



USAJOBS JOA Format Changes - September 2017

On September 1, 2017, USAJOBS will enhance the format of all job opportunity announcements (JOAs). This document highlights the most significant JOA format changes. We recommend agencies release announcement on the USA Staffing Stage Environment to test how the changes will impact current Announcement Templates. As part of the feature planning for USA Staffing Upgrade, we will research all changes made by USAJOBS and determine the best way to incorporate the changes into the Upgrade. Please continue to review the Feature Backlog and Glossary document on the USA Staffing Upgrade Resource Center for more information about upcoming development.

Note: Changes will not be made to USA Staffing Legacy in response to the USAJOBS JOA format changes.

1. The Announcement and Control Numbers will move to the right side of the JOA under the Apply button.
2. The Duties section will contain the following updates:
 - Summary will display the text populated in the USA Staffing Job Summary textbox.
 - The “Learn more about this agency” button will open a pop-up that includes the USA Staffing Agency Information, Questions About This Job and Marketing Link.
 - Responsibilities will display the text populated in the USA Staffing Duties textbox.
 - Travel Required will display new percentage options. The new options will list the travel required percentage in an “or less” format as opposed to the previous “or greater” format.
3. The Job Family section will contain the JOA series.
4. The Requirements section will contain the following updates:
 - Conditions of Employment will display the text entered into the USA Staffing Key Requirements and Requirements textboxes.
 - Education will always appear in the JOA even if text is not entered in the USA Staffing Education textbox.
 - Additional Information will display the text entered into the USA Staffing Other Information textbox.
 - How You Will Be Evaluated will display the following standard statement just below the heading, “You will be evaluated for this job based on how well you meet the qualifications above”. This statement was crafted by USAJOBS and will be included in all JOAs.
5. The Required Documents section will display a new standard statement about relying on education to meet qualification requirements. This statement was crafted by USAJOBS and will be included in all JOAs. Agencies should review this statement carefully and make changes to Announcement Templates to prevent duplicative or conflicting information from appearing in the JOA.



6. The Benefits section will display a new standard statement about benefits in the Federal government. The USA Staffing benefits link will be visible within the pre-populated section. The standard statement was crafted by USAJOBS and will be included in all JOAs.
7. The How to Apply section will include the USA Staffing Agency Information, Questions About This Job and Marketing Link. The “Next Steps” heading is included in this section and will map to the USA Staffing What to Expect Next textbox.
8. The Fair & Transparent section will display at the end of all JOAs. This new section will include standard statements for Equal Opportunity Employment Policy, Reasonable Accommodation Policy and other legal/regulator guidance. Agencies should review this section carefully and make changes to Announcement Templates to prevent duplicative or conflicting information from appearing in the JOA.

Screenshots of the new USAJOBS JOA format are below.

Test Specialist

Office of Personnel Management

Text entered into the "Hiring Organization" override box.

Overview

Locations

Duties

Requirements

Required Documents

Benefits

How to apply

Overview

[Help](#)

Open & closing dates

🕒 08/17/2017 to 09/18/2017

Pay scale & grade

GS 11 - 12

Appointment type

Permanent - Text entered into the "Appointment Type" override box.

Salary

\$6.21 to \$6.52 per hour

Text entered into the "Optional Salary Description" box.

Work schedule

Full-Time - Text entered into the "Work Schedule" override box.

1

This job is open to

[Help](#)



Internal to an agency

This job is only open to current employees of this agency.

Apply

🖨 Print

↔ Share

★ Save

Announcement number

QDBA-17-10047069-DE

Control number

3258763100

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Duties

[Help](#)

Summary

Text entered into the "Job Summary" section.

[Learn more about this agency](#)



Responsibilities



Text entered into the "Duties" section.

Travel Required



25% or less - Text entered into the "Travel Required" description box.

Supervisory status

Yes

Promotion Potential

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Who May Apply

This job is open to...

Text entered into the "Who May Apply" override box. Internal Agency Employees Only.

[Questions? This job is open to 1 group.](#)

3

Job family (Series)

[0201 Human Resources Management](#)

4

Requirements

[Help](#)

Conditions of Employment

- Text for one "Key Requirement" added.

Text entered in the Requirements section.

Qualifications

Text entered into the "Qualifications" section.

Education

Additional information

Text entered in the "Other Information" section.

How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above. 

Text entered into the "How You Will Be Evaluated" section.

Background checks and security clearance

Security clearance

[Public Trust - Background Investigation](#)

5

Required Documents

[Help](#)

Text entered into the "Required Documents" section

If you are relying on your education to meet qualification requirements:



Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

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Benefits

[Help](#)

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- [Benefits for federal employees](#)
- [Healthcare insurance](#)
- [Pay and leave](#)

<https://www.usajobs.gov/Help/working-in-government/benefits/>



Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

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How to Apply

[Help](#)

Text entered into the "How to Apply" section.

Agency contact information

 TFSC Call Center

Phone

[800-255-0102](tel:800-255-0102)

Fax

12345678901234567890123

Email

Call_Only@800-255-0102

[Learn more about this agency](#)

Address

USAJOBS UAT Test Customer A

1234 The Win

Arlington, VA

US

Next steps

Text entered into the "What to Expect Next" section.

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Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

[Read more](#)

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

[Read more](#)

Legal and regulatory guidance

[Financial suitability](#)

[Social security number request](#)

[Privacy Act](#)

[Signature and false statements](#)

[Selective Service](#)

[New employee probationary period](#)