USA Staffing®
Stage Release Notes

Release 16.2

November 13, 2023

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

This release includes the first half of a Hiring Manager-focused feature that will guide Managers to search for candidates and review candidate information and documents. This functionality will remain in Stage for an additional sprint while the second half of Candidate Inventory work is completed. The full feature is scheduled to be released to Production on January 3, 2024. The scope of work released to Stage this sprint is detailed below.

To assist our agency partners within this 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 before implementation.

- A *Candidate Inventory Business Process Rules* example to assist with drafting policy before implementation.

- A *Candidate Inventory briefing deck* to help agency partners communicate the features, benefits, and other 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.

Search for Candidates

Hiring Managers can 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.

View Search Results

Results are limited to candidates who applied to a Candidate Inventory-enabled vacancy, opted-in to being considered for additional openings, and are included in a certificate that is configured to add applicants 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.

Candidate Details and Documents

Clicking on a candidate card opens a detailed view 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.

The December 8, 2023, Stage release will include functionality to allow Managers to save candidates to a personal board and send candidates to Human Resources.

Staffing Functionality

Requests Dashboard

Modified the Requests Dashboard to no longer load results upon accessing the page. Users are now required to enter filter/search criteria for the system to retrieve results. This will significantly conserve system resources, especially when users access this tab solely to create a Request.

Added a *Request Process Owner* filter option and a column displaying the *Request Process Owner* in the results table.

Request

Added the user email address associated with a user account to the *Requester* and *Request Process Owner* dropdown lists to help users differentiate between accounts with the same name. Users can see this information by hovering over the username in the *Requester* and *Request Process Owner* dropdown lists on the Request Information page.

Request Processing Interconnection

Modified the *Other Information* section displayed on requests created via the Request Processing Interconnection (RPI) to include the value for *Request Process Owner* from the RPI transmission. The value is not changed by any updates to the assigned *Request Process Owner* on the Request Information page.

The *Request Process Owner* value/email address will be displayed as transmitted and irrespective of any connection to a user account in USA Staffing. If no *Request Process Owner* value is transmitted, the field will display *No Request Process Owner received*.

Vacancy

Added a *Candidate Inventory* system-level *Appointing Authority* tag to be used for identifying appropriate requests, vacancies, new hires, or position descriptions.

Added a validation on the Vacancy Supporting Documents page to prevent HR users from requiring more than 15 supporting documents, which is the maximum number of documents applicants can submit in their online application. The *Required* checkbox will be grayed out once the fifteenth required document is selected and the following warning message will display: "*Applicants may not submit more than 15 documents with their online application. This vacancy has reached the maximum amount of required supporting documents.*" **Note:** Since there may be vacancies currently requiring more than the limit, existing vacancies will display the following error message: "*Applicants may not submit more than 15 documents with their online application. Please revise the required supporting documents to proceed.*"

Announcement

Added the ability to *Apply Locations Bundles* from the gear icon in the Announcement Location page. Locations added to the announcement from a bundle can subsequently be modified or deleted as needed. All changes are captured in *History* after the announcement has been released with a future open date.

Applicant Overview

Applicant Record

Added an *Inventory* indicator on the applicant record's page header to identify applicants who opted to have their application shared in the Candidate Inventory and are currently available on at least one certificate in Candidate Inventory.

Added an *Inventory* indicator on the applicant's Referral History to identify each certificate that is currently making the applicant available in the Candidate Inventory.

Stored List

Added the *Augmented Rating to the list of includable data options for all assessment types when exporting a Stored List.*

Certificates

Updated the *Select All* checkbox on the Applicant List page to only select all filtered applicants to enable users to easily work with different subsets of applicants within one certificate.

New Hire

The following forms have been added in USA Staffing:

- C 2 - Air Force Key Position Condition of Employment Agreement
- Census Term - Acceptance of Term Appointment
- Census VRA - Acceptance of VRA Permanent Appointment
- Census Temp - Acceptance of Temporary Appointment
- Census Sch A - Acceptance of Schedule A Permanent Appointment
- DISA COE - DISA Conditions of Employment Acknowledgement

Hiring Manager Functionality

No updates.

Administrative Functionality

Permissions

Created the following permissions for Locations Bundles:

- *View Locations Bundles* – Enables user to view a list of locations bundles within the library. This permission is enabled by default for the Office Administrator, Standard HR User, HR Assistant, and HR View Only system-level permission profiles.

- *Create/Edit Locations Bundles* – Enables a user to create or edit a locations bundle within the library. This permission is enabled by default for the Office Administrator system-level permission profile only.

- *Delete Locations Bundles* – Enables a user to delete a locations bundle from the library. This permission is enabled by default for the Office Administrator system-level permission profile only. **Note:** Existing Custom-level permission profiles will have all three permissions disabled by default. However, new Custom-level permission profiles will have all three of these permissions enabled by default.

Locations Bundle Library

⊘ Added a *Locations Bundle Library* under the Libraries section in the Admin area, which allows users with *Locations Bundles* permissions to create, edit, and delete a bundle including a group of locations, which can be applied to an Announcement.

Vacancy Default Settings

Added a validation on the Vacancy Default Settings page to prevent Admin users from requiring more than 15 supporting documents for the selected *Office*. The *Required* checkbox will be grayed out once the fifteenth required document is selected and the following warning message will display: "*Applicants may not submit more than 15 documents with their online application. This office has reached the maximum amount of required supporting documents.*" **Note:** Since there may be offices currently requiring more than the limit, existing offices will display the following error message: "*Applicants may not submit more than 15 documents with their online application. Please revise the required supporting documents to proceed.*"

USA Hire Functionality

No updates.

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.