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# USA Staffing Manual Assessment User Guide

March 17, 2021

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## Introduction

Within the USA Staffing system, a **Manual Assessment** is a placeholder that allows HR users to document applicant scores for an assessment that occurs after initial application and prior to certification. The Manual Assessment functionality allows users to import or manually key enter scores for assessments that are delivered outside of the USA Hire system. Manual Assessments can take a variety of forms such as Subject Matter Expert (SME) panel ratings, structured interviews, accomplishment records, agency tests, or composite scores for multiple assessments.

This guide will explain the Manual Assessment functionality in USA Staffing, including setting up a Manual Assessment, understanding the scoring options, exporting applicants, importing scores, and using Manual Assessments with Panel Reviews. Throughout the guide, we will also provide scenarios to help illustrate how a Manual Assessment might be used in practice. Please note that these scenarios are simply examples; the Manual Assessment functionality is flexible, and agencies can use it in numerous different ways depending on the job analysis, consultation with the selecting official, and agency guidance. If you are considering a new assessment process using this functionality, we recommend trying it out in the [USA Staffing Stage](#) environment first, so you can gain some hands-on experience with each piece of the process before using it in a live vacancy.

## Creating a Manual Assessment

Manual Assessments can be added to either a vacancy's Assessment Package or to an Assessment Package Template. If you plan to include a Manual Assessment in your vacancy's Assessment Package, you must do so *before the announcement is released and opened to USAJOBS*. You should also inform applicants in the Announcement Text ("How You Will Be Evaluated" section) of any additional assessment steps that will occur after they submit their application.

Manual Assessments may be combined with an Assessment Questionnaire, USA Hire assessment, or both. In addition, multiple Manual Assessments can be included in an Assessment Package, if needed. The settings and weights of each assessment can be established on the Assessment Plan page in accordance with your agency's processes.

To create a Manual Assessment for a vacancy:

1. Click the **Assessment Package** tab.
2. On the Assessment Plan page, click **New Assessment**. The **Create Assessment** tab will display.

The screenshot displays the 'Create Assessment' form in the USA Staffing system. The interface includes a navigation bar with 'Staffing', 'Classification', 'Recruit', 'Admin', 'Reports', and 'Search' tabs. The user is logged in as 'Maria Ahmad - TEST'. The form is titled 'VACANCY 11016597' and shows the 'Assessment Package' tab selected. The assessment details are as follows:

USAJOBS Announcement Title	Pay Plan-Series-Grade	Assessment ID
Program Analyst	GS-0343-12/13	37470

The 'Assessment Information' section contains the following fields and options:

- Assessment Name:** Example Manual Assessment
- Assessment Type:** Manual
- Owner:** Maria Ahmad
- Screen-out:**
- Rating:**
- Standardize scores:**
- Standardize using custom values:**
- Min Raw Score:** 5
- Max Raw Score:** 25
- Min Z-Score:** -3
- Max Z-Score:** 3

At the bottom of the form, there are 'Save', 'Delete', and 'Cancel' buttons.

3. Enter the **Assessment Name**.
4. Indicate whether the assessment will be used for one or both of the following:
  - a. **Screen-out**: Indicates that the assessment will be pass/fail, which means applicants could be rated either eligible or ineligible based on their results.
  - b. **Rating**: Indicates that the assessment will be scored, which means applicants will receive numerical ratings based on their results.
5. Select **Manual** from the Assessment Type drop-down list. Note: The option to do this is permissioned.
6. The **Standardize scores** option is *disabled* by default, but you can enable it if you have the right permission to do so. Please see the [Choosing a Scoring Option for a Manual Assessment](#) section below on use cases for standardizing scores and the [Manual Assessments Permissions](#) section for details around permissions.
7. If using the assessment for rating, you will need to enter the minimum and maximum raw score:
  - a. **Min Raw Score**: Indicates the minimum number of points that an applicant could receive.
  - b. **Max Raw Score**: Indicates the maximum number of points that an applicant could receive.
8. Click **Save**. Once you save the assessment, the title of the tab will be updated to reflect the Assessment Name and the **Competencies** page will be enabled. Once the assessment is saved, the Assessment Type field will be locked, but other fields will still be able to be updated.
9. On the **Competencies** page, you can document any competencies that will be evaluated using the Manual Assessment. Competencies can be added from the competency network library or created manually if you have the right permission to do so.
  -  **Helpful Tips**: Any competencies you add to your Manual Assessment will be automatically displayed for applicants on the USAJOBS announcement, if you include a data insert for *Competencies List* or *Competencies Bullets*. However, if the same competency is also included in your Assessment Questionnaire and/or USA Hire assessments, it will be displayed twice, so you may wish to include only new or additional competencies in your Manual Assessment.
10. At this point, you have created your Manual Assessment, and if there are no other assessments to be added, you can proceed to the Assessment Package - Checklist and click **Complete Assessment Package**.

**Scenario**: The agency will conduct a structured interview to determine the best qualified candidates for certification. The structured interview has 5 questions, each relating to a critical competency, and uses a 1 to 5 rating scale for each question. It is not possible to “fail” the interview.

**Manual Assessment Set Up:**

- **Screen-out**: Disabled, since the interview will not be pass/fail
- **Rating**: Enabled, since the interview will be scored
- **Min Raw Score**: 5 (reflects the minimum of 1 point per question x 5 questions)
- **Max Raw Score**: 25 (reflects the maximum of 5 points per question x 5 questions)
- **Competencies**: Add the competencies that will be evaluated during the interview

## Choosing a Scoring Option for a Manual Assessment

We strongly encourage you to consult an Industrial/Organizational (I/O) Psychologist or your USA Staffing Account Manager as you are considering the scoring approach to use for your Manual Assessment. Scoring decisions can have considerable impact on how your applicants are rated, and there are several factors to consider that could impact these decisions, such as the type of assessment, the scoring scale, the sample size, or the number of assessments. While the information in this guide is provided to explain the options available in the system, decisions about the most appropriate method for handling scores should be made in consultation with an assessment professional, e.g., I/O Psychologist.

### How does the system calculate applicant Manual Assessment scores when they are not standardized, and when might this option be used?

The default scoring method for Manual Assessments is not to standardize scores. Keeping the **Standardize scores setting disabled** for a Manual Assessment will simply convert an applicant's raw score to a transmuted score, which is on the 70 to 100 scale. This is the same process that occurs when an Assessment Questionnaire is used independently (without a Manual or USA Hire assessment) to rate applicants during the initial application process. The system will apply the following transmutation formula:

$$\text{Applicant Transmuted Score} = 70 + ((\text{Applicant Raw Score} - \text{Min Raw Score}) / (\text{Max Raw Score} - \text{Min Raw Score}) \times 30)$$

Examples of vacancy scenarios where this default scoring option might be used for rating applicants include:

1. The Manual Assessment will be the only scored assessment within the Assessment Package, e.g., the initial Assessment Questionnaire will only be used for screen-out questions, *or*
2. The Manual Assessment will be the only assessment used in calculating the applicants' final scores, e.g., the initial Assessment Questionnaire will be rated, but zero-weighted, *or*
3. The Manual Assessment functionality will be used to input applicant scores that have already been standardized prior to loading them into USA Staffing.

### How does the system calculate applicant Manual Assessment scores when they are standardized, and when might this option be used?

**Enabling the Standardize scores option** for a Manual Assessment will mean that the system will factor into an applicant's transmuted score how he/she performed *relative to other applicants* who applied to the same vacancy and completed the same assessment. The option to enable the **Standardize scores** setting for a Manual Assessment is available only if you have the appropriate [permission](#) to do so.

It is important to note that if you are using a Manual Assessment in combination with an Assessment Questionnaire and you enable the **Standardize scores** setting for the Manual Assessment, the system will *automatically also standardize the applicants' Assessment Questionnaire scores* prior to combining the scores from the two assessment types to arrive at each applicant's final score.

To calculate an applicant's assessment-level transmuted score when this option is enabled, the system will first calculate the average applicant raw score (mean) and the assessment standard deviation, then convert the raw score to a z-score, and finally transmute the z-score to the transmuted score on the 70 to 100 scale. The following formulas will apply:

$$\text{Applicant Z-Score} = (\text{Applicant Raw Score} - \text{Mean Raw Score}) / \text{Standard Deviation}$$

$$\text{Applicant Transmuted Score} = 70 + ((\text{Applicant Z-Score} - \text{Min Z-Score}) / (\text{Max Z-Score} - \text{Min Z-Score}) \times 30)$$

If the Assessment Package contains multiple rated assessments, then once each assessment's transmuted scores have been calculated, the system will combine them using the proportional weights assigned to each assessment in the Assessment Plan to arrive at an applicant's final score.

*Standardizing scores is generally required when combining two or more independent assessments.* When using multiple assessments with different rating scales, standardizing scores for each assessment ensures assessment scores can be appropriately combined to determine an applicant's final score.

Examples of vacancy scenarios where the **Standardize scores** option might be used for rating applicants include:

1. The Manual Assessment will be used in combination with an Assessment Questionnaire, *or*
2. The Manual Assessment will be used in combination with a USA Hire Assessment, *or*
3. The Manual Assessment will be used in combination with another Manual Assessment (e.g., structured interview, writing assessment, or accomplishment record), *or*
4. The Manual Assessment functionality will be used to input applicant scores that have not been standardized prior to loading them into USA Staffing.

## **How does the system calculate applicant Manual Assessment scores when they are standardized using custom values, and when might this option be used?**

**Enabling the Standardize scores option** for a Manual Assessment will allow you to also enable the **Standardize using custom values** setting, if you have the appropriate [permission](#) to do so. This additional setting will allow you to:

1. Set custom **Min Z-Score** and **Max Z-Score** values on the Assessment Information page of the Manual Assessment, *and*
2. Set custom **Mean Raw Score** and **Standard Deviation** values *for each rating combination* of the Manual Assessment on the Assessment Plan page of the Assessment Package.

When the **Standardize using custom values** setting is used for a Manual Assessment, the system will apply the same standardization formulas outlined in the previous section. The only difference is that rather than calculating the mean and standard deviation values based on the applicants' scores and using the default values for Min and Max Z-Scores, it would instead apply the custom values that were entered by the HR user.

An example of a scenario where the **Standardize using custom values** option might be used is when the agency has administered the assessment extensively to multiple rounds of applicants, and the agency's assessment professionals have determined that applying standardization values compiled from those previous assessment administrations is more appropriate than standardizing the applicants' scores using the system-calculated values for each single vacancy announcement.

## Exporting Manual Assessment Applicants

As applicants apply, if they are eligible based on their responses to the Assessment and Announcement Questionnaires, they will be assigned a 'PA' or 'Pending Assessment' Record Status Code (RSC). This status indicates that an applicant is missing scores for one or more required assessments. Applicants will remain in a PA status until the Manual Assessment scores are entered and a final score can be calculated.

There are two ways to enter applicant scores for Manual Assessments:

1. Using the **Export/Import** process to generate a list of applicants, which can be opened using Microsoft Excel and can be used to import their Manual Assessment results, or
2. **Key entering** the Manual Assessment results one applicant at a time by opening the **Rating Details** for each application.

The Export/Import process is especially beneficial when there are a significant number of applicants who need to be assessed. To generate an exported list of these applicants:

1. From the **Applicant Overview** tab, click **Create List**.
2. Apply filter criteria as needed and **Save** the list.
  -  **Helpful Tips:** Filter criteria can include using the *RSC* filter to focus on PA applicants or using an *Assessment Filter* to narrow down the list to those who achieved a cutpoint on the initial Assessment Questionnaire.
3. From the **Gear** icon in the top right section of the saved list, select **Export**.
4. You will be given the option to indicate the desired Manual Assessment and choose whether the export file should include **All Applicants** or **Filtered Applicants**. Make the appropriate choices and click **Export**.
5. The following message will display: "Your export file is being generated. When it is complete, you will receive an alert. Click on this alert to download the file." Click **OK**.
6. When you receive the alert, click on the alert message to download the .csv file.

**Scenario:** The agency will apply a progressive hurdle approach to determine the best qualified candidates. Applicants who scored 90 or higher on the initial Assessment Questionnaire will be invited to complete an additional agency assessment, which will be delivered in a testing platform outside USA Hire, and will score applicants on a scale of 0 to 100. The scores from the Manual Assessment will be the only ones used to determine each applicant's final score.

Since the announcement is open under delegated examining procedures, veterans' preference applies, similar to the Scenario 4 in the [Delegated Examining Operations Handbook](#) (page 5-20) which means that:

1. Veterans' preference points need to be added to determine if a preference eligible meets the cutpoint, *and*
2. CP/CPS veterans who are minimally qualified are eligible to move forward even if they do not meet the cutpoint.

*Continued on the next page*

### Manual Assessment Set Up:

- **Screen-out:** Disabled, since the assessment will not be pass/fail, only scored
- **Rating:** Enabled, since the assessment will be scored
- **Min Raw Score:** 0
- **Max Raw Score:** 100
- **Standardize scores:** Disabled, since each applicant's final score will be based only on the Manual Assessment results rather than in combination with the Assessment Questionnaire

### Assessment Plan Set Up:

- **Assessment Questionnaire:** Proportional Weight of 0 (Percentage Weight: 0%)
- **Manual Assessment:** Proportional Weight of 1 (Percentage Weight: 100%)

### Exporting Applicants:

1. Create and filter an applicant list for candidates who need to meet the cutpoint of 90:
  - a. **RSC:** PA
  - b. **Veterans' Preference:** NV, NP, and SSP
  - c. **Assessment Filter:** Assessment Questionnaire using a cutpoint of 90
2. Create and filter an applicant list for TP candidates (who get 5 points added):
  - a. **RSC:** PA
  - b. **Veterans' Preference:** TP
  - c. **Assessment Filter:** Assessment Questionnaire using a cutpoint of 85
3. Create and filter an applicant list for 10-pt veterans (who get 10 points added):
  - a. **RSC:** PA
  - b. **Veterans' Preference:** CP, CPS, XP (Disability/Purple Heart), and XP (Derived)
  - c. **Assessment Filter:** Assessment Questionnaire using a cutpoint of 80
4. Create and filter an applicant list for remaining CP/CPS candidates who only need to meet the minimum qualifications to move forward:
  - a. **RSC:** PA
  - b. **Veterans' Preference:** CP, CPS
5. Combine the applicants identified above onto a single list for Export by applying the **Flagged** toggle to each filtered applicant, and then **filtering only on the Flagged** toggle to pull all the flagged applicants onto a single list.



**Helpful Tips:** To notify applicants who will be moving forward of any required next steps, select all Flagged applicants, and from the **Apply Action** menu, click **Send Notification**. You can also notify applicants who will not be moving forward by using the **Not Flagged** filter and sending them a separate notification.

# Preparing Files with Applicant Scores for Import

The system-generated export file can be used to import the applicant results to the Manual Assessment. The file will contain one row per applicant, per rating combination. For example, a GS-0201-11/12 vacancy will contain two rows per applicant; however, if an applicant selected GS-12 as their lowest acceptable grade, they would only have one row.

Vacancy ID	Assessment ID	Application ID	Application Rating ID	Applicant Last Name	Applicant First Name	Applicant Middle Name	Application Number	Rating Combination	Assessment Rating	Minimum Qualifications Rating
11010855	37391	46471	49269	Blair	Adeline		A6RIG-50FS	0201-11		
11010855	37391	46471	49270	Blair	Adeline		A6RIG-50FS	0201-12		
11010855	37391	46477	49279	Rivas	Lamar		A4TLA-ALL3	0201-11		
11010855	37391	46477	49280	Rivas	Lamar		A4TLA-ALL3	0201-12		
11010855	37391	46476	49278	Wilson	Beth		AD465-9ZE8	0201-12		
11010855	37391	46474	49274	Wetmore	Maria		A59M1-Q5F5	0201-11		
11010855	37391	46474	49275	Wetmore	Maria		A59M1-Q5F5	0201-12		
11010855	37391	46475	49277	Agraste	Adrian		ARC9P-KJPJ	0201-12		

There are two columns within the export file that can be used to document the applicant assessment results, in preparation for importing them into USA Staffing:

1. **Assessment Rating** column entries must be numeric and fall between the **Min and Max Raw Score** values configured for the Manual Assessment. Note: Decimal points are allowed.
2. **Minimum Qualifications Rating** column entries must be one of the system-defined 4-character NOR Message Codes. A full list of NOR codes may be located [here](#).

You may enter both numerical scores and NOR codes into these columns for both eligible and ineligible applicants, so long as the criteria above are met. However, you also have the option to enter data for only one column, for example:

- For eligible applicants you can enter their numerical score in the *Assessment Rating* field, leaving the Minimum Qualification Rating blank. Once imported, the system will default the assessment-level NOR code to ELTE.
- For ineligible applicants you can enter their NOR code in the *Minimum Qualifications Rating* column (e.g., IQID) leaving the Assessment Rating blank. Once imported, the ineligible NOR code will become the applicant’s minimum qualification rating for that rating combination.

Vacancy ID	Assessment ID	Application ID	Application Rating ID	Applicant Last Name	Applicant First Name	Applicant Middle Name	Application Number	Rating Combination	Assessment Rating	Minimum Qualifications Rating
11010855	37391	46471	49269	Blair	Adeline		A6RIG-50FS	0201-11	15	
11010855	37391	46471	49270	Blair	Adeline		A6RIG-50FS	0201-12	12	
11010855	37391	46477	49279	Rivas	Lamar		A4TLA-ALL3	0201-11		IQTR
11010855	37391	46477	49280	Rivas	Lamar		A4TLA-ALL3	0201-12		IQTR
11010855	37391	46476	49278	Wilson	Beth		AD465-9ZE8	0201-12	5	
11010855	37391	46474	49274	Wetmore	Maria		A59M1-Q5F5	0201-11		IQID
11010855	37391	46474	49275	Wetmore	Maria		A59M1-Q5F5	0201-12		IQSE
11010855	37391	46475	49277	Agraste	Adrian		ARC9P-KJPJ	0201-12	24	

**Helpful Tips:** Do not modify the data in the other columns of this file or change the file type (i.e., keep it as .csv). However, if you are not ready to import scores for all applicants, you may delete row(s) from the file prior to import to ensure those applicants remain in a PA status.

**Scenario:** The agency will assess all applicants who meet minimum qualifications using a third-party assessment. This assessment has a possible score range of 0 to 250, and applicants must score 45 or higher to demonstrate the minimum required proficiency level for the position (i.e., “pass” the test).

**Manual Assessment Set Up:**

- **Screen-out:** Enabled, since the assessment will be pass/fail
- **Rating:** Enabled, since the assessment will be scored
- **Min Raw Score:** 45 (since this is the required minimum score that would transmute to a 70)
- **Max Raw Score:** 250

**Exporting Applicants:** Create an applicant list and filter for all candidates with RSC of PA

**Preparing Import File:**

1. Enter applicant assessment scores in the **Assessment Rating** column (all 0 to 250 scores).
2. Use MS Excel filter option to identify all applicant rows with scores of 0 to 44.
3. Enter an ineligible NOR code in the **Minimum Qualifications Rating** column for those filtered rows (e.g., IQTR – you did not attain the minimum score on the required assessments).
4. Remove the 0 to 44 scores from the Assessment Rating column since they are below the Manual Assessment min raw score and would generate an error during import.
5. **Optional:** Enter an eligible NOR code in the Minimum Qualifications Rating column for applicant rows with scores of 45 or higher. If this step is not completed, the system will apply an ELTE code for these rows during the import process.

## Importing Manual Assessment Results

To import the applicant results for the Manual Assessment:

1. Open the previously created **Saved List**.
2. From the **Gear** icon, select the **Import** option.
3. Use the **Choose File** button to locate the file on your computer and click **Import**.
4. The following message will display: “Your scores are being imported. When complete you will receive an alert.” Click **OK**.
5. Once complete, you will receive an alert indicating either the *Import Completed Successfully* or the *Import Encountered Errors*. If the system encountered problems during the import, click the alert to review more detailed information for the error(s).

If your Manual Assessment has the **Standardize scores** option disabled, then a successful import will update the applicants’ RSCs from PA to either AA or IN, as appropriate, and will finalize the applicants’ ratings.

However, if your Manual Assessment has the **Standardize scores** option enabled, then *after* the import has completed successfully, you will need to complete an additional step:

6. Click the **Gear** icon and select the **Calculate Scores** option.
7. The following message will display: “Scores are calculating offline; you will receive a notification when the calculations are complete.” Click **OK**.

- Once complete, you will receive an alert indicating that the calculation of assessment scores has been completed. At that point, applicants will no longer be in a PA status and will instead have final ratings.

**i** **Helpful Tips:**

- To prevent performance issues, please limit import files to 500 or fewer rows. If you have a larger applicant file, we recommend breaking it up into multiple files, and importing the files one at a time.
- If you discover an error with an applicant's rating, you may correct it either by updating that applicant's individual results in their *Rating Details*, or by correcting the data in the import file and importing it again. The system will only store the most recently entered/imported information.
- If you need additional troubleshooting assistance, please feel free to submit a helpdesk ticket or contact your USA Staffing Account Manager.

## Using a Manual Assessment with a Panel Review

If your agency's Manual Assessment process involves an SME panel reviewing the applicant documents to evaluate candidate qualifications, then you can either [print multiple applicant documents in a single PDF](#) to send to the SME panel outside of the USA Staffing system, or you can leverage the **Panel Review** functionality.

Panel Reviews are useful whenever you need to send a *Stored List* of applicants to one or more SMEs. They are typically sent prior to certification and allow the SMEs, who are provided Hiring Manager user access, to view applicant documents and application information within the secure USA Staffing interface.

Panel Review assignments allow you to set the level of access for the Hiring Manager user to either:

- View Only:** Includes the ability to review applicant information/documents and enter notes, *or*
- Edit/Override Scores:** Includes the ability to review applicant information/documents, enter notes, as well as provide input on applicant qualifications and their *final* score. Note: At this time, this option is not recommended when using a manual assessment as a percentage of an applicant's final score (e.g., if an Assessment Questionnaire and a Manual Assessment will each be 50% of the final score).

To use a Manual Assessment with a Panel Review:

- Create a **Manual Assessment** as part of your vacancy's Assessment Package.

**i** **Helpful Tip:** Remember to complete this step before the announcement is released to USAJOBS! The option to add a new assessment to your Assessment Package is disabled after the announcement is released and opened.

- [Create a Stored List](#) of applicants who need to be sent through the SME panel review process.
- Create a **Saved List** of applicants and generate an **Export file** which will allow their panel review results to be saved/uploaded into their records. See the [Exporting Manual Assessment Applicants](#) section above for details.

- Prepare and send the Panel Review to the SME panel:

- Include the **Stored List** that was generated for this purpose.

**i** **Helpful Tip:** You may wish to check the *Display Preferences* for your Stored List (from the [Stored List Information](#) page) to ensure only the appropriate applicant information will be visible to the SMEs.

- Provide the Hiring Manager users with **View Only** access to the list.
- Upload the applicant **Export file** from the Saved List to the Review's Documents area.
- Include instructions and upload any applicable rating guides to the Review's Documents area.

5. The SME panel members will be able to view each applicant's documents (e.g., resume, cover letter, accomplishment records, etc.) and use the Export file to input the results/scores for each applicant.
6. Once complete, the SME panel can attach the completed spreadsheet to the Panel Review and return it to HR.
7. You can then download the file from the Review and **Import** it from the Saved List, which would update each applicant's final rating using the appropriate weights designated in the Assessment Package.

## Manual Assessment Permissions

The ability for HR users to view and create Manual Assessments within the USA Staffing system is permissioned for both **Assessment Packages** and **Assessment Package Templates**. The following permission settings apply in both areas:

- **View Manual Assessment** - Enables users to view content within a Manual Assessment.
- **Create/Edit Manual Assessments** - Enables users to create or edit Manual Assessments.
- **Create/Edit Assessments that standardize scores** - Enables users to create Manual Assessments where scores are standardized using vacancy level mean and standard deviation values.
- **Create/Edit Assessments that standardize w/custom values** - Enables users to create Manual Assessments where scores are standardized using custom mean and standard deviation values.

An agency's USA Staffing office administrator can enable/disable these settings, as desired, for *Custom-level* permission profiles. They are all configured as unpaid settings to allow agencies to build accounts for their assessment professionals who may not typically perform other core HR functions. This would allow them to create manual assessments directly within the USA Staffing system or verify the assessments were properly set up by another HR user.

The following Manual Assessment permission settings apply for the *System-level* permission profiles for both Assessment Packages and Assessment Package Templates:

- **Office Administrator**: All Manual Assessment permissions are enabled.
- **Standard HR User** and **HR Assistant**: The "View Manual Assessment" permissions are enabled, and all three "Create/Edit" permissions for Manual Assessments are disabled.
- **HR View Only** and **Onboarding Only User**: All Manual Assessment permissions are disabled.

## Conclusion

We hope this guide is a helpful resource in using Manual Assessments. As mentioned in the introduction, if you are considering a new assessment process using this functionality, we recommend you try out the desired approach from beginning to end in the [USA Staffing Stage](#) environment first before using it in a live vacancy. This will give you an opportunity to test each step outlined in this guide, document your business process, and make any adjustments that may be needed. If you have questions that were not answered in this guide or if you would like additional assistance in mapping your desired assessment process, please feel free to contact your USA Staffing Account Manager.