or approve the certificate click the **“Sign”** link





# eSignature Form

**eSignature Form**

NASA STARS eSignature Form

The following candidates have been found qualified for the position identified below and are eligible for selection. You may select any applicant whose name appears on this certificate. Once you have made your selection, use the radio button to the left of the applicant's name to document the selection, indicate applicant(s) not selected, or applicant(s) that decline. Please indicate the applicants interviewed. A comments section is provided to add comments, as required. Please ensure that all organizational approvals are obtained before electronically returning your certificate to the Office of Human Capital. To electronically send your decisions, click on the "Sign Cert" button at the bottom. Please do not make a job offer or arrange a release date for your selected candidate.

NASA - Marshall Space Flight Center  
NON-COMPETITIVE REFERRAL LIST

|                                  |                               |                                    |
|----------------------------------|-------------------------------|------------------------------------|
| Title:<br>AST, Aero Matls        | Series/Grade:<br>GS-0806-15   | Certificate:<br>MS10C0020-35952N-2 |
| Organization:<br>EM40            | Vacancy:<br>MS10C0020         | Date Issued:<br>01-07-2011         |
| HR Representative:<br>Tripp, Jma | Contact Info:<br>256-544-4110 | Expiration Date:<br>05-15-2011     |

| Action<br>Selected<br>Not Selected<br>Applicant Declined  | Name           | Org Code<br>or Agency | Present Grade | Check if<br>Interviewed  | Remarks |
|---|----------------|-----------------------|---------------|--------------------------|---------|
| <input type="radio"/> S <input checked="" type="radio"/> N <input type="radio"/> AD <input type="radio"/> | Frogg, Kermit  |                       | GS-14         | <input type="checkbox"/> |         |
| <input type="radio"/> S <input checked="" type="radio"/> N <input type="radio"/> AD <input type="radio"/> | Gilmore, Happy |                       | GS-14         | <input type="checkbox"/> |         |
| <input type="radio"/> S <input checked="" type="radio"/> N <input type="radio"/> AD <input type="radio"/> | [REDACTED]     |                       |               |                          |         |
| <input type="radio"/> S <input checked="" type="radio"/> N <input type="radio"/> AD <input type="radio"/> | [REDACTED]     |                       |               |                          |         |
| <input type="radio"/> S <input checked="" type="radio"/> N <input type="radio"/> AD <input type="radio"/> | Newton, Figgie |                       | -14           | <input type="checkbox"/> |         |
| <input type="radio"/> S <input checked="" type="radio"/> N <input type="radio"/> AD <input type="radio"/> | Spice, Oregano |                       | GS-14         | <input type="checkbox"/> |         |

Comments:

My signature finalizes the actions indicated on this Hiring Certificate.  
 Additional Signatures are required before this Hiring Certificate is final.

Sign this certificate by entering your email address and pressing the button.

I, Brenda Arlene Parker, certify this selection document

After pressing the button, please wait for the next page to load before closing your browser.

Forms with prior actions will pre-populate with the last actions recorded



# eSignature Form

Manager documents actions by clicking radio buttons, check boxes if interviewed, and provides remarks as appropriate

|                                  |                               |                                |
|----------------------------------|-------------------------------|--------------------------------|
| Organization:<br>EM40            | Vacancy:<br>MS10C0020         | Date Issued:<br>01-07-2011     |
| HR Representative:<br>Tripp, III | Contact Info:<br>256-544-4110 | Expiration Date:<br>05-15-2011 |

| Action<br>Selected<br>Not Selected<br>Applicant Declined  | Name             | Org Code<br>or Agency | Present Grade | Check if<br>Interviewed  | Remarks |
|---|------------------|-----------------------|---------------|--------------------------|---------|
| <input type="radio"/> S <input checked="" type="radio"/> N <input type="radio"/> AD <input type="radio"/> | Frogg, Kermit    |                       | GS-14         | <input type="checkbox"/> |         |
| <input type="radio"/> S <input checked="" type="radio"/> N <input type="radio"/> AD <input type="radio"/> | Gilmore, Happy   |                       | GS-14         | <input type="checkbox"/> |         |
| <input type="radio"/> S <input checked="" type="radio"/> N <input type="radio"/> AD <input type="radio"/> | Mouse, Minnie    |                       | GS-14         | <input type="checkbox"/> |         |
| <input type="radio"/> S <input checked="" type="radio"/> N <input type="radio"/> AD <input type="radio"/> | Traveler, Elbert |                       | 14-4          | <input type="checkbox"/> |         |
| <input type="radio"/> S <input checked="" type="radio"/> N <input type="radio"/> AD <input type="radio"/> | Newton, Figgie   |                       | -14           | <input type="checkbox"/> |         |
| <input type="radio"/> S <input checked="" type="radio"/> N <input type="radio"/> AD <input type="radio"/> | Spice, Oregano   |                       | GS-14         | <input type="checkbox"/> |         |

Comments:

- My signature finalizes the actions indicated on this Hiring Certificate.
- Additional Signatures are required before this Hiring Certificate is final.

Sign this certificate by entering your email address and pressing the button.

I, Brenda Arlene Parker, certify this selection document.

After pressing the button, please wait for the next page to load before closing your browser.



# eSignature Form

Manager selects one of two radio buttons:

1. My signature finalizes the actions indicated on this Hiring Certificate
2. Additional signatures are required before this Hiring Certificate is final

Please Note: Application defaults to "My signature finalizes the actions indicated on this Hiring Certificate"



- My signature finalizes the actions indicated on this Hiring Certificate.  
 Additional Signatures are required before this Hiring Certificate is final.

Sign this certificate by entering your email address and pressing the button.

I, Brenda Arlene Parker, certify this selection document.

After pressing the button, please wait for the next page to load before closing your browser.



# eSignature Form

| Action  | Name | Org Code | Present Grade | Check if | Remarks |
|---|------|----------|---------------|----------|---------|
| Selected  |      |          |               |          |         |
| Not Selected  |      |          |               |          |         |
| Applicant Declined  |      |          |               |          |         |
| <input type="radio"/> S <input checked="" type="radio"/> N <input type="radio"/> AD <input type="radio"/> | Frog |          |               |          |         |
| <input type="radio"/> S <input checked="" type="radio"/> N <input type="radio"/> AD <input type="radio"/> | Gilr |          |               |          |         |
| <input type="radio"/> S <input checked="" type="radio"/> N <input type="radio"/> AD <input type="radio"/> | Mou  |          |               |          |         |
| <input type="radio"/> S <input checked="" type="radio"/> N <input type="radio"/> AD <input type="radio"/> | Trav |          |               |          |         |
| <input type="radio"/> S <input checked="" type="radio"/> N <input type="radio"/> AD <input type="radio"/> | New  |          |               |          |         |
| <input type="radio"/> S <input checked="" type="radio"/> N <input type="radio"/> AD <input type="radio"/> | Spic |          |               |          |         |

If additional review or approval is required, Manager selects “Additional Signatures are required before this Hiring Certificate is final.” Certificate can be forwarded multiple times for higher level approval (ex. Section Head, Branch Head and OUM)

**REMINDER:** All certificates for supervisory positions must be electronically forwarded to the Equal Opportunity Officer for concurrence/signature (after OUM level signature).



My signature finalizes the actions indicated on this Hiring Certificate.  
 Additional Signatures are required before this Hiring Certificate is final.

Sign this certificate by entering your email address and pressing the button.

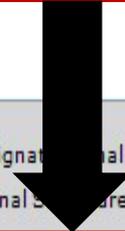
I, Brenda Arlene Parker, certify this selection document

After pressing the button, please wait for the next page to load before closing your browser.



# eSignature Form

Input area is exposed giving manager an area to type in the email address of next manager required to sign



Comments:

My signature finalizes the actions indicated on this Hiring Certificate.

Additional signatures are required before this Hiring Certificate is final.

Please enter the email address(s) of the next supervisor(s) needed to sign this certificate:

Sign this certificate by entering your email address and pressing the button.

I, Brenda Arlene Parker, certify this selection document

After pressing the button, please wait for the next page to load before closing your browser.



# eSignature Form

Comments:

My signature finalizes the actions indicated on this Hiring Certificate

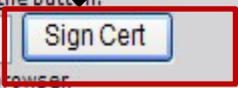
Please enter the email address(s) of the next supervisor(s) needed to sign this certificate.

Sign this certificate by entering your email address and pressing the button.

I, Brenda Arlene Parker, certify this selection document

After pressing the button, please wait for the next page to load before closing your browser.

Manager clicks "Sign Cert" button





# Hiring Manager's Satisfaction Survey

Hiring Manager's Satisfaction Survey

**Please answer all questions and comment where appropriate.**

Name (optional):

Certificate Number:

How many jobs have you filled through NASA STARS?

1. I actively participated in reviewing the applications listed on the Certificate of Eligibles (referral list).  
 Yes  No

2. I actively participated in interviewing applicants.  
 Yes  No

3. I actively participated in selecting the final candidate.  
 Yes  No

4. On a scale of 1 to 5, with 1 being Not Satisfactory and 5 being Outstanding, how would you rate the degree to which the applicants on your referral list matched the qualification requirements to successfully perform the duties of the position?  
Not Satisfactory — 1  2  3  4  5  Outstanding

5. On a scale of 1 to 5, with 1 being Not Satisfactory and 5 being Outstanding, how would you rate the quality of the advice you received from the human resources office?  
Not Satisfactory — 1  2  3  4  5  Outstanding

6. Do you feel that the vacancy announcement and the skills used adequately reflected the duties and responsibilities of your vacant position? If the answer is No, please comment below.  
 Yes  No

used of maximum 4000 characters

7. Did you, or a subject matter expert selected by you, participate in selecting the skills to be used in rating applicants?  
 Yes  No

8. Were there skills available in NASA STARS to match the requirements of your position? If the answer is No, please comment below.  
 Yes  No  Don't know



\* Please provide your feedback regarding the process used to fill your vacancy. Should you choose not to provide comments, you may return to the manager's inbox by closing the survey window.



# Hiring Manager's Satisfaction Survey

Recruitment incentives, retention incentives, student loan repayment, pay setting flexibilities, annual leave enhancements, etc?  
 Yes  No

11. If you have used any of the flexibilities, which do you believe to be the most benefit to NASA in obtaining highly qualified applicants? Please indicate below.

used of maximum 4000 characters

12. Do you believe the current flexibilities fully meet NASA's needs in attracting and hiring the best and the brightest? If No, please explain below.

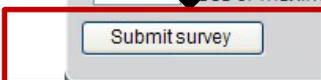
Yes  No

used of maximum 4000 characters

13. On a scale of 1 to 5, with 1 being Not Satisfactory and 5 being Outstanding, how satisfied are you with having the information that is needed to make effective decisions regarding your workforce staffing requirements. If you respond with 1, 2, or 3, explain below with how HR could improve.

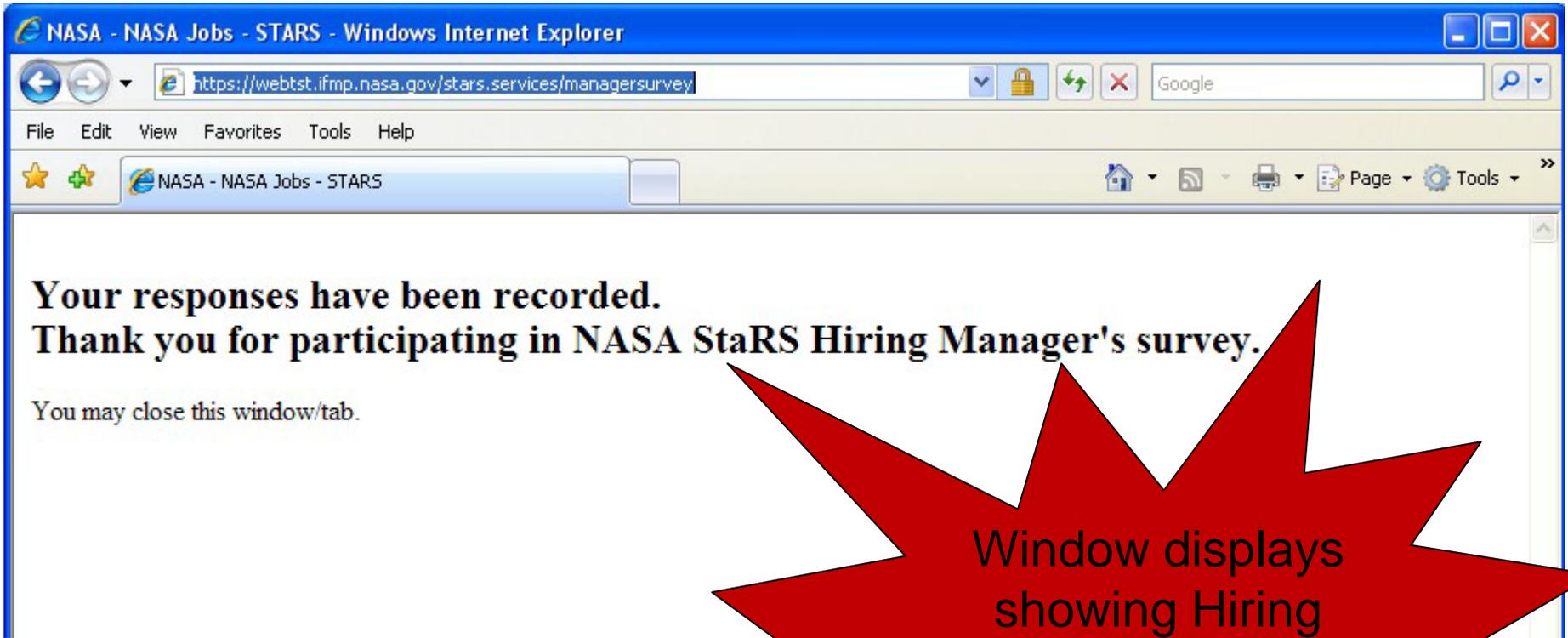
used of maximum 4000 characters

After completing the Hiring Manager's Satisfaction Survey, click "Submit survey"





# Satisfaction Survey Recorded





# Hiring Managers Inbox

HR+ Human Resources Portal

My Custom Pages NASA Center Password Manager

Enter Search Terms Here Search Advanced

Home Employees Supervisors & Leaders Human Resources Workforce Planners Business Support My Workspace Dashboards & Reports

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| Issued     | Expires    | Status | View | Sign |
|------------|------------|--------|------|------|
| 01-07-2011 | 05-15-2011 | Signed | View | Sign |

**Hiring Certificate Summary Legend**

- New** It is new...
- Signed** It was signed...
- Forwarded** It was forwarded...

**Return to the Hiring Managers Inbox and refresh screen. Status will now show as "Signed"**