USA Staffing®

The meeting will begin shortly.

New Hire/Onboarding Demonstration

April 14, 2020

Created by the USA Staffing Program Office

Agenda

- **Welcome and Introductions**
- **Onboarding**
  - System demonstration
  - Implementation Process Overview
- **Q&A**
- **Next Steps**

Onboarding

- Provides basis for **process standardization** for an organization via **customizable tasks and workflows**

- USA Staffing uses task management to **collaboratively engage multiple users** across functions to be involved in the overall staffing and onboarding process.

- **New hires can complete a wide-array of tasks in USA Staffing:** Forms completion, signature and submission, Document upload, and General task completion, reporting, and date capture using a shared **USAJOBS single sign-on**

- **Over 300 forms are available** including State Tax, Standard and Optional forms, and Agency Specific forms

- **Automatically and electronically transmit** application and onboarding documents to the EHRI eOPF system

- **Access to high quality hiring data through Cognos** including new hire and time to hire data via standard and custom reporting

USA Staffing
New Hire/Onboarding Live Demo

Implementation Overview

1. Complete New Hire/Onboarding training module (implementation team)

2. Review USA Staffing Onboarding Implementation Guide (implementation team)

3. Complete eOPF Certification

4. Submit custom forms for development

5. Completes Form Configurations Template

6. Agency Administrators create workflows and notification templates in Stage & Production

7. End users complete Onboarding training module before Go Live date

Questions?

Next Steps

❑ **Complete the New Hire (Onboarding) Online Training Module** https://usastaffing.golearnportal.org/portal.php

❑ **Review USA Staffing Onboarding Implementation Guide** https://help.usastaffing.gov/USASUpgResCtr/images/c/c2/FINAL_USA_Staffing_Onboarding_Feature_Implementation_Guide_061919.pdf

Let's Keep Talking

Thank you for joining us today! For additional information, please contact your Account Manager. We are your trusted partner in meeting your Federal hiring goals.

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