



USA STAFFING

# Assessment Workgroup Meeting

Tuesday, January 26<sup>th</sup>, 2021

# Agenda



11:00am-11:30am

**Changes to the Assessment Package Test Plan**

*Steph Colon*

11:30am-12:20pm

**Review and Prioritization of Multiple Hurdle Features**

*Maria Ahmad*

12:20pm-12:30pm

**Open Questions**



**Testing... 1,2,1,2- Testing**

What's the best thing on Netflix right now?

Go to  
**Menti.com**  
and use code  
**87 30 57 9**



# What's the best thing on Netflix right now?

Mentimeter



35



# Changes to the Assessment Package Test Plan

Steph Colon



# Why Move the Test Plan Page

## 1. Better flow/navigation:

- Complete Test Plan as last step of setting up an Assessment Questionnaire (AQ)
- Less likely to miss the Categories page on the Assessment Package

## 2. Ability to test each AQ independently:

- Helpful when using an AQ in combination with a Manual or USA Hire assessment
- Accurate test scenario results when using multiple AQ's to rate applicants

## 3. Preparation for Multiple Hurdles:

- Helps set up for upcoming multiple hurdles functionality (based on minimum passing scores or business necessity criteria)



# Details for Test Plan Move

- Existing test scenarios are moved to the new Test Plan page for the AQ
- Assessment Package Checklist validations updated to:
  - Remove existing “Assessment Package must be tested.” validation
  - Add new validation to ensure each individual AQ is tested
- Existing vacancies with Assessment Packages that are complete and existing Assessment Package Templates that are published remain complete/published
  - If the assessment package contained multiple AQ’s or an AQ plus a USA Hire or Manual assessment, the new validations may not be met. In that case, if the package is un-completed, the AQ would need to re-tested before being able to complete/publish the package again.



# USA Staffing Demo of the Updated Test Plan Flow

Steph Colon



DISCUSSION

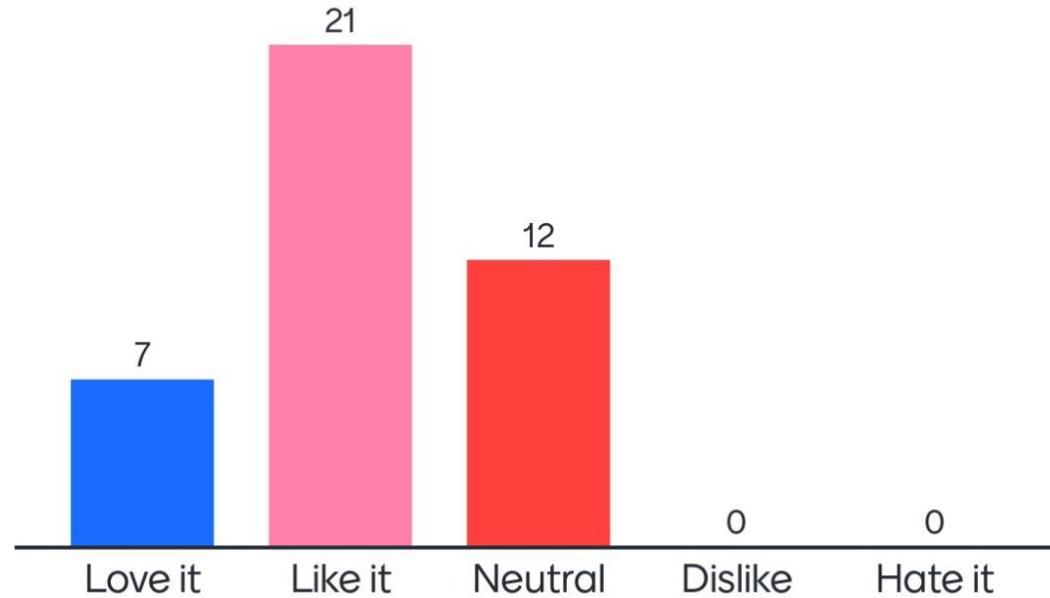
What are your initial reactions to this update to the Test Plan process for Assessment Questionnaires?

Go to  
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and use code  
**87 30 57 9**



# What are your initial reactions to this update to the Test Plan process for Assessment Questionnaires?

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# Assessment Package Updates

## Complete:

1. Adding a **Choose Assessment Path** popup
2. Moving the **Test Plan** page from the Assessment Package to each individual assessment questionnaire
  - *Deployed to Stage on 1/22/2021*
  - *Anticipated in Production on 2/12/2021*



# Assessment Package Updates

## Coming Up Next:

1. *Changing the order* of the Assessment Package pages
2. Moving the USA Hire actions to the **Settings** page that also contains Categories

Tentative timeline for this next set of updates: 2-3 months



# Coming Up Next: Changing Order of Assessment Package Pages

Vacancy Assessment Package	Current Order	Overview > Job Analysis > Assessment Plan > Categories
	Future State	Assessment Plan > Job Analysis > Settings* > Checklist**
Assessment Package Template	Current Order	Overview > Template Information > Job Analysis > Assessment Plan > Categories
	Future State	Template Information > Assessment Plan > Job Analysis > Settings > Checklist**

\*Settings page will contain Categories and USA Hire settings

\*\*Checklist page will contain the Assessment Package Checklist on the current Overview page



# Coming Up Next: USA Hire Settings

USA Staffing®

Staffing Classification Recruit Admin Reports Search

VACANCY 10109152

Vacancy 10109152 Assessment Package Announcement Reviews +

USAJOBS Job Title: Program Analyst Pay Plan-Series-Grade: GS-0301-13 Announcement Type: DE-ST Status: Incomplete Source:

Assessment Plan Job Analysis Settings Checklist Documents 0 Notes 0 History

Categories Final Score Cutpoint Add Category

Category Name	Final Rating Cutpoint	
Best Qualified	95	✕
Well Qualified	85	✕
Qualified	70	✕

Category Settings

Assign Categories based on 'GS-9+ Professional/Scientific' rules  0301-13

Assign Categories based on Augmented Rating (Only use with Demo Projects that do not use Category Rating)  0301-13

USA Hire Settings

USA Hire Assessment Window [Set USA Hire Assessment Window](#)

Current Window: Defined Window (Set Dates) - Default  
 Assessment Start Date: Announcement Open Date  
 Assessment End Date: Announcement Close Date + 2 Days

USA Hire Notifications  Send Custom USA Hire Notifications

USA Hire Hold [Hold USA Hire Applicants](#)

Current USA Hire Applicant Hold Status: Inactive

Save Cancel

**Disclaimer:** This is a mockup and may not convey the final design result.



# Coming Up Next: USA Hire Settings

## USA Hire Settings

### USA Hire Assessment Window

[Set USA Hire Assessment Window](#)

Current Window: Defined Window (Set Dates) - Default  
Assessment Start Date: Announcement Open Date  
Assessment End Date: Announcement Close Date + 2 Days

### USA Hire Hold

[Hold USA Hire Applicants](#)

Current USA Hire Applicant Hold Status: Inactive

### USA Hire Notifications

Send Custom USA Hire Notifications

USA Hire Assessments are Required Notification

USA Hire Assessments are Complete Notification

USA Hire Accommodation Request Under Review Notification

USA Hire Reasonable Accommodation Approved Notification

USA Hire Reasonable Accommodation Denied Notification

[Save](#) [Cancel](#)

**Disclaimer:** This is a mockup and may not convey the final design result.



DISCUSSION

Do you have any thoughts or concerns about this next set of updates?

Go to  
**Menti.com**  
and use code  
**87 30 57 9**



# Do you have any thoughts or concerns you would like to share about this next set of updates?



no

Seems much more simple and flows much better

no comments, would like to get into system and play with it

No not at this time

not at this time.

Will the USAhire user guide be updated to reflect these changes?

Looks good...can't wait to see the changes.

Will this affect the old assessment when viewing?

too early to tell





# Do you have any thoughts or concerns you would like to share about this next set of updates?



Keep up the great work, thanks for innovating.

If there are tasks associated with the various tabs, will those have to change?

Will the guides be updated to reflect these changes?

I'm excited about the changes! It seems like it will be harder to miss completing the assessment package chevrons

None at this time.

So much easier!

seems like a better flow

No

impact on our 250+ APT templates and if we'll need to update all of them





# Open Question: Rating Combinations Section

VACANCY 10118695 ▾

- Vacancy 10118695
- Assessment Package
- Announcement
- Reviews
- +

USAJOBS Job Title: Program Analyst | Pay Plan-Series-Grade: GS-0343-13/14 | Announcement Type: DE | Status: Incomplete | Source:

- Overview
  - Job Analysis
  - Assessment Plan
  - Categories
  - Test Plan
- Documents (0) Notes (0) History

Assessment Package Checklist  No Assessment Required  Assessment Package Complete

✘ Assessment Package must have at least one Assessment.

Rating Combinations			
Used	Series	Specialty	Grade
<input checked="" type="checkbox"/>	0343		13
<input checked="" type="checkbox"/>	0343		14



DISCUSSION

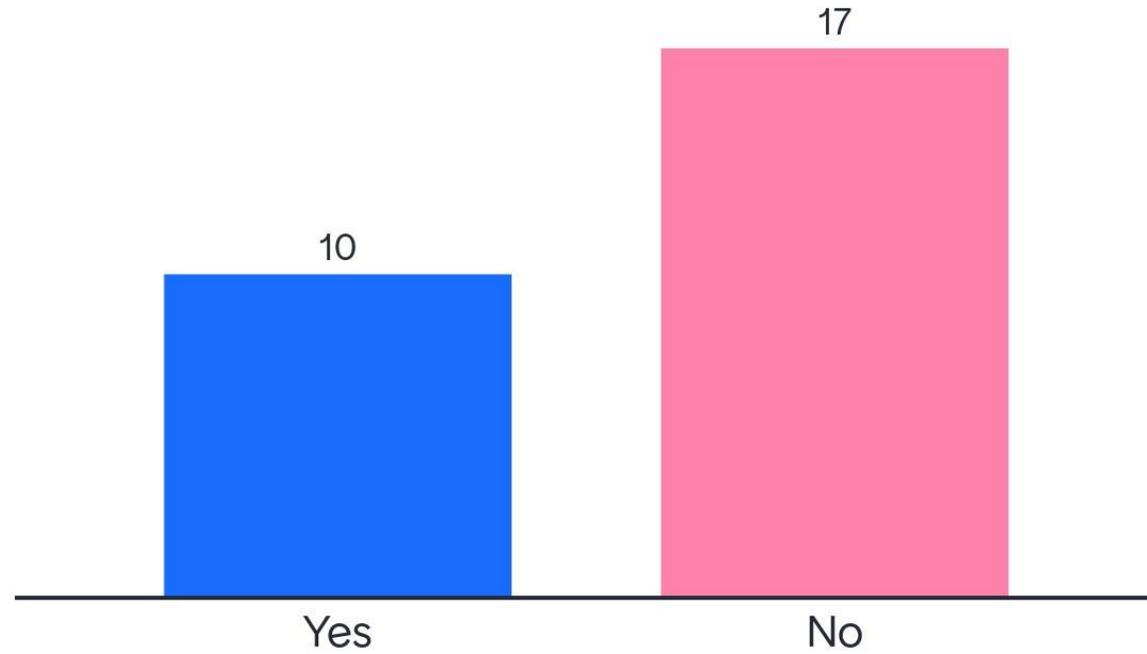
Do you ever check/uncheck the "Used" checkbox(es) in this Rating Combinations section?

Go to  
**Menti.com**  
and use code  
**87 30 57 9**



Do you ever check/uncheck the "Used" checkbox(es) in this Rating Combinations section?

Mentimeter





DISCUSSION

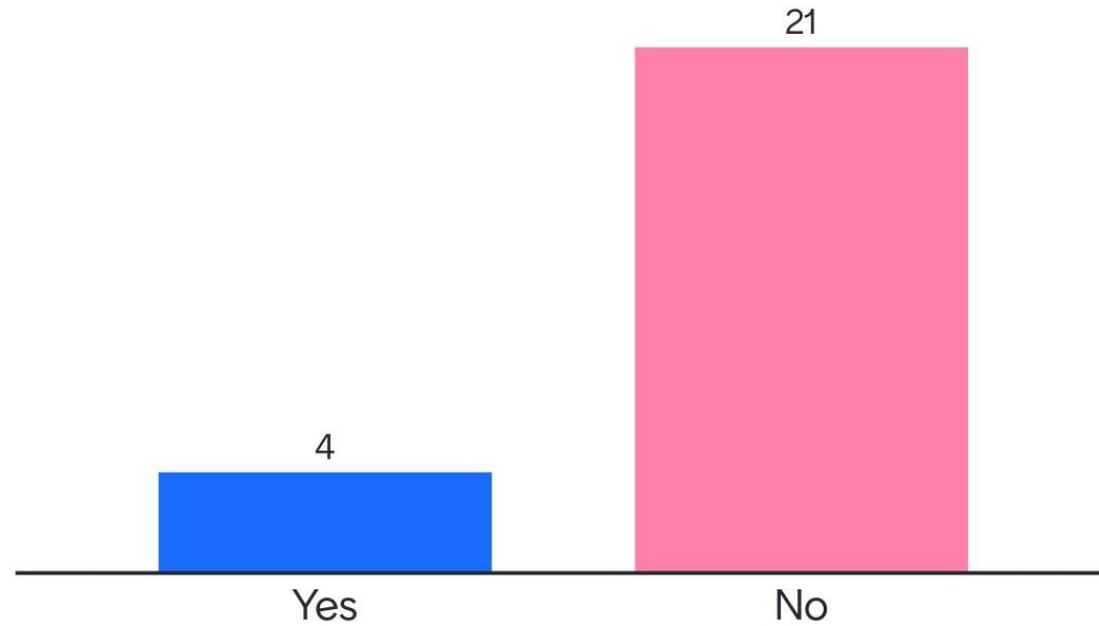
Would removing this section pose a challenge to your/your team's process?

Go to  
**Menti.com**  
and use code  
**87 30 57 9**



# Would removing this section pose a challenge to your/your team's process?

Mentimeter





DISCUSSION

Would you like to participate in usability testing for these changes?

If you were unable to attend the session but would like to participate in usability testing, please send an email to [Stephanie.colon@opm.gov](mailto:Stephanie.colon@opm.gov)



# Review and Prioritization of Multiple Hurdle Features

Maria Ahmad



# Planning Multiple Hurdle Features

- 1. Minimum Required Proficiency (Passing Score)** – Will allow Assessment Questionnaires to be pass/fail *based on the competencies being assessed* and the score that an applicant achieves compared to a passing score that's set on minimum required proficiency criteria.
- 2. Business Necessity Hurdle Criteria** – Will allow applicants to move forward (or not) to the next assessment as a result of their score on the previous assessment and the hurdle criteria that an agency establishes based on business necessity.
- 3. Assessment Questionnaire as Later Hurdle** – Will allow applicants to be invited to complete an additional Assessment Questionnaire (after initial application) as a later hurdle in the assessment process.



# 1. Minimum Required Proficiency (Passing Score)

- HR users will be able to set a *passing score* based on **minimum required proficiency** for Assessment Questionnaires
- The passing score will be based on the raw score that applicants receive on the competencies being assessed and can be set at different values for different rating combinations (e.g., GS-12 v. GS-13)
- Applicants who do not meet the passing score (regardless of veterans' preference) will be rated ineligible for consideration
- The ability to set/apply a passing score will be permissioned, and defaulted to disabled for all users except Office Administrators
- The passing score will be locked down once the announcement is released and opened



# Establishing an AQ Passing Score

1. Determine if a passing score may be useful for a particular series/grade based on a strategic discussion and decision
2. Establish rigorous methodology in consultation with personnel psychologists/assessment experts and legal counsel
3. Identify data available that could inform the passing score setting process
4. Identify subject matter experts to participate in the passing score setting process
5. Carry out passing score setting process with a trained facilitator
6. Document the process
7. Evaluate the results associated with using a passing score



# Mockups: AQ Passing Score

USA Staffing® Staffing Classification Recruit Admin Reports Search  ✉ 👤 Maria Ahmad (STG) - OPM 📄 🔔 ?

VACANCY 10103651 📄 🔔 ?

Vacancy 10103651 Assessment Package Announcement Reviews Assessment: ✓ +

USAJOBS Announcement Title: Testing    Pay Plan-Series-Grade: GS-0201-6/8    Assessment ID: New

Assessment Information Competencies Assessment Questionnaire Screen-Out Criteria Rating Criteria ⚙️ 📄 History

Assessment Information

Assessment Name \*      Screen-out     Rating     Apply Passing Score    Owner:

Assessment Type \*     Rating Method \*     Scoring \*

Save Cancel

The setting to **Apply Passing Score** would be defaulted "Off"

**Disclaimer:** This is a mockup and may not convey the final design result.



# Mockups: AQ Passing Score

USA Staffing® Staffing Classification Recruit Admin Reports Search  Maria Ahmad (STG) - OPM

VACANCY 10103651

Vacancy 10103651 | Assessment Package | Announcement | Reviews | **Assessment: Testing AQ**

USAJOBS Announcement Title: Testing | Pay Plan-Series-Grade: GS-0201-6/8 | Assessment ID: 20201

Assessment Information | Competencies | Assessment Questionnaire | Screen-Out Criteria | Rating Criteria | History

**Assessment Information**

Assessment Name \*   Screen-out  Rating  Apply Passing Score

Assessment Type \*  Rating Method \*  Scoring \*

User with appropriate permission would be able to turn it "On"

**Disclaimer:** This is a mockup and may not convey the final design result.



# Mockups: AQ Passing Score

USA Staffing® Staffing Classification Recruit Admin Reports Search  ✉ 👤 Maria Ahmad (STG) - OPM

VACANCY 10103651 📧 🏠 ?

📁 Vacancy 10103651 📄 Assessment Package 📢 Announcement 👤 Applicant Overview 👍 Reviews ✅ Assessment: Testing AQ +

USAJOBS Announcement Title: Testing      Pay Plan-Series-Grade: GS-0201-6/8      Assessment ID: 120201

Assessment Information > Competencies > Assessment Questionnaire > Screen-Out Criteria > Rating Criteria > **Passing Score Criteria**

**Passing Score Criteria**

Series	Grade	Raw Score Range	Passing Score
0201 - Human Resources Management	6	0 - 123	<input type="text" value="30"/>
0201 - Human Resources Management	8	0 - 147	<input type="text" value="45"/>

Save Cancel

When it is "On", user can enter a **Passing Score** for each rating combination

**Disclaimer:** This is a mockup and may not convey the final design result.



DISCUSSION

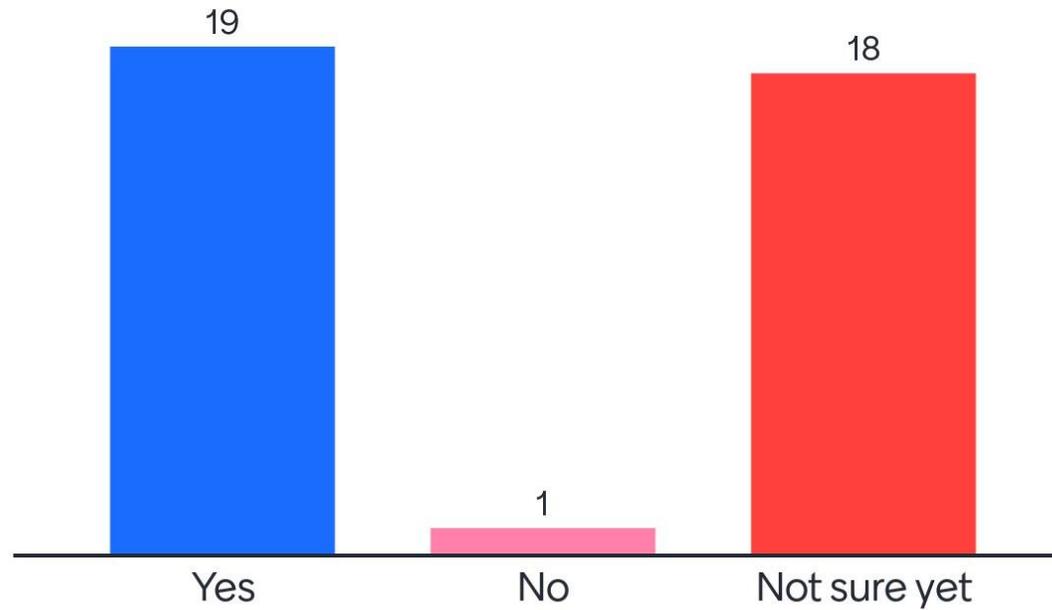
Do you think your agency would be interested in using the AQ passing score functionality?

Go to  
**Menti.com**  
and use code  
**87 30 57 9**



# Do you think your agency would be interested in using the AQ passing score functionality?

Mentimeter





## 2. Business Necessity Hurdle Criteria

- Allow applicants to complete multiple assessments using a *progressive hurdles approach*
- **Business necessity hurdle criteria** will be based on a cut point using the transmuted hurdle score (70 – 100 scale)
- The hurdle cut point can be set at different values for different rating combinations (e.g., GS-12 v. GS-13)
- Applicants who do not meet the hurdle cut point will not move on to the next assessment and will be unavailable for certification
- The hurdle cut point value can be adjusted by HR users who have the permission to do so after applicants have applied



## 2. Business Necessity Hurdle Criteria

How ***veteran's preference*** is applied across the multiple hurdles based on business necessity hurdle criteria will depend on a new Assessment Package Setting, which will have 2 options:

- 1. Apply veteran's preference to hurdle cut point** will include both of the following:
  - Add veterans' preference points (i.e., augmented rating), to determine if a veteran preference eligible meets the hurdle cut point, and
  - Float compensably disabled veterans (CP/CPS vets) regardless of their score relative to hurdle cut point (can be set per rating combination)
- 2. Do not apply veterans' preference to hurdle cut point**



# Mockups: Business Necessity Hurdle Criteria

USA Staffing® Home Staffing Classification Admin Reports Search Go To Search Mail Profile: Maria Ahmad - OPM

VACANCY 10027431 ▾ Checkmark Calendar Help

Vacancy 10027431 | Assessment Package | Announcement | Reviews | Assessment: SME Review Assessment +

USAJOBS Announcement Title: Human Resources Specialist | Pay Plan-Series-Grade: GS-0201-9/11 | Assessment ID: 109245

Assessment Information | Competencies | History

**Assessment Information**

Assessment Name \*   Screen-out  Rating   Owner \*

Assessment Type \*   Standardize scores

**Hurdles**

Hurdle \*

Designate which **Hurdle** each assessment should be tied to

**Disclaimer:** This is a mockup and may not convey the final design result.



# Mockups: Business Necessity Hurdle Criteria

USA Staffing® Staffing Classification Admin Reports Search Go To Maria Ahmad - OPM

VACANCY 10027431

Vacancy 10027431 | Assessment Package | Announcement | Reviews

USAJOBS Job Title: Human Resources Specialist | Pay Plan-Series-Grade: GS-0201-9/11 | Announcement Type: DE | Status: Incomplete

Assessment Plan | **Hurdle Criteria** | Job Analysis | Settings | Checklist

Documents (0) | Notes (0) | History

- Hurdle Criteria

- 0201-9

Hurdle Order	Hurdle Name	Cut Point Method	Cut Point Value	Proportional Weight	Percentage Weight
Hurdle 1	Initial Assessment Questionnaire	Transmuted	85 (70-100)	1 / 2	50.00%
Hurdle 2	SME Review Step	No Cut Point		1 / 2	50.00%

- 0201-11

Hurdle Order	Hurdle Name	Cut Point Method	Cut Point Value	Proportional Weight	Percentage Weight
Hurdle 1	Initial Assessment Questionnaire	Transmuted	85 (70-100)	1 / 2	50.00%
Hurdle 2	SME Review Step	No Cut Point		1 / 2	50.00%

Last Saved At 01/25/2021 10:11:19 Save

Designate a **Cut Point Value** for each Hurdle's Transmuted Score

**Disclaimer:** This is a mockup and may not convey the final design result.



# Mockups: Business Necessity Hurdle Criteria

USA Staffing® Staffing Classification Admin Reports Search  Maria Ahmad - OPM

VACANCY 10027431

Vacancy 10027431 | Assessment Package | Announcement | Reviews

USAJOBS Job Title: Human Resources Specialist | Pay Plan-Series-Grade: GS-0201-9/11 | Announcement Type: DE | Status: Incomplete | Source:

Assessment Plan > Hurdle Criteria > Job Analysis > **Settings** > Checklist

Categories: Final Score Cutpoint Add Category

Category Name	Final Rating Cutpoint	
Best Qualified	90	✕
Well Qualified	80	✕
Qualified	70	✕

Category Settings

Assign Categories based on 'GS-9+ Professional/Scientific' rules

0201-9  0201-11

Assign Categories based on Augmented Rating (Only use with Demo Projects that do not use Category Rating)

0201-9  0201-11

Hurdle Settings

Apply Veterans' Preference to Hurdle Cut Point

0201-9  0201-11

Save Cancel

Indicate if **veterans' preference** should apply to hurdle cut points for each rating combination

**Disclaimer:** This is a mockup and may not convey the final design result.



DISCUSSION

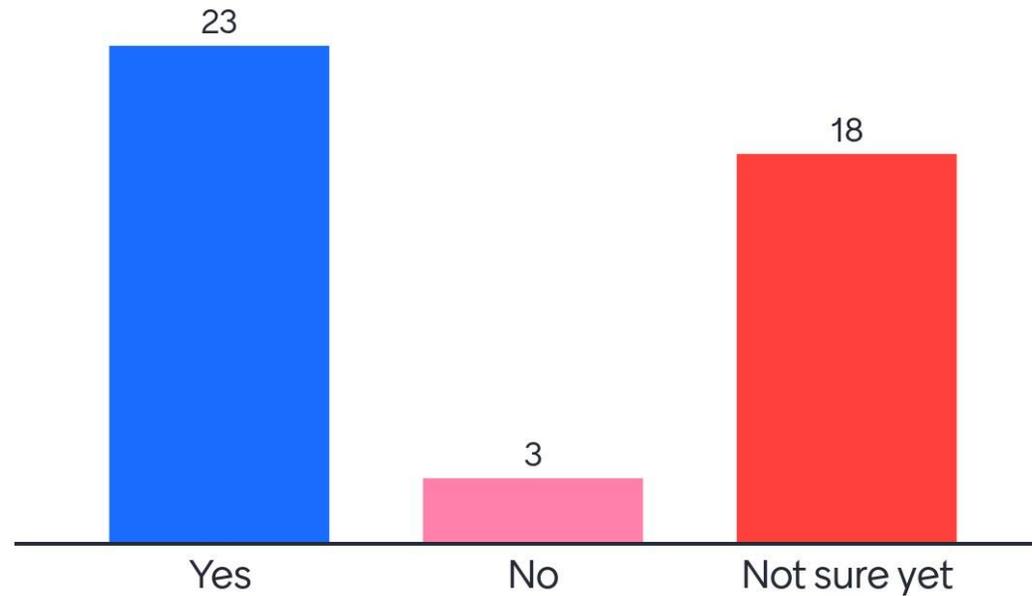
Do you think your agency would be interested in using the business necessity hurdle criteria functionality?

Go to  
**Menti.com**  
and use code  
**87 30 57 9**



Do you think your agency would be interested in using the business necessity hurdle criteria functionality?

Mentimeter





### 3. Assessment Questionnaire as a Later Hurdle

- Allow HR users to build an Assessment Questionnaire and indicate it will be used in a later hurdle so that it is *not presented to applicants on initial application*
- After the announcement has closed, allow HR users to select which applicants should be invited to complete that Assessment Questionnaire
- The invitation would be similar to the “Invite Late Filer” functionality, providing applicants **access to the additional questionnaire for a set period of time**
- The invitation would be a new notification template type and have new data inserts for access link and deadline.



# Mockups: AQ as a Later Hurdle

USA Staffing® Stage Staffing Classification Recruit Admin Reports Search  2 Maria Ahmad - DHS

VACANCY 10116303 ▾

Vacancy 10116303 | Assessment Package | Announcement | Applicant Overview | Applicant List: Applicant List 1

Applicant List Name: Applicant List 1 [↗](#) Last Updated By: Last Updated

Notes (0) History

Certificate Type: Select a Certificate Type ⚙️

Filters [collapse all]

- Action
  - Any
  - Flagged
  - Not Flagged
  - Not Reviewed
  - Reviewed
- Eligibilities
  - Any
  - DHS Cybersecurity Veterans Questions
  - Reasonable Accommodation
  - None
- Status (RSC)
  - Any
  - IN
  - PA
  - PS
- NOR Code
  - Any
  - IQTR
  - PA
  - PS

Applicant List (5) 🔄 Save List Generate Stored list

USA Hire Completed Date: 11/19/20 - 12/1/20

Filters: Washington, District of Columbia

Advanced Criteria: +

Assessment Filter: +

Last Name or First Name or Email Search Clear

All 5 Applicant records are selected - [Clear selected records](#)

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Name	Rating	RSC	Documents	Eligibility	Eligible Series	Notes	USAH Date	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Agreste, Adrian	PA	PA	2	Cyber Vet		0	11/30/2020 13:00 EST	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hamilton, Hope	PA	PA	1			0	11/30/2020 18:00 EST	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Knope, Leslie	PA	PA	1			0	11/30/2020 16:40 EST	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sebastian, Little	PA	PA	1			0	11/30/2020 17:20 EST	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Wyatt, Benjamin	PA	PA	1			0	11/30/2020 15:44 EST	<input type="checkbox"/>	<input type="checkbox"/>

Apply Action

*Filter applicant list and select applicants who should be invited to complete the assessment*

**Disclaimer:** This is a mockup and may not convey the final design result.



# Mockups: AQ as a Later Hurdle

USA Staffing® Stage Home Staffing Classification Recruit Admin Reports Search  Notifications Profile: Maria Ahmad - DHS

VACANCY 10116303 Down Arrow Checkmark Checkmark Help

Vacancy 10116303 | Assessment Package | Announcement | Applicant Overview | Reviews | Applicant List: Applicant List 1 +

Applicant List Name: Applicant List 1 ✎ Last Updated By: Last Updated

Settings | Notes (0) | History

Certificate Type: Select a Certificate Type ⚙️

Filters [collapse all]

- Action
  - Any
  - Flagged
  - Not Flagged
  - Not Reviewed
  - Reviewed
- Eligibilities
  - Any
  - DHS Cybersecurity Veterans Questions
  - Reasonable Accommodation
  - None
- Status (RSC)
  - Any
  - IN
  - PA
- NOR Code
  - Any
  - IOIM
  - PA

Applicant List (5) 🔄 Save List Generate Stored list

Filters: Flagged Washington, District

Advanced Criteria: +

Assessment Filter: +

Print Documents / Applications

Override Rating

Add Notes

**Send Invitation to Assessment**

Send Notifications

Toggle Flagged On

Toggle Flagged Off

Toggle Reviewed On

Toggle Reviewed Off

Order USA Hire Assessments

Apply Action ⌵

Last Name or First Name or Email Search Clear

Rating	Documents	Eligibility	Eligible Series	Notes	App Received	
PA	2	Cyber Vet <span>🛡️</span>		0	11/20/2020 18:39 EST	<span>🚩</span> <span>✅</span>
PA	1			0	12/1/2020 16:26 EST	<span>🚩</span> <span>✅</span>
PA	1			0	12/1/2020 16:22 EST	<span>🚩</span> <span>✅</span>
PA	1			0	12/1/2020 17:09 EST	<span>🚩</span> <span>✅</span>
PA	1			0	11/20/2020 18:49 EST	<span>🚩</span> <span>✅</span>

Use the *Apply Action* menu to select **Send Invitation to Assessment**

**Disclaimer:** This is a mockup and may not convey the final design result.



# Mockups: AQ as a Later Hurdle

The screenshot shows the USA Staffing application interface. At the top, there is a navigation bar with 'USA Staffing' and a 'Stage' dropdown. Below this is a breadcrumb trail: 'VACANCY 10116303'. A secondary navigation bar contains tabs for 'Vacancy 10116303', 'Assessment Package', 'Announcement', 'Applicant Overview', 'Reviews', and 'Applicant List: Applicant List 1'. A modal dialog titled 'Choose Notification Template' is open, displaying 'Notification Templates (3)'. A search bar at the top right of the dialog is labeled 'Template Name or Template Description'. A dropdown menu on the left shows 'Assessment Hurdle' selected. Below the search bar is a table with columns for 'Template Name', 'Type', and 'Template Description'. The table contains one entry: 'Notification to Complete Second Assessment' with Type 'Assessment Hurdle' and Description 'Notice to applicants who need to complete the second hurdle assessment questionnaire.' A yellow callout box with a blue border points to the first row of the table, containing the text: 'Select the appropriate **Assessment Hurdle Notification Template**'. At the bottom of the dialog, there are checkboxes for 'Any', 'IQTR', 'PA', and 'PS', and an 'Apply Action' button.

**Disclaimer:** This is a mockup and may not convey the final design result.



# Mockups: AQ as a Later Hurdle

The screenshot shows the USA Staffing application interface for a specific vacancy (10116303). A modal dialog titled "Set Assessment Access Duration" is open, prompting the user to "Enter the deadline by which applicants will need to complete the additional assessment." The dialog includes a text input field for the "Assessment Access End Date" and a calendar icon. A yellow callout bubble points to the input field with the text "Enter deadline. Access ends at midnight ET".

The background interface shows the "Applicant List (5)" for the vacancy. The list includes the following applicants:

Name	PA	PA	1	0	11/30/2020 13:00 EST	🚩	🔄	
Agreste, Adrian	+							
Hamilton, Hope	+	PA	PA	1	0	11/30/2020 18:00 EST	🚩	🔄
Knope, Leslie	+	PA	PA	1	0	11/30/2020 16:40 EST	🚩	🔄
Sebastian, Little	+	PA	PA	1	0	11/30/2020 17:20 EST	🚩	🔄
Wyatt, Benjamin	+	PA	PA	1	0	11/30/2020 15:44 EST	🚩	🔄

**Disclaimer:** This is a mockup and may not convey the final design result.



# Mockups: AQ as a Later Hurdle

The screenshot shows the USA Staffing application interface. A modal window titled "Preview Notification" is open, displaying the following details:

- To:** Agreste, Adrian <mahmad.test+a@gmail.com>, Wyatt, Benjamin <benjiwyatt53@gmail.com>, Knope, Leslie <leslieknope53@gmail.com>, Sebastian, Little <littlesebastian53@gmail.com>, Hamilton, Hope <mahmad.test+h@gmail.com>
- Reply To:** maria.ahmad@opm.gov
- Subject:** Additional Assessment Responses Required for Program Analyst Position

The notification body contains the following text:

Dear Adrian Agreste,

This notification is in regards to your application for the Program Analyst position with US Office of Personnel Management.

We have determined that your application is eligible to move forward to the next step in the assessment process. Please use the link below to submit your responses to an additional questionnaire. You must submit these responses by 12/31/2020 at 11:59 p.m. ET in order to continue to receive consideration for this position.

<https://apply.stage.usastaffing.gov/Application/Invitation?positionID=79652&exp=-8586071228351606579&cid=OmBnuGC9Jx.J2JWq0eOOhVr%2f5WqAZqsFbBIMWRq%2bqjQ%3d>

If you have any questions, please contact Maria Ahmad at maria.ahmad@opm.gov.

Thank you!

At the bottom of the modal, there are two buttons: "Edit Notification" and "Send Notification". A yellow callout bubble with a blue border points to these buttons and contains the text: "Preview notification and send, or edit if needed".

**Disclaimer:** This is a mockup and may not convey the final design result.



# Mockups: AQ as a Later Hurdle

The screenshot shows the 'Edit Notification' interface in the USA Staffing system. The notification is titled 'Additional Assessment Responses Required for [USAJOBS Job Title]'. The body text reads: 'Dear [Applicant's First Name] [Applicant's Last Name], This notification is in regards to your application for the [USAJOBS Job Title] position with [Customer CPDF Agency]. We have determined that your application is eligible to move forward to the next step in the assessment process. Please use the link below to submit your responses to an additional questionnaire. You must submit these responses by [Assessment Deadline Date/Time] in order to continue to receive consideration for this position. [Assessment Hurdle Access Link]'. The 'Available Data Inserts' panel on the right lists: '+ Applicant', '+ Hiring Office and Customer', '+ Vacancy/Announcement', '- Assessment Hurdle', and two new inserts: '[Assessment Deadline Date/Time]' and '[Assessment Hurdle Access Link]'. A yellow callout box highlights these new inserts with the text: 'New data inserts for the link and assessment deadline date/time'. The background shows a table of applicants with columns for name, status, and dates.

**Disclaimer:** This is a mockup and may not convey the final design result.



DISCUSSION

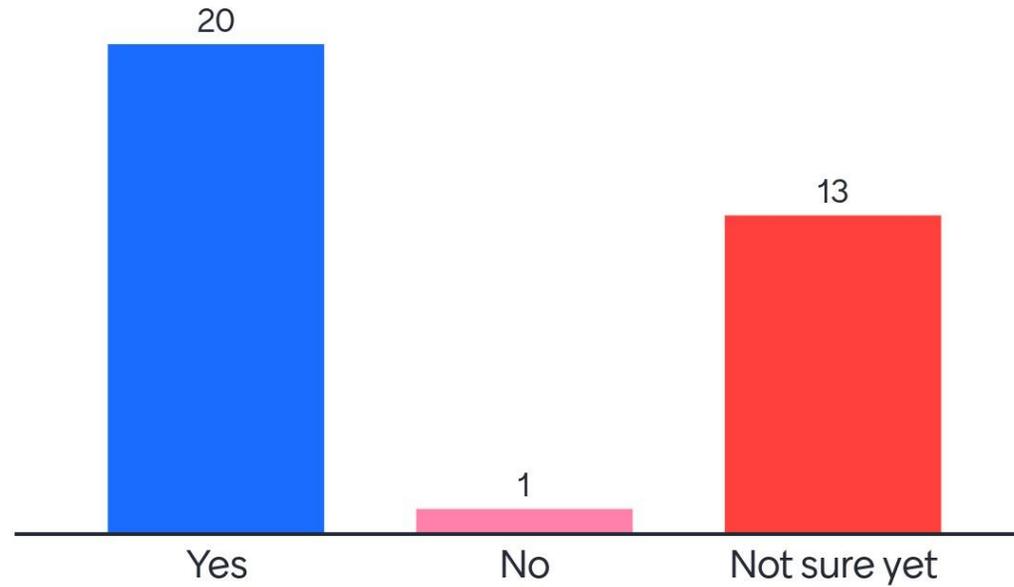
Do you think your agency would be interested in using the functionality for an AQ as a later hurdle?

Go to  
**Menti.com**  
and use code  
**87 30 57 9**



Do you think your agency would be interested in using the functionality for an AQ as a later hurdle?

Mentimeter





DISCUSSION

Which of these 3 hurdle features would be most helpful/should we prioritize first?

Go to  
**Menti.com**  
and use code  
**87 30 57 9**



# Which of these 3 hurdle features would be most helpful/should we prioritize first?

Mentimeter



AQ Passing Score



Business Necessity



AQ as a later hurdle



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**Questions?**