USA Staffing

Stage Release Notes

Release 13.0

May 14, 2021

Introduction

OPM employs agile IT development techniques in the development and maintenance of the USA Staffing 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 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 and to review the upcoming release schedule for the USA Staffing Stage and Production environments, please visit the USA Staffing Resource Center.

Completed System Functionality

The items outlined in this section include newly added functionality in the USA Staffing system. 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 a feature that was previously identified in the Feature Backlog & Glossary on the USA Staffing Resource Center.

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Staffing Functionality

Request

- Defaulted the *Request Type* field blank to allow users to actively select the type of request they need to create and help prevent inadvertently creating an Onboard New Hire request when creating a request from the New Hires Dashboard.
- Added the following warning banner: "This request is associated with a retired customer." to inform users when a request is tied to a retired customer. Users will be able to create a new vacancy from these requests, if necessary.
- All fields in the Position Settings section from the original request will be copied when creating an additional request from a Certificate. Previously, only the Security Clearance Required, Travel Required, and Supervisory Position settings were copied.

Applicant List

- Combined batch printing options allowing users to print applications and documents in one file. Users can print any grouping of documents, applications, and assessment questionnaires. This option is available when selecting Print from the *Apply Action* button on certificates, applicant lists, and stored lists.

Assignments

The Work Assignments feature will allow HR Users to distribute the qualifications review process among several HR Users. Users will have the option to assign applicants to a set of lists and link each list to a task, which can be assigned to a designated HR User. This will be extremely helpful in managing vacancies with large applicant pools where multiple specialists are needed to perform qualifications reviews, enabling users to issue certificates in a timely manner. **Note:** This feature will remain in the Stage site while customer agency users have an opportunity to review and test this new workload assignments functionality. Please forward any feedback to your Account Manager.

- To access the Assignments tab, users must click the + sign and select *Assignments* to add the tab to the vacancy.
- On the **Manage Assignments sub-page**, users will see the following options:
  - The >> button allows users to expand the filtering options. Users can use these filters to narrow down the applicant pool to only those applicants requiring qualifications review.
  - In the Applicant List section, users can select the number of applicants they'd like to include in the assignment, then click the *Assign* button to assign applicants for review and create a work assignment. Users will need to enter the following Assignment Details: *Name*, *Assignee*, and *Due Date*.
  - In the Assignment Overview section, users will be able to view all assignments for the vacancy and filter the list of assignments by *Assignee* and/or *Assignment Completion Status*. By clicking the checkbox next to an assignment, users can use the designated buttons to *Complete Assignment* or *Update Assignment* details.
  - When a user is given an assignment, the system will automatically create an associated task. This task will display in their Tasks Dashboard and will be included in their USA Staffing Activity Summary email. Completing the assignment will automatically complete the associated task.
- On the **Work Assignments sub-page**, users will see the following options:
  - Users will be able to perform their assigned qualifications review in the same way they currently do within an Applicant List. Users will be able to change an applicant's minimum qualifications ratings, final ratings, adjudicate Veterans' Preference and eligibilities, and view documents and notes.
  - Once their qualifications review is complete for an applicant, users can click the square checkmark toggle to mark the applicant review as complete. Once all applicant reviews are marked complete, the system will present the following confirmation message before users can proceed: "Once an assignment is completed, it cannot be uncompleted. Are you sure you want to complete this assignment?"
  - Users can switch to another assignment by selecting it from the *Assignments Name* list.
  - Users can view their *Assignment Completion Progress* and filter the selected assignments list by *Applicant Review Status* (Complete/Incomplete).

Onboarding Functionality

New Hire

- Added the *Task Status* on the Task Details page within a New Hire record to better inform users of the status of a specific task.
- Added the following forms in USA Staffing:
  - CNS FCRA - Fair Credit Reporting Disclosure
  - CNS Rules of Behavior
  - NSSC75 - Educational Data
  - MS 642 A - Conditions of Employment with Peace Corps Outside the Continental U.S.
  - PC FCRA - Peace Corps FCRA Release
  - USM 280C - Disclosure of Relatives Employed at the U.S. Department of Justice
  - SEC PERSEC Determination Interns - Request for PERSEC Determination (Intern)
- Updated the following forms in USA Staffing:
  - OF 306
  - SF 2809
  - DA 5434
  - TSP 3

Hiring Manager Functionality

- Expanded Hiring Manager access to *Notes* on Reviews associated with multiple customers. The Hiring Manager's access to see and interact with notes will now be determined by the customers added in the Vacancy Position Information page instead of the customers added in the Request(s) associated with the Review.

Administrative Functionality

Permissions

- Added a *Profile Description* field on the Permission Profile Information page. This field is not required and has a 450-character limit. Changes will be captured in History. The *Profile Description* will also be displayed on the Manage Permission Profiles page.

Competency Networks

- Added the Competency Model for Executive Core Qualifications to the Competency Network Library.

Notification Templates

- Added the ability to include the Agency CPDF logo in the notification's header. Users can toggle the *Display Agency CPDF Logo* option under the Header Image section of a template to display the agency logo when notifications are sent using that template. When toggled on and the notification template is sent, the logo will also appear in the PDF view within an applicant's and/or new hire's Notification History. **Note:** Users can preview the image by clicking the *Agency Logo* hyperlink next to the CPDF Agency field in the Customer Administration area. Please contact your USA Staffing Account Manager if you need to update the logo image on file for your CPDF Agency Code.

Classification Functionality

- Updated the appearance and layout of filters, headers, borders, and labels throughout the Position Description for consistency across pages.

- Disabled the buttons to add or clear signatures on the Position Description Authorizations page while the PD is in a Published or Retired status.

Note: The following PD Reviews functionality will remain in the Stage site while customer agency users have an opportunity to review and test the new PD Reviews functionality. We will alert customers when this functionality will be available in Production.

- Disabled editing for the *Allow Authorization* checkbox when sending a Position Description review until the *Return to HR* box is checked. This ensures the Hiring Manager user submitting the authorization is also permitted to return the review.
- Added the following validations when sending a Position Description review to help users better manage active PD reviews and authorizations:
    - When attempting to send a Position Description review with the *Allow Authorization* box checked for which the PD already has a supervisory signature on the Authorizations page, users will be presented with a message stating: "A supervisory authorization already exists for this position description. To allow a new authorization, the previous authorization must be removed."
    - When attempting to send a Position Description review with the *Allow Authorization* box checked for which there is an existing active Position Description review, users will be presented with a message stating: " A supervisory authorization review is already active for this position description. To allow a new authorization review, [active review name with supervisory authorization] must first be recalled."
- A notification email will be sent to the review owner and reviewers associated with a review when the PD review is returned to HR.

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.