



USA Staffing[®]
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USA Staffing Upgrade

Release Notes

Release 8.9 December 15, 2017

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OPM HR SOLUTIONS
by government, for government

U.S. Office of Personnel Management
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Introduction

OPM employs agile IT development techniques in the development and maintenance of the USA Staffing Upgrade system. This means we have the ability to update priorities through frequent, iterative releases based on changes in the hiring landscape or the identified needs of the collective customer base.

The USA Staffing Upgrade Release Notes provide an overview of the most recent functionality deployed to the USA Staffing Stage and Production environments.


To learn more about features that already exist in USA Staffing Upgrade and to review the upcoming release schedule for the USA Staffing Upgrade Stage and Production environments, please visit [USA Staffing Upgrade Resource Center](#).

Completed System Functionality

The items outlined in this section include newly added functionality in the USA Staffing Upgrade. Examples of functionality found in this section can range from corrected issues within the system, changes that enhance the system's performance, enhancements made to the user experience specific to existing features based on feedback received, or new functionality that improves the system's already robust set of capabilities. As you review this section, you may see the following icon  which designates the completion of feature that was previously identified in the Feature Backlog & Glossary on the [USA Staffing Upgrade Resource Center](#).

Staffing Functionality

- Updated the default Rating Method for Assessment Questionnaires to:
 - Weight Based when the series is between 0000 and 2299.
 - Job Element when the series is between 2500 and 9999.
- Added the following ineligible NOR messages:
 - IAVW: "You were not considered for this position because you are an active duty service member who does not meet the requirements established by the Veterans Opportunity to Work (VOW) Act. Under the VOW Act, active duty service members must be discharged or released from the armed forces under honorable conditions within 120 days from the certification of service submission date. Terminal leave is not covered under the 120-day VOW Act provision."
 - IQMO: "You were not considered for this position because either you do not possess the required years of graduate training in the specialty of the position to be filled; or you do not possess the required year(s) of equivalent experience and training."
 - IOAD: "Due to a violation of testing policy during your testing session, you have been disqualified and will receive no further consideration for this position. You are ineligible to retest for this position or other similar occupation-specific proctored assessments for 6 months from the date of your testing policy violation."
 - IDPF: "You were not considered because your application indicates you are not willing to undergo a preemployment physical fitness test."

- Updated the following ineligible NOR messages:
 - IQGL: “Your application has been reviewed and you have been found ineligible because you failed to demonstrate that you possess one year of specialized experience equivalent to the next lower grade level, as stated in the vacancy announcement.”
 - IFPI: “You were not considered for this position because your resume did not contain identifiable information such as name, address or phone number.”
 - IFCD: “You were not considered for this position because you certified that either you do not possess a current Commercial Driver’s License (CDL); you are not willing to obtain and retain a valid CDL; or your current CDL is missing the required endorsements.”
- Enabled the creation of Panel Reviews as a new review option for HR users. Panel Reviews allow HR users to attach pre-certified “stored lists” of applicants to a review and share with Hiring Managers in a manner similar to the sharing of certificates through the Applicant List review type. HM users can review the list of applicants prior to the creation of certificates and, if permissioned by the HR user, review specific applicant documents (by document type) and submit back recommended changes to the minimum qualifications and assessed rating of an applicant based on a review of their qualifications.  *Note: While HR users can send a Panel Review to Hiring Manager users and Hiring Manager users can respond to the Panel Review, HR users cannot yet see the recommendations provided back by the HM user through the returned review. We anticipate that last part to be complete and available following our next release.*
- Added the review Owner to the list of users that will be cc’d on all emails related to that review including notifications regarding a review being sent, recalled, and returned.

Onboarding Functionality

- Added the following forms for use in USA Staffing:
 - DCAA Drug Test, DCAAI 1400.22, DCAA Rules
- Updated the following forms for continued use in USA Staffing:
 - SF 2823, SF 256, NAF IRC 1, NAF Duel Compensation
- Fixed bug that prevented HR users from changing the “Verify the New Hire Arrived for First Day of Duty” task for multiple new hires at one time.
- Updated the New Hire record to accept updated values for the Position Description and Duty Location fields when a change to an Applicant’s certificate audit is made. These fields will not update if they have already been locked to editing as part of the New Hire’s onboarding process.

Hiring Manager Functionality

- Enabled Hiring Manager users to view and interact with Panel Reviews initiated by HR. Hiring Manager users may now:
 - See issued Panel Reviews in their list of assigned reviews.
 - See the lists of applicants shared with the

Hiring Manager by HR through the configured Panel Review. ○ Review supporting documents (as permitted by document type), review notes, minimum qualifications score, and assessed rating for each applicant on the list.

- Document alternate minimum qualifications and/ or assessed rating for the applicants.
- Generate a pdf for printing the list of applicants on the reviewed stored list. *Note: The printable version of the stored list mirrors the list that may be printed by the HR user. We are working with USA Staffing users to determine how to update the pdf available to Hiring Managers to include additional information more pertinent to the Hiring Manager user. Those changes will be added in a future release.*
- Return the Panel Review to HR once completed.

Administrative Functionality

- Added a data insert for “Duty Location – Country” for Onboarding notification templates.
- Removed references to “Major Duties” from the Duties sub-page of the Position Description as recommended by classification subject matter experts. This has been replaced with Roles and Responsibilities and Other Related Duties.
- Updated the “Reasonable Accommodation” system level permission profile to include the ability to override applicant ratings.
- Updated the Assessment Package section of the HR user permission profiles to allow the viewing and development of manual assessments to be permissioned based on user’s permission profile. These permissions have been defaulted as enabled for the Office Administrator system profile only. Office Administrators will need to modify custom permission profiles if they wish to allow non Office Administrators to view, create, and edit manual assessments. In order to use manual assessments, a user’s permission profile must have the “View Manual Assessments” permission enabled, along with at least one of the following three sub options:
 - Create/Edit Assessments that do not standardize scores
 - Create/Edit Assessments that standardize scores
 - Create/Edit Assessments that standardize w/custom values

Reporting and Analytics

USA Staffing Packages and Folders

- Cognos Reports List: Displays a complete list of all reports available to the user across all data packages (Staffing Reports, Applicant Flow Data, Staffing Analytics, etc.). The report identifies the package name, report name and description, and navigation path to each report and lists all standard USA Staffing reports, as well as any custom reports available to that user through their shared Organization or Office folders. No data is

required to run the report, however users can filter the report by key word in the report name or description or by data package.

- Location: Team Content > USA Staffing Packages and Folders

Staffing Reports Package

- Data ○ Applications namespace:
 - ✦ Updated the Application History query subject to limit results to the “Resubmitted Application” and “Updated Application Response” events.
 - ✦ Updated the Vacancy Assessments query subjects to allow reporting on assessment data (e.g., name, ID, type) even when no applications exist for a particular vacancy. ○ Assessment Packages namespace:
 - ✦ Added assessment items and instructions query items in multiple query subjects within the Assessment Package Assessment Detail folder to allow more robust reporting on assessment content.
 - Assessment Items query subject ○ ‘Assessment Item is Screen-Out’: flag indicating whether an assessment item is used as a screen-out criteria.
 - ‘Assessment Item is Required’: flag indicating whether or not an assessment item is required for an applicant to complete the assessment.
 - ‘Assessment Item Linked Competency’: Identifies the competency linked to the item/the competency the item is assessing.
 - ‘Assessment Item Rating Scale’: the type of rating scale used for an item on an assessment (e.g., General Schedule, Technical Competence).
 - Assessment Questionnaire Instructions query subject ○ ‘Assessment Questionnaire Instructions Text’: the instructions for applicants as they complete the assessment.
 - Assessment Screen-Out Criteria Items query subject ○ ‘Assessment Screen-Out Criteria Item Number’: identifies the item number on the assessment (i.e., the order in which items appear to an applicant) for an item that is a screen-out item.
 - ‘Assessment Screen-Out Criteria Item Text’: identifies the text of an item on an assessment that is a screen-out item.
 - ‘Assessment Screen-Out Criteria Item Response Summary’: a list of the response options an applicant could select for an item to meet a position requirement (i.e., not be screened out by the item).
 - Assessment Screen-Out Criteria Responses query subject ○ ‘Assessment Screen-Out Criteria Response Option’: identifies the number/letter of the response option for a

screen-out item on an assessment that an applicant can provide to meet a position requirement (i.e., not be screened out by the item).

- ‘Assessment Screen-Out Criteria Response Option Text’: provides the text of a response option for a screen-out item on an assessment that an applicant can provide to meet a position requirement (i.e., not be screened out by the item).
 - ‘Assessment Screen-Out Criteria Operand Description’: specifies the operand (and/or) pattern applied to the items used as screen-out criteria.
 - Certificates namespace:
- ✦ Updated the Vacancy Assessments query subjects to allow reporting on assessment data (e.g., name, ID, type) even when no applications exist for a particular vacancy.
- Reports ○ Application Overview Report: Updated to include responses to application questions and other related attributes. The report now more closely aligns with the CARP report in Legacy USA Staffing. Application Number is required to run this report.
- ✦ Location: Team Content > USA Staffing Packages and Folders > Staffing Reports > Staffing > Application
- Time to Hire Milestone Report: Assists in tracking time to hire that includes key metrics for active and completed requests. Organization, Office, and Staffing Date Range are required to run this report. Customer, Staffing Number (request number, vacancy number, announcement number, or certificate number), Request Approver Name, Announcement Status, Request Status, Request Type, USAJOBS Display Type, Pay Plan, Series, Grade, Appointing Authority, and Mission Critical Occupation are optional filters that can be applied to the report.
- Key metrics:
 - Complete Assessment Package Days = days between Request Approval Date and Complete Assessment Package Complete Date
 - Release Announcement Days = days between Request Approval Date and Announcement Released Date
 - Announcement Open Days = days between Announcement Open and Close Dates (only calculated when Announcement Status is Closed; otherwise will show as null/blank)
 - Applicant Review Days = days between Announcement Close Date and Certificate Issue Date (only calculated when Announcement Status is Closed; otherwise will show as null/blank)
 - Send Certificate Days = days between Certificate Issue Date and Certificate Review Sent Date
 - Make and Return Selection Days = days between Certificate Review Sent Date and Certificate Review Returned Date
 - Location: Team Content > USA Staffing Packages and Folders > Staffing Reports > Staffing > Other

