



U.S. Department of State

Hiring Management Enterprise System (HMES) User ID Request

E-mail completed and signed request to: HRHelpdesk@state.gov

Instructions:

- All users must complete this form for new and modified accounts.
- **Hiring Officials only need to complete the shaded areas.**

User Information

Name (Last, First, MI)	E-mail Address
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Occupational Series	Position Title	Grade
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Date of Request (mm-dd-yyyy)	Phone Number	Home Bureau/Office
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Employee Type <input type="checkbox"/> Federal Employee <input type="checkbox"/> Contractor	Official Position Designation <input type="checkbox"/> Hiring Official <input type="checkbox"/> Senior HRO/Supervisor <input type="checkbox"/> Team Leader <input type="checkbox"/> HR Specialist <input type="checkbox"/> HR Assistant <input type="checkbox"/> Other _____	Are you replacing an existing user in your Bureau? <input type="checkbox"/> Yes <input type="checkbox"/> No Indicate User Name _____
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Nature of Request <input type="checkbox"/> New HR User Account <input type="checkbox"/> Modify Account <input type="checkbox"/> Transfer Account to Another Bureau/HRSP <input type="checkbox"/> Reactivate Account <input type="checkbox"/> Hiring Official to Access Certificate(s)/Question Library	Is this Assignment a Detail? <input type="checkbox"/> Yes* SSP _____ Start/End Dates _____ <input type="checkbox"/> No *Must attach a copy of the SF-50 documenting the Detail.
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Type of Account <input type="checkbox"/> Permanent Account <input type="checkbox"/> Temporary Account (complete fields below) Start Date _____ End Date _____ (mm-dd-yyyy) (mm-dd-yyyy)	For Reactivation Reactivate on Date (mm-dd-yyyy) For Deactivation Deactivate on Date (mm-dd-yyyy) For users who no longer need access or previously had an account and need to have it reactivated.
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Dates of Training (Must be completed for new and modified HR user accounts.)

Basic Hiring Management Enterprise _____ Selecting Employee _____
(mm-dd-yyyy) (mm-dd-yyyy)

You must attach a copy of your HM Training Certificate(s) with this request.

Personally Identifiable Information (PII): All Department workforce members, including contractors, are required to complete the Cyber Security Awareness course (PS800) annually. The Protecting PII course (PA459) is a one-time requirement for all Foreign and Civil Service employees, and locally employed staff who handle PII while performing their official Department duties.

HR Users only: Please indicate the permissions required for the above user. Please see a description of the permissions attached.

<input type="checkbox"/> Build/Edit Vacancies	<input type="checkbox"/> Data Mining
<input type="checkbox"/> Weights and Screen Outs for Questions	<input type="checkbox"/> Approve Vacancy (HRSP and CSHRM)
<input type="checkbox"/> Designate Best Qualified (HRSP and CSHRM)	<input type="checkbox"/> Generate Certificates of Eligibles (HRSP and CSHRM)
<input type="checkbox"/> Selecting Official (HRSP and CSHRM)	<input type="checkbox"/> HR Manager (HRSP and CSHRM*) * for HRSP Senior HRO, HRSP HR Supervisors and HRSP Team leaders ONLY

Access Requirements - List the Departments/Bureaus/Offices that you will need access to: ☐ Add to existing account

User Agreement and Authorization

I agree to use the HMES system only for official Government business. I understand any other use of the HMES System is prohibited by law (Title 18 U.S.C. & 1030, et al, The Privacy Act). I understand that I am responsible for the protection of any password(s) used by me and will not divulge them to anyone. I will also comply with all applicable System Security Standards and will report to the Information System Security Officer (ISSO) any problem I may encounter in the use of password(s) or if I have reason to believe that the private nature of my password(s) has been compromised.

Signature of User	Date (mm-dd-yyyy)
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Approving Supervisor's Name (Print)	
Approving Supervisor's Signature	Date (mm-dd-yyyy)

HR/EX/SOD OFFICE USE ONLY Date Access Granted (mm-dd-yyyy)	HR/EX/SOD Approver
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ENTERPRISE HIRING MANAGEMENT SYSTEM PERMISSION DEFINITIONS

Human Resource Specialists involved in the hiring process are required to take both the Basic Enterprise Hiring Management class and the Selecting Employees with Hiring Management course to receive a user ID. **Individuals that have not taken both courses will have limited permissions.**

Human Resource Assistants involved in the hiring process are required to take the Basic Enterprise Hiring Management training to receive a user ID. The Selecting Employees with Hiring Management training is optional for HR assistants. **Individuals that have not taken both courses will have limited permissions.**

Please read these definitions carefully when determining the permissions of each user.

Build/Edit Vacancy- Allows users to create and edit vacancy announcements.

Question Weights and Screenouts – Allows the user to create weights and screen outs for each assessment question in the vacancy announcement. The points assigned through the weighing of questions and the eligibility determinations based on the screenouts are then used to evaluate applicants.

CIVIL SERVICE HUMAN RESOURCE MANAGEMENT (HR/CSHRM) AND HR Service Provider (HRSP)

Data Mining – Allows users to run the Data Mining tool. This is a query tool within Enterprise that allows the user to query the applicant pool to identify candidates with unique qualifications.

Approve Vacancy – Allows users to approve and post completed vacancies. HR Users must be at least a GS-12, team leader, supervisor or the bureau Senior HRO in order to approve / post vacancies.

Selecting Official – Is the Hiring Management term for users on a Bureau's HR staff who will be allowed to mark applicants as selected from the Best Qualified list. ***Each HRSP/Delegated Bureau must have at least one user with this permission.***

Designate as Best Qualified – Allows users to change the status of applicants to Best Qualified to create the Certificate of Eligibles.

Generate Certificates of Eligibles – Allows users to generate a certificate of eligibles for referral to the Selecting Official.

HR Manager** – Allows users to select applicants from the Best Qualified (BQ) list to hire. A HR user with this permission is allowed to indicate hires from the BQ list of applicants for their assigned vacancies. ***Each HRSP must have at least one user with this permission; with this permission users can view the list of applicants.

***- For CSHRM, HRSP Senior HR Officer, HRSP Supervisors and HRSP Team Leaders only.**