

Quick Start Guide

CHART Certificate Tool

This tool provides secure web based access to a complete selection package including applicant resumes, under-representative data, electronic signature capability and a customer feedback survey.

Features of the CHART Certificate Tool

- Web based—have 24/7 secure access to certificates and resumes and make and save selections on the web. No more need for hardcopies
- Automatic electronic signature
- Easy email functionality direct to the applicant
- Incorporated customer feedback survey

Getting Started—Log On

1. Go to <https://chart.donhr.navy.mil/CHART/admin/adminhome.asp>
2. Log in
3. Click **Certificate Builder**

Open the Certificate

1. Click on **Selecting Official Search for Open Certificate Link**
2. Enter Certificate Number - Enter the number exactly as provided by the HRSC/HRO. Copy and paste the number from your email.
3. Click the Search for Certificate button

Make Your Selections

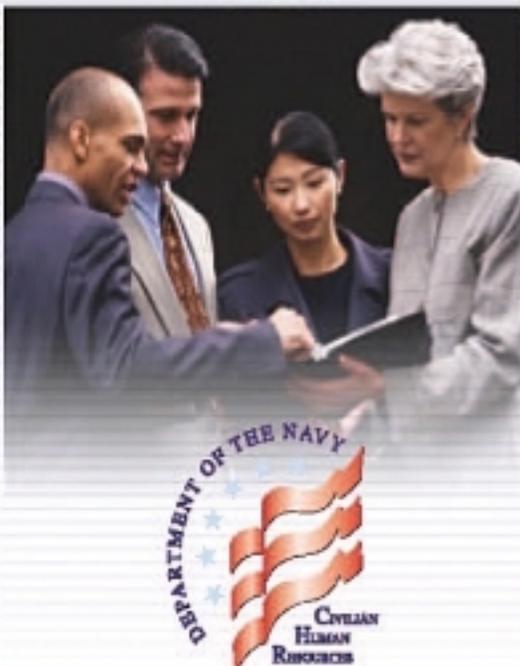
1. Read the certificate instructions
2. Click on an applicant name to view their resume
3. Make your selection(s) using the menus provided
4. Answer the survey questions
5. Use the red question mark button for additional help
6. Click the Save Certificate/Forward for Action button to electronically sign your certificate and notify the HRO/HRSC by email your selection(s).
7. Add the email addresses of the HRO/HRSC recruiters and anyone else you want to notify. Then click the Send Email button

More specific instructions and details for using the Certificate Tool are provided on page 2 of this flyer.



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*Civilian jobs that make a
difference to our country and
the world*



DEPARTMENT OF THE NAVY
CIVILIAN HUMAN RESOURCES

Creating an Account and Logging On

Go to <https://chart.donhr.navy.mil/CHART/admin/adminhome.asp>

- Click [Need to Create an Account](#) to create your account and make certain you use your navy email address. Wait until confirmation from your HRSC or HRO that your account has been activated before proceeding further.
- Keep your account user ID and password information in a safe place for future use.
- Once activated, log in using your userid (email address) and password.
- Click on [Certificate Builder](#).

Locating your Certificate

Click [Selecting Official Search for Open Certificate](#) Link.

- [Enter Certificate Number](#) - Enter the Certificate Number exactly as provided. We recommend that you copy/paste from the email message.
- Click the [Search for Certificate](#) button to open the certificate.

Viewing & Printing Resumes

- [Viewing Applicant Resumes](#) - You can view an applicant's resume by clicking on the applicant's name. Once you open the resume, you can print it by using your browser print button.
- [Printing the Certificate](#) – To print the certificate, use the Print Certificate button in the upper right hand corner. This converts it into a printable “clean” version. Then use your browser print button.
- [Quick Printing of Resumes](#) - To mass print all the resumes, use the Print Resume button in the upper right hand corner and use your browser print button.

How to Email the Applicant

To send an applicant or group of applicants an email, follow these steps:

- On the certificate, click in the [email box](#) next to the applicant (s) you wish to email.
- Click the [Send Applicant Email](#) button.
- [Verify or enter addresses](#) in the recipient and from boxes.
- Enter an [email subject](#).
- Review or modify the email message in the [Email Body](#).
- Click the [Send Email](#) button.

Making Selections

Carefully read the certificate instructions before making your selections. Then use the pull down menus to identify selections, alternative selections and order of offer for multiple selections or alternatives. There is also a menu available to identify declinations.

[Selecting Official Help](#) - Additional instructions are available by clicking on the red question mark help button.

Answering the Customer Feedback Survey

Once you make your selections, continue to the selection certificate and complete the following questions.

- [Was a selection made from this certificate](#). This is **required**. If you selects no, then input the reason no selection was made under survey question 1.
- [Does selection need to be approved by a reviewing official?](#) – If the position requires additional review or approval then input Yes. This will initiate the appropriate email notification.
- [If you did not make a selection from this certificate, please identify the reason why?](#) - Identify why you did not make a selection.
- [How satisfied are you with this certificate?](#) - Make a selection ranging from 1 – Inadequate to 5 More than Adequate.
- [If you have selected a rating of 1 or 3, please identify what areas you were specifically dissatisfied with?](#) - Select which area you were most dissatisfied with.
- [Comments/Notes](#)—Enter in any additional comments regarding your customer feedback, the certificate or selection.

Electronically Signing Your Certificate and Forwarding it for Action

To electronically sign your certificate and notify the approving official, HRO or HRSC that the certificate is ready for action:

- Click the [Save Certificate/Forward for Action](#) button.
- Follow the instructions for adding [email addresses](#).
- Enter or modify the [email subject and message](#).
- Click the [Send Email](#) button.

Approving Official Review

The purpose of this link is to provide (if required) an approving official the ability to electronically approve and sign the certificate. It is anticipated that any problems a reviewing/approving official may have with a selection will be worked out prior to the official approving the certificate.

Log on and click the [Approving Official Search for Open Certificate](#) Link.

- [Enter Certificate Number](#) - Enter the Certificate Number exactly as provided. We recommend that you copy/paste from the email message.
- Click the [Search for Certificate](#) button to open the certificate.
- Click the [Submit Decision and Forward for Action](#) button to approve.
- Follow the instructions for adding [email addresses](#).
- Enter or modify the [email subject and message](#).
- Click the [Send Email](#) button.