



# Direct Hire Customer Workgroup Meeting

Thursday, January 21, 2021

# Agenda



**USAJOBS Agency Talent Portal Updates**

**USA Staffing New Feature: Candidate Inventory**



# USAJOBS<sup>®</sup>

## Agency Talent Portal

System Demo



# USAJOBS will provide Agency Talent Portal demos beginning in February 2021.

*Mark your calendar!*



- USAJOBS Agency Talent Portal new "Search" Experience



- USAJOBS Agency Talent Portal "Events" Capability



- How to Use the USAJOBS Agency Talent Portal for Non-Competitive Hiring Authorities
- Onboarding with USA Staffing



USA Staffing's Candidate Inventory will give

**Hiring Managers easy access to HR-reviewed candidates**

in their Organization without the need start a new

recruitment. Agencies and HR will benefit by

**filling Direct Hire positions within USA Staffing**

while alleviating some of the administrative burden

associated with shared certificates.



# Hiring Manager Candidate Inventory

USA Staffing® Hiring Actions Reviews Position Descriptions Help Alerts Antonio Permanente

## Application Inventory

125 Results

**Filter Applicants**

Program Manager x 0343 x GS-9 x Norfolk, VA x San Antonio, TX x

**STATUS**  Saved  Reviewed  Interview

**KEYWORDS / POSITION TITLE**  
Program Manager

**SERIES**  
0343-Program Management

**GRADE**  
GS-9

**LOCATIONS**  
Kansas City, MO Macon, GA  
Norfolk, VA Philadelphia, PA  
Ripley, OH Irvine, CA Austin, TX  
Washington, DC San Antonio, TX  
Los Angeles, CA Minneapolis, MN

Apply

**John Smith**  
SENIOR PROGRAM MANAGER  
john.smith@mail.com  
212-234-4567

**Felicity Jones**  
PROGRAM MANAGER  
felicity.jones@mail.com  
212-234-4567

**Amanda Oh**  
PROJECT MANAGER  
amanda.oh@mail.com  
212-234-4567  
Mark for Interview

**Adnan Shah**  
SENIOR DHS PROGRAM MANAGER  
adman.shah@mail.com  
212-234-4567

**Juan Ernesto**  
PROGRAM MANAGER  
juan.ernesto@mail.com  
212-234-4567

**Sarah Huckle**  
SENIOR PROGRAM MANAGER  
sarah.huckle@mail.com  
212-234-4567

**Sort By:** Most Recent

## Vetted Applicants

Hiring Managers will only see applicants that met qualification standards & were on a certificate issued in their organization

## Targeted Results

Job series, location, and key word searches will allow Hiring Managers to narrow or widen results

Interface designs are preliminary and subject to change



# Hiring Manager Candidate Inventory

USA Staffing® Hiring Actions Reviews Position Descriptions Help Alerts Antonio Permanente

## Application Inventory 125 Results

Program Manager x 0343 x GS-9 x Norfolk, VA x San Antonio, TX x

STATUS  Saved  Reviewed  Interview

SORT BY Most Recent

**John Smith**  
SENIOR PROGRAM MANAGER

john.smith@mail.com  
212-234-4567

**Felicity Jones**  
PROGRAM MANAGER

felicity.jones@mail.com  
212-234-4567

**Amanda Oh**  
PROJECT MANAGER

amanda.oh@mail.com  
212-234-4567

**Adnan Shah**  
SENIOR DHS PROGRAM MANAGER

adman.shah@mail.com  
212-234-4567

### Felicity Jones

felicity.jones@mail.com  
212-234-4567

#### SUMMARY

Lorem ipsum dolor elits a sit amet. consectetur adipiscing elit vulputatr libero justo elit vulputate libero justo. sit amet dolor sit amet. Lorem ipsum dolor elits a sit amet consectetur adipiscing elit vulputatr libero justo elit vulputate libero justo. sit amet dolor sit amet.

#### EXPERIENCE

Position Title  
Lorem ipsum dolor elits a sit amet. consectetur adipiscing elit vulputatr libero justo elit vulputate libero justo. Sit amet dolor sit amet. Lorem ipsum dolor elits a sit amet consectetur adipiscing elit.

Position Title  
Lorem ipsum dolor elits a sit amet. consectetur adipiscing elit vulputatr libero justo elit vulputate libero justo. sit amet dolor sit amet.

Position Title  
Lorem ipsum dolor elits a sit amet. consectetur adipiscing elit vulputatr libero justo elit vulputate libero justo. Sit amet dolor sit amet. Lorem ipsum dolor elits a sit amet consectetur adipiscing elit.

[More Resumes from Felicity Jones](#)

## View Resumes



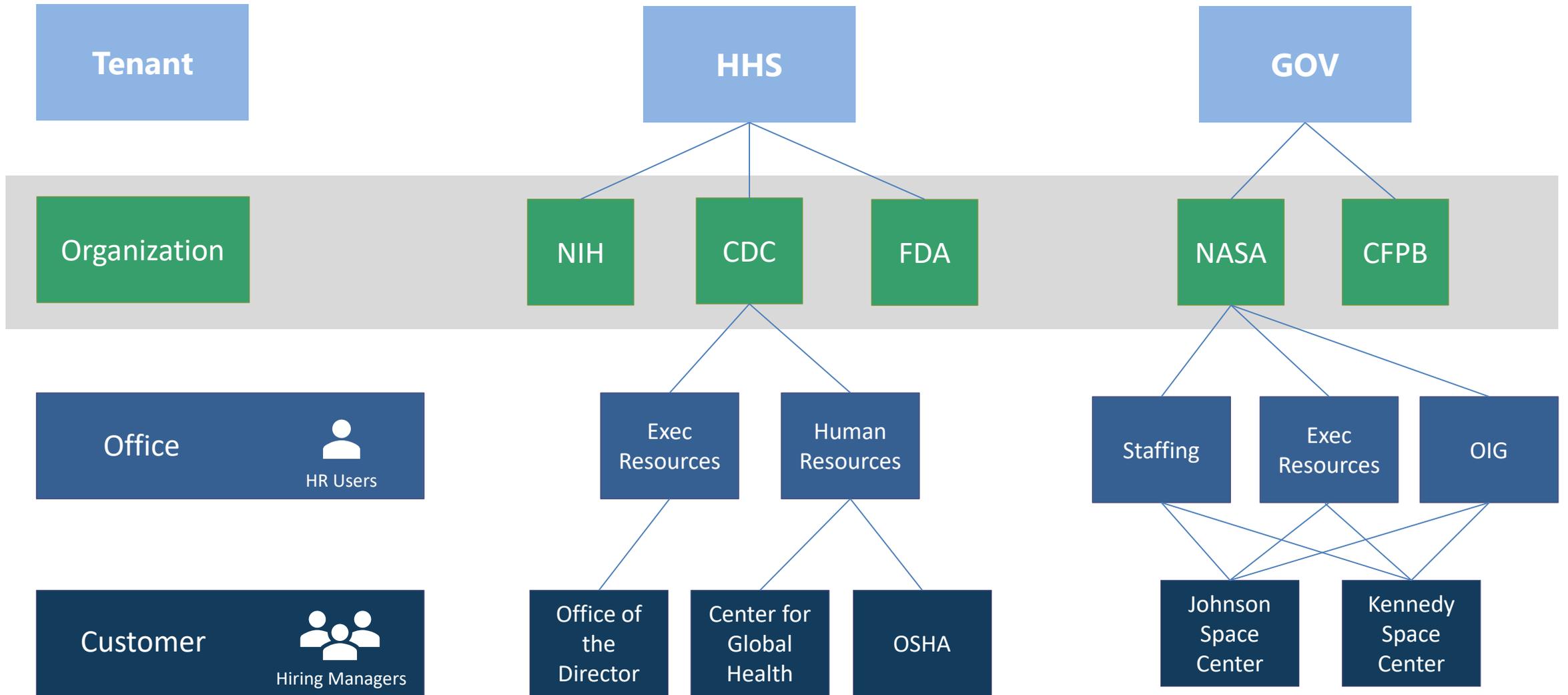
Hiring Managers will review resumes for relevant skills and experience without leaving their search results

## Label Applicants



Hiring Managers will keep a personal list of applicants they have reviewed, interviewed, or saved for later

Interface designs are preliminary and subject to change





## How is an Application Shared?

- Vacancy Setting enabled
- Applicant agrees during application
- Certificate configured to be 'Shared'
- Certificate not expired & within defined window



Case File > Position Information > Eligibilities > Supporting Documents > **Settings** > Features

### Age Screening

- Do not collect age information
- Collect age information
  - Use Minimum Age
  - Use Maximum Age
  - Use Effective Age (Calculated by subtracting Qualifying Experience from actual age)
  - Do not screen out applicants who fail to meet age requirement(s)
  - Exclude Veterans from calculation and screening
  - Exclude Land Management Workforce Flexibility Act Eligibles from calculation and screening

### Case File Retention

- Vacancy is under litigation - Do not archive
- Administrative Careers with America (ACWA) position - Do not archive

### Application Confirmation Messages

- Automatically respond to all submitted online applications with the selected notification template
  - Test 56600 Notif temp
- Display online application confirmation message
  - Thank you for your application.

### Citizenship Screening

- Screen out non-U.S. Citizens

### Vacancy Configurations

- Share Vacancy Applicants



Announcement Information > Announcement Location > **Announcement Questionnaire** > Announcement Text

Notes 0 Release History

Expand Questionnaire

### Announcement Questionnaire Add Section

- + Biographic Information (13 items)
- + Eligibilities (1 item) Add to Eligibilities
- Preferences (1 item) Add to Preferences

**- Application Sharing** Yes No

After the hiring official completes their selections, the remaining qualified candidates may be shared with additional managers in the organization. Please opt-in here if you would like your name, application material, and assessment results shared to be considered for employment for additional vacancies with this organization. There is no guarantee of further consideration and you can continue to explore job opportunity announcements.

Radio Buttons - Yes, I opt in/No, I only want to be considered for this announcement

Save Sections Cancel



# VACANCY 10018925 ▾



Applicant: Will Grenz

Application Number: AH87W-WCVD  
Will Grenz  
WILLIAM.GRENZ@OPM.GOV  
1231231238  
8240 AbolersenLiasen St.  
AkLiasen, Alaska 38240  
United States

Filer Status: Regular  
Hired Career

Shared

Eligibilities and Ratings | Application | **Assessment** | Applicant Information | Documents (0) | Notes (2) | History

- + Assessment Questionnaire Responses (5 Items) \* = Required
- + Scored Assessment (5)



VACANCY 10015977

Vacancy 10015977
Assessment Package
Announcement
Applicant Overview
Certificates
Reviews
Certificate: 20201120-JJSI-002

Certificate Number	Issued	Issued By	Certificate Type	Status	Expiration Date
20201120-JJSI-002	11/20/2020 10:23 EST	Jenn Reaves	Category Rating	Issued	

Cancel Certificate

Applicant List
Certificate Information
Notes (0)
History

### Certificate Details

Rank By	Rating (exclude Veteran Points)
Priority Order	Category Rating Rules
Refer Method	Merged Category (90/80/70)
Order	Name
Tie Breaker	None
Applicant List Name	Stored List

### Certificate Display Preferences

Selected information will be visible to Hiring Managers for all applicants on the Certificate

- Final Rating
- Category Rating
- Veterans' Preference
- Eligibilities
- Assessment Questionnaire
- Announcement Questionnaire

### Certificate Sharing

Applications on shared Certificates will populate the Application Inventory

Share certificate from  days after issuance to  days after issuance

### Instructions

[Rich text editor toolbar with icons for cut, copy, paste, undo, redo, search, bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, insert link, insert image, print, undo, redo, refresh, and a character count of 0 of 5000]





	Vacancy Setting Enabled	Applicant Agreed to be Shared	Applicant on Shared Certificate	Outcome
Applicant 1	✗			Not shared
Applicant 2	✓	✗	✗	Not shared
Applicant 3	✓	✗	✓	Not shared
Applicant 4	✓	✓	✗	Not shared
Applicant 5	✓	✓	✓	Shared



Go to  
**Menti.com**  
and use code  
60 10 80 0



# What are your reactions to this proposed feature?

Excellent. Definitely will advocate for our agency to use it. Love the new features.

Bring it on!

awesome

This is exactly what we are doing at USDA. Right direction!

Would be interested in this feature.

Great concept!

Sounds like a great enhancement



I think it sounds great. VA is working on something like this for with a few different parameters and I think this when modified may work well for us.



I think it's awesome and believe it may be very beneficial to our Hiring Managers for all our direct hire positions.

I think it's a great idea, resurrecting the old 'Applicant Supply File' for inventory.

I think this can be a good tool if share by the Agency and not just specific to an org or have both options

Very excited about this! I am wondering about the hiring/selection process, but it does seem like a very cool feature

I think it would be very beneficial for hiring managers. It will definitely help with filling positions quicker if they have access to see other available applicants.

I love the idea and think it will be extremely beneficial, however, believe the business rules that would need to be developed for large agencies could quickly get overwhelming.

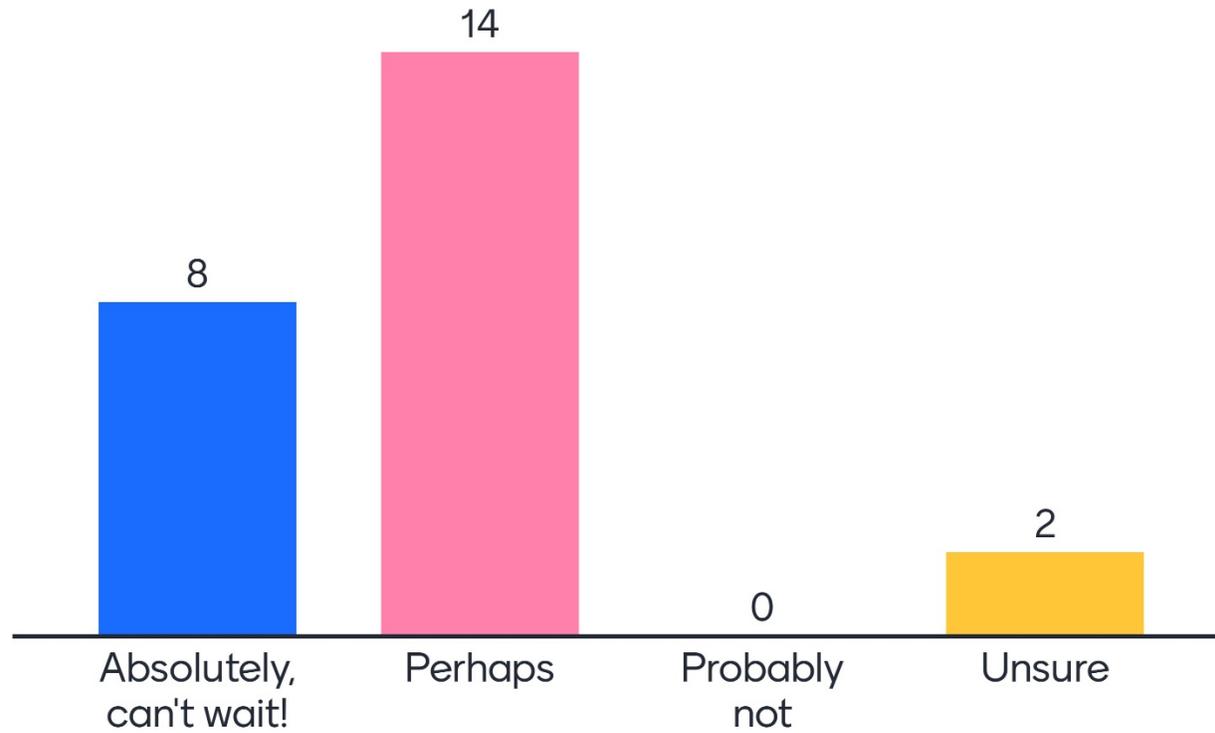
6010800conceptually, moving in the right direction. see value in opm supporting this thru usastaffing/usajobs instead of individual agencies/Orgs trying to do something similar on their own.

Interesting, may be useful, but not sure for small agency. Don't have that many direct hire, or multiple jobs in same series, grade and location. Also, could have e.g. multiple 2210 GS-12's, but may be different quals.



# Do you see your agency using this feature?

Mentimeter



24  
User icon



## What Happens Next?

- What happens after a hiring manager identifies someone to hire?
  - How do they route that request to HR?
  - What role does RPI play in the process?
- How should HR get access to the application (to build a NH record) if the hire is in a different part of the organization than they have permission to access?



## Next Steps: Requirements Gathering & Design

Email [Jennifer.Reaves@opm.gov](mailto:Jennifer.Reaves@opm.gov) if you'd like to participate in additional sessions

- Deep dive into specific requirements
- Define a "minimally viable product"
- Feedback/usability testing on prototypes

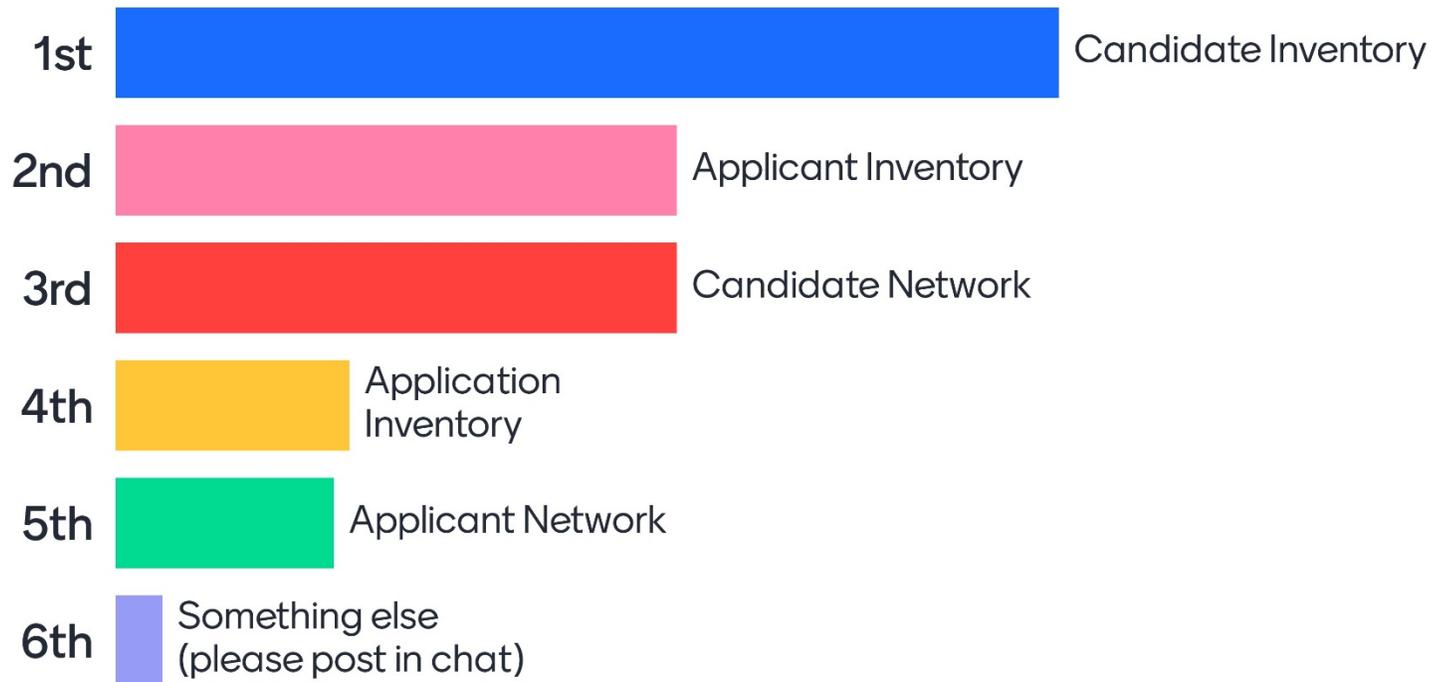


# Tentative Timeline





# What should we name this feature?



Allison.Sarracino@opm.gov

Jennifer.Reaves@opm.gov

**Questions?**



**Thank You**

For Your Participation!