USA Staffing

Production Release Notes

Release 14.2

May 6, 2022

OPM HR SOLUTIONS
by government, for government

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.

Contents

Staffing Functionality

Dashboard

New Hires

- Added an *Active + Inactive* option to the *Status* filter, which allows users to view records in both active and inactive status at once.
https://help.usastaffing.gov/USAS/index.php?title=New_Hires

Assessment Package

Assessment

- Made usability improvements to the Screen-out Criteria page within an assessment to provide more clear and consistent messaging and instructions to HR users.
https://help.stage.usastaffing.gov/USAS/index.php?title=Screen-Out_Criteria

- Added the ability to set a *Passing Score* for Manual assessments used for rating:
  - This option can be edited by HR users who have the *Apply Passing Score* permission. When enabled, the passing score can be set for each rating combination on the Passing Score Criteria page. **Note:** Passing scores should be established through a rigorous process involving job experts (subject matter experts) and assessment experts (e.g., I/O psychologists). The process involves identification of the minimum level of proficiency for required competencies for a specific position or job series and grade, and the minimum score necessary on the assessment to demonstrate the minimum required proficiency.
  - When using a *Passing Score* for a Manual assessment, USA Staffing will automatically determine if the applicant's assessment rating falls above or below the passing score when the assessment results are key entered into the applicant's Rating Details or imported in a Saved List as follows:
    - If the score is at or above the passing score, the assessment transmuted rating will be calculated using the passing score as the minimum value for the calculation. If a NOR code is entered, it will be applied to the assessment's minimum qualifications; otherwise, if there is no NOR code entered, the assessment minimum qualifications will default to ELTE.
    - If the score is below the passing score and there is no NOR code entered, the manual assessment minimum qualifications will default to IQMA. If another ineligible NOR code is entered, it will be applied.
    - If the score is at or above the passing score and the HR User entered IQMA as the NOR code, the following error message will be displayed: "*The minimum qualifications rating cannot be IQMA for a raw score at or above the minimum passing score for application: [Applicant Name]*."
    - If the score is below the passing score and the HR User entered an eligible NOR code, the following error message will be displayed: "*The minimum qualifications rating cannot be eligible for a raw score below the minimum passing score for application: [Applicant Name]*."
https://help.usastaffing.gov/USAS/index.php?title=Passing_Score_Criteria

Applicant Overview

Applicant Record

- The following NOR message code has been modified:

Code	Definition	Message
IFTQ	Missing narrative response to TQ's	You were not considered because you did not include a narrative response to the Mandatory Technical Qualifications or the Professional Technical Qualifications, as required by the vacancy announcement.

https://help.usastaffing.gov/USAS/index.php?title=Notice_of_Results_(NOR)_Message_Codes

Applicant Lists

- Made the following updates to the Certificates tab within an expanded applicant record:
    - Suppressed *Stored Lists* from displaying.
    - Added *Certificate Type* and *Grade* columns for additional information.
    - *Cancelled* and *Expired* labels will display as appropriate.
      https://help.usastaffing.gov/USAS/index.php?title=Create_List

New Hire

- ✅ Included Request and Vacancy documents to the *Add from USA Staffing* option in the *Documents* modal within New Hire records.
  https://help.usastaffing.gov/USAS/index.php?title=Adding_a_new_hire_document

- Enabled users to manually update the *Completed Date* for the *Transmit Forms to eOPF* and *Transmit Documents to eOPF* tasks in complete status.

- Updated the following forms in USA Staffing:
    - HUD CSLA MOU
    - DOJ Disclosure
    - Tax AZ
    - Tax MO
    - Tax MS
    - Tax NY
    - Tax NY IT-2104E
    - Tax OR

▢ Hiring Manager Functionality

- No updates.

▢ Administrative Functionality

Customers

- Added an *Organization* filter to the Manage Customers page, which is defaulted to All Organizations. Users can filter customers from all organizations to which they have access.
  https://help.usastaffing.gov/USAS/index.php?title=Manage_Existing_Customers

- Updated the confirmation prompt that appears when the *Retire Customer* option is selected to indicate whether the customer will be retired (if in use) or deleted (if not in use).
  https://help.usastaffing.gov/USAS/index.php?title=Deleting_a_customer

Vacancy Default Settings

- Added a *Mission Critical Occupation* field to the *Vacancy Tags* section, which allows users to select one or more tags designated for Mission Critical Occupations. These tags will be defaulted in the Vacancy MCO tags field within the Vacancy Settings page for newly created vacancies after this vacancy default setting is made for the selected *Office*. All changes are captured in *History*.
  https://help.usastaffing.gov/USAS/index.php?title=Manage_Vacancy_Default_Settings

Classification Functionality

- No updates.

USA Hire Functionality

- No updates.

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.