



Practice Exercise for using USA Hire with a Job Opportunity Announcement

For this training exercise, you will need to log into the training version of USA Staffing to practice Link: <https://core.train.usastaffing.gov/>

CREATING THE REQUEST

1. Click the **Create Request** button on the Requests tab of your dashboard.

Request Number	Position Title	Request Type	Customer	Status	Status Date	
20220613-90201	HRA	New Vacancy	Mixed Agency Training Customer A	Incomplete	06/13/2022	☆
20220606-98888-0001	Human Resource Specialist (Staffing and Recruiting)	Additional Selection	Mixed Agency Training Customer A	Active Recruitment	06/09/2022	☆

2. Complete the Request information page.
 - a. Type or **Generate** a **Request Number**.
 - b. Select a **Requesting Customer** from the drop-down list.
 - c. Select the **Request Type** to be **New Vacancy**.
 - d. Type your name as a **Requester**. If your name appears as an option in this list, select yourself. If no option is available, select a different Requesting Customer. This field is populated based on Hiring Managers that have access to the selected Requesting Customer.
 - e. Add a Position Description Number (example: 1234).
 - f. Enter a **Position Title** of **Human Resources Specialist**.
 - g. Select **GS** for **Pay Plan**.
 - h. Type and select **0201** in the **Series** field.
 - i. Select **6 and 8** for the **Grades**. (Either type in the box and click Enter or select it from the drop-down list.) USA Hire assessments are only available in the Training environment for this specific job series and grades.
 - j. Do not add any **Specialties**.
 - k. Type or select a **Hiring Need Validated Date**.
 - l. Type of select a **Request Personnel Action Date**.
 - m. Change the **Position Sensitivity and Risk** to **Non-sensitive (NS)/Low Risk**.

- n. Select **Credentiaing** from the **Trust Determination Process** item.
- o. Select **Confidential** as the Security Clearance Required.
- p. Change the **Travel Required** to **25% or less**.
- q. Leave the **Other Requirements, Position Identifiers, and Incentives** items unchecked.
- r. Click **Save**.

USA Staffing[®] Training

Staffing Classification Admin Reports Search

Go To Sharon Wilborn - ALL

CREATE REQUEST

Create Request

Request Number: 20230316-26605 Customer: Mixed Agency Training Customer A Request Type: New Vacancy Status:

Request Information

Request Number: 20230316-26605 Requesting Customer: Mixed Agency Training Customer A Request Type: New Vacancy

Requester: Crystal Thomas Request Tags:

Position Descriptions

Add all position descriptions that cover the duties and promotion potential of this position.

Position Description #	Position Title	Pay Plan	Series	Grade(s)	Specialties
1234	Human Resources Specialist	GS	0201 - Human Resources Management	6, 8	

Request Tracking Dates

Hiring Need Validated Date: 03/16/2023 Request Personnel Action Date: 03/16/2023

Position Settings

Position Sensitivity and Risk: Non-sensitive (NS)/Low Risk

Trust Determination Process: Credentiaing

Security Clearance Required: Confidential

Travel Required: 25% or less

Other Requirements

Drug Testing Required

Financial Disclosure Required

Position Identifiers

Supervisory Position

Bargaining Unit Position

Incentives

Remote Job

Telework Eligible

Relocation Authorized

Save Delete Request Cancel

3. Click the **Location Information** tab.
4. Complete the **Location Information** page.
 - a. Leave **Set Number of Vacancies By** as **Announcement**.
 - b. Enter **2** for **Total Vacancies**.
 - c. In the **Locations** box, type and select **Washington, District of Columbia**. Click the **Add Location** button.

d. Click **Save**.

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REQUEST 20220628-84061

Request Number: 20220628-84061 Customer: Mixed Agency Training Customer A Request Type: New Vacancy Status: Incomplete

Request Information Location Information **Staffing Approach**

Documents (0) Notes (0) History

Locations Settings

Set Number of Vacancies By: Announcement Total Vacancies: 2

Locations 1

Search: City, Zip, County, Country, or Location Code

Add all locations where you want to recruit for this position.

<input type="checkbox"/>	City	State	Country	County	Code
<input type="checkbox"/>	Washington	DC	United States	District of Columbia	11001001

Save Cancel

5. Click the **Staffing Approach** tab and complete this page.
 - a. Check the **Public** box under the **USAJOBS Announcement Type**.
 - b. Select the Office based on your permissions. You should pick an Office that you have access to so that you can continue with this practice exercise.
 - c. Leave all other options on this page as they are defaulted unless your agency policy directs you to select an alternative Workflow.
 - d. Click **Save**.

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REQUEST 20230215-73590

Request Number: 20230215-73590 Customer: Mixed Agency Training Customer A Request Type: New Vacancy Status: Incomplete

Request Information Location Information **Staffing Approach**

Documents (0) Notes (0) History

Vacancy to be Created 1

<input type="checkbox"/>	Vacancy Type	Office	USAJOBS Announcement Type	Workflow	Rating Combination
<input type="checkbox"/>	Case Exam	Mixed Agency Training Office	<input type="checkbox"/> Public (U.S. Citizens and Non-Citizens) <input type="checkbox"/> Status (Federal/Veteran/Other Eligible) <input type="checkbox"/> Internal Merit Promotion	OPM 80-day	<input checked="" type="checkbox"/> 0201-6 <input checked="" type="checkbox"/> 0201-8

Add New Vacancy

Save Approve Request Delete Request

6. Click **Approve Request**.

USA Staffing® Training Staffing Classification Admin Reports Search

Go To Sharon Wilborn - ALL

REQUEST 20230215-73590

Request 20230215-73590

Request Number: 20230215-73590 Customer: Mixed Agency Training Customer A Request Type: New Vacancy Status: Incomplete

Request Information Location Information **Staffing Approach** Documents 0 Notes 0 History

Vacancy to be Created 1

Vacancy Type	Office	USAJOBS Announcement Type	Workflow	Rating Combination
<input type="checkbox"/> Case Exam	Mixed Agency Training Office	<input type="checkbox"/> Public (U.S. Citizens and Non-Citizens) <input type="checkbox"/> Status (Federal/Veteran/Other Eligible) <input type="checkbox"/> Internal Merit Promotion	OPM 80-day	<input checked="" type="checkbox"/> 0201-6 <input checked="" type="checkbox"/> 0201-8

Add New Vacancy

Save Approve Request Delete Request

The request is now complete.

BUILDING THE VACANCY

- Go to your vacancy by selecting the direct access link for your Vacancy Number located under **Vacancy Created** on the **Request Information** page.

USA Staffing® Training Staffing Classification Admin Reports Search

Go To Sharon Wilborn - ALL

REQUEST 20230215-73590

Request 20230215-73590

Request Number: 20230215-73590 Customer: Mixed Agency Training Customer A Request Type: New Vacancy Status: Pending Recruitment

Request Information **Staffing Approach** Documents 0 Notes 0 History

Request Information

Request Number: 20230215-73590 Request Type: New Vacancy Requesting Customer: Mixed Agency Training Customer A

Requester: Crystal Thomas Approved By: Sharon Wilborn Request Tags:

Hiring Need Validated Date: 2/1/2023 Request Personnel Action Date: 2/7/2023

Vacancy Created 1

Vacancy Number	Status	Vacancy Type	Office	Workflow	USAJOBS Announcement Type	Rating Combination
10135797	New	Case Exam	Mixed Agency Training Office	OPM 80-day	<input checked="" type="checkbox"/> Public (U.S. Citizens and Non-Citizens)	<input checked="" type="checkbox"/> 0201-6 <input checked="" type="checkbox"/> 0201-8

Position Descriptions 1

8. There are no actions needed on the Case File tab. Continue to the Position Information page.

The screenshot shows the USA Staffing interface for VACANCY 10135797. The 'Position Information' tab is selected. The page displays the following information:

- Office:** Mixed Agency Training Office
- Customer:** Mixed Agency Training Customer A
- Hiring Official:** Crystal Thomas
- USAJOBS Job Title:** Human Resources Specialist
- Pay Plan-Series-Grade:** GS-0201-6/8
- Announcement Type:** DE
- Status:** New

The 'Position Information' tab is highlighted in red. Below the navigation tabs, there are three main sections:

- Tasks (2):** A table with columns for Task, Owner, and Due Date.

Task	Owner	Due Date
Complete Assessment Package	Sharon Wilborn	02/20/2023
Release Announcement	Sharon Wilborn	02/22/2023
- Requests (1):** A table with columns for Request Number and Status.

Request Number	Status
20230215-73590	Pending Recruitment
- Summary Cards:**
 - 0 APPLICANTS:** A card showing the total number of applicants.
 - 0 ELIGIBLE:** A card showing the number of eligible candidates.
 - 0 INELIGIBLE:** A card showing the number of ineligible candidates.

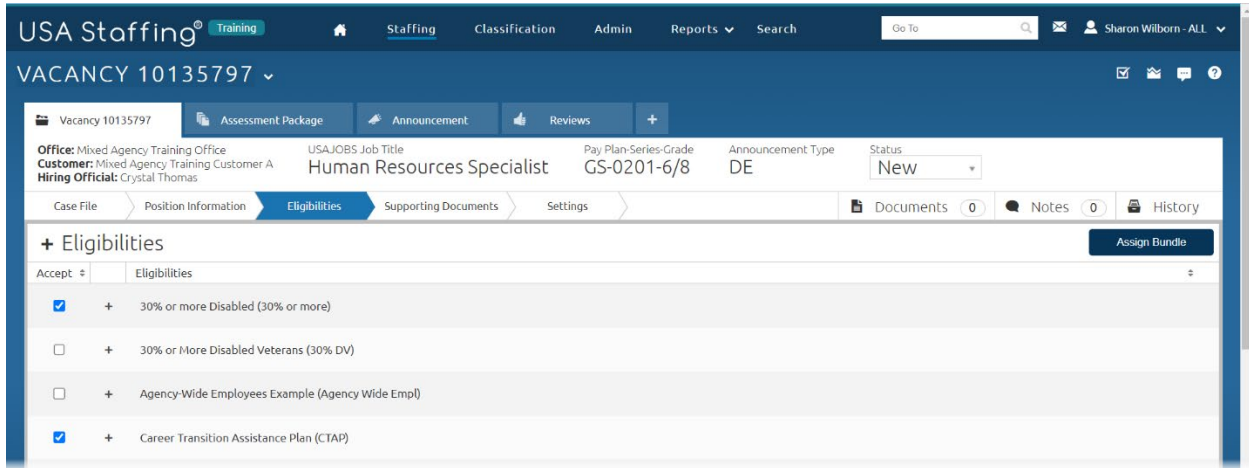
9. Verify the information on the Position Information page.

The screenshot shows the USA Staffing interface for VACANCY 10135797, specifically the 'Position Information' tab. The page displays the following information:

- USAJOBS Announcement Settings:**
 - USAJOBS Job Title: Human Resources Specialist
 - USAJOBS Announcement Type: Public (U.S. Citizens and Non-Citizens), Status (Federal/Veteran/Other Eligible), Internal Merit Promotion
 - Vacancy Type: Case Exam, Standing Register
- Position Settings:**
 - Customers: Mixed Agency Training Customer A
 - Security Clearance Required: Confidential
 - Travel Required: 25% or less
 - Remote Job:
 - Telework Eligible:
 - Drug Testing Required:
 - Position Sensitivity and Risk: Non-sensitive (NS)/Low Risk
 - Trust Determination Process: Credentialing
 - Supervisory Position:
 - Relocation Authorized:
 - Bargaining Unit Position:
 - Financial Disclosure Required:
- Position Descriptions:**
 - Position Description # 1234CT
 - Position Title: Human Resources Specialist
 - Pay Plan: GS
 - Series: 0201 - Human Resources Mana...
 - Grade(s): 6, 8
 - Specialties: +

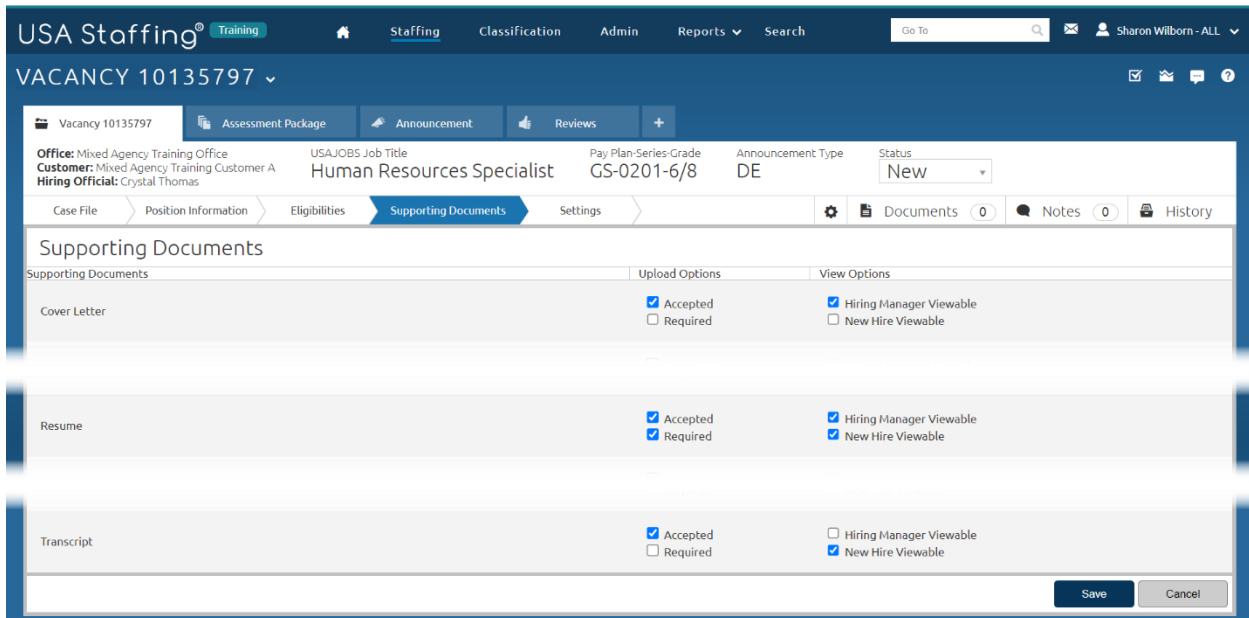
10. Go to the **Eligibilities** tab.

- a. Select 30% or more disabled (30% or more) Select Career Transition Assistance Plan (CTAP).
- b. Click Save.



11. Go to **Supporting Documents** tab.

- a. The only **Required** document type should be **Resume**.
- b. Select some Supporting Documents as **Accepted**: (example: Cover Letter, Resume, Transcript).
- c. Click **Save**.



12. Go to the **Settings** tab.

- a. In the **Application Confirmation Messages** section, select USA Hire Acknowledgement Letter under the first dropdown. Do not add any text to the “Display online application confirmation message”, since anything in this area will be overridden with a USA Hire specific message.
- b. Click **Save**.

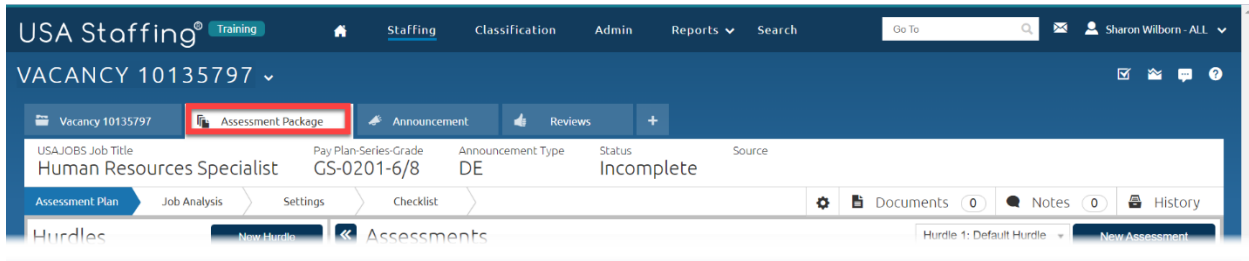
The screenshot shows the 'Settings' tab for vacancy 10135797. The page is divided into several sections:

- Application Screening:** Includes 'Age Screening' (with options for 'Do not collect age information' and 'Collect age information'), 'Citizenship Screening' (with 'Screen out non-U.S. Citizens' checked), and 'Case File Retention' (with 'Vacancy is under litigation - Do not archive' and 'Administrative Careers with America (ACWA) position - Do not archive' unchecked).
- Application Processing:** Includes 'Questionnaire Settings' (with 'Require completion of all announcement and assessment items' checked), 'Application Submission' (with 'Prevent update of application after initial submission' and 'Prevent update of assessment responses after application submission' unchecked), and 'Period of Eligibility' (with 'Expire applications following the period of eligibility' unchecked and 'Applicants will be eligible for' set to 3 months).
- Application Confirmation Messages:** This section is highlighted with a red box. It includes a checked option for 'Automatically respond to all submitted online applications with the selected notification template'. A dropdown menu is open, showing 'USA Hire Acknowledgement Letter' selected. Below the dropdown is a text input field for a custom message, which is currently empty. There is also an unchecked option for 'Display online application confirmation message'.
- USAJOBS Announcements Configurations:** Includes 'USAJOBS Apply Online' (with 'Standard Announcement (include 'Apply Online' button)' selected), 'Demographic Data Collection' (with 'Collect USAJOBS RNO Data' checked), and 'Applicant Total' (with 'Display total number of applications submitted for closed announcement' unchecked).
- Vacancy Tags:** Includes 'Appointing Authority' (with 'Competitive Service' selected), 'Mission Critical Occupation', and 'Occupation Specialty Code'.

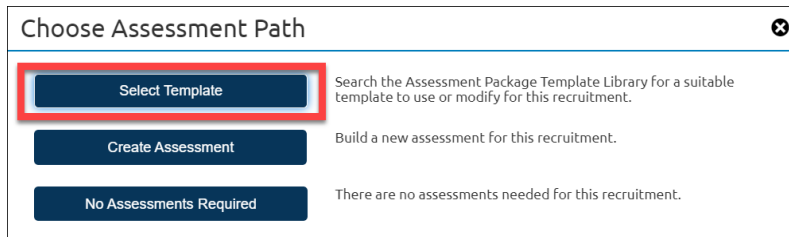
At the bottom right of the page, the 'Save' button is highlighted with a red box, and the 'Cancel' button is visible next to it.

BUILDING THE ASSESSMENT PACKAGE

13. Go to the **Assessment Package** tab. If the Assessment Package tab is not automatically showing, use the + to select **Assessment Package**.

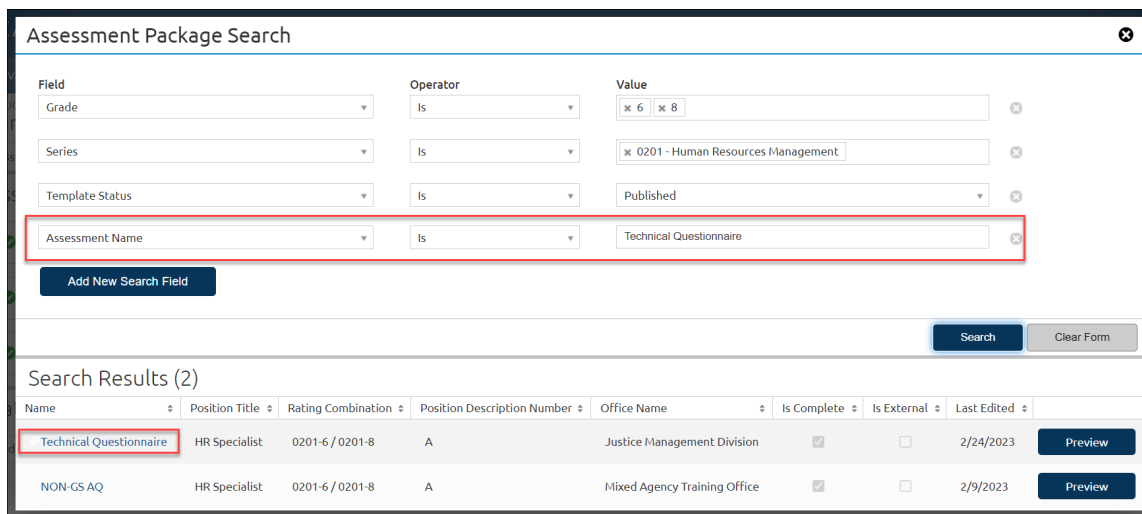


14. Once you click on Assessment Package, you will see a Choose Assessment Path pop-up.
 - a. We will use a combination of two assessment types to evaluate applicants.
 - b. For the first assessment, click on **Select Template**.

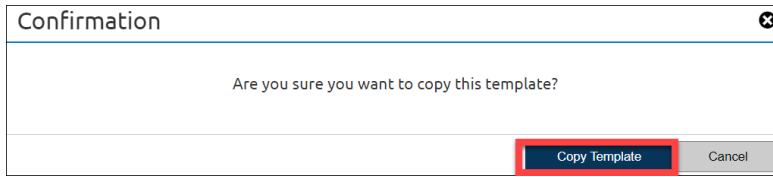


15. Assessment Package Search.

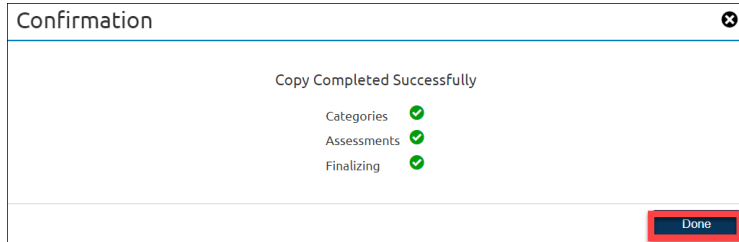
- a. Click on **Add New Search Field** and insert the following:
 - i. Field = **Assessment Name**, Operator = **Is**, Value = **Technical Questionnaire**.



16. Click on the **Assessment Questionnaire** template named "Technical Questionnaire".
 - b. Click **Copy Template**.

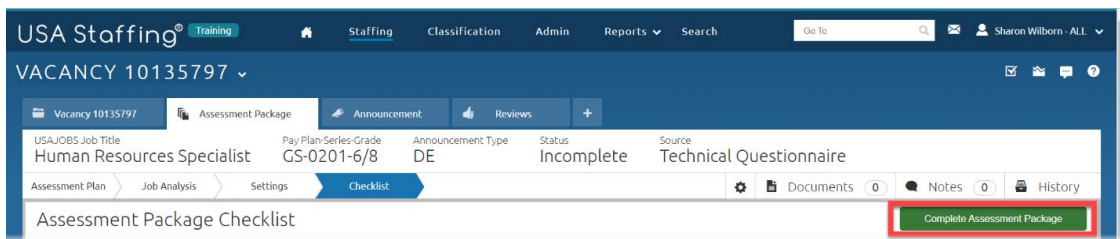
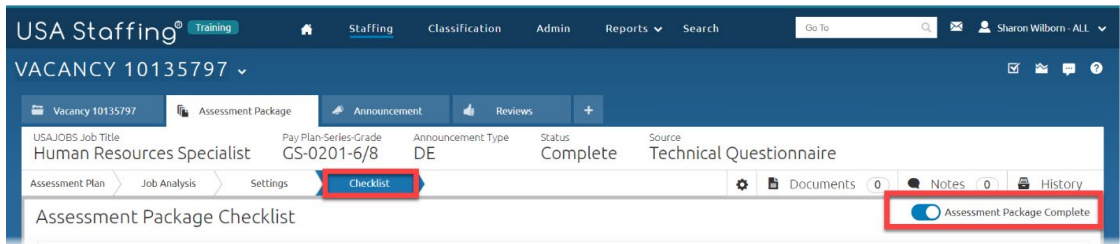


17. A pop-up will confirm the template has been copied successfully. Click **Done**.



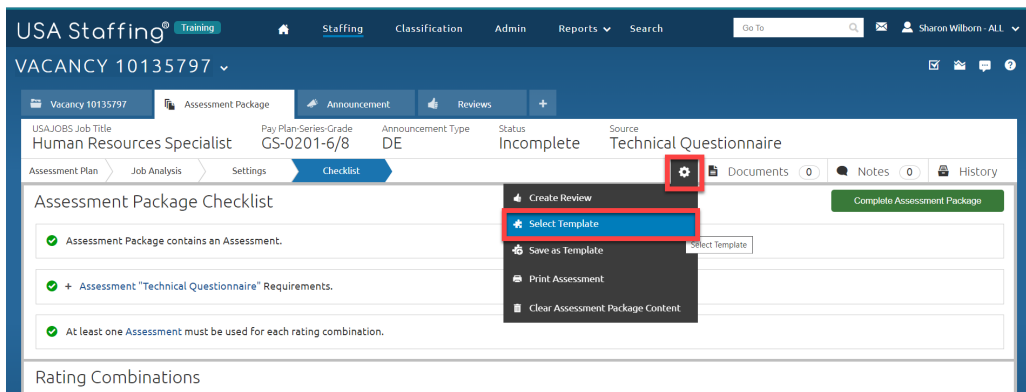
18. In the Assessment Package, ensure that the Assessment Package is not Complete.

- a. Go to **Checklist**.
- b. If the **Assessment Package Complete** node is active, uncheck it.



19. Add the External USA Hire Assessment.

- a. Click the gear icon.
- b. Go to **Select Template**.



20. Assessment Package Search

- a. Click on **Add New Search Field** and insert the following:
 - a. Field = **Is External**, Operator = **Is**, Value = **Yes**.
- b. Click **Search**.

Name	Position Title	Rating Combination	Position Description Number	Office Name	Is Complete	Is External	Last Edited	
Demo USA Hire 0201-6		0201-6		OPM USA Hire Office	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2/18/2021	Preview
Demo USA Hire 0201-8		0201-8		OPM USA Hire Office	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3/30/2021	Preview

21. Click on the **Assessment Questionnaire** template named “Demo USA Hire 0201-6”.

- a. Click **Add USA Hire Assessment**.

Are you sure you want to add this USA Hire template into your assessment package?

[Add USA Hire Assessment](#) [Cancel](#)

22. Add the External USA Hire Assessment for the grade 8.

- a. Repeat Steps 19 and 20.
- b. Click on the **Assessment Questionnaire** template named “Demo USA Hire 0201-8”.
- c. Click **Add USA Hire Assessment**.

23. Complete Assessment Package.

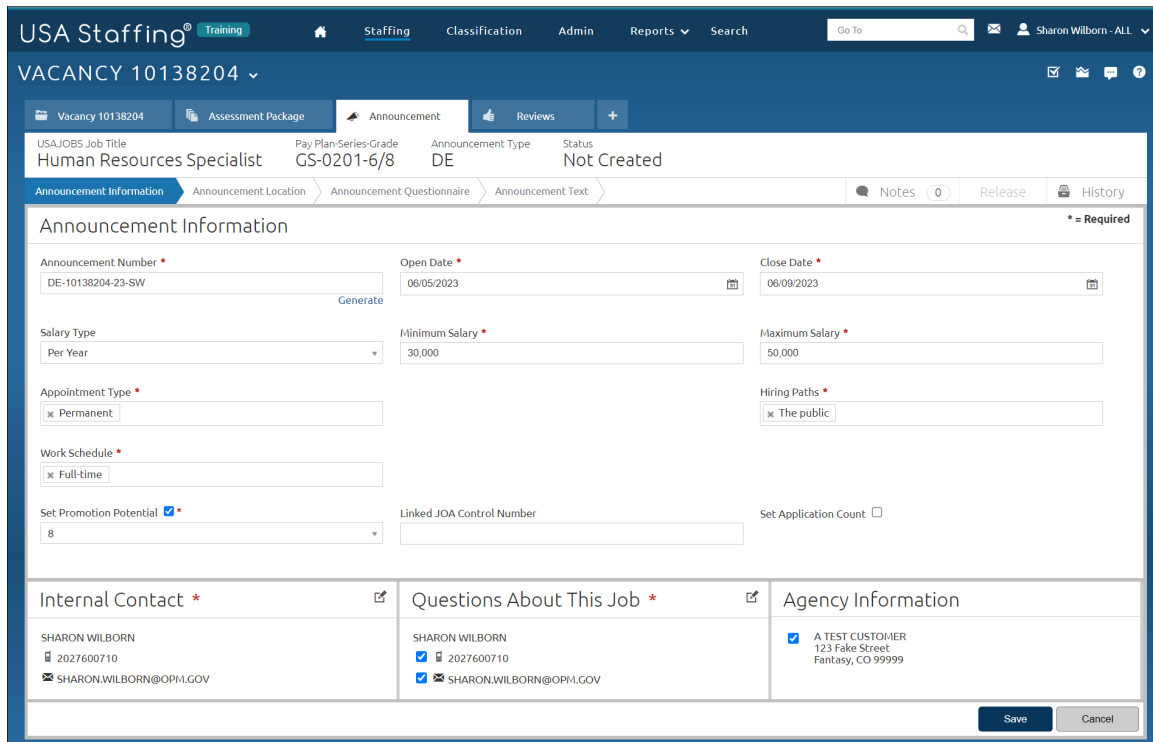
- a. Select **Complete Assessment Package**.

BUILDING THE ANNOUNCEMENT

24. Complete the Announcement Information page.

- a. Click the **Generate** link.
- b. Enter the **Open Date** and **Close Date**.
- c. Enter the **Minimum Salary** and **Maximum Salary** of your choice.
- d. Select Hiring Path = **The Public**.
- e. Select **Promotion Potential** = 8.
- f. Leave the Linked JOA Control Number field blank.
- g. Do not check the **Set Applicant Count** box.

h. Click **Save** and the other tabs will activate.



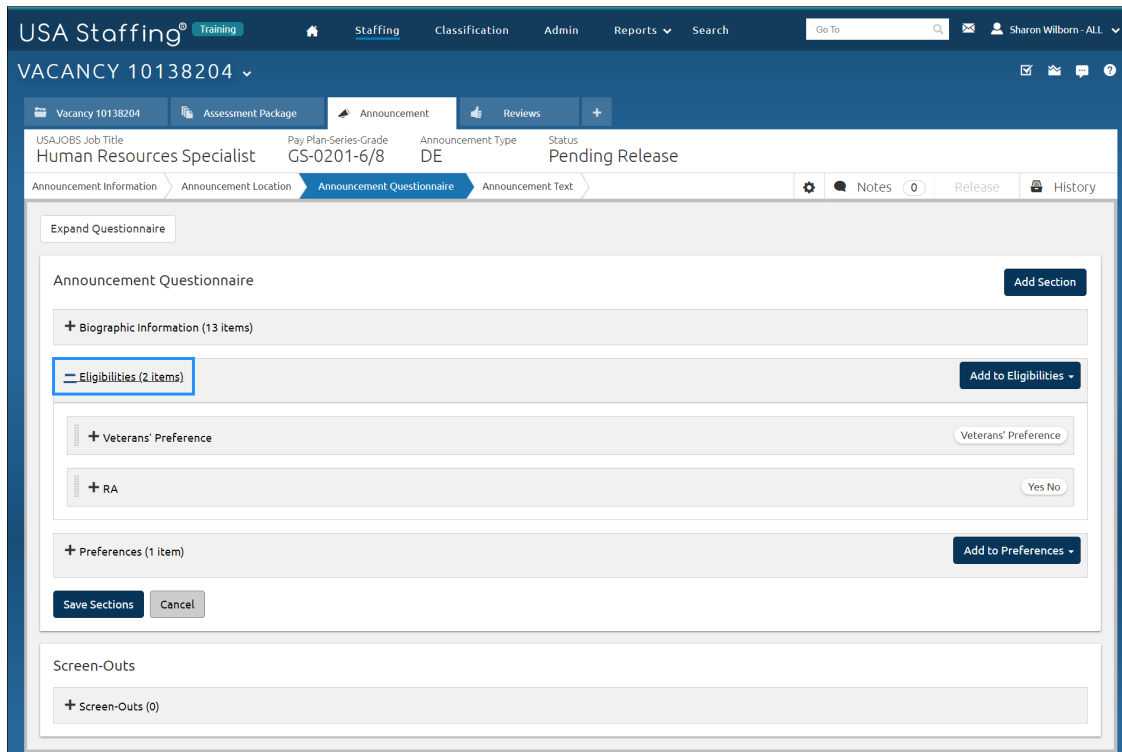
The screenshot shows the 'Announcement Information' tab for VACANCY 10138204. The job title is 'Human Resources Specialist', pay plan is 'GS-0201-6/8', and announcement type is 'DE'. The status is 'Not Created'. The form includes fields for 'Announcement Number' (DE-10138204-23-SW), 'Open Date' (06/05/2023), and 'Close Date' (06/09/2023). Salary type is 'Per Year', minimum salary is 30,000, and maximum salary is 50,000. Appointment type is 'Permanent' and work schedule is 'Full-time'. There are checkboxes for 'Set Promotion Potential' (checked) and 'Set Application Count'. Below the form are sections for 'Internal Contact' (Sharon Wilborn), 'Questions About This Job' (Sharon Wilborn), and 'Agency Information' (A TEST CUSTOMER).

25. Go to the Announcement Location tab.

a. All location information should already be complete. No action needed.

26. Go to the Announcement Questionnaire tab.

a. Review this page by clicking the + next to each section.



The screenshot shows the 'Announcement Questionnaire' tab for VACANCY 10138204. The job title is 'Human Resources Specialist', pay plan is 'GS-0201-6/8', and announcement type is 'DE'. The status is 'Pending Release'. The form includes sections for 'Biographic Information (13 items)', 'Eligibilities (2 items)', 'Veterans' Preference', 'RA', 'Preferences (1 item)', and 'Screen-Outs (0)'. There are buttons for 'Add Section', 'Add to Eligibilities', 'Add to Preferences', 'Save Sections', and 'Cancel'.

27. Go to the Announcement Text tab. The first time you access this tab, the **Choose Template** page will pop up.
- Search for **“USA Hire Template”**.
 - Select **“USA Hire Template”**. The template will load.
 - Review the Announcement Text page.

Template Name	Template Description
CUE-Written (DEU) (CU-7/9/11) USA Hire Template	Template to be used for Credit Union Examiner 580-7/9/11 positions which are utilizing USA Hire assessments.
DOJ USA HIRE TEMPLATE	USA Hire Generic Template
ODA USA HIRE TEMPLATE	USA Hire Generic Template
USA HIRE TEMPLATE	To be used for USA Hire practice exercises.
USA Hire Template for MP Positions at GS-12/13 level	Template for use with USA Hire positions only.

28. Complete all required sections of the Announcement Text page. (Items marked with a red asterisk are required).
- Review the USA Hire verbiage included in the “Additional Information”, “How You Will Be Evaluated”, “How To Apply”, and “Next Steps” sections.
 - Remove any Placeholder text by highlighting the instructions and brackets and pressing the Delete button on your keyboard.
 - Once complete, click **Save**.

You have now completed the USA Hire Practice Exercise.