



USA Staffing

Small Agency User Group Meeting

September 22, 2020

Created by the OPM Federal Staffing Center

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Agenda

- **Introductions**
- **SAUG Purpose**
- **Conditional Documents**
- **Did you know...?**
 - **Activity Summary**
- **Upcoming Events**
- **Questions**

SAUG Purpose

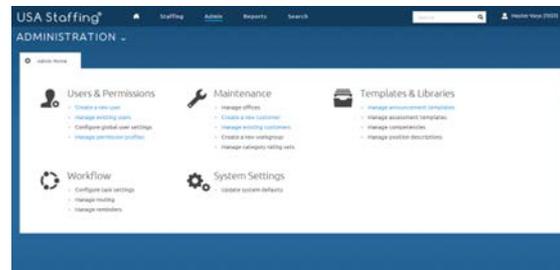
The USA Staffing Small Agency User Group:

- Facilitates two-way communication between the USA Staffing Program Office and small agency customers around system functionality, customer priorities, and user support.
- Provides small agencies with a forum to collaborate on best practices and lessons learned
- Encourages networking among small agency users

Regular meetings



System Functionality



Q/A Sessions





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OPM's Talent Acquisition System for Federal Agencies

Conditional Documents

Priyanka Patel

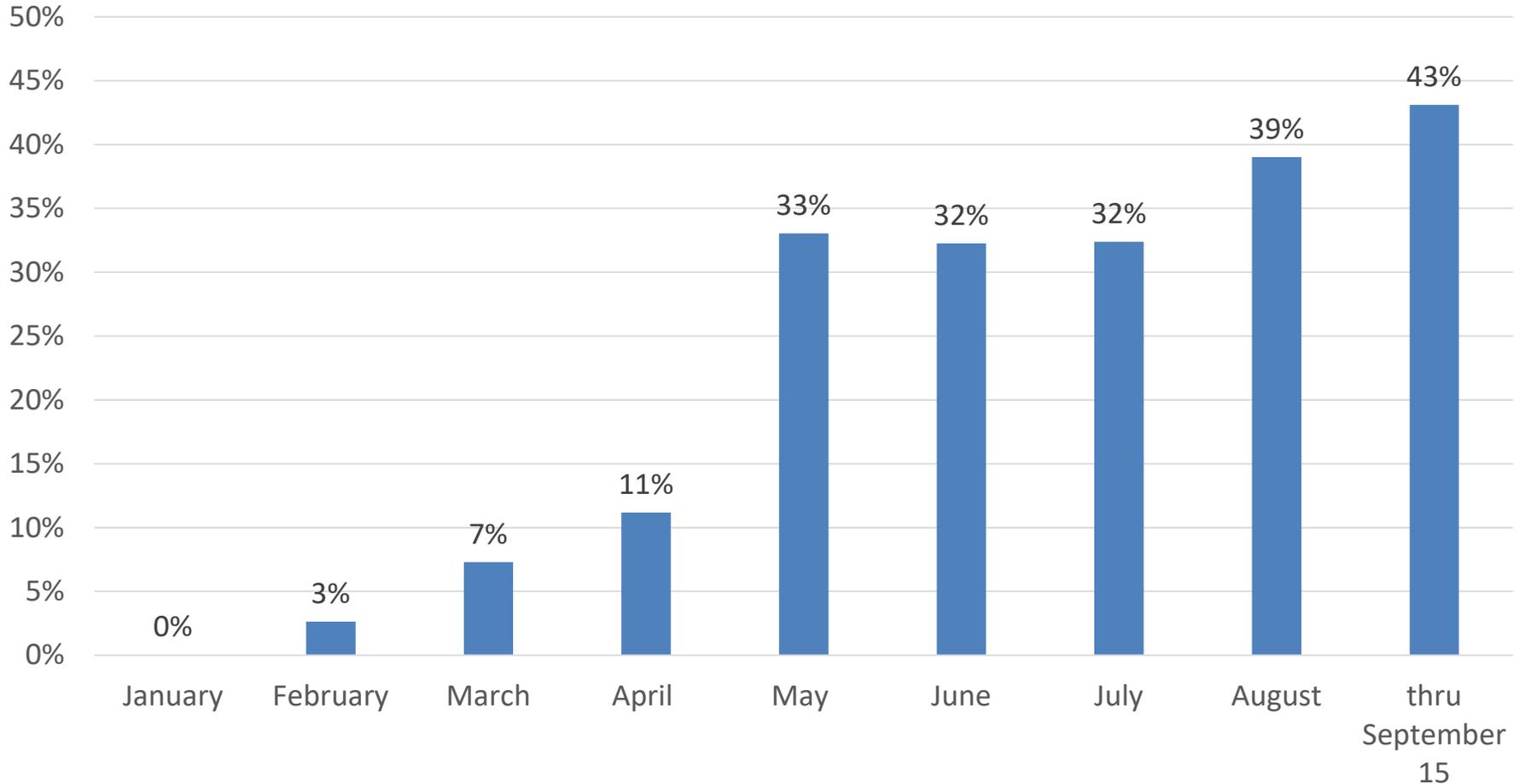


HR User Ability to Identify Conditional Supporting Documents

Supporting Documents		Upload Options	View Options
BIA-4432	<input checked="" type="checkbox"/> Accepted (Conditional)  <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable	
Cover Letter	<input type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable	
DD-214/ Statement of Service	<input checked="" type="checkbox"/> Accepted (Conditional)  <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable	
Diploma/ GED	<input type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable	
Disability Letter (Schedule A)	<input checked="" type="checkbox"/> Accepted (Conditional)  <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable	
Disability Letter (VA)	<input checked="" type="checkbox"/> Accepted (Conditional) <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable	
Executive Core Qualifications (ECQs)	<input type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable	
License	<input type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable	
Master's Technical Qualifications (MTO)	<input type="checkbox"/> Accepted	<input type="checkbox"/> Hiring Manager Viewable	

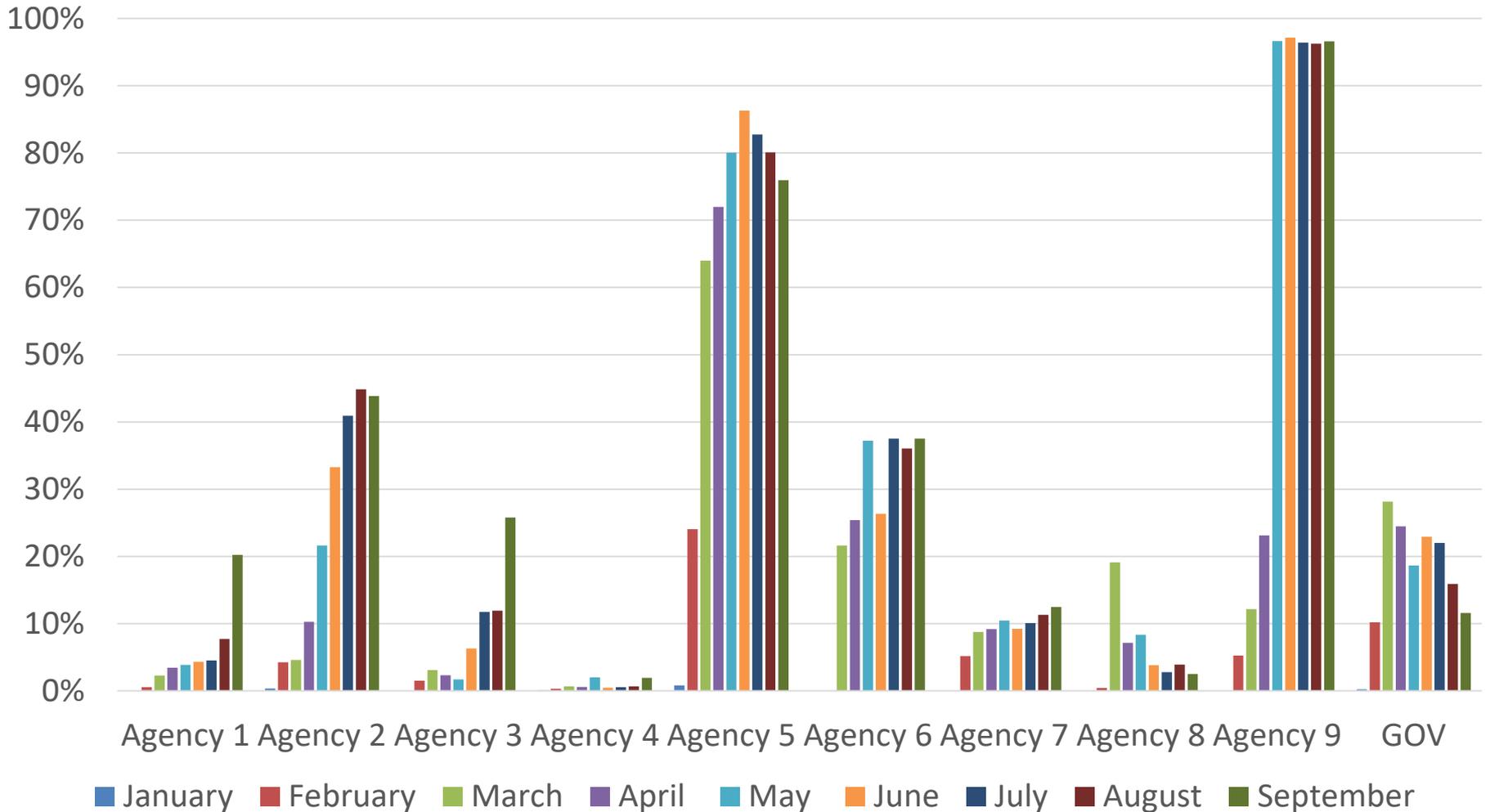


Conditional Document Usage Across All Customers





Tenant Conditional Document Use



January 1, 2020 to September 15, 2020



Conditional Documents Demonstration



Questions

- In Summary, **Conditional Documents** can be setup in *Admin* → *Manage Vacancy Settings* OR within a Vacancy under *Settings* → *Application Processing*.
- Review [online help](#) to learn how to develop a vacancy to collect conditional documents.
- Test out this feature today on the [Stage Environment](#)
- Listen to recorded Conditional Documents Working Group Sessions: [October 2019](#) and [December 2019](#).
- ✓ **TIP:** [Conditional Documents](#) is a useful and complementary feature to implement with [Eligibility Bundles](#)



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OPM's Talent Acquisition System for Federal Agencies

USA Staffing Activity Summary

Edwin Torres



Activity Summary Emails



Wed 9/16/2020 12:27 AM

usastaffingoffice@opm.gov

USA Staffing Activity Summary as of Wednesday, September 16, 2020

To: Torres, Edwin

Below is your activity summary for items in USA Staffing as of Wednesday, September 16, 2020. Please log into <https://usastaffing.gov/> to take action.

Tasks

You are assigned 9 tasks that are overdue. These tasks include:

- [Issue Certificates 10440640](#) due 3/5/2019
- [Send Certificates 10440640](#) due 3/5/2019
- [Notify Applicants Of Referral 10440640](#) due 3/5/2019
- [Review Applicants 10440640](#) due 3/19/2019
- [Issue Certificates 10794497](#) due 4/14/2020

Note: This is an automated email message. Please do not reply. To update your activity summary subscription preferences, or to unsubscribe, access your User Preferences page from within your User Profile in USA Staffing.

USA Staffing® System

- **Frequency** – Users can select how often they want to receive the Activity Summary email.
 - Every Day
 - Every Business Day
 - Monday/ Wednesday/ Friday (default)
 - Monday
 - Never
- **Content** – Users can select the subscription(s) they want to receive in their Activity Summary email. (Note: As content is added, all available options will be defaulted as enabled for users who have opted into receiving the Activity Summary.)
- **Task** - Upcoming and overdue active tasks available



Activity Summary Preferences

The screenshot displays the USA Staffing Admin interface. The top navigation bar includes 'USA Staffing', 'Staffing', 'Classification', 'Recruit', 'Admin', 'Reports', and 'Search'. A search bar and user profile 'Edwin Torres - GOV' are on the right. The main content area is titled 'ADMINISTRATION' and shows 'Edwin Torres' with tabs for 'User Profile' and 'User Preferences'. The 'User Preferences' tab is active, showing the 'Activity Summary' section. This section has a 'History' link and a '* = Required' note. Under 'Frequency', there are radio buttons for 'Every Day', 'Every Business Day', 'Monday/ Wednesday/ Friday' (selected), 'Monday', and 'Never'. Under 'Content', there is a checked checkbox for 'Task - Upcoming and overdue active tasks'. 'Save' and 'Cancel' buttons are at the bottom right.

- Users can opt out and/or change the frequency in which they receive the email at any time by navigating to their User Profile > User Preferences tab and updating their preferences.



USA Staffing Workgroups

- Applicant Flow Data Workgroup
- Assessment Workgroup ****September 29th****
- Classification Workgroup
- Customer Sprint Review ***demo of new enhancements***
- Direct Hire Workgroup ****new** October 21**
- Standing Register Workgroup ****upcoming****
- Reporting & Analytics Workgroup
- Onboarding Workgroup
- USA Hire Workgroup ****September 23th****
- USA Staffing Advisory Board



USA Staffing Upcoming Events

September 23: Cognos Stage Release

September 25: USA Staffing Stage Release

September 28-October 2: Virtual Mixed Agency USA Staffing Training w/ Onboarding

September 30: Cognos Production Release

October 6-7: Cognos Advance Training

October 7: Cognos Stage Release

October 7-8: Virtual Mixed Agency Onboarding Training

October 14: Cognos Production Release

October 19-23: Virtual Mixed Agency USA Staffing Training w/ Onboarding

October 21: Cognos Stage Release

October 23: USA Staffing Stage Release

October 27-28: Cognos Basic Training



USA Staffing Resource Center: https://help.usastaffing.gov/ResourceCenter/index.php?title=USA_Staffing_Resource_Center



Please take our online Survey!



What is Important to you?

This is your Small Agency User Group!



Let's Keep Talking



Thank you for joining us today! For additional information, please contact your Account Manager. We are your trusted partner in meeting your Federal hiring goals.

Avis Fisher

Account Manager

Avis.Fisher@opm.gov

Katherine Heller

Account Manager

Katherine.Heller@opm.gov

Edwin Torres

Account Manager

Edwin.Torres@opm.gov

Priyanka Patel

Account Manager

Priyanka.Patel@opm.gov

Christina Viles

Account Manager

Christina.Viles@opm.gov



Conditional Documents FAQs - Admin



If “Require Veterans’ Preference and/or Eligibility Supporting Documents” are set as default under Admin can the individual HR user un-select these options once in the VIN?



Yes, if the default settings under Admin are selected (checked), individual HR users within that office will still have the option to uncheck the “Require Veterans’ Preference or Require Eligibility Supporting Documents for Application Submission” at the vacancy level.



Is the Admin default set per VIN or Request? We create 4 to 6 VINs per Request.



The Admin default is set per office. It will apply to vacancies created within the office.



Can different default settings be set up for different announcement types? e.g. Public vs Status



Currently the default setting for this feature only applies to the office. We can submit this idea as a suggestion for future enhancements.



Conditional Documents FAQs – Admin



We do not make current agency employees provide an SF-50. So for federal competitive/non-competitive applicants, we would only need those outside the agency to provide the SF-50. Is there a way to turn-off the conditional requirement for a specific eligibility.



Currently, when the conditional documents feature is enabled for eligibilities, it turns it on for all eligibilities. Since the conditional documents feature does not apply to custom eligibilities, as a work-around, we recommend changing the eligibility type to custom. This will allow you to enable the feature for the competitive/non-competitive applicants from other agencies but not for your current agency employees.



Questions & Answers Conditional Documents FAQs – Eligibility Selection



How do you ensure you select all the right eligibilities needed for the conditional documents?



The conditional documents are dependent upon the eligibilities that are added by the HR User. When using this feature, any standard eligibility that is used will automatically require the associated documents for applicants who answer that they meet one or more of the eligibility questions.



What happens if you don't have the right eligibility options added to your vacancy when you turn this feature on? I.e. if you forget to check the Schedule A eligibility then will this break asking for that document?



If you forget to select the eligibility, this will mean that that eligibility question will not appear for the applicant to respond in application manager and the applicant will not be able to claim the eligibility. You are able to mark any documents as accepted manually and it will be available in the documents section of application manager, but again the actual eligibility question will not be available for applicant response and in turn you will not be able to identify applicants who are claiming Schedule A for your applicant review/certification.



Conditional Documents FAQs - Documents



Will this require multiple uploads of the DD-214? Or will system auto apply any additional required DD-214's? So if someone has 30%, and VEOA both selected will applicant have to upload twice the DD-214?



The applicant will not have to upload the DD-214 multiple times.



When an applicant uploads a document, it requires that they identify a document type (e.g., DD-214, SF-50, etc.). It does not appear that the conditional document requirement is reading the actual document type for the associated documents. For example, as an applicant I claimed 5-point preference which requires me to submit a DD-214. On the 'Documents' page prior to application submission, both the Resume and DD-214 are identified as 'Required'. I placed a document with a Document Type of 'SF-50' in the DD-214 line, and the system allowed me to submit my application. Are there any plans to take this functionality one step further and align the document types? Or so long as ANY document is present, the system will allow an applicant to submit?



Yes, currently the feature is set up to notify the applicant that documents are required and provide a short summary of what that document is in hopes to have them either submit the actual document referenced or to return to the question and refrain from claiming an eligibility they unable to support. The system is not currently set-up to perform document reviews, however this idea will be submitted as a suggestion for future enhancements.



Conditional Documents FAQs - Documents



Why aren't all of the documents from the Application for 10-Point Veteran Preference (SF-15) listed as accepted documents for the Disability Letter (VA)?



When an applicant claims XP, the following message is displayed as part of the Required Documents window: *You may be asked to provide additional documentation supporting your receipt of a Purple Heart, a death or disability statement of your child or spouse under whose veterans' status you are claiming preference, and/or documentation providing your relationship to that veteran.*



Why wouldn't a marriage license be selected as a required document to verify the non-competitive appointment of military spouses when applying to Competitive MP Status announcements?



When the eligibility type Appointment of Certain Military Spouses is selected, it makes the Proof of Marriage a conditionally required document. Therefore, if an applicant answers 'Yes' to the eligibility, they will be required to submit proof of marriage, which could be a marriage license.



Conditional Documents FAQs - Usability



With condition acceptance turned on, what happens if the HR User still selects the conditional documents? Does it negate the feature? I ask because I suspect if we use the feature the specialists will not change their habits easily and will just check accepted for all those eligibility documents anyway. If it's on for Admin but they still select the documents when building the Vacancy.



If the feature is enabled, and eligibilities have been selected – the supporting documents that are associated are “grayed out” and are unable to be deselected.



Are there any plans to apply this to Custom eligibilities in the future?



It is a request that we have anticipated and we are currently having initial discussion of what that may look like in terms of development. It is not currently an item on our work log for development but it is something that we will in fact look at in the future.