

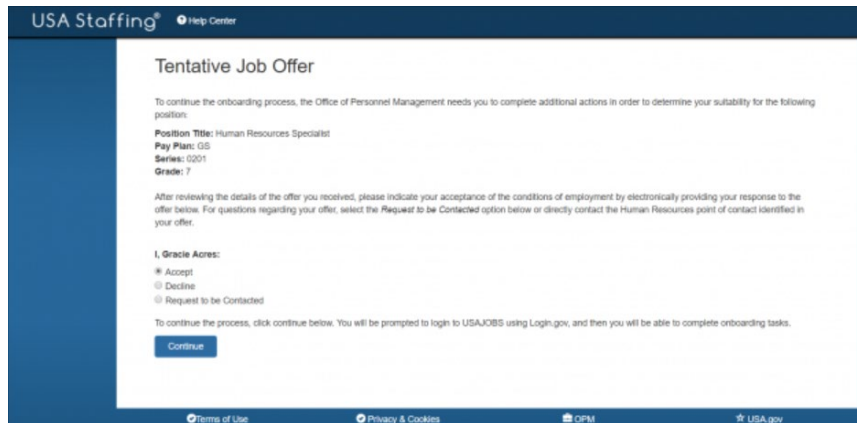
The Onboarding Process for Selectees

USAS Onboarding allows you to complete and submit your onboarding forms through an online process. In this system, you can review, complete, and electronically sign and submit onboarding forms directly to the Human Resources office.

- Accept your job offer and log into USAS Onboarding
- Complete your online questionnaire(s), review forms and complete assigned tasks
- Verify that you are using your **full and complete legal name** in the questionnaire and pre-employment forms: Official last name, official first (NO nickname), full middle name, include suffix (e.g., Jr., Sr., III, etc.) This must match your name on your official government documents (e.g., Passport, license).
- Sign and submit all forms eligible for your electronic signature

Accept the Tentative or Official Job Offer

The first step in beginning the onboarding process, after receiving your invite or offer from the



selecting agency, is to **accept your Tentative Job Offer.**

When your suitability has been determined, you will accept your **Official Offer** in this same way.

After accepting either the Tentative or Official offer,

you must continue into USAJOBS to complete all of the tasks assigned to you. Failure to do this in a timely manner may result in your offer being rescinded.

Log into USAS Onboarding using USAJOBS

The Welcome New Hire page is where you will utilize your USAJOBS account to login to begin the onboarding process.

Welcome New Hire!

To continue the onboarding process for your position with the United States Federal government, click the **Login with USAJOBS** button below. You will be redirected to the USAJOBS login page and prompted to enter your username and password. Upon successful authentication with USAJOBS, you will be redirected to USA Staffing to complete the tasks required by the hiring agency.

Login with USAJOBS

View & Complete Tasks

The Tasks page is where you view the tasks that have been assigned to you by Human Resources. **In order to onboard – you must complete each task!** Click **View** for each individual task to view the instructions provided by Human Resources and to mark the task as complete. Some tasks have quick links that allow you to **Start**, **Continue**, or **Update** a task. Some tasks require you to upload a document or to complete a process outside of USAS Onboarding. Note the due date for each assignment, and track your progress by referencing the completed date or the progress tracker at the top of the screen. The icon in front of each task will turn green when it is completed.



Onboarding Progress: 0%

Position Title: Human Resources Specialist
 Pay Plan-Series-Grade: GS-0201-13
 Duty Location: Silverdale, Washington

Tasks

= Incomplete = Complete

The tasks below have been assigned by Human Resources to communicate the required information and actions necessary for you to enter on duty. Click the **Task Name** for each individual task to view the instructions provided by Human Resources and mark the task as complete. Some tasks have quick links that allow you to **Start** or **Continue** working on the task. Note the due date for each assignment, and track your progress by referencing the completed date.

Task Name	Due	Completed
<input type="checkbox"/> Complete New Hire Questionnaire		
<input type="checkbox"/> SF 15 - Review and Submit Form	05/04/2018	
<input type="checkbox"/> SF-181 - Review and Submit Form	05/04/2018	
<input type="checkbox"/> OF-306 - Review, Sign, and Submit	05/04/2018	
<input type="checkbox"/> SF-144 - Review, Sign, and Submit Form	05/09/2018	
<input type="checkbox"/> W4 - Review, Sign, and Submit	05/09/2018	
<input type="checkbox"/> I-9 - Review, Sign, and Submit Form	05/10/2018	

Complete the Questionnaires

Most of the work you will complete inside the USAS Onboarding application will be within the Questionnaire section where you will add and/or modify information related to:

- Biographic Information
- Employment Information
- Background Information
- Benefits Information
- Compensation Information

The questionnaires will vary depending on what forms have been assigned to you. Be sure and review the questionnaire section each time new forms are assigned or returned to you.

Task Details

= Incomplete = Complete

Due Date	Task Name
	Complete New Hire Questionnaire

Task Instructions

The table below contains a list of questionnaires for you to respond to. Your responses to the questions within these questionnaires will be used to populate data onto the forms which your Human Resources office has assigned to you through various tasks.

Questionnaires To Complete

Questionnaire Name	Status	Action
<input type="checkbox"/> Biographic Information	Incomplete	Continue
<input type="checkbox"/> Employment Information	Incomplete	Continue
<input type="checkbox"/> Background Information	Incomplete	Continue
<input type="checkbox"/> Compensation Information	Incomplete	Continue

All forms are READ ONLY --- You will NEVER enter information directly into a form.

Any information needed on a form will always be retrieved from information entered into these questionnaires. If a form is returned to you for correction, you will correct it by updating your answers within the appropriate questionnaire.

Review – Sign – Submit Forms

When you have finished all the questionnaires, it is time to review, sign and submit the completed forms you have created.

To do this:

- Click on the link to the form
- NOTE -- At the top of the form it tells you that it is READ ONLY. Any corrections to this form must be made by updating the appropriate questionnaire
- Review the Information rendered on the form
- Click *Confirm*
- Click *Submit*
- Click *I Agree*

Tasks

= Incomplete = Complete

The tasks below have been assigned by Human Resources to communicate the required information and actions necessary for you to enter on duty. Click the **Task Name** for each individual task to view the instructions provided by Human Resources and mark the task as complete. Some tasks have quick links that allow you to **Start** or **Continue** working on the task. Note the due date for each assignment, and track your progress by referencing the completed date.

Task Name	Due	Completed
<input checked="" type="checkbox"/> Complete New Hire Questionnaire		03/17/2019
<input type="checkbox"/> Complete SF-61 (Oath of Office)	03/11/2019	
<input type="checkbox"/> Complete I-9 (Employment Eligibility)	03/11/2019	
<input type="checkbox"/> New Hire Fills out SF-144	03/12/2019	
<input type="checkbox"/> New Hire must complete OF306	03/12/2019	
<input checked="" type="checkbox"/> Complete Information Security Awareness (ISA) Training	03/12/2019	03/10/2019
<input type="checkbox"/> Complete AD-349 (Address Update)	03/12/2019	
<input type="checkbox"/> Complete FMS 2231 (Direct Deposit)	03/12/2019	
<input type="checkbox"/> Complete SF15 (10 Point Veteran Preference)	03/12/2019	
<input type="checkbox"/> Complete SF181 (RNO Data)	03/12/2019	

Follow all instructions provided to you by the HR Office coordinating your Onboarding. They will alert you as to whether you will:

- Need to print your Day One forms and bring them with you to sign in person
- Need to bring your USAJOBS Login information so you can complete and sign the forms electronically at your reporting location
- Benefits forms will not be able to be completed inside USAS Onboarding until after you report to work on your first day

Quick Reference Links

- [USAS Onboarding Resource Center](#)
- [USAJOBS Login](#)
- [USDA - Before You Start](#)