



OPM HR
Solutions
USA Staffing®

USA Staffing Assessment Workgroup

December 2022

Agenda

11:00 am – 11:25 am

USA Staffing Assessment Features and EO 13932

Maria Ahmad

11:25 am – 11:50 am

USA Hire Assessments and EO 13932

Sharon Wilborn

11:50 am – 11:55 am

Assessment Reporting and Workgroups

Maria Ahmad

11:55 am – 12:00 pm

Open Questions



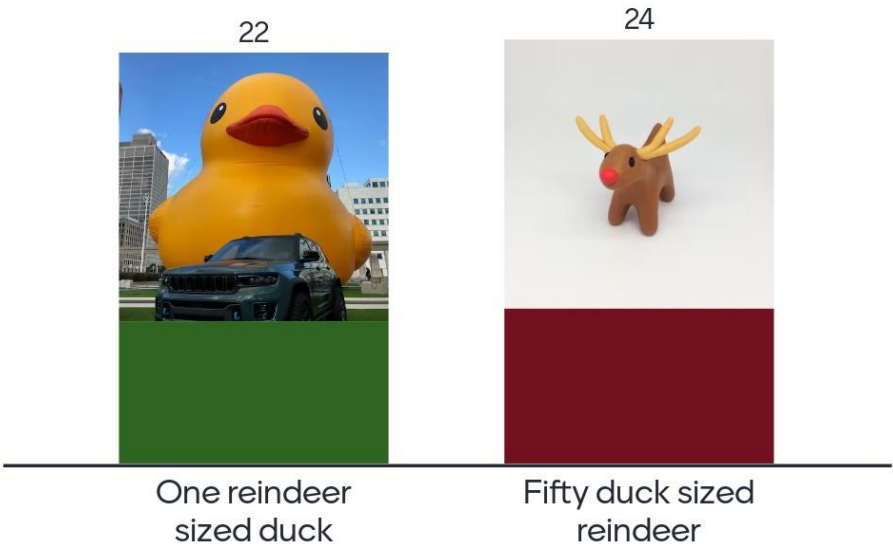
Testing...

Would you rather fight off one
reindeer sized duck or fifty duck sized
reindeer?

Go to
Menti.com
and use code
8396 9922



Would you rather fight off one reindeer sized duck or fifty duck sized reindeer?





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USA Staffing Assessment Features and EO 13932

Maria Ahmad

Shared Certificate Guide

- **Shared Certificate Guide** is available on the [USA Staffing Resource Center](#)
- Intended to provide Federal agencies with guidance on how to use shared certificates in USA Staffing in accordance with the Competitive Service Act.
- Guide includes detailed step-by-step information on:
 - Determining if a Certificate from an Existing Announcement is Eligible to be Shared
 - Roles in the Process
 - Guidance for the Originating Agency
 - Guidance for the Receiving Agency



Assessment Passing Scores

- Allows assessments to be pass/fail *based on the competencies being assessed* and the score that an applicant achieves compared to a passing score that's set on **minimum required proficiency** criteria.
- Applicants who score above the passing score will be considered eligible and receive transmuted scores between 70 and 100.
- Applicants who fall below the passing score will receive an automatic ineligible rating with a notification message code that indicates they did not attain the overall passing score required for the position.
- **Passing scores should be established through a rigorous process involving subject matter experts and assessment professionals.**



Assessment Questionnaire Passing Score

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Go To

Maria Ahmad - TEST

VACANCY 11066032 ▾

Vacancy 11066032

Assessment Package

✓ Assessment: Example AQ

+

USAJOBS Announcement Title

Human Resources Specialist

Pay Plan-Series-Grade

GS-0201-11/12

Assessment ID

37606

Assessment Information

Competencies

Assessment Questionnaire

Screen-Out Criteria

Rating Criteria

Passing Score Criteria

Test Plan

When using passingscores, the HR user can enter a Passing Score for each rating combination for an Assessment Questionnaire.

Passing Score Criteria

Series	Grade	Raw Score Range	Passing Score
0201 - Human Resources Management	11	0 - 165	<input type="text" value="30"/>
0201 - Human Resources Management	12	0 - 189	<input type="text" value="38"/>

Save

Cancel

Manual Assessment Passing Score

VACANCY 11246214 ▾



- Vacancy 11246214
- Assessment Package
- Announcement
- Reviews
- ✓ Assessment: HR Specialist SI
- +

USAJOBS Announcement Title
Human Resources Specialist

Pay Plan-Series-Grade
GS-0201-11/12

Assessment ID
38121

Assessment Information

Competencies

Passing Score Criteria

Checklist

History

Passing Score Criteria				
Series	Grade	Specialty	Raw Score Range	Passing Score
0201 - Human Resources Management	11		4 - 20	<input type="text" value="8"/>
0201 - Human Resources Management	12		5 - 25	<input type="text" value="10"/>

HR users can also set a Passing Score for Manual Assessments, so upon score import or key entry, applicants who fell below the passing score are automatically screened out.

Save

Cancel

Establishing a Passing Score

1. Determine if a passing score may be useful for a particular series/grade based on a strategic discussion and decision
2. Establish rigorous methodology in consultation with I/O psychologists/assessment experts and legal counsel
3. Identify data available that could inform the passing score setting process
4. Identify subject matter experts to participate in the passing score setting process
5. Carry out passing score setting process with a trained facilitator
6. Document the process
7. Evaluate the results associated with using a passing score



Assessment Passing Score FAQs

- **Passing Scores FAQs** document is available on the [USA Staffing Resource Center](#)
- Intended to assist agencies and HR specialists in gaining a better understanding of the assessment passing score functionality in the USA Staffing system
- Document includes 39 questions grouped into multiple sections:
 - General/Strategy Questions
 - Assessment Questionnaire Passing Score Questions
 - Manual Assessment Passing Score Questions
 - Applicant Questions



Manual Assessment Enhancements

Agencies can more precisely track manual assessment methods which provides richer data on assessment methods in use across government.

This data will be published on government-wide assessment dashboards.

USA Staffing®

Stage

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VACANCY 10138729 ▾

Vacancy 10138729

Assessment Package

Announcement

Reviews

✓ Create Assessment

+

USAJOBS Announcement Title

HR Specialist testdmk

Pay Plan-Series-Grade

GS-0201-11

Assessment ID

New

Assessment Information

Competencies

Assessment Questionnaire

Screen-Out Criteria

Rating Criteria

Passing Score Criteria

Test Plan

Assessment Information

Assessment Name *

Test Manual Assessment

Owner *

Bridget Dongarra ▾

Screen-out

Rating

Assessment Type *

Manual ▾

Assessment Method *

Panel Review ▾

Assessment Method Details

Accomplishment Record

Crediting Plan

Reference Check

Resume Review

Work Product Sample

Writing Sample

Assessment Rating Settings

Standardize scores

Manual Assessment Method/Details

HR Specialists can indicate the type of Manual Assessment used from the following options, providing more comprehensive and nuanced data for reporting purposes:

Online/Paper-Pencil Assessment

Biodata

Job Knowledge

Personality/Non-Cognitive

Cognitive Ability/Reasoning

Situational Judgment

Simulation

Assessment Center

Job Simulation Exercise

Panel Review

Accomplishment Record

Crediting Plan

Reference Check

Structured Resume Review

Work Product Sample

Writing Sample

Interview

Job Compatibility Interview

Structured Interview

Technical Interview

Other

Free-form field

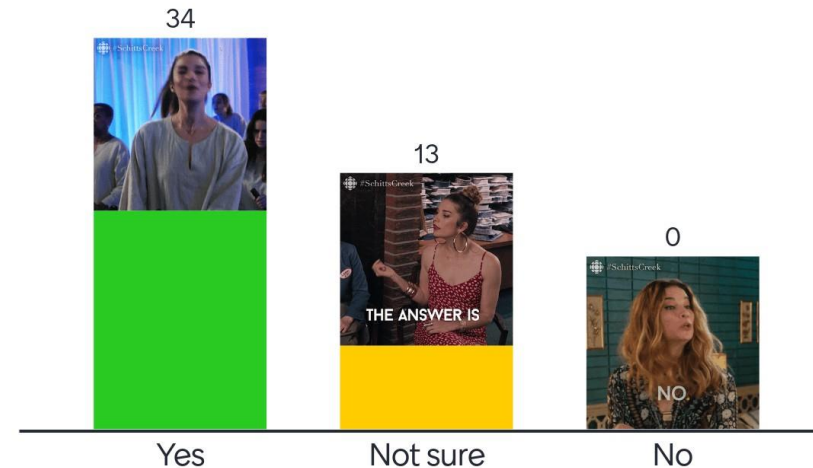
- **Assessment Method:** Required field, single selection
- **Assessment Method Details:** Required field, multiple selection



Questionnaire Assessment Method

- In the October Assessment Workgroup meeting we asked if it would be helpful to also add an Assessment Method field to AQ's.
- We met with our OPM I/O psychologists and discussed the options we should include in the list for this field.
- Reached out through the account management team to the primary POC for each agency to gather feedback on this list.

Do you think it would be a good idea to add a similar reportable field for Assessment Questionnaires?



Questionnaire Assessment Method

- **Training & Experience (Self-Evaluation)** – Task and/or competency-based self-report questionnaire used to screen and rank applicants based on their job-related training and experience. *This is the default option and would be automatically selected for any new assessment questionnaires created after the field goes into effect.*
- **Biodata (Professionally Developed)** – Assessment of personality attributes, attitudes, experiences, interests, skills, or abilities validated as predictors of performance for a given occupation in accordance with professional assessment development and validation guidelines.
- **Narrative Response Collection** – Applicants provide information in narrative form in response to questionnaire instructions.
- **Quality Ranking Factor** – Assessment includes knowledge, skills, and abilities/competencies that could be expected to significantly enhance performance in a position, but are not essential for satisfactory performance. Applicants who possess such KSAs/competencies may be ranked above those who do not, but no one may be rated ineligible solely for failure to possess such KSAs/competencies.
- **Selective Factor** – Assessment includes a competency/KSA or special qualification without which a candidate could not perform the duties of a position in a satisfactory manner. Selective factors are applied in addition to minimum qualifications. Applicants who do not meet a selective factor are ineligible for further consideration.
- **Other** – *Choosing this option would allow an HR user to enter additional information in a free-form text field.*



Questionnaire Assessment Method

USA Staffing®

VACANCY 11765578

Assessment Information

Assessment Name *
Test

Owner *
Maria Ahmad

Screen-out ☒ Rating ☒ Passing Score ☐

Hurdle *
Hurdle 1: Default Hurdle

Assessment Type *
Questionnaire

Rating Method *
Weight-Based

Scoring *
Competency-level

Assessment Method *
☒ Training & Experience (Self-Evaluation)
Biodata (Professionally Developed)
Narrative Response Collection
Quality Ranking Factor
Selective Factor
Other

Save Cancel

Option 1: Multi-select Assessment Method field with options in the list that include Quality Ranking Factor and Selective Factor.

USA Staffing®

VACANCY 11765578

Assessment Information

Assessment Name *
Test

Owner *
Maria Ahmad

Screen-out ☒ Rating ☒ Passing Score ☐

Hurdle *
Hurdle 1: Default Hurdle

Assessment Type *
Questionnaire

Rating Method *
Weight-Based

Scoring *
Competency-level

Assessment Method *
☒ Training & Experience (Self-Evaluation)
Biodata (Professionally Developed)
Narrative Response Collection
Quality Ranking Factor
Selective Factor
Other

Assessment Includes:
☐ Quality Ranking Factor
☐ Selective Factor

Save Cancel

Option 2: Multi-select Assessment Method field. When Training & Experience is selected, then Quality Ranking Factor and/or Selective Factor checkboxes are available to be selected.

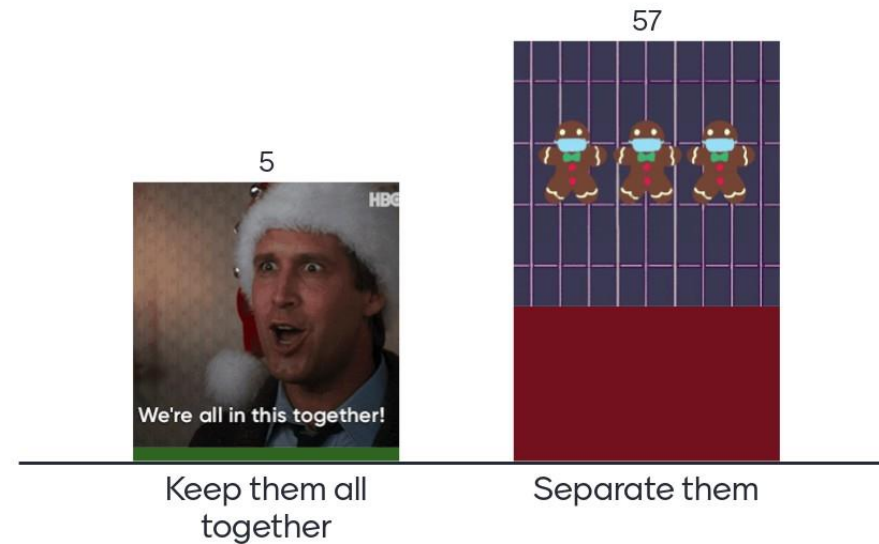


Do you think that Selective Factor and Quality Ranking Factor options should be separate or part of the Assessment Method list for AQs?

Go to
Menti.com
and use code
8396 9922



Do you think that Selective Factor and Quality Ranking Factor options should be separate or part of the Assessment Method list for AQs?

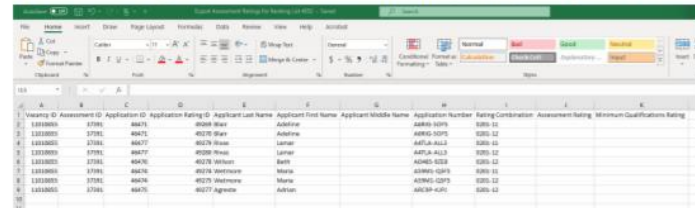


Manual Assessment User Guide

Manual Assessment User Guide is available on the [USA Staffing Resource Center](#) and includes scenarios showing how a manual assessment might be used in practice along with helpful tips and best practices.

Preparing Files with Applicant Scores for Import

The system-generated export file can be used to import the applicant results to the Manual Assessment. The file will contain one row per applicant, per rating combination. For example, a GS-0201-11/12 vacancy will contain two rows per applicant; however, if an applicant selected GS-12 as their lowest acceptable grade, they would only have one row.



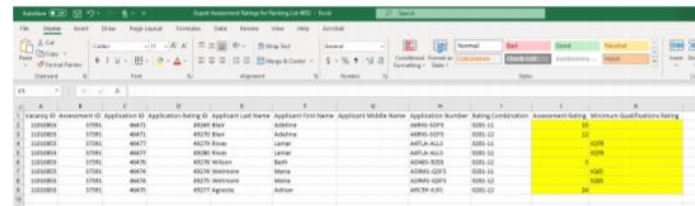
Vacancy ID	Assessment ID	Application ID	Application Rating ID	Applicant Last Name	Applicant First Name	Applicant Middle Name	Application Number	Rating Combination	Assessment Rating	Minimum Qualifications Rating
10100001	17001	00001	00001	Adeline	Adeline		00001-0001	0001-11		
10100001	17001	00002	00002	Adeline	Adeline		00002-0001	0001-12		
10100001	17001	00003	00003	Lamar	Lamar		00003-0001	0001-11		
10100001	17001	00004	00004	Lamar	Lamar		00004-0001	0001-12		
10100001	17001	00005	00005	Beth	Beth		00005-0001	0001-11		
10100001	17001	00006	00006	Beth	Beth		00006-0001	0001-12		
10100001	17001	00007	00007	Maria	Maria		00007-0001	0001-11		
10100001	17001	00008	00008	Maria	Maria		00008-0001	0001-12		
10100001	17001	00009	00009	Adrian	Adrian		00009-0001	0001-11		
10100001	17001	00010	00010	Adrian	Adrian		00010-0001	0001-12		

There are two columns within the export file that can be used to document the applicant assessment results, in preparation for importing them into USA Staffing:

1. **Assessment Rating** column entries must be numeric and fall between the **Min and Max Raw Score** values configured for the Manual Assessment. Note: Decimal points are allowed.
2. **Minimum Qualifications Rating** column entries must be one of the system-defined 4-character NOR Message Codes. A full list of NOR codes may be located [here](#).

You may enter both numerical scores and NOR codes into these columns for both eligible and ineligible applicants, so long as the criteria above are met. However, you also have the option to enter data for only one column, for example:

- For eligible applicants you can enter their numerical score in the **Assessment Rating** field, leaving the **Minimum Qualifications Rating** blank. Once imported, the system will default the assessment-level NOR code to ELTE.
- For ineligible applicants you can enter their NOR code in the **Minimum Qualifications Rating** column (e.g., IQID) leaving the **Assessment Rating** blank. Once imported, the ineligible NOR code will become the applicant's minimum qualification rating for that rating combination.



Vacancy ID	Assessment ID	Application ID	Application Rating ID	Applicant Last Name	Applicant First Name	Applicant Middle Name	Application Number	Rating Combination	Assessment Rating	Minimum Qualifications Rating
10100001	17001	00001	00001	Adeline	Adeline		00001-0001	0001-11		
10100001	17001	00002	00002	Adeline	Adeline		00002-0001	0001-12		
10100001	17001	00003	00003	Lamar	Lamar		00003-0001	0001-11		
10100001	17001	00004	00004	Lamar	Lamar		00004-0001	0001-12		
10100001	17001	00005	00005	Beth	Beth		00005-0001	0001-11		
10100001	17001	00006	00006	Beth	Beth		00006-0001	0001-12		
10100001	17001	00007	00007	Maria	Maria		00007-0001	0001-11		
10100001	17001	00008	00008	Maria	Maria		00008-0001	0001-12		
10100001	17001	00009	00009	Adrian	Adrian		00009-0001	0001-11		
10100001	17001	00010	00010	Adrian	Adrian		00010-0001	0001-12		

Helpful Tips: Do not modify the data in the other columns of this file or change the file type (i.e., keep it as .csv). However, if you are not ready to import scores for all applicants, you may delete row(s) from the file prior to import to ensure those applicants remain in a PA status.

Sections include:

- Creating a Manual Assessment
- Choosing a Scoring Option for a Manual Assessment
- Exporting Manual Assessment Applicants
- Preparing File with Applicant Scores for Import
- Importing Manual Assessment Results
- Using a Manual Assessment with a Panel Review
- Manual Assessment Permissions



Panel Reviews

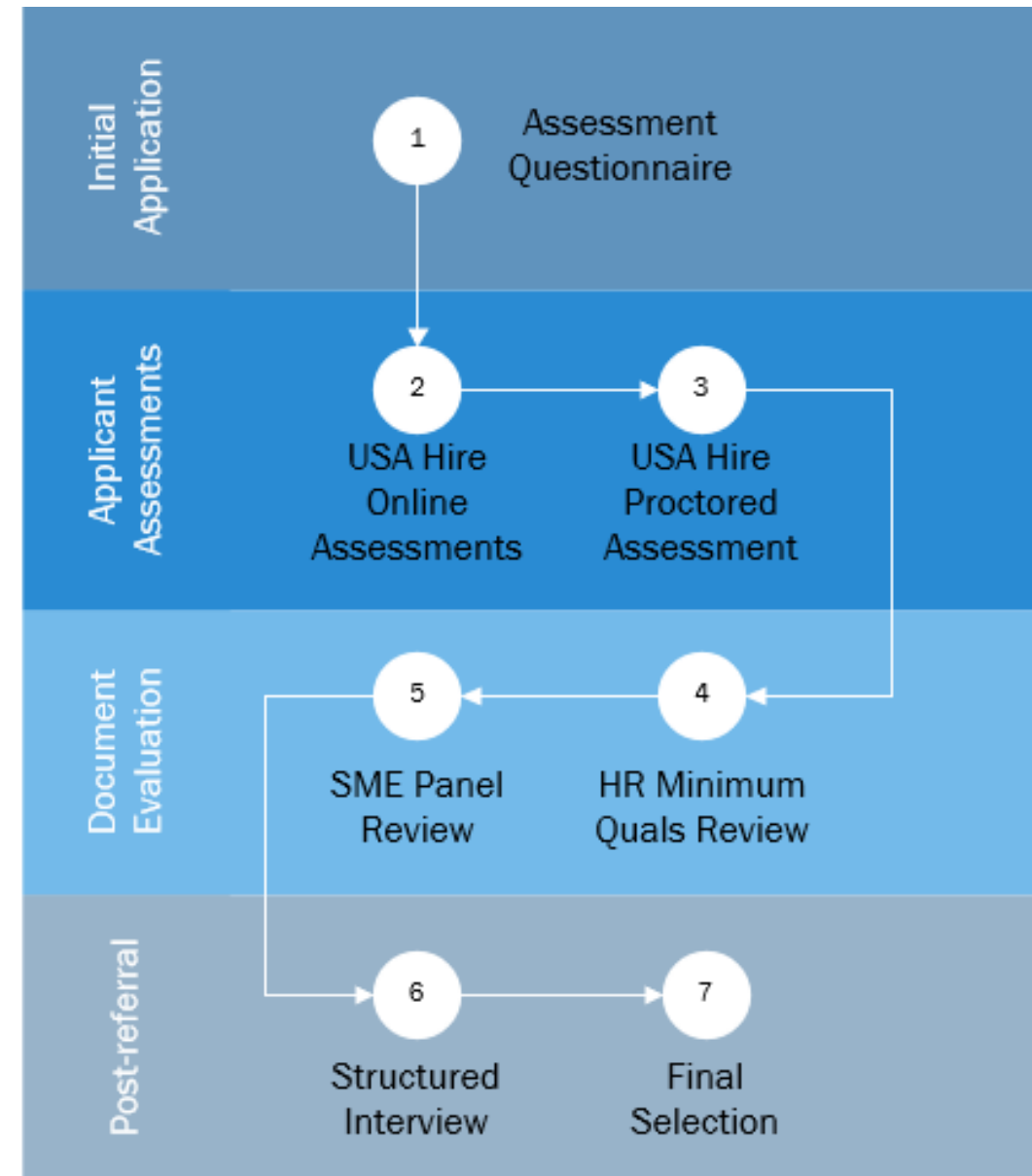
- Panel Reviews can be used to send Stored Lists to one or more Hiring Manager users, typically pre-certification.
- This feature allows panel members to review applicant information, including documents, as part of a multiple-step assessment process.
- There are two permissions that can be granted to reviewers:
 - **Edit/Override Scores** – Useful when the panel members will determine applicant final ratings on 70-100 scale. This option allows the reviewers to enter their ratings directly in USA Staffing, and HR users to see and apply them using mass override options, i.e., matching a single reviewer's ratings or averaging scores across multiple reviewers.
 - **View Only** – Useful when the panel members will determine scores for an assessment that is only *part* of the applicant's final score or where panel reviewer scores are not on a transmuted 70-100 scale. This option is typically used in combination with a Manual assessment export/import process that can be used to apply the results from the review and transmute/combine scores.



Multiple Hurdles (Business Necessity)

This feature allows agencies to effectively incorporate multiple assessments into the hiring process based on *business necessity*.

Automating hurdles in USA Staffing ensures consistency, transparency, and reportability so agencies can confidently mature their assessment practices.



Example hurdled assessment process

Multiple Hurdles (Business Necessity)

Allows applicants to complete multiple assessments using a *progressive hurdles approach*.

Assessment Plan can contain multiple hurdles, each of which can contain one or more assessments.

Applicants can progress from one hurdle to the next if they meet the required hurdle score cutpoint, and if they don't, they automatically fall out of the process.

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Staffing Classification Admin Reports Search

Go To

VACANCY 10146022

Vacancy 10146022 Assessment Package Announcement Reviews

USAJOBS Job Title: Human Resources Specialist Pay Plan-Series-Grade: GS-0201-11/12 Announcement Type: DE Status: Incomplete Source:

Assessment Plan Hurdle Criteria Job Analysis Settings Checklist Documents 0 Notes 0 History

– Hurdle Criteria

– Rating Combo: 0201-11

Hurdle	Cutpoint Method	Cutpoint Value	Used for Final Rating	Proportional Weight	Percentage Weight
Hurdle 1: Initial Applicant Phase	Hurdle Score Cutpoint	85 (70-100)	<input checked="" type="checkbox"/>	1 / 3	33.33%
Hurdle 2: SME Structured Resume Review	None		<input type="checkbox"/>	/ 3	0.000%
Hurdle 3: Structured Interview	None		<input checked="" type="checkbox"/>	2 / 3	66.67%

– Rating Combo: 0201-12

Hurdle	Cutpoint Method	Cutpoint Value	Used for Final Rating	Proportional Weight	Percentage Weight
Hurdle 1: Initial Applicant Phase	Hurdle Score Cutpoint	90 (70-100)	<input checked="" type="checkbox"/>	1 / 3	33.33%
Hurdle 2: SME Structured Resume Review	None		<input type="checkbox"/>	/ 3	0.000%
Hurdle 3: Structured Interview	None		<input checked="" type="checkbox"/>	2 / 3	66.67%

Save Cancel

Multiple Hurdles - Hurdle Statuses

- Applicants receive a Hurdle Status for each hurdle:
 - **Active** – Indicates one or more of the assessments within that hurdle are in progress. This status is automatically applied for the first hurdle or when the previous hurdle's criteria is met for the applicant to proceed to the current hurdle.
 - **Pending** – Indicates the hurdle is not active because the applicant is still completing the assessments in a previous hurdle.
 - **Inactive** – Indicates the hurdle is not active because the applicant didn't meet the hurdle criteria to move forward in a previous hurdle.
 - **Complete** – Indicates all the assessments contained within that hurdle have been completed, i.e., the applicant has received a minimum qualifications code and assessment-level score (if applicable) for each assessment.
- The Hurdle Status is assigned by rating combination, as an applicant could potentially move forward to the next hurdle at one grade level but not another.



Multiple Hurdles Guide

Introduction / Developing your Assessment Strategy

- What Are Multiple or Progressive Hurdles?
- When to Use Passing Score Functionality?
- When to Use Hurdles Functionality?
- When to Use Multiple Assessments?
- When to Use Hurdles, Passing Scores, or Both?
- How to Order Assessments?
- How to Score Assessments for each Rating Combination?

Implementing a Multiple Hurdle Assessment Strategy in USA Staffing

- Creating Your Assessment Plan in USA Staffing
- Implementing Scoring Decisions
- Selecting Veterans Preference Settings
- Informing Applicants How They Will Be Evaluated
- Rating Applicants for Multiple Hurdles
- Filtering Applicant Lists
- Sending Applicant Notifications

The **Multiple Hurdle Guide and Demo** are available on the [USA Staffing Resource Center](#).



Hiring Manager Interface

Providing managers with rich data on their hiring actions will improve satisfaction and provide transparency into the hiring process.

The hiring manager interface provides a technical foundation for other manager-focused features including SME Structured Resume Review and the Candidate Inventory.

The screenshot displays the USA Staffing Hiring Manager Interface. The top navigation bar includes links for Dashboard, Request to Fill Position, Candidate Inventory, Help, Alerts, and a user profile for Antonio Kaiser - Permanent. The main content area starts with a welcome message: "Welcome Antonio! You have ...". Below this are three summary cards: "ASSIGNMENTS" with 15 total (2 Past Due, 4 Due Soon), "POSITIONS TO BE FILLED" with 40 total (3 Not Submitted, 5 Pending Start), and "POSITION DESCRIPTIONS" with 454 total (46 In Draft, 15 Being Classified). The "Positions Being Filled" section features a "Sort By: Request Number" dropdown and a "Filters" bar with "Submit Request", "Request Approval", "Change", and "Reset" buttons. A search bar for "Position Title, Request Number" is also present. Two job listings are shown: "Human Resources Specialist" (ASMG-2020-02-1002) and "Information Technology Specialist" (ASMG-2020-02-1005). Each listing includes a progress bar with steps: Submit Request, Request Approval, Announce Job, Evaluate Applicants, and Process Hire. The "Human Resources Specialist" listing shows a "SELECTED APPLICANT" Oscar T. Green with contact information and a projected start date of 2021-07-31. The "Information Technology Specialist" listing shows "Selected Applicant: No Selection Yet".

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Dashboard Request to Fill Position Candidate Inventory Help Alerts Antonio Kaiser - Permanent

Welcome Antonio! You have ...

ASSIGNMENTS 15
Past Due 2 Due Soon 4

POSITIONS TO BE FILLED 40
Not Submitted 3 Pending Start 5

POSITION DESCRIPTIONS 454
In Draft 46 Being Classified 15

Positions Being Filled

Sort By: Request Number

Filters Submit Request Request Approval Change Reset

Position Title, Request Number Search

Human Resources Specialist
ASMG-2020-02-1002

SERIES 2210 PAY PLAN GS GRADES 11, 12, 13 HIRING ORGANIZATION Product Development Branch LOCATIONS Sweetwater, Florida

Submit Request Request Approval Announce Job Evaluate Applicants Process Hire

View Activity

SELECTED APPLICANT
Oscar T. Green
oscar.t.green@example.com
555-555-5555
Projected Start Date 2021-07-31
View Resume

Information Technology Specialist
ASMG-2020-02-1005

SERIES 2210 PAY PLAN GS GRADES 11, 12, 13 HIRING ORGANIZATION Program & Management Office LOCATIONS Show All 2 Locations

Submit Request Request Approval Announce Job Evaluate Applicants Process Hire

View Activity

Selected Applicant
No Selection Yet

Information Technology Specialist Selected Applicant

SME Structured Resume Review

In partnership with OMB’s USDS, we are building the SME Resume Review Tool into USA Staffing to expand agency access and improve usability, reportability, privacy and security.

Offering Structured Resume Review via USA Staffing expands use of this assessment method in a scalable and sustainable manner that leverages existing agency business processes.

Subject Matter Expert Review

Evaluate as many applicants as you can for the following position.

Information Technology Specialist (2210-GS-11/12)

24 Applicant Reviews Completed: 0 In progress: 1
You've Completed 0 Reviews

Details

Review #1713
Review available until October 26, 2021
4 SME Reviewers
2 Tiebreak Reviewers

Jane Smith

Time remaining to complete review: 4 hours

Submit Review

Recuse Yourself

Evaluation Criteria

Data Analysis

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et

- ☐ Resume reflects this specialized experience
- ☒ Resume does not reflect this specialized experience

Evaluation Justification

This is a justification of why this resume doesn't reflect...

Criteria

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et

- ☐ Resume reflects this specialized experience
- ☒ Resume does not reflect this specialized experience

Evaluation Justification

This is a justification of why this resume doesn't reflect...

Criteria

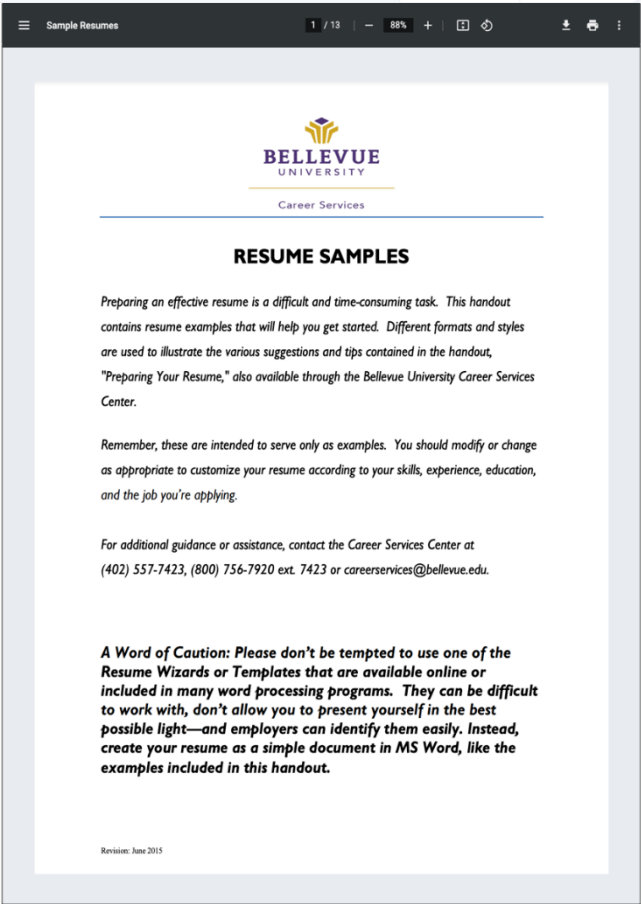
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et

- ☐ Resume reflects this specialized experience
- ☒ Resume does not reflect this specialized experience

Evaluation Justification

This is a justification of why this resume doesn't reflect...

Submit Review

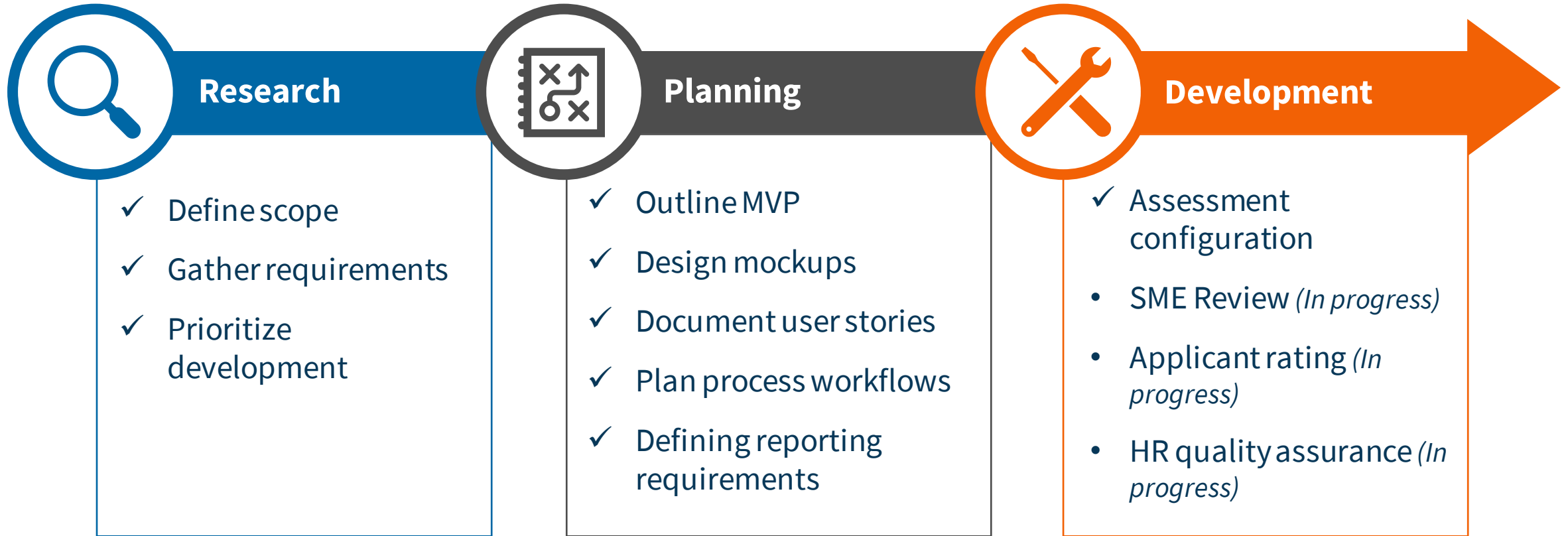


Structured Resume Review Feature Scope

- **Assessment Configuration:** HR user builds a Structured Resume Review assessment with items designed to help subject matter experts (SMEs) verify applicant qualifications.
- **SME Review (HR Interface):** HR users assign SMEs to evaluate applicants against the structured resume review assessment criteria. The review handles assignments, tracking and automates delivery to SMEs.
- **SME Review (HM Interface):** New interface for SMEs to review applicant resumes, provide ratings, and justify their evaluation with notes. SMEs are automatically provided the next applicant to review and can recuse themselves if needed.
- **HR Quality Assurance:** HR users can review SME evaluations and notes and may accept/return SME evaluations as appropriate.
- **Applicant Rating:** USA Staffing will incorporate the SME Review results into each applicant's overall rating for every series and grade combination. HR users can review the results in the applicant record along with all other information about the application, assessments, notifications and referral.
- **Reporting and Analytics:** USA Staffing will provide all data surrounding the structured resume review process to our Business Intelligence tool.



Structured Resume Review



The Structured Resume Review feature is estimated to become available in Quarter 2 of FY23.

Subsequent Assessment Questionnaire

- Currently, Assessment Questionnaires are only available to be used in the initial application phase (Hurdle 1).
- This feature will allow an assessment questionnaire to be used as a later hurdle.
- This can be helpful in collecting narrative responses from applicants that will then be rated/reviewed by SMEs, as those cannot usually be collected on initial application due to Hiring Reform guidelines.
- We are currently researching options to determine what the scope of the Subsequent Assessment Questionnaire feature will be.



**What additional support can we
provide to help with implementing
EO 13932 requirements?**

Go to
Menti.com
and use code
8396 9922



What additional support can we provide to help with implementing EO 13932 requirements?

More demos at a slower pace, hands on works the best.	More training on applying multiple assessments to DE	A technical competency library	Not sure at this time
More training, maybe recorded demos.	More trainings, demos and guides	Off the shelf, reusable E.O. compliant assessments	more demos
More training and demo	MORE TRAINING	Training targeted at daily USAS users	More training and Demos
Agency specific meetings/training/demo	We need to be able to designate when an assessment questionnaire meets the EO because we have IOs on staff.	Hiring Manager recorded training on the assessments.	More time.
For new users, a brief summary of what is included in the EO 13932 would be great! (EO13932 for Dummies?)	More time would be amazing. Walkthroughs/guides for the different assessment types would also be helpful.	Training targeted at daily users	More specific demos
Recorded training to be able to upload into our training systems	templates, more direct support to agency SMEs	Need to be able to have a second hurdle of assessment questionnaires. So we can collect narratives as a second hurdle	more training and demos
		additional clarification of how to use it.	when is it appropriate to use structured resume review?
			more demos





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USA Hire Assessments and EO 13932

Sharon Wilborn

The [Executive Order](#) on Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates (EO 13932) was issued on June 26, 2020.



EXECUTIVE ORDERS

Executive Order on Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates

ECONOMY & JOBS | Issued on: June 26, 2020

By the authority vested in me as President by the Constitution and the laws of the United States of America, including section 301 of title 3, United States Code, and sections 1104(a)(1), 3301, and 7301 of title 5, United States Code, it is hereby ordered as follows:

“By May 31, 2022, agencies need to comply with these requirements in at least 50% of the instances in which they assess individuals for jobs. By December 31, 2022, they should be at full compliance.”

to exclude qualified candidates for jobs related to emerging technologies and those with weak connections between educational attainment and the skills or

How does USA Hire meet the EO requirements?

- USA Hire measures general competencies directly related to the position.
- USA Hire **does not rely on an applicant's self-evaluation.**
- USA Hire uses professionally developed, **reliable, and valid government-wide assessments** that can be used off-the-shelf.
- **USA Hire offers assessments for:**
 - a) Occupational specific non-supervisory positions
 - b) Supervisory and Management positions
 - c) Executive positions
 - d) Writing ability
 - e) Program/project management
 - f) Custom assessments tailored for unique agency needs



Maximizing Value

USA Hire Assessments help agencies maximize the value of their hiring process and meet the assessment requirements of E.O. 13932.



Quality Assessments



“Whole Person”
Assessment



Easy Implementation



Federal HR & Assessment
Expertise



Advanced Technology



Better Hires!

Methods to Facilitate DEIA

USA Hire delivers a wide variety of automated assessments that consistently **evaluate applicants using the same criteria**, regardless of the size of the applicant pool.

USA Hire assessments help facilitate DEIA by:

- Adding structure to the hiring process
- Providing equal opportunity to applicants to demonstrate job-related competencies
- Rating all applicants consistently and objectively
- Measuring relevant competencies, critical for success on the job
- Providing an objective measure of an applicant's competency level
- Using a “Whole Person” approach





Standard

- 133 Job Series
- Non-Supervisory
- General competencies
- Off-the-shelf
- Specific to series/grade



Premium

- **Leadership**
 - Federal Supervisor Assessment
 - Supervisory Situational Judgment Test
 - Executive Assessment
- **Critical Skills**
 - Writing
 - Program/Project Management
- **1801/1802 Job Series**



Custom

- Agency-specific
- Mission critical
- New content

USA Hire is an extension of USA Staffing capability and may be combined with a technical questionnaire.



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USA Hire Standard Assessments

USA Hire Standard Assessments



Interaction

- Accountability
- Attention to Detail
- Customer Service
- Flexibility
- Influencing/Negotiating
- Integrity/Honesty
- Interpersonal Skills
- Learning
- Self-Management
- Stress Tolerance
- Teamwork



Judgment

- Decision making



Mathematical Reasoning

- Arithmetic
- Mathematical reasoning



Reading

- Reading



Reasoning

- Reasoning

Note: Assessments used and competencies measured depend on the job series and grade.

Cut Score Job Series

0080 Security Administration

0501 Financial Administration & Programs

0201 Personnel/HR Management

0510 Accountant

0203 Personnel Clerical & Assistance

0560 Budget Analysis

0303 Misc. Clerk & Assistance

0962 Contact Representative

0318 Secretary

1102 Contract Specialist

0343 Management & Program Analyst

2210 Information Technology



What additional series/grades would you like to see included in the list of USA Hire Standard batteries?

Go to
Menti.com
and use code
8396 9922



What additional series/grades would you like to see included in the list of USA Hire Standard batteries?

132

0301

0810/ 11-150801/ 11-15

Petroleum Engineering GS-0881-
11/12/13/14; Inspectors

0486

544-8 and 545-8

1530

Grants Management, 1109 series

0850 / 11/14

1316/1315

343, 2210, 0201, 0510,

0343

0188 & 0189

0986 (Legal Assistant) - 4/5/6/7/8

1530 - Statistician (9/11/12/13)

1603 - Facilities Assistant (4/5/6/7/8)

1640 - Facilities Specialist (7/9/11/12)





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USA Hire Premium Assessments

Federal Supervisor Assessment (FSA)



- An online assessment battery for Government-wide use in evaluating applicants to supervisor positions.
- Off-the-shelf assessment administered via OPM's USA Hire system through integration with USA Staffing.
- Includes two assessment components:

Situational Inventory	Applicants are presented realistic work problems or scenarios common to supervisory positions in the Federal Government and asked to evaluate the effectiveness of possible responses.
Behavioral Index	Applicants are presented questions about their personal experiences and work styles as they relate to supervisor positions in the Government.

Supervisory Situational Judgment Test (SSJT)



- Tailorable for an agency's supervisor/manager roles.
- Agency-specific to measure important leadership competencies at a particular agency.
- Administered via OPM's USA Hire system through integration with USA Staffing.
- Targets up to **eight competencies that are critical to success** as a first line supervisor in the Federal Government:

Accountability

Conflict
Management

Customer
Service

Developing
Others

Flexibility

Interpersonal
Skills

Problem
Solving

Strategic
Thinking

Executive Assessments



- Appropriate for Executive (SES) selection, Candidate Development Program (CDP) selection, and other types of executive positions.
- Delivered via OPM's USA Hire system, through integration with USA Staffing. Agencies receive numerical scores plus feedback reports.
- Suite of online assessments measuring competencies underlying the ECQs.
- Use the entire suite or pick and choose from any of the three assessments.

Work Simulation	Engaging, integrated narrative unfolding through related and realistic on-the-job scenarios.
Situational Judgment Test	Realistic on-the-job scenarios presenting multiple options to handle the situation.
Work Styles Assessment	Personality and biographical data items measuring preferred work styles related to the ECQ competencies.

Automated Writing Assessment (AWA)



- Off-the-shelf and ready to use.*
- Online assessment of writing skills including:

Applying correct grammar, usage, and mechanics

Applying general writing principles (e.g., introduction, body, conclusion)

Applying logic and analysis

- Applicants have 25 minutes to write a free text response.
- Agencies can choose from one of three standard prompts.
- Responses automatically scored by an artificial intelligence scoring engine.

Scoring rubrics are specific to the prompt

Algorithm was trained and cross-validated using human raters

Algorithm understands text meaning, much like that of a human rater

*OPM can develop custom prompts and scoring rubrics, as well as cut-scores, for agencies with unique/ specific needs.

Program/Project Management Assessment (PAPMA)



- Off-the-shelf and ready to use.
- Measures critical competencies, including Accountability, Decision Making, Information Management, Planning & Evaluating, Problem Solving, Interpersonal Skills, Teamwork, and Administration & Management.
- Designed to simulate a day in the life.
- Developed by OPM personnel research psychologists using a content validation strategy.
- Includes three assessment components.

In-Basket Exercise	Applicants prioritize and respond to emails, documents, etc.
Branching Role Play	Applicants “interact” with avatars in common workplace situations. Scenarios branch based on applicant responses and actions.
Business Case Analysis	Applicants analyze financial and operational data. Applicants recommend actions to improve organizational outcomes.

1801/1802 Assessments



- 1801 covers grades 5-13
- 1802 covers grades 5-9
- Off-the-shelf and ready to use.
- Appropriate for non-supervisory 1801 and 1802 positions
- No additional analysis, development, validation, or customization is required.
- These assessments may measure these general competencies, depending on the job series/grade:





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USA Hire Custom Assessments

USA Hire Custom Assessments

OPM I/O Psychologists can offer expert guidance in order to tailor assessments to meet your needs.

Custom Assessments can include...



Development of new assessment content



Implementation of agency owned assessments



Extension of USA Hire Standard Assessments to new series or grades



Any proctored assessment



Any multi-hurdled assessment process delivered by USA Hire

USA Hire Custom Assessments

OPM I/O Psychologists can offer expert guidance in order to tailor assessments to meet your needs.

Custom Assessment Options

Biographical Data Questionnaires	Cognitive Assessments	Job Knowledge Tests	Soft Skill Assessments
Situational Judgment Tests	Work Sample Assessments	Writing Assessments	Structured Interviews

- Pricing for custom assessment development, configuration, and delivery varies based on scope and level of effort

Assessment Strategy Consulting

- OPM psychologists offer consulting services to assist agencies in developing their assessment strategy, including planning, prioritization, development, implementation, use, and evaluation.

For what types of positions do you need the most support using additional assessments?

Go to
Menti.com
and use code
8396 9922



What types of positions do you need the most support using additional assessments? (for example supervisory, specific occ., highly tech)

highly technical

students

wage grade

other superv positions

internal merit promotion





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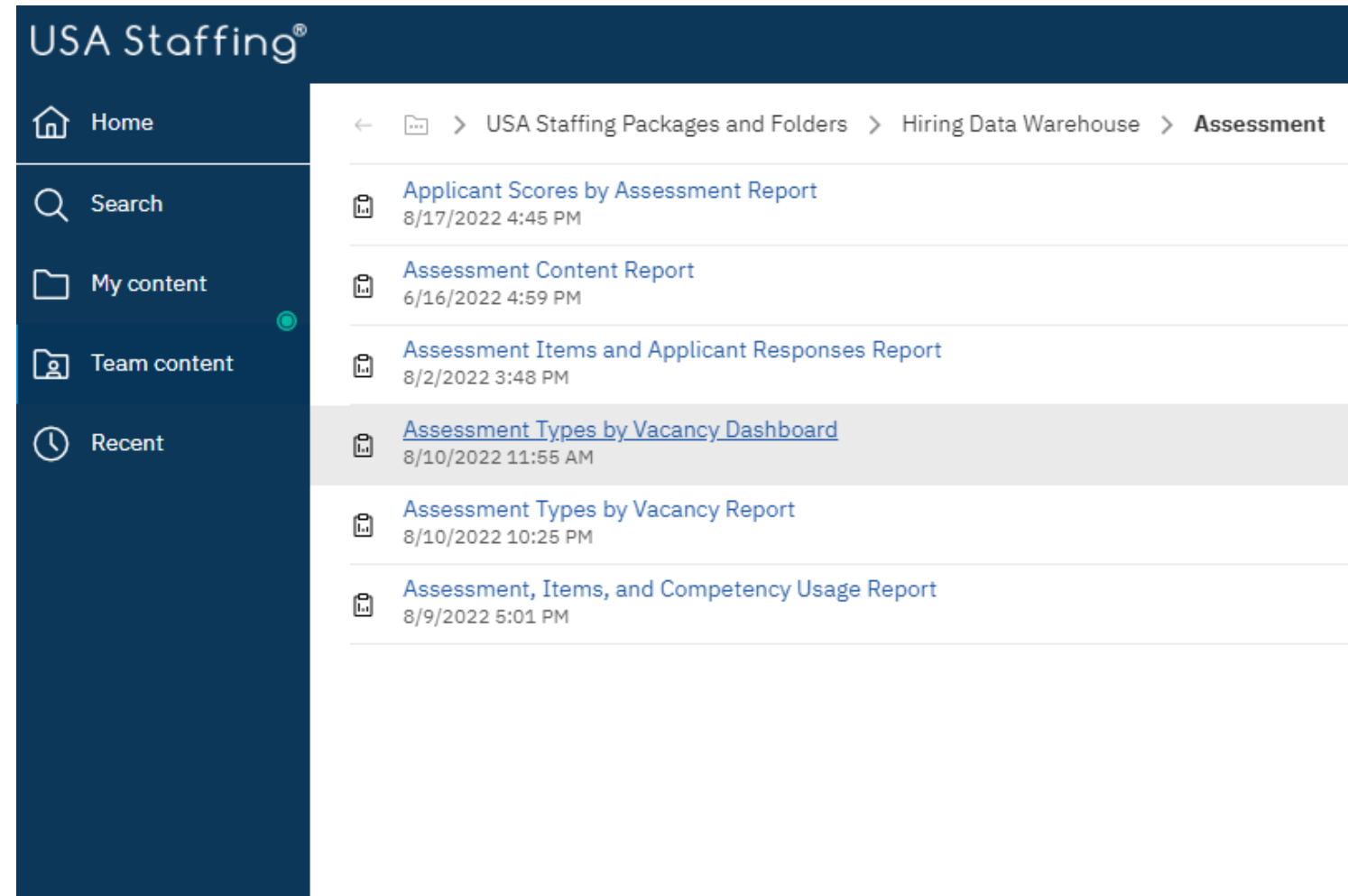
Assessment Reporting

Maria Ahmad

Assessment Types by Vacancy Dashboard

This new dashboard was created to provide agencies with direct access to similar metrics and visualizations as the [Hiring Assessment and Selection Outcome Dashboard](#).

Data is updated more frequently, and additional pages include data about the vacancies using various assessment types.

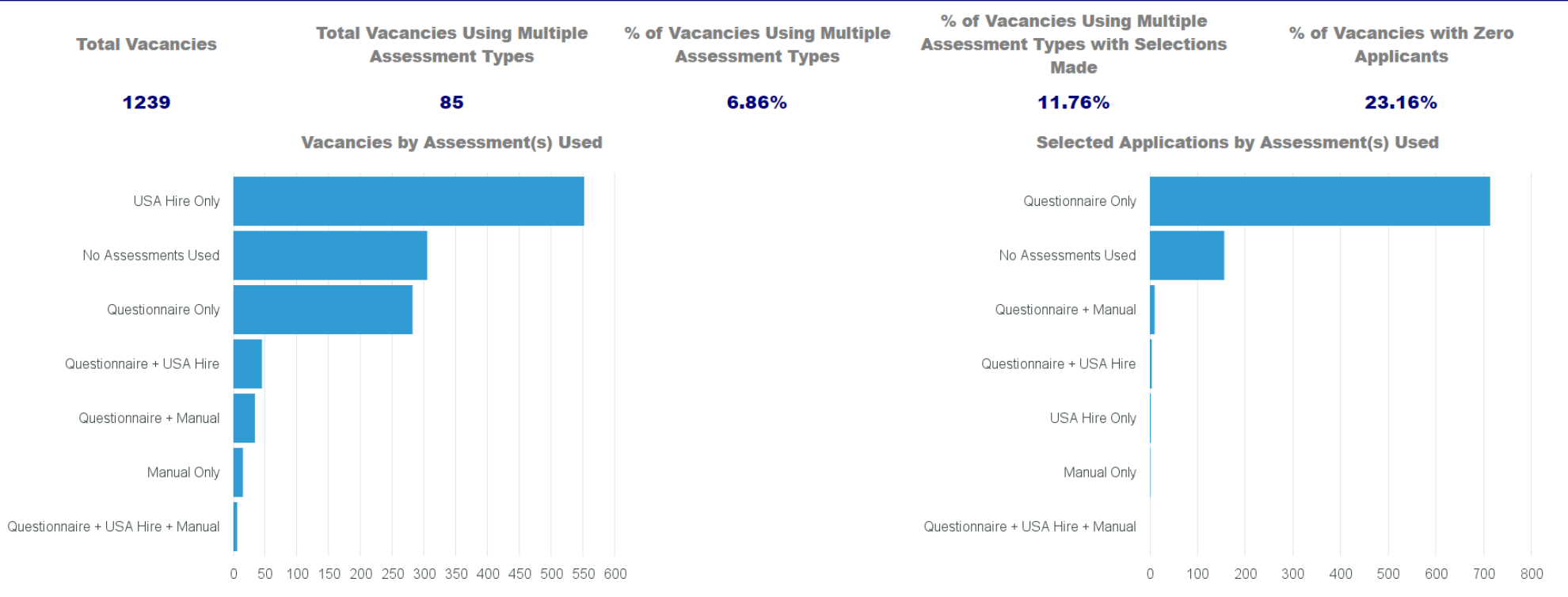




Assessment Types by Vacancy Dashboard

Dashboard Assessment Type Summary Assessments by Vacancy Data Definitions

Assessment Types by Vacancy



Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse > Assessment



Assessment Types by Vacancy Dashboard

[Dashboard](#) [Assessment Type Summary](#) [Assessments by Vacancy](#) [Data Definitions](#)

Assessment Types by Vacancy

Organization(s):
Office(s):
Customer(s):
Announcement Close Date Range:
Vacancy Number(s):

All parameter options
All parameter options
All parameter options
All parameter options
All parameter options

Series:
Grade(s):
Appointment Type(s):
Announcement Type(s):

All parameter options
All parameter options
All parameter options
All parameter options

EXCLUSIONARY Filters
Vacancies that include pay plan(s) and/or appointing authority(ies) listed below are excluded from the report.

Vacancy Pay Plan: WG

Appointing Authority: Direct Hire, EO 13932 Exempt

Assessment Type(s)	Staffing Organization Name	Staffing Office Name	Vacancy Number	Announcement Number	Announcement Open Date	Announcement Close Date	Vacancy Pay Plan-Series-Grade	Vacancy Job Title	Vacancy Announcement Types	Vacancy Appointing Authorities	Total Applications	Total Eligible Applications	Total Referred Applications	Total Selected Applications	Total Hired Applications	Total Entered on Duty
Manual Only	Department of Automated Testing OPM Reimbursable	Office Alpha	10118950	DEIMP-10118950-21-TSA	02/10/2021	02/22/2021	GS-0802/0803-5/6	Automated Testing Engineer	DE, IMP		0	0	0	0	0	0
		Kansas City Services Branch	10127606	DE-10127606-21-SC	05/01/2021	05/31/2021	GS-0201-11	Steph Tests Ranorex	DE	Competitive Service, Excepted Service, Shared Recruitment	2	0	0	0	0	0
		San Antonio Services Branch	10099767	21-10099767-DS-DE	01/07/2021	01/29/2021	GS-0343-9	Test Position	DE		0	0	0	0	0	0
			10119683	21-10119683-DS-DE	03/03/2021	11/30/2021	GS-0301-9	CSR - Applicant List with Eligibilities	DE	Competitive Service, Pathways	6	6	6	0	0	0
			10140567	22-10140567-DS-DE	03/25/2022	03/25/2022	GS-0201-6/8	Testing Manual Assessment Decimals	DE	Competitive Service, Pathways	2	2	0	0	0	0

Assessment Type Summary page: for each combination of assessment type(s) used, identifies the vacancies and flow of applications.

Assessments by Vacancy page: for vacancy, identifies the assessments used to evaluate applicants.

Staffing Organization Name	Staffing Office Name	Vacancy Number	Announcement Number	Announcement Open Date	Announcement Close Date	Vacancy Pay Plan-Series-Grade	Vacancy Job Title	Vacancy Announcement Types	Vacancy Appointing Authorities	Assessment Type	Assessment Name	Manual Assessment Method	Manual Assessment Method Details
ALJ Program Office	Administrative Law Judge Program Office	10139205	22-JJR-22	03/01/2022	03/02/2022	GS-6907-5	Materials Handler	DE		No Assessments Used			
		10140340	22-JJR-10140340	03/17/2022	04/21/2022	GS-4749-8	Maintenance Worker2	ST		No Assessments Used			
		10140347	22-JJR-10140347	03/17/2022	04/27/2022	GS-0201-7	Human Resources Specialist	ST		No Assessments Used			
		10140349	22-JJR-10140349	03/17/2022	04/30/2022	GS-6907-5	Materials Handler	ST		No Assessments Used			
		10140351	22-JJR-10140351	03/17/2022	04/12/2022	GS-0201-11	HR Specialist testdmk	ST		No Assessments Used			
		10140403	22-JJR-10140403	03/21/2022	04/28/2022	GS-0201-7	Human Resources Specialist	ST		No Assessments Used			



Assessment-Related Workgroups

- **USA Staffing Assessment Workgroup** – *Meets every 2 months*
 - Discuss and provide feedback on upcoming system enhancements related to assessment functionality
 - Provide demos and mini-trainings on assessment-related topics and best practices
- **USA Hire Working Group** – *Meets every 2-3 months*
 - Discuss upcoming enhancements related to USA Hire assessments
 - Discuss topics related to effectively using online assessments
- **Reporting and Analytics Workgroup** – *Meets every month*
 - Review new reports that have been developed, as well as changes to Cognos data models
 - Provide training on specific Cognos features and answer any data-related questions

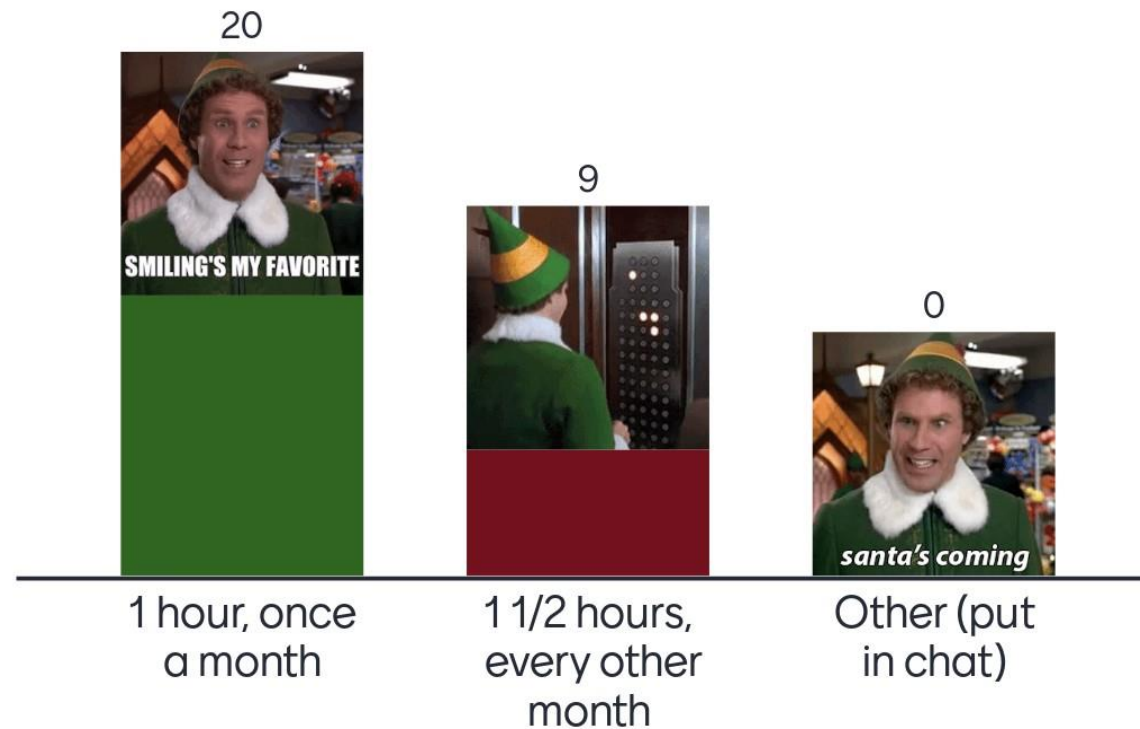


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