USA Staffing

Stage Release Notes

Release 10.6 June 10, 2019

Introduction

OPM employs agile IT development techniques in the development and maintenance of the USA Staffing system. This means we have the ability to update priorities through frequent, iterative releases based on changes in the hiring landscape or the identified needs of the collective customer base.

The USA Staffing Release Notes provide an overview of the most recent functionality deployed to the USA Staffing Stage and Production environments.

To learn more about features that already exist in USA Staffing and to review the upcoming release schedule for the USA Staffing Stage and Production environments, please visit USA Staffing Resource Center.

Completed System Functionality

The items outlined in this section include newly added functionality in the USA Staffing. Examples of functionality found in this section can range from corrected issues within the system, changes that enhance the system's performance, enhancements made to the user experience specific to existing features based on feedback received, or new functionality that improves the system's already robust set of capabilities. As you review this section, you may see the following icon ✅ which designates the completion of feature that was previously identified in the Feature Backlog & Glossary on the USA Staffing Resource Center.

Table of Contents

Staffing Functionality

System Navigation

- Users with the appropriate permission can now view and access the Manage Position Descriptions page from the Classification link on the top navigation bar. The Position Description will be presented as the primary entity within the Classification area similar to Vacancy within the Staffing area.

Dashboard

Requests

- For the *Position Title* column, in addition to the Position Title being displayed, users can hover over the title to see the position's Pay Plan, Series, and Grade(s).

Request

- When a request is returned for clarification, the user who submitted the request will be copied in the notification email along with the user indicated in the *Requestor* field. This way both users are notified for appropriate action.

Vacancy

- Users can now add documents included within a Review to the Case File page by clicking the Add from USA Staffing button.

- Users now have the option to assign an eligibility item bundle by clicking the *Assign Bundle* button on the Eligibilities page. This button will only display when there is at least one bundle available in the vacancy's office. Users can apply one bundle at a time. When a bundled is applied, all eligibilities included in that bundle are checked under the *Accept* column and the page is automatically saved. After a bundle is applied, eligibilities can be unchecked as accepted if necessary. This new bundling functionality is explained in the Administrative Functionality section below. ✅

Announcement

- Users now have the option to assign an announcement items bundle by clicking the *Bundle* option under the Eligibilities, Preferences, and Custom sections of the Announcement Questionnaire page. This button will only display when there is at least one bundle available in the vacancy's office. Users can apply one bundle at a time. When a bundled is applied, all announcement items included in that bundle are added to the announcement questionnaire. After a bundle is applied, items can be removed or edited as needed in the same way as nonbundled items. This new bundling functionality is explained in the Administrative Functionality section below. ✅

Assessment Package

- Users no longer have the option to add external (USA Hire) assessments to vacancies designated as Interdisciplinary.

Applicant Overview

Applicant Record

- The following NOR messages have been added/modified:

Code	Definition	Message
ELER	Eligible; not best qualified as rated by SME panel	You are tentatively eligible for this series/grade combination. However, your resume has been reviewed by a subject matter expert and/or a panel of subject matter experts, and it has been determined that you are not among the group of best qualified candidates. Therefore, your resume has not been sent to the selecting official for consideration at this time.
IFPC	Missing FAA Pilot Certification or military rating	You were not considered for this position because you did not provide documentation of your current Federal Aviation Administration Pilot Certification or appropriate military rating as specified in the announcement.
IQFT	Lacks flight test pilot requirements	You were not considered for this position because your application does not show that you meet the requirements for this flight test pilot position. You did not complete a flight test course such as a military flight test school or the Federal Aviation Administration flight test pilot course, OR you do not possess at least one year of experience either flight testing aircraft for engineering approval (civilian or military) or analyzing aircraft performance data.
IQEM	Lacks EMT certification	You were not considered because your application does not show that you possess the required Emergency Medical Technician certification as specified in the announcement.
IOFI	Lacks FAA Certified Flight Instructor certificates	You were not considered for this position because you do not possess the required Federal Aviation Administration Certified Flight Instructor Certificate or equivalent military rating for Airplane with instrument and/or Rotorcraft Helicopter with instrument.

Applicant List

- Added further Ranking List Order options to allow users to sort applicants by application date. When ordering applicants by application date, users may choose to order applicants based on *Original Submission Date* or *Latest Submission Date*. Applicants will be listed in ascending order (oldest applications first). **Note:** When one of these application dates is used for ordering, the App Received column will update to display either the *Original Submission Date* or the *Latest Submission Date* as appropriate.

Certificates

- HR Users with Issue Certificate permission can cancel certificates issued in error or issued with inaccurate filtering criteria. Any certificate that is not audited and is not included in active reviews will have a *Cancel Certificate*

button on the top right of the Applicant List page. Users can uncancel a certificate at any time. All changes are captured in History. Note: Cancelled certificates will be automatically filtered from the Certificates page, but will be visible with a Cancelled indicator if a user selects *Show Cancelled Certificates*.

Onboarding Functionality

New Hire Record

- Once a new hire elects to accept an offer (or invitation) and successfully links to their USAJOBS account via login.gov, the email address the new hire used to accept the offer will now display on the Overview page along with the date and time of acceptance.

- After Onboarding users send a Tentative or Official Offer to the new hire, they will be able to see the following information in the Summary section of the Onboarding Information page.

  - o If the New Hire responds with *Request to be Contacted*, users will see *Request to be Contacted* along with the date and comments beside the offer type. For example, ✦ Tentative Offer:

      Request to be contacted: 6/27/2018   Reason:
      I have additional questions.

    - ✦ Official Offer:
      Request to be contacted: 6/28/2018

      Reason: I would like to discuss the location.

Forms

- Added the following forms for use in USA Staffing:

  - o   CBP ICE PREA, NCUA EDF, USDA FSA 586, USDA RD 701-60R •   Updated the following forms currently in use in USA Staffing:

  - o   NCCUA CCRR-1

Hiring Manager Functionality

- Added the following optional fields to the *Position Settings* section of the Hiring Action Details: o Is drug testing required? o Is financial disclosure required? o Is this a Bargaining Unit Position?

  - o   Is relocation authorized? o Is this position telework eligible?

  - o   Position Sensitivity and Risk – When indicated, the system will display the following associated field: ✦ Trust Determination Process

- Made the selection of Locations within a Request consistent with the HR users' interface. HM users can now start typing a City, Zip Code, Country, or Location Code and the system will auto-populate a list of potential matches for selection.

Administrative Functionality

Permissions

- The Edit Request Status permission is now considered an unpaid function and this unpaid permission has been added for the Onboarding user type.

- Users can now create a custom *Announcement Number Format* in the Announcement Default Settings page. Users can add up to five format options to generate a custom Announcement Number for the selected Office. When no custom format is specified for an office, the standard system format will apply.

  - Format options include:

    - Announcement Type
    - Calendar Year
    - Fiscal Year
    - Internal Customer Name
    - Office Code
    - User Initials
    - Vacancy Number o Note: Each Announcement Number should be unique (including the Vacancy Number is highly recommended to ensure uniqueness). USAJOBS limits Announcement Numbers to 27 characters, including dashes. If the custom announcement number generated exceeds the USAJOBS limit, users will not be able to save the announcement until the format meets this limit.

- Added a permission titled *Verify New Hire Arrived For First Day of Duty* for Human Resources and Onboarding user types. This will help administrators better manage which users can edit this task.

  - This permission has been enabled for the following system-level HR user permission profiles: ✦ Onboarding Only User

    - Standard HR User
    - Office Administrator o This permission has been enabled for the following system-level Onboarding user permission profile:

    - Standard Onboarding User

Announcement Items Library

- Added the ability to bundle announcement items. Users can add multiple items to a bundle by clicking the *Manage Bundles* button on the Announcement Items Library page, selecting the items they want to include, and clicking *Create Bundle*. Within the Mange Bundles layover, users can then assign the bundle to an Owning Office, add tags for easy filtering, and add items selected from the library. Bundles can be edited at any time. Also, bundles or items within a bundle can be deleted if necessary. Announcements using a deleted bundle will retain the announcement questionnaire items even after the bundle or an item within a bundle has been deleted.

Eligibilities Library

- Added the ability to bundle eligibilities. Users can add multiple eligibilities to a bundle by clicking the *Manage Bundles* button on the Eligibility Library page, selecting the eligibilities they want to include, and clicking *Create Bundle*. Within the Mange Bundles layover, users can then assign the bundle to an Owning Office, add tags for easy filtering, and add eligibilities selected from the library. Bundles can be edited at any time. Also, bundles or eligibilities within a bundle can be deleted if necessary. Vacancies using a deleted bundle will retain the eligibilities even after the bundle or an eligibility within a bundle has been deleted.

Workflows

- Added the ability to reorder tasks within a workflow. **Note:** Reordering tasks does not affect the order they display once the tasks in the workflow are assigned. The tasks will continue to display in new hire records based on the Due Date assigned according to the task rules set in the workflow.

Reporting and Analytics

- Reporting and analytics enhancements can be reviewed in the Release Notes section of the Reporting and Analytics page on the USA Staffing Resource Center.