USA Staffing

Stage Release Notes

Release 11.7 May 8, 2020

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

Assessment Package

- Added a *Clear Assessment Package Content* option under the gear icon in the Assessment Package. This option gives users with the Delete Assessment permission the option to completely clear the assessment package content (except for the category settings and attached documents) given the assessment package is not marked complete and the announcement has not been opened/released to USAJOBS. If this option is selected, users will be presented with the following confirmation message: "*This action will remove all Assessments, Test Scenarios, and Job Analysis information. It will also restore default Categories, if applicable for this office. Are you sure you want to clear the Assessment Package information?*"

Applicant Overview

Applicant Record

- The following NOR message has been added:

Code	Definition	Message
IOCG	Foreign nursing education is not certified by the Commission on Graduates of Foreign Nursing Schools.	You were not considered because your foreign nursing education not certified by CGFNS

- The following NOR messages have been modified:

Code	Definition	Message
IFME	Missing narrative response to TQ's and/or ECQ's	You were not considered for this position because you did not include a narrative response to the Mandatory Technical Qualifications and/or the Executive Core Qualifications as required by the vacancy announcement.
IOCE	Does not meet condition(s) of employment	You were not considered because you certified that you do not meet or are unwilling to accept one of the conditions of employment for this position.

Applicant List

- Users can open the Rating Details window by clicking the rating link under the *Rating* column within an Applicant List or Saved List to make any necessary changes to the rating details for a specific applicant. This replaces the need to expand the row and click the edit icons for each item.

Certificates

- Added the ability to filter certificates by Veterans' Preference, Audit Code, and/or Return Status under the *Add Filters* button to facilitate finding applicants within multi-page certificates.

Onboarding Functionality

New Hire

- Users attempting to delete a New Hire Interconnection (NHI) trigger task will be presented the following warning message to ensure they do not unintentionally prevent data being properly sent via the NHI: "*You have selected one or more tasks used to trigger an interconnection. Deleting these tasks may prevent data from being sent to the interconnected system. Any forms associated with the selected tasks will be unassigned from the New Hire. Would you like to continue?*" Users will have the option to cancel or proceed.

- Added the ability to apply system-level or custom Appointing Authorities and/or Mission Critical tag types to New Hire records to facilitate search and reporting capabilities. The *New Hire Tags* field is located under the Additional Information section on the Onboarding Information sub-page of the Overview tab.

Forms

- Added the following forms in USA Staffing: o BIE FCRA – Fair Credit Reporting Act, SBA ROB-CU – Rules of Behavior Computer Usage

Hiring Manager Functionality

- No updates.

Administrative Functionality

Notification Templates

- Added an *Announcement Number* data insert to Onboarding notifications under the Position available data inserts section.

- Added the ability for users with the Retire Notification Templates permission to retire Onboarding Notification Templates.

- o When users click the *Retire* button, the system will flag the notification as retired. o Retired notification templates cannot be selected within New Hire records.

  - o Retired notification templates can be viewed in the Notification Templates library by selecting the *Show Retired Templates* checkbox. Clicking this checkbox will show the Notification Templates in the list with the *Is Retired* column populated.
  - o Notification Templates become read only once they are retired. Users with Retire Notification Templates permission can reactivate a retired notification at any time by clicking the *Reactivate* button within a template. These changes are captured in the *History* section for each template.

Workflows

- Added the *Task Name* in the Define and Add Task Rules window title for context when setting activation and/or completion rules for a specific task within a workflow.

Classification Functionality

Position Description

- Added a new option under the gear icon in the Position Information page titled *PD Package PDF*. Users with access to Position Descriptions will have the option to print a combined PDF of the Position Description including the PD Cover Sheet, Position Description, and Evaluation Statement.

USA Hire Functionality

- Users will see the following warning message in the Assessment Package Checklist when a multi-grade vacancy contains an assessment package including a USA Hire assessment for some but not all grades: "*Assessment Plan does not include an external assessment for all grade levels. Please review and correct if needed.*" This warning is intended to better inform users of applicable USAH assessments per grade and encourage them to make any necessary changes if applicable. However, it will not prevent users from completing their assessment package.

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](#).