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…

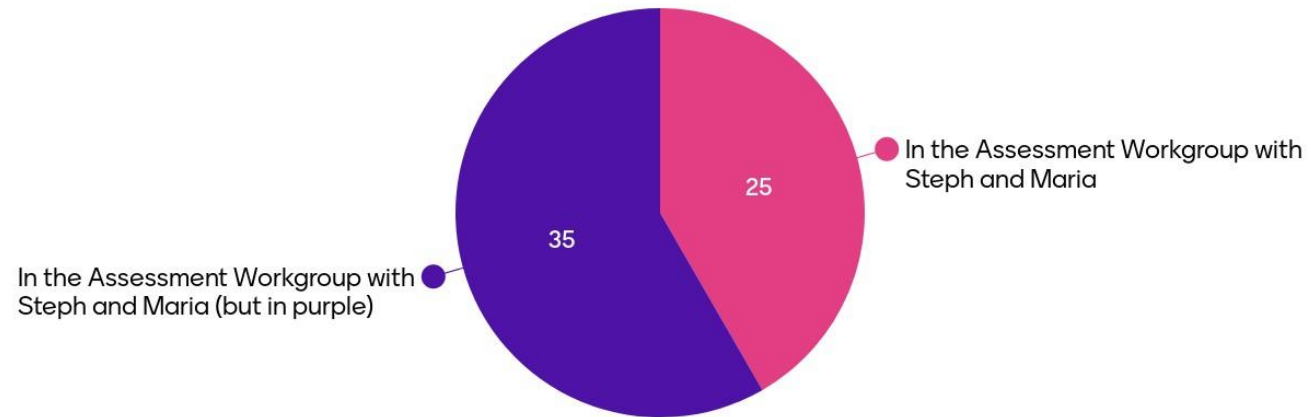**If you could spend your Valentine's Day anywhere, where would it be?**

Go to **Menti.com** and use code **1724 4497**

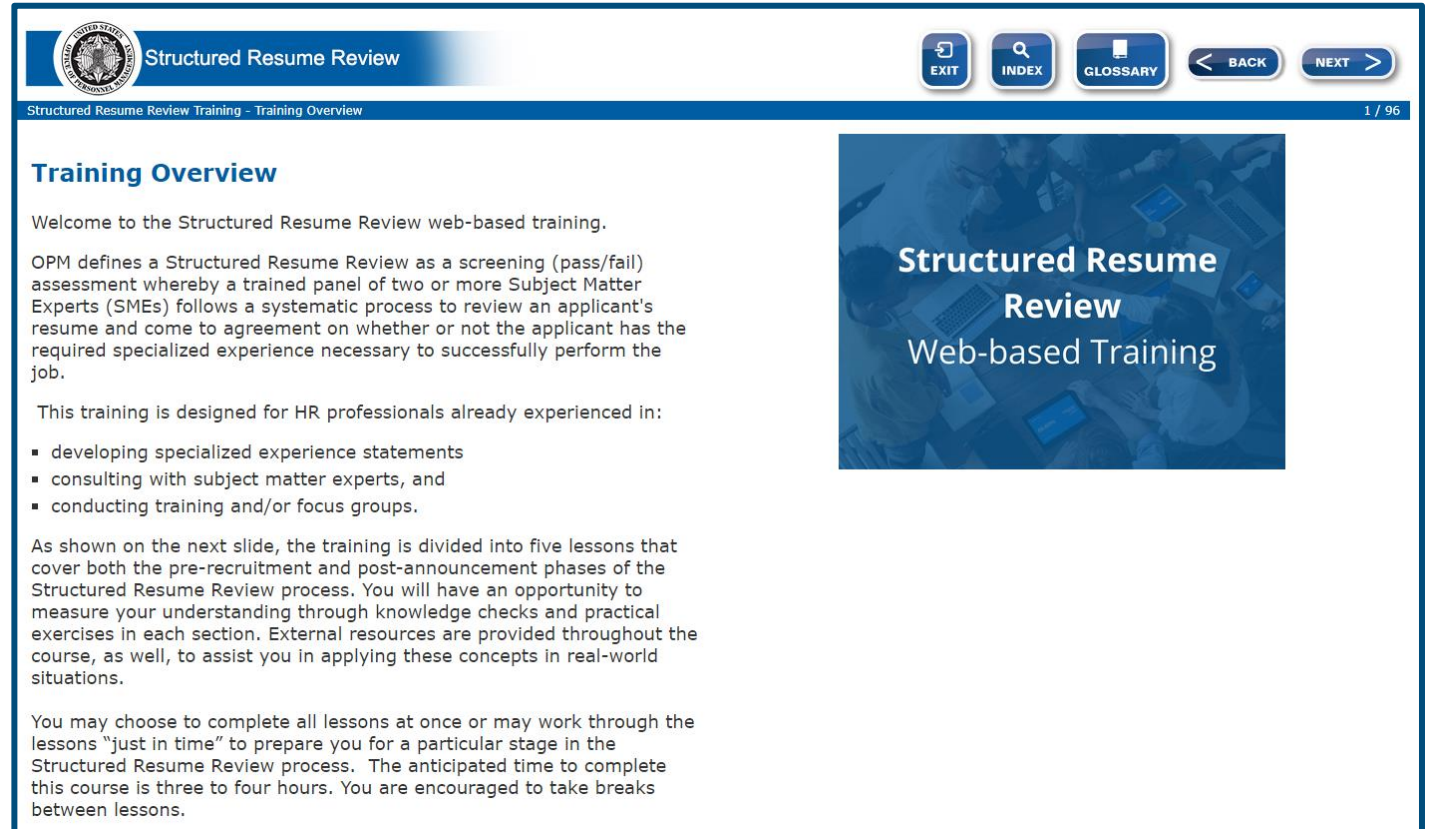If you could spend your Valentine's Day anywhere, where would it be?

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In the Assessment Workgroup with Steph and Maria (but in purple): 35

In the Assessment Workgroup with Steph and Maria: 25

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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.

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
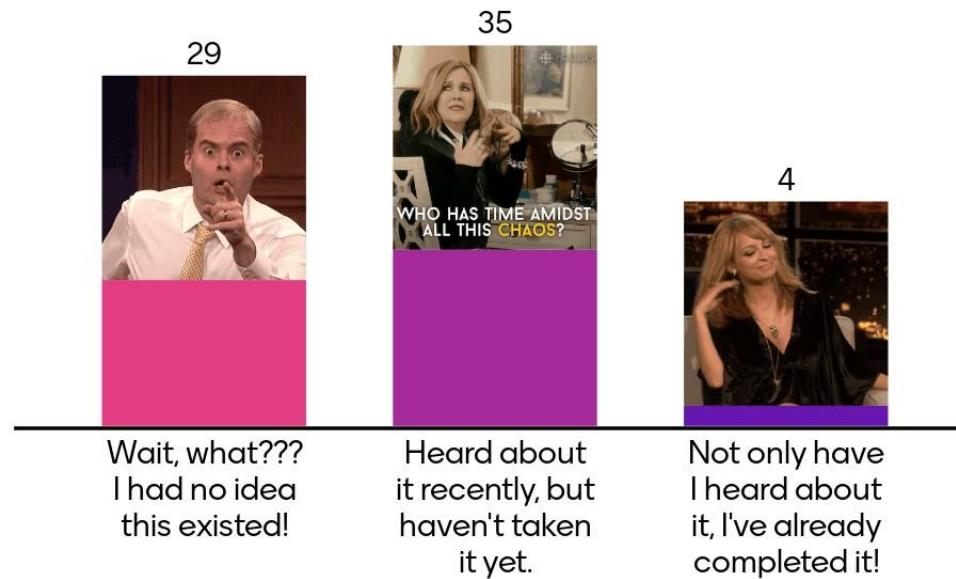
- Available at no cost to agencies

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?

29	35	4
Wait, what??? I had no idea this existed!	Heard about it recently, but haven't taken it yet.	Not only have I heard about it, I've already completed it!

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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

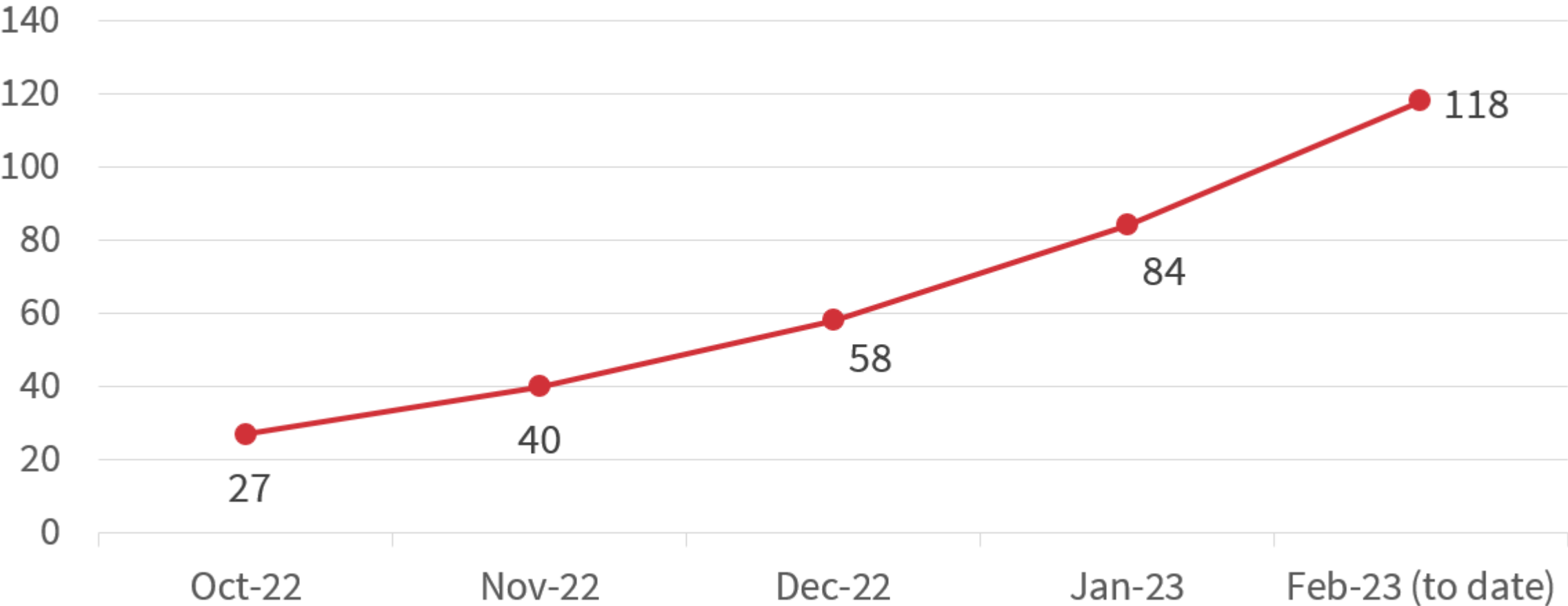- USA Staffing Online Help content

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?

40
Agency-specific demo (2 hours)

41
Instructor-led virtual training (full day)

35
Web-based self-paced training

0
Something else (enter in chat)

0
The resources we already have are sufficient

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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

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

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

Go to
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1724 4497

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

Good riddance — 1.7 — I will die
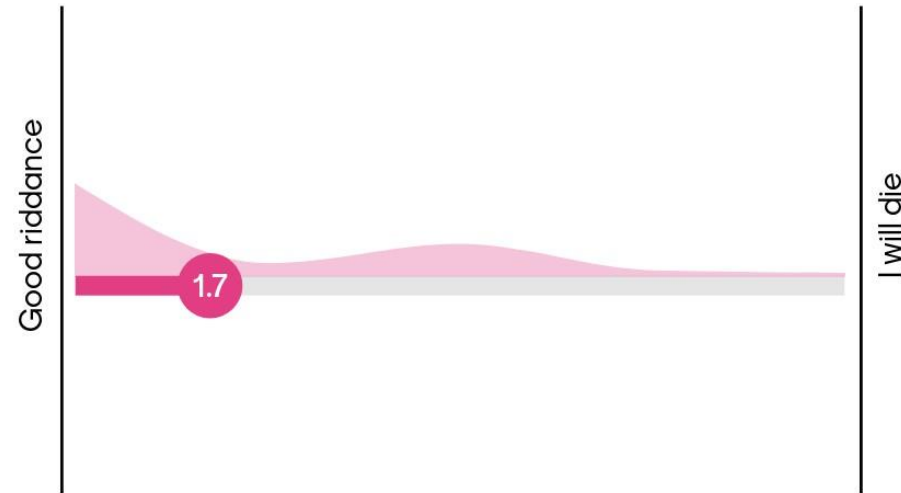
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Would you be upset if we were to remove the Responses column on the Assessment Plan page?

Go to
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and use code
7465 5804

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

Good riddance — 2.5 — I will die
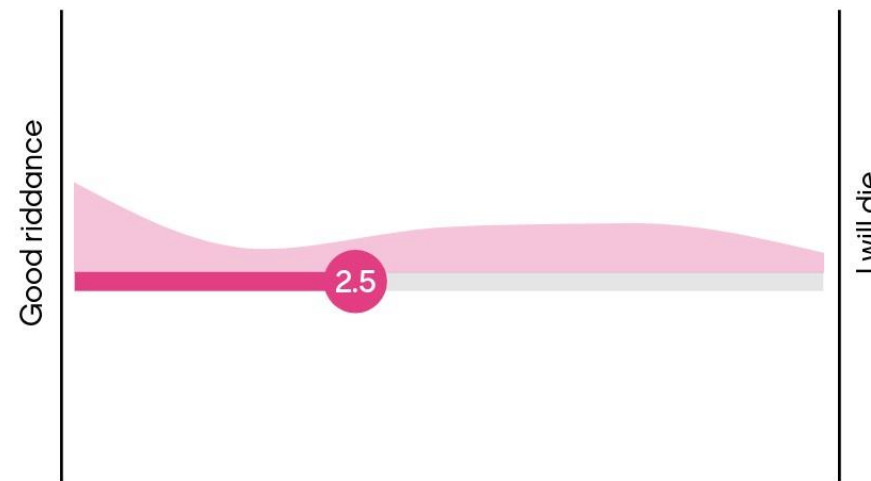
Responses Column on Test Plan Page

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

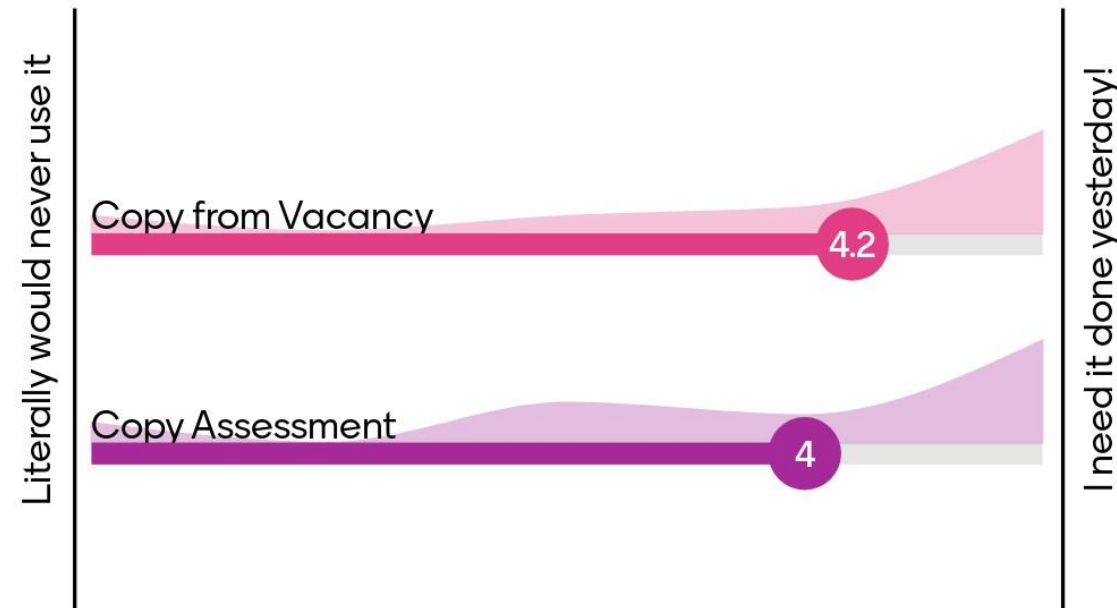   - Would allow easier mix-and-match of assessments from different templates/vacancies

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?

Literally would never use it — I need it done yesterday!

Copy from Vacancy — 4.2

Copy Assessment — 4

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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

Before / **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 <u>Track this application</u> 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 Hire Status – Applicant List

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
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What other topics would you like us to go over?

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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

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

Competencies

Refresher training option for users

N/A

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

Shortcuts - best practices

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

SME Assessment - How does it work for serviced organizations?

Eligibilities displaying on certificates.

Manual assessments.

Metrics/reports

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

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Questions?

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