

This Job Aid assists Closed Marketplace Applicants in navigating through a closed Marketplace in order to preference Job Openings in IPPS-A.

When a Members receives a Marketplace Email Notification, the email provides instructions and key information on the assigned cycle, as well as other pertinent information.



NOTE: In IPPS-A, Soldiers are referenced to as Members.



NOTE: See IPPS-A User Manual > Chapter 10 for more information.



(All Populations) and Active Guard Reserve (AGR) (All Populations).



Accessing IPPS-A Closed Marketplace

- 1. Log into IPPS-A under the **Self-Service Role**.
- 2. From the IPPS-A home page, select **TAM Soldier Workcenter**.







Closed Marketplace Preferences CONTINUED

- 3. Under Marketplace, select **Closed Marketplace Preferences**; a new window opens. Must have an invitation to access (received via Email Notification.)
- Defaults to most recent Marketplace ID (provided within Email Notification, validate marketplace ID.) Scroll page down to Job Openings to see the list of available jobs.



NOTE: Allows Members to search historical markets in past cycles, provides key dates: Market Begin and End.



NOTE: If Member fails to submit preferences prior to end of market, preferences will be auto-selected based on Military Occupational Specialty (MOS) and grade.

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Links

Talent Profile

My Profile

Job Openings

Soldier Talent Profile

Marketplace

Open Marketplace

Marketplace Preferences

Talent Management Workcente

Closed Markethlace Preferences

My Current Job Openings

0 0

Description

Market Begin

Mid Market Begin

> Job Opening Filters

Applicable Immaterial 001A

Mid Market End

Market End

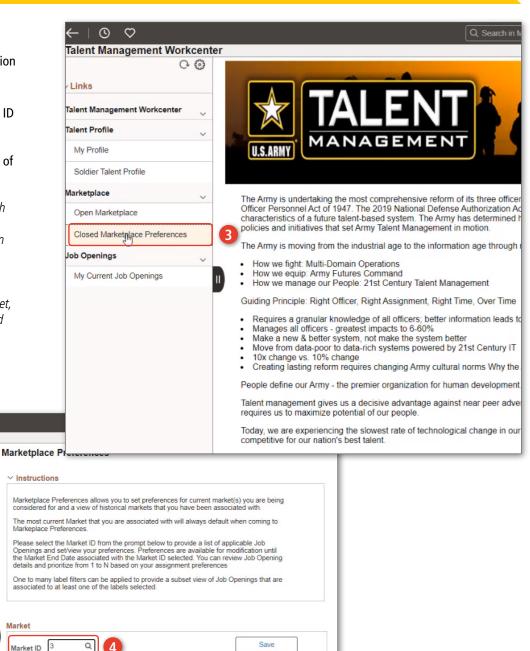
Officer Marketplace Pilot 1

09/11/2023

09/17/2023

09/14/2023

09/15/2023







Closed Marketplace Preferences CONTINUED

5. Under Closed Marketplace Preferences, a list of job opportunities populate under Job Openings that the Member is eligible to preference.



NOTE: Preferences are based off Member's Personnel Occupational Specialty Code (POSCO)/Military Occupational Specialty (MOS)/Area of Concentration (AOC), Grade, and Immaterial jobs that the Member is eligible to apply to.



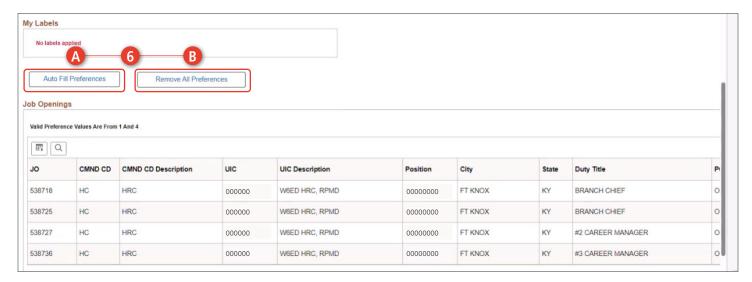
NOTE: For Army Reserve (USAR) and AGR Active Component Officers (ACO), Report Date defaults to the last day of the movement cycle and is not the requested report date for the Job Opening.



NOTE: For Active Component Enlisted (ACE), Report Date is the projected report date for the Job Opening.

scription	UIC	UIC Description	Position	City	State	Duty Title	POSCO	Grade	ASI	SQI	Report Date	Positio
	W6ED16	W6ED HRC, RPMD	00000000	FT KNOX	KY	BRANCH CHIEF	O42H	06			09/30/2024	
	W6ED16	W6ED HRC, RPMD	00000000	FT KNOX	KY	BRANCH CHIEF	O42H	05			09/30/2024	
	W6ED16	W6ED HRC, RPMD	00000000	FT KNOX	KY	#2 CAREER MANAGER	001A	04			09/30/2024	
	W6ED16	W6ED HRC, RPMD	00000000	FT KNOX	KY	#3 CAREER MANAGER	O42H	04			09/30/2024	

- 6. Members will have the option to choose two methods for preferences: Auto Fill or Manual Fill.
 - 6A. Select AutoFill Preferences to automatically place a numerical value into each Job Opening based off MOS/Grade first, followed by immaterial Job Openings.
 - 6B. Select Remove All Preferences will delete all numerical values input for each Job Opening; after selecting Remove All Preferences, the Members will need to either manually fill preferences or select Auto Fill Preferences.







How to Manually Fill Preferences

7. Preference values range is listed above the available Job Openings.



NOTE: In this example, the Member is limited to four Job Openings during the Market. Therefore, only numbers 1-4 will be utilized. Values are based off the number of available Job Openings at that time.

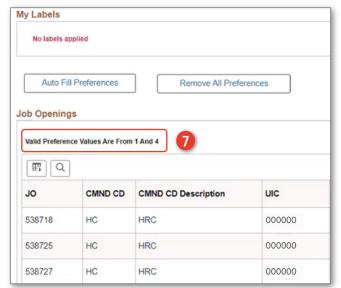
- 8. In this example, Preference values default to the number 0.
- 9. Manually input numeric values in chronological order (1-99, pending applicable number of Job Openings.)
- 10. Click Save.



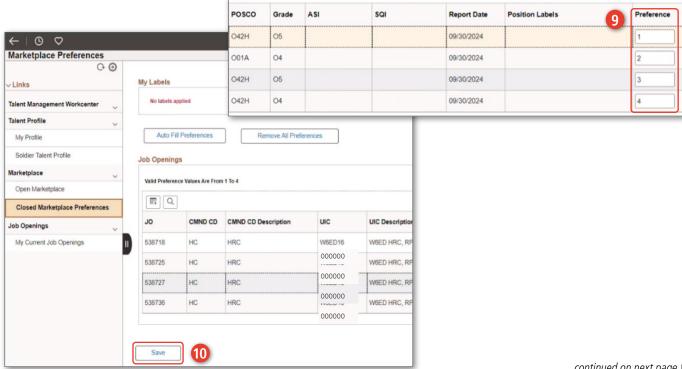
NOTE: Member MUST select save; All preference data will be lost if SAVE is NOT SELECTED.



NOTE: Any Job Opportunity missing a numerical value will automatically fill based off MOS/Grade first, followed by immaterial Job Openings.



Report Date	Position Labels	8 Preference	Popularity	Unit Activity	Unit Interest	Signa
09/30/2024		0	0/2	0/2		
09/30/2024		0	0/2	0/2		
09/30/2024		0	2/5	0/5		
09/30/2024		0	0/2	0/2		





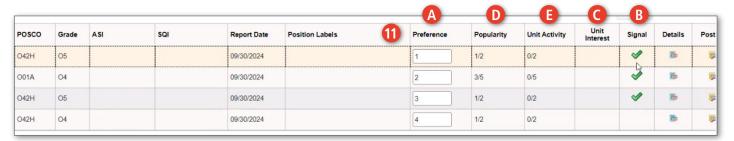


Job Opportunity Columns

- 11. After selecting Save, the columns will provide the following:
 - 11A. The Job Openings will sort ascending, based off numerical value.
 - 11B. A green check mark will appear under the **Signal** column. This will only appear if the Member manually filled preferences the Job Opening for the predefined criteria is met; this sends a notification to the unit. Auto fill will NOT generate a green check mark under **Signal**.
 - 11C. Under the **Unit Interest** column, a green checkmark will display IF the unit preferences the Member high enough based on the predefined eligibility criteria. *Note: Criteria can fluctuate, Members can confirm with their Talent Manager.*
 - 11D. **Popularity** column shows the number of applicants that selected the Job Opening in their top 10 versus how many are eligible in the Market. In the example of the two Members eligible, this Job Opening was Preference First by one.
 - 11E. **Unit Activity** shows the number of candidates the unit preferred out of the total that are eligible.



NOTE: Items 11B, 11C, and 11E are for two-sided markets. ACE participate in one-sided markets.



- 12. Click on icons to populate for additional information on preferencing.
 - 12A. Selecting the icon under the **Details** column will open a new window, providing Job Opening Details Specific to that Job Opening.
 - 12B. Selecting the icon under the **Posting** column will open a new window for Job Opening Posting details.

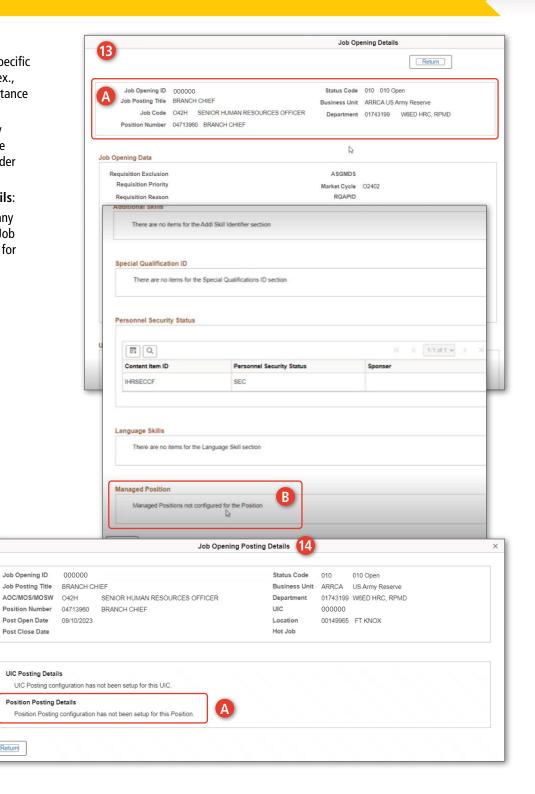
K < 1.4 of 4 v >										> >	View All
rade	ASI	sqi		Position Labels	Preference	Popularity	Unit Activity	Unit Interest	Signal	Details	Posting
5			09/30/2024		1	1/2	0/2		*		
1	***************************************		09/30/2024		2	0/2	0/2			A	B
4			09/30/2024		3	2/5	0/5			=	5
5			09/30/2024		4	0/2	0/2			6	50

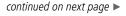




Job Opening Details

- 13. Example Job Opening Details:
 - 13A. **Job Opening Details** provide specific information the unit requested (ex., interview required prior to acceptance of position).
 - 13B. If the Job Opening is a Joint Duty Assignment Listing (JDAL) fill, the JDAL ID number will be listed under the manage position label.
- 14. Example Job Opening Posting Details:
 - 14A. Position Posting Details lists any additional requirements for this Job Opening (ex., Interview required for Job Opportunity).







Return



RESOURCES

IPPS-A Resource Page: UPK - EPSS R3 Outline

(https://hr.ippsa.army.mil/upk/r3/resources/help/Publishing%20Content/PlayerPackage/data/toc.html)

IPPS-A Milsuite page: https://www.milsuite.mil/book/community/spaces/apf/s1net/ipps-a

IPPS-A Website: https://IPPS-A.army.mil

IPPS-A Facebook: https://www.facebook.com/armyippsa IPPS-A YouTube: https://www.youtube.com/c/IPPSA

IPPS-A Mailbox: usarmy.pentagon.hqda-ipps-a.mbx.ipps-a@mail.mil

