USA Staffing®
Production Release Notes

Release 16.3

January 5, 2024

Completed System Functionality

The USA Staffing Release Notes provide an overview of the most recent functionality deployed to the USA Staffing Stage and Production environments. The ✅ icon designates the completion of a feature previously defined in the Program Roadmap. To learn more about upcoming features and the release schedule for the USA Staffing Stage and Production environments, please visit the USA Staffing Resource Center.

Contents

Feature Highlight: Candidate Inventory

We are pleased to announce that USA Staffing's Candidate Inventory feature is now available in the Production environment. With this innovative feature, Human Resources and Hiring Managers within a USA Staffing organization will have immediate access to available candidates without the need for a new recruitment. Human Resource offices can easily configure their agency's Candidate Inventory to meet agency-specific hiring needs from previously issued certificates. Hiring Managers can search for, review, and curate a list of candidates for similar positions across an organization or make non-competitive hires outside the normal job announcement process based on their agency-specific position criteria (i.e., series, grade, location).

To assist our agency partners with this feature's implementation, we have published the following materials on the USA Staffing Resource Center:

- A *Pre-implementation Guide* to help start internal conversations about decisions necessary pre-implementation.
- A *Candidate Inventory Business Process Rules* example to assist with drafting policy pre implementation.
- A *Candidate Inventory briefing deck* to help agency partners communicate the benefits and details about the feature.
- A *marketing flyer* agency partners can use to inform others and get them excited about the benefits of the Candidate Inventory.
- A recorded *Customer Sprint Review* that covers what settings HR must enable for Candidate Inventory to be available and a walk through of the HM experience.

The Human Resources functionality granting the ability to enable a Vacancy for Candidate Inventory, presenting the Application sharing question under the Announcement Questionnaire, enabling a certificate to populate candidates to Candidate Inventory, and establishing Applicant List Default Settings for Candidate Inventory inclusion had been previously released. These features were released under USA Staffing Production Release 15.6, on June 9th, 2023.

Hiring Manager Users

Search for Candidates

Added the ability for Hiring Managers to search for candidates available on certificates that HR elected to share in Candidate Inventory. (For details on how to configure Vacancies and Certificates to use Candidate Inventory, please review the *Candidate Inventory Pre-implementation Guide* on the Resource Center.) Hiring Managers must select an Occupational Series, Pay Plan, Grade, and Duty Location to see results.

https://help.usastaffing.gov/HiringManager/index.php?title=Candidate_Inventory
https://help.usastaffing.gov/HiringManager/index.php?title=Browse_Candidates

View Search Results

Added the ability to review and interact with search results. Results are limited to candidates who applied to a Candidate Inventory-enabled vacancy, opted-in to be considered for additional openings, and are referred on a certificate that is configured to add candidates to Candidate Inventory.

Each candidate is represented by a card that includes their name, the date their application was last updated, the range of time they will be available in Candidate Inventory, and the job title for which they qualified.

Managers may sort candidate cards in ascending or descending order by their last name or the date their application was last updated.

https://help.usastaffing.gov/HiringManager/index.php?title=Browse_Candidate_Results

Candidate Details and Documents

Added the ability to review Candidate Details and Documents. By clicking on a candidate card, HM users can view the details of the candidate's application, including the documents that are Hiring Manager-viewable, a link to the job announcement, the city and state they're located in, the date their application was last updated, and the date range they are available for review in Candidate Inventory.

Hiring Managers may view and download documents associated with the candidate for the selected job. HR can configure which documents are viewable by Managers within each application.

The detailed view is specific to each vacancy for which the applicant is available. If an applicant is available for more than one position, changing the *Application For* drop- down menu will refresh the details and documents with the newly selected job.

https://help.usastaffing.gov/HiringManager/index.php?title=Candidate_Details

Candidate Boards

Added a section titled *My Boards* within Candidate Inventory. Upon accessing Candidate Inventory the first time, a default board will be available for Hiring Managers to save candidates for continued evaluation. Hiring Managers will have the following options to manage their boards or candidates within a board:

- See the following details for each board: board's name, last updated date, and available board categories of Interested, Interviewed, and Top Candidate.
- Change the order of board categories by selecting Make First, Make Last, Move Right, or Move Left.
- Save a candidate to their personalized Boards by clicking the bookmark icon and assign them to a specific category within the candidate details.
- Update candidates saved within a category by selecting Make First, Make Last, Move Up, or Move Down. Additionally, HM users may elect to move a candidate to a different board category or remove a candidate from the board entirely.

https://help.usastaffing.gov/HiringManager/index.php?title=Saved_Candidate_Boards
https://help.usastaffing.gov/HiringManager/index.php?title=Candidate_Board_Details

Email Notifications

Added the ability for Hiring Managers to notify HR of their interest in hiring a candidate. Upon accessing Candidate Details, users may click the Send email to HR button to initiate a system-generated email message that includes the candidate's name, the associated Vacancy, as well as a direct link to the candidate's application. The announcement's Internal Contact will be designated as the default recipient. Users may elect to replace the designated recipient or add additional recipients. The user sending the notification will be Cc'd on messages sent from Candidate Inventory and are included as the Reply To contact.

Added the ability for managers to share a candidate with other hiring managers within their USAS organization. Upon accessing Candidate Details, users may click the Share button to initiate a system-generated email message that

includes the candidate's name, the associated position title, and a link to the candidate's application within Candidate Inventory.

https://help.usastaffing.gov/HiringManager/index.php?title=Sharing_an_applicant_from_candidate_inventory

Staffing Functionality

Dashboard

Tasks and New Hires

Modified the Tasks and New Hires dashboards to no longer load results upon accessing the page. Users are now required to enter filter/search criteria or apply default filters for the system to retrieve results. This will help conserve system resources and provide a consistent user experience across dashboards.

https://help.usastaffing.gov/USAS/index.php?title=Tasks
https://help.usastaffing.gov/USAS/index.php?title=New_Hires

Request

Updated requests to always display the Location Information page and added the ability to change the number of vacancies on a Request after approval. Users may update either the *Announcement Total Vacancies* or location-specific vacancies for requests in Pending Recruitment, Active Recruitment, Selection Made, and Complete statuses. All changes are tracked in *History*.

https://help.usastaffing.gov/USAS/index.php?title=Request_Information
https://help.usastaffing.gov/USAS/index.php?title=Request_-_Location_Information

Added *History* entries for all changes made on the Location Information page within a Request, including added or deleted location(s) on unapproved requests and changes made to the number of announcement or location-specific vacancies on both approved and unapproved requests.

https://help.usastaffing.gov/USAS/index.php?title=Viewing_history

Assessment Package

Assessment

Added a toggle option titled *Include narrative textbox follow-up item* to all questionnaire item response types, which allows users to link a narrative textbox to a specific questionnaire item. This will prompt applicants to enter a narrative response following their question response.

https://help.usastaffing.gov/USAS/index.php?title=Add_Questionnaire_Items

Applicant Overview

Applicant Record

The following NOR message code has been added:

Code	Definition	Message
ELBC	Eligible, below cut-off score	Your application was not reviewed because the score based on your responses to the assessment questionnaire was below the cut-off score for best qualified candidates.

https://help.usastaffing.gov/USAS/index.php?title=Notice_of_Results_(NOR)_Message_Codes

Certificates

Removed the *Selected* and *Alternate Selection* options from the *Audit Code* drop-down list and the *Hired* and *Vetting* options from the *Return Status* drop-down list on expired certificates to ensure new hire records are not created from a certificate that has expired.

https://help.usastaffing.gov/USAS/index.php?title=Applicant_List
https://help.usastaffing.gov/USAS/index.php?title=Auditing_a_certificate

New Hire

The following form has been added in USA Staffing:

- 11-40 – Notice of Trial Period for Newly Appointed Schedule A Staff

The following forms have been updated in USA Staffing:

- OCHR-EOD 11 - Employment Agreement for Dependent Spouses and Family Members Hired Locally under Competitive Appointments in the Foreign Area
- C 2 - Air Force Key Position Condition of Employment Agreement
- W4 – Employee's Withhold Certificate

Administrative Functionality

Permissions

Updated the *Edit Task Status* definition to: "Enables user to manually change the status of a task, includes changing the task completion date." When this permission is enabled, users are allowed to change the value of the *Status* and the *Completion Date* for tasks to which they have access. **Note:** When the *Edit Task Details* permission is enabled, users are allowed to update the task *Due* date for tasks to which they have access.

https://help.usastaffing.gov/USAS/index.php?title=Create_Permission_Profile
https://help.usastaffing.gov/USAS/index.php?title=Modifying_a_custom_permission_profile

Notification Templates

Added *History* entries for all changes made to Onboarding notification templates, including when attachments are added or deleted and clarified history entries when the *Notification Reply To* option is updated to *Process Owner*.

https://help.usastaffing.gov/USAS/index.php?title=Viewing_history

USA Hire Functionality

Expanded the use of USA Hire assessments to vacancies with more than one *Specialty* indicated per *Grade*.

Reporting and Analytics

Reporting and analytics enhancements can be reviewed in the Release Notes section of the Reporting and Analytics page on the USA Staffing Resource Center.