USA Staffing
Production Release Notes

Release 13.6

November 19, 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.

Contents

Staffing Functionality

Request

- When creating an *Onboard New Hire* request with more than one position description (PD) listed on the Request Information page, users will be required to select a *Position Description Number* on the New Hire page to ensure they select the correct PD before approving the request.
  https://help.usastaffing.gov/USAS/index.php?title=Creating_a_new_hire_request

Vacancy

- Added the following reports to the *Reports Options* button ⌁ on the Vacancy Dashboard and within a Vacancy:
  - Incomplete Applications Report – The *Incomplete Applications Report* identifies individuals who started but did not submit an application to a vacancy. The report requires users to select an organization, office, and announcement open date range, with options to also select or provide a customer name, announcement number, vacancy number, USAJOBS control number, applicant email address, or applicant last name.
  - Vacancy Close-Out Report – The *Vacancy Close-Out Report* provides tabular data to identify vacancies where some sort of action (e.g., updating USAJOBS Job Status, auditing certificates, sending applicant notifications) may be required to close out the vacancy. The report requires users to select an organization, office, and announcement close date range, with options to also select or provide a customer name or vacancy numbers.
  - Vacancy Overview Dashboard – The *Vacancy Overview Dashboard* provides visualizations and tabular data displaying details about one or more vacancies, including the total number of applications received and applications by status. The report requires users to select an organization, office, and announcement close date range, with options to also select or provide a customer name, vacancy number, position description number, series, grade, or vacancy tag.
  - Vacancy Overview Report – The *Vacancy Overview Report* provides tabular data displaying details about one or more vacancies, including the total number of applications received and applications by status. The report requires users to select an organization, office, and announcement close date range, with options to also select or provide a customer name, vacancy number, position description number, series, grade, or vacancy tag.
    https://help.usastaffing.gov/USAS/index.php?title=Vacancies
    https://help.usastaffing.gov/USAS/index.php?title=Vacancy

Announcement

- Updated the Announcement Text page (as well at the Announcement *Template Type*, Announcement *PDF Preview*, and *Job Opportunity Announcement* Review) to align with USAJOBS' new job announcement format.
  - Renamed the following fields to better reflect where data will appear on the USAJOBS announcement:
    - *Open & Closing Dates* – formerly *Open Period*
    - *Salary* – formerly *Salary Range*
    - *Locations* – formerly *Duty Locations*
    - *Relocation Expenses Reimbursed* – formerly *Relocation Authorized*
    - *Service* – formerly *Service Type*
    - *Job Family (Series)* – formerly *Series*
    - *Drug Test* – formerly *Drug Testing Required*
    - *Learn More About This Agency* – formerly *Agency Marketing*
    - *Requirements* - formerly *Position Requirements*
  - Moved the following fields to the *Overview* section:
    - *Locations*
    - *Telework Eligible*
    - *Travel Required*
    - *Relocation Expenses Reimbursed*

- - - Promotion Potential
      - Supervisory Status
      - Security Clearance
      - Drug Test
      - Position Sensitivity And Risk
    - Restructured the following sections to closely match the new format:
      - Summary – formerly under Duties
      - This Job Is Open To – moved from the right side; includes Hiring Paths and Hiring Paths Clarification Text
      - Videos – formerly under Agency Marketing
      - Conditions Of Employment – now located under Requirements
      - Additional Information – now located under Requirements
      - Benefits Link – now located under Requirements
      - Display Default Benefits Text – now located under Requirements
      - How You Will Be Evaluated – formerly under Application Requirements
      - Required Documents – formerly under Application Requirements
      - Application Requirements – this section has been removed
    - **Note:** Changes to Announcement sub-templates (i.e., Agency Marketing, Conditions Of Employment, Duties, and Position Requirements) are scheduled to be completed in the next development cycle. https://help.usastaffing.gov/USAS/index.php?title=Announcement_Text

- Added the following *Vacancy Closeout* alert: "Please consider sending remaining disposition notices and updating the USAJOBS job status to Hiring Complete for Vacancy [Number] at this point." This alert will display when all certificates in a vacancy have either been audited, cancelled, or expired. At this point in the process, users are reminded to click the *Mark Hiring Complete* button on the Applicant Overview page to update the announcement status on USAJOBS. **Note:** This alert will be triggered for vacancies meeting the criteria after the functionality is deployed. To verify all required actions have been completed for a specific vacancy, please refer to the *Vacancy Close-Out Report* available through the *Report Options* button ⌣ on the Vacancy Dashboard and within a Vacancy. https://help.usastaffing.gov/USAS/index.php?title=Viewing_user_alerts

Assessment Package

Assessment Questionnaire

- 🟢 Updated the Passing Score Criteria page when building an assessment questionnaire using the *Job Element* rating method in either an Assessment Package or Assessment Package Template.
    - The *Raw Score Range* column will display 0 for the minimum value in the raw score range (e.g., 0-16) to display the full raw score range that an applicant could potentially receive.
    - The *Passing Score* column will display the minimum raw score applicants must obtain to be eligible under the job element rating method (i.e., Two times the number of rated competencies for that rating combinations).
    - **Note:** This page will be inactive for edits since the job element rating method has fixed passing criteria. https://help.usastaffing.gov/USAS/index.php?title=Passing_Score_Criteria

- For cases using a passing score, updated the Test Plan page and Edit Test Scenario pop up window to display the raw score in parenthesis for scenarios that result in the applicant being screened out (as it does for scenarios in which the applicant meets the passing score). https://help.usastaffing.gov/USAS/index.php?title=Test_Plan

Applicant Overview

Assignments

The Assignments feature will allow HR Users to distribute the qualifications review process among several HR Users. Users will have the option to assign applicants to a set of lists and link each list to a task, which can be assigned to a designated HR User. This will be extremely helpful in managing vacancies with large applicant pools where multiple specialists are needed to perform qualifications reviews and enable users to issue certificates in a timely manner.

- Added a new *Manage Assignments* sub-page under the Applicant Overview tab.
- On the Manage Assignments page, users will see the following options:
    - The button allows users to expand the filtering options. Users can use these filters to narrow down the applicant pool to only those applicants requiring qualifications review.
    - In the *Applicant List* section, users can select the applicants they would like to include in the assignment, then click the *Assign* button to assign applicants for review and create a work assignment. Users must enter the following assignment details: *Assignment Name*, *Owner*, and *Due Date*.
    - In the *Assignment Overview* section, users can view all assignments for the vacancy and filter the list of assignments by *Owner* and/or *Assignment Completion Status*. By clicking the checkbox next to an assignment, users can use the designated buttons to *Complete Assignment* or *Update Assignment* details.
    - When a user is given an assignment, the system will automatically create an associated *Review Work Assignment* task. This task will display in their Tasks Dashboard and will be included in their USA Staffing Activity Summary email. **Note:** The task must be manually completed once the assignment is complete. Future functionality will update the task status/due date/owner automatically when an assignment is updated/completed.
    https://help.usastaffing.gov/USAS/index.php?title=Manage_Assignments
    https://help.usastaffing.gov/USAS/index.php?title=Creating_an_assignment
    https://help.usastaffing.gov/USAS/index.php?title=Opening_an_assignment

To access an assignment, click the *Assignment Name* on the Tasks Dashboard or on the Manage Assignment page. The assignment will open in a new tab and users will see the following options:

- Users will be able to perform their assigned qualifications review in the same way they currently do within an Applicant List. They will be able to change an applicant's minimum qualifications ratings, final ratings, adjudicate Veterans' Preference and eligibilities, view documents, and add notes.
- Once a qualifications review is complete, users can click the checkbox to designate the applicant's review as complete. **Note:** Individual Assignment Review history will be documented within an applicant's record on the Application Information page.
- Once all applicant reviews are marked complete, the system will present the following confirmation message before users can proceed: "Once an assignment is completed, it cannot be uncompleted. Are you sure you want to complete this assignment?"
- Users can view their *Assignment Completion Progress* and filter the assignment list by *Applicant Review Status* (All Statuses, Complete, or Incomplete).
    https://help.usastaffing.gov/USAS/index.php?title=Assignment
    https://help.usastaffing.gov/USAS/index.php?title=Opening_an_assignment

Applicant Record

- The following NOR message codes have been added:

Code	Definition	Message
ELBH	Eligible based on hurdles	You are tentatively eligible for this series/grade based on the assessment hurdles you have completed so far.

ELMI	Eligible, moving to interview	You are eligible and are being advanced to the next phase of the hiring process. You may be contacted for one or more interviews to further assess your qualifications.
ELNF	Eligible, not moving forward	Your application has been reviewed and you have been determined to be eligible. However, based on your responses to the application and the needs of the hiring agency, you are not being moved to the next phase of the hiring process at this time.
ELPI	Eligible, passed interview	Based on the results of your interview, we have determined that you meet the qualifications for this position. You may be contacted for the next steps in the hiring process if necessary.
ELRC	Non-competitively referred for consideration	Your application was reviewed and you have been found eligible and qualified for non-competitive referral to the selecting official.
IOIN	Ineligible, failed to interview	You did not respond to inquiries about scheduling an interview or did not attend your scheduled interview. As a result, you will no longer be considered for this position.
IOLD	Ineligible, location disabled	The location you selected is no longer available for this announcement. As a result, you will no longer be considered for this position.
IQMP	Ineligible, does not meet pre-requisite	You are ineligible because you do not meet the mandatory pre-requisite for this position as specified in the vacancy announcement.

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

Onboarding Functionality

New Hire

- The system will automatically save the data on the page before a new hire is logged out of the onboarding system after 15 minutes of inactivity.
- Added a system-level task titled *Complete Human Resources Questionnaire*, which indicates the status of the Human Resources questionnaires. This task will be automatically assigned to all new hire records upon creation and will be automatically completed based on completion of the HR questionnaires. **Note:** This task cannot be manually completed.
  https://help.usastaffing.gov/USAS/index.php?title=Manage_Tasks

- Added the following forms in USA Staffing:
  - BPA PRA – PRA Foreign Residency Memorandum
  - CC 3007 – OCC Dental Enrollment Form
  - CC 3011 – OCC Group Life Insurance Enrollment Form
  - USAGM PIV – Personal Identity Verification
  - USM DUSM RG MOU – DUSM MOU for Recent Graduates

Hiring Manager Functionality

- No updates.

Administrative Functionality

Competency Networks

- Updated the following competencies:
    - *Customer Service (Clerical/Technical)* – formerly *Customer Service*
    - *Adaptability* – formerly *Flexibility*
    - *Reading Comprehension* – formerly *Reading*
    - *Reasoning (Clerical/Technical)* – formerly *Reasoning*
      https://help.usastaffing.gov/USAS/index.php?title=Edit_Competency_Network

Instructional Templates

- Added a *Panel* review instructional template sub-type, which will allow users to create and apply instruction templates specific to panel reviews.
  https://help.usastaffing.gov/USAS/index.php?title=Manage_Instructional_Templates
  https://help.usastaffing.gov/USAS/index.php?title=Create_an_Instructional_Template

Classification Functionality

- Added a *History* entry when a Hiring Manager user returns a PD review with an authorization, including the date and time the signature was applied, the signature role (i.e., *Supervisory Authorization Signature*), and changes made to the *Authorization Name* and *Authorization Date* fields.
  https://help.usastaffing.gov/USAS/index.php?title=Viewing_history

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.