USA Staffing

Production Release Notes

Release 12.7

March 12, 2021

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.

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Staffing Functionality

System

- ✅ Incorporated *Feedback Opportunities* into the system for HR users to respond to available surveys, which can be viewed through the comment icon located to the left of the help icon.
  - o Feedback opportunities will consist of time-limited, 3-5 question surveys published by the USA Staffing Program Office, which can be taken by HR users. These surveys will be published in conjunction with Stage or Production releases and communicated within the respective Release Notes. Opportunities may also be advertised during Advisory Board, workgroups, and other collaborative forums, as appropriate. Surveys will be available for periods of a few days up to 4 weeks, depending on the nature of the opportunity and amount of feedback required. The purpose of these surveys is to allow the USA Staffing teams to quickly elicit user feedback while implementing high priority features requested by agencies immediately before, during, or after the development cycle. Feedback will be used internally to inform design and program decisions. It will not be attributable to a department, agency, organization, or office with the following exception. At times we will include a question asking the respondent to provide specific information (e.g., What agency do you work for?). In these instances, USA Staffing may relay trends and generalized user perception during Advisory Board meetings, workgroups, joint application design sessions, or Account Manager/agency USA Staffing Program Manager meetings as necessary prior to USA Staffing development team action.
  https://help.usastaffing.gov/USAS/index.php?title=Feedback_Opportunities

Dashboard

New Hires

- Added the ability to flag a new hire as a favorite by selecting the star icon and filter these new hires within the list by selecting the *Favorites Only* filter option.
  https://help.usastaffing.gov/USAS/index.php?title=New_Hires

Vacancy

- Added the ability to search tasks on the Vacancy Case File page *Add Task* pop-up window.
  https://help.usastaffing.gov/USAS/index.php?title=Adding_a_task_to_a_vacancy

Assessment Package

Assessment

- Re-ordered the pages within an Assessment Package to display in the following order for improved usability:
  - o Assessment Plan
  - o Job Analysis
  - o Settings (formerly titled Categories)
  - o Checklist (formerly titled Overview)
    https://help.usastaffing.gov/USAS/index.php?title=Assessment_Package_Settings
    https://help.usastaffing.gov/USAS/index.php?title=Assessment_Package_Checklist

Applicant Overview

- ✅ Added the ability for users with <u>Update USAJOBS Job Status permission</u> to designate an announcement's job status in USAJOBS as hiring complete as appropriate by selecting the *Mark Hiring Complete* button on the Applicant Overview page. This button displays only once the announcement has closed or is removed. Once an announcement's Job Status has been updated to Hiring Complete it cannot be manually changed. A confirmation message will display prompting the user to confirm before the status is updated and the change is captured in History. Additional Job statuses will update in USAJOBS based on the following criteria:
  - o Announcement is Open – Job Status is *Accepting applications*.
  - o Announcement is Closed or Removed – Job Status is *Reviewing Applications*.
  - o Vacancy is Canceled – Job Status is *Job canceled*.
  - o Vacancy is Expired – User can manually select the *Mark Hiring Complete* button as appropriate.
  - o If the announcement becomes Open again while the vacancy status is Active and the USAJOBS Job Status is *Hiring complete*, the USAJOBS Job Status will update to *Accepting applications*.
  - o **Note:** This replaces application-level statuses previously presented in USAJOBS based on notifications sent through USA Staffing. USAJOBS is no longer displaying application statuses and expects all announcements to be marked as *Hiring complete* at the appropriate time based on agency policy. USA Staffing will facilitate updating older announcements to *Hiring complete* on the customers' behalf based on pre-approved criteria. For additional information, please contact your Account Manager.
    https://help.stage.usastaffing.gov/USAS/index.php?title=Overview
    https://help.stage.usastaffing.gov/USAS/index.php?title=Marking_a_vacancy_status_to_hiring_complete
- Added History entries for the various *Touchpoint Notifications Sent* from the Applicant Overview page.
  https://help.stage.usastaffing.gov/USAS/index.php?title=Viewing_history

Applicant Record

- Made the following usability improvements to the Eligibilities and Ratings page:
  - o Moved the *Eligibility End Date* information to the header.
    https://help.stage.usastaffing.gov/USAS/index.php?title=Applicant
  - o Updated the *Veterans' Preference* section. Users can click the edit icon to adjudicate the applicant's Veterans' Preference and enter the *Document Date,* if applicable.
  - o Updated the *Eligibilities* sections to align with the way this functionality works within an Applicant List, which includes the ability to add and adjudicate an unclaimed eligibility within the applicant record.
  - o Updated the Reasonable Accommodation section to replicate the Eligibilities functionality for users with the appropriate permission.
    https://help.stage.usastaffing.gov/USAS/index.php?title=Eligibilities_and_Ratings
- The following NOR message code has been updated:

Code	Definition	Message
IFED	Missing foreign education evaluation	You were not considered because you did not submit documentation of evaluation of the education you obtained at a foreign university. You must submit documentation to show that the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an accredited U.S. education program; or full credit has been given for the courses at a U.S. accredited college or university. For further information, visit: https://www2.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html

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

Applicant List

- Added a *Go to page* field when viewing an applicant list with multiple pages. Users can enter a page number and navigate to the selected page.
  https://help.usastaffing.gov/USAS/index.php?title=Applicant_List

Stored List

- Stored lists generated without a certificate type associated with a Panel Review will display applicants in alphabetical order in the Review Ratings page.
  https://help.usastaffing.gov/USAS/index.php?title=Creating_a_stored_list

Onboarding Functionality

New Hire

- Users can now see the following details when viewing a new hire record with a General task assigned:
  - Task Result - When there is a *Task Results Set* assigned to the task template, a user with permission to edit task details may select from a drop down of pre-defined task results to update this entry. Hover text will indicate when no *Task Results Set* is assigned. See the *Task Results Set* entry under Administrative Functionality for more information.
  - Task Definition ID   - This is a unique identifier for the task template. It will only be displayed when there is a *Task Results Set* assigned to the task template. It is not editable by the user.
    https://help.usastaffing.gov/USAS/index.php?title=Updating_a_result_in_a_task

Forms

- Added the following forms in USA Staffing:
  - GSA 3607   Motor Vehicle Operator's License and Driving Record
  - ICE EL CI 09   DHS-ICE Driver's License Agreement
  - DOI OIG FPAR   Fingerprint Privacy Act Release
  - DOI OIG FCRA   Fair Credit Reporting Act Release
  - DOI DG 41   Ethics Pledge
- Updated the following forms in USA Staffing:
  - Tax SC
  - Tax WI
  - Tax IL
  - Tax MS
  - Tax MD
  - Tax NC
  - Tax NJ
  - Tax MN
  - Tax MT-ETM

Hiring Manager Functionality

- No updates.

Administrative Functionality

Permissions

- Added a new permission titled Update USAJOBS Job Status under the Applicants Section. This permission enables users to update the USAJOBS Job Status to indicate Hiring Complete. This new permission will be enabled for the System-Level Office Administrator and Standard HR User permission profiles. Users with access to Create/Edit Permission Profiles can enable this new permission for Custom permission profiles as needed.
https://help.usastaffing.gov/USAS/index.php?title=Modifying_a_permission_profile_for_an_existing_user

Customers

- Added History entries for changes made to the following fields:
    - Internal Customer Name
    - External Customer Name
    - eOPF Instance
https://help.usastaffing.gov/USAS/index.php?title=Viewing_history

Review Default Settings

- Added *Position Description Review Default Settings* to Review Default Settings. This includes the ability to set a default due date, auto-recall date, return to HR permission setting, and instructional text.
https://help.usastaffing.gov/USAS/index.php?title=Manage_Review_Default_Settings

Assessment Package Templates

- Re-ordered the pages within an Assessment Package Template to display in the following order for improved usability:
    - Template Information
    - Assessment Plan
    - Job Analysis
    - Settings (formerly titled Categories)
    - Checklist (formerly titled Overview)
https://help.usastaffing.gov/USAS/index.php?title=Assessment_Package_Settings
https://help.usastaffing.gov/USAS/index.php?title=Assessment_Package_Checklist

Notification Templates

- Added *Tentative Offer Response Due Date* and *Official Offer Response Due Date* data inserts to Onboarding notifications under the Position available data inserts section. When the selected notification template includes either of these data inserts and the notification is generated, the due date from the Receive Tentative Offer Response or Receive Official Offer Response system tasks assigned to the new hire will populate. **Note:** The data insert will be blank if these system tasks are not assigned or do not have a due date input.
https://help.usastaffing.gov/USAS/index.php?title=Data_Inserts

Tasks

- Added a new system Task Type titled *Verify Selective Service System Registration for Eligible New Hires*. This task can be manually assigned to new hires.
https://help.usastaffing.gov/USAS/index.php?title=Manage_Task_Templates
- Added *Task Results Set* options to General type tasks with an Onboarding Purpose. Users can now elect to add a single task results set to a task template. Task results sets will feature common outcomes to broad categories of tasks, such as pass, fail, retest, and others. They will be centrally maintained by USA Staffing and are available to all customers.
https://help.usastaffing.gov/USAS/index.php?title=Adding_a_task_results_set_to_a_task_template

Classification Functionality

- Added the pay plan, series, and grade information to the Position Description header.
- Changed the Classification Standard field label to *Classification System*.
  https://help.usastaffing.gov/USAS/index.php?title=Edit_Position_Description
- Disabled the *Points Assigned* fields for editing in the Evaluation page. They are determined by factors selections only and can no longer be manually overridden.
  https://help.usastaffing.gov/USAS/index.php?title=Position_Description-Evaluation

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.