USA Staffing

Production Release Notes

Release 14.7

September 23, 2022

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Completed System Functionality

The USA Staffing Release Notes provide an overview of the most recent functionality deployed to the USA Staffing Stage and Production environments. The ✅ icon designates the completion of a feature previously defined in the Feature Backlog & Glossary. To learn more about upcoming features and the release schedule for the USA Staffing Stage and Production environments, please visit the USA Staffing Resource Center.

Contents

Staffing Functionality

Dashboards

Welcome
- Updated the name of the *Reached Application Limit* alert to *Application Count Reached* in the *Recent Alerts* tile to match the related field and alert name.
  https://help.usastaffing.gov/USAS/index.php?title=Viewing_user_alerts
  https://help.usastaffing.gov/ResourceCenter/images/a/a5/USA_Staffing_Alert_Inventory_-_April_2022.pdf

Tasks
- Modified the tooltip to display the following information when hovering over a *Request Number* on the Tasks dashboard:
  - Staffing:
    - *Pay Plan-Series-Grade*
    - *Customer* (internal customer name)
  - Onboarding:
    - *Pay Plan-Series-Grade*
    - *Customer* (internal customer name)
    - *Certificate Number* (if the new hire is associated with a certificate)
      https://help.usastaffing.gov/USAS/index.php?title=Tasks

Vacancy

- Added the ability to expand or collapse all the eligibility definitions on the Vacancy Eligibilities page at once for improved usability.
  https://help.usastaffing.gov/USAS/index.php?title=Vacancy_-_Eligibilities

Assessment Package

- ✅ Created the ability to structure an assessment package or assessment package template to include multiple hurdles. This feature allows applicants to complete multiple assessments in a progressive hurdle approach based on agency business necessity. Only applicants meeting the established scoring criteria on the assessment(s) in one hurdle are eligible to proceed to the assessment(s) in the next hurdle.
  - *Assessment Plan:* The [>>] button at the top left of the Assessment Plan page expands the Hurdles section, where the user can create each of the additional hurdles needed, up to a maximum total of five hurdles. Hurdle 1 can contain any kind of assessments (Questionnaire, USA Hire, and/or Manual). Hurdles 2-5 can only contain Manual assessments at this time.
    https://help.usastaffing.gov/USAS/index.php?title=Assessment_Plan

  - *Hurdle Criteria*: The Hurdle Criteria page will appear if more than one hurdle is present in the Assessment Plan. Users can set the cutpoint values that will be used to determine which applicants move forward based on the results they received on the assessments contained within the previous hurdle. The *Hurdle Score Cutpoint* values can be set for each rating combination on the 70-100 scale with up to 2 decimal points. Applicants who meet the *Hurdle Score Cutpoint* will be able to proceed to the next hurdle, while those who are qualified but didn't score high enough to meet the *Hurdle Score Cutpoint* will be automatically assigned the NF notification message code:
    - NF - You are tentatively eligible for this series/grade combination. However, based on the results of the assessment(s) completed so far and the needs of the hiring agency, you are not being moved to the next phase of the hiring process at this time.

    For each hurdle that has assessments used for rating applicants, the *Used for Final Rating* checkbox can be enabled so that the applicants' scores will be factored into their final score. If more than one

hurdle is used for final rating, then proportional weights can be assigned to each one (default is to have equal weights).
https://help.usastaffing.gov/USAS/index.php?title=Assessment_Package_Hurdle_Criteria

- o *Hurdle Settings:* When more than one hurdle is present in the Assessment Plan, the Settings page will display a Hurdle Settings section. By default, the Hurdle Settings will have the *Apply veterans' preference to hurdles* option selected, as well as the two settings enabled for:
    - *Add veterans' preference points to determine if the hurdle cutpoint is met* – This setting is automatically enabled and cannot be disabled if you're applying veterans' preference to hurdles.
    - *"Float" eligible CP/CPS veterans to the next hurdle regardless of their score* – This setting can be set by rating combination since CP/CPS veterans do not "float" for professional and scientific positions at the GS-9 or higher (like category rating procedures).

  If the announcement will not be recruited through Delegated Examining (e.g., merit promotion, direct hire, etc.), the option for *Do not apply veterans' preference to hurdles* may be selected. Doing so will also automatically turn off the two other settings for adding veterans' preference points or floating CP/CPS veterans.
  https://help.usastaffing.gov/USAS/index.php?title=Assessment_Package_Settings

- Applicants missing ratings for a *Manual* assessment that is used for *Screen-out* only will be placed in PA status to help users differentiate between those who have/haven't yet received a minimum qualifications rating for that assessment.

Announcement

- Added a telework eligible description text field when *Telework Eligible* is enabled in the Vacancy Position Information page. Users can enter additional clarification text (up to 500 characters) in this field, which will display in the Announcement Overview section on USAJOBS. If no text is entered, the USAJOBS default "Yes – as determined by the agency policy." will display.
  https://help.usastaffing.gov/USAS/index.php?title=Announcement_Text

- Updated the *Exclusive posting* hiring path to *Custom announcement* in alignment with USAJOBS new terminology.
  https://help.usastaffing.gov/USAS/index.php?title=Announcement_Information

Applicant Overview

- Added the *USAJOBS Job Title*, *Pay Plan-Series-Grade*, and *Announcement Type* to the header on the Applicant Overview tab for easy reference from any of the Applicant Overview pages.
  https://help.usastaffing.gov/USAS/index.php?title=Applicant_Overview

- When using multiple assessment hurdles, applicants will have a *Hurdle Status* for each hurdle. The hurdle status will be assigned by rating combination since an applicant could potentially move forward to the next hurdle at one grade level but not another. The *Hurdle Status* is visible in the applicant Rating Details, which can be opened from an applicant record or an applicant list. The hurdle status options are:
    - o *Active* – Indicates one or more of the assessments within that hurdle are in progress. This status will be automatically applied for the first hurdle or when the previous hurdle's criteria is met for the applicant to proceed to the current hurdle.
    - o *Pending* – Indicates the hurdle is not active because the applicant is still completing the assessments in a previous hurdle.
    - o *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.
https://help.usastaffing.gov/USAS/index.php?title=Rating_Details

Applicant Record

- The following NOR message codes have been added:

Code	Definition	Message
IDPN	Declined position	You will receive no further consideration because you indicated that you are not interested in the position.
IOPF	Did not pass physical fitness test	You are no longer being considered because you did not pass the physical fitness test required for this position.
IQOR	Lacks individual occupational requirements	You are ineligible because you do not meet the individual occupational requirements for this job series.

- The following NOR message code has been modified:

Code	Definition	Message
IQFI	Failed interview	You are no longer being considered because you did not pass the interview required for this position.

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

Stored Lists

- Stored lists will display in descending order by the date it was *Created* so that the most recent stored list appears first.
https://help.usastaffing.gov/USAS/index.php?title=Stored_Lists

Applicant List

- Updated the confirmation message when the *Remove All Overrides* button is selected. Upon override confirmation, the system will display which applicants were updated and which were not impacted.
https://help.usastaffing.gov/USAS/index.php?title=Removing_overrides_for_applicants_on_an_applicant_list

- When using multiple assessment hurdles, a new *Hurdle Filter* option is available under the Advanced Filters section. This filter allows applicant lists to be filtered by *Hurdle Status*, *Hurdle Score* (excludes veterans' preference points), or *Hurdle Augmented Score* (includes veterans' preference points).
https://help.usastaffing.gov/USAS/index.php?title=Identifying_advanced_filter_criteria

Certificates

- Added the *USAJOBS Job Title*, *Pay Plan-Series-Grade*, and *Announcement Type* to the header on the Certificates tab for easy reference from any of the Applicant Overview pages.
https://help.usastaffing.gov/USAS/index.php?title=Certificate_Overview

- Added the ability to edit the *Applicant List Name* after it is issued as a certificate. Also, when a certificate is issued the system will default the *Applicant List Name* to "Certificate" rather than "Stored List".
https://help.usastaffing.gov/USAS/index.php?title=Certificate_Information

- Updated the *Customer* list in *Audit Application* modal to display customers associated with the vacancy in the Position Information page along with customers assigned to available *Request Number*(s).
https://help.usastaffing.gov/USAS/index.php?title=Auditing_an_applicant_record

New Hire

- Added the *Task Result* information to the tooltip when hovering over the *Task Status* on the Human Resources owned list of tasks in the Manage Tasks page within a new hire record. **Note:** If the task is pending update, *No Result Entered* will display. If the task has not been linked to a *Task Results Set*, *No Result Set Associated* will display.
https://help.usastaffing.gov/USAS/index.php?title=Manage_Tasks

- Documents added from the Position Description, Vacancy, or Request to a New Hire record through the *Add from USA Staffing* option will open as PDF in a new tab when viewed within the New Hire record. Also, history entries will be visible in the document viewer to include who added the document and who has viewed the document and/or made changes to the *Document Type*.
https://help.usastaffing.gov/USAS/index.php?title=Viewing_a_new_hire_document

- The following forms have been added in USA Staffing:
  - CBPHC 4-4 – OPR Criminal Investigator Mobility Agreement
  - DFAS PPF-1 – DFAS Probationary Period Memorandum for Newly Appointed Supervisors and Managers
  - DOJ ATR PED – Reporting Loss or Theft of Portable Electronic Devices
  - DOJ OIG III-100-5 – Mobility Agreement
  - OFI 86C – Special Agreement Check
  - VA 10-0459 – Credentialing Release of Information Authorization
  - VA SYS 01 – VA Systems Enrollment Form

- The following forms have been updated in USA Staffing:
  - CC 3005
  - CC 3011
  - SECNAV 5512-1
  - TSP 1

Selective Service System Interconnection

- The first 20 characters of the New Hire's *Last Name* will be sent to SSS. This will help reduce the number of Error 99s seen by new hires with last names longer than 20 characters.

Hiring Manager Functionality

- Completed a full redesign of the Hiring Manager's interface to make it easier for HM users to identify items requiring attention and allow for more robust tracking of Hiring Actions and New Hires. The new interface includes a dashboard with three main content areas:
  - *Assignments*: Includes all Reviews to which a Hiring Manager is assigned. As a default, the *Assignments* section will include an overall count of all assignments in an *Active Status*, a sub-count of all assignments that are *Past Due*, and a sub-count for *Due Soon* which includes a count of assignments that will be due within the next three days. Managers may do additional filtering based on *Assignment Type* or *Assignment Status* to further expand or narrow results. In addition, managers may perform a keyword search against *Position Title*, *Assignment Name*, or *Due Date*. All results may be sorted by *Due Date*, *Position Title*, *Assignment Name*, or *Assignment Type*.
https://help.usastaffing.gov/HiringManager/index.php?title=Assignments

- o *Positions Being Filled*: Includes all requests to which a Hiring Manager has access. As a default, the *Positions Being Filled* section will include an overall count of requests where the manager is the *Requester*, a sub-count of all requests that are *Incomplete*, and a sub-count of all requests that have a *Selection Made*. Managers may do additional filtering based on *Request Status*, *Hiring Manager* name, *Location*, *Hiring Organization*, *Series*, *Pay Plan*, and/or *Grade* to further expand or narrow results. Managers may also perform a keyword search against *Position Title, Selected Applicant,* or *Request Number*. All results may be sorted by *Request Number*, *Position Title*, *Start Date*, *Selectee Name*, *Request Status*, or *Selectee Name*.
  https://help.usastaffing.gov/HiringManager/index.php?title=Positions_Being_Filled

- o *Position Descriptions*: Includes all Position Descriptions in a *Published Status* to which a Hiring Manager user has access. Managers may do additional filtering based on *Hiring Organization*, *Series*, *Pay Plan*, or *Grade*. Managers may perform a keyword search against *Position Title* or *Position Description Number*. All results may be sorted by *Grade*, *Last Modified Date*, *Position Description Number*, *Position Title*, *Series,* or *Status*.
  https://help.usastaffing.gov/HiringManager/index.php?title=Position_Descriptions

- o The updated Hiring Manager interface also refreshed how managers can update personal profile details including *Name*, *Position Title*, *Address*, and contact details.
  https://help.usastaffing.gov/HiringManager/index.php?title=Hiring_Manager_Profile

- Submitting a Hiring Action will take HM users to the Positions Being Filled page on the updated Hiring Manager Dashboard.
  https://help.usastaffing.gov/HiringManager/index.php?title=Dashboard

- Added the ability to view and download *HM Viewable* (Hiring Manager viewable) documents associated with a Position Description.
  https://help.usastaffing.gov/HiringManager/index.php?title=Position_Descriptions

- Added start date information to the *Positions Being Filled* tile on the Hiring Manager dashboard.
  - o If a request is complete and the new hire has an established start date, the *Start Date* will be displayed.
  - o If a Request is not complete and the new hire has a projected start date, a *Projected Start Date* will be displayed.
  - o If a new hire does not have an established start date*, Not Established Yet* will be displayed. Sorting by *Start Date* will include both projected and set start dates.
    https://help.usastaffing.gov/HiringManager/index.php?title=Positions_Being_Filled

- Removed re-redirect pages for the following actions:
  - o Returning a Review will take HM users to the Assignments page on the updated Hiring Manager Dashboard.

- Added a section titled Job Announcements under the Position Settings section on the Hiring Manager Request page. If there are no announcements, the following message will display: "There are no Job Announcements associated with this Request." If there are announcements associated with the Request, the following information will display for each Announcement:
  - o Announcement Number
  - o Vacancy Position Title
  - o Locations
  - o Open Date
  - o Close Date
  - o Status

o   View Announcement - this hyperlink will open the Announcement in USAJOBS
https://help.usastaffing.gov/HiringManager/index.php?title=Opening_a_request

▮ Administrative Functionality

Customers

- Added the following validation message to ensure each *Agency Reference Code* is unique within a USA Staffing Organization and prevent duplication: "*Agency Reference Code must be unique within an Organization. This Agency Reference Code already exists for {Customer Name}. Please enter a unique Agency Reference Code.*"
https://help.usastaffing.gov/USAS/index.php?title=Create_a_New_Customer
https://help.usastaffing.gov/USAS/index.php?title=Edit_Customer

Competency Networks

- Added the ability to filter Competency Networks by *Owning Office* to assist users in finding competency networks they have access and permission to edit. Note: This new filter replaces the *Customer* filter.
https://help.usastaffing.gov/USAS/index.php?title=Manage_Competency_Network
https://help.usastaffing.gov/USAS/index.php?title=Filtering_competency_networks

Notification Templates

- Added a data insert for *Duty Location - Postal Code* to Onboarding notifications under the available data inserts *Position* section.
- Added a data insert for *Current Date* to Onboarding notifications under a new available data inserts section titled *System*. This data insert will display in MM/DD/YYYY format.
- Moved the *Logged In User Name* data insert from the *Contacts* to the new *System* data inserts section.
https://help.usastaffing.gov/USAS/index.php?title=Data_Inserts

- Clarified the *Tentative Job Offer Declination* and *Official Job Offer Declination* emails to refer to new hires created from either a manual onboarding request or through a certificate.
https://help.usastaffing.gov/ResourceCenter/images/6/69/Quick_Reference_Guide_for_System_Generated_Emails_-_Sept_2022.pdf

Tasks

- Added the following error message when users with *Delete Task Templates* permission attempt to delete a task previously (not currently) assigned to a new hire record: *"This task template was previously assigned to a new hire and cannot be deleted."*
https://help.usastaffing.gov/USAS/index.php?title=Deleting_a_task_template

Workflows

- Staffing workflows will be retired (rather than deleted) when they are associated with a *Request Staffing Approach*. Retired workflows can be reactivated if needed. Buttons in this area operate dynamically. If the workflow is not associated with a *Request Staffing Approach*, a *Delete* button displays instead of the *Retire* button.
https://help.usastaffing.gov/USAS/index.php?title=Workflow_Properties
https://help.usastaffing.gov/USAS/index.php?title=Retiring_a_workflow

▮ Classification Functionality

- No updates.

USA Hire Functionality

- ✅ Added an option titled *Send USA Hire reminder notifications once announcement closes* under the *USA Hire Settings* section on the Assessment Package Settings page. This option will be enabled by default. Users who have the *USA Hire - Edit Notification Settings* permission will have the option to disable it. When enabled, USA Staffing will automatically send a reminder notification to any remaining PA applicants the morning after the announcement has closed to encourage them to complete the USA Hire assessments. **Note:** This setting cannot be enabled when using the *Dynamic Window* option or the *Send custom USA Hire notifications after application submission* option is enabled. Also, reminders will not be sent out on vacancies where a *USA Hire Hold* is applied or for applicants who have a reasonable accommodation claim that has not yet been adjudicated.
  https://help.usastaffing.gov/USAS/index.php?title=Assessment_Package_Settings

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.