



Assessment Questionnaire 'Copy from File' Import Template

The highlighted content below is read by the system and parsed into assessment questionnaire content. The system will automatically re-number items not in sequential order during the import.

INSTRUCTIONS: *Instructional text goes here.*

COMPETENCY ID: *A competency ID number* in the row before an item links all items below it to that competency. This continues until a new competency is specified or it hits "COMPETENCY ID: None".

1. *Item text goes here.*

[number] A. *Response option text goes here.* Use this if you are creating item-specific response options instead of a system scale. The value in brackets will populate as the response option base value and is not required for the response to be read. Item #6 in the example below demonstrates the use of custom response options with base values. Item #9 in the example below demonstrates the use of custom response options without the use of base values. In order to mark the assessment package Complete when no base values are added (such as in item #9), you must manually add base values after import.

***** before an item number marks the item required.

- before an item number marks the item as a screen-out.

Response Types

The AQ Copy from File import recognizes these Item response types:

NARRATIVE: *Item stem goes here.*

SHORT ANSWER: *Item stem goes here.*

CALENDAR: *Item stem goes here.*

MCMS: before an item number will allow applicants to select multiple response options for that item. This must be used before every MCMS item.

SCALE: *Rating Scale Name* in the row before an item links all items below it to that scale. This continues until a new scale is specified or an item has custom response options. This must match one of the scales below exactly in order to be read by the system.

- Experience/Demonstrated Capability (Entry-Level)
- Experience/Demonstrated Capability (Higher Complexity)
- General Schedule (Default)
- Level of Knowledge Scale
- Level of Knowledge Scale (Higher Complexity)
- Technical Competence



- Wage Grade (Default)
- Yes/No (Default)

For Example...

INSTRUCTIONS: Thank you for your interest in a Human Resources (HR) Specialist position with the Federal government.

*** - 1.** Select the one statement that best describes the education and/or experience that you possess that demonstrates your ability to perform HR Specialist work at the GS-11 level or equivalent pay band in the Federal service.

A. I have one year of experience (equivalent to at least the GS-09 level or pay band in the Federal service) that includes performing the following duties: applying personnel laws, regulations, practices, and procedures relating to recruitment and placement activities; providing HR consultant/advisory services to managers, supervisors, employees, and applicants in the areas of staffing, recruitment, and placement; analyzing recruitment and placement issues to provide recommendations and/or solutions; and conducting job analysis, reviewing applicant qualifications, and referring eligible candidates for employment consideration.

B. I have a Ph.D. or equivalent doctoral degree or three full academic years of progressively higher level graduate education leading to such a degree in one or a combination of the following fields: human resources management, industrial relations, public administration, political science, business administration, psychology, labor relations, education, or a closely related field.

C. I have some specialized experience as described in A but less than one year, and I have more than two years but less than three years of graduate education as described in B. I have computed the percentage of these requirements that I meet, and the total is at least 100%. (To compute the percentage, divide your total months of qualifying experience by 12. Then divide your semester hours of graduate education beyond two years by 18. Add the two percentages. The total percentage must equal at least 100 percent to qualify.)

D. My experience and/or education is not reflected in any of the above statements.

***-2.** Do you have one year of specialized experience (equivalent to at least the GS-11 level or pay band in the Federal service) that includes performing the following duties: interpreting and applying complex personnel laws, regulations, practices, and procedures relating to recruitment and placement activities; providing HR consultant/advisory services and products in the areas of staffing, recruitment, and placement to managers, supervisors, employees, and applicants; analyzing trends and forecasting changes in workforce requirements that may impact future recruitment needs of an organization; developing or modifying organization-wide policy relating to recruitment and placement procedures; conducting job analysis, reviewing applicant qualifications, and referring eligible candidates for employment consideration; analyzing and resolving uncommon recruitment and placement issues; and participating as a lead/senior consultant at meetings/conferences regarding workforce initiatives and strategies?

A. Yes. I have experience performing most of the above duties.

B. No. I do not have experience performing most of the above duties.

SCALE: General Schedule (Default)

COMPETENCY ID: 61

3. Write HR training materials such as manuals, guides, handouts and slide content to use for formal training classes.

4. Write operational procedures governing recruitment and placement processes for an HR program or office.

5. Explain in writing how HR-related laws, regulations, precedents, and practices are applied or interpreted (e.g., in response to an applicant or organizational inquiry that may have legal implications).

SHORT ANSWER: Please provide the name of a person who can verify this experience.

COMPETENCY ID: 202

6. Conduct an HR-related briefing and/or training workshop tailored to a specific audience.

[0] A. *Custom response option goes here.*

[1] B. *Custom response option goes here.*

[2] C. *Custom response option goes here.*

[3] D. *Custom response option goes here.*

[4] E. *Custom response option goes here.*

MCMS:

7. Select all of the software systems you have used.

[1] A. USA Staffing

[1] B. Monster

[1] C. People Soft

[1] D. Ascendre

[0] E. None of the above

CALENDAR: When did you last use an automated staffing system?

SCALE: General Schedule (Default)

COMPETENCY ID: 326

7. Consult with client managers and/or subject matter experts to discuss strategies for a recruitment or staffing initiative.

8. Recommend alternative course of action to accommodate the recruitment/staffing needs of a customer.

9. Inform clients or managers about regulatory or policy changes, as well as the potential impact of these changes on their current procedures or programs.

[0] A. *Custom response option goes here.*

[1] B. *Custom response option goes here.*

[2] C. *Custom response option goes here.*

[3] D. *Custom response option goes here.*

[4] E. *Custom response option goes here.*

NARRATIVE: Please describe your experience providing customer service in an HR setting.

COMPETENCY ID: None

*****10. I certify that, to the best of my knowledge and belief, all of the information included in this questionnaire is true, correct, and provided in good faith. I understand that if I make an intentional false statement, or commit deception or fraud in this application and its supporting materials, or in any document or interview associated with the examination process, I may be fined or imprisoned (18 U.S.C. 1001); my eligibilities may be cancelled, I may be denied an appointment, or I may be removed and debarred from Federal service (5 C.F.R. part 731). I understand that any information I give may be investigated. I understand that responding "No" to this item will result in my not being considered for this position.

A. Yes, I certify that the information provided in this questionnaire is true, correct and provided in good faith, and I understand the information provided above.

B. No, I do not certify/understand the information provided above.

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