



USA Staffing®

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USA Staffing Stage Release Notes

Release 12.8

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OPM HR SOLUTIONS
by government, for government

U.S. Office of Personnel Management
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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 the [USA Staffing Resource Center](#).

Completed System Functionality

The items outlined in this section include newly added functionality in the USA Staffing system. 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 a feature that was previously identified in the Feature Backlog & Glossary on the [USA Staffing Resource Center](#).

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Staffing Functionality

Assessment Package

Assessment

- The following usability improvements have been incorporated on the Test Plan page:
 - Added a scrollbar to the list of individual items so test responses can be viewed when selecting an item towards the bottom of a longer list.
 - Disabled autocomplete for the *Response* textbox.
 - Once an ELTE scenario is saved, both the Final Rating and Raw Score will be displayed in the *Actual Rating* field.
 - Included an *Add Expected Outcome* button when there are available rating combinations not included in the test plan.

Reviews

- Updated the highlight color contrast for tracked changes (deleted and added text) made within Reviews. This change will be visible by both HM and HR users and will apply to all review types.

Applicant Overview

- The system will automatically update the *USAJOBS Job Status* to Hiring complete on the Applicant Overview page when an HR user updates the *Vacancy Status* to Expired in a vacancy with an open or closed announcement. This system update will be captured in History.

Applicant Record

- Suppressed the *Claimed* and *Adjudicated Veterans' Preference* fields on the Eligibilities and Ratings page within the applicant record when the *Do not collect Veterans' Preference for this application* vacancy setting is enabled. The following message will be displayed instead: "Veterans' preference information is not collected."

Applicant List

- Made the following usability improvements to the *Assessment Filter* on the Applicant List:
 - Added a *Select a battery* field when an HR user creates an applicant list using the Assessment Filter in a vacancy with one or more external assessments.
 - Users can now enter a cutpoint with up to 2 decimal points (between 70.00 and 100.00) in the *Enter cutpoint* field.

Onboarding Functionality

New Hire

- Users with Batch Verify New Hire Arrived and Verify New Hire Arrived permissions will receive the following warning message if they enter a *Completion Date* prior to the *Hiring Need Validated Date*: "Enter a Completion Date that is on or after the Hiring Need Validated Date associated with the request. If appropriate, navigate to the request to modify the Hiring Need Validated Date."
- Added the ability for HR Users with Delete [New Hires] Document permission to delete HR uploaded documents that failed to process. This will help prevent failed documents from being transmitted to eOPF. **Note:** This functionality will be available in a future release for new hires.
- Added the following forms in USA Staffing:
 - SEC Authorization for Release of Credit Information
 - SEC Fingerprint Privacy Act Advisement
 - SEC Non-Disclosure Agreement (Student Intern)
 - Treasury Employee Address
 - Treasury Veterans Data

Hiring Manager Functionality

- No updates.

Administrative Functionality

Customers

- Added an *Agency Logo* hyperlink next to the *CPDF Agency* field when creating and editing customers. This link allows users to preview the CPDF agency branding logo associated with a particular customer (which currently displays in the Online Application and Onboard Interface). If the selected CPDF Agency does not have a branding logo on file, the text *No Agency Logo* will display instead of the *Agency Logo* hyperlink. Please contact your USA Staffing Account Manager if you need to update the logo image on file for your CPDF Agency Code. **Note:** Functionality to include this logo in notification templates will be included in a future release.

Announcement Default Settings

- Added a section titled *Internal Contact*. The *Internal Contact* will default to the user who approved the request. Users have the option to toggle off the *Default to request approver* setting to leave the *Internal Contact* blank for users to select at the announcement level. This field will continue to be required for the announcement to be released to USAJOBS. All changes made are captured in History.
- Updated the *Questions About This Job* (external contact) section to include the following changes:
 - Added a *Default to request approver* toggle. This setting will be enabled by default for new offices created. The *Questions about This Job* contact will default to the user who approved the request. Users have the option to toggle off the *Default to request approver* setting to leave the *Questions About This Job* contact blank for users to select at the announcement level. This field will continue to be required for the announcement to be released to USAJOBS. All changes made are captured in History.
 - If a contact is already selected from the library in this section, the *Default to request approver* toggle will be disabled.
 - Users will have the option to edit a previously selected contact via the edit icon or clear the selected contact via the trash icon.

Classification Functionality

- Added the following columns on the Manage Position Descriptions page list for improved search/filtering:
 - Status (Draft or Published)
 - Last Modified Date
- Relabeled the *Archive* button and terminology within the Position Description area to *Retire* for consistency across other areas of the system. The archive/retire functionality remains the same.

USA Hire Functionality

- Added the following validations when releasing a USA Hire Hold set for a Defined Assessment Type:
 - Custom assessment window has been set – Users will not be allowed to release the hold if they have not set a custom assessment window for the subsequent assessment orders.
 - Assessment window start date is less than or equal to today's date – The following message will be presented if this condition is not met: "Assessment Window Start Date cannot be a future date. You must update the USA Hire Assessment Window to have the start date be no later than today's date before removing the USA Hire hold."
 - Assessment window end date is greater or equal to today's date + 2 calendar days – The following message will be presented if this condition is not met: "Assessment Window End Date must be greater

than 2 days from today's date. You must update the USA Hire Assessment Window to give applicants at least two days to complete USA Hire assessments before removing the USA Hire hold."

- When using an external assessment in combination with one or more technical assessment questionnaires for rating, once the announcement closes within the external assessment testing window, the system will calculate the applicant's final rating as soon as the complete USA Hire scores are received.
- When using an external assessment in combination with either an Assessment Questionnaire or a Manual Assessment for rating, when an applicant completes their USA Hire assessment(s) and the USA Hire scores are received, the system will calculate the applicant's transmuted scores for the USA Hire component assessments once the USA Hire scores are accepted.



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](#).