USA Staffing

Small Agency User Group Meeting

February 20, 2020

Created by the OPM Federal Staffing Center

Agenda

- **Introductions**

- **SAUG Purpose**

- **PIV/CAC Enforcement**

- **Survey Results**

- **Facilitated Assessment Discussion**

- **Cognos Reports**

  - **Recruitment Milestone Report**

- **Did you know…?**

  - **Help Center**

- **Upcoming Events**

- **Questions**

Introductions

- **Please share your:**

- **Name**
- **Agency**
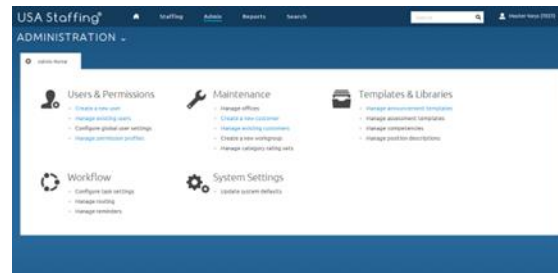- **Experience or Role with USA Staffing**

SAUG Purpose

The USA Staffing Small Agency User Group:

➢ Facilitates two-way communication between the USA Staffing Program Office and small agency customers around system functionality, customer priorities, and user support.

➢ Provides small agencies with a forum to collaborate on best practices and lessons learned

➢ Encourages networking among small agency users

Regular meetings   **System Functionality**   **Q/A Sessions**

Personal Identity Verification (PIV/CAC) Login Enforcement

- USA Staffing is required to enforce two-factor (PIV/CAC) login for HR, Hiring Manager, and Onboarding Users and only permit username/password login by exception.

- PIV/CAC Login enforcement is set at the email extension (@nara.gov, @fec.gov, etc.) level

- PIV/CAC card login enforcement has been implemented for six small agencies; ABMC, FRTIB, NARA, SBA, SEC, and STB.

- The remaining small agencies will have PIV/CAC card login enforcement enabled **Monday, March 9, 2020**

.gov and .mil
Email Address Enforcement

- USA Staffing is required to only allow HR, Hiring Manager, and Onboarding Users with a **.gov or .mil email address.**

- As a reminder, be sure to only create USA Staffing accounts using agency-issued work email addresses. Contractors must also have .gov or .mil email accounts to access USA Staffing.

> If USA Staffing users in your agency do not have a .gov or .mil email, please request an exception through your Account Manager.

OPM.GOV

SAUG Survey Results
Katherine Heller

Select the area(s) of USA Staffing you most commonly use.
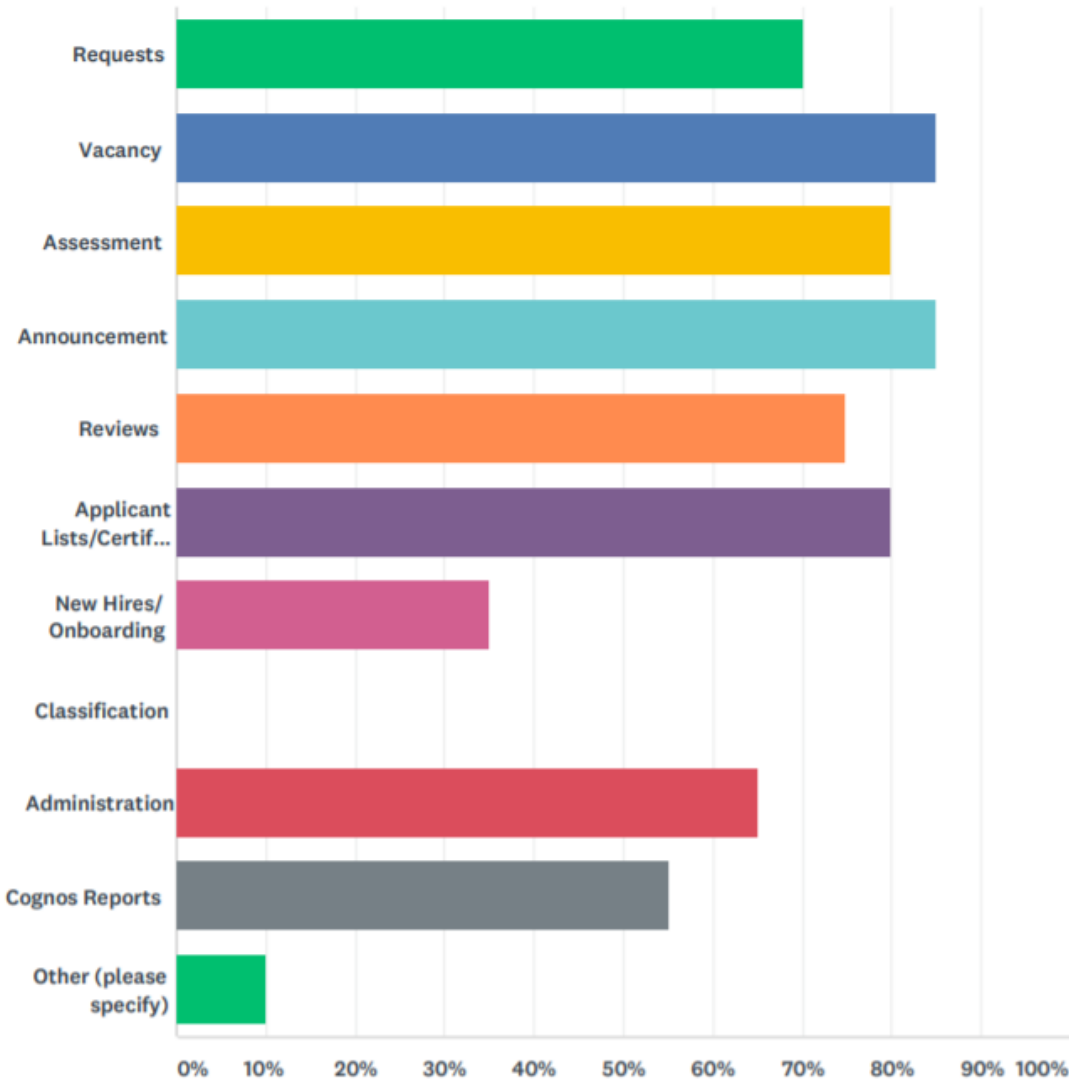
"Other" responses:

- Stage
- Templates

Which area(s) of USA Staffing do you currently find most challenging?
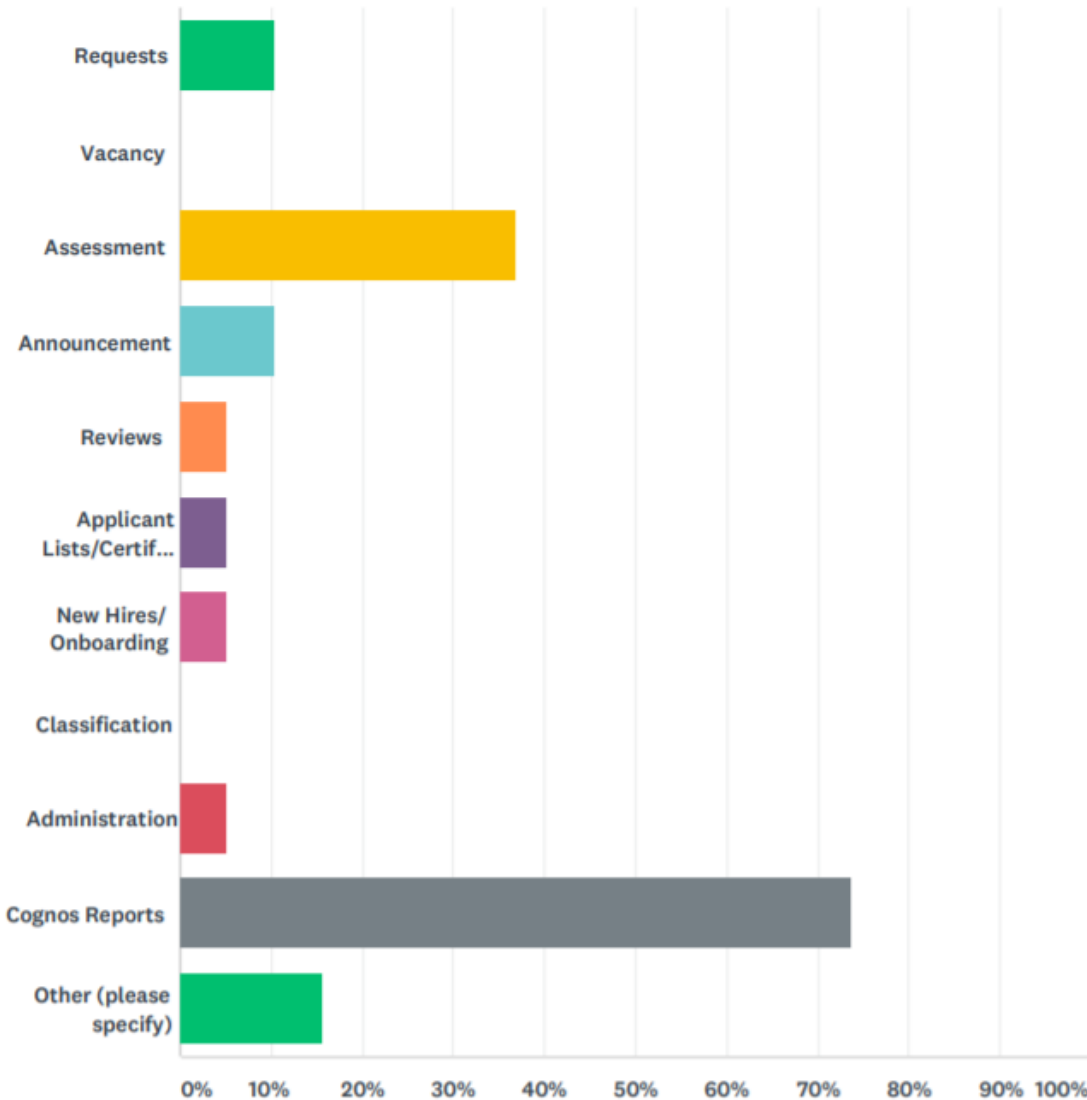
"Other" responses:

- Notifications
- Templates

Based on your response(s) to the previous question, what do you think would be the most helpful for you?
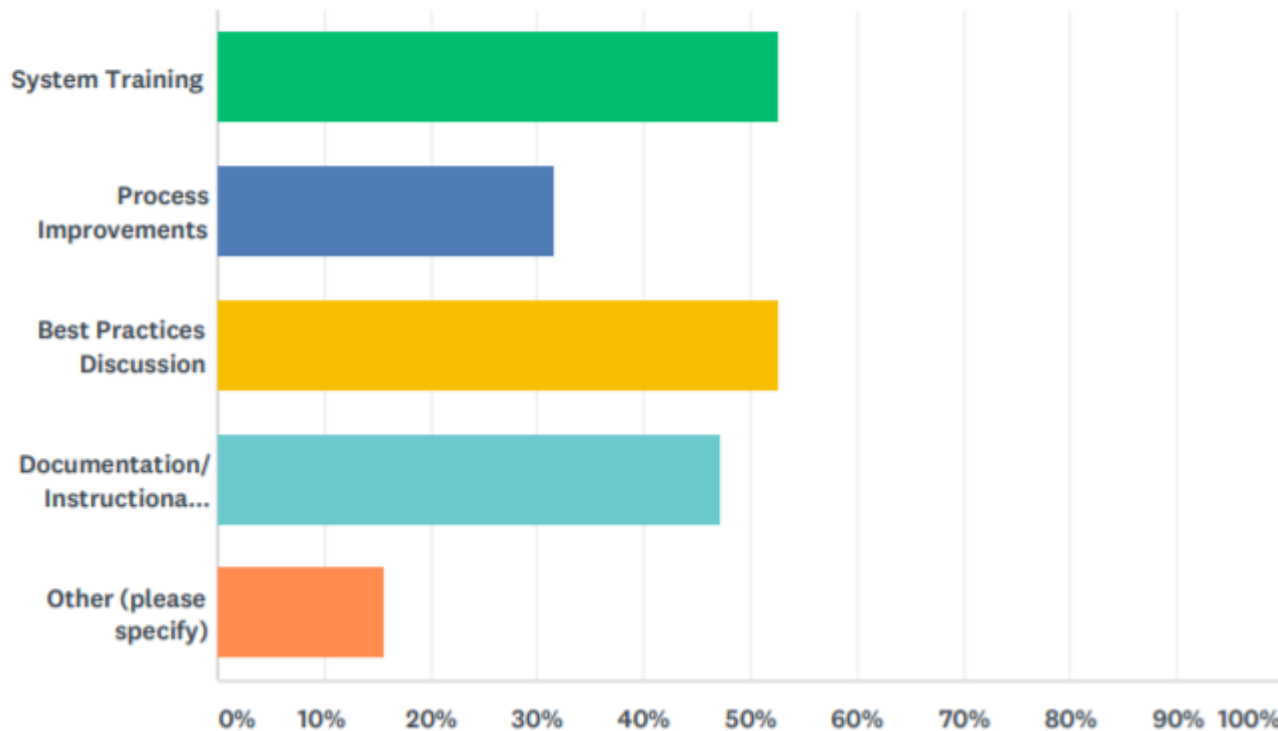
"Other" responses:

- In-person Training

When considering how to expand your use of USA Staffing, which feature(s) comes to mind?

Horizontal bar chart with the following categories and approximate percentages:

Feature	Percentage
Competency Network and/...	~58%
Classification and/or PD...	~58%
Onboarding	~21%
Panel Reviews	~31%
Dashboard Tiles (Reque...	~10%
System Interconnect...	~42%
Reporting and Analytics	~73%
Other (specify)	~0%

X-axis: 0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%
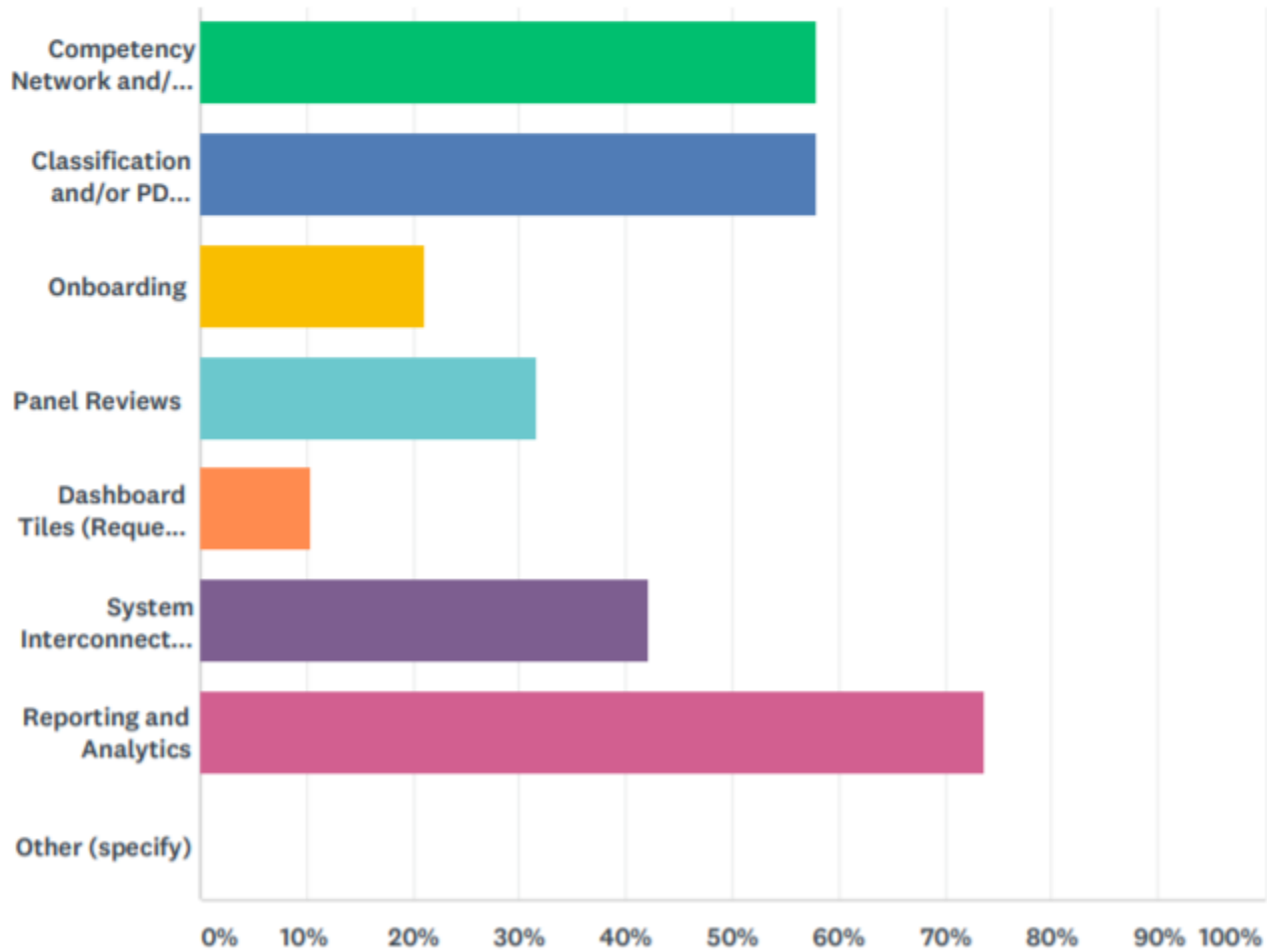
If there is one thing in the system you find difficult or cumbersome to use when completing your work, please share it below.

- Assessments
- Building Assessments
- Reordering Custom Assessment Responses
- Manual Assessment Input
- Reports (2)
- Cognos (2)
- Cognos Custom Reports

- Changes to areas of the system that have existing templates
- Notifications
- Tasks
- Locked Request (Note: possible updates being considered)
- Error Messages (?)
- Interconnections
- ~~Copy Announcement~~

Assessment Discussion
Katherine Heller

Assessment Package

- Job Analysis
- Assessment Plan
- Categories (if applicable)
- Test Plan
- Rating Combinations
- Documents
- Notes

- Ability to bring in a Template
- Ability to save as a Template
- Ability to create a Competency Network

Assessment Plan

- Assessment Information
  - Rating and Scoring Settings
    - Competency vs Item vs Response level scoring
- Competencies
  - https://www.opm.gov/policy-data-oversight/assessment-and-selection/competencies/mosaic-studies-competencies.pdf
- Assessment Questionnaire
  - https://www.opm.gov/policy-data-oversight/assessment-and-selection/occupational-questionnaires/
- Screen-Out Criteria
  - https://www.youtube.com/watch?v=up8fwjKHiV4&feature=youtu.be
- Rating Criteria
  - https://www.youtube.com/watch?v=rQq9KT_Eb9I&feature=youtu.be

- Ability to export Questionnaire as Text or PDF

Assessment Best Practice Online Module

https://usastaffing.golearnportal.org/portal.php

USA Staffing®
Great Government Starts Here®

USA Staffing Online Training Courses Portal

Login

Email: _____

Password: _____

First Time Users:

Enter your e-mail address and the initial password provided by your system administrator. You will be re-directed to the registration page to establish your account and create a customized password.

Advanced USA Staffing Training Courses

Best Practices in Assessment Questionnaire Development. This course provides you with the knowledge and hands-on experience required to develop and review quality assessment questionnaires. The expected time commitment is seven and a half hours. Once you have completed every lesson you must pass a scored test in order to receive your certificate. **Prior supervisor approval should be granted before taking this course.**

OPM.GOV

Cognos Reports and
Recruitment Milestone Report
Avis Fisher

System Demo

USA Staffing Help Center
Edwin Torres

System Demo

USA Staffing Upcoming Events

March

March 4: Cognos Production Release

March 7: USA Staffing Production Release

March 11: Cognos Stage Release

March 13: USA Staffing Stage Release

March 17-18: Mixed Agency User Training

March 18: Cognos Production Release

March 25: Cognos Stage Release

April

April 1: Cognos Production Release

April 4: USA Staffing Production Release

April 8: Cognos Stage Release

April 10: USA Staffing Stage Release

April 14-15: Mixed Agency User Training

April 15: Cognos Production Release

April 22: Cognos Stage Release

April 29: Cognos Production Release

Next SAUG: May 2020!

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.

Avis Fisher

Account Manager

Avis.Fisher@opm.gov

Katherine Heller

Account Manager

Katherine.Heller@opm.gov

Edwin Torres

Account Manager

Edwin.Torres@opm.gov

Priyanka Patel

Account Manager

Priyanka.Patel@opm.gov

Please take our Survey!

What is Important to you?

This is _your_ Small Agency User Group!