

# MARKETPLACE LEADER JOB AID

This Job Aid assists Leaders in understanding the Closed Marketplace roles and permissions, as well as general facts about the IPPS-A Marketplace.

## About IPPS-A Marketplace

### What is a Closed Market?

The IPPS-A Closed Marketplace enables a Member to review eligible job openings (JOs), set assignment preferences and indicate interest in particular positions while simultaneously allowing Units to extend offers, indicate interest in applicants and set applicant preferences within a specified timeframe.



*NOTE: Both Component 1 (Active Component (AC) Officers/Warrant Officers) as well as Component 3 (Active Guard Reserve (AGR) Enlisted and Officers) are utilizing a two-sided closed marketplace.*

### What is the Mission Essential Requirements (MER)?

MER is a list indicating current or projected vacant positions considered for fill in any given cycle. This is how Commanders can communicate manning requirements and priorities to the Human Resources Command (HRC).

### What is a Marketplace Fill?

Marketplace Fill is the newest method of completing the MER list in IPPS-A, where Commanders can communicate manning requirements and priorities to HRC. IPPS-A creates a more automated method of the distribution cycle process.

### How is IPPS-A Closed Market different from the previous manual distribution process?

- *Transparency:* Displays every position available to Members and the position details; Allows Units and Members to make better assignment matches based on the needs of the Army.
- *Efficiency:* Automates several steps of the distribution and position selection process, resulting in a more efficient method.
- *Accuracy:* Allows capabilities in IPPS-A to be leveraged that assist talent managers with aligning the right Soldier to the right position at the right time.
- *Two-sided Market:* Enables better interaction between the Unit and the Member.

### How can Units track which positions are being filled by HRC and what personnel are in-bound to which position?

Using the Search JO functionality under the Talent Management (TAM) Unit Workcenter, Units can search JOs under a set criteria that are currently open, canceled or filled, as well as track the applicant status against each position.

### What is Member and Unit preference?

In a Closed Market, Members rank eligible JOs based on their preferred criteria. Eligible JOs will vary Member to Member based on established settings that consider items such as Military Occupational Specialty (MOS)/Branch and Control Grade (CONGR). Unit preference allows Unit level personnel to review applicants and preference Members based on suitability, establishing a connection between the Unit and Member and promoting a one-to-one match.

**What training does my team need?**

1. Courses available in IPPS-A Hands-on Training for self-enrollment:

• **For Unit level HR Professionals**

- Self Service > IPPS-A Hands-on Training > Search in learning (middle top of page) > R3 Courses to search:
  - R3 Closed Market Actions
  - R3 Unit Market Actions
  - R3 Common Market Actions
  - R3 TM Closed Market Unit Course
  - R3 TM Clsd Market Unit

• **For Members**

- Self Service > IPPS-A Hands-on Training > Search in learning (middle top of page) > R3 Courses to search:
  - R3 TM Clsd Market SM

**IPPS-A Hands-on Training**

1

Learning ▾

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**IPPS-A Hands-on Training**

Courses
Programs

Find Learning (Search for Programs, Courses or Classes)

Advanced Search

Title	Type	Status
R3 HR Professional	Certification	Completed
R3 IFT CUTOVER DL	Certification	Completed
R3 TM CLSD MARKET UNIT	Certification	Completed
R3 Career Management	Certification	Not Completed
R3 TM CLSD MARKET SM	Certification	Completed

Learning: R3 TM CLSD MARKET UNIT
Program Code: R3 TM CLSD MKT

Type : Certification | Description : This program prepare users of the Closed Market Unit L...

Learning: R3 Career Management
Program Code: R3 Career Management

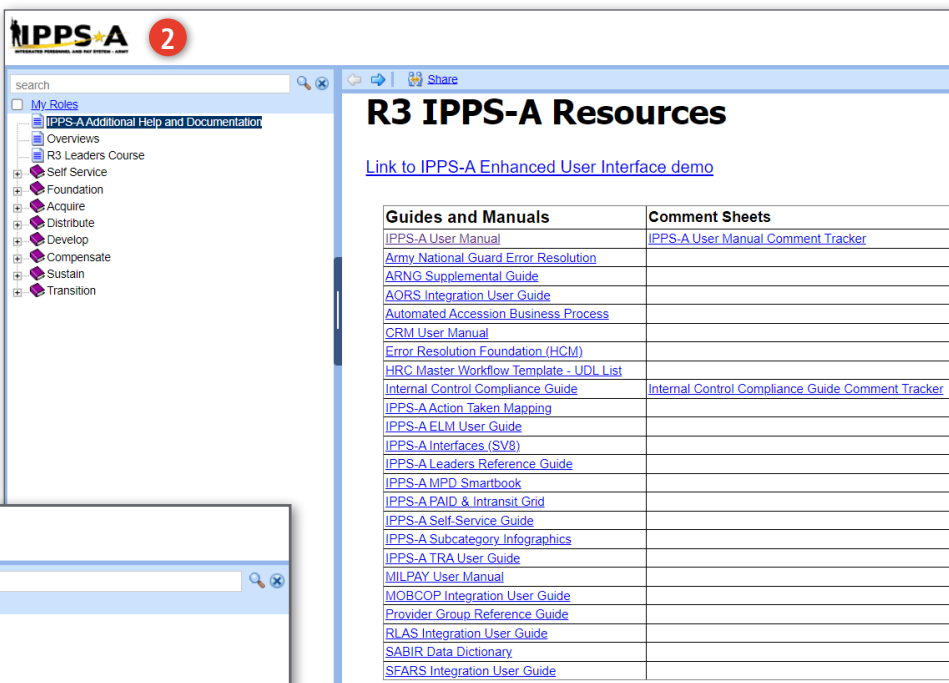
Type : Certification | Description : R3 Career Management



**What training does my team need? CONTINUED**

2. Other references available for Unit level HR Professionals:

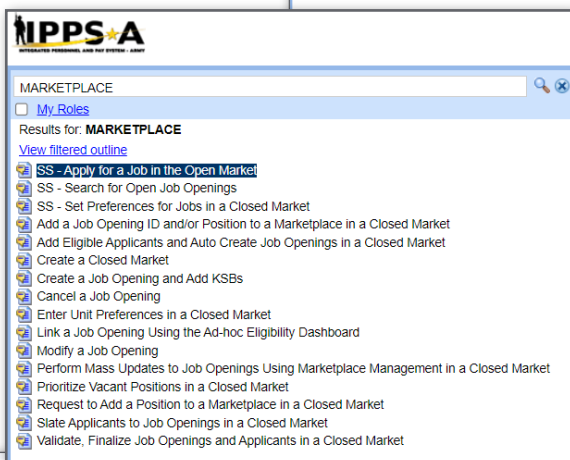
- User Manual (Chapters 10, 11, 32)
- Job Aids (Talent Marketplace Training Resources, Marketplace Fill (MER), JO Search, Unit Preferences Closed Market, Member Preferencing)
- Podcasts, Coffee Tawks and DIYs
- User Productivity Kits (UPKs), located at R3 IPSS-A Resources



**R3 IPSS-A Resources**

[Link to IPSS-A Enhanced User Interface demo](#)

Guides and Manuals	Comment Sheets
<a href="#">IPSS-A User Manual</a>	<a href="#">IPSS-A User Manual Comment Tracker</a>
<a href="#">Army National Guard Error Resolution</a>	
<a href="#">ARNG Supplemental Guide</a>	
<a href="#">AORS Integration User Guide</a>	
<a href="#">Automated Accession Business Process</a>	
<a href="#">CRM User Manual</a>	
<a href="#">Error Resolution Foundation (HCM)</a>	
<a href="#">HRC Master Workflow Template - UDL List</a>	
<a href="#">Internal Control Compliance Guide</a>	<a href="#">Internal Control Compliance Guide Comment Tracker</a>
<a href="#">IPSS-A Action Taken Mapping</a>	
<a href="#">IPSS-A ELM User Guide</a>	
<a href="#">IPSS-A Interfaces (SV8)</a>	
<a href="#">IPSS-A Leaders Reference Guide</a>	
<a href="#">IPSS-A MPD Smartbook</a>	
<a href="#">IPSS-A PAID &amp; Intransit Grid</a>	
<a href="#">IPSS-A Self-Service Guide</a>	
<a href="#">IPSS-A Subcategory Infographics</a>	
<a href="#">IPSS-A TRA User Guide</a>	
<a href="#">MILPAY User Manual</a>	
<a href="#">MOBCOP Integration User Guide</a>	
<a href="#">Provider Group Reference Guide</a>	
<a href="#">RLAS Integration User Guide</a>	
<a href="#">SABIR Data Dictionary</a>	
<a href="#">SFARS Integration User Guide</a>	

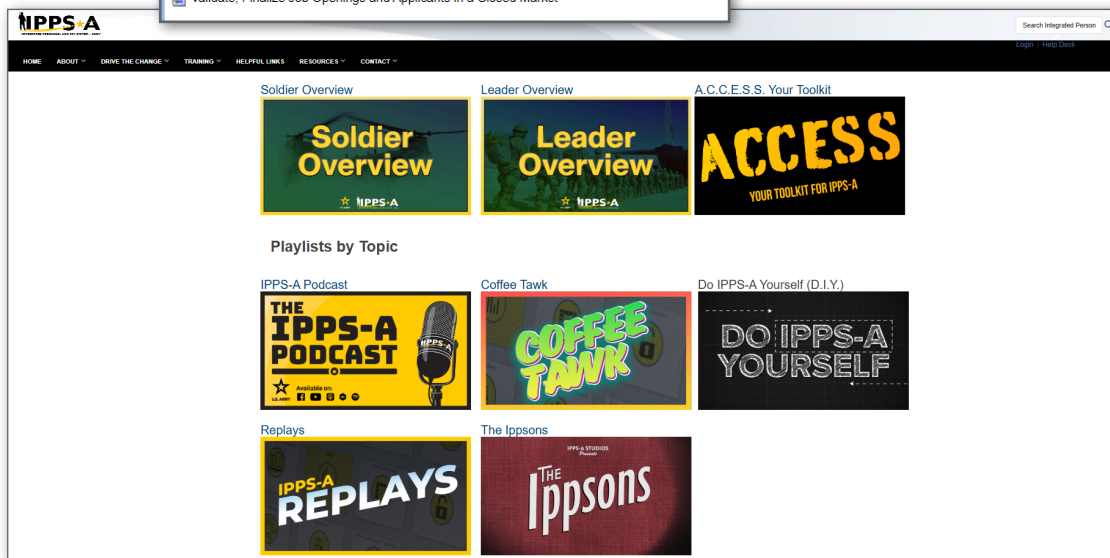


**MARKETPLACE**

Results for: **MARKETPLACE**

[View filtered outline](#)

- SS - Apply for a Job in the Open Market**
- SS - Search for Open Job Openings
- SS - Set Preferences for Jobs in a Closed Market
- Add a Job Opening ID and/or Position to a Marketplace in a Closed Market
- Add Eligible Applicants and Auto Create Job Openings in a Closed Market
- Create a Closed Market
- Create a Job Opening and Add KSBs
- Cancel a Job Opening
- Enter Unit Preferences in a Closed Market
- Link a Job Opening Using the Ad-hoc Eligibility Dashboard
- Modify a Job Opening
- Perform Mass Updates to Job Openings Using Marketplace Management in a Closed Market
- Prioritize Vacant Positions in a Closed Market
- Request to Add a Position to a Marketplace in a Closed Market
- Slate Applicants to Job Openings in a Closed Market
- Validate, Finalize Job Openings and Applicants in a Closed Market



**IPSS-A**

HOME ABOUT DRIVE THE CHANGE TRAINING HELPFUL LINKS RESOURCES CONTACT

Soldier Overview Leader Overview A.C.C.E.S.S. Your Toolkit

Playlists by Topic

IPSS-A Podcast Coffee Tawk Do IPSS-A Yourself (D.I.Y.)

Replays The Ippsons

### What roles and permissions are required?

#### Command Strength Manager


Designated personnel who can see all JOs within the command code of the current assignment, up to the row security level. The Command Strength Manager will have **WRITE** or **VIEW ONLY** access to complete the MER based on selection on the configuration page. This role will also allow access to complete Unit preference during the Marketplace window (up to the designated Row Level Security (ROWSECLASS)). Unit representatives should **NOT** have both Strength Manager and Hiring Official roles.

- IP\_HCMTM\_COMMAND\_STRENGTH\_MGR

#### Hiring Official

*The Hiring Official role can be given to anyone throughout the Command to conduct Member (Soldier) preference at the lowest level.* Hiring Officials will **NOT** have the ability to complete (write) Marketplace Fill (a.k.a. MER). Unit Representatives should **NOT** have both Strength Manager and Hiring Official roles. It is advised to designate these roles to the lowest levels to support Commanders at all levels participating in the preference process.

- IP\_HCMTM\_COMMAND\_HIRE\_OFFICIAL

 *NOTE: HR Professional is no longer a requirement to receive the Hiring Official role.*

#### For Unit Level to participate in Marketplace (including the MER)

- You must have one of the following SUBCATs:
  - HR Professional (HR Professional, SUBCAT)
  - Commander (Manager, SUBCAT)
  - Commander (Commander, SUBCAT)
- HR Professional (TM CLSD MARKET UNIT, SUBCAT)
- Key Entity Enabling Bundle (KEEB) approved

#### For TAM Unit Workcenter Access

- HR Professional (HR System Admin, SUBCAT)
- Prerequisite HR Professional, SUBCAT HR Professional
- IP\_HCMTM\_UNIT\_WC

#### For Members

There are no unique roles required. However, Members will only have permissions to Marketplace once identified as a mover on the distribution cycle.



## How do I market my Command?

The Posting Library is a feature where you can market your Command and post information relative to the position being advertised.

**Department Library:** Search by Unit Identification Code (UIC). If there are no search results, select "add new value." It is critical for Unit information to be posted; including contact information, group email box, mission and similar information.

**Position Library:** Search by position number. If there are no search results, select "add new value." Information about a specific position can be listed here (visible ONLY if the position is in the market). List pertinent information that describes the general duties, section and more.

Both libraries are accessible at any time to input information and remains published until it is deleted or withheld. Therefore, Unit personnel can input the information at anytime throughout the year, and the information will appear on the position posting details and Unit details from cycle to cycle until changed.

**Talent Management Workcenter**

- Soldier Talent Profile
  - Soldier Talent Profile Search
- Configuration
  - Position Posting Library
  - Department Posting Library

### Department Posting Library

**Find an Existing Value** ⊕ Add a New Value

▼ **Search Criteria**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches

Saved Searches Choose from saved searches

Search by: UIC begins with

▼ Show more options

Include History  Correct History

### Position Posting Library

**Find an Existing Value** ⊕ Add a New

▼ **Search Criteria**  
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Recent Searches Choose from recent searches

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Search by: Position Number begins with

▼ Show more options

Correct History

## How can I influence what Members fill my vacancies?

**Act early:** Get your team on board and make market processes a priority throughout the Command. Market your Unit and positions in the Posting Library, list contact information for your Unit, review applicants who have sent a match signal, interview interested applicants and show your interest in applicants (exchange communication and preference several times, if needed, before the market closes).

**Get Educated:** Engage with training materials, understand key event dates throughout the distribution cycle, communicate your intent and priorities to staff elements and attend virtual training sessions.

**Be Involved:** Get in the system to see what actions your staff are taking, validate Unit descriptions, position descriptions and Unit POC information blocks.

**Empower Others:** Allow your subordinate Units to contribute to Market Fill and the preference process. The hiring official role is intended to be shared amongst a Unit's hierarchy. This method enables each level of Command the ability to decide on priority, preference and selection of Members. Remember there are now VIEW only roles to help mitigate risk to system input.

**Follow Up:** After interviews with candidates, provide input to your hiring official and/or Unit HR Professional reference preference of applicants to establish a one-to-one match.



*NOTE: If you are a mover that is either in or out of the cycle, please direct any questions or concerns to your Unit's Strength Managers and/or HRC Talent Managers.*

Department Posting Library
Closed Marketplace
Marketplace Applicants
Marketplace Fill
Marketplace Management
Marketplace Applicant Review
Marketplace Unit Preferences
Slating

Marketplace Unit Preferences
<p><b>Instructions</b></p> <p>Marketplace Unit Preferences allows the Unit to indicate Interest and provide an Order of Merit List (OML) for Applicants associated to each applicable Job Opening.</p> <p>Please select a Job Opening from the prompts below. Clicking the Filter button will then display the a list of Applicants from which you can indicate Interest and OML.</p> <p>Indicate each Applicant that you are interested in by selecting the check box and provide a number rank order. There can be no duplicate numbers for the OML.</p>
<p><b>Filter Criteria</b></p> <p>Cycle <input type="text"/> <input type="button" value="Filter"/></p> <p>Market ID <input type="text"/></p>

## IPPS-A RESOURCES

- Website
- Training Aids
- R3 Resources
- User Manual (Chapters 10, 11, 32)