



USA Staffing[®]

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USA Staffing Feature Planning & Glossary

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OPM HR SOLUTIONS
by government, for government

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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. Approximately every four weeks, these releases take place in the USA Staffing Stage environment.

This USA Staffing Feature Planning & Glossary document provides an overview of the current prioritization for the development of new system features and functionality. To learn more about the vision for features outlined in the “Feature Planning” section of this document, please reference the Glossary section of this document.

Each new publication of this document will show an updated prioritization of the remaining features. The feature prioritization is measured in relation to the date of publication only and does not contain delivery dates. To discuss potential time frames for specific functionality, please contact your USA Staffing Account Manager. To learn more about features that already exist in USA Staffing, please reference the [Product Summary](#) found on the [USA Staffing Resource Center](#).

Feature Planning

Contained within this section is a list of planned features that USA Staffing has identified for future development and implementation to the USA Staffing system. The features contained in this section are identified in consultation with system users and other stakeholders, as necessary. The following key should be used when reviewing the remainder of this document:

 Staffing Functionality	 Onboarding Functionality	 Hiring Manager Functionality
 Administrative Functionality	 Reporting and Analytics	

*Dependent on completion of a prior feature **Dependent on an interconnecting system

In Progress

These features are currently in development by the USA Staffing technical team.

Qualifications Review Task Creation	Implement Veterans Interconnection	Automate Hurdle Criteria	New Hire Interconnection Status Receipt
Selective Service Interconnection	Improve Hiring Manager Dashboard	Add Agency Branding to Notification Templates	Improve Competency Management
HDW - Certificate	HDW - Tasks	HDW - Notes	HDW – Applications
MDW - User License	API – Request	API – Time to Hire	

Coming Up Next

Development will begin on these features once those currently in progress are completed.

Enable Reuse of Requests After Approval	Occupation Specialty Codes	Location Labels	Add New Hire Details to Core Activity Summary
Configure New Hire Notifications	Additional Onboarding Data Inserts	HDW - Vacancy	API – Developer Site
API – Vacancy			

In Planning

Planning is under way for these features, but they are not yet scheduled for development.

Nature of Action Codes	Purge Staffing Content	Automate Hurdle Criteria	Add Onboard New Hire to Request Processing Interconnection
Candidate Inventory	Custom Onboarding Contacts	eVerify Interconnection**	NBIS (eQIP) Interconnection**
Improve New Hire Mobile Experience	Improve HM Selection and Audit Process	Embed CHCO Survey in Certificate Reviews	USAJOBS ATP Access for HM Users
Configure HM User Notifications	Add JOA Libraries	HDW – Applicant Lists	HDW – New Hire

Under Future Consideration

There is an understood desire for these features, but formal planning has not yet begun for their development.

Job Analysis	Mass Action for New Hire Records*	Purge New Hire Records	Panel Review Improvements for HM
Improve Request Routing	HDW - Assessment	HDW - History	HDW - Reviews
HDW – Announcement	MDW - Applicant Flow Data	Administrative Reporting	

Feature Glossary

Detailed information for each of the features outlined above are as follows:

Staffing Enhancements

Add Onboard New Hire to Request Processing Interconnection: Allow agencies utilizing Request Processing Interconnection to send information required to complete an Onboard New Hire request to USA Staffing.

Automate Hurdle Criteria: Create the ability to structure an assessment package where an HR User can define a process for how an applicant can automatically continue through a multi-step hiring process based on the applicant's assessment results.

Candidate Inventory: Give HR users and Hiring Managers access to a filterable list of applicants that have previously been identified as qualified candidates on a certificate within that organization. Hiring Managers may search the inventory by series, grade, and location to look for applicants to consider prior to initiating a new announcement.

Add New Hire Details to Core Activity Summary: Add content to the Activity Summary emails sent to HR and Onboarding Only users to provide updates on New Hire records for which they are the Process Owner.

Enable Minimum Required Proficiency: Allow HR users the ability to set a minimum passing score that applicants must meet on an Assessment Questionnaire in order to be qualified. The passing score will be set on a raw score basis for each rating combination and will become the transmuted 70 value.

Enable Reuse of Requests After Approval: Update the HR User's Request module to retain the original page layout, enable some field updates following the approval of a request, and improve the ability to reuse requests across request types.

Implement Veterans Interconnection: Collect and display an applicant's veteran status data from USAJOBS via the online application. This data was collected by USAJOBS from the Department of Veterans Affairs and enables the user to avoid having to open up supporting DD-214s and Veterans Disability Letters to validate claims for Veterans' Preference.

Job Analysis: Utilize existing request, library, task, and review capabilities to manage the job analysis process between the HR Office and Hiring Managers.

Location Labels: Enable HR users to add an optional label prior to the city and state designation for each location selected for an announcement. The label will provide greater context for the location such as the commonly understood name for (Grand Canyon National Park) or an address to define a specific place in the city (1200 Constitution Ave NW).

Nature of Action Codes: Add relevant Nature of Action codes to the audit certificate process. The codes will transfer to the New Hire record upon creation to better inform onboarding specialists of the nature of the processing action.

Occupation Specialty Codes: Enable the assignment of up to three Occupational Specialty Codes to a vacancy so that they may be passed to USAJOBS in the Job Opportunity Announcement. The initial set of Codes will be for Cyber Security positions, allowing applicants to better search for and find positions that meet their skillset.

Purge Staffing Content: Purge staffing related content when retention is no longer required by Agency retention policies.

Qualifications Review Task Creation: Allow the creation of a system task that will assign applicant review assignments and track completion.

Onboarding Enhancements

Additional Onboarding Data Inserts: Provide more data insert options for New Hire Notification Templates including Appointment Type, Work Schedule, Security Clearance Required, and a number of date fields.

Configure New Hire Notifications: Enable automated system notifications to warn New Hire users about coming due or overdue task assignments.

Custom Onboarding Contacts: Enables agencies to create additional custom onboarding contacts beyond the HR, Payroll, and Benefit Contacts already available in the New Hire record.

eVerify Interconnection: Allow HR Users to submit a New Hire's information directly to eVerify without having to log into eVerify (with some exceptions). The interconnection would receive statuses back from eVerify as specific milestones are achieved, automatically closing out system generated tasks as they are completed.

Improve New Hire Mobile Experience: Improve the New Hire's onboarding interface to better function in smaller mobile devices like tablets and smart phones.

Mass Action for New Hire Actions: Enable users to perform mass actions against a group of New Hire records from the New Hire Dashboard.

NBIS (eQIP) Interconnection: Allow HR Users to submit a New Hire's information directly to eQIP without having to log into eQIP. The interconnection would receive statuses back from eQIP as specific milestones are achieved, automatically closing out system generated tasks as they are completed.

New Hire Interconnection Status Receipt: Enable USA Staffing to collect and process incoming task status and task results updates from the interconnected HRIT systems so that corresponding changes to USA Staffing tasks may be made automatically.

Purge New Hire Records: Permanently delete new hire records following the completion of the onboarding process and in line with eOPF data retention policies.

Selective Service Interconnection: Allow HR Users to submit a New Hire's information directly to the Selective Service to verify registration requirements. The interconnection would receive statuses back from Selective Service, automatically closing out system generated tasks as they are completed.

Hiring Manager Enhancements

Embed CHCO Survey in Certificate Reviews: Embed the new and improved CHCO survey into the Hiring Manager's user flow when returning certificate reviews. The new survey will replace the currently published link that takes you to the legacy CHCO survey.

Improve Hiring Manager Dashboard: Redesign the Hiring Manager's Dashboard to make it easier for HM users to identify content that requires their attention and allow for more robust tracking of Hiring Actions and New Hires.

Improve HM Selection and Audit Process: Collect more detailed information on why selections are not made on an Applicant List Review, and improve Final Disposition related data inserts to better take into account audit status for each applicant.

Configure HM User Notifications: Allow Hiring Manager users to configure automated system notifications to warn them of coming due or overdue task and review assignments.

Panel Review Improvements for HM: Allow mass updates to applicant score overrides and make additional UI improvements to make the panel review process easier and more efficient for Hiring Manager users.

USAJOBS ATP Access for HM Users: Allow Hiring Manager Users to access the USAJOBS Agency Talent Portal through a single sign on.

Administration Enhancements

Add Agency Branding to Notification Templates: Enable administrators to display the agency branding image available in the online application to any notification template.

Add JOA Libraries: Add a new administrative library for bundling and assigning pre-defined groups of Hiring Paths and Locations into an announcement.

Improve Competency Management: Enable the retiring of unused competencies and competency networks. This feature will also improve the usability and performance of the Competency Library.

Improve Request Routing: Update to Customer management that will allow mass updates to specific data fields across multiple customer records at one time and allow the assignment of an HR Owner to a customer for facilitating notifications of incoming requests.

Reporting and Analytics

Administrative Reporting: Enable reporting on the content of USA Staffing libraries and templates to our transactional data model.

Data Self Service API Replacement: The eventual replacement of Cognos as the USA Staffing Business Intelligence Tool will require a replacement for the current Data Self Service capability offered through the Cognos product. A series of USA Staffing API's are being created against the hiring data warehouse to enable this transition.

API – Developer Site: A website dedicated to communicating to developer partners instructions and tips for interconnecting with all USA Staffing APIs to extract relevant staffing data for use in agency systems.

API – Request: Enable interconnected systems to pull Request data from the Hiring Data Warehouse.

API – Time to Hire: Enable interconnected systems to pull Time to Hire data from the Hiring Data Warehouse.

API – Vacancy: Enable interconnected systems to pull Vacancy data from the Hiring Data Warehouse.

Hiring Data Warehouse: The following features will be added to the Hiring Data Warehouse.

HDW – Announcement: Enable reporting on announcement item screen outs.

HDW – Applications: Enable reporting on incomplete applications and application related notifications.

HDW – Applicant Lists: Enable reporting on the characteristics of applicant lists, reviews of applicant lists, and many of the filters used to create applicant lists.

HDW – Assessment: Enable reporting on external job analysis outputs and sources, and details about assessments in a vacancy assessment package, such as the assessment plan, scoring protocol, screen-out items, and categories.

HDW – Certificate: Include basic information about certificates in the hiring data warehouse.

HDW – History: Include history xml from various system areas in the hiring data warehouse.

HDW – New Hire: Updates to available New Hire Forms and Workflow data.

HDW – Notes: Enable reporting on vacancy and application notes.

HDW – Reviews: Add Review Followers and Reviewer Assignments into the hiring data warehouse.

HDW – Tasks: Enable reporting on tasks completed during the staffing and onboarding processes.

HDW – Vacancy: Enable reporting on vacancy case file and supporting documents, organization and office tags, additional characteristics of the vacancy, and vacancy settings.

Metrics Data Warehouse: The following features will be added to the Metrics Data Warehouse.

MDW – User License: Move reporting on user counts and license usage counts to the Metrics Data Warehouse.

MDW – Applicant Flow Data: Move existing Applicant Flow Data reporting to the Metrics Data Warehouse and add additional announcements, certificate level data, and a unique applicant identifier.