



USA Staffing[®]
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USA Staffing Upgrade

Release Notes

Release 9.0 February 10, 2018

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OPM HR SOLUTIONS
by government, for government

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Introduction

OPM employs agile IT development techniques in the development and maintenance of the USA Staffing Upgrade system. This means we have the ability to update priorities through frequent, iterative releases based on changes in the hiring landscape or the identified needs of the collective customer base.


The USA Staffing Upgrade Release Notes provide an overview of the most recent functionality deployed to the USA Staffing Stage and Production environments.

To learn more about features that already exist in USA Staffing Upgrade and to review the upcoming release schedule for the USA Staffing Upgrade Stage and Production environments, please visit [USA Staffing Upgrade Resource Center](#).

Completed System Functionality

The items outlined in this section include newly added functionality in the USA Staffing Upgrade. Examples of functionality found in this section can range from corrected issues within the system, changes that enhance the system's performance, enhancements made to the user experience specific to existing features based on feedback received, or new functionality that improves the system's already robust set of capabilities. As you review this section, you may see the following icon  which designates the completion of feature that was previously identified in the Feature Backlog & Glossary on the [USA Staffing Upgrade Resource Center](#).


Staffing Functionality

- Added a Period of Eligibility option on the vacancy's Settings page for "Expire applications following the period of eligibility." The selection of this option will enforce the established period of eligibility for each applicant when issuing new certificates. Please note the following regarding this new option:
 - The option will be automatically checked when a vacancy with type "Standing Register" is created. However, it is optional for all vacancy types. *NOTE: This will only occur in new vacancies created after this release. Any existing vacancies can be updated to include this option but it will not be automatic.*
 - Applications for a vacancy with this option checked will have the applicant record marked as Expired once the application's Eligibility End Date has passed. Expired applicant records on previously issued certificates will not be affected but expired applicants will not be available for new certificates.
 - An applicant's expiration status will be identified in the individual Applicant record with an orange warning message. *NOTE: Unlike Legacy USA Staffing, the Record Status Code (RSC) is not affected by the expiration of an applicant record.*
 - An application can be moved from an Expired state through an applicant updating their application (thus resetting their expiration date) or by an HR user making a change on the vacancy's Settings page which will update the expiration rules for all applicants in the vacancy.
<https://help.usastaffing.gov/USAS/index.php?title=Vacancy - Settings>
- Completed all functionality required to use Premium USA Hire assessments. Premium USA Hire assessments can be assigned to an Assessment Package in the same way that Standard USA Hire assessments are today. 

NOTE: USA Staffing Account Managers and the USA Hire Program Office will contact participating agencies with instructions the plan for provisioning access to Premium USA Hire assessments in USA Staffing Upgrade.

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

- Added an Assessment Package validation check to ensure that no Assessment Questionnaires can be marked as Complete if they are not marked for use for either Screen-Out or Rating.
https://help.usastaffing.gov/USAS/index.php?title=Assessment_Plan
- Removed a previous change that made prevented competencies from being edited once they were used in a vacancy. Users who have 'Create/Edit Competencies' permission may edit competencies, even if they have already been used. https://help.usastaffing.gov/USAS/index.php?title=Editing_a_competency_network
- Added the ability to “hold” applicants in the Assessment Package which will prevent the sending of USA Hire assessment links immediately. This feature allows HR users to review minimum qualifications so that only qualified applicants are sent to the USA Hire platform. When a hold is removed, the HR user must select new USA Hire open/close dates so applicants have appropriate time to complete the assessments (the norm is 2 days).
https://help.usastaffing.gov/USAS/index.php?title=Holding_USA_Hire_applicants
https://help.usastaffing.gov/USAS/index.php?title=Removing_the_USA_Hire_hold
- Updated the Announcement Information page to accommodate changes made to the Job Opportunity Announcement displayed in USAJOBS:
 - Removed the “Who May Apply” dropdown field from the interface (USAJOBS no longer accepts this field).
 - Removed the “Customer” drop-down field from the interface. The Customer field previously allowed agencies to change the address information in the Agency Information section to that of another assigned customer. That change may now be made by clicking on the edit icon in the Agency Information header.
 - Added a required Hiring Paths field to the interface. One or more Hiring Paths must be assigned to the announcement in order to release to USAJOBS. *NOTE: The transmission of these Hiring Path values to USAJOBS negates the need to tailor the Who May Apply Text value (now renamed Hiring Path Clarification Text) to include the defined language mandated by USAJOBS last spring. These Hiring Path field values will define which USAJOBS job seekers can see which positions based on their profile settings.*
 - Added an optional “Linked JOA Control Number” field to the interface. Users may enter a Control Number of a previously released Announcement into this field if the agency wishes to show the link between the two announcements to Job Seekers in USAJOBS (e.g. linking a DEU announcement to its corresponding Merit Promotion announcement and vice versa). Users may also type in a Vacancy Number instead of the Control Number. If the system detects that the entered Vacancy Number has a corresponding Control Number, the Control Number will replace the Vacancy Number once the users clicks Save on the Announcement Information page.
https://help.usastaffing.gov/USAS/index.php?title=Announcement_Information

- Updated the Announcement Text page to accommodate changes made to the Job Opportunity Announcement displayed in USAJOBS :
 - Added new sections including: Overview, Locations, Agency Marketing, Duties, Position Requirements, Application Requirements, and How to Apply. Existing fields were re-ordered on the page to fit into the new sections and are present in a manner similar to the new USAJOBS Announcement layout.
 - ✦ Updated the following field labels:
 - ✦ Who May Apply to Hiring Path Clarification Text
 - ✦ Job Summary to Summary
 - ✦ Key Requirements to Conditions of Employment
 - ✦ Other Information to Additional Information
 - ✦ What to Expect Next to Next Steps
 - Added fields for Marketing Message (Optional, 1500 character limit) and Responsibilities (up to 20 entries with a 250 character limit each).
 - Updated field for Conditions of Employment (formerly Key Requirements) to allow up to 20 entries with a 250 character limit each).
 - Removed required markers from the Conditions of Employment and Requirements fields. USAJOBS will allow text from one of these two fields, but not both. For the next few months, HR users may choose which of these fields to use, but release validations will prevent the use of both fields in one Announcement.
 - Removed required markers from the Responsibilities and Duties fields. USAJOBS will allow text from one of these two fields, but not both. For the next few months, HR users may choose which of these fields to use, but release validations will prevent the use of both fields in one Announcement.
 - Added Display Default Benefits Text option for communicating to USAJOBS whether to display a standard text entry regarding government-wide benefits. Leaving this option enabled (it is defaulted to enabled) will present USAJOBS' standard benefits language on the Job Opportunity Announcement. Disabling this option will prevent the standard USAJOBS language from displaying.
 - Added Display Default Education Text option for communicating to USAJOBS whether to display a standard text entry regarding education related document requirements. Leaving this option enabled (it is defaulted to enabled) will present USAJOBS' standard education language on the Job Opportunity Announcement. Disabling this option will prevent the standard USAJOBS language from displaying. If users add text to the Education field, this option MUST be enabled in order to release to USAJOBS.
 - Added the Save and Cancel buttons to the floating Data Inserts bar on the right hand side of the page to allow content to be saved anywhere in the page as the user scrolls down.
https://help.usastaffing.gov/USAS/index.php?title=Announcement_Text

- Updated the release validation checklist that must be passed before allowing an Announcement release to USAJOBS:
 - Added a system check for at least one Hiring Path assigned to the required Hiring Paths field on the Announcement Information page.
 - Added a system check to ensure that there is text entered in either the Conditions of Employment or Requirements field, but not both.
 - Added a system check to ensure that there is text entered in either the Responsibilities or Duties field, but not both.
 - Added a system check to ensure that there is text entered in the Travel Required Description when some travel is required.
 - Added a system check to ensure that there is text entered in the Relocation Authorized Description when Relocation Authorized is marked as Yes.
 - Add a system check to ensure that announcements with text in the Education field cannot be released without also checking the Display Default Education Text box.
 - Updated existing validation messages to align with the new field names.
https://help.usastaffing.gov/USAS/index.php?title=Releasing_an_announcement_to_USAJOB
- Updated the PDF Preview for the Announcement to include new fields added to the Announcement Information and Text pages and to align the content to the new order displayed in the USAJOBS JOA.
https://help.usastaffing.gov/USAS/index.php?title=Exporting_announcement_text_to_PDF_format
- Added warning messages to the Assessment Package, and the Announcement Information and Text pages to remind users to update the Announcement on USAJOBS when changes are made to those areas following a release to USAJOBS.
- Updated Reviews to allow HR users to view the rating updates that a Hiring Manager(s) made in a returned Stored List review. Applicant ratings provided in a panel review do not take effect until an HR user accepts the rating by selecting the “Override Rating” option on the stored list.
https://help.usastaffing.gov/USAS/index.php?title=Viewing_panel_recommendations
https://help.usastaffing.gov/USAS/index.php?title=Overriding_an_applicant_rating_based_on_panel_recommendation
- Identified and resolved a number of system bugs that prevented the successful use of screen readers and other accessibility devices. USA Staffing Upgrade will continue to identify and update similar 508 issues over the coming months.

Onboarding Functionality

- Added the following forms for use in USA Staffing:
 - OCHR-EOD 14, OCHR-EOD 15, DCAA IND, NAF CSSC
- Updated the following forms for continued use in USA Staffing:
 - DLA CEW 1
- Clarified the text of system notifications sent to New Hire supervisors and onboarding process owners upon the acceptance or declination of a job offer. The text seeks to clarify the messages delivered to the different recipients of these notifications.

Hiring Manager Functionality

- Updated the text display in an Announcement Text section of the Job Opportunity Announcement review type to reflect the order and section header changes made on the Announcement Text page.
https://help.usastaffing.gov/HiringManager/index.php?title=JOA_Review

Administrative Functionality

- Updated Announcement Templates to mirror changes made in the Announcement Text page:
 - Updated field labels from Who May Apply to Hiring Path Clarification Text, Job Summary to Summary, Key Requirements to Conditions of Employment, Other Information to Additional Information, and What to Expect Next to Next Steps.
 - Added new fields for Marketing Message and Responsibilities.
 - Updated the order, character limits, and section assignments of template fields.

NOTE: Agencies may want to adjust existing Announcement Templates' content to meet the required mandates coming later this sprint:

- *Break the existing Summary section (2500 character limit), into an updated Summary (500 character limit) and Marketing Statement (1500 character limit).*
- *Move all content currently populated in the Requirements field to the Conditions of Employment field.*
- *Move all content currently populated in the Duties field to the Responsibilities field.*
https://help.usastaffing.gov/USAS/index.php?title=Create_Announcement_Template

Reporting and Analytics

Staffing Reports Package

- Data
 - Applications namespace:

- ✦ Added a query item to the Application query subject within the Application Detail folder to enable reporting on application start date
 - ‘Application Start Date/Time’: the date/time the applicant started the application. https://help.usastaffing.gov/USAS/index.php?title=Team_Content
 - Certificates namespace:
 - ✦ Added new query items related to applications and selections within the Certificates namespace in the Certificate Detail folder.
 - Certificate Applications query subject
 - ‘Certificate Application Start Date/Time’: the date/time the applicant started the application
 - Certificate Selection Decision History query subject (new)
 - ‘Certificate Selection Decision History Changed Field’: the field in the selection decision history modified by the hiring manager.
 - ‘Certificate Selection Decision History Changed Field New Value’: the new value of the field that was modified by the hiring manager.
 - ‘Certificate Selection Decision History Changed Field Old Value’: the original value of the field that was modified by the hiring manager.
 - ‘Certificate Selection Decision History Event’: the event captured in the history for a selection decision.
 - ‘Certificate Selection Decision History Event Applicant Name’: the name of the applicant for whom a selection decision was made by the hiring manager.
 - ‘Certificate Selection Decision History Event Description’: the description of the event captured in the history for a selection decision.
 - ‘Certificate Selection Decision History Event Date/Time’: the date and time the event was captured in the history for a selection decision by a hiring manager.
 - ‘Certificate Selection Decision History Event User Full Name’: the user name of the individual and/or hiring manager who completed an event captured in the history for a selection decision.
 - ‘Certificate Selection Decision History Event User Email Address’: the email address for the user who completed an event captured in the history for a selection decision.
- https://help.usastaffing.gov/USAS/index.php?title=Team_Content ✦

Added new query items to enable reporting on the series, grade, specialty area, and title

established for the vacancy within the Certificates namespace in the Certificate Vacancy Detail folder.

- Certificate Vacancy Rating Combinations query subject (new)
 - ‘Certificate Vacancy Grade’: a list of all the scale, position, and grade combinations associated with a vacancy.
 - ‘Certificate Vacancy Series’: a subdivision of an occupational group consisting of positions similar as to specialized line of work and qualification requirements associated with a vacancy. Series are designated by a title and number such as the Accounting series, GS-0510; the Secretary series, GS-0318; the Microbiology series, GS-0403.
 - ‘Certificate Vacancy Series Title’: the title for a subdivision of an occupational group consisting of positions similar as to specialized line of work and qualification requirements associated with a vacancy. Series are designated by a title and number such as the Accounting series, GS-0510; the Secretary series, GS-0318; the Microbiology series, GS-0403.
 - ‘Certificate Vacancy Specialty’: a statement of the major duties, responsibilities, and supervisory relationships of a given position. The description of each position must be kept up to date and include information about the job which is significant to its classification.
https://help.usastaffing.gov/USAS/index.php?title=Team_Content
- Reports
 - Time to Hire Request: displays completed requests and calculates actual days to hire. All filters are optional, but the report can be filtered by organization, office, customer, and/or new hire actual start date range.
 - ✦ Location: Team Content > USA Staffing Packages and Folders > Staffing Reports > Staffing > Time to Hire
 - Time to Hire Request by Task: displays task level information used to calculate actual days to hire. This report is designed to be accessed as a drill-through report from the Time to Hire Request report (by clicking on a vacancy number in the Time to Hire Request report output), but can also be run independently.
 - ✦ Location: Team Content > USA Staffing Packages and Folders > Staffing Reports > Staffing > Time to Hire
 - Time to Hire Task: displays completed tasks and calculates the number of days to complete them. All filters are optional, but the report can be filtered by organization, office, task owner name, and/or task complete date range.
 - ✦ Location: Team Content > USA Staffing Packages and Folders > Staffing Reports > Staffing > Time to Hire
 - Time to Hire Task by Task: displays task level information used to calculate actual days to complete. This report is designed to be accessed as a drill-through report from the Time to Hire Task report (by clicking on a task type in the Time to Hire Task report output), but can also be run independently.

- ✦ Location: Team Content > USA Staffing Packages and Folders > Staffing Reports > Staffing > Time to Hire
- Certificate Activity Log: updated to include optional prompts for series, grade, and vacancy number.
 - ✦ Location: Team Content > USA Staffing Packages and Folders > Staffing Reports > Staffing > Certificate

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