



OPM HR
Solutions
USA Staffing®

USA Staffing Assessment Workgroup

February 2023

Agenda

11:00 am – 11:15 am

Structured Resume Review Update

Steph Colon

11:15 am – 11:40 am

Multiple Hurdles Resources

Maria Ahmad

11:40 am – 11:55 am

Upcoming Changes

Maria Ahmad

11:55 am – 12:00 pm

Open Questions



Testing...

If you could spend your Valentine's
Day anywhere, where would it be?

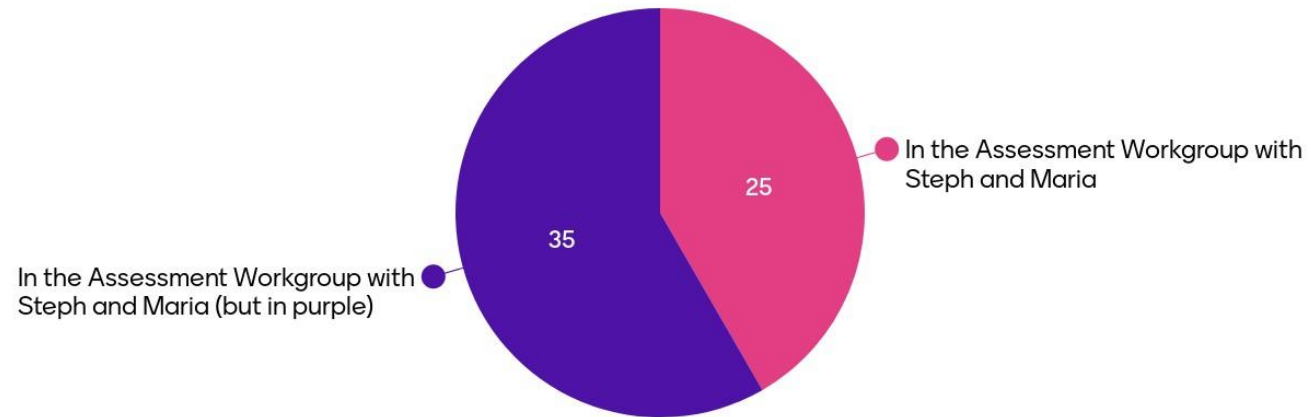
Go to
Menti.com
and use code
1724 4497





If you could spend your Valentine's Day anywhere, where would it be?

Mentimeter



59



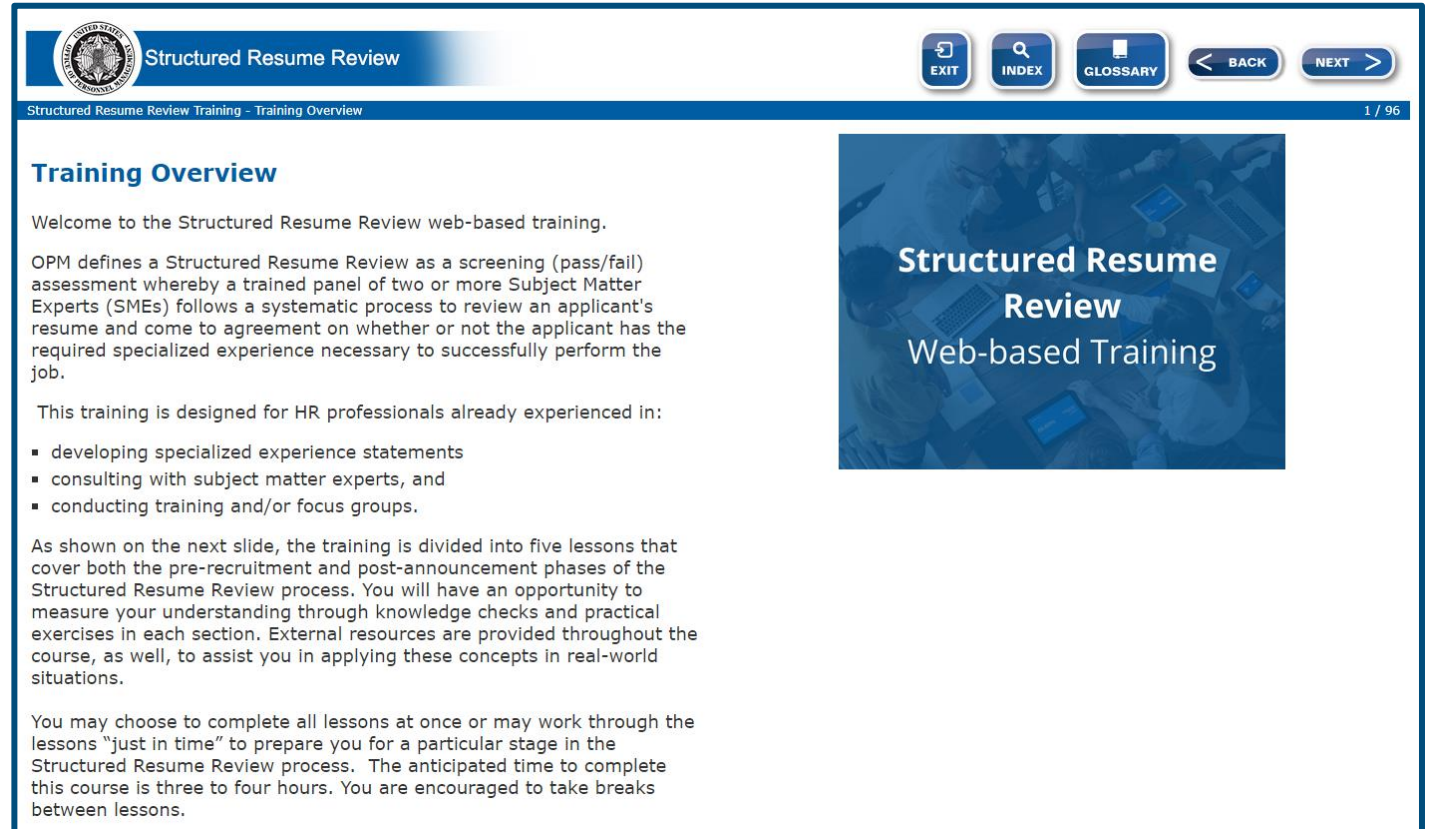
OPM HR
Solutions
USA Staffing®

Structured Resume Review Update

Steph Colon

Structured Resume Review Training

- Structured Resume Review Training Officially Launched February 13th!
- [OPM CHCOC Memo](#) sent out yesterday
- The training can be found at <https://usastaffing.usalearning.net/login/index.php>
- If you've never logged into the USA Staffing Learning site, contact your USA Staffing Office Administrator for more information.



The screenshot displays the 'Structured Resume Review' training interface. At the top, there is a header bar with the OPM logo on the left, the title 'Structured Resume Review' in the center, and navigation buttons (EXIT, INDEX, GLOSSARY, BACK, NEXT) on the right. Below the header, a sub-header reads 'Structured Resume Review Training - Training Overview' with a page indicator '1 / 96'. The main content area is titled 'Training Overview' and contains the following text:

Welcome to the Structured Resume Review web-based training.

OPM defines a Structured Resume Review as a screening (pass/fail) assessment whereby a trained panel of two or more Subject Matter Experts (SMEs) follows a systematic process to review an applicant's resume and come to agreement on whether or not the applicant has the required specialized experience necessary to successfully perform the job.

This training is designed for HR professionals already experienced in:

- developing specialized experience statements
- consulting with subject matter experts, and
- conducting training and/or focus groups.

As shown on the next slide, the training is divided into five lessons that cover both the pre-recruitment and post-announcement phases of the Structured Resume Review process. You will have an opportunity to measure your understanding through knowledge checks and practical exercises in each section. External resources are provided throughout the course, as well, to assist you in applying these concepts in real-world situations.

You may choose to complete all lessons at once or may work through the lessons "just in time" to prepare you for a particular stage in the Structured Resume Review process. The anticipated time to complete this course is three to four hours. You are encouraged to take breaks between lessons.

On the right side of the slide, there is a blue graphic with the text 'Structured Resume Review Web-based Training' overlaid on an image of people working at computers.

Training Overview

Designed for experienced HR professionals proficient in:

- Conducting job analyses
- Writing specialized experience statements
- Providing direction to hiring managers/SMEs (e.g., training or focus groups)

Course details:

- Approximately 3-4 hours self-paced, web-based
- Knowledge checks, practical exercises, sample resources
- Available at no cost to agencies



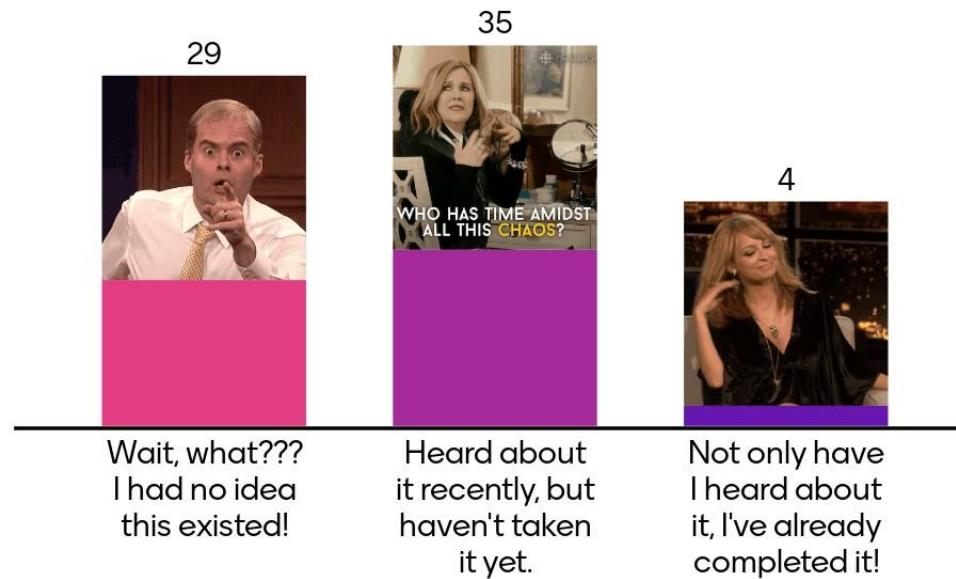
Have you heard about the new
Structured Resume Review web-
based training before today?

Go to
Menti.com
and use code
1724 4497



Have you heard about the new Structured Resume Review web-based training?

Mentimeter



68



Structured Resume Review Feature

Status of development work:

- Assessment configuration – *Complete*
- SME applicant review – *In progress*
- HR evaluation acceptance – *In progress*

Timeline:

- *March 24, 2023* - Release Minimum Viable Product (MVP) to Stage
- *April 14, 2023* - Release MVP to Production



Structured Resume Review Feature Resources

We are preparing the following change management support:

- OPM Structured Resume Review training – *available now!*
- HR User Guide
- SME User Guide
- Multi-purpose PowerPoint presentation
- Demonstrations and/or presentations in a variety of USA Staffing customer forums
- USA Staffing Online Help content





OPM HR
Solutions
USA Staffing®

Multiple Hurdles Resources

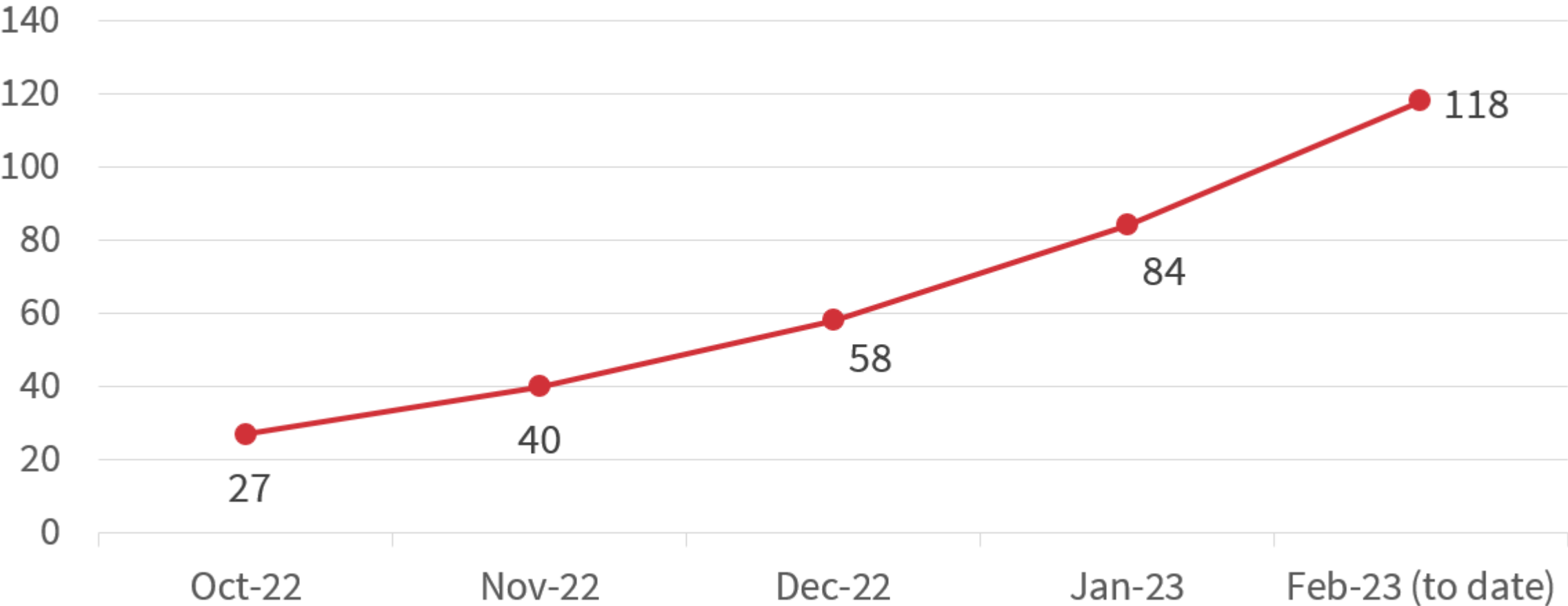
Maria Ahmad

Multiple Hurdles Resources

- [Resource Center!](#)
- [Multiple Hurdles Guide](#)
- [Multiple Hurdles Assessment Demo](#) (Passcode: eh4J=W=z)
- [Previous Assessment Workgroup Slides and Recordings](#) (August)
- USA Staffing Online Help



Number of Vacancies Using Multiple Hurdles



What type of training would be most helpful with implementing multiple hurdles?

Go to
Menti.com
and use code
1724 4497



What type of training would be most helpful with implementing multiple hurdles?

Mentimeter



0

Something else (enter in chat)

0

The resources we already have are sufficient





OPM HR
Solutions
USA Staffing®

Upcoming Changes

Maria Ahmad

Upcoming Assessment Changes

- Competency Network Import improvements
- Reorganize Assessment Information fields
- Add *Assessment Method* and *Quality Ranking Factor/Selective Factor* indicators to Assessment Questionnaires



Assessment Information Reorganization Mockup

USA Staffing®

Staffing

Classification

Admin

Reports

Search

Go To

Maria Ahmad - OPM

VACANCY 10063194

Vacancy 10063194

Assessment Package

Announcement

Reviews

Create Assessment

USAJOBS Announcement Title

Pay Plan-Series/Grade

Assessment ID

Testing Assessment Stuff

GS-0201-11/12

New

Assessment Information

Competencies

Assessment Questionnaire

Screen-Out Criteria

Rating Criteria

Passing Score Criteria

Test Plan

Checklist

History

Assessment Information

* = Required

Assessment Name *

Assessment Type *

Assessment Method *

Assessment Method Details *

AQ

Questionnaire

Select an Assessment Method...

Screen-out

Rating

Passing Score

Assessment Includes:

Rating Method *

Scoring *

☒ Quality Ranking Factor

☐ Selective Factor

Weight-Based

Competency-level

Owner *

Hurdle *

Maria Ahmad

Hurdle 1: Default Hurdle

Save

Cancel

Item Source in Competency Networks

- Item Source is *optional* field for items included in a Competency Network
- Does not carry over to an Assessment Questionnaire
- Is not a searchable field when searching for items to add to an AQ
- Small minority of items in competency networks have this field completed today

Edit Item ✕

Item Text * * = Required

52 of 10000

This is an example question in a competency network.

☒ Screen-out Question

Link to Competency
Items without competencies

Response Type *
Multiple Choice - Single Select

	Response Option	Response Text
<input type="checkbox"/>	A	This is the correct response.

Item Source
Select a Source...

- Select a Source...
- Class and/or Qual Standards
- Job Analysis
- Job Information Database
- Other
- Position Description
- Subject Matter Expert(s)
- USA Hire

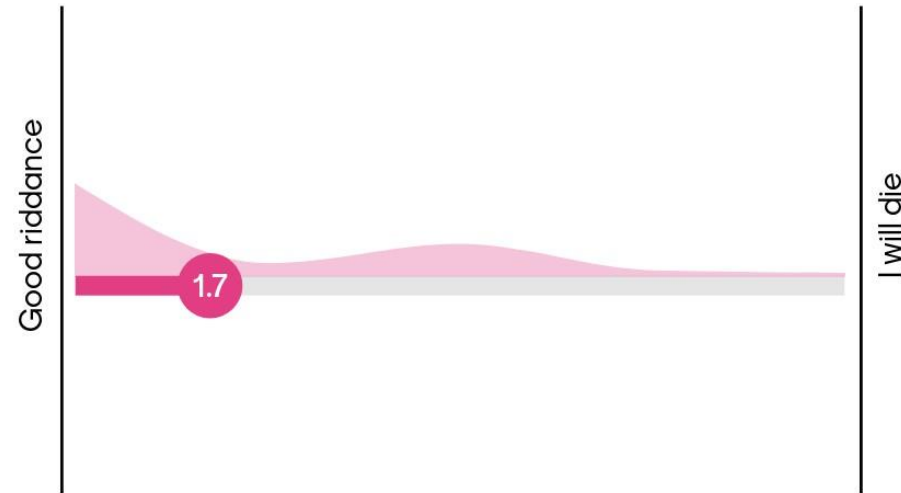
**Would you be upset if we were to
remove the Item Source field from the
Competency Network area?**

Go to
Menti.com
and use code
1724 4497



Would you be upset if we were to remove the Item Source field from the Competency Network area?

Mentimeter



62



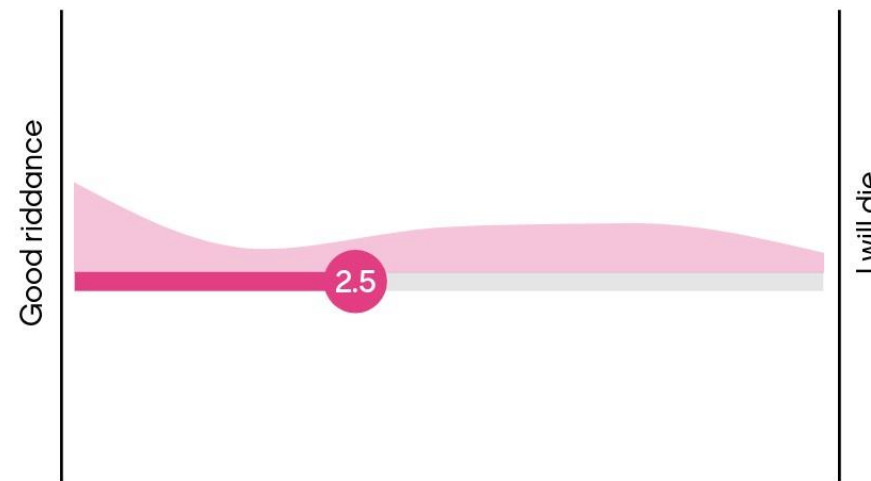
**Would you be upset if we were to
remove the Responses column on the
Assessment Plan page?**

Go to
Menti.com
and use code
7465 5804



Would you be upset if we were to remove the Responses column on the Assessment Plan page?

Mentimeter



61



Responses Column on Test Plan Page

USA Staffing®

[Staffing](#)[Classification](#)[Recruit](#)[Admin](#)[Reports](#)[Search](#)

Go To

Maria Ahmad - TEST

VACANCY 11663996

Vacancy 11663996

Assessment Package

Announcement

Reviews

Assessment: Test AQ

USAJOBS Announcement Title
HR Specialist

Pay Plan-Series-Grade
GS-0201-11/12

Assessment ID
50179

Assessment Information

Competencies

Assessment Questionnaire

Screen-Out Criteria

Rating Criteria

Passing Score Criteria

Test Plan

Checklist

Test Scenarios (4)

Add Scenario

Scenario	Responses	Rating Combo	Expected Outcome	Actual Outcome
<input type="checkbox"/> Eligible both grades	A, B, C, D, E, A, B, C, D, ...	0201-11 0201-12	ELTE - 90 ELTE - 90	<input checked="" type="checkbox"/> ELTE - 90 (Raw Score: 5) <input checked="" type="checkbox"/> ELTE - 90 (Raw Score: 5)
<input type="checkbox"/> Eligible GS-11 Only	A, B, E	0201-11 0201-12	ELTE IQSE	<input checked="" type="checkbox"/> ELTE - 85 (Raw Score: 4) <input checked="" type="checkbox"/> IQSE (Raw Score: 4)
<input type="checkbox"/> Ineligible Both Grades	B, B, F	0201-11 0201-12	IQID IQSE	<input checked="" type="checkbox"/> IQID (Raw Score: 5) <input checked="" type="checkbox"/> IQSE (Raw Score: 5)
<input type="checkbox"/> Does Not Meet Passing Score	A, A, A	0201-11 0201-12	IQAQ IQAQ	<input checked="" type="checkbox"/> IQAQ (Raw Score: 0) <input checked="" type="checkbox"/> IQAQ (Raw Score: 0)

Potential Enhancements Under Consideration

1. Copy from Vacancy

- Allow HR user to copy the entire Assessment Package from one vacancy to another without creating a template

2. Copy Assessment

- Allow an assessment to be copied from a template or another vacancy without having to copy/replace the entire Assessment Package
- Would allow easier mix-and-match of assessments from different templates/vacancies



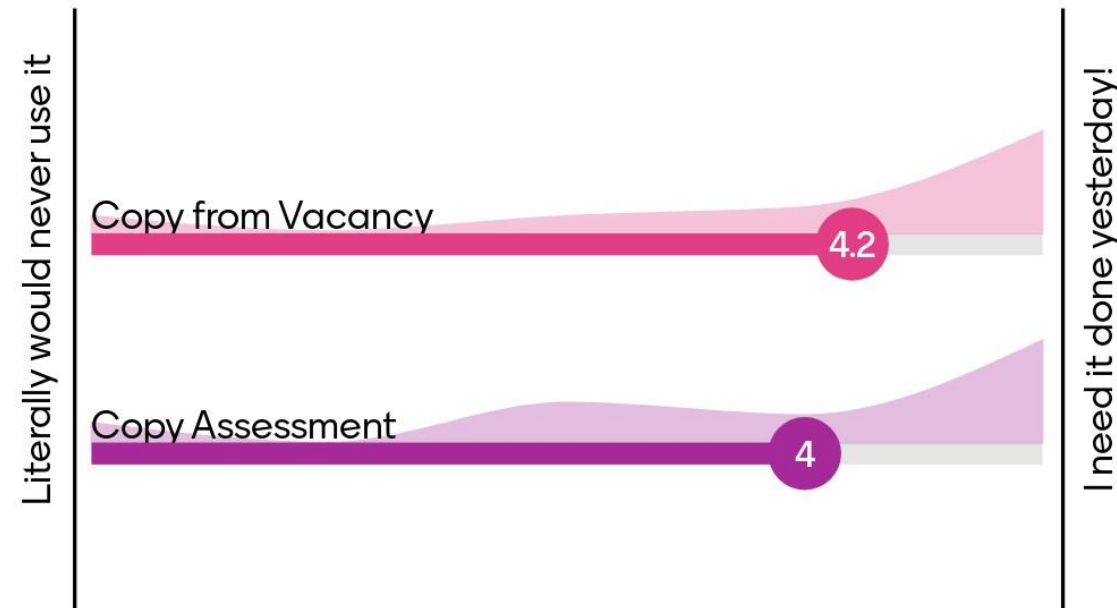
How helpful do you think these two potential enhancements would be?

Go to
Menti.com
and use code
1724 4497



How helpful do you think these two potential enhancements would be?

Mentimeter



76



Upcoming USA Hire Changes

- Locking down ability to use USA Hire as the Competency Source
- Turn USA Hire access link in notifications into an actual hyperlink
- Improvements to *Assessments Are Complete* notification
- Display applicant USA Hire Status to HR users in applicant record/applicant list



USA Hire Link in Notifications

core-dev.usastaffing.gov/Applicant/ApplicantInformation/GetNotificationHtml/180...

CLD - DEV CLD - TEST Stage Training Prod TFS FootPrints20 EAS Admin Portal Other bookmarks

Applicant Notification

To: mahmad.test+f@gmail.com
From: usastaffingoffice@opm.gov
Sent: 1/30/2023 11:46 EST
Subject: Online Assessments Required for Announcement ST-23-10063183-MA

Dear Faith Ford,

The job opportunity announcement for the Testing, ST-23-10063183-MA, informed you that you may be required to take one or more online assessments in order to complete your application for this position. **You have until 11:59 PM ET on 2/5/2023 to complete all of the required online assessment(s) for this vacancy.** To take the assessment(s) now, click the following link:

<https://workflow.apps.qa.pdevch.net/wf/v1/workflowmgmt/enter/fe6ba21b-5ed9-42a5-ad0e-72c90dacdfcb>

Please refer to the job opportunity announcement or your acknowledgement letter for more information concerning the assessment(s) or other application requirements.

If you have any questions about the assessments, please submit a helpdesk ticket at <https://apply.usastaffing.gov/HelpTicket>. To determine if you may require a Reasonable Accommodation in order to complete the assessment(s), please review the information here: https://help.usastaffing.gov/Apply/index.php?title=Reasonable_Accommodations_for_USA_Hire.

Before

core-dev.usastaffing.gov/Applicant/ApplicantInformation/GetNotificationHtml/180...

CLD - DEV CLD - TEST Stage Training Prod TFS FootPrints20 EAS Admin Portal Other bookmarks

Applicant Notification

To: mahmad.test+f@gmail.com
From: usastaffingoffice@opm.gov
Sent: 2/9/2023 10:43 EST
Subject: Online Assessments Required for Announcement ST-23-10063183-MA

Dear Faith Ford,

The job opportunity announcement for the Testing All Assessment Types, ST-23-10063183-MA, informed you that you may be required to take one or more online assessments in order to complete your application for this position. **You have until 11:59 PM ET on 2/12/2023 to complete all of the required online assessment(s) for this vacancy.** To take the assessment(s) now, click the following link:

<https://workflow.apps.qa.pdevch.net/wf/v1/workflowmgmt/enter/fe6ba21b-5ed9-42a5-ad0e-72c90dacdfcb>

Please refer to the job opportunity announcement or your acknowledgement letter for more information concerning the assessment(s) or other application requirements.

If you have any questions about the assessments, please submit a helpdesk ticket at <https://apply.usastaffing.gov/HelpTicket>. To determine if you may require a Reasonable Accommodation in order to complete the assessment(s), please review the information here: https://help.usastaffing.gov/Apply/index.php?title=Reasonable_Accommodations_for_USA_Hire.

After



Improvements to *Assessments Are Complete*

- Currently, the *Assessments Are Complete* notification is only sent when applicant scores are reused. If applicant completes assessments within the current vacancy, they don't receive this notification unless they reapply, or an HR user triggers another USA Hire order.
- The improvements we're working on will:
 - Ensure the *Assessments Are Complete* notification is sent both on reuse as well as when an applicant completes the assessments within the current vacancy
 - Ensure the Track this application link from USAJOBS shows the correct info
 - Prevent duplicate emails if applicant re-applies or the HR user triggers another USA Hire order



USA Hire Status – Applicant Record

USA Staffing®

[Staffing](#) [Classification](#) [Admin](#) [Reports](#) [Search](#)

Go To

✉ Maria Ahmad - OPM

VACANCY 10062819 ▾

Vacancy 10062819

Assessment Package

Announcement

Applicant Overview

Reviews

Applicant: Jayden Jimenez

Application Number
AL4YG-OJ8J

Jayden Jimenez
MAHMAD.TEST+J@GMAIL.COM
2024893592

123 Hexagon Way
Ortonville, Minnesota 56278
United States

USA Hire Status
Did Not Complete

Ineligible

Eligibilities and Ratings

Application

Assessments

Applicant Information

Documents 2

Notes 0

History

- Ratings

Rating Details

Rating Combo	Minimum Qualifications	Cert Availability
0018-8	IOIM - You were not considered because you failed to complete one or more assessments required for this position.	Ineligible
0018-11	IOIM - You were not considered because you failed to complete one or more assessments required for this position.	Ineligible
0018-15	IOIM - You were not considered because you failed to complete one or more assessments required for this position.	Ineligible

- Veterans' Preference

Claimed

NV - No Preference Claimed

Adjudicated

NA - Not Adjudicated

- Eligibilities

No eligibilities claimed.



USA Hire Status – Applicant List

USA Staffing®

VACANCY 10062819 ▾

Applicant List Name: Applicant List 1

Filters: Anywhere in the U.S. (remote job) 0018

USA Hire Status

- ☒ Any
- ☐ Complete
- ☐ Partially Complete
- ☐ Did Not Complete

Name	Rating	Vet Pref	USA Hire Status	RSC	Documents	Eligibility	Notes
Agreste, Adrian	74	NV	Complete	AA	3	RA ?	0
Blair, Adeline	PA	TP ?	Did Not Complete	PA	2	RA ?	0
Bostina-Bratu, Bianca	73	NV	Complete	AA	2	RA ?	0
Cooper, Chloe	70	NV	Partially Complete	AA	2	RA ?	0
Decker, Dillon	73	NV	Complete	AA	2	RA ?	0
Ensler, Eve	77	NV	Complete	AA	2	RA ?	0
Ford, Faith	IQID	NV	Did Not Complete	IN	2	RA ?	0

Number of applicants per page: 25



Upcoming Applicant List Changes

- Retain page number selection when clicking away and returning to applicant list
- Reorder applicant list filters
- Group veterans' preference filter options by vets/non-vets.
- Highlight active applicant row in applicant list
- Add an *Expired* indicator to applicants whose Eligibility End Date has passed

We've kicked off the Applicant List Workgroup!

Slides and recording are available on the [Resource Center](#).



Future topic ideas?

Go to
Menti.com
and use code
1724 4497



What other topics would you like us to go over?

n/a

n/a

n/a

n/a

Sharing certificates

Can you show how to open applicant documents in one step instead of one by one or is that a possibility?

difference between SME-QA resume review process (identified in the EO) and structured interview; if any

Additional Selections

Refresher training option for users

How to Manage Users, like adding new users and errors popping up. How to get rid of the errors...

Competencies

Shortcuts - best practices

N/A

SME Assessment reviews and changing assessment scores - Can the SME change the individual assessment question(s).

Eligibilities displaying on certificates.

USA Hire Status displaying on the applicant overview as well as applicant record/list.

SME Assessment - How does it work for serviced organizations?

Manual assessments.

Metrics/reports

How to change the self-assessment scores if they are not supported on a resume.



OPM HR
Solutions
USA Staffing®

Questions?

Maria.Ahmad@opm.gov

Stephanie.Colon@opm.gov