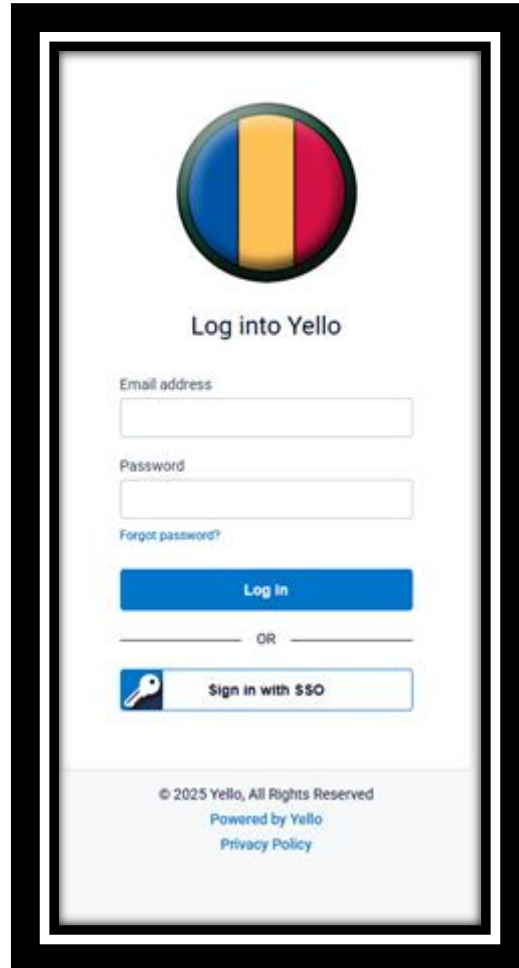


Welcome to Yello! Company's New Talent Management Tool

Basic Training Module

A screenshot of the Yello login interface. At the top center is a circular logo with vertical stripes of blue, yellow, and red. Below the logo is the text "Log into Yello". There are two input fields: "Email address" and "Password". Below the password field is a link for "Forgot password?". A blue "Log in" button is positioned below the input fields. Below the button is the text "OR" flanked by horizontal lines. At the bottom of the login area is a "Sign in with SSO" button featuring a key icon. The footer contains the text "© 2025 Yello, All Rights Reserved", "Powered by Yello", and "Privacy Policy".

Log into Yello

Email address

Password

[Forgot password?](#)

Log in

OR

Sign in with SSO

© 2025 Yello, All Rights Reserved
Powered by Yello
[Privacy Policy](#)

Disclaimer: This training uses the Yello Company Staging environment. The login process allows you to create your unique password for training purposes.



Training Objectives

In this training, you will learn to:

- [Log in to Yello](#)
- [Navigate Yello Screens and Functions](#)
- [Identify Requisitions Functions](#)
- [View Requisitions](#)
- [Copy Requisitions](#)
- [Edit Requisitions](#)
- [Review the Job Board](#)
- [Review Application Dashboard](#)



Log in to Yello



Log into Yello

Email address

Password

[Forgot password?](#)

Log In

OR



Sign in with SSO

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[Powered by Yello](#)

[Privacy Policy](#)



Practice 1: Log in to Yello

1. Click the URL: <https://Company.uat.company.com/>

Outcome: Yello training Login window displays

2. In **Email address**, type your “.mil” email address
3. Click **Forgot password?**

1

<https://Company.uat.com/>

Log into Yello

2 Email address

Password

3 Forgot password?

Privacy Policy

NOTE: Clicking ***Forgot password?*** triggers an automatic email that provides additional instructions



Home Screen

Review Home Screen

- A. Candidates
- B. Dashboards
- C. Requisitions
- D. Staff

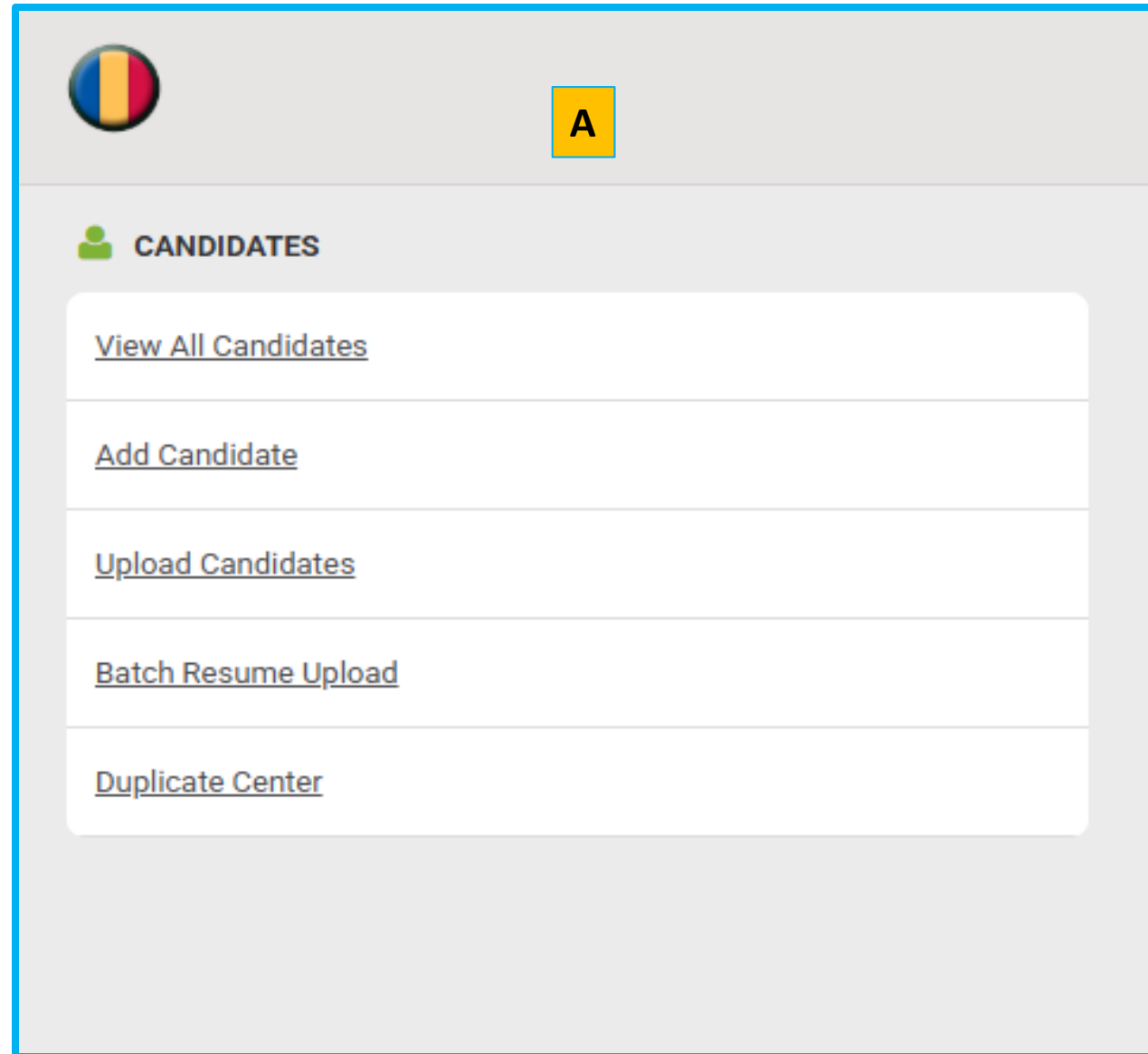
The screenshot shows the Yello Enterprise home screen. The browser tabs include 'Home - Yello Enterprise', 'FINAL Hiring Platform Dec Brief', 'TRADOC Yello End User Guide', 'Army TRADOC | Jobs and Care', 'Bitwarden Web vault', 'YELLO SLIDES for USER GUIDE', and 'Search templates for your next'. The browser address bar is empty. The Yello logo is in the top left, and the user name 'Margaret' is in the top right. The main content area is divided into four sections, each with a yellow label above it: A (Candidates), B (Dashboards), C (Requisitions), and D (Staff). Section A contains links for 'View All Candidates', 'Add Candidate', 'Upload Candidates', 'Batch Resume Upload', and 'Duplicate Center'. Section B contains 'Application Dashboard'. Section C contains 'View Requisitions' and 'Create Requisition'. Section D contains 'View Staff', 'Add Staff', and 'Upload Staff'. A yellow-bordered text box at the bottom center states: 'This is the landing screen when you log into Yello. Notice there are four sections.'



Home Screen: *CANDIDATES*

This CANDIDATES section provides access to:

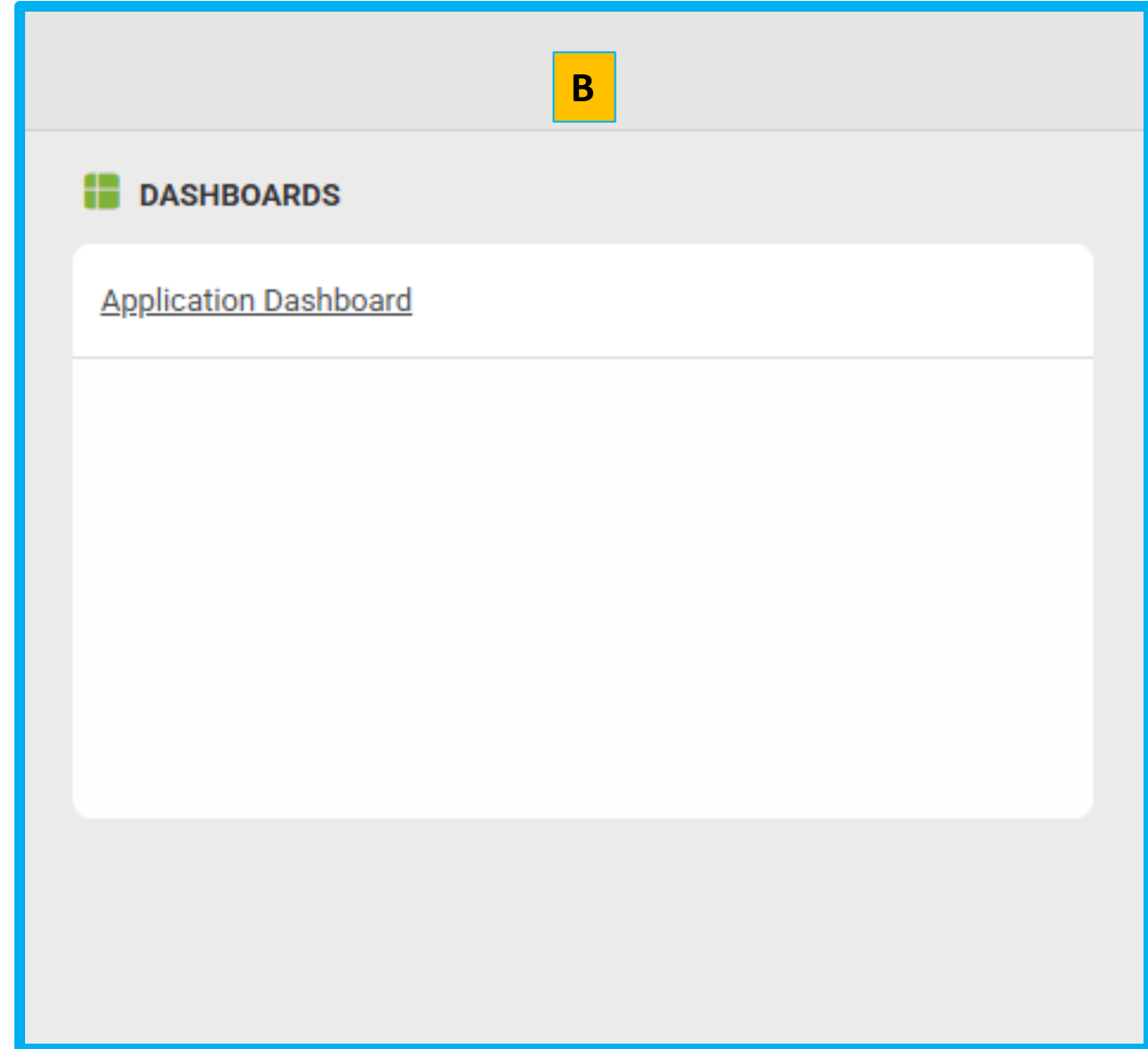
- Viewing Candidate records
- Add a candidate
- Upload candidates
- Batch upload candidates
- Duplicate records





Home Screen: DASHBOARDS

This DASHBOARDS section provides access to various views of candidate applications.



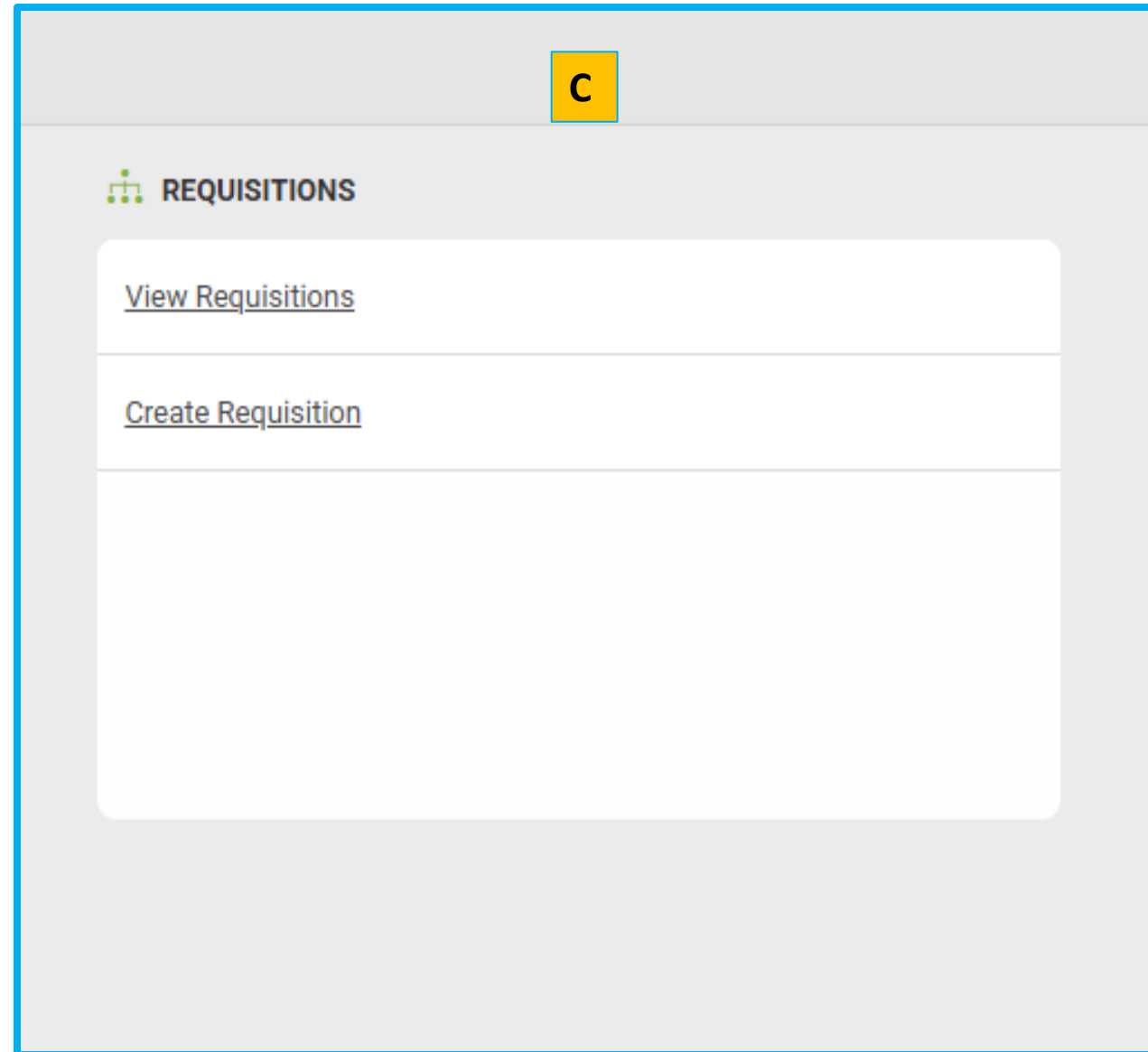


Home Screen: REQUISITIONS

The REQUISITIONS section displays all current vacancies posted to:

- USAJOBS and/or
- Company Yello Board

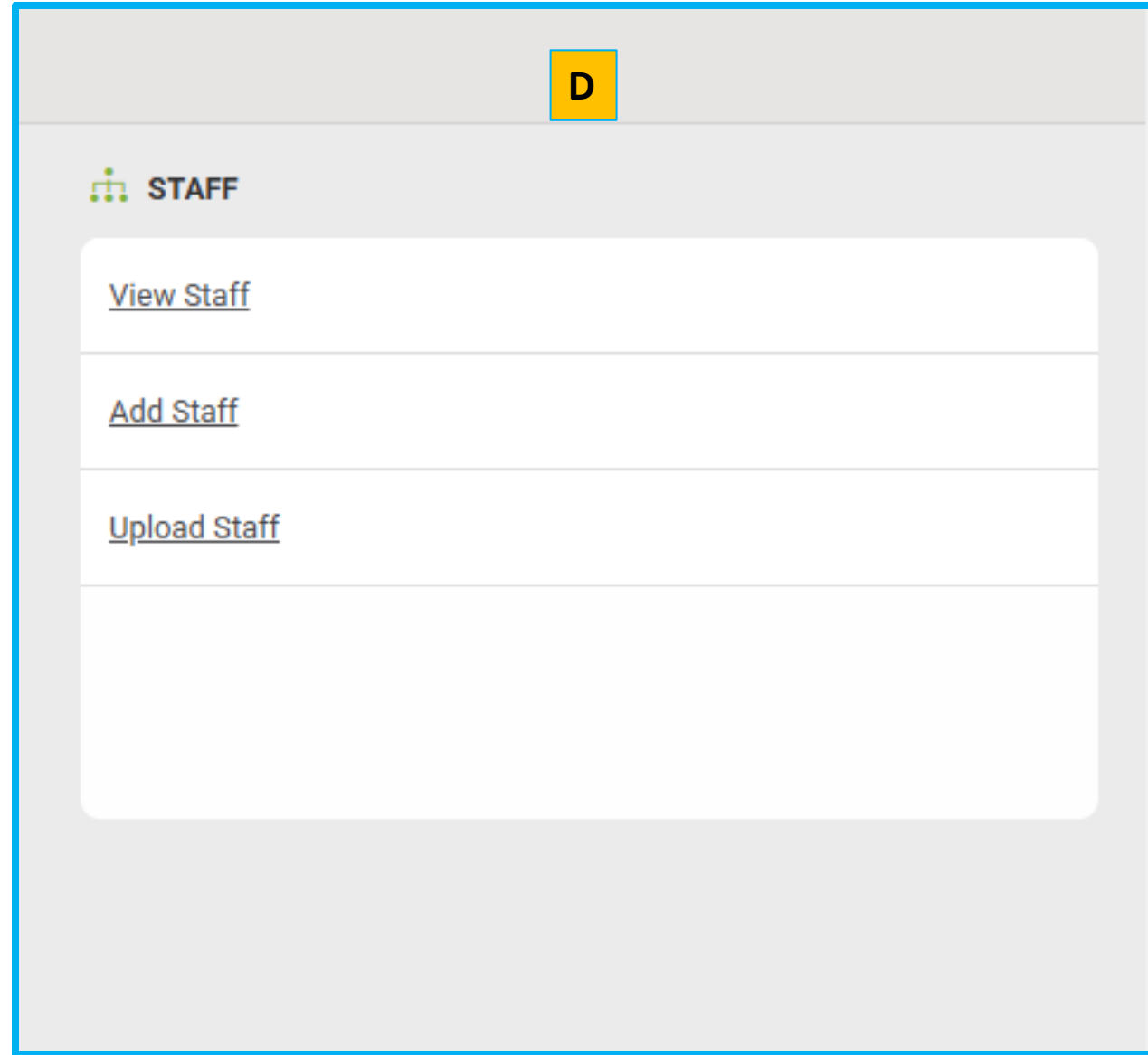
As well, this section enables you to create a requisition from “scratch”.





Home Screen: STAFF

The STAFF section provides Administrators access to add Yello users.





REQUISITIONS

View Requisitions

The screenshot displays the yello HR system dashboard. The top navigation bar includes the yello logo, menu items for Candidates, Staff, and Requisitions, and user information for Margaret. The main content area is divided into four columns: CANDIDATES, DASHBOARDS, REQUISITIONS, and STAFF. The REQUISITIONS column is highlighted with a red border and contains the following links: View Requisitions and Create Requisition. The other columns contain links for viewing and adding candidates, dashboards, and staff.

Navigation Bar: yello | Candidates | Staff | Requisitions | Search | Notifications | Help | Margaret

Dashboard Content:

- CANDIDATES:** View All Candidates, Add Candidate, Upload Candidates, Batch Resume Upload, Duplicate Center
- DASHBOARDS:** Application Dashboard
- REQUISITIONS (highlighted):** View Requisitions, Create Requisition
- STAFF:** View Staff, Add Staff, Upload Staff



Practice 3: View Requisitions List

View Requisitions

1. Click **View Requisitions**.

REQUISITIONS

[View Requisitions](#)

[Create Requisition](#)

Important: View Requisitions is the function that lets you duplicate an existing requisition

REQUISITIONS

[View Requisitions](#)

[Create Requisition](#)

STAFF

[View Staff](#)

[Add Staff](#)

[Upload Staff](#)



Practice 3: View Requisitions List

2

Requisitions List

2. Review **Requisition** screen parts:

A. Filters	D. Requisition Name Column
B. Search	E. Select an Action
C. Create Requisition	F. Settings

The screenshot shows the Yello Requisitions List interface. The top navigation bar includes 'yello', 'Candidates', 'Staff', and 'Requisitions'. The main header is 'Requisitions'. Below this, there is a search bar (B) and a 'Filters' button (A). To the right of the search bar is a '+ Create Requisition' button (C). Below the search bar, it says 'Showing 1 - 50 of 92 Requisitions (0 Selected)'. The main content area is a table with two columns: 'Requisition Name' and 'Applicants (Includes Archived Users)'. The first row shows 'FINANCIAL MANAGEMENT ANALYST 1' with 0 applicants. The second row shows 'SUPERVISORY TRAINING INSTRUCTOR (ELECTRONICS)' with 0 applicants. Callout D points to the 'Requisition Name' column header. Callout E points to the 'Applicants' column header. Callout F points to a settings gear icon. Callout A points to the 'Filters' button. Callout B points to the search bar. Callout C points to the '+ Create Requisition' button.



Practice 4: Open a Requisition

Open a Requisition

1. Locate and click on a requisition you wish to open.

The screenshot shows the Yello Requisitions page. The header includes the Yello logo, navigation links for Candidates, Staff, and Requisitions, and a user profile for Margaret. The main content area is titled 'Requisitions' and features a search bar, a 'Filters' button, and a '+ Create Requisition' button. Below the search bar, it indicates 'Showing 1 - 50 of 92 Requisitions (1 Selected)'. A table lists requisitions with columns for 'Requisition Name' and 'Applicants (Includes Archived Users)'. The first row, 'FINANCIAL MANAGEMENT ANALYST 1', is selected and highlighted with a red box. A red arrow points to this row, and a red circle with the number '1' is next to it. A red dashed arrow on the right side of the table indicates scrolling.

Requisition Name	Applicants (Includes Archived Users)
<input checked="" type="checkbox"/> FINANCIAL MANAGEMENT ANALYST 1	0
<input type="checkbox"/> SUPERVISORY TRAINING INSTRUCTOR (ELECTRONICS)	0



Practice 4: Open a Requisition

The Requisition Screen

The **Requisition** record is organized into 3 parts:

1. Information
2. Details
3. Messaging

The screenshot shows the Yello application interface. The top navigation bar includes the Yello logo, links for 'Candidates', 'Staff', and 'Requisitions', and a user profile for 'Margaret'. The main content area is titled 'FINANCIAL MANAGEMENT ANALYST 1' and features a 'Select an Action' dropdown menu and a 'Go' button. A left sidebar contains a navigation menu with options: 'Details' (selected), 'Applicants', 'Application Details', 'External', 'Workflow Details', and 'Sourcing'. The main content area displays a 'Requisition Information' card with the following details:

- Requisition Name:** FINANCIAL MANAGEMENT ANALYST 1
- Requisition Number:** [Redacted]
- Workflow Template:** Default Application Workflow
- Number of Openings:** 1
- Requisition Owner:** [Redacted]



Practice 5: View Requisition

Review Requisition Information

1. Review **Requisition Information** section.

The screenshot displays the 'yello' system interface. The top navigation bar includes 'Candidates', 'Staff', and 'Requisitions'. The main content area is titled 'FINANCIAL MANAGEMENT ANALYST 1'. A sidebar on the left contains navigation options: 'Details', 'Applicants', 'Application Details', 'External', 'Workflow Details', and 'Sourcing'. The 'Details' section is expanded, showing a table of requisition information. A red circle with the number '1' highlights the 'Requisition Information' section header. A red dashed arrow on the right side of the table indicates a scrollable area.

Field	Value
A. Requisition Name	FINANCIAL MANAGEMENT ANALYST 1
B. Requisition Number	[Redacted]
C. Workflow Template	Default Application Workflow
D. Number of Openings	1
E. Requisition Owner	[Redacted]



Practice 5: View Requisition

Review Requisition Details

2. Review **Requisition Details** section.

yello Candidates Staff Requisitions Margaret

2

A

B

C

D

Requisition Details

Post to Yello Job Board? : Yes	A. Post to Yello Job Board? Defaults to Yes
Who can apply?:	B. Who can apply? Describe status of eligible candidates
Location: Fort Eisenhower, GA	C. Location Name of base, city and state
Work Schedule : Full Time	D. Work Schedule PT, FT, Temp, etc.



Practice 5: View Requisition

Review Requisition Details, *cont'd*

3. Review **Requisition Details** section.

A. Qualification Summary

The screenshot displays the Yello system interface. At the top, there is a navigation bar with the Yello logo and links for 'Candidates', 'Staff', and 'Requisitions'. On the right side of the navigation bar, there are icons for search, notifications, help, and a user profile for 'Margaret'. The main content area is divided into two columns. The left column contains a yellow box with the letter 'A'. The right column is titled 'Qualification Summary:' and contains two paragraphs of placeholder text: 'LOREM IPSUM DOLOR SIT AMET, CONSECTTETUR ADIPISCING ELIT. CURABITUR EU DOLOR BLANDIT, VOLUTPAT TURPIS EU, SOLLICITUDIN SAPIEN. AENEAN A QUAM VITAE METUS VESTIBULUM BIBENDUM VEL SED TURPIS. LOREM IPSUM DOLOR SIT AMET, CONSECTTETUR ADIPISCING ELIT. CURABITUR EU DOLOR BLANDIT, VOLUTPAT TURPIS EU, SOLLICITUDIN SAPIEN. AENEAN A QUAM VITAE METUS VESTIBULUM BIBENDUM VEL SED TURPIS.' A red dashed double-headed arrow on the right side of the text area indicates that the content is scrollable.



Practice 5: View Requisition

Review Requisition Details, *cont'd*

4. Review **Requisition Details** section.

The screenshot shows a web interface for viewing requisition details. A red circle with the number '4' is positioned above the navigation tabs. The navigation tabs include 'Candidates', 'Staff', and 'Requisitions'. On the left side, there is a vertical list of yellow boxes labeled A through F. A red box highlights the main content area, which contains the following details:

A. Salary Min & Max	
B. Open Date	
C. Close Date	
D. Remote Eligible	
E. Major Duties	
F. Grade	

Salary Min :
103409.0

Salary Max:
141330.0

Open Date:
12/18/2024

Close Date:
01/02/2025

Remote Eligible, if applicable:
Yes

Major Duties (Job Description) :

- Projects future costs, make recommendations to control costs, and reallocate resources to improve productivity within assigned resources.
- Designing cost management processes and using appropriate costing methodologies to recognize, determine, accumulate, and report costs of activities on a regular basis for management information purposes.
- Performs obligation management analysis to include analysis of command monthly obligations, budget plans for major dollar expenditures, adjustments, unliquidated obligation reviews, and unexpired resources against program.
- Utilizes cost management analysis emphasizing the use of the cost data for planning, control, and decision-making purposes.
- Performs the most complex analysis and evaluations related to all aspects of budget, accounting, management control and risk management.
- Provide detailed analysis that enables the linkage between the requirement and budget formulation.

Grade:
GG 13 13



Practice 5: View Requisition

Review Requisition

5. Review **Messaging** section.

The screenshot shows the Yello system interface. The top navigation bar includes 'yello', 'Candidates', 'Staff', and 'Requisitions'. The main content area displays a requisition with a list of bullet points and a 'Grade: GG 13 13' field. A red circle with the number '5' highlights the 'Messaging' section. A yellow box highlights the 'Messaging' section, and a red dashed arrow points to the scroll bar on the right. A table on the right side of the screenshot lists the messages to be reviewed:

A.	Confirmation Message Before Submitting Application
B.	Success Message Once Application Submitted
C.	Duplicate/Existing Application Error message

The 'Messaging' section in the interface contains the following messages:

- Confirmation Message Before Submitting Application**
You've entered in all necessary information. Are you sure you want to submit your application?
- Success Message Once Application Submitted**
Thank you for submitting your application!
- Duplicate/Existing Application Error message**
You have already applied to this job. You cannot apply again.



Practice 5: View Requisition

Return to Requisition screen

8. Click **Requisitions** to return to the Requisition List.

The screenshot shows the Yello system interface. The top navigation bar is dark blue with the 'yello' logo on the left, the user name 'Candi' next to it, and a red circle containing the number '8' over the 'Requisitions' menu item. To the right of the menu are search, notification, and help icons, and the user name 'Margaret' with a dropdown arrow. The main content area is white and contains a list of bullet points, a 'Grade' field with the value 'GG 13 13', and a 'Messaging' section with three messages.

Requisitions

- Projects future costs, make recommendations to control costs, and reallocate resources to improve productivity within assigned resources.
- Designing cost management processes and using appropriate costing methodologies to recognize, determine, accumulate, and report costs of activities on a regular basis for management information purposes.
- Performs obligation management analysis to include analysis of command monthly obligations, budget plans for major dollar expenditures, adjustments, unliquidated obligation reviews, and unexpired resources against program.
- Utilizes cost management analysis emphasizing the use of the cost data for planning, control, and decision-making purposes.
- Performs the most complex analysis and evaluations related to all aspects of budget, accounting, management control and risk management.
- Provide detailed analysis that enables the linkage between the requirement and budget formulation.

Grade:
GG 13 13

Messaging

Confirmation Message Before Submitting Application
You've entered in all necessary information. Are you sure you want to submit your application?

Success Message Once Application Submitted
Thank you for submitting your application!

Duplicate/Existing Application Error message
You have already applied to this job. You cannot apply again.



Practice 6: Duplicate a Requisition

Scenario:

- Create a requisition for a ***Financial Management*** requisition that closely resembles one ***already in our database.***

Solution:

- To save time, we will make a copy of an existing requisition and modify it to match our requirements



Practice 6: Duplicate a Requisition

Locate the Requisition to Duplicate

1. Scroll to locate the **Financial Management** requisition.

The screenshot shows the 'yello' interface for 'Requisitions'. The top navigation bar includes 'Candidates', 'Staff', and 'Requisitions'. The main content area is titled 'Requisitions' and features a search bar, a 'Filters' button, and a '+ Create Requisition' button. Below the search bar, it indicates 'Showing 1 - 50 of 85 Requisitions (0 Selected)'. A table lists requisitions with columns for 'Requisition Name' and 'Applicants (Includes Archived Users)'. The table contains five rows of requisitions, each with a checkbox and a count of 0 applicants. A red circle with the number '1' and a red dashed arrow pointing downwards is positioned on the right side of the table, indicating the scroll action required to find the 'Financial Management' requisition.

<input type="checkbox"/> Requisition Name	Applicants (Includes Archived Users)
<input type="checkbox"/> Project Manager [Redacted]	0
<input type="checkbox"/> Instructional System Specialist [Redacted]	0
<input type="checkbox"/> Instructional System Specialist [Redacted]	0
<input type="checkbox"/> Mortuary Affairs Specialist [Redacted]	0
<input type="checkbox"/> Military Analyst (Lessons Learned) [Redacted]	0



Practice 6: Duplicate a Requisition

Select the Requisition to Duplicate

2. Click the checkbox next to the **Financial Management Analyst** title.
3. Click **Select an Action** to display actions.
4. Select **Duplicate Requisition**.

The screenshot shows the 'yello' system interface with a table of requisitions. The table has columns for title, status, and count. The 'FINANCIAL MANAGEMENT ANALYST' row is selected, and the 'Select an Action' dropdown menu is open, showing options: 'Duplicate Requisition', 'Archive Requisitions', and 'Export Data'. Red circles with numbers 2, 3, and 4 indicate the steps: 2 points to the checkbox, 3 points to the 'Select an Action' dropdown, and 4 points to the 'Duplicate Requisition' option.

Requisition Title	Status	Count
<input type="checkbox"/> TRAINING SPECIALIST		0
<input type="checkbox"/> Supervisory Librarian		0
<input type="checkbox"/> Data Scientist		0
<input type="checkbox"/> Voucher Examiner		0
<input checked="" type="checkbox"/> FINANCIAL MANAGEMENT ANALYST		0



Practice 6: Duplicate a Requisition

Duplicate Requisition Prompt

5. Click **Duplicate**.

Duplicate Requisition

Are you sure you want to duplicate the selected requisitions?

Cancel 5 Duplicate



Duplicated Requisition

Duplicated Requisition

Below is the screen resulting from duplicating a requisition.

The screenshot displays the Yello system interface for a duplicated requisition. The page title is "Copy of FINANCIAL MANAGEMENT ANALYST" with the ID "87121". The left sidebar contains navigation options: Details, Applicants, Application Details, Externa, Workflc, and Sourcin. The main content area is divided into two sections: "Requisition Information" and "Requisition Details".

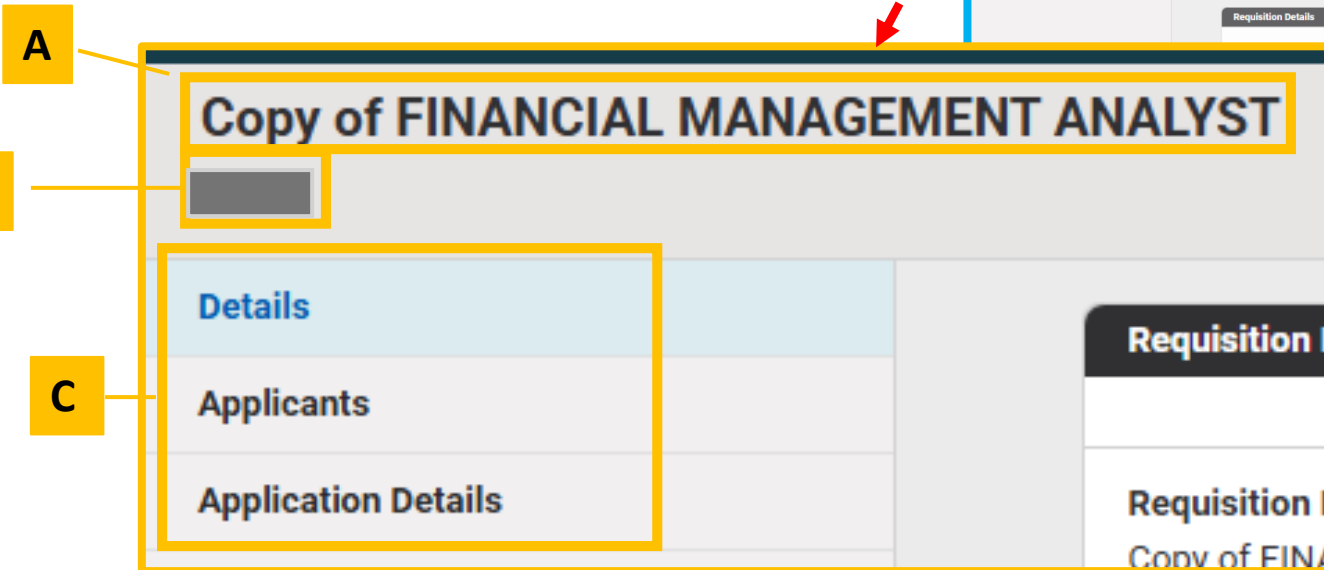
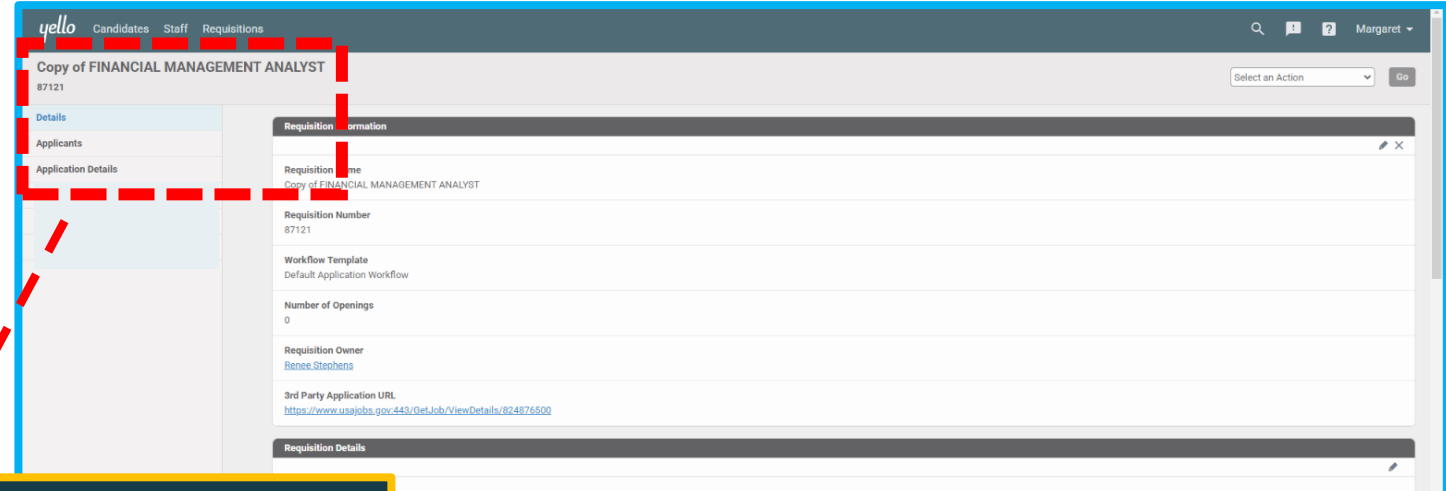
Requisition Information	
Requisition Name	Copy of FINANCIAL MANAGEMENT ANALYST
Requisition Number	[REDACTED]
Workflow Template	Default Application Workflow
Number of Openings	0
Requisition Owner	[REDACTED]
3rd Party Application URL	https://www.usajobs.gov/443/GetJob/ViewDetails/824876500

Requisition Details	
Post to Yello Job Board? :	Yes
Who can apply?:	
Location:	Fort Eisenhower GA



Practice 7: Edit Duplicated Requisition

Duplicated Requisition Screen Parts



Part	Description
A. Requisition Title	Inherits the same name as the requisition chosen to be duplicated, preceded by "Copy of"
B. Requisition Number	System automatically assigns a unique requisition number
C. Details	See applicants for this requisition and related applicant details



Requisition Screen Parts, cont'd

Edit a Requisition

The screenshot shows the Yello interface for editing a requisition. The main content area is titled 'Copy of FINANCIAL MANAGEMENT ANALYST' with ID 87121. It features a 'Details' sidebar on the left and a main 'Requisition Information' section. Callout A points to the 'Applicants' section in the sidebar. Callout B points to the 'Requisition Number' field in the main section. Callout C points to the 'Requisition Details' section in the main section.

Part	Description
A. Requisition Title	Inherits the same name as the requisition chosen to be duplicated, preceded by "Copy of"
B. Requisition Number	System automatically assigns a unique requisition number
C. Details	See candidates who have applied to this requisition and related details



Practice 6: Edit a Requisition

Duplicated Requisition

The screenshot shows a requisition form with the following fields and annotations:

- Requisition Information** (Section Header)
- Requisition Name**: Copy of FINANCIAL MANAGEMENT ANALYST (Annotated with **A**)
- Requisition Number**: 87121
- Workflow Template**: Default Application Workflow
- Number of Openings**: 0 (Annotated with **B**)
- Requisition Owner**: [Redacted] (Annotated with **C**)
- 3rd Party Application URL**: [Redacted]
- Requisition Details** (Section Header)
- Post to Yello Job Board?**: Yes
- Who can apply?:**
- Location**: Fort Eisenhower GA

Annotations:

- A**: Points to the Requisition Name field.
- B**: Points to the Number of Openings field.
- C**: Points to the Requisition Owner field.
- D**: Points to the Edit or Delete Requisition icon in the top right corner.

Key Fields & Functions:

- A. Requisition Name
- B. Number of Openings
- C. Requisition Owner
- D. Edit or Delete Requisition



Practice 6: Edit a Requisition

Change Requisition Information

1. Click Edit .



Requisition Information

Requisition Name
Copy of FINANCIAL MANAGEMENT ANALYST

Requisition Number
[Redacted]

Workflow Template
Default Application Workflow

Number of Openings
0

Requisition Owner
[Redacted]

3rd Party Application URL
[Redacted]

Requisition Details

Post to Yello Job Board? :
Yes

Who can apply?:

Location:
Fort Eisenhower GA



Practice 6: Edit a Requisition

Change Requisition Information

2. **Requisition Name** field: type **Financial Management Analyst** followed by Your initials.
Example: Financial Management Analyst-MSG
3. **Workflow Template**
4. **Number of Openings** field: enter "1"
5. **Requisition Owner** field: enter your name
6. Click **Save**.

The screenshot shows the 'Edit Requisition Information' form with the following fields and callouts:

- 2**: Points to the 'Requisition Name' field.
- 3**: Points to the 'Workflow Template' field.
- 4**: Points to the 'Number of Openings' field.
- 5**: Points to the 'Requisition Owners' field.
- 6**: Points to the 'Save' button.

The form includes the following fields and instructions:

- * Requisition Name**: Requisition Name
- Select an alternate name to appear for candidate view
- Alternate Requisition Name
- * Workflow Template**: Default Application Workflow
- * Number of Openings**: Number of Openings
- * Requisition Owners**: Please enter the requisition owner. You can have up to 10 requisition owners. Event Owner is required.
- 3rd Party Application URL
- 3rd Party Application URL
- Buttons: Cancel, Save



Practice 6: Edit a Requisition

Change Requisition Details, cont'd

Complete these required fields:

7. **Requisition ID** field
8. **Post to Yello Job Board?** field: enter Yes
9. **Who can apply?** field

Edit Requisition Details

* Requisition ID

* Post to Yello Job Board?

Yes

* Who can apply?

3rd Party URL

Location

Fort Eisenhower, GA

Work Schedule

Full Time



Practice 6: Edit a Requisition

Change Requisition Details, cont'd


Review and update these fields:


13. Open & Close Date fields

14. Remote Eligible field

15. Major Duties field

13

Open Date
12/18/2024 












Close Date
01/02/2025 

14

Remote Eligible, if applicable
Yes  

15

Major Duties (Job Description)

← → ↺ Paragraph   **B** *I* ~~S~~ U          Source

- Projects future costs, make recommendations to control costs, and reallocate resources to improve productivity within assigned resources.
- Designing cost management processes and using appropriate costing methodologies to recognize, determine, accumulate, and report costs of activities on a regular basis for management information purposes.
- Performs obligation management analysis to include analysis of command monthly obligations, budget plans for major dollar expenditures, adjustments, unliquidated obligation reviews, and unexpired resources against program.
- Utilizes cost management analysis emphasizing the use of the cost data for planning, control, and decision-making purposes.
- Performs the most complex analysis and evaluations related to all aspects of budget, accounting, management control and risk management.
- Provide detailed analysis that enables the linkage between the requirement and budget formulation.

You have 3001 characters remaining.



Practice 6: Edit a Requisition

Change Requisition Details, cont'd

Review and update these fields:

16. Conditions of Employment field

17. Grade field

18. Test field

19. Click SAVE

The screenshot shows a web form titled "Conditions of Employment". The form has a rich text editor at the top, followed by a "Grade" field containing "GG 13 13", and a "Test" field. A red box highlights the "Save" button at the bottom right. A red arrow points to the "Save" button. A red circle with the number "19" is next to the arrow. A red circle with the number "16" is next to the rich text editor. A red circle with the number "17" is next to the "Grade" field. A red circle with the number "18" is next to the "Test" field. A red box with a white background and black text is overlaid on the form, containing the text: "IMPORTANT: You must complete all required fields (indicated with an asterisk) before you can save the *Requisition Details*."

Conditions of Employment

Paragraph

You have 10000 characters remaining

Grade

GG 13 13

Test

Cancel Save

IMPORTANT: You must complete all required fields (indicated with an asterisk) before you can save the *Requisition Details*.



Job Board

- The Job Board lists all Company jobs that are currently available.
- It does not require a login.
- It is available for anyone looking for a job.

Parts of the Job Board

- A. Search bar
- B. Common Filter Options
- C. Job Opportunity List
- D. Submit Resume

<https://Companystaging.uat.com>

The screenshot shows the Job Board interface with four red boxes and arrows pointing to specific features:

- A**: Points to the search bar with the text "Search by Keyword" and a "FIND JOBS" button.
- B**: Points to the filter options on the left, including "Who can apply?", "Location", "Work Schedule", and "Remote Eligible, if applicable".
- C**: Points to the job opportunity list, which shows 102 results and lists several job titles such as "Supervisory Budget Analyst", "Scheduling Administration Specialist", and "Supervisory Training Specialist (Accreditation and Credentialing)".
- D**: Points to a promotional banner on the right that says "Your Next Opportunity Awaits!" and includes a "CLICK HERE" button.



Job Board – Submit a Resume

Complete these fields:

- First Name
- Last Name
- Email Address
- Phone Number*
- U.S. Citizen?
- Resume Upload
- Privacy Policy
- Agree checkbox
- SAVE

The candidate may not see a job posting that aligns with their job search. But we still want their qualifications! This option allows them to submit their information into our searchable database.

* Be sure to change the time **zone flag** to U.S. before entering phone number. For now, it defaults to Germany but will default to U.S. in the future.

+32

Thank you for your interest in a career with U.S. Army Training and Doctrir [redacted] Command. Please fill out this form and upload your resume and applicable documents so we can keep your information on file for future job opportunities.

* First Name
[text input]

* Last Name
[text input]

* Email Address
[text input]

* Phone Number
[dropdown: German flag] +32

* Are you a U.S. Citizen 18 years or older?
[dropdown]

You will not be considered if you include Personally Identifiable Information (i.e. of PII include photos, passport information, date of birth, Social Security Number, etc.) within your resume or associated documents.

* Resume
Acceptable file types: doc, docx, pdf
[Select file]

Appointment Eligibility Documents
Acceptable file types: doc, docx, pdf
[Select file]

* TRADOC Privacy Policy
By clicking the "Submit" button I acknowledge I have requested to be considered by the U.S. Army Training and Doctrine Command (TRADOC) for current or future job opportunities and marketing e-mails. This information may be shared with [redacted] for recruitment purposes only. I understand I have access rights.
 I agree to the TRADOC Privacy Policy.

Submit



Practice 5: Find your Job Posting

Review and update these fields:

1. Scroll to find the job posting you just created.

The screenshot displays a job board interface. At the top, there is a banner with the text "Explore Company Careers" and a search bar labeled "Search by Keyword" with a "FIND JOBS" button. Below the banner, there are filter options on the left: "Who can apply?", "Location", "Work Schedule", and "Remote Eligible, if applicable". The main content area shows "102 Results" and a list of job postings, each with a title, a redacted area, and a "NEW" status. The job titles are: "Supervisory Budget Analyst", "Scheduling Administration Specialist", "Supervisory Training Specialist (Accreditation and Credentialing)", "Supervisory Logistics Management Specialist", "Supervisory Training Specialist (Accreditation and Credentialing)", and "Training Support Acquisition Specialist". On the right side, there is a promotional banner titled "Your Next Opportunity Awaits!" with a "CLICK HERE" button and a message encouraging users to submit their resumes to the Talent Community.

Who can apply?	102 Results	Posted
Location	Supervisory Budget Analyst	NEW
Work Schedule	Scheduling Administration Specialist	NEW
Remote Eligible, if applicable	Supervisory Training Specialist (Accreditation and Credentialing)	NEW
	Supervisory Logistics Management Specialist	NEW
	Supervisory Training Specialist (Accreditation and Credentialing)	NEW
	Training Support Acquisition Specialist	NEW



CANDIDATES



CANDIDATES

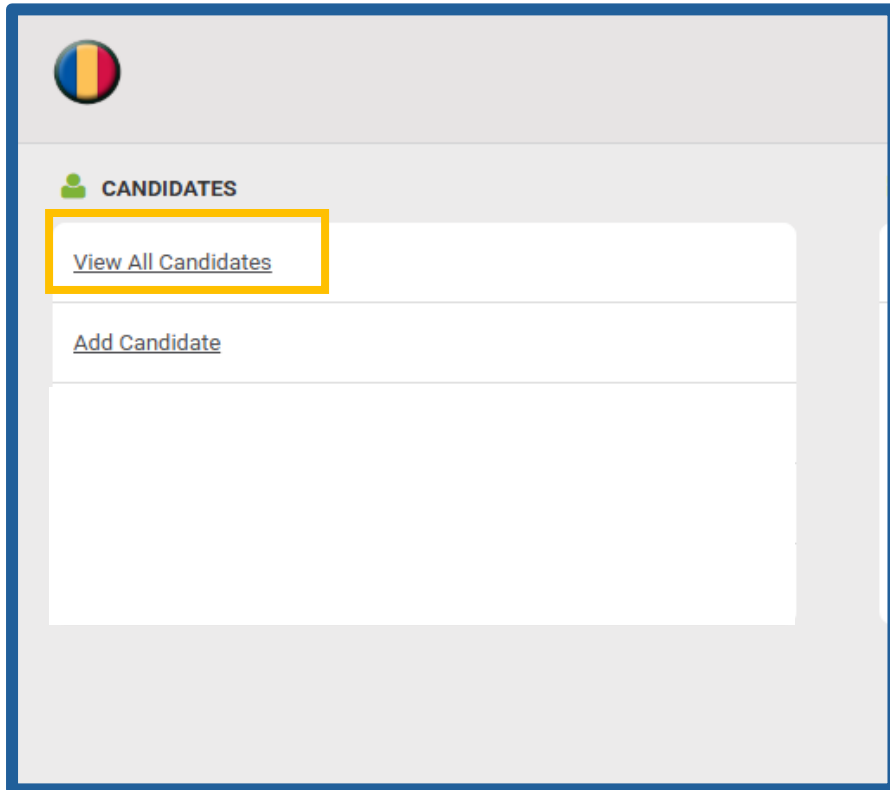
Use this function to view and add candidates.





View All Candidates

1. Click **View All** Candidates to see who applied for a particular requisition or who is simply in the database.





List Candidates

The screen defaults to the **List** tab.

The screenshot shows the Yello Candidates management interface. The top navigation bar includes 'yello', 'Candidates', 'Staff', and 'Requisitions'. The main heading is 'All Candidates'. Below this, there are search and filter options. The 'List' tab is selected, and a table of candidates is displayed. A red arrow points to the 'Creation Source' column, which is highlighted with a yellow box. A callout box explains that this column indicates if the candidate was applied directly or submitted through the Talent Community page.

<input type="checkbox"/> Candidate Name & Email	Phone Number	Creation Source	Creation Date		
<input type="checkbox"/> Chelsea Louise shayna.stillman+test15@yello.co		Upload Center	1/15/2025		
<input type="checkbox"/> Doug Richards shayna.stillman+test33@yello.co	+1 248-770-9942	External Application Form	10/1/2024	4w	
<input type="checkbox"/> Nicole Elizabeth shayna.stillman+test13@yello.co	+1 248-770-9942	External Application Form	1/13/2025	4w	
<input type="checkbox"/> Bentley Dog shayna.stillman+test97@yello.co	+1 248-909-7654	External Application Form	10/14/2024	5w	
<input type="checkbox"/> Renee Stephens rmvaughn422+test1@gmail.com	+1 256-503-3582	External Application Form	11/5/2024	5w	

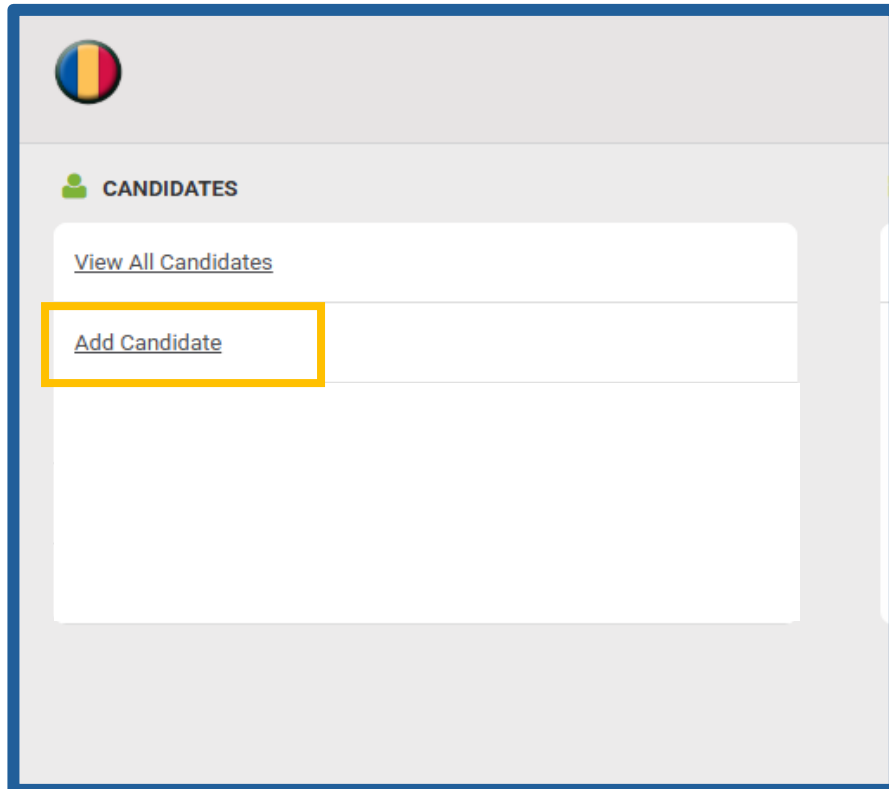
*The **Creation Source** column indicates if the candidate:

- applied directly, or
- was submitted through the **Talent Community** page.



Add Candidate

1. Click **Add Candidate** to manually enter a candidate into YELLO.





Add Candidate

Add Candidate allows you to add a candidate manually.

The screenshot shows the 'Add Candidate' form in the yello system. The form is titled 'Add Candidate' and includes a navigation bar with 'yello', 'Candidates', 'Staff', and 'Requisitions'. Below the title, there is an optional section for uploading a resume, with a 'Select file' button and a note that acceptable file types are .doc, .docx, and .pdf. The main form contains several required fields: First Name, Last Name, Email Address, Phone Number (with a country code dropdown set to +1), Alternate Email Address, Alternate Phone Number (with a country code dropdown set to +1), LinkedIn URL, Password, and Password Confirmation. At the bottom, there is a dropdown menu for 'Which of the following best describes your current status?'.



Add Candidate, *cont'd*

yello Candidates Staff Requisitions

Educational Information

University

University, if other

Degree Level (or Highest Achieved)

Major

Major, if Other

Graduation Month

Graduation Year

Overall GPA

Field of Interest

Position Type Seeking

Are you a U.S. Citizen 18 years or older?

If "No", thank you for your interest in employment with TRADOC. However, at this time, we are not accepting applications from non U.S. Citizens.

Are you or have you ever served in the armed forces?



Add Candidate, *cont'd*

yello Candidates Staff Requisitions

Can you obtain and maintain a security clearance?

If none, thank you for your interest in employment with TRADOC.

Are you entitled to hiring preference as the spouse of a veteran?

Years of Work Experience

Are you a current Federal Employee?

Geographic Information
Geographic Preference(s)

If no preference, are you willing to relocate?

Do you possess any Certification/Licensure's?

If yes, please upload documents.

Are you a military spouse or military veteran?

Are you eligible to be appointed as Reemployed Annuitant?

Are you eligible for a Schedule A appointment? Schedule A is a special appointing authority that agencies can use to non-competitively appoint individuals, including eligible veterans, who have a severe physical, psychiatric, or intellectual disability. For more information visit www.USAJOBS.gov, Individuals with Disabilities page.

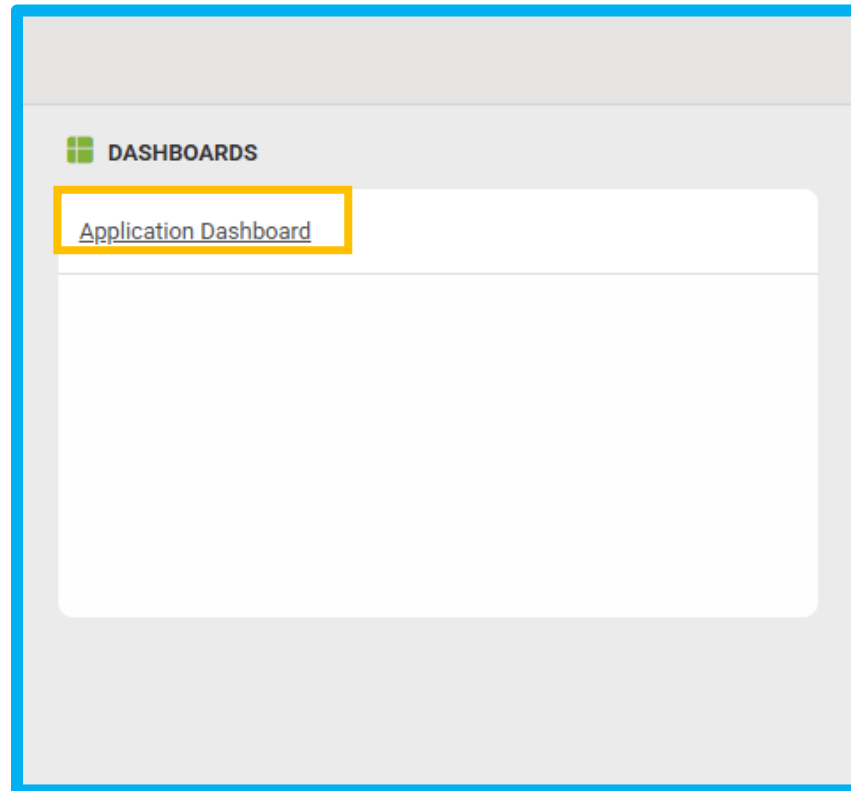


DASHBOARDS



DASHBOARDS: Application Dashboard

Access various views of candidate applications.





Application Dashboard: LIST

The screen defaults to a LIST view of all applicants.

The screenshot displays the 'yello' Application Dashboard in LIST view. The dashboard includes a search bar, a filter icon, and a table of 13 workflows. The 'List' view tab is highlighted with a yellow box. The table columns are Candidate, Status, Requisition, and Assigned. Each row includes a 'Next Action' dropdown menu.

Candidate	Status	Requisition	Assigned	Next Action
[Redacted]	Sent To Hiring Manager	Yello Training Test	6w	Next Action
[Redacted]	Sent To Hiring Manager	Engineer (TEST)	6w	Next Action
[Redacted]	Panel Interview Completed	Yello Training Test	6w	Next Action
[Redacted]	Sent To Hiring Manager	Yello Training Test	6w	Next Action
[Redacted]	Submitted For Approval (Completed)	Senior Training Analyst (T...	6w	Next Action
[Redacted]	Panel Interview Completed	Validation Test_Joint Prop...	14w	Next Action
[Redacted]	New Applicant	Operations Support Assist...	14w	Next Action



Application Dashboard: LIST

Note the actions available when you select a candidate record.

The screenshot displays the Yello Application Dashboard. At the top, there are navigation links for 'Candidates', 'Staff', and 'Requisitions'. The main heading is 'Application Dashboard'. Below this, there is a search bar with a 'Filters' button and a 'Search' button. The dashboard shows 'Showing 13 Workflows (1 Selected)'. There are three tabs: 'List' (selected), 'Preview', and 'Dashboard'. The main content is a table with columns: Candidate, Status, Requisition, and Assigned. A dropdown menu 'Select an Action' is open over the first row, listing various actions such as 'Add Folders', 'Add Tags', 'Batch Actions', 'Email Assignees', 'Email Candidates', 'Export Data', 'Export Comprehensive Report', 'Remove Folders', and 'Remove Tags'. Each row in the table also has a 'Next Action' dropdown button.

Candidate	Status	Requisition	Assigned	Next Action
<input checked="" type="checkbox"/>	Sent To Hiring Manager	Yello Training Test	6w	Next Action
<input type="checkbox"/>	Sent To Hiring Manager	Engineer (TEST)	6w	Next Action
<input type="checkbox"/>	Panel Interview Completed	Yello Training Test	6w	Next Action
<input type="checkbox"/>	Sent To Hiring Manager	Yello Training Test	6w	Next Action
<input type="checkbox"/>	Submitted For Approval (Completed)	Senior Training Analyst (T...	6w	Next Action
<input type="checkbox"/>	Panel Interview Completed	Validation Test_Joint Prop...	14w	Next Action
<input type="checkbox"/>	New Applicant	Operations Support Assist...	14w	Next Action
<input type="checkbox"/>	Dispositioned	Validation Test_Joint Prop...	16w	Next Action
<input type="checkbox"/>	Submitted For Approval (Completed)	Validation Test_Joint Prop...	19w	Next Action



Application Dashboard: PREVIEW

The screen defaults to a LIST view of all applicants.

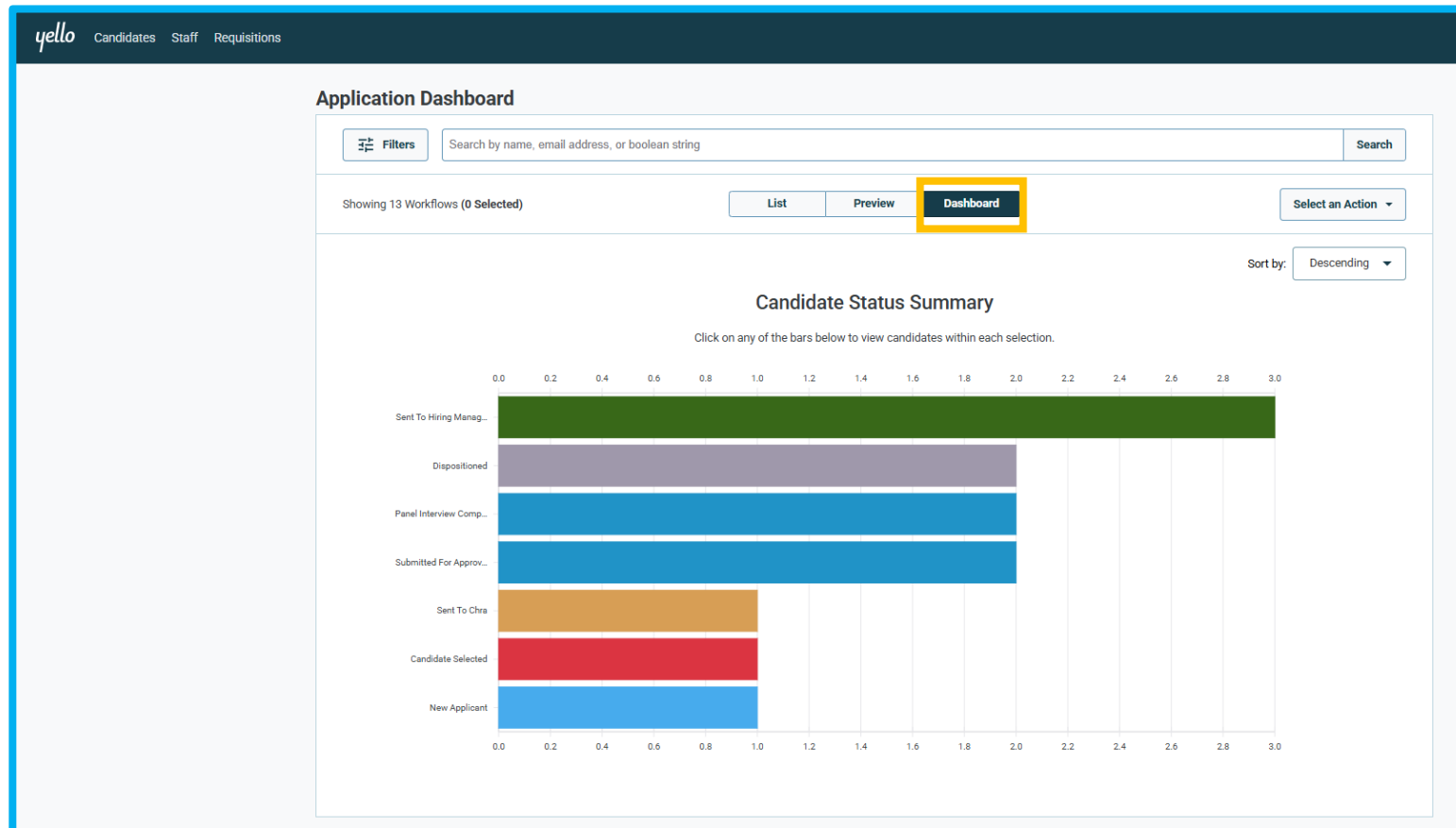
The screenshot displays the Yello Application Dashboard interface. At the top, there are navigation links for 'Candidates', 'Staff', and 'Requisitions'. The main heading is 'Application Dashboard'. Below this, it indicates 'Showing 13 of 13 Workflow Instances' with options to 'Check All' or 'Uncheck All' (0 Selected). There are three view tabs: 'LIST', 'PREVIEW' (highlighted with a yellow box), and 'DASHBOARD'. A 'Select an Action' dropdown and a 'Go' button are also present. On the left, there is a list of workflow instances with checkboxes and status indicators. The main content area shows a detailed view of an applicant with the initials 'CL'. It includes a 'NEXT ACTION' button, a 'Resume/CV' upload section (with 'No Resume/CV Uploaded'), contact information (email: shayna.stillman+test15@yello.co, phone: No Phone Number), and a status history table. The status history table shows the current status as 'Sent To Hiring Manager' and previous status as 'Qualifications Reviewed'. Below this, there are tabs for 'Application', 'Forms', and 'Profile'. The 'Application' tab is active, showing the requisition number '#28762: Yello Training Test' and a message: 'Thank you for your interest in a career with U.S. Army. Please fill out this form and upload your resume and applicable documents so we can keep your information on file for future job opportunities.' A sidebar on the right shows application details like 'Application Form', 'Requisition: Yello Training Test', and 'Completed on: Jan 15, 2025'.



Application Dashboard: DASHBOARD

The function displays metrics of candidates, applicants and jobs in various stages of application progress.

Hover your mouse over each bar to view additional information.





Application Dashboard: DASHBOARD

Note the available actions on this screen.

