



OPM HR
Solutions
USA Staffing®

USA Staffing Applicant List Workgroup

September 26th, 2023

Agenda



Recent Functionality Updates

Upcoming Functionality Updates

Default Settings

Open Questions



Testing...

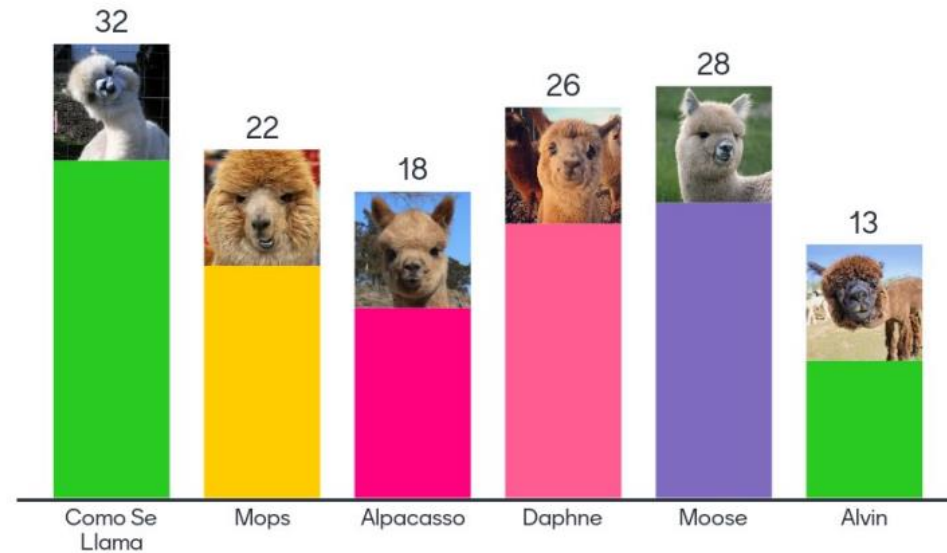
Happy Alpaca Day!

Did you know that while it is possible to have a single alpaca, it is not a pleasant existence for the animal?

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Which three Alpacas are you purchasing today?





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Recent Functionality Updates

Bold Eligibilities used as Certificate Filters

VACANCY 10166735

Vacancy 10166735

Assessment Package

Announcement

Applicant Overview

Certificates

Certificate: 20230925-PH-002

Certificate Number

20230925-PH-002

Issued

9/25/2023 10:26 EDT

Issued By

Stephanie Carter

Certificate Type

Ranking List

Status

Issued

Expiration Date

9/30/2023

Cancel Certificate

Applicant List

Certificate Information

Notes 0

History

Amend Certificate

Certificate Audit Complete

Applicant List (3)

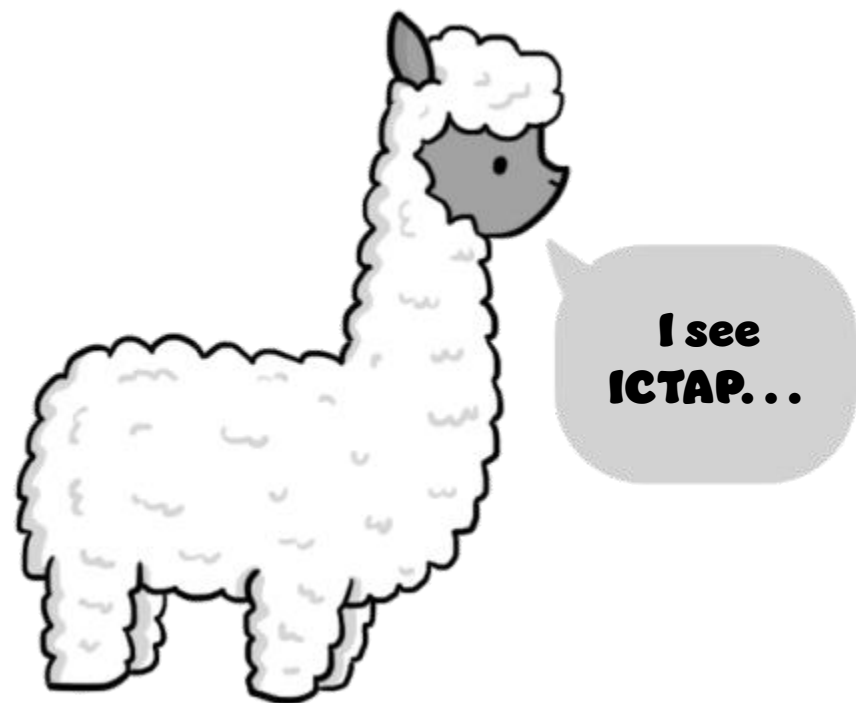
Filters: Alpacas Adorable Alpacas Farm, NJ 15 5048 Eligibles

Create Additional Requests Show Un-approved Requests Add Filters


		Name	Rating	Vet Pref	Audit Code	Return Status	Documents	Eligibility	Notes	Request Number	Date Certified	Flags
<input type="checkbox"/>	+	McFarmface, Farmer	97	TP - 5-point preference based on active duty in the U.S Armed Forces			1	Alpacas Llamas	1		9/25/2023	✓ 🚩 ⚠️ ☆
<input type="checkbox"/>	+	Peep, Bo	93	NV - No Preference Claimed			0	Alpacas Llamas	0		9/25/2023	🕒 🚩 ⚠️ ☆
<input type="checkbox"/>	+	Rancher, Jolly	98	NV - No Preference Claimed			0	Alpacas Llamas	0		9/25/2023	🕒 🚩 ⚠️ ☆

Number of applicants per page: 25

Display CTAP/ICTAP Well Qualified Score in Certificate and Stored List Details when used as a filter



Certificate Details

Rank By	Rating (exclude Veteran Points)
Priority Order	Priority Referrals, Compensable Veterans
CTAP/ICTAP Well Qualified Score	85.00
Refer Method	All
Order	Name
Tie Breaker	Random Number
Applicant List Name	Certificate 

Workload Management Assignments – Action Buttons

Vacancy 10166735

Assessment Package

Announcement

Applicant Overview

Assignment: Alpaca Assignment

+

Assignment Name

Owner

Assignment Due Date

Assignment Completion Progress

Applicant Review Status

Alpaca Assignment

Stephanie Carter

30 Sep 2023

0 out of 3 applicants reviewed

Incomplete

Notes 0

History

Override Rating

Remove All Overrides

Flag Toggle

Pin Toggle

Review Toggle

Assignment Review Toggle

Add Notes

Print

3 Applicant records on this page are selected - Select all Applicant records - Clear selected records

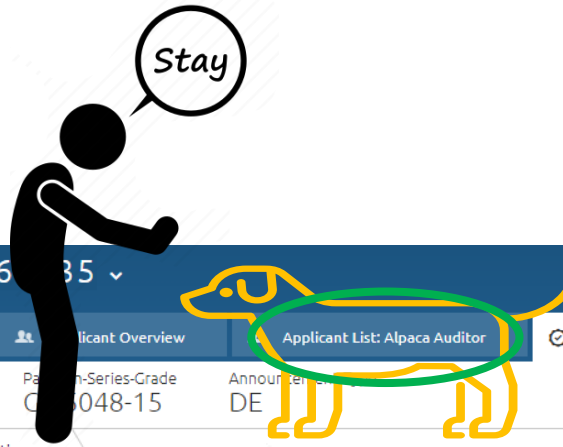
<input checked="" type="checkbox"/>	Name	Age	Rating	Vet Pref	RSC	Documents	Eligibility	Notes	App Received	
<input checked="" type="checkbox"/>	+ McFarmface, Farmer		97	TP	AC	1	Alpaca Llamas	1	8/14/2023 8:11 PM	
<input checked="" type="checkbox"/>	+ Peep, Bo		93	NV	AC	0	Alpaca Llamas	0	8/14/2023 8:11 PM	
<input checked="" type="checkbox"/>	+ Rancher, Jolly		98	NV	AC	0	Alpaca Llamas	0	8/14/2023 8:05 PM	

Number of applicants per page:

25



Saved List tab remains open after issuing a Certificate or Generating a Stored List



VACANCY 1016735

Vacancy 1016735 Applicant Overview Applicant List: Alpaca Auditor Certificates

USAJOBS Job Title: Alpaca Auditor Position Series-Grade: GS-048-15 Announcement: DE

Certificates (2)

All Grades All Certificate Types All Certificate Statuses Show Cancelled Certificates Certificate Number, Filters

<input type="checkbox"/>	Certificate Number	Certificate Type	Filters	Grade	Issued	Issued By	Reviews	Certificate Status	Audit Complete
<input type="checkbox"/>	20230925-PH-004	Ranking List	Locations: Adorable Alpacas Farm, NJ Series: 5408 Certification Status: Eligibles	15	9/25/2023	Stephanie Carter	Create Review	Issued	No
<input type="checkbox"/>	20230925-PH-001	Ranking List	Locations: Adorable Alpacas Farm, NJ Series: 5048 Certification Status: Eligibles	15	9/25/2023	Stephanie Carter	Create Review	Selection Made	Yes

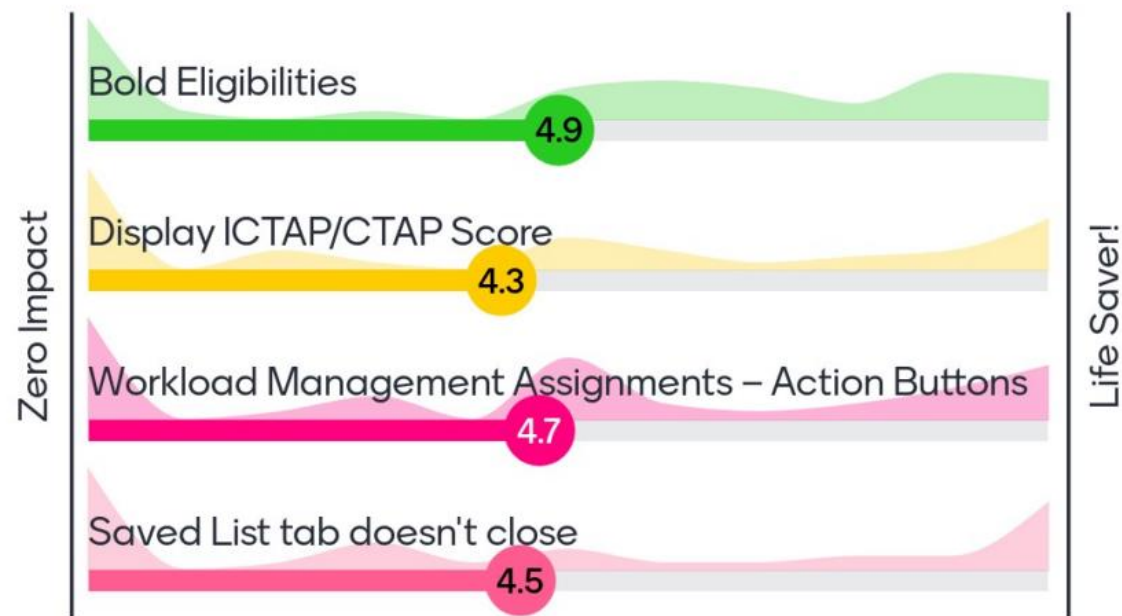


How much of an impact will these recently completed features have on your use of USAS?

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How much of an impact will these recently completed features have on your use of USAS?





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Upcoming Functionality Updates

Updates to Certificate Select All Functionality

Vacancy 10166735

Assessment Package

Announcement

Applicant Overview

Certificates

Reviews

Certificate: 20230925-PH-004

Certificate Number

20230925-PH-004

Issued

9/25/2023 10:44 EDT

Issued By

Stephanie Carter

Certificate Type

Ranking List

Status

Issued

Expiration Date

9/30/2023

Applicant List

Certificate Information

Notes 0

History

Amend Certificate

Certificate Audit Complete

Applicant List (3)

Filters: Adorable Alpaca Farm, NJ 15 Eligibles

Create Additional Requests

Non-approved Requests

Clear Filters

Audit Code

Return Status

Veterans Preference

Announcement Location

Applicant Name

First Name or Last Name

Clear

<input type="checkbox"/>		Name	Rating	Vet Pref	Audit Code	Return Status	Documents	Eligibility	Notes	Request Number	Date Certified	Flags
<input type="checkbox"/>	+	McFarmface, Farmer	97	TP - 5-point preference based on active duty in the U.S Armed Forces	Not Selected		1	Alpacas Llamas	1		9/25/2023	✓ 🚩 📌 ☆
<input type="checkbox"/>	+	Peep, Bo	93	NV - No Preference Claimed	Not Selected		0	Alpacas Llamas	0		9/25/2023	🕒 🚩 📌 ☆
<input type="checkbox"/>	+	Rancher, Jolly	98	NV - No Preference Claimed	Not Selected		0	Alpacas Llamas	0		9/25/2023	🕒 🚩 📌 ☆



Updates to Certificate Select All Functionality

Vacancy 10166735 | Assessment Package | Announcement | Applicant Overview | Certificates | Reviews | Certificate: 20230925-PH-004

Certificate Number: 20230925-PH-004 | Issued: 9/25/2023 10:44 EDT | Issued By: Stephanie Carter | Certificate Type: Ranking List | Status: Issued | Expiration Date: 9/30/2023

Applicant List | Certificate Information

Yay! Filters!

Filters: Auditable Alpacas Farm, NJ | 15 | 740 | Eligible

Amend Certificate | Certificate Audit Complete

Create Requests | Show Un-approved Requests

Audit Code | Return Status | Veterans Preference | Announcement Location | Applicant Name (First Name or Last Name)

Apply | Clear

<input type="checkbox"/>	Name	Position	Vet Pref	Audit Code	Return Status	Documents	Eligibility	Notes	Request Number	Date Certified	Flags
<input type="checkbox"/>	+ McFarmface, Farmer	97	TP - 5-point preference based on active duty in the U.S Armed Forces	Not Selected		1	Alpacas Llamas	1		9/25/2023	✓ 🚩 ⚡ ⭐
<input type="checkbox"/>	+ Peep, Bo	93	NV - No Preference Claimed	Not Selected		0	Alpacas Llamas	0		9/25/2023	🕒 🚩 ⚡ ⭐
<input type="checkbox"/>	+ Rancher, Jolly	98	NV - No Preference Claimed	Not Selected		0	Alpacas Llamas	0		9/25/2023	🕒 🚩 ⚡ ⭐



Updates to Certificate Select All Functionality

Vacancy 10166735Assessment PackageAnnouncementApplicant OverviewCertificatesReviewsCertificate: 20230925-PH-004

Certificate Number20230925-PH-004Issued9/25/2023 10:44 EDTIssued ByStephanie CarterCertificate TypeRanking ListStatusIssuedExpiration Date9/30/2023

Applicant ListCertificate Information

Applicant List (3)

Amend CertificateCertificate Audit Complete

Filters: Adorable Alpaca Farm, NJ157401Eligibles

Create Additional RequestsShow Un-approved RequestsAdd Filters

	Name	Rating	Vet Pref	Audit Code	Return Status	Documents	Eligibility	Notes	Request Number	Date Certified	Flags
<div>Select Applicants Without</div>											
<div>Audit Codes</div>											
<div>Return Status Codes</div>											
<input type="checkbox"/>	+ Peep, Bo	93	NV - No Preference Claimed	Not Selected		0	Alpacas Llamas	0		9/25/2023	👍🚩📌☆
<input type="checkbox"/>	+ Rancher, Jolly	98	NV - No Preference Claimed	Not Selected		0	Alpacas Llamas	0		9/25/2023	👍🚩📌☆

Number of applicants per page: 25

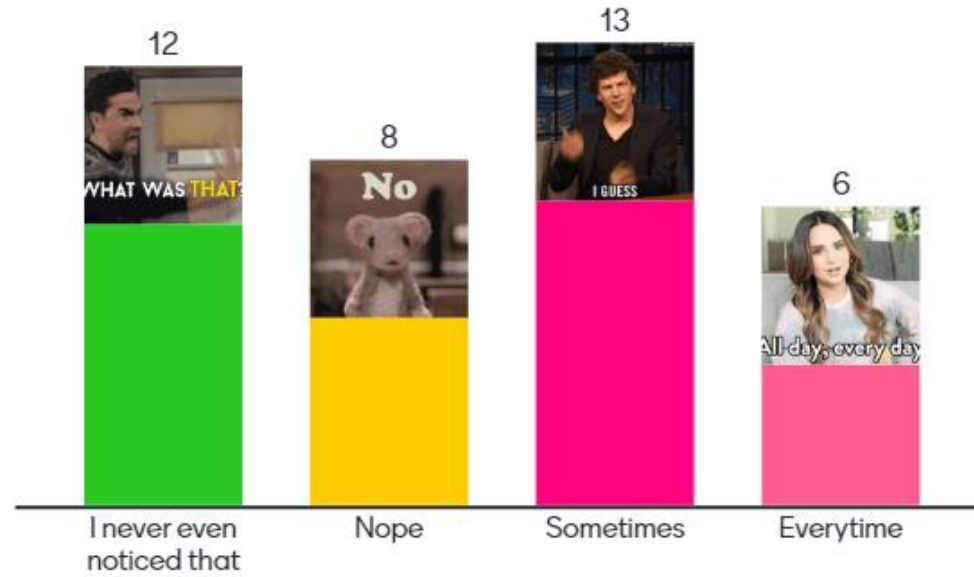


Are you using the select applicants
without... functionality?

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Are you using the "Select Applicants Without..." functionality?

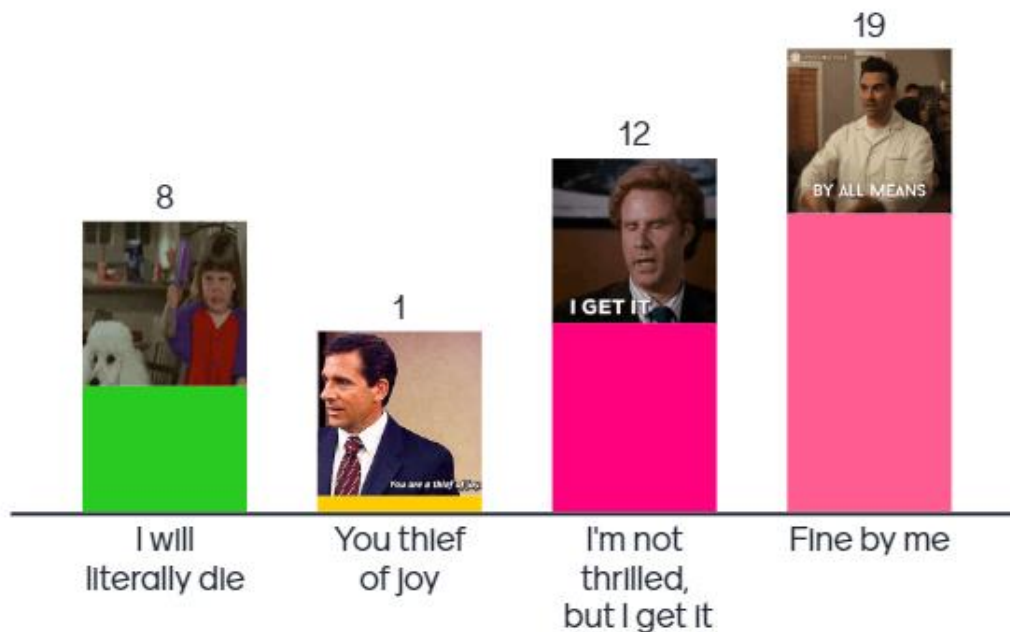


How would you feel if we removed
this functionality?

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How would you feel if we removed this functionality?



Updates to Certificate Select All Functionality

VACANCY 10166735 ▾

Vacancy 10166735

Assessment Package

Announcement

Applicant Overview

Certificates

Reviews

Certificate: 20230925-PH-004

Certificate Number

20230925-PH-004

Issued

9/25/2023 10:44 EDT

Issued By

Stephanie Carter

Certificate Type

Ranking List

Status

Selection Made

Expiration Date

9/30/2023

Applicant List

Certificate Information

Notes 0

History

Amend Certificate

Certificate Audit Complete

Applicant List (1)

Filters: Adorable Alpaca Farm, NJ 15 7401 Eligibles

Create Additional Requests

Show Un-approved Requests

Audit

Send Notifications

Add Notes

Print

Set Return Status

Clear Filters

Audit Code

Return Status

Veterans Preference

Announcement Location

Applicant Name

✖ Selected

First Name or Last Name

Apply

Clear

1 Applicant records on this page are selected - Select all 3 Applicant records - Clear selected records

<input checked="" type="checkbox"/>	Name	Rating	Vet Pref	Audit Code	Return Status	Documents	Eligibility	Notes	Request Number	Date Certified	Flags
<input checked="" type="checkbox"/>	+ McFarmface, Farmer	97	TP - 5-point preference based on active duty in the U.S Armed Forces	Selected	Available	1 ▾	Alpacas Llamas	1 ▾		9/25/2023	✓ 🚩 📌 ☆

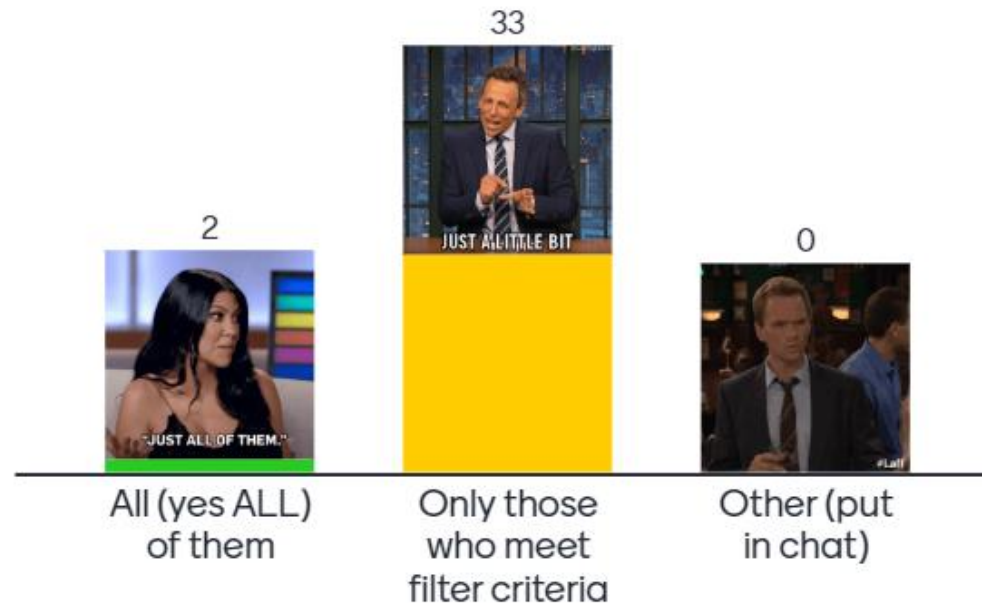


What applicants would you expect it to “select” when filters are applied?

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What applicants would you expect it to “select” when filters are applied?



Default Settings, an overview

- 81 out of 161 agencies have defaults set up for their Certificates to automatically expire (561 out of 1589 offices)
- 20 out of 161 agencies have defaults set up for the CTAP/ICTAP Well qualified score (73 out of 1589 offices)
- 17 out of 161 agencies have defaults set up to retain saved lists (126 out of 1589 offices)
- No agencies have defaults set up for candidate inventory - application sharing



What's stopping your agency from
using more of the default settings
available?

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If you aren't using default settings, why not?

18 responses

N/A

It's hard to keep up with because we have so many offices. It takes forever to update for all of our offices and we don't have time.

Admin didn't set them up for us

Some agencies outside of Title 5 don't use CTAP/ICTAP. Ours doesn't.

I'm not sure

Our agency uses the default settings.

Didn't know these were not being used.

Not sure

Do not know

We use some of the default settings. I'm not an admin, so not sure why we don't for others.

I'm not the admin, and the admin already had the defaults established when I joined my office

My agency does not have defaults set up.

I didn't know they were there. And my agency likes to kill happiness every chance they get.

Did not understand the candidate inventory feature

Too many offices to set up

We use default settings for certificates expiring. We are an excepted service agency. We are not required to place ICTAP/CTAP..

For the CTAP/ICTAP, setting the default would make users forget to update that default in situations where our policy dictates that we should adjust it. That can cause problems.

Our office doesn't use them consistently and defaulting them would cause users to skip and they might be wrong



As we all return to some degree of meaningful in person work, the USA Staffing team is committed to in-person research. Please let us know if you are interested in having the Applicant List team visit. Please note your location whether you have Wi-Fi and conference room space available.

Al-pac-a bag now!

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Any questions?
Stephanie.Colon@opm.gov

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