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# USA Staffing Stage Release Notes

Release 15.4


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# Completed System Functionality

The USA Staffing Release Notes provide an overview of the most recent functionality deployed to the USA Staffing Stage and Production environments. The  icon designates the completion of a feature previously defined in the Feature Backlog & Glossary. To learn more about upcoming features and the release schedule for the USA Staffing Stage and Production environments, please visit the [USA Staffing Resource Center](#).

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## ✔ Feature Highlight: Structured Resume Review

### Assessment Package

- Added the *SME Evaluation* option to the *Assessment Type* list when creating an assessment. Users will be able to choose either the *Structured Resume Review (EO Compliant)* or *Structured Resume Review* assessment method. When the *EO Compliant Structure Resume Review* method is chosen, the *Number of SME Evaluations Required* will be set to 2 and *Evaluation Justification Notes* will be set to *Required For All Responses* to meet the requirements of Executive Order (EO) 13932.

### Reviews

- Added the ability to create a *Subject Matter Expert (SME)* review when a corresponding *SME Evaluation* assessment is created for the Vacancy. SME Reviews provide an opportunity for Human Resources users to leverage subject matter experts' technical knowledge to improve the quality of candidates referred to the hiring official. Furthermore, when used in accordance with OPM guidance and best practices, the review will count as a valid assessment hurdle in compliance with EO 13932. For additional information, see the *SME Evaluation HR User Guide* available on the [USA Staffing Resource Center](#).

### Hiring Manager Functionality

- Added the ability to access a *Subject Matter Expert Review* from the *Assignments* tile on the Hiring Manager Dashboard. Managers may use the *Sort By*, *Filters*, and *Search* fields to further refine results.
- Added the ability for Hiring Manager users to complete *Subject Matter Expert Reviews*. When accessing the review, SMEs will automatically be presented with candidates and resumes to evaluate against assessment questions established by HR. Each evaluation the SME completes will be transmitted to HR to review and finalize. For additional information on the SME experience and how HR users may configure reviews, see the *SME Review Assignment User Guide* available on the [USA Staffing Resource Center](#).

## Staffing Functionality

### Applicant Overview

#### Applicant Record

- The following NOR message code has been updated:

Code	Definition	Message
IDPR	Unwilling or failed polygraph	You were not considered for this position because either you certified that you were not willing to undergo a pre-employment polygraph exam, or you certified that you failed a polygraph exam within the timeframe set forth by agency policy.

### Certificates

- Consolidated on-screen confirmation messages when an applicant with an *Audit Code* of Selected and a *Return Status* of Hired or Vetting or an *Audit Code* of Alternate Selection and a *Return Status* of Vetting are edited to a different audit combination resulting in the cancellation of the New Hire Record, the following confirmation will display to *Confirm Onboarding Cancellation*:

"Changing the Audit Code from 'Selected' to a non-selected code or the Return Status from 'Hired' or 'Vetting' to 'Available' will cancel the applicant's New Hire Record and remove the associated Request Number, if one is assigned. Are you sure you want to continue?"

"If cancelled, please upload the appropriate supporting documentation."

## New Hire

- Added a one-time system notification to active new hires who have not responded to an invitation or job offer within five days after the initial offer is sent. **Note:** This functionality will remain in the Stage environment for a period of time for testing purposes. Please forward any feedback to your Account Manager.
- The following forms have been added in USA Staffing:
  - AOUSC 2 – AO Code of Conduct Acknowledgment Form
  - AOUSC 3 – IT Code of Conduct
  - AOUSC 4 – SOU for Temporary Appointments
  - CFPB Dental – CFPB Dental Enrollment Form
  - CFPB Vision – CFPB Vision Enrollment Form
  - DOC CD 314 – Statement Relating to Employee Responsibilities and Conduct
  - DOC FCR – Fair Credit Reporting Act
  - IF 231 – Appointment Affidavit
  - IF 264 – Supervisory Probationary Period SOU
  - IF 270 – Trial Period SOU
- The following form has been updated in USA Staffing:
  - VA ROB 01

## Hiring Manager Functionality

- ✔ Updated the Chief Human Capital Officer's (CHCO) Council Manager's Satisfaction Survey to automatically include recruitment data. When a Hiring Manager returns an Applicant List Review, the CHCO Survey URL will automatically include the following data elements:
  - USAJOBS Control Number
  - Position Title
  - Interdisciplinary designation
  - Series
  - Pay Plan
  - Grade
  - Cybersecurity Code(s)
  - Remote designation
  - Telework-eligible designation
  - Location information – including documenting if the position is *Location Negotiable* or *Outside the U.S.*
  - CPDF Code
  - Sub-Organization = CPDF Agency Name associated with the CPDF Code from the first customer associated with the Vacancy
  - List of Certificate Numbers for each Applicant List associated with the Review
  - If a selection was made from at least one Applicant List associated with the Review

## Administrative Functionality

- No updates.

## **Classification Functionality**

- No updates.

## **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](#).