

Announcement Training Exercise

Now that you have completed the online portion of training for Announcement, it is time to log into the Training environment of USA Staffing to practice what you have learned. Use this step-by-step guide to help you practice this lesson. Retain your notes to assist you with other lessons.

Creating an Announcement requires the Request, Vacancy, and Assessment sections be completed for your vacancy. If you already have vacancy that is ready to begin the Announcement, complete the information below. If not, you can access the entire practice training series on the USA Staffing Training Resources page at:

https://help.usastaffing.gov/ResourceCenter/index.php/USA_Staffing_Training_Resources. You will then need to complete the Request, Vacancy, and Assessment exercises before proceeding with this exercise.

My Request Number: _____

My Vacancy Number: _____

1. Go into your **Vacancy Number**. There are several ways to access a Vacancy Number:
 - a. If you know your number, you can type it directly in the **Go To** box at the top of the page and click **Enter**.
 - b. You can locate your request in the Requests tab of your dashboard. Once in your request, there is a direct access link under the **Vacancy Created** section. (This is the option shown in the screenshot below.)
 - c. If you have recently gone into this Vacancy Number it will show up in your dashboard drop-down list.

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Staffing Classification Recruit Admin Reports Search

Go To

Mei-Ling Erickson - OPM

REQUEST 20230825-35763

Request 20230825-35763

Request Number: 20230825-35763 Customer: User Support Team Request Type: New Vacancy Status: Pending Recruitment

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

Request Information

Request Number 20230825-35763	Request Type New Vacancy	Requesting Customer User Support Team
Requester Kasey Acres	Request Process Owner	Request Tags
Hiring Need Validated Date 8/22/2023	Request Personnel Action Date 8/25/2023	Approved By Mei-Ling Erickson

Vacancy Created 1

Vacancy Number	Status	Vacancy Type	Office	Workflow	USAJOBS Announcement Type	Rating Combination
10167465	New	Case Exam	User Support Office	OPM 80-day	<input checked="" type="checkbox"/> Public (U.S. Citizens and Non-Citizens)	<input checked="" type="checkbox"/> 0343-9

Position Descriptions 1

Position Description Number	Position Title	Pay Plan	Series	Grade	Specialties
1234test	Program Analyst	GS	0343 - Management And Program Analysis	9	

Position Settings

Security Clearance Required Confidential	Travel Required 25% or less	<input type="checkbox"/> Remote Job <input checked="" type="checkbox"/> Telework Eligible	<input checked="" type="checkbox"/> Drug Testing Required
Position Sensitivity Non-sensitive (NS)/Low Risk	Trust Determination Process Credentialing	<input type="checkbox"/> Supervisory Position <input checked="" type="checkbox"/> Relocation Authorized	<input type="checkbox"/> Bargaining Unit Position <input type="checkbox"/> Financial Disclosure Required

Request Locations

Vacancies	City	State	Country	County	Location Code
	Fairfax	VA	United States	Fairfax County	510900600
	Boulder	CO	United States	Boulder County	080200013

Image 1: Approved request page with the Vacancy Number highlighted. The Vacancy Number is located under the Vacancy Created section in the middle of the page.

- Once in your Vacancy, navigate to the **Announcement** tab. If the Announcement tab is not automatically showing, use the + to select Announcement.

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VACANCY 10140633

Office: OPM Washington DC
Customer: ASMG Publications
Hiring Official: Mei-Ling Erickson

USAJOB Job Title: Program Analyst
Pay Plan Series Grade: GS-0343-9
Announcement Type: DE
Status: New

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

Tasks (1)

Task	Owner	Due Date
Release Announcement	Mei-Ling Erickson	04/07/2022

Requests (1)

Request Number	Status
20220331-81505	Pending Recruitment

ANNOUNCEMENT

NOT CREATED

0 APPLICANTS

0 ELIGIBLE

0 INELIGIBLE

Image 2: Vacancy Case File page with Announcement and + tabs highlighted. These tabs are located across the top of the page.

3. Complete the **Announcement Information** page.
 - a. Enter an **Announcement Number** or click the **Generate** link.
 - b. Enter the **Open Date** and **Close Date**. (Make sure you select today's date if you are going to apply to your job once it is released.)
 - c. Enter the **Minimum Salary** and **Maximum Salary**.
 - d. Select appropriate **Hiring Paths** depending on the type of job you want to announce.
 - e. Select a **Promotion Potential** from the drop-down list. The Promotion Potential must be equal to or greater than the highest grade of this announcement.
 - f. Leave the Linked JOA Control Number field blank.
 - g. Do not check the **Set Application Count** box.
 - h. Change the **Questions About This Job** section to your name by clicking the **Edit** icon and selecting your name in the pop-up box.
 - i. Click **Save** and the other tabs will activate.

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Staffing Classification Recruit Admin Reports Search Go To

VACANCY 10154310

Vacancy 10154310 Assessment Package Announcement Reviews

USAJOBS Job Title: Program Analyst Pay Plan-Series-Grade: GS-0343-9 Announcement Type: ST Status: Not Created

Announcement Information Announcement Location Announcement Questionnaire Announcement Text Notes (0) Release History

Announcement Information

Announcement Number: 23-10154310-ME Open Date: 03/06/2023 Close Date: 03/10/2023

Salary Type: Per Year Minimum Salary: 25,000 Maximum Salary: 35,000

Appointment Type: ☒ Permanent Hiring Paths: ☒ Career transition (CTAP, ICTAP, RPL) ☒ Veterans

Work Schedule: ☒ Full-time

Set Promotion Potential: ☒ 11 Linked JOA Control Number: Set Application Count: ☐

Internal Contact *	Questions About This Job *	Agency Information
MEI-LING ERICKSON 2021234567 MEILING.ERICKSON@OPM.GOV	MEI-LING ERICKSON <input checked="" type="checkbox"/> 2021234567 <input checked="" type="checkbox"/> MEILING.ERICKSON@OPM.GOV	<input checked="" type="checkbox"/> HRS 1234 E Street Washington, DC 20045

Save Cancel

Image 3: Announcement Information page completed as specified in the above steps.

4. Go to the **Announcement Location** tab.
 - a. Add a new location by typing "Seattle" in the **Find Location** box.
 - b. When the search list pops up, select Seattle Washington.
 - c. Click **Add Location**.
 - d. Click **Save**.

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VACANCY 10140633

Announcement Location

Set Number Of Vacancies By: Announcement

Total Vacancies: 2

Find Location: City, Zip, County, Country, or Location Code

Locations (3)

<input type="checkbox"/>	City	State	Country	County	Code	
<input type="checkbox"/>	Boulder	CO	United States	Boulder County	80301	⚙️
<input type="checkbox"/>	Fairfax County	VA	United States	Fairfax County	510000059	⚙️
<input type="checkbox"/>	Seattle	WA	United States	King County	531960033	⚙️

Save Cancel

Image 4: Announcement Location page completed as specified in the above steps.

5. Go to the **Announcement Questionnaire** tab.
 - a. Review this page by clicking the + next to each section.
 - b. If desired, add an Eligibilities Screen-Out item to Saved Screen-Outs.
 - c. Click **Save**.

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VACANCY 10140633

Announcement Questionnaire

Expand Questionnaire

Announcement Questionnaire

+ Biographic Information (13 Items)

+ Eligibilities (4 Items)

+ Preferences (1 item)

Save Sections Cancel

Screen-Outs

+ Screen-Outs (0)

Image 5: Announcement Questionnaire page.

6. Go to the Announcement Text tab. The first time you access this tab the **Choose Template** page will pop up. The number of templates available will depend on how many your office has created.
 - a. Select a template by clicking on a **Template Name**. (Your agency Admins may need to provide guidance on the appropriate template to use in the Training environment.)
 - b. The template will load.

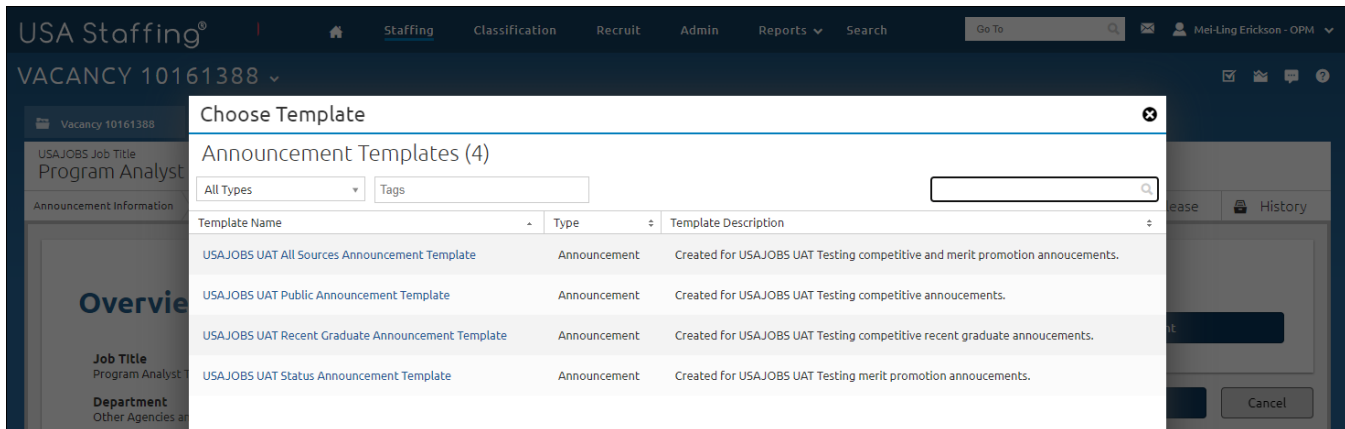


Image 6: Choose Template page.

7. Review the Announcement Text page. If you don't like the template you selected or if you failed to select a template, click the gear icon and select **Choose Template** to use another template.

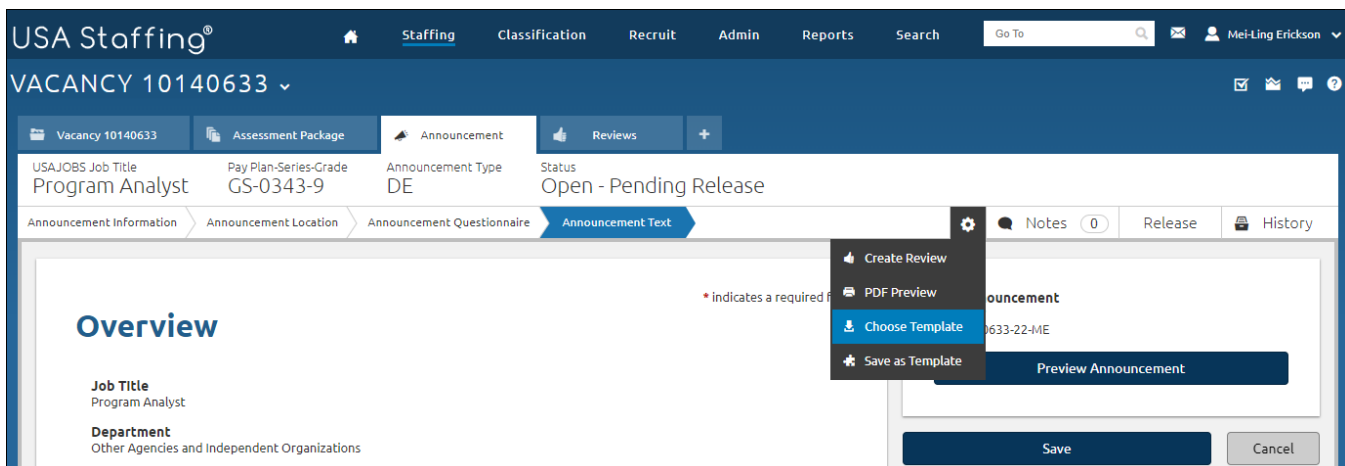


Image 7: Announcement Text page with the gear icon selected. The Choose Template option is displaying.

8. Complete all required sections of the Announcement Text page. (Items marked with a red asterisk are required.)
 - a. Add text to the some of the announcement sections. If you are cutting and pasting text in from an outside source, remember to cut and paste into a text-based editor, like Notepad, first.
 - b. If needed, use the **Hiring Path Clarification Text** to further explain who can apply to this job.
 - c. Use the formatting buttons at the top of a text box to add bold and italics to some text.
 - d. Add a couple of data inserts by clicking and dragging a data insert from the **Available Data Inserts** section to one of the sections in the announcement.

- e. Remove any Placeholder text by highlighting the instructions and brackets and pressing the Delete button on your keyboard.
- f. Once complete, click **Save**.

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VACANCY 10146074

Staffing Classification Recruit Admin Reports Search Go To

Vacancy 10146074 Assessment Package Announcement Reviews +

USAJOBS Job Title: Program Analyst Pay Plan-Series-Grade: GS-0343-9 Announcement Type: DE-ST Status: Open - Pending Release

Announcement Information Announcement Location Announcement Questionnaire Announcement Text

Notes 0 Release History

Overview

* indicates a required field.

Job Title
Program Analyst

Department
Other Agencies and Independent Organizations

Agency
Office of Personnel Management

Hiring Organization
✎

Open & Closing Dates
Thursday, September 8, 2022 to Monday, September 12, 2022

Salary
\$25,000.00 to \$35,000.00 Per Year ✎

Pay Scale & Grade
GS-9

Job Announcement Number
DEST-10146074-22-ME

Preview Announcement

Save **Cancel**

Available Data Inserts

- + Hiring Office and Customer
- + Vacancy/Announcement

Image 8: Top of Announcement Text page for reference.

- 9. Preview the announcement by using the **Preview Announcement** button, then click the **Generate Announcement Preview** button. The **USAJOBS Announcement Preview** box will appear.

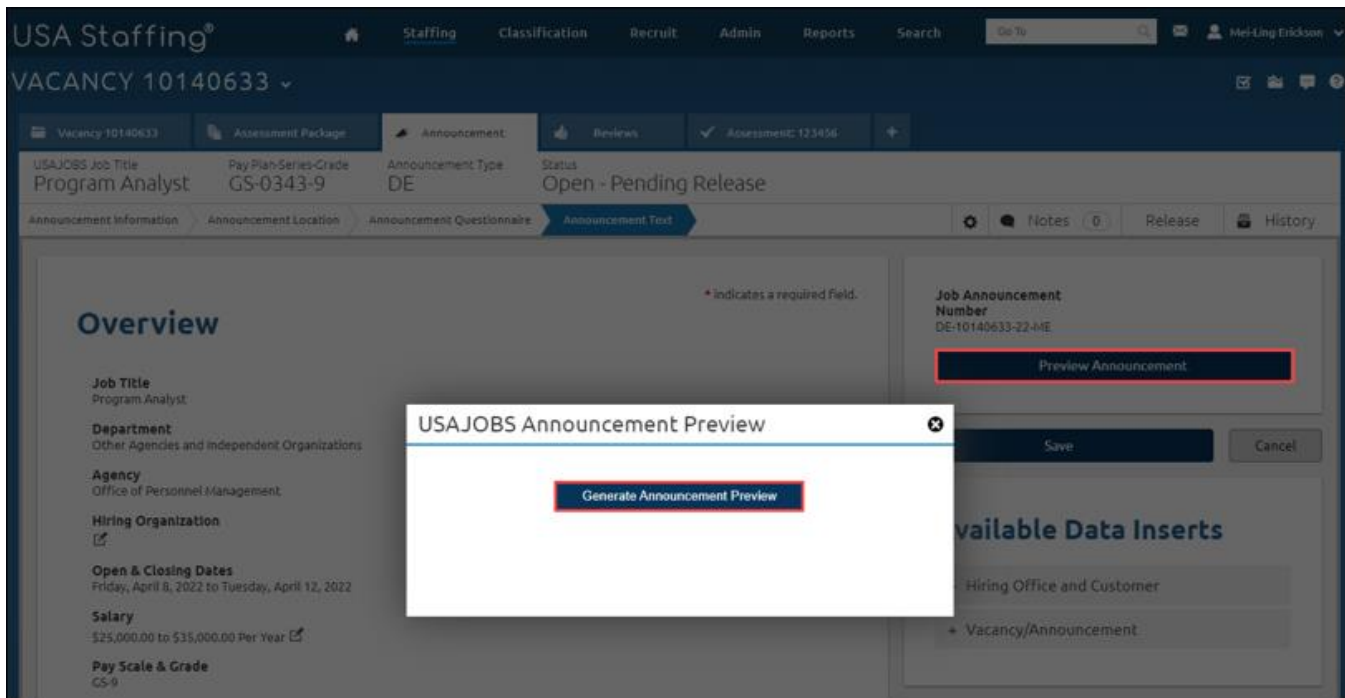


Image 9: Announcement Text page with Preview Announcement and Generate Announcement Preview button highlighted.

10. Click on the Preview URL, this will open in a new tab. Close the tab when done.

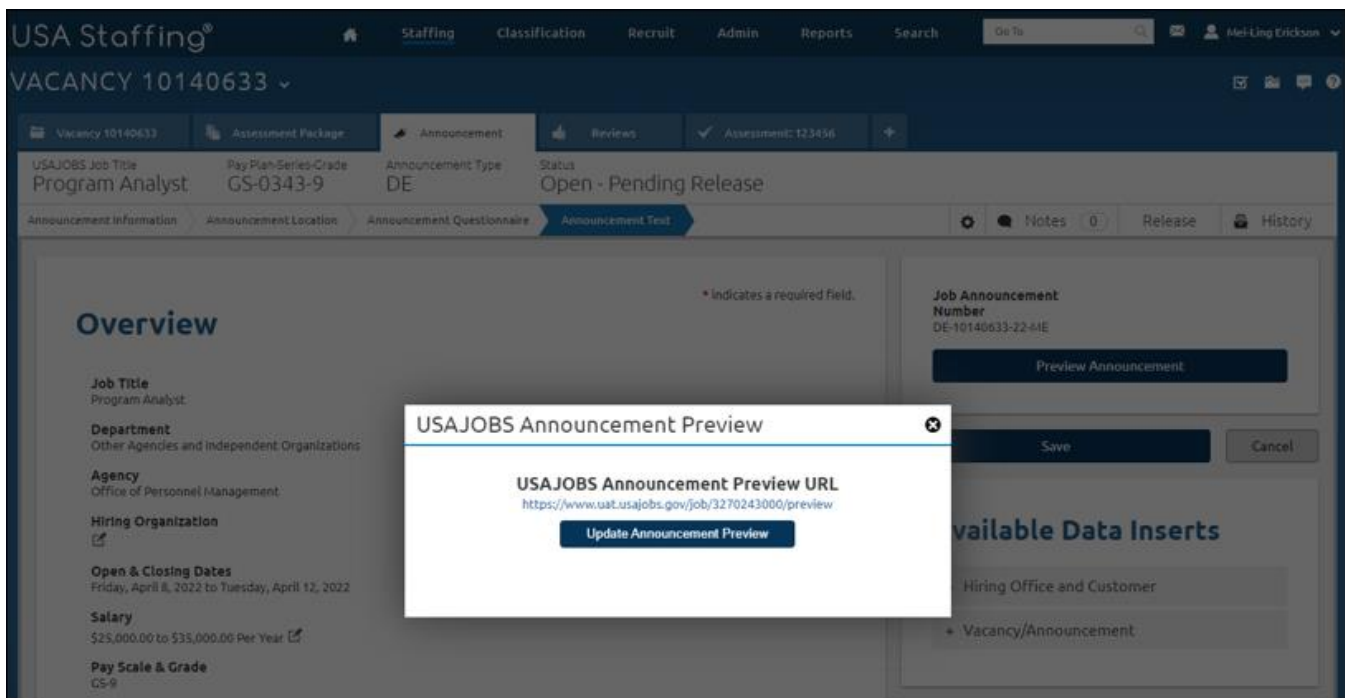


Image 10: USAJOBS Announcement Preview URL

11. If needed, you can practice sending a Review at this point. If so, use these instructions:
https://help.usastaffing.gov/USAS/index.php?title=Creating_a_review
12. Make any final changes to the announcement and Save. When ready, release the announcement by clicking **Release** at the top of the page and the **Release to USAJOBS** button. If you receive any error messages when you click on **Release**, correct those items, **Save**, and re-try until the **Release to USAJOBS** button displays.

Note: Once you release the job, many sections in USA Staffing will lock down and you will not be able to change them so make sure you have your announcement exactly as you want it before releasing it.

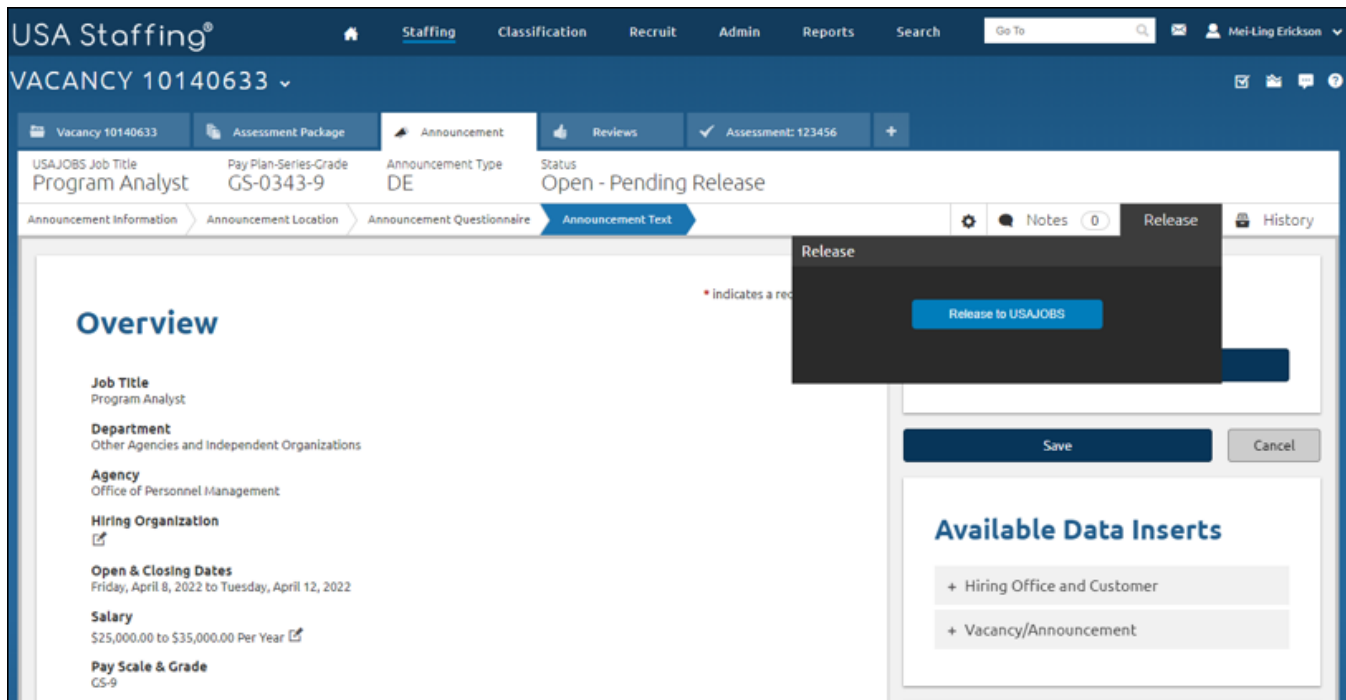


Image 11: Announcement Text page with Release selected. Release appears in the upper-right quadrant of the page.

13. Once the announcement is successfully released, close the Release section by clicking Release again.

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VACANCY 10140633

Staffing Classification Recruit Admin Reports Search

Vacancy 10140633 Assessment Package Announcement Reviews Assessment: 123456

USAJOBS Job Title: Program Analyst
Pay Plan-Series-Grade: GS-0343-9
Announcement Type: DE
Status: Open

Announcement Information Announcement Location Announcement Questionnaire **Announcement Text** Notes (0) Release History

Overview

Job Title
Program Analyst

Department
Other Agencies and Independent Organizations

Agency
Office of Personnel Management

Hiring Organization
☑

Open & Closing Dates
Friday, April 8, 2022 to Tuesday, April 12, 2022

Salary
\$25,000.00 to \$35,000.00 Per Year

Pay Scale & Grade
GS-9

Locations
2 vacancies in the following locations:
Boulder, Colorado
Fairfax County, Virginia
Seattle, Washington

Release
USAJOBS Control Number: 3270243100
Released on: 4/8/2022 7:04:44 PM
Update to USAJOBS Remove from USAJOBS

USAJOBS URL
<https://www.usa.gov/GetJob/ViewDetails/3270243100>
Preview Announcement

Save Cancel

Available Data Inserts

- + Hiring Office and Customer
- + Vacancy/Announcement

Image 12: Announcement Text page with Release selected. Release appears in the upper-right quadrant of the page.

You now have a completed announcement. This concludes the lesson on Announcement.

If desired, you can try clicking on the  icon and exploring **Online Help**.