



OPM HR
Solutions
USA Staffing®

USA Staffing Applicant List Workgroup

June 2023 😊

Agenda

11:00 am – 11:25 am

Recently Completed and Upcoming System Functionality

11:25 am – 11:50 am

The Audit Modal – Feedback Opportunities

11:50 am – 11:55 am

Improving your Advanced Search capabilities for Certs

11:55 am – 12:00 pm

Open Questions



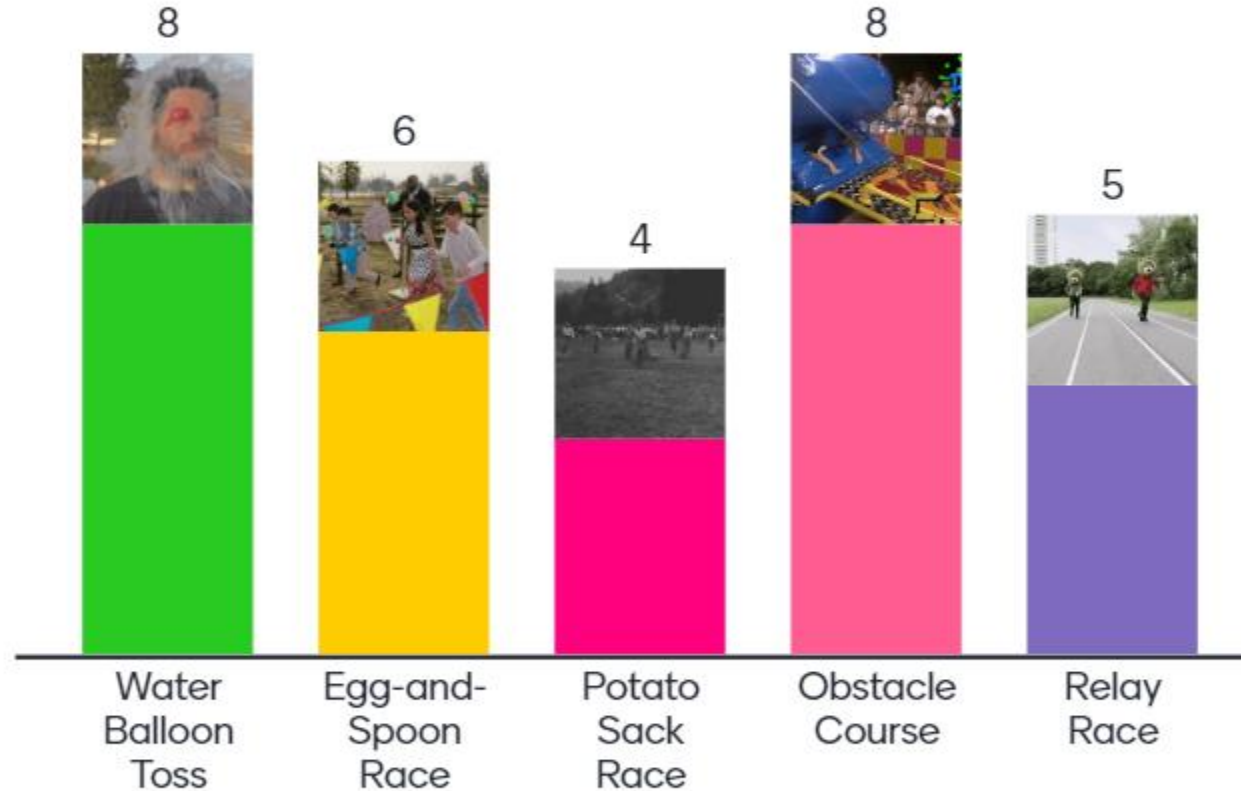
Testing...

**What's the best elementary school
field day activity?**

Go to
Menti.com
and use code
9781 6263



Favorite classic field day activity?



**I'm the worst and
left out tug-of-war.
Sorry, I failed you
guys!**



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Recently Completed and Upcoming System Functionality

Steph Colon

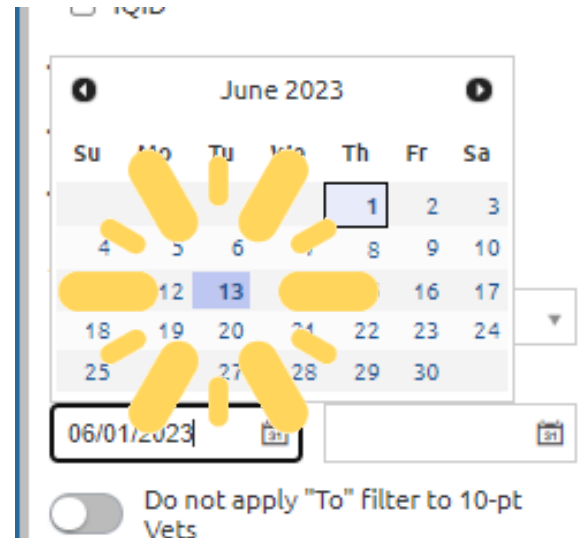
Recently Completed

- Darken the today's date shading in calendar dropdowns
- Retain Saved Lists when Stored List/Certificates are created
- Add Certificate Option to View Certificate Amendments
- Process Smaller Certificates/Stored Lists in Real Time
- Prevent Certificate Audit Completion When There's an Active Review
- Add "No Audit Code" and "No Return Status" to certificate filters
- Create an assessment plan preview without response values
- Identify assessment item number on lists



Darken the today's date shading in calendar dropdowns

April 14th



Retain Saved Lists when Stored List/Certificates are created

April 14th



VACANCY 10067071

Applicant List Name: Saved List

Last Updated By: Steph Colon

Issue Certificate

You are attempting to issue a certificate. Do you want to continue?

☒ Retain saved list (default)

☐ Do not retain saved list

Issue Certificate Cancel

Applicant List (4)

Filters: New York, NY 15 1051 Eligibles

| | Name | Rating | Category | Vet Pref | RSC | Documents | Eligibility |
|--------------------------|----------------|--------|----------|----------|-----|-----------|-------------|
| <input type="checkbox"/> | Scott, Michael | 100 | Gold | NV | AC | 0 | |
| <input type="checkbox"/> | Turpin, Elisha | 100 | Gold | NV | AC | 0 | |
| <input type="checkbox"/> | Dupont, Joe | 100 | Gold | NV | AC | 0 | |

VACANCY 10067071

Applicant List: Saved List

Certificates

USAJOBS Job Title: Billy Joel's Triangle Player

Pay Plan-Series-Grade: GS-1051-15

Announcement Type: ST

Certificates (2)

All Grades All Certificate Types All Certificate Statuses Show Cancelled Certificates

| Certificate Number | Certificate Type | Filters | Grade | Issued | Issued By | Reviews | Certificate Status | Audit Complete |
|--------------------|------------------|--|-------|-----------|-------------|---------------|--------------------|----------------|
| 20230613-BBBH-002 | Ranking List | Locations: New York, NY Series: 1051 Certification Status: Eligibles | 15 | 6/13/2023 | Steph Colon | Create Review | Issued | No |
| 20230613-BBBH-001 | Ranking List | Locations: New York, NY Series: 1051 Certification Status: Eligibles | 15 | 6/13/2023 | Steph Colon | Create Review | Issued | No |



Add Certificate option to view Certificate Amendments

May 12th



USA Staffing® Development

VACANCY 10067071

Certificate: 20230613-BBBH-001

Certificate Number: 20230613-BBBH-001 Issued: 6/13/2023 16:02 EDT

Applicant List Certificate Information

Filters: New York, NY 15 1051 Eligibles

Create Additional Requests Show Un-approved Requests Add Filters

Amend Certificate Certificate Audit Complete

Expiration Date: 8/12/2023 Cancel Certificate

Notes: 0 History

Certificate Amendments

The following amendments were made to this certificate.

- Scott, Michael
Removed from Certificate on 6/13/2023 4:08:37 PM

Close

Applicant List (3)

| <input type="checkbox"/> | Name | Rating | Vet Pref | Audit Code | Return Status | Documents | Eligibility | Notes | Request Number | Date Certified | Flags |
|--------------------------|------------------|--------|----------------------------|------------|---------------|-----------|-------------|-------|----------------|----------------|-------|
| <input type="checkbox"/> | + Dupont, Joe | 100 | NV - No Preference Claimed | | | 0 | | 0 | | 6/13/2023 | 🔍 ⏹ ⭐ |
| <input type="checkbox"/> | + Graves, Billy | 100 | NV - No Preference Claimed | | | 0 | | 0 | | 6/13/2023 | 🔍 ⏹ ⭐ |
| <input type="checkbox"/> | + Turpin, Elisha | 100 | NV - No Preference Claimed | | | 0 | | 0 | | 6/13/2023 | 🔍 ⏹ ⭐ |

Number of applicants per page: 25



Process smaller Certificates/Stored Lists in real time

May 12th

Stage: 10 or fewer applicants

Production: 100 or fewer applicants



Prevent Certificate Audit completion when there's an active Review

June 9th

VACANCY 10067071

Certificate: 20230613-BBBH-001

Certificate Number
20230613-BBBH-001

Issued
6/13/2023 16:02 E

Expiration Date
8/12/2023

Amend Certificate

Certificate Audit Complete

Notes 0

History

Complete Certificate Audit

The Certificate Audit cannot be completed because there are Reviews still in Active status.

Ok

Applicant List

Certificate Information

Applicant List (3)

Filters: New York, NY 15 1051 Eligibles

Create Additional Requests

Show Un-approved Requests

Add Filters

| <input type="checkbox"/> | Name | Rating | Vet Pref | Audit Code | Return Status | Documents | Eligibility | Notes | Request Number | Date Certified | Flags |
|--------------------------|------------------|--------|----------------------------|--------------|---------------|-----------|-------------|-------|----------------|----------------|-------|
| <input type="checkbox"/> | + Dupont, Joe | 100 | NV - No Preference Claimed | Not Selected | Available | 0 | | 0 | | 6/13/2023 | 🔍 ⏹ ⭐ |
| <input type="checkbox"/> | + Graves, Billy | 100 | NV - No Preference Claimed | Not Selected | Available | 0 | | 0 | | 6/13/2023 | 🔍 ⏹ ⭐ |
| <input type="checkbox"/> | + Turpin, Elisha | 100 | NV - No Preference Claimed | Not Selected | Available | 0 | | 0 | | 6/13/2023 | 🔍 ⏹ ⭐ |

Number of applicants per page: 25



Add "No Audit Code" and "No Return Status" to Certificate Filters

June 9th

VACANCY 10067071 ▾

Certificate: 20230613-BBBH-001 +

Certificate Number: 20230613-BBBH-001 Issued: 6/13/2023 16:02 EDT Issued By: Steph Colon Certificate Type: Ranking List Status: Issued Expiration Date: 8/12/2023

Applicant List Certificate Information

Applicant List (3) Amend Certificate Certificate Audit Complete

Filters: New York, NY 15 1051 Eligibles

Create Additional Requests Show Un-approved Requests Clear Filters

Audit Code: ✖ No Audit Code Return Status: ✖ No Return Status Veterans Preference: Announcement Location: Applicant Name: First Name or Last Name

Apply Clear

| <input type="checkbox"/> | | Name | Rating | Vet Pref | Audit Code | Return Status | Documents | Eligibility | Notes | Request Number | Date Certified | Flags |
|--------------------------|---|----------------|--------|----------------------------|--------------|---------------|-----------|-------------|-------|----------------|----------------|-------|
| <input type="checkbox"/> | + | Dupont, Joe | 100 | NV - No Preference Claimed | Not Selected | Available | 0 ▾ | | 0 ▾ | | 6/13/2023 | 🚩 ⌚ ☆ |
| <input type="checkbox"/> | + | Graves, Billy | 100 | NV - No Preference Claimed | | | 0 ▾ | | 0 ▾ | | 6/13/2023 | 🚩 ⌚ ☆ |
| <input type="checkbox"/> | + | Turpin, Elisha | 100 | NV - No Preference Claimed | Not Selected | Available | 0 ▾ | | 0 ▾ | | 6/13/2023 | 🚩 ⌚ ☆ |

Number of applicants per page: 25 ▾



Identify assessment item number on lists

June 9th



» Applicant List (5)

Filters: New York, NY 15 1051

Last Name or First Name or Email

| <input type="checkbox"/> | Name | Rating | Vet Pref | RSC | Documents | Eligibility | Notes |
|--------------------------|---------------|--------|----------|-----|-----------|-------------|-------|
| <input type="checkbox"/> | - Dupont, Joe | 100 | NV | AC | 0 | 0 | |

Rating Assessment Certificates

+ Assessment Questionnaire Responses (7 Items) * = Required

- GS-15 Triangle Player (7)

- + 1. Are you qualified for this job? *
- + 2. Performing in front of large groups of people (in the 10's of thousands) * Performing for Crowds
- + 3. Performing in rough weather conditions to include heat, cold, rain, snow, tornados * Performing for Crowds
- + 4. Playing sounds in the correct sequence using a triangle * Playing Triangles
- + 5. Playing triangle with accurate timing * Playing Triangles
- + 6. Reading music and playing the correct notes in the correct sequence * Reading Music
- + 7. Reading music and playing the notes at the correct time * Reading Music



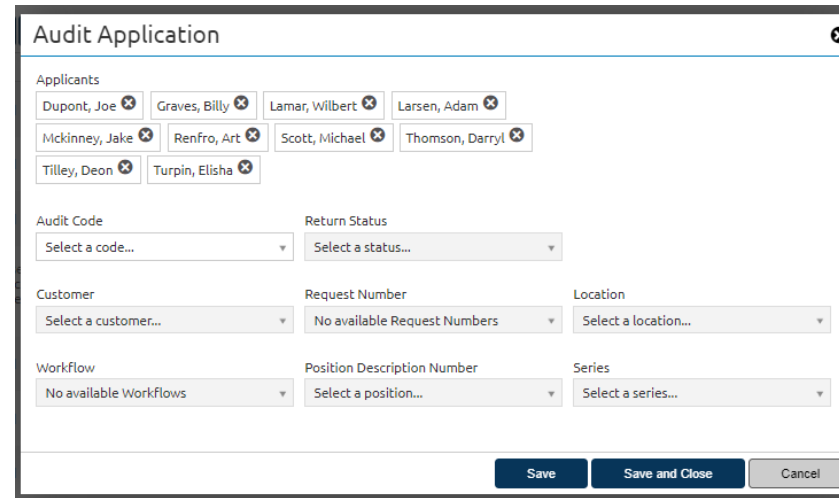
Upcoming

- Add Apply Action buttons to Workload Management Assignments (July/August)
- Display Applicant USA Hire Status to HR Users in App Overview/Applicant Record/App List (July/August)
- Updates to the Audit Modal (In planning)
- Purging (In planning)



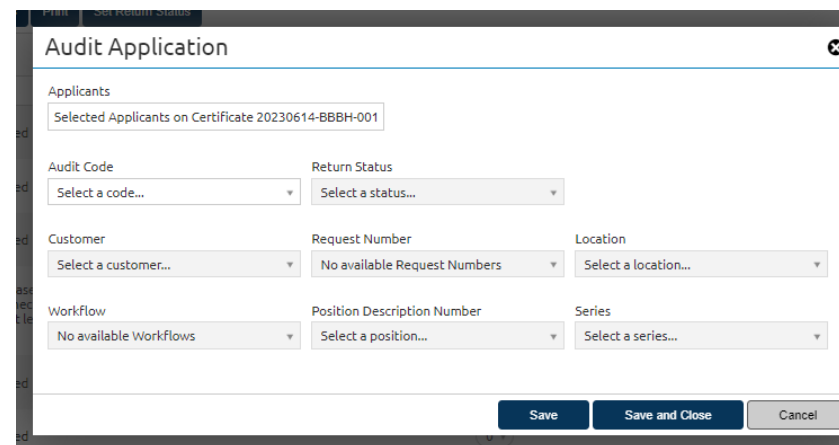
How many applicants would you like to be able to see at a time when auditing your certificates?

10 or fewer



The 'Audit Application' form displays a list of 10 applicants in a grid: Dupont, Joe; Graves, Billy; Lamar, Wilbert; Larsen, Adam; McKinney, Jake; Renfro, Art; Scott, Michael; Thomson, Darryl; Tilley, Deon; and Turpin, Elisha. Below the list are several dropdown menus for Audit Code, Return Status, Customer, Request Number, Location, Workflow, Position Description Number, and Series. At the bottom are buttons for Save, Save and Close, and Cancel.

11 or more



The 'Audit Application' form shows a summary of selected applicants: 'Selected Applicants on Certificate 20230614-BBBH-001'. The form includes the same dropdown menus and buttons as the previous screenshot.

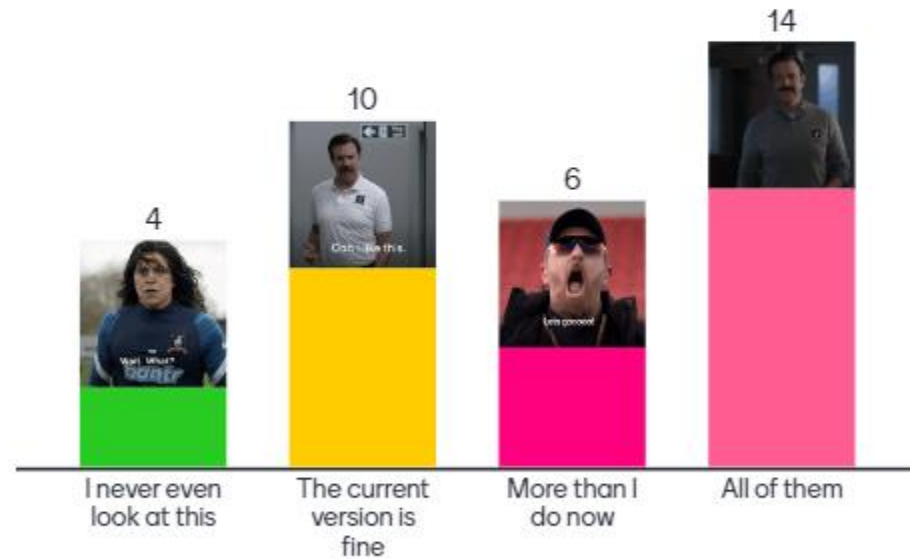


How many applicant names do you need to be able to see when auditing multiple applicants at a time?

Go to
Menti.com
and use code
9781 6263



How many applicant names do you need to be able to see when auditing multiple applicants at a time?

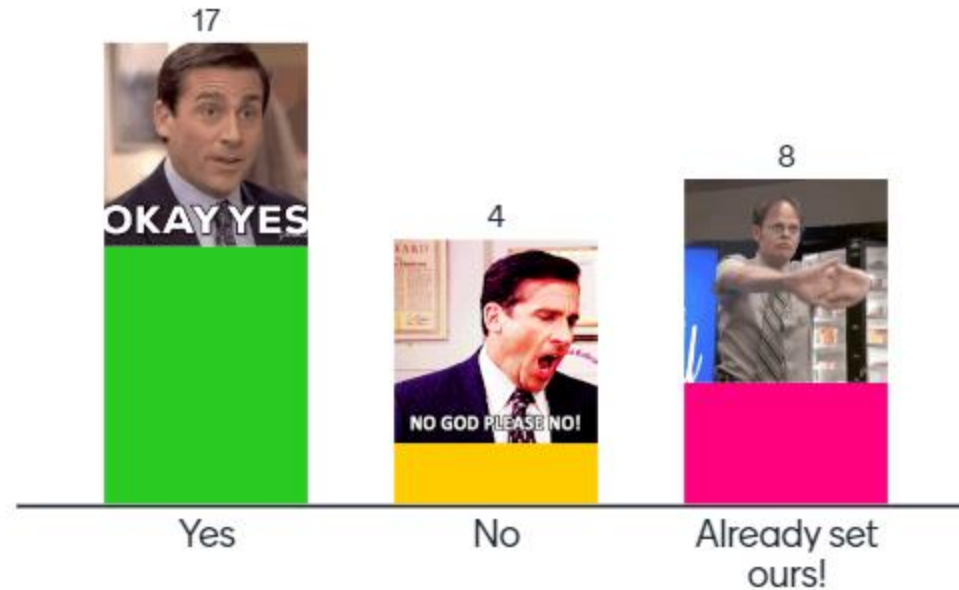


**Will you be okay if we set a default
certificate expiration date of 365 days
for offices that currently have no
default set?**

Go to
Menti.com
and use code
9781 6263



Will you be okay if we set a default certificate expiration date of 365 days for offices that currently have no default set?

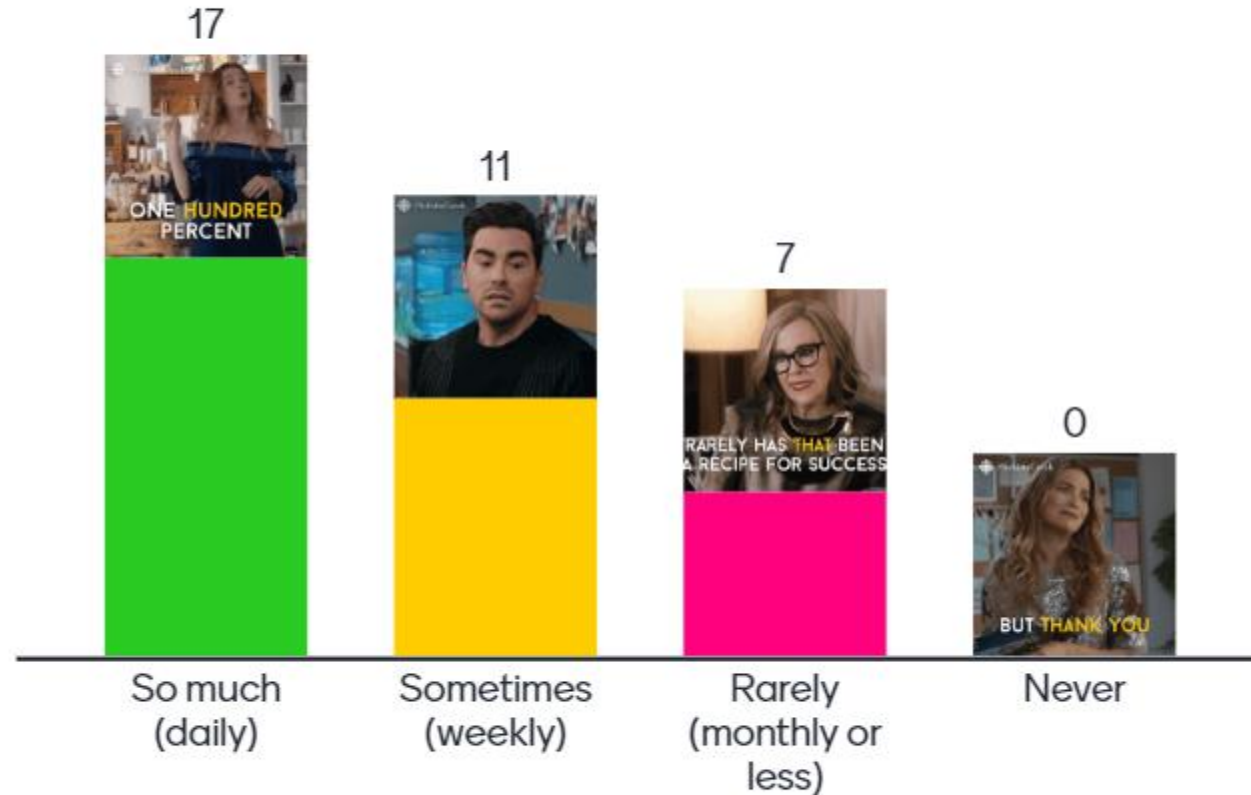


How often you use the advanced search feature?

Go to
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and use code
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How often are you using Advanced Search?



What functions of advanced search do you find yourself searching most frequently?

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What functions of advanced search do you find yourself using most frequently?

Announcements

Announcements, vacancy

Announcements (Series, Open/Close Dates, Customer),

announcements

Announcements and vacancies

series, grade, and location to find out when a particular job was last posted for a duty station.

series, grades,

vacancy, request

Announcements

request numbers

I use it to search for announcements, and also to search for request numbers

announcements,

Searching for announcement,

Request

Announcements by Customer/closing date/series

Position titles,

Request and Vacancy

New Hire Records

Announcement - PD, locations, Applicants by nameSeries, closing date, location

Search prior announcements

Vacancy



What functions of advanced search do you find yourself using most frequently?

Applicant first name , Applicant last name

Applicant - email

New Hire, applicant,

Applicant

customers

Offices

New Hires (Last, First Name, Customer)

Applicant name,

applicant name

applicants

Announcements and Vacancies often,

Everything everywhere all at once.

applicants

Applicants,

Search applicants

New Hire,

For applicants

new hires

applicant,

finding applicants

New Hire sometimes

Certificate number,

Certificate

New hires

Searching for applicant name

Certificates,

certificate



If you could make advanced search magically do one new thing, or do one existing thing better, what would it be?

Go to
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If you could make advanced search magically do one new thing, or do one existing thing better, what would it be?

19 Answers

when searching for an applicant, also search in "new hire records" when searching for someone in the system not just applicants who apply via usajobs.gov

export search results

I wish I could export search results

finding open certs (to close out) - that should be easier.

To use advanced search to find a user and all the certificates or announcements created by that user

not having to select "first Name" and "last name"

Add customer and series as a search criteria/field to all Search For categories

Add Announcement Type as an option (IMP, ST, DE) as a column or searchable row!!

Ability to search by cert status

Add "contains" to drop down for all. Some are just is/is not, but for some fields "contains" would work!

Search by vacancy tags

search and sort by Title (for catchall series)

do a wild card search

filter search results by date so I know how recent something is (like when I'm searching for previous announcements, for example)

Please add Position Description as a search option under Announcement.

multiple request

Include only released announcements not open and never released





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Questions?

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