



**USA Staffing**<sup>®</sup>  
Great Government Starts Here<sup>®</sup>

# USA Staffing Stage Release Notes

**Release 14.6**

**August 9, 2022**

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**OPM** HR SOLUTIONS  
*by government, for government*

# 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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### Dashboards

#### Requests

- Added pagination when the number of filtered requests exceeds 100 and removed the 200 total request limitation. Users may navigate between pages using the next, back, first page, and last page buttons.

### Vacancy

- Vacancies with an interdisciplinary PD with a pay plan of DC or the *Supervisory Position* setting selected will include the *Enable custom USA Hire interdisciplinary settings* on the Vacancy Settings page.

### Assessment Package

- Made the *Assessment Method Details* drop-down for a Manual assessment a required field for all assessment methods to improve reporting data.
- ✔ 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. **Note:** This feature will remain in Stage to allow time to conduct usability testing before being released to the Production environment.

- *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.
- *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).

- *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.

## 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:
  - *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.
  - *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.

## 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).

## Certificates

- Added the *Location Label* information to the certificate PDF.
- Added the following error message to better inform users when auditing a selectee with a location the applicant did not select in their response to the locations preferences question on the Announcement Questionnaire: *"The following applicant(s) did not select [Location] as a location they want to consider for the current certificate. Please select the correct location to successfully audit the application."*

## New Hire

- The following forms have been added in USA Staffing:
  - BEP DFFWP Drug Free Federal Workplace Program
  - BEP YES Fort Worth Year End Shutdown Fort Worth
  - BEP YES DC Year End Shutdown Washington DC
  - CSOSA-SEC-0008 CSOSA Credit Release Form
  - DOJ OIG TDP DOJ OIG Random Drug Testing
  - NSA P2271B Statement of Conditions of Employment – Employee
- The following forms have been updated in USA Staffing:
  - CC 3104 OCC Short Term Disability Enrollment Form

## Selective Service System Interconnection

- Added error messages returned by the SSS interconnection for the *Verify Selective Service System Registration for Eligible New Hires* task. If the interconnection returns a response of Error 99, upon updating the task note users will see any applicable errors. Examples include:
  - There are no records in the Database before January 1, 1960
  - To register for Selective Service, you must be at least 17 Years Old
  - Last Name must be between 1 and 20 characters

For additional information about error messages and other helpful content specific to this feature, please refer to the [USA Staffing Selective Service System Interconnection FAQs](#) document.

## Hiring Manager Functionality

**Note:** The following HM Dashboard updates will remain in the Stage site while customer agency users have an opportunity to test, and functionality is finalized. Please forward any feedback to your Account Manager.

- Added the ability to view and download *HM Viewable* (Hiring Manager viewable) documents associated with a Position Description.
- Added the ability to sort by the *Request Status* on the *Positions Being Filled* tile on the Hiring Manager dashboard. Status will sort in ascending order based on the current active recruitment milestone (i.e., Submit Request).
- Added start date information to the *Positions Being Filled* tile on the Hiring Manager dashboard.
  - If a request is complete and the new hire has an established start date, the *Start Date* will be displayed.
  - If a Request is not complete and the new hire has a projected start date, a *Projected Start Date* will be displayed.
  - 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.

## Administrative Functionality

### Users

- Added *History* to the User Preferences page within a user record. History entries including changes made, user's name, and date/time will be recorded for changes made to *Frequency* and *Content* on this page.

### Assessment Package Templates

- Added a *Copy Template* button on the Template Information page. Users with *Create/Edit Assessment Package Templates* permission have the option to copy a published assessment package template, which is not marked as *External*. Removed the *Copy from Template* option which previously appeared in the Gear icon for Assessment Package Templates that were in a Draft status.

### Tasks

- Modified the columns included in the Task Administration area by removing the following columns *Created By*, *Last Modified By*, *Last Modified* and adding a *Task Status* and *Owned By* column to help users easily see if a task is in Draft or Published status and which user type owns the task directly from the Manage Tasks list.

## Classification Functionality

- USA Staffing will automatically generate PDF documents for the Cover Page, the Position Description, and the Evaluation Statement when a Position Description is published with a *Supervisory Certification* electronic signature and a *Classification/Job Grading Certification* electronic signature. These documents will be available in the *Documents* modal for the Position Description and enabled as *HM Viewable*. Users may toggle a document to disable the Hiring Manager viewable option at any time. **Note:** Re-publishing a Position Description with the above signatures will re-generate and replace the above listed documents.

## USA Hire Functionality

- When recruiting for an interdisciplinary supervisory position and the *Enable custom USA Hire interdisciplinary settings* option is selected on the Vacancy Settings page, USA Hire assessment templates can be added to the Assessment Package. **Note:** This option should only be used for Federal Supervisor Assessments or the Supervisory Situational Judgement Test, as Standard USA Hire assessments are not appropriate to use for supervisory positions.

## Reporting and Analytics

- Added a *Reports* option to the main navigation bar, which includes access links to Cognos and Power BI. This is preliminary work to enable customer access to Power BI. Users will not be able to access Power BI through this link at this time. We expect to enable access later this year.
- Reporting and analytics enhancements can be reviewed in the Release Notes section of the [Reporting and Analytics](#) page on the [USA Staffing Resource Center](#).