

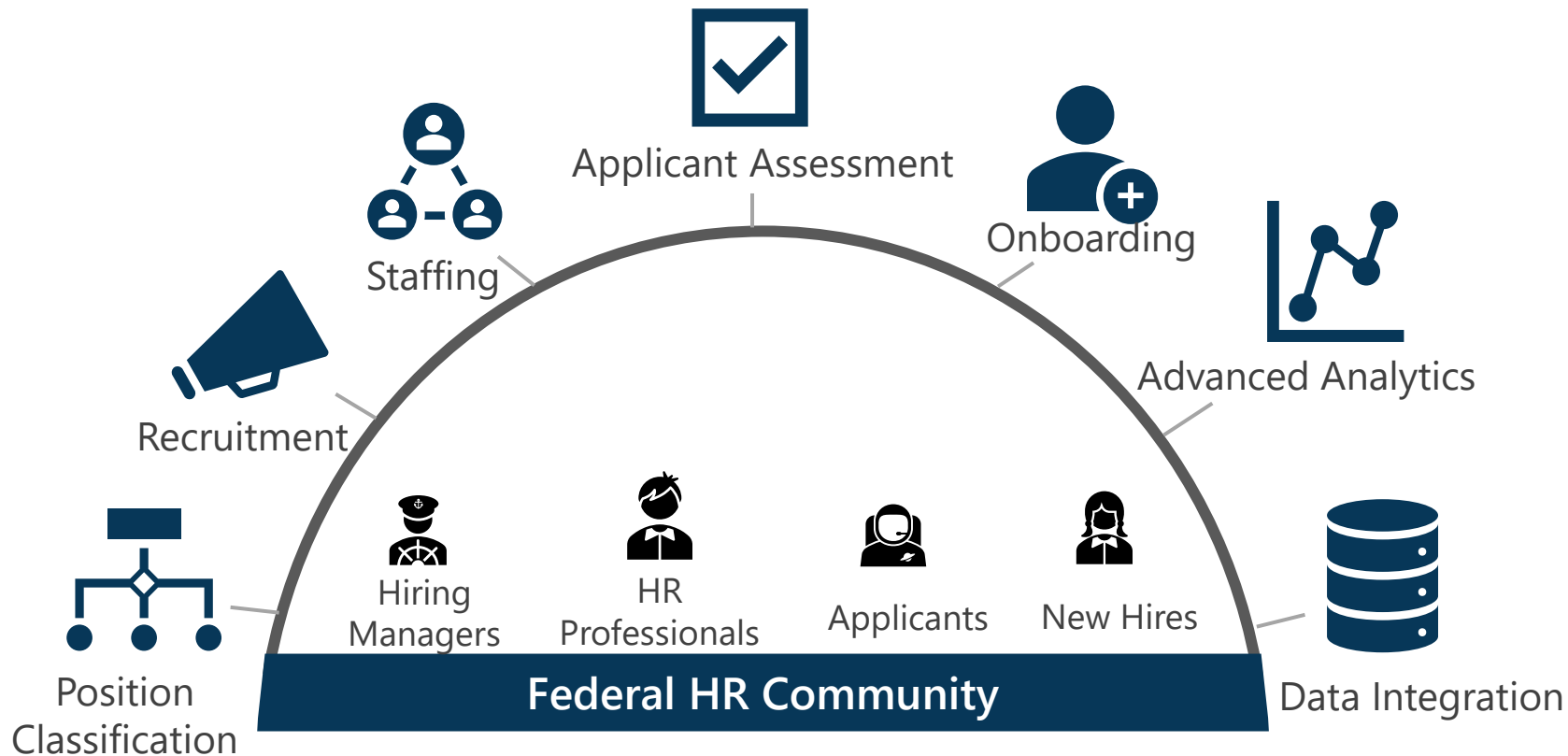


## Candidate Inventory



# What is USA Staffing?

## OPM's Talent Acquisition System for agencies



- 89% of USAJOBS vacancies are posted through USA Staffing
- Supports Federal policies, practices, and laws for the full range of Federal hiring
- Primary interface for managers, HR professionals, applicants, and new hires interacting with the hiring process
- An evolving, customer-focused, Agile shared service



**339,479**

Hiring Manager Users



**23,161**

Human Resources Users

*Paid and Unpaid*



**43,634**

Onboarding / Reporting / AFD Users



**371,292**

Jobs Announced  
(+26.4% SPLY)



**18,948,155**

Applications Received  
(+64.2% SPLY)



**11,695**

Announcements Using USA Hire  
(+22.1% SPLY)



**652,479**

Certificates Issued  
(+16.6% SPLY)



**508,477**

Selections Made  
(+60.5% SPLY)



**1,348,970**

eOPF Transmissions  
(+0.1% SPLY)



**542,757**

Tentative Job Offers Accepted  
(+25.4% SPLY)



**405,385**

Official Job Offers Accepted  
(+24.1% SPLY)



**391,198**

New Hire EODs  
(+9.8% SPLY)

# What is Candidate Inventory?

Candidate Inventory allows hiring managers direct access to search for candidates who have already applied to jobs within their agency without the need to undergo a new recruitment. Eliminating the need to initiate a new recruitment process will improve efficiency and reduce the time to hire for Federal agencies.

Human Resources users manage their agency's Candidate Inventory by including candidates who may be considered for certain noncompetitive, excepted service, merit promotion and direct hire recruitments.

Delegated examining (i.e. Category Rating and Rule of Three) certificates should not be shared.

\*Candidate Inventory *does not support* certificate or candidate sharing between agencies.

# Candidate Inventory Benefits



## Hiring Managers

Hiring Managers have easy access to **Pre - Qualified candidates.**



## Agencies

Agencies & HR have **improved time to hire** with less effort by filling **Direct Hire & Merit Promotion** positions.



## Applicants

Applicants experience efficiency in the hiring process as they **submit a single application.**



# Candidate Inventory Feature Overview

## Human Resources Experience

# HR's Role in Governing Candidate Inventory

Agency HR teams set policy and standard procedures for the appropriate use Candidate Inventory, including:

- Which hiring authorities, sub-organizations, occupations are in scope?
- What types of certificates may be included?
- When should certificates be added to and removed from the inventory?
- What steps should occur once a manager identifies a candidate of interest?



# Building your Candidate Inventory

All four requirements must be met for candidates from a recruitment to populate Candidate Inventory.

HR may disable sharing from an applicant list at any time or adjust the date range in which the candidates are shared.

Managers can see candidates across their (USA Staffing) Organization.





# Building the Candidate Inventory

## Application Processing

### Questionnaire Settings

- ☐ Collect Service Computation Date
- ☐ Do not collect Veterans' Preference
- ☐ Do not collect Lowest Acceptable Grade
- ☒ Enable Candidate Inventory
- ☐ Limit the number of locations that a user can select to a maximum of
- ☐ Require completion of all announcement and assessment items

### Application Submission

- ☐ Prevent update of application after initial submission
- ☐ Prevent update of assessment responses after application submission
- ☒ Require Veterans' Preference supporting documents for application submission
- ☒ Require eligibility supporting documents for application submission

*Vacancy Settings page in USA Staffing (HR)*

## Step 1: HR sets a Vacancy as Shared

- › A Vacancy-level setting in *Questionnaire Settings* enables Candidate Inventory.
- › Only HR users with appropriate permissions can choose to enable the Candidate Inventory setting.
- › HR controls which JOA will populate the Inventory to ensure alignment with appropriate use of the feature.
- › System rules are automatically applied to ensure applicant fairness and transparency.

# Building the Candidate Inventory

## Step 2: Applicants Opt-In/Out

The screenshot displays the 'USA Staffing's Online Application (Applicant)' interface. At the top, there is a navigation bar with tabs for 'Application', 'Assessment', 'Documents', and 'Review & Submit'. The 'Application' tab is selected. Below the navigation bar, the 'U.S. Office of Personnel Management' logo and tagline 'Recruiting, retaining, and honoring the American workforce' are visible. The 'Application Progress' section shows a progress bar and details for the 'Business Analyst' position at the 'Office of Personnel Management'. The 'Announcement Number' is 'IMP-10128080-21-WG' and the 'Open Period' is 'Wednesday, June 23, 2021 to Saturday, June 26, 2021'. The 'Application Package Status' is 'Application Incomplete'. Below this, the 'Preferences' section contains a question: '1. I authorize my application information being shared with hiring managers for similar positions. I understand this option may not result in further consideration for additional positions nor will it impact my application for this announcement.' There are two radio button options: 'A. Yes' and 'B. No'. A 'Continue' button is located at the bottom of the preferences section.

Application Progress

Position Title: Business Analyst  
Agency: Office of Personnel Management  
Announcement Number: IMP-10128080-21-WG  
Open Period: Wednesday, June 23, 2021 to Saturday, June 26, 2021  
Application Package Status: Application Incomplete

Preferences

1. I authorize my application information being shared with hiring managers for similar positions. I understand this option may not result in further consideration for additional positions nor will it impact my application for this announcement.

☐ A. Yes  
☐ B. No

Continue

*USA Staffing's Online Application (Applicant)*

- › Enabling Candidate Inventory automatically adds a standard Opt-In/Out question to the job posting
- › An applicant would have the opportunity to answer differently if applying to multiple jobs.

# Building the Candidate Inventory



## Step 3: HR Reviews Applicants

- › HR will review candidates to ensure they meet criteria for the list's series and grade.
- › Candidates can be included on a certificate or applicant list and sent to individual Hiring Managers using current processes.

# Configure Applicant Lists to be Shared

USA Staffing®

VACANCY 10064759

Certificate: 20230508-BBBH-002

Certificate Number: 20230508-BBBH-002

Issued: 5/8/2023 18:59 EDT

Issued By: Briana Heinz

Certificate Type: Ranking List

Status: Issued

Expiration Date: 12/1/2023

INVENTORY

Cancel Certificate

Applicant List

Certificate Information

**Certificate Details**

Rank By: Rating (exclude Veteran Points)

Priority Order: None

Refer Method: All

Order: Name

Tie Breaker: Random Number

Applicant List Name: VRA only

**Display Preferences**

Selected information will be visible to Hiring Managers for all applicants on the certificate.

☒ Final Rating

☒ Category Rating

☒ Veterans' Preference

☒ Eligibilities

☐ Assessment Questionnaire

☐ Announcement Questionnaire

**Instructions**

Select Instructions

0 of 5000

**Candidate Inventory**

☒ Include in Candidate Inventory

Applicants on this certificate will be available in Candidate Inventory based on the dates below.

Availability Start Date: 6/5/2023

Availability End Date: 10/5/2023

**Reviews** 0





















Review Name	Status	Reviewers	Sent	Due	Completed	Returned By
-------------	--------	-----------	------	-----	-----------	-------------

Save Cancel

## Step 4: Certificate Settings

- HR determines which applicant lists populate the Candidate Inventory – and for how long.
- HR can adjust the sharing window or disable sharing at any point.
- Start/End dates allow HR professionals to determine how long the candidates can be considered during a particular recruitment period.

# All criteria must be met for an applicant to be included in Candidate Inventory:

	Step 1: Vacancy Setting Enabled	Step 2: Applicant Agrees to be Shared	Step 3: HR Reviews Applicant	Step 4: Applicant on Shared Applicant List	Outcome
Applicant 1					Not shared
Applicant 2					Not shared
Applicant 3					Not shared
Applicant 4					Not shared
Applicant 5					Shared



# Candidate Inventory Overview

## Hiring Manager Experience

# Hiring Manager Experience

Managers will navigate to Candidate Inventory from the navigation bar on the dashboard

The screenshot displays the USA Staffing dashboard. The top navigation bar includes links for Dashboard, Request to Fill Position, Candidate Inventory (highlighted with a yellow box), Help, Alerts, and a user profile for William Grenz. Below the navigation bar, a welcome message reads 'Welcome William! You have ...'. Three summary cards are shown: 'ASSIGNMENTS' with 3 total (1 Past Due, 2 Due Soon), 'POSITIONS BEING FILLED' with 5 total (3 Incomplete, 2 Selection Made), and 'POSITION DESCRIPTIONS' with 10 total (0 In Draft, 10 Published). The 'Positions Being Filled' section is active, showing a 'Sort By: Request Number' dropdown and a row of filters: Submit Request, Evaluate Applicants, Request Approval, Announce Job, and Process Hire. Below the filters, a progress bar for 'Management Analyst' (0) shows the steps: Submit Request, Request Approval, Announce Job, Evaluate Applicants, and Process Hire, all marked with green checkmarks. To the right, the 'SELECTED APPLICANT' section for Levi Grenz provides contact information and a projected start date.

USA Staffing®

Dashboard Request to Fill Position **Candidate Inventory** Help Alerts William Grenz ▾

Welcome William! You have ...

ASSIGNMENTS  
3  
Past Due 1 Due Soon 2

POSITIONS BEING FILLED  
5  
Incomplete 3 Selection Made 2

POSITION DESCRIPTIONS  
10  
In Draft 0 Published 10

Positions Being Filled

Sort By: Request Number ▾

Filters Submit Request ✕ Evaluate Applicants ✕ Request Approval ✕ Announce Job ✕ Process Hire ✕ Change Reset

Position Title, Request Number Search

Management Analyst  
0

SERIES 1515 PAY PLAN GS GRADES 15 HIRING ORGANIZATION Customer A LOCATIONS Greece, New York United States

Submit Request Request Approval Announce Job Evaluate Applicants Process Hire

View Activity ▾

SELECTED APPLICANT  
Levi Grenz  
Levi.Grenz@opm.gov  
478-555-1212  
Projected Start Date  
Not established yet  
View Resume



# Search

Managers are guided to select criteria that will focus search results on the right job series, grade, and location.

On-page instructions orient managers to this new process and provide context on what they can expect next

Hiring Manager Experience

USA Staffing®

[← Back to Candidate Inventory Home](#)

## Find Candidates

To fill a position, you can search, save, and prioritize candidates meeting your criteria.

[Browse Candidates](#)

[Saved Candidates](#)

Tell us about the position you'd like to fill.

What is the occupational series of your position?

2210 - Information Technology Management

What is the position's pay plan?

GS

What is the position's grade?

12

What duty location would you like to search for?

Sabetha, Kansas

Submit search

# Review Results

If candidates match the manager’s search criteria, the results will show on candidate cards.

Candidate cards will allow managers to access applicant’s documents and take further actions to save candidate on boards or notify HR of interest to hire.

Hiring Manager Experience

USA Staffing®

Dashboard

Request to Fill Position

Candidate Inventory

Help

Alerts16

Bri Heinz

[← Back to Candidate Inventory Home](#)

Find Candidates

To fill a position, you can search, save, and prioritize candidates meeting your criteria.

New Search

Search Results

Search available candidates

Occupational Series

2210 - Information Technology Management

Pay Plan

GS

Grade

13

Duty Location

San Antonio, Texas

Submit search

Showing: 1 - 18 of 18

Sort By

Date Updated

Sort Direction

Ascending

Jayden Jimenez

Last Applied 04/18/2023 | Available Until 05/18/2026

QUALIFIED FOR JOB ANNOUNCEMENT  
Advanced Tester  
and no similar positions...

Saved

Levi Flory

Last Applied 04/18/2023 | Available Until 05/18/2026

QUALIFIED FOR JOB ANNOUNCEMENT  
Advanced Tester  
and no similar positions...

Saved

Bianca Bostina-Bratu

Last Applied 04/18/2023 | Available Until 05/18/2026

QUALIFIED FOR JOB ANNOUNCEMENT  
Advanced Tester  
and no similar positions...

# Review Resumes

Hiring Managers review resumes and other documents for relevant skills and experience.

Relevant candidate information such as name, contact information, and last updated application date remain easily accessible.

Hiring Manager Experience

USA Staffing®

Dashboard

Request to Fill Position

Candidate Inventory

Help

Alerts16

Bri Heinz

[← Back to Candidate Inventory Home](#)

Kona Acres

Share

Contact

Save

Application For: Advanced Tester

Ready to hire candidate? [Send email to HR](#)

Last Updated on: April 18, 2023

Available to hire until: November 10, 2028

Located in: Bremerton, Washington

[See job announcement](#)

Application Documents

RESUME

[Builder Resume.pdf](#)

b8037a42-e34b-4458-8b5d-77790f5cb126

1 / 1

100%

+

+

+

Kona Acres

PO Box 000

Bremerton, WA 98312 US

Day Phone: 555-555-5555

Email: acres.kona.2018@gmail.com

Work Experience:

OPM

1235 E Street

Washington, DC 90000 United States

03/2018 - Present

Salary: 0.00 USD Bi-weekly

Hours per week: 40

HR Specialist

I work the help desk; answer questions.

Education:

WSU Pullman, WA United States

Bachelor's degree

# Contact HR

Managers may send candidate information back to their HR representatives.

HR will make the final decision based on agency policy for what the next steps should be.

Hiring Manager Experience

The image shows a screenshot of the USA Staffing system interface. A modal titled "Hire a Candidate" is displayed over a blurred background of the system. The modal contains the following text:

**Hire a Candidate**

If you're interested in hiring this candidate, please notify your HR Office or specialist. They will reach out to you with any follow-up questions.

Recipients

[Dropdown menu]

Below the modal, an email template is shown, titled "Request to hire candidate from Vacancy 10064614". The email is from `usastaffingoffice@opm.gov` and is addressed to Heinz, Briana. The body of the email reads:

Hello,

I found candidate, Bianca Bostina-Bratu, in USA Staffing's Candidate Inventory, who qualified for a Advanced Tester. I believe they would be a great fit for my position and request your assistance in taking the next steps to hire them.

To see their application package and review it for yourself, click the link below.  
<https://core-dev.usastaffing.gov/Staffing/Applicant/Edit/201520>

Here is some additional information to help you find and access the candidate's application:

Vacancy: 10064614

Regards,

Bri Heinz



# Candidate Inventory Resources

# Implementation Materials now Available

<https://help.usastaffing.gov/ResourceCenter/index.php/Resources>

## What is Candidate Inventory?

Candidate Inventory is an innovative tool within USA Staffing that allows hiring managers direct access to available candidates without the need to undergo a new recruitment. Hiring managers can search for, review, and curate a list of candidates based on specific position criteria (i.e., series, grade, location) within their organization and engage HR to hire them.

Candidate Inventory allows hiring managers within a single USA Staffing Organization (i.e., Navy is an Organization within Department of Defense and Small Business Administration is its own Organization) to source candidates available on active certificates of eligibles. It supports agencies in reusing certificates of eligibles for similar positions across an organization or making non-competitive hires outside of the normal job announcement process. Candidates available in Candidate Inventory will require verification of qualifications and eligibility before receiving an appointment to a position not associated with the original certificate of eligibles.

## How to Use this Guide

This guide is being published before the feature is available for use in USA Staffing so your agency can begin making decisions about how it will complement your current hiring processes.

It is recommended that your agency:

1. Form a team to consider how to implement Candidate Inventory. This team should have the appropriate knowledge of your agency's hiring processes and hiring authorities used.
2. Define and produce guidance for HR Specialist and Hiring Managers to follow when using Candidate Inventory.

## Pre-Implementation Guide

## Purpose

The purpose of this document is to provide a starting point for agencies to consider when developing USA Staffing (USAS) Candidate Inventory (CI) processes and procedures within their agency. We recommend you use this example in conjunction with the [Candidate Inventory Pre-Implementation Guide](#). These examples are not all inclusive and only include the most common guidance that should be considered. We recommend you consult with your agency policy personnel when developing agency-specific CI guidance.

## System Process Example

### Vacancy Eligibility Example

**This Vacancy Eligibility example is not all inclusive and only includes the most common guidance that should be considered. We recommend you consult with your agency policy personnel when developing agency-specific CI guidance.**

Vacancy announcements may have CI enabled when the position meets one of the following requirements:

- Frequently Recruited Vacancies;
- Difficult to fill;
- Mission Critical Occupation (MCO);
- Staffing Shortage; or
- Has an approved Direct Hire Authority (DHA) [Insert specific approved DHAs, if applicable]

### Vacancy and Certificate Ineligibility Example

**This Vacancy and Certificate Ineligibility example is not all inclusive and only includes the most common guidance that should be considered. We recommend you consult with your agency policy personnel when developing agency-specific CI guidance.**

The following vacancy announcements and certificate types are not eligible for inclusion in CI:

- Delegated Examining Unit (DEU);
- Certificate types that require veterans' preference considerations, such as Category Rating and Rule of Three; and
- Some DHAs [Insert specific DHAs, if applicable.]

## NEW: Business Process Rules Example



## Marketing Flyer

## Candidate Inventory Frequently Asked Questions

## Frequently Asked Questions

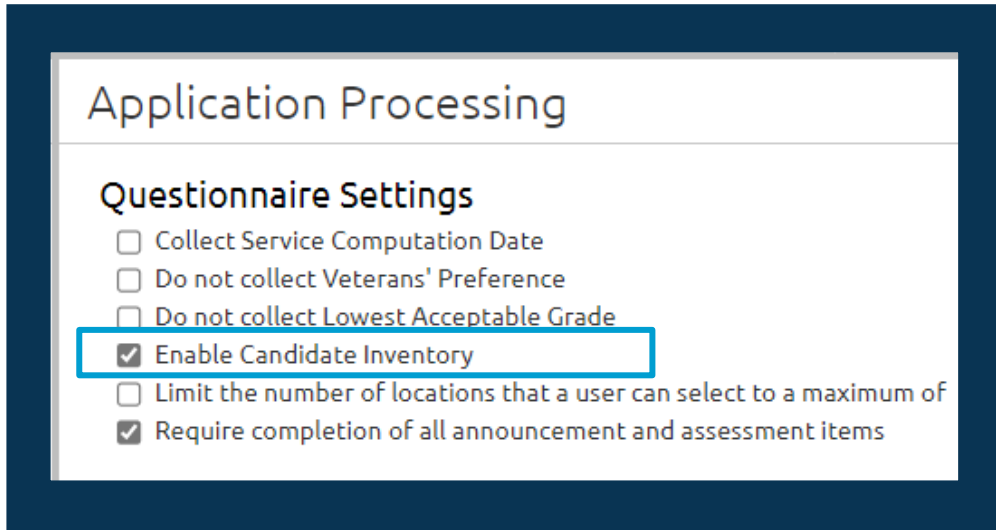


## Briefing Slides



## Demonstration Recording

# Reporting Capabilities for Candidate Inventory



Application Processing

Questionnaire Settings

- ☐ Collect Service Computation Date
- ☐ Do not collect Veterans' Preference
- ☐ Do not collect Lowest Acceptable Grade
- ☒ Enable Candidate Inventory
- ☐ Limit the number of locations that a user can select to a maximum of
- ☒ Require completion of all announcement and assessment items

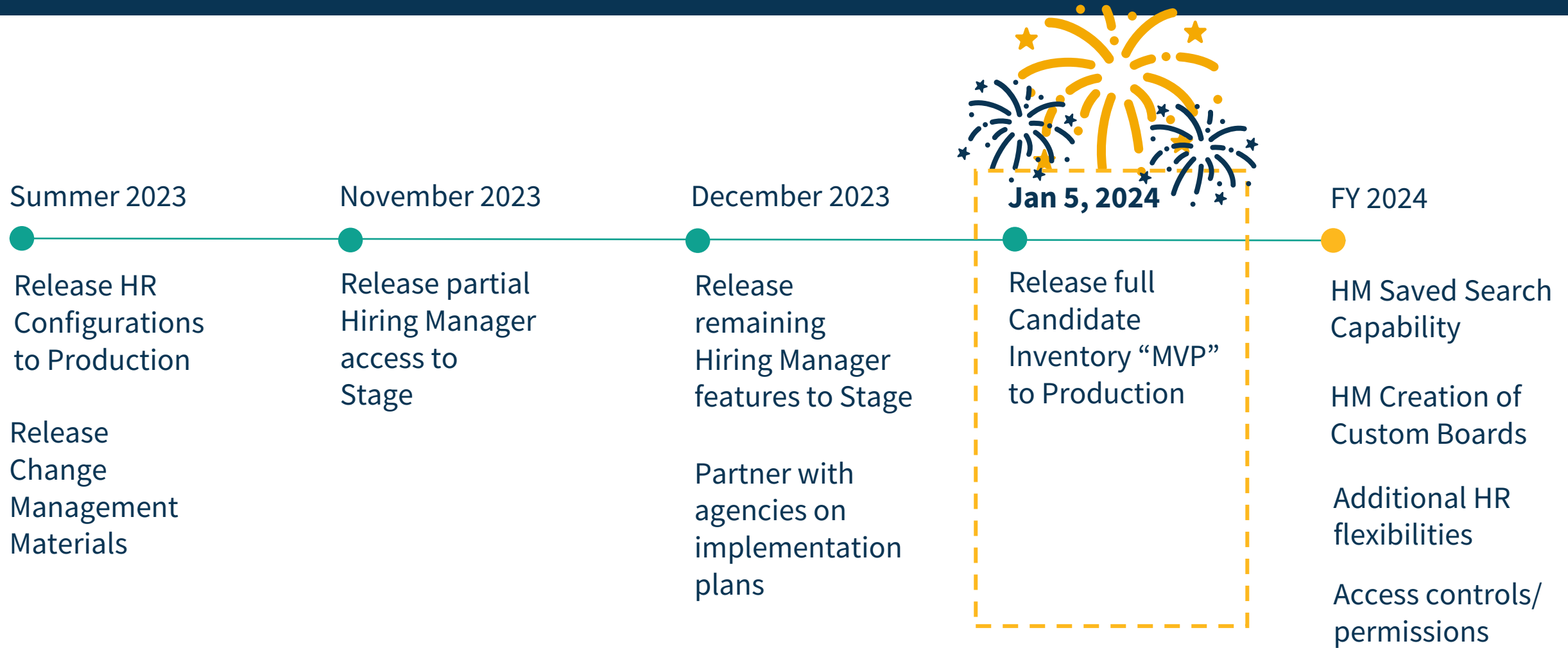
- › Agencies will be able to report on **vacancies** where the Candidate Inventory has been “enabled”
- › Agencies will be able to report on **applicants** who “**opt-in**” to having their application on the Candidate Inventory
- › Agencies will be able to report **certificate** level information when Candidate Inventory has been enabled

Cognos Report Path:

Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse > Production Metrics > Candidate Inventory Report



# Candidate Inventory Timeline



# Thank you!



## Questions?

Bridget Dongarra  
USA Staffing Program Manager  
[Bridget.Dongarra@opm.gov](mailto:Bridget.Dongarra@opm.gov)



# Pooled Hiring Feature Comparison



## Candidate Inventory

**Platform:** USA Staffing

**Scope:** Within an agency

**Use Case:** Source candidates from existing internal certificates



## Talent Pools

**Platform:** USAJOBS Agency Talent Portal

**Scope:** Government-Wide

**Use Case:** Share Cross-Gov or Competitive Service Act certificates between agencies



## Resume Mining

**Platform:** USAJOBS Agency Talent Portal

**Scope:** 1M+ searchable resumes on USAJOBS

**Use Case:** Find job seekers interested in Federal Employment

# Minimally Viable Product (MVP)

- HR Configurations
- Hiring Managers search & view candidate details & documents
- Hiring Managers save candidates & track level of interest
- Hiring Managers email HR to request hire of candidate

## Post-MVP

- Hiring Managers save searches
- Hiring Managers create & share custom boards
- Hiring Managers hide candidates
- Additional HR flexibilities