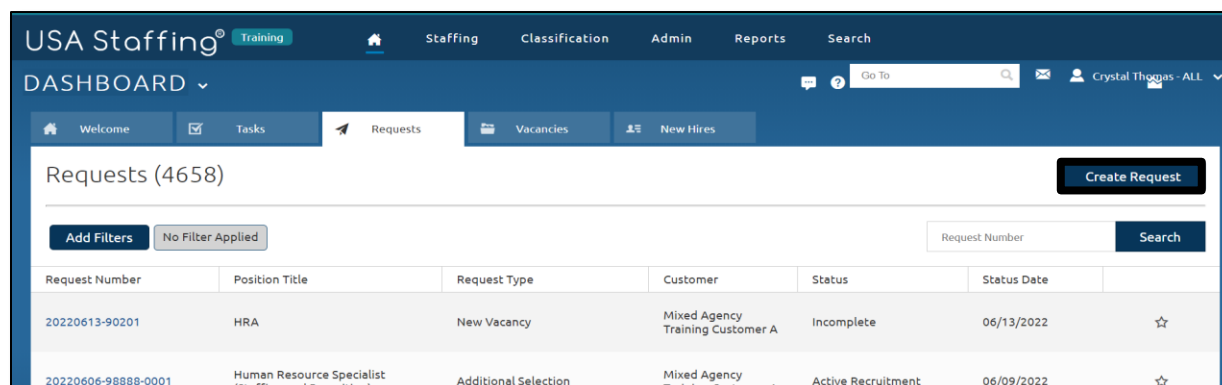


Practice Exercise

Using USA Hire with a Job Opportunity Announcement

Creating the Request

1. Click the **Create Request** button on the **Requests** tab of your dashboard.



2. Complete the **Request information** page.
 - a. Type or **Generate a Request Number**.
 - b. Select a **Requesting Customer** from the drop-down list.
 - c. Select the **Request Type** to be **New Vacancy**.
 - d. Type your name as a **Requester**. If your name appears as an option in this list, select yourself. If no option is available, select a different Requesting Customer. This field is populated based on Hiring Managers that have access to the selected Requesting Customer.
 - e. Add a Position Description Number of 1234 with your initials after it.
 - f. Enter a **Position Title** of **Human Resources Specialist**.
 - g. Select **GS** for **Pay Plan**.
 - h. Type and select **0201** in the **Series** field.
 - i. Select **6 and 8** for the **Grades**. (Either type in the box and click Enter or select it from the drop-down list.) USA Hire assessments are only available in the Training environment for this specific job series and grades.
 - j. Do not add any **Specialties**.
 - k. Type or select a **Hiring Need Validated Date**.
 - l. Type of select a **Request Personnel Action Date**.
 - m. Change the **Position Sensitivity and Risk** to **Non-sensitive (NS)/Low Risk**.
 - n. Select **Credentialing** from the **Trust Determination Process** item.
 - o. Select Confidential as the Security Clearance Required.
 - p. Change the **Travel Required** to **25% or less**.
 - q. Leave the **Other Requirements, Position Identifiers, and Incentives** items unchecked.
 - r. Click Save.

USA Staffing® Training Staffing Classification Admin Reports Search

Go To Sharon Wilborn - ALL

REQUEST 20230215-73590

Request 20230215-73590

Request Number: 20230215-73590 Customer: Mixed Agency Training Customer A Request Type: New Vacancy Status: Incomplete

Request Information Location Information Staffing Approach Documents 0 Notes 0 History

Request Information

* = Required

Request Number: 20230215-73590 [Generate](#)

Requesting Customer: Mixed Agency Training Customer A Request Type: New Vacancy

Requester: Crystal Thomas Request Tags:

Position Descriptions

1 Add all position descriptions that cover the duties and promotion potential of this position. ☐ Interdisciplinary Position

Position Description #	Position Title	Pay Plan	Series	Grade(s)	Specialties
<input type="checkbox"/> 1234CT	Human Resources Specialist	GS	0201 - Human Resources ...	<input type="checkbox"/> 6 <input type="checkbox"/> 8	+

[Add Position Description](#)

Request Tracking Dates

Hiring Need Validated Date: 2/1/2023 Request Personnel Action Date: 2/7/2023

Position Settings

Position Sensitivity and Risk: Non-sensitive (NS)/Low Risk

Trust Determination Process: ☒ Credentialing

Security Clearance Required: Confidential

Travel Required: 25% or less

Other Requirements

☒ Drug Testing Required
☐ Financial Disclosure Required

Incentives

☐ Remote Job
☒ Telework Eligible
☒ Relocation Authorized

Position Identifiers

☐ Supervisory Position
☐ Bargaining Unit Position

[Save](#) [Delete Request](#) [Cancel](#)

3. Click the **Location Information** tab and complete this page.

USA Staffing® Training Staffing Classification Admin Reports Search

Go To Crystal Thomas - ALL

REQUEST 20220628-84061

Request 20220628-84061

Request Number: 20220628-84061 Customer: Mixed Agency Training Customer A Request Type: New Vacancy Status: Incomplete

Request Information **Location Information** Staffing Approach Documents 0 Notes 0 History

Locations Settings

Set Number of Vacancies By: Announcement Total Vacancies: 2

Locations

1 Search: City, Zip, County, Country, or Location Code

Add all locations where you want to recruit for this position.

City	State	Country	County	Code
<input type="checkbox"/> Washington	DC	United States	District of Columbia	110010001

[Save](#) [Cancel](#)

- a. Leave **Set Number of Vacancies By** as **Announcement**.
- a. Enter **2** for Total **Vacancies**.
- b. In the **Locations** box, type and select **Washington, District of Columbia**. Click the **Add Location** button.
- c. Click **Save**.

4. Click the **Staffing Approach** tab and complete this page.

USA Staffing® Training

Staffing Classification Admin Reports Search

Go To

Sharon Wilborn - ALL

REQUEST 20230215-73590

Request 20230215-73590

Request Number: 20230215-73590

Customer: Mixed Agency Training Customer A

Request Type: New Vacancy

Status: Incomplete

Request Information Location Information Staffing Approach Documents (0) Notes (0) History

Vacancy to be Created 1

Vacancy Type	Office	USAJOBS Announcement Type	Workflow	Rating Combination
<input type="checkbox"/> Case Exam	Mixed Agency Training Office	<input checked="" type="checkbox"/> Public (U.S. Citizens and Non-Citizens) <input type="checkbox"/> Status (Federal/Veteran/Other Eligible) <input type="checkbox"/> Internal Merit Promotion	OPM 80-day	<input checked="" type="checkbox"/> 0201-6 <input checked="" type="checkbox"/> 0201-8

Add New Vacancy

Save Approve Request Delete Request

- b. Check the **Public** box under the **USAJOBS Announcement Type**.
- c. Select the **Office** based on your permissions. You should pick an **Office** that you have access to so that you can continue with this practice exercise.
- d. Leave all other options on this page as they are defaulted unless your agency policy directs you to select an alternative **Workflow**.
- e. Click **Save**.

5. Click **Approve Request** and then your request is complete.

Request 20230215-73590

Request Number: 20230215-73590

Customer: Mixed Agency Training Customer A

Request Type: New Vacancy

Status: Incomplete

Request Information Location Information Staffing Approach Documents (0) Notes (0) History

Vacancy to be Created 1

Vacancy Type	Office	USAJOBS Announcement Type	Workflow	Rating Combination
<input type="checkbox"/> Case Exam	Mixed Agency Training Office	<input checked="" type="checkbox"/> Public (U.S. Citizens and Non-Citizens) <input type="checkbox"/> Status (Federal/Veteran/Other Eligible) <input type="checkbox"/> Internal Merit Promotion	OPM 80-day	<input checked="" type="checkbox"/> 0201-6 <input checked="" type="checkbox"/> 0201-8

Add New Vacancy

Save Approve Request Delete Request

Building the Vacancy

1. Go to your vacancy by selecting the direct access link for your Vacancy Number located under **Vacancy Created** on the **Request Information** page.

USA Staffing® Training Staffing Classification Admin Reports Search

Go To Sharon Wilborn - ALL

REQUEST 20230215-73590

Request 20230215-73590

Request Number: 20230215-73590 Customer: Mixed Agency Training Customer A Request Type: New Vacancy Status: Pending Recruitment

Request Information Staffing Approach Documents (0) Notes (0) History

Request Information

Request Number: 20230215-73590 Request Type: New Vacancy Requesting Customer: Mixed Agency Training Customer A

Requester: Crystal Thomas Approved By: Sharon Wilborn Request Tags:

Hiring Need Validated Date: 2/1/2023 Request Personnel Action Date: 2/7/2023

Vacancy Created (1)

Vacancy Number	Status	Vacancy Type	Office	Workflow	USAJOBS Announcement Type	Rating Combination
10135797	New	Case Exam	Mixed Agency Training Office	OPM 80-day	<input checked="" type="checkbox"/> Public (U.S. Citizens and Non-Citizens)	<input checked="" type="checkbox"/> 0201-6 <input checked="" type="checkbox"/> 0201-8

Position Descriptions (1)

2. There are no actions needed on the **Case File** tab. Continue to the **Position Information** page.

USA Staffing® Training Staffing Classification Admin Reports Search

Go To Sharon Wilborn - ALL

VACANCY 10135797

Vacancy 10135797 Assessment Package Announcement Reviews

Office: Mixed Agency Training Office USAJOBS Job Title: Human Resources Specialist Pay Plan-Series-Grade: GS-0201-6/8 Announcement Type: DE Status: New

Customer: Mixed Agency Training Customer A Hiring Official: Crystal Thomas

Case File **Position Information** Eligibilities Supporting Documents Settings Documents (0) Notes (0) History

Tasks (2) Active Add Task

Task	Owner	Due Date
Complete Assessment Package	Sharon Wilborn	02/20/2023
Release Announcement	Sharon Wilborn	02/22/2023

Requests (1) All Statuses

Request Number	Status
20230215-73590	Pending Recruitment

ANNOUNCEMENT NOT CREATED

0 APPLICANTS

0 ELIGIBLE 0 INELIGIBLE

3. Verify the information on the **Position Information** page.

USA Staffing® Training | Staffing | Classification | Admin | Reports | Search | Go To | Sharon Wilborn - ALL

VACANCY 10135797

Office: Mixed Agency Training Office
Customer: Mixed Agency Training Customer A
Hiring Official: Crystal Thomas

USAJOBS Job Title: Human Resources Specialist
Pay Plan-Series-Grade: GS-0201-6/8
Announcement Type: DE
Status: New

Case File | **Position Information** | Eligibilities | Supporting Documents | Settings | Documents (0) | Notes (0) | History

USAJOBS Announcement Settings

USAJOBS Job Title *
Human Resources Specialist

USAJOBS Announcement Type *
☒ Public (U.S. Citizens and Non-Citizens)
☐ Status (Federal/Veteran/Other Eligible)
☐ Internal Merit Promotion

Vacancy Type *
☒ Case Exam
☐ Standing Register

Position Settings

Customers *
Mixed Agency Training Customer A

Security Clearance Required
Confidential

Travel Required
25% or less

☐ Remote Job

☒ Telework Eligible

☒ Drug Testing Required

Position Sensitivity and Risk
Non-sensitive (NS)/Low Risk

Trust Determination Process *
Credentialed

☐ Supervisory Position

☒ Relocation Authorized

☐ Bargaining Unit Position

☐ Financial Disclosure Required

Position Descriptions (1)

☐ Interdisciplinary Position

Position Description #	Position Title	Pay Plan	Series	Grade(s)	Specialties
<input type="checkbox"/> 1234CT	Human Resources Specialist	GS	0201 - Human Resources Mana...	6 8	+

Add Position Description

Save Cancel

4. Go to the **Eligibilities** tab.
 - a. Select 30% or more disabled (30% or more) Select Career Transition Assistance Plan (CTAP).
 - b. Click Save.

USA Staffing® Training | Staffing | Classification | Admin | Reports | Search | Go To | Sharon Wilborn - ALL

VACANCY 10135797

Office: Mixed Agency Training Office
Customer: Mixed Agency Training Customer A
Hiring Official: Crystal Thomas

USAJOBS Job Title: Human Resources Specialist
Pay Plan-Series-Grade: GS-0201-6/8
Announcement Type: DE
Status: New

Case File | Position Information | **Eligibilities** | Supporting Documents | Settings | Documents (0) | Notes (0) | History

+ Eligibilities

Accept: + Eligibilities

<input checked="" type="checkbox"/>	+ 30% or more Disabled (30% or more)
<input type="checkbox"/>	+ 30% or More Disabled Veterans (30% DV)
<input type="checkbox"/>	+ Agency-Wide Employees Example (Agency Wide Empl)
<input checked="" type="checkbox"/>	+ Career Transition Assistance Plan (CTAP)

Assign Bundle

5. Go to **Supporting Documents** tab.
 - a. The only **Required** document type should be **Resume**.
 - b. Select some Supporting Documents as **Accepted**: (example: Cover Letter, Resume, Transcript).
 - c. Click **Save**.

USA Staffing® Training

VACANCY 10135797

Office: Mixed Agency Training Office
Customer: Mixed Agency Training Customer A
Hiring Official: Crystal Thomas

USAJOBS Job Title: Human Resources Specialist
Pay Plan-Series-Grade: GS-0201-6/8
Announcement Type: DE
Status: New

Case File | Position Information | Eligibilities | **Supporting Documents** | Settings

Supporting Documents

Supporting Documents	Upload Options	View Options
Cover Letter	<input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Required	<input checked="" type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable
Resume	<input checked="" type="checkbox"/> Accepted <input checked="" type="checkbox"/> Required	<input checked="" type="checkbox"/> Hiring Manager Viewable <input checked="" type="checkbox"/> New Hire Viewable
Transcript	<input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input checked="" type="checkbox"/> New Hire Viewable

Save Cancel

6. Go to the **Settings** tab.

- In the **Application Confirmation Messages** section, select USA Hire Acknowledgement Letter under the first dropdown. Do not add any text to the "Display online application confirmation message", since anything in this area will be overridden with a USA Hire specific message.
- Click **Save**.

USA Staffing® Training

VACANCY 10135797

Office: Mixed Agency Training Office
Customer: Mixed Agency Training Customer A
Hiring Official: Crystal Thomas

USAJOBS Job Title: Human Resources Specialist
Pay Plan-Series-Grade: GS-0201-6/8
Announcement Type: DE
Status: New

Case File | Position Information | Eligibilities | **Supporting Documents** | **Settings**

Application Screening

Age Screening

☒ Do not collect age information
☐ Collect age information

☐ Use Minimum Age
☐ Use Maximum Age
☐ Use Effective Age (Calculated by subtracting Qualifying Experience from actual age)
☐ Do not screen out applicants who fail to meet age requirement(s)
☐ Exclude Veterans from calculation and screening
☐ Exclude Land Management Workforce Flexibility Act Eligibles from calculation and screening

Citizenship Screening

☒ Screen out non-U.S. Citizens

Case File Retention

☐ Vacancy is under litigation - Do not archive
☐ Administrative Careers with America (ACWA) position - Do not archive

Application Confirmation Messages

☒ Automatically respond to all submitted online applications with the selected notification template

USA Hire Acknowledgement Letter

☐ Display online application confirmation message

Application Processing

Questionnaire Settings

☐ Collect Service Computation Date
☐ Do not collect Veterans' Preference
☐ Do not collect Lowest Acceptable Grade
☐ Enable Candidate Inventory
☐ Limit the number of locations that a user can select to a maximum of
☒ Require completion of all announcement and assessment items

Application Submission

☐ Prevent update of application after initial submission
☐ Prevent update of assessment responses after application submission
☐ Require Veterans' Preference supporting documents for application submission
☐ Require eligibility supporting documents for application submission

Period of Eligibility

☐ Expire applications following the period of eligibility

Applicants will be eligible for
3 months

USAJOBS Announcement Configurations

USAJOBS Apply Online

☒ Standard Announcement (include 'Apply Online' button)
☐ View-Only Announcement (remove 'Apply Online' button)

Demographic Data Collection

☒ Collect USAJOBS RNO Data

Applicant Total

☐ Display total number of applications submitted for closed announcement

Vacancy Tags

Appointing Authority
Competitive Service

Mission Critical Occupation

Occupation Specialty Code

Save Cancel

Creating the Request

1. Go to the **Assessment Package** tab. If the Assessment Package tab is not automatically showing, use the + to select **Assessment Package**.

The screenshot shows the USA Staffing web application interface. At the top, there's a navigation bar with tabs: Training, Staffing, Classification, Admin, Reports, and Search. Below this, the header displays 'VACANCY 10135797'. A sub-header contains several tabs: 'Vacancy 10135797', 'Assessment Package' (which is highlighted with a red box), 'Announcement', 'Reviews', and a '+' icon. Below the tabs, there's a section for 'USAJOBS Job Title' (Human Resources Specialist), 'Pay Plan-Series-Grade' (GS-0201-6/8), 'Announcement Type' (DE), and 'Status' (Incomplete). A secondary navigation bar includes 'Assessment Plan', 'Job Analysis', 'Settings', 'Checklist', 'Documents', 'Notes', and 'History'. At the bottom, there's a 'Hurdles' section with a 'New Hurdle' button and an 'Assessments' section with a 'New Assessment' button.

2. Once you click on **Assessment Package**, you will see a **Choose Assessment Path** pop-up.
 - a. We will use a combination of two assessment types to evaluate applicants.
 - b. For the first assessment, click on **Select Template**.

The screenshot shows a 'Choose Assessment Path' pop-up window. It has a title bar with a close button. Inside, there are three main options, each with a button and a description:

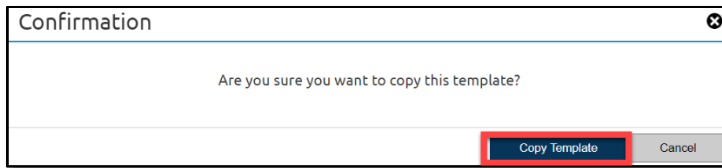
- Select Template**: Search the Assessment Package Template Library for a suitable template to use or modify for this recruitment. This option is highlighted with a red box.
- Create Assessment**: Build a new assessment for this recruitment.
- No Assessments Required**: There are no assessments needed for this recruitment.

3. Assessment Package Search.
 - a. Click on **Add New Search Field** and insert the following:
 - i. Field = **Assessment Name**, Operator = **Is**, Value = **Technical Questionnaire**.

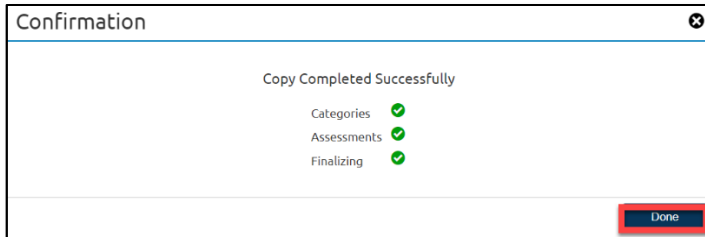
The screenshot shows the 'Assessment Package Search' window. It has a title bar with a close button. The main area contains a search form with three columns: 'Field', 'Operator', and 'Value'. The 'Field' column has dropdown menus for 'Grade', 'Series', 'Template Status', and 'Assessment Name'. The 'Operator' column has dropdown menus for 'Is', 'Is', 'Is', and 'Is'. The 'Value' column has text input fields for '6', '8', '0201 - Human Resources Management', and 'Technical Questionnaire'. The 'Assessment Name' row is highlighted with a red box. Below the search form is an 'Add New Search Field' button. At the bottom right are 'Search' and 'Clear Form' buttons. Below the search form is a 'Search Results (2)' section with a table of results.

Name	Position Title	Rating Combination	Position Description Number	Office Name	Is Complete	Is External	Last Edited	
Technical Questionnaire	HR Specialist	0201-6 / 0201-8	A	Justice Management Division	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/24/2023	Preview
NON-GS AQ	HR Specialist	0201-6 / 0201-8	A	Mixed Agency Training Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/9/2023	Preview

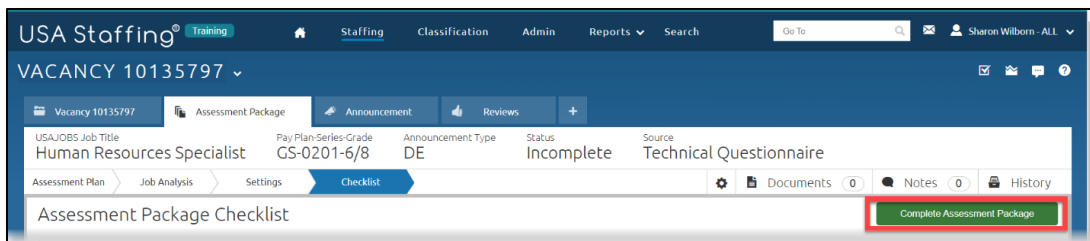
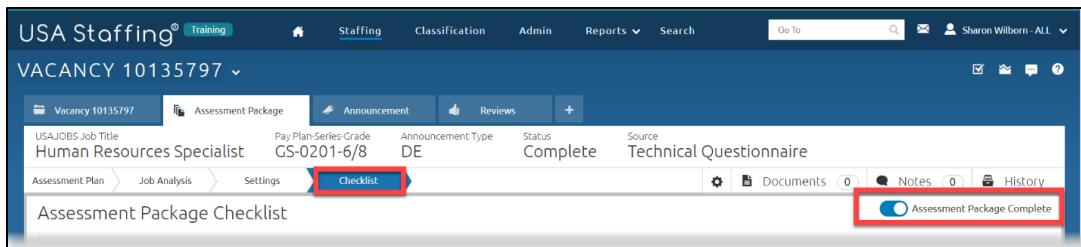
4. Click on the **Assessment Questionnaire** template named "Technical Questionnaire".
 - a. Click **Copy Template**.



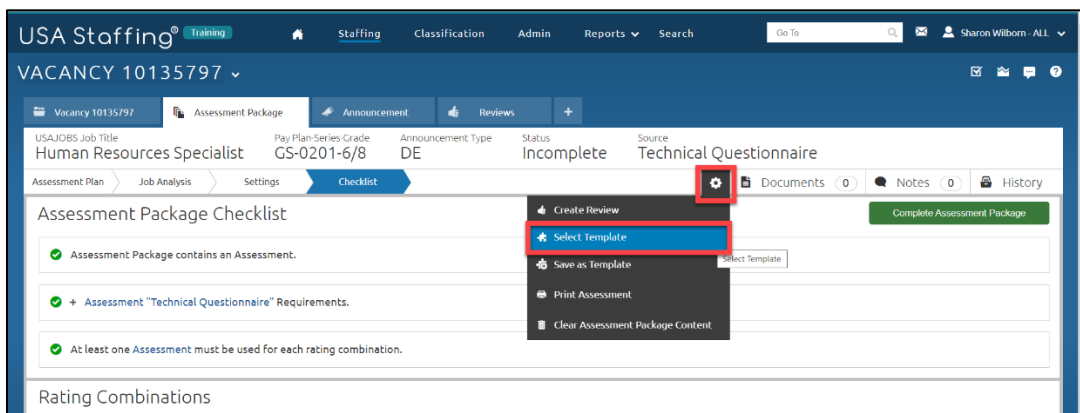
5. A pop-up will confirm the template has been copied successfully. Click **Done**.



6. In the Assessment Package, ensure that the Assessment Package is not Complete.
- Go to **Checklist**.
 - If the **Assessment Package Complete** node is active, uncheck it so you see a green button.



7. Add the External USA Hire Assessment.
- Click the gear icon.
 - Go to **Select Template**.



8. Assessment Package Search

a. Click on **Add New Search Field** and insert the following:

i. Field = **Is External**, Operator = **Is**, Value = **Yes**.

b. Click **Search**.

The screenshot shows the 'Assessment Package Search' window. It has a table for search criteria with columns: Field, Operator, and Value. The criteria are: Grade (Is 6 8), Series (Is 0201 - Human Resources Management), Template Status (Is Published), and Is External (Is Yes). Below the table is an 'Add New Search Field' button. At the bottom right are 'Search' and 'Clear Form' buttons. Below the search criteria is a 'Search Results (2)' section with a table of results.

Name	Position Title	Rating Combination	Position Description Number	Office Name	Is Complete	Is External	Last Edited	
Demo USA Hire 0201-6		0201-6		OPM USA Hire Office	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2/18/2021	<button>Preview</button>
Demo USA Hire 0201-8		0201-8		OPM USA Hire Office	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3/30/2021	<button>Preview</button>

9. Click on the **Assessment Questionnaire** template named "Demo USA Hire 0201-6".

a. Click **Add USA Hire Assessment**.

The screenshot shows a dialog box titled 'Copy USA Hire Assessment Package Template'. It contains the text 'Are you sure you want to add this USA Hire template into your assessment package?'. At the bottom are two buttons: 'Add USA Hire Assessment' and 'Cancel'.

10. Add the External USA Hire Assessment for the grade 8.

a. Repeat Steps 19 and 20.

b. Click on the **Assessment Questionnaire** template named "Demo USA Hire 0201-8".

11. Click Add USA Hire Assessment

a. Complete Assessment Package.

b. Select Complete Assessment Package.

Building the Announcement

1. Complete the Announcement Information page.
 - a. Click the **Generate** link.
 - b. Enter the **Open Date** and **Close Date**.
 - c. Enter the **Minimum Salary** and **Maximum Salary** of your choice.
 - d. Select Hiring Path = **The Public**.
 - e. Select **Promotion Potential** = 8.
 - f. Leave the Linked JOA Control Number field blank.
 - g. Do not check the **Set Applicant Count** box.
 - h. Click **Save** and the other tabs will activate.

The screenshot shows the 'USA Staffing' web application interface. The top navigation bar includes links for Training, Staffing, Classification, Admin, Reports, and Search. The user is logged in as Sharon Wilborn. The main header displays 'VACANCY 10138204' and a breadcrumb trail: Vacancy 10138204 > Assessment Package > Announcement > Reviews > +. The 'Announcement' tab is active, showing details for 'USAJOBS Job Title: Human Resources Specialist', 'Pay Plan-Series-Grade: GS-0201-6/8', 'Announcement Type: DE', and 'Status: Not Created'. Below this is a sub-header with tabs for 'Announcement Information', 'Announcement Location', 'Announcement Questionnaire', and 'Announcement Text'. The 'Announcement Information' tab is selected, showing a form with the following fields: 'Announcement Number' (DE-10138204-23-SW), 'Open Date' (08/05/2023), 'Close Date' (08/09/2023), 'Salary Type' (Per Year), 'Minimum Salary' (30,000), 'Maximum Salary' (50,000), 'Appointment Type' (Permanent), 'Work Schedule' (Full-time), 'Set Promotion Potential' (8), 'Linked JOA Control Number' (blank), and 'Set Application Count' (unchecked). At the bottom, there are three sections: 'Internal Contact' (Sharon Wilborn), 'Questions About This Job' (Sharon Wilborn), and 'Agency Information' (A TEST CUSTOMER). A 'Save' button is at the bottom right.

2. Go to the **Announcement Location** tab.
 - a. All location information should already be complete. No action needed.
3. Go to the **Announcement Questionnaire** tab.
 - a. Review this page by clicking the + next to each section.

USA Staffing® Training

VACANCY 10138204

USAJOBS Job Title: Human Resources Specialist, Pay Plan Series-Grade: GS-0201-6/8, Announcement Type: DE, Status: Pending Release

Announcement Information | Announcement Location | **Announcement Questionnaire** | Announcement Text

Expand Questionnaire

Announcement Questionnaire

+ Biographic Information (13 items)

+ Eligibilities (2 items)

+ Veterans' Preference

+ RA

+ Preferences (1 item)

Save Sections | Cancel

Screen-Outs

+ Screen-Outs (0)

4. Go to the **Announcement Text** tab. The first time you access this tab, the **Choose Template** page will pop up.
 - a. Search for “USA Hire Template”.
 - b. Select “USA Hire Template”. The template will load.
 - c. Review the Announcement Text page.

Choose Template

Tags

USA Hire Template

Template Name	Template Description
CUE-Written (DEU) (CU-7/9/11) USA Hire Template	Template to be used for Credit Union Examiner 580-7/9/11 positions which are utilizing USA Hire assessments.
DOJ USA HIRE TEMPLATE	USA Hire Generic Template
ODA USA HIRE TEMPLATE	USA Hire Generic Template
USA HIRE TEMPLATE	To be used for USA Hire practice exercises.
USA Hire Template for MP Positions at GS-12/13 level	Template for use with USA Hire positions only.

5. Complete all required sections of the **Announcement Text** page. (Items marked with a red asterisk are required).
 - a. Review the USA Hire verbiage included in the “Additional Information”, “How You Will Be Evaluated”, “How To Apply”, and “Next Steps” sections.
 - b. Remove any Placeholder text by highlighting the instructions and brackets and pressing the Delete button on your keyboard.
 - c. Once complete, click **Save**.

You have now completed the USA Hire Practice Exercise.