MAP Offer Management Interface Quick Guide

The MAP Offer Management Interface

The MAP Offer Management Interface (MAP OMI) automates the stages that a selected MAP candidate goes through, from being selected off a Certificate (Cert) to new hire onboarding (or internal completive reassignment or promotion). Each stage requires an action from an appropriate processor, such as a TSA HR Specialist or Recruitment and Hiring Service Center (RHSC) specialist.

How to Use This Quick Guide

This guide is designed to provide quick and concise information needed to complete the various MAP OMI steps in the hiring process. This guide provides basic instructions for the MAP OMI stages performed by TSA personnel.

More in-depth instructions can be found in the *MAP Offer Management Interface Processing Guide* located on HCInsight under the Tools tab, or by following this link:

MAP Offer Management Interface Processing Guide

MAP OMI Stages and Actions

Stage	Action(s)
A. Cert Selection in Monster (TSA Hiring Office)	✓ Select disposition of candidates on Cert list and submit to RHSC
B. Selected for Hire (TSA Initiator)	✓ Review/update candidate information ✓ Complete Pre-Hire and Drug Test boxes ✓ Review/update position information ✓ Complete Salary Tool ✓ Sign and upload form 1153 ✓ Complete POC information
C. Approve (TSA Approver)	✓ Review and submit candidate salary details to HRAccess Job Offer Team
D. Onboard Candidate (External candidates only)	✓ Confirm new employee has completed orientation ✓ Complete candidate onboard processing

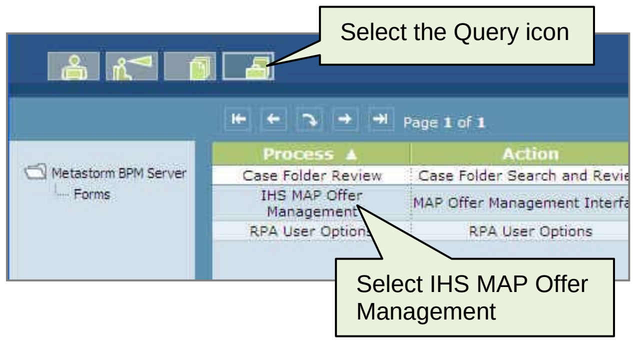
A. Cert Selection in Monster

From the Certificate of Eligibles (Cert) in the Monster Hiring Management (MHM) Portal, select a disposition for all candidates and submit to the RHSC. The selections will not appear in MAP OMI until they have been reviewed and validated by an RHSC specialist. This evaluation process may take up to 2 business days to complete. **If after 2 business days the selected candidates do not appear in MAP OMI, and the Cert has not been returned for correction, please contact the HRAccess Help Desk for assistance at 1-877-872-7990.**

How to Get to MAP OMI

MAP OMI is accessed through RPA on HCInsight:

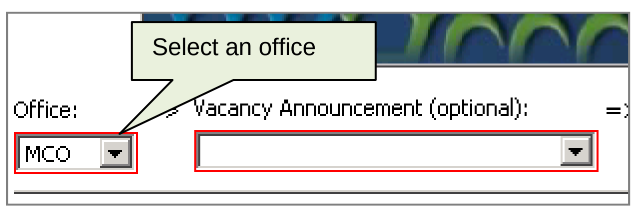
1. Open My Views and select RPA from the menu.
2. When the RPA window opens, click on the Query icon and select IHS MAP Offer Management from the grid:



B. Selected for Hire Stage

As the Admin Form is displayed, the system loads candidate information for whichever HQ BMO, office, or airport (hub or spoke) is accessible to the logged-in user.

1. Select an office from the Office drop-down list:



2. Then, choose Selected for Hire from the Stage drop-down list and click the **Search** button:

3. The grid fills with all the candidates for the office selected.
4. Process a candidate in the Selected for Hire stage by clicking anywhere on that candidate's row.
5. Click the **Process Candidate** button to proceed. The Selected for Hire Details page appears, containing the data for the selected candidate.

Selected for Hire Details

6. Update any of the candidate's contact information.
7. Indicate whether Pre-Hire Background Investigation or Drug Test is required by clicking the boxes.
8. Confirm the NOA field is populated or select/update from the provided drop-down menu.
9. Click on the Proposed Effective/EOD Date drop-down list and select a date. The selected date will be an EOD for external hires or a Proposed Effective Date for internal hires.

   Note: The Dept ID and the Organizational Code will auto-populate only if the JOA is single-location. These fields will be blank if the JOA is multi-location or if the candidate is on multiple certificates.

10. Add comments by typing in the comment box and clicking either the **Add Comments to General Notes Below** button or the **Add Comments to Part D Remarks Below** button. General Notes become part of the candidate's permanent employment record, while Part D Remarks become part of the SF-52 Appointment Form.

Attach any required or supporting documents to the candidate's record at any stage in the hiring process.

Flip this sheet over to continue with instructions.

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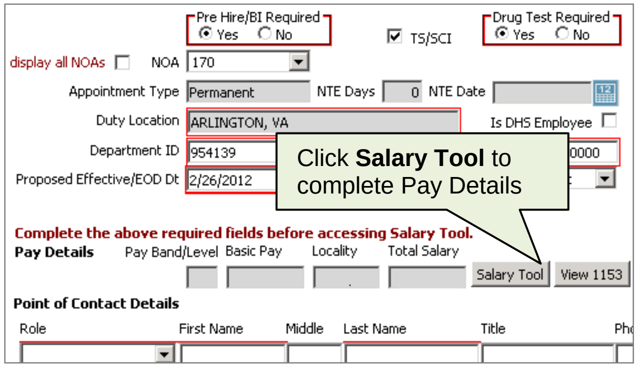
Salary Tool

11. Click the **Salary Tool** button to complete the Pay Details section:



12. In the Salary Tool worksheet type in the recommended salary and click the **Tab** key on the keyboard and wait for the screen to refresh.

    Note: The **Tab** key must be used in order for the Salary Tool to calculate the new pay.

13. Click the **Submit** button to add the salary data to the candidate's record. Verify the Selected for Hire page Pay Details information has populated.

    Note: To view or print the Salary Calculation Worksheet – After submitting the salary data, return to the Salary Tool and click the **View PDF** button that now appears at the bottom of the Salary Tool.

14. From the Selected for Hire page, click on the **View Form 1153** button. If the candidate is being offered a salary above the minimum of the pay band, review and print the document. Collect required "wet" signatures, scan completed Form 1153 and save to the local drive. Then, attach the signed Form 1153 to the candidate's record.

Note: If you see a dialog banner across the top of your screen with a yellow background, click on the Options drop-down menu and accept the condition to proceed.

Point of Contact Details

15. Update an existing Point of Contact by clicking on a row. The system displays data from the selected row. When finished updating, click the **Update** button.

16. To add a new Point of Contact, click the Role drop-down list and select one of the listed roles. A new line will appear.

17. Type the required first name, last name, and email address for the role selected. Then, click the **Update** button.

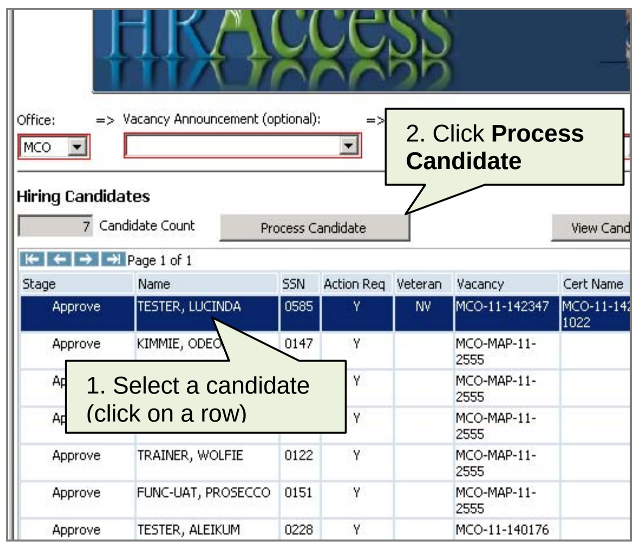
C. Approve Stage

After candidates have been processed through the Selected for Hire stage, they move to the Approve stage.

Remember, an Initiator cannot approve his or her own action.

1. From the Admin Form, select the Office and select Approve from the Stage drop-down list. Click the **Search** button. All candidates in the Approve stage for the selected office now appear in the grid.

2. Select a candidate to approve by clicking anywhere on that candidate's row. Click the **Process Candidate** button to proceed:



3. The Approve Candidate Details page appears, containing the data for the selected candidate.

4. If necessary, make any changes to the Pre-Hire, Drug Test, or NOA fields, along with the candidate's contact information. All other shaded fields are in "read only" mode and cannot be edited.

5. Review the candidate salary details and Form 1153 if attached.

6. Add comments by typing in the comment box and clicking either the **Add Comments to General Notes Below** button or the **Add Comments to Part D Remarks Below** button. General Notes become part of the candidate's permanent employment record, while Part D (of the Appointment Form) comments remain only on the Appointment Form.

7. If any data from the Vacancy Announcement or Salary Tool needs to be revised or corrected, the form must be returned to the Initiator by clicking the **Return to Initiator** button.

8. To move the candidate to the next stage, click the **Submit to Offering Team** button. This action approves the entered salary and moves the candidate data to the Job Offer stages.

D. Onboard Candidate Stage

1. From the Admin Form, select the Office and select Onboarding from the Stage drop-down list. Click the **Search** button. All candidates in the Onboarding stage for the selected office now appear in the grid.

2. Select a candidate by clicking anywhere on that candidate's row.

3. Click the **Onboard Candidate** button to proceed.

4. The Onboarding Candidate Details page appears, containing the data for the selected candidate.

5. If necessary, make changes to the candidate's contact information or to the EOD or Orientation dates.

6. Click the **Onboard Candidate** button, unless the candidate declined or was a no show. For these situations, click the **Decline** or **No Show** button, as appropriate.

For Help

When questions arise, you always have a source for answers about the employment process:

1-877-872-7990 (TTY: 1-877-872-7992)

Monday – Friday, 7 a.m. – 7 p.m. Eastern Time