



USA Staffing Upgrade

Stage Enhancement Notes

Sprint 46

SYSTEM

- Help Desk tickets now open in a new tab, rather than a pop-up overlaying the main page. This allows the user to see the text on the page when documenting and reporting issues.

VACANCY

- Enhanced the Vacancy > Case File page to graphically display real-time updates about the state of the vacancy. This includes Task statuses, Announcement details, Applicant counts, linked Requests and Certificate information.

ANNOUNCEMENT

- Created a data insert called 'Assessment Preview' that can be placed in job announcement templates. When viewed on USAJOBS, the data insert presents a link that allows the job seeker to preview the questions asked in the application process.
- Added numbering to the Announcement Questionnaire items on the printed application.

ASSESSMENT PACKAGE

- Implemented Job Element rating for Wage Grade and other blue-collar positions. This functionality is in place but still under testing review. Job Element rating should not be used until the Wage Grade ad hoc working group has approved it. Anyone interested in contributing to testing and verifying that the WG business process and scoring protocols are complete should contact their USA Staffing Account Manager.
- Gave HR Users with permission to 'Create/Edit Assessment Package Templates' the ability to promote a vacancy's assessment package to a template. Using the 'Save as Template' option under the gear icon, users can add a template name, description and tags to the assessment package and publish it for re-use by others within the tagged offices or organizations.



APPLICANT

- Notify HR users with an internal alert if an applicant updates his/her application after a previous application is marked as 'Reviewed' by an HR user. The 'Reviewed' toggle can be enable/disabled from the applicant record or an applicant list as HR users complete their minimum qualifications reviews.
- Allow HR and Hiring Manager users to batch print multiple applicants' documents into a single PDF that can be printed or saved. Users can specify which applicant document types should be included in the batch and are notified via internal alert when the file is ready to view.
- Added a new Veterans' Preference option so that HR users can adjudicate applicants as having 'NP - No Preference' in addition to the 'NV – No Preference Claimed' option. This distinction makes it more clear in applicant notifications whether Veterans' Preference was claimed, not claimed or adjudicated.

APPLICANT LIST/CERTIFICATE

- Added a 'Missing Required Documents' toggle on applicant lists. This red paper icon identifies applicants who are missing a required document and can be used to filter applicant lists.
- Cleaned up the functions that can be performed on a certificate so that applicant responses to assessment questions cannot be edited and only ratings used to issue the certificate can be viewed.

NOTIFICATIONS

- The system now tracks if applicants have received the 'Referral' and 'Disposition' touchpoints by tracking which notification types have been sent to each applicant. When HR users select the 'Send Notifications' option from the Applicant Overview page, only applicants who have not already received a notice of that type will be sent emails.

ONBOARDING

- Published Postal Service forms: PS 2181 and PS 2181C.
- Published DHS form CBP 001.
- Published NCUA form NCUA ODSA.
- Published Capital Police forms: CP 500, CP 254B.
- Published HHS forms: HHS-IHS NNIPA and HHS WF 5226.
- Published SSA forms: SSA FCRA, SSA FIN-1, SSA OIG1, SSA SCHA-1, SSA TEMP-APPT-1, SSA TERM-1, SSA VRA-1, SSA TIME-LIMITED-APPT-1, SSA SSI-1, OI 49, and OI 83.
- Published DOJ forms: DOJ TES-1, DOJ TES-2, DEA MOB-FS, DEA MOB-IRS, DEA MOB-SA, DEA MOB-DI, DEA 487, DEA LO-1, DEA SCH-A, DEA SCH-B, and DEA FRN-1.
- Published standard forms: SAS EDU-01 (Education Data), SF 3102, SF 2810, and AD 349.

NEW HIRE

- Captured a history of notifications sent to New Hires, which is displayed under the Overview tab within a New Hire record.
- Enabled Help links for each questionnaire presented to New Hires and HR Users.

- Captured visual audit history for all user interactions with a form, including: HR Users are able to view a visual audit history for individual forms, which records all user interaction with the form, such as: Viewed Form, Confirmed PDF Displayed, Signed Form, Submitted Form, Accepted Form, Return Form for Correction, Returned Form for Signature, Unaccepted Form, Added Form to eOPF Queue, and Transmission Result Received.
- Enabled HR Users to change the onboarding Process Owner for a New Hire record from the New Hire dashboard.

ADMINISTRATION

- Added document upload to position descriptions created in the PD library. When PDs are selected to copy into requests and vacancies, the uploaded documents are added to the vacancy case file.
- Added a Tag Type filter to the Tag management page.

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