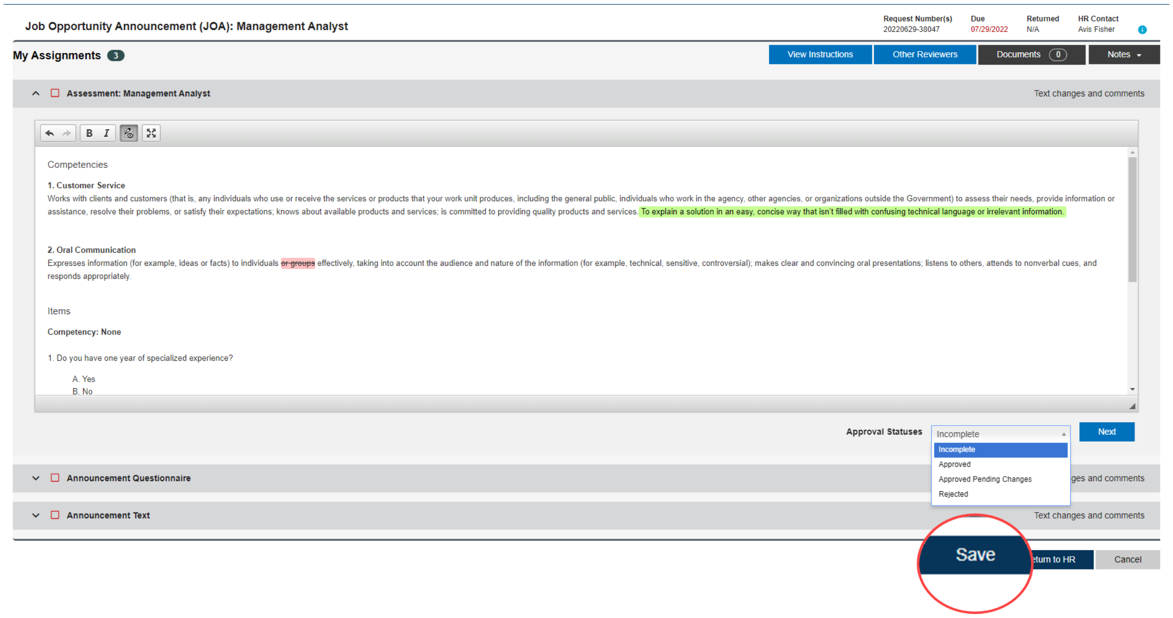
Announcement and Assessment Assignment

Completing the Announcement and Assessment Assignment

1. To open a Job Announcement assignment, click the URL from the review notification email or log directly USA Staffing. If logging into USA Staffing directly, you will need to find the appropriate Assignment on the Assignment tile. Once found, click on the Assignment name (blue hyperlink)**.**
2. Each Job Announcement assignment will have its own instructions regarding the actions you should take, the due date the assignment must be completed by, and the hiring action to which the assignment is associated. When you open an assignment for the first time, the instructions from your HR office will display.
3. In the top right corner, you will see several items:
    - **Request Number(s)** will display the Hiring Action number(s) associated with the assignment.
    - **Due Date** will display the date the assignment is due by.
    - **Returned** will display the date the assignment was returned by any reviewer.
    - **HR Contact** will display the HR person who sent you the assignment. You can see their phone number and email address by clicking on the information icon next to their name.
    - **View Instructions** allows you to see the assignment instructions if you need to refer to them again.
    - **Other Reviewers** will display the name(s), contact information of any other reviewers who are also assigned to this Job Announcement assignment.
    - **Documents** allows you to view attached documents or add documents to the assignment. Any documents attached will be viewable to the HR Office.
    - **Notes** allows you view notes added by your HR Office or if applicable, you can add your own notes. The Notes you add and save will be viewable by the HR office.
4. If you have been given the permission to make changes, your edits will be tracked by highlighting proposed added text in green and proposed deleted text in red. If other reviewers are assigned, you will be able to see their edits by hovering over the edited text to see the name of the user who made them and a time stamp of when they were made. After completing your edits, be sure to click **Save**.

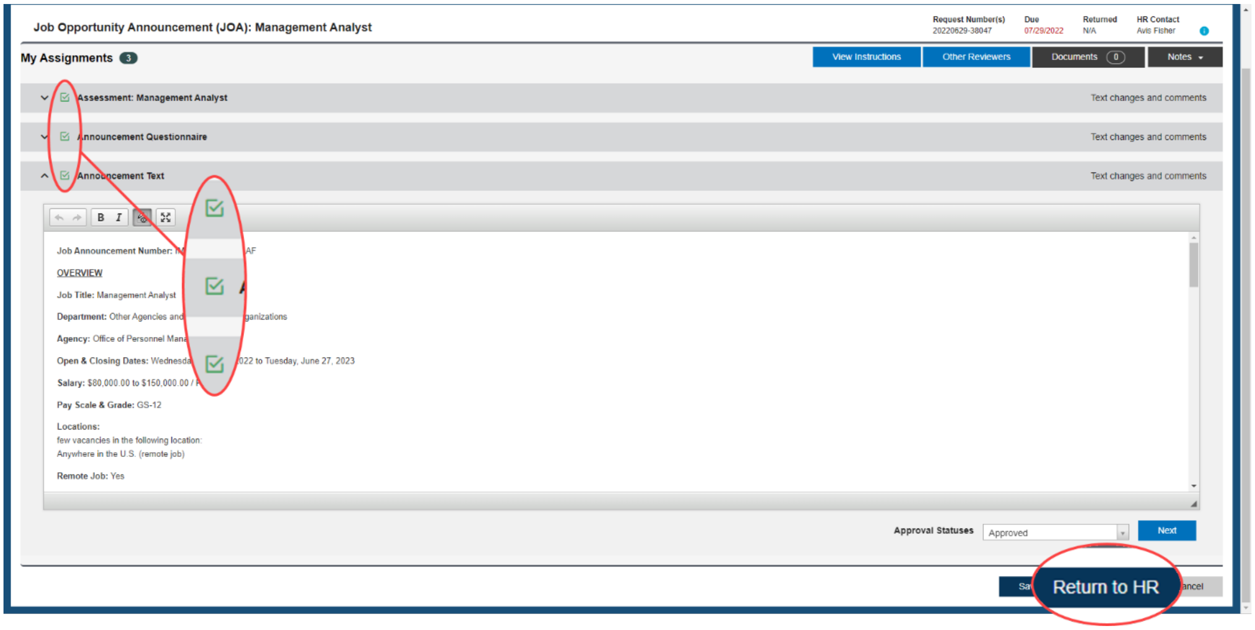


5. Once you have completed reviewing a section, change the **Approval Status** drop-down list to reflect the appropriate status, and click **Next** to proceed to the next section of the assignment.

   - **Incomplete**: I have not finished the review.
   - **Approved**: I am comfortable with HR moving forward with the information provided.
   - **Approved Pending Changes**: I am comfortable with HR moving forward once the changes are made.
   - **Rejected**: I do not approve of this information.

6. As you set the Approval Status for each section (i.e., Assessment, Announcement Questionnaire, and/or Announcement Text) you will see a green check mark which indicates you have completed that section of the assignment. A red checkbox next to a section indicates the Approval Status is not yet complete.

7. When all the sections have a green check mark next to them, and your permissions allow, click the **Return to HR** button to return the assignment. If you do not see this option, you are finished when all Approval Statuses are complete. **Note:** Changes cannot be made to assignments that have been returned to HR.


Job Opportunity Announcement (JOA): Management Analyst
Request Number(s) 20220629-38047
Due 07/29/2022
Returned N/A
HR Contact Avis Fisher
My Assignments 3
View Instructions
Other Reviewers
Documents 0
Notes
Assessment: Management Analyst
Announcement Questionnaire
Announcement Text
Text changes and comments
Text changes and comments
Text changes and comments
Job Announcement Number:
OVERVIEW
Job Title: Management Analyst
Department: Other Agencies and
Agency: Office of Personnel Mana
Open & Closing Dates: Wednesda
Salary: $80,000.00 to $150,000.00 /
Pay Scale & Grade: GS-12
Locations:
few vacancies in the following location:
Anywhere in the U.S. (remote job)
Remote Job: Yes
Approval Statuses
Approved
Next
Return to HR