

Talent Marketplace

Your journey starts here

Billet Owner Checklist Review & Select a Volunteer

Login to MyVector

- Use only latest version of Google Chrome or Microsoft Edge
- Direct link: [U.S. Air Force - MyVector \(af.mil\)](https://www.my.af.mil/)
- Search via AF Portal: <https://www.my.af.mil/>
- Create an account if you do not have one

Click "Talent Marketplace" at the top right of the page

Click "Begin" button in the Billet Owner tile

Click "Special Assignments" tile

Click "Ready for Bidding" at the top right of the menu

- "Bid" means to select

Click the arrow (>) next to the position number to view the volunteers

- **Vols** – reflects number of volunteers for position
- **Bids** – reflects how many bids (volunteers selected) have been made for position
- **All blue hyperlinks are active**
 - [JOB ID](#): View the advertisement from applicant perspective
 - [PSN](#): View the advertisement build page
- **Suspense** – Bidding window set by the Assignment Team
 - If the date has expired, please contact your Assignment Team to extend

Click "Bid" to view applicants and corresponding attachments

- **Click the down arrow to expand each volunteer**
- **All blue hyperlinks are active**
 - [Rank, Last Name, First Name](#): View Career Data Brief, Duty History and PCARS
 - [Losing Commander Recommendation](#): View the recommendation comments
 - [Number of bids](#): If the vol has applied for multiple positions, this will reflect the number of current bids for them.
 - [Other Open Applications](#): If the vol has applied for multiple positions, this will reflect the number of current applications open and will display limited info for those positions.

- [Uploaded Documents](#): Will display the attachments the member submitted.
 - The system will not display any attachments submitted in an unaccepted format, such as Word documents, PDF portfolios or PDF with a “live” signature (i.e., evaluation downloaded directly from PRDA).

Click the Speech Bubble icon on the right side of the volunteer card to add comments specific to the volunteer

- Can only be seen by other billet owners assigned to that position and the owning assignment team.

Click the Person icon on the right side of the volunteer card to view personal data

- Same information available when clicking the blue hyperlink name

Click the green Thumbs Up icon to bid (select) volunteer

- There is no limit as to how many the system will allow you to select
- To unselect, click red “X”
- If more than 1 volunteer is selected, you can change the ranking order of the selectees by dragging and dropping the vol cards in the order desired. Or you can use your mouse to highlight the number in the left side of the card and type the number you wish to assign.
- The system does not mandate a selection. Coordinate with your Assignment Team if no selection is made.

FREQUENTLY ASKED QUESTIONS

1. Will I receive an email when a position is ready to bid?

- Yes. You will receive a system generated email at the end of the day, as well as a notification on your MyVector dashboard.

2. I am the primary Billet Owner, am I able to assign other Billet Owners?

- Yes. The primary Billet Owner will be the only person listed in the advertisement details for the field to view and contact. Multiple (alternate) Billet Owners may be added, such as the approval authority, or other members of the Assignment Team. All assigned Billet Owners have the same system rights as the Primary and will be able to create or edit the ad, as well as see all the applications once available.

3. Can a volunteer apply for the same position more than once?

- No. If the applicant must make corrections, they are required to *Withdraw* the application and submit the corrected version.

4. After I make a bid, can I change my mind?

- Yes. You can change your bid(s) for as long as the bidding window is open. The bidding window is set by the Assignment Team. Bidding window suspense will be annotated in the system notification, as well as on the "Ready for Bidding" screen under the "Advertised Billets" tile.

5. I am receiving a system error when I try to view or submit a bid, who do I contact?

- Please submit a trouble ticket in MyVector > Help > Submit Support Ticket

6. I am looking at a volunteer's record on Talent Marketplace and it appears some data is missing?

- This information is pulled over from the personnel system. For any questions, contact the volunteer based on the contact information provided in the application.

7. I am unable to open an attachment from the volunteer, what happened?

- The system will not allow PDF portfolio, PDF with active digital signatures, CSV files, Image files, Word documents or Excel documents. This is identified to the applicant on the application page and guide. For any questions, contact the volunteer based on the contact information provided in the application.

8. I see that a volunteer has # amount of bids, what does that mean?

- This means the volunteer has been bid on # amount of times on their current open applications. While as a Billet Owner you can see the positions they have applied for, you will not be able to view who bid on them and for which open positions.

9. A volunteer contacted me and said they submitted an application by close-out date listed, however they received an error that the ad had already closed?

- The close-out window is set at 2359 Universal Coordinated Time (UTC)/1959 Eastern Standard Time (EST). <https://timeanddate.com>

10. I do not want to select any of the applicants, what do I do?

- Do not click the "Thumbs Up" button to bid on the volunteer(s)
- Add comments in the "Comment Bubble" button to add non-selection remarks (seen by Assignment Team)
- Request Assignment Team to readvertise