Welcome to the TSA Candidate Dashboard!

This Candidate Dashboard Reference Guide is a tool to assist you as you progress through the hiring process with the Transportation Security Administration (TSA). This guide provides information on the interactive functionality available on the Candidate Dashboard (CDB).

Understanding Your Hiring Path

The CDB hiring path reflects the progressive steps that an applicant may follow during the TSA hiring process. Each position represented on the CDB is associated with a hiring path. Many positions follow a standard hiring path as provided below.

Candidate Dashboard Icons

✔ = Completed	★ = In Process	Ⓓ = Declined
Ⓝ�Q = Not Qualified	Ⓔ = Expired	NA = Not Applicable
Ⓢ = Stopped	Ⓦ = Withdrawn	

Your progress is represented by an icon as you reach each step in the hiring path. The legend at the bottom of the CDB explains the icons that will appear on 1) your current step in the process; 2) the step(s) you have successfully completed; and 3) the step you stop progressing in the hiring process if you are not the candidate selected and hired for the position. This reference guide provides you with an explanation for each of the icons shown in the box above that may be displayed at each of the hiring path steps. In addition, a filled circle ● on the hiring path indicates a completed stage and an unfilled or open circle indicates a planned or incomplete stage. The table on the next page describes each step of the standard hiring path and what you can expect during each step.

Specialized Hiring Paths

Some positions require a specialized hiring path that contains assessments, structured interviews, training demonstrations, etc. These positions are associated with unique hiring paths that display the required steps and icons indicating your progress. Due to the nature of the hiring process for these positions with specialized hiring paths, it may take additional time before your hiring path status is updated or before you progress to subsequent steps. This is due to the time required to schedule candidates for assessments, structured interviews, training demonstrations, etc. and the time necessary to compile the data to update your CDB. This document identifies those steps and explains when you may experience more lengthy timeframes before seeing an update to your CDB.

Frequently Asked Questions

Why does my Candidate Dashboard (CDB) still display a star over "Referred for Selection" weeks after the Job Opportunity Announcement (JOA) closed?
This means your application is still being reviewed or the hiring needs for the position have yet to be filled.
Why does my Candidate Dashboard (CDB) still display a star over "Selection Decision" weeks after being "Referred for Selection?"
This means the hiring office is reviewing applications and working through the selection process. Your status will be updated on the CDB and you will be notified when the Hiring Office has completed its review of your application.

If you have any questions, please contact the HRAccess Help Desk at (877) TSA-7990 or HelpDesk@mailserver-hraccess.tsa.dhs.gov

If you have any questions for **Executive** positions, please contact the HRAccess Executive Help Desk at (877) TSA-7991 or ESO@mailserver-hraccess.tsa.dhs.gov

	Step	Application Received						
Description	**In Process**	**Completed**	**Not Applicable**	**Not Qualified**	**Declined**	**Expired**	**Withdrawn**	**Stopped**
This stage of the recruiting process indicates whether or not an application has been submitted successfully.	N/A	This step is marked as "completed" within 2-3 minutes of the Applicant submitting a completed application.	N/A	N/A	N/A	N/A	N/A	N/A
	Step	**Met Application Requirements**						
This stage of the recruiting process indicates the preliminary status of your application.	This stage will be denoted by a star (In Process) until the Vacancy Announcement has closed.	A checkmark at this stage indicates completion of the initial application phase. Application packages are under review.	N/A	A NQ status at this stage indicates that the candidate did not meet the minimum application requirements.	N/A	N/A	A Withdrawn status at this stage indicates that the candidate has withdrawn from the application process.	N/A
	Step	**Referred for Selection**						
This stage of the recruiting process indicates whether applicants have been referred on a Certificate of Eligibles to the hiring office for consideration.	This step is marked "in process" when the review process has not been completed for this step in the hiring process.	This step is marked as "completed" when the applicant has been referred on a Certificate of Eligibles to the hiring office for consideration.	N/A	N/A	N/A	N/A	A Withdrawn status at this stage indicates that the candidate has withdrawn from the application process.	The recruiting process has stopped because the applicant was not referred on a Certificate of Eligibles.
	Step	**Selection Decision**						
This stage of the hiring process indicates whether candidates have been selected from a Certificate of Eligibles by the hiring office.	This stage of the hiring process indicates whether candidates have been selected from a Certificate of Eligibles by the hiring office.	This step is marked as "completed" when the candidate has been selected from a certificate of eligibles for a position covered under the Job Opportunity Announcement (JOA).	N/A	N/A	N/A	N/A	A Withdrawn status at this stage indicates that the candidate has withdrawn from the application process.	The hiring process has stopped because the candidate is not selected for a position covered under the Job Opportunity Announcement (JOA) or has withdrawn from the selected application.
	Step	**Offer Review**						
This stage of the hiring process indicates candidates have the action item to review a tentative job offer after having been selected for a position covered under the Job Opportunity Announcement (JOA).	This step is marked as "in process" when the candidate has been selected for the position and a Job Offer Specialist is preparing a tentative job offer for review by the candidate.	This step is marked as "completed" when the candidate has reviewed and accepted the job offer.	A NA status at this stage indicates that the candidate has bypassed the Tentative Job Offer due to his/her status as an applicant not requiring additional background investigation, or a position not	N/A	A Declined status at this stage indicates that the candidate has declined the tentative job offer.	N/A	A Withdrawn status at this stage indicates that the candidate has withdrawn from the application process.	N/A

				requiring drug test.				
S t e p		**B a c k g r o u n d I n v e s t i g a t i o n**						
This stage of the hiring process indicates whether candidates have successfully cleared their background investigation.	This step is marked as "in process" when the candidate has submitted the required forms to TSA's Personnel Security Division and is awaiting the results of the background investigation.	This step is marked as "completed" when the candidate has cleared the background investigation successfully.	A NA status at this stage indicates that the candidate is not required to have background investigation.	A NQ status indicates that the candidate did not clear the background investigation successfully.	N/A	N/A	A Withdrawn status at this stage indicates that the candidate has withdrawn from the application process.	N/A
S t e p		**D r u g T e s t**						
This stage of the hiring process indicates whether candidates have successfully cleared their drug test.	This step is marked as "in process" when the candidate is in the process of taking the drug test and awaiting a result.	This step is marked as "completed" when the candidate has cleared the drug test successfully.	A NA status at this stage indicates that the candidate is not required to have a drug test.	A NQ status indicates that the candidate did not clear the drug test successfully.	N/A	N/A	A Withdrawn status at this stage indicates that the candidate has withdrawn from the application process.	N/A
S t e p		**F i n a l R e v i e w**						
This stage of the hiring process indicates candidates have the action item to review a final job offer (after successfully completing applicable pre-hire requirements).	This step is marked as "in process" when the candidate has successfully cleared required pre-hire requirements and a Job Offer Specialist is preparing a final job offer for review by the candidate.	This step is marked as "completed" when the candidate has reviewed and accepted the final job offer.	N/A	N/A	A Declined status at this stage indicates that the candidate has declined the final job offer.	N/A	A Withdrawn status at this stage indicates that the candidate has withdrawn from the application process.	N/A
S t e p		**W e l c o m e t o T S A !**						
This stage of the hiring process indicates successful candidates are awaiting the start date for their new position.	This step is marked as "in process" when the candidate has accepted the final job offer and has reached the scheduled Entry on Duty Date for the position.	This step is marked as "completed" when the candidate has reached the Entry on Duty Date for the position.	N/A	N/A	A Declined status at this stage indicates that the candidate either has declined the offer, has been declined by the Program Office, or failed to show up at orientation and onboarding.	N/A	A Withdrawn status at this stage indicates that the candidate has withdrawn from the application process.	N/A