



# USA Staffing<sup>®</sup>

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## USA Staffing Stage Release Notes

**Release 12.9**

**April 16, 2021**

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**OPM HR SOLUTIONS**  
*by government, for government*

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# 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 a New Vacancy request.

### Vacancy

- Added a field titled *Occupation Specialty Code* under the Vacancy Tags section of the Vacancy Settings page. This field will include a list of codes currently available to send to USAJOBS when the announcement is released. Users can select up to three codes. At this time, the *Occupation Specialty Code* field can be used for targeted recruitment initiatives for Cybersecurity positions. Additional information can be found in the Cyber Career Pathways Tool here: <https://niccs.cisa.gov/workforce-development/cyber-career-pathways>. **Note:** All changes made to this field after the announcement is released to USAJOBS and open will be captured in History. Users must click *Update to USAJOBS* to apply any changes made after an announcement has been released.

### Assessment Package

#### Assessment

- Made the following usability improvements in the Assessment Questionnaire Rating Criteria page within a vacancy's Assessment Package and Assessment Package Template:
  - Updated the default view to show all rating combinations expanded.
  - Added expand all (+) and collapse all (-) options for the rating combinations.
  - Added expand all (+) and collapse all (-) options on the *Item Weights* pop-up when clicking on a competency link under a rating combination.
  - Added left and right arrow buttons to navigate to the previous or next competency within the *Item Weights* pop-up.

### Reviews

- Disabled the *Add Reviewer* button within a Position Description review when the *Allow Authorization* box is checked. This will help prevent users from adding multiple reviewers since only one reviewer can authorize a PD.

### Applicant Overview

#### Applicant Record

- The following NOR message codes have been added:

Code	Definition	Message
IAPC	Not eligible for RPCV	You were not considered for this position because your Returned Peace Corps Volunteers (RPCVs), Peace Corps Response Volunteers (PCRVs), or Peace Corps Staff RPCV noncompetitive eligibility (NCE) hiring status has expired.
IFDS	Missing/incomplete DOS	You were not considered for this position because you failed to submit a Description of Service (DOS) or the DOS attached to your application package was missing a valid signature by the appropriate country director.
IOIB	Intelligence Background Information Form	You were found ineligible for this position based on the information you provided on the Intelligence Background Information Form.

<b>IQAQ</b>	Did not meet passing score on Assessment Questionnaire	You are ineligible to proceed in the hiring process because you did not attain the overall passing score on the application questionnaire for this position.
<b>IQMA</b>	Did not meet passing score on Manual Assessment	You are ineligible to proceed in the hiring process because you did not attain the overall passing score on the assessment(s) for this position.

## Onboarding Functionality

### New Hire

- Removed the ability to delete the *Receive Tentative Offer Response* system-level task from a new hire record after it has been assigned.
- Added the ability for new hires to delete documents they uploaded that failed to process. This will help prevent failed documents from being transmitted to eOPF.
- Added the following forms in USA Staffing:
  - Treasury Emergency Contacts
  - Treasury Employment Information
- Updated the following forms in USA Staffing:
  - DHS 11000-5
  - DHS 11000-9

## Hiring Manager Functionality

- Added a *View PD PDF* button within a Position Description Review, which allows Hiring Managers to open a PDF package including the cover sheet, evaluation statement, and position description.
- Added toolbar options to Position Description Reviews for improved usability. HM users will have the option to undo/redo edits, hide/show tracked changes, and expand the *Introductory Statement*, *Duties and Responsibilities*, and *Other Related Duties* textboxes to full-screen view.

## Administrative Functionality

### Permissions

- Added the following paid permissions under the *Assessment Packages Section, View Assessment Packages Function*. These permissions will be enabled for the system-level Office Administrator profile and disabled for all other system-level and custom permission profiles.
  - *USA Hire - Edit Assessment Window* – Enables user to edit the assessment window for a USA Hire vacancy.
  - *USA Hire - Apply/Release Hold* – Enables user to apply or release an applicant hold on USA Hire assessments.
  - *USA Hire - Set Custom Notifications* – Enables user to elect to automatically send custom USA Hire notifications.
  - *Apply Passing Score to Assessments* – Allows user to enable the "Passing Score" setting and set a minimum passing score for an assessment within an assessment package.
- Added the following unpaid permission under the *Assessment Package Templates Section, View Assessment Package Templates Function*.
  - *Apply Passing Score to Assessments* – Allows user to enable the "Passing Score" setting and set a minimum passing score for an assessment within an assessment package template.

**Note:** The ability to add a passing score requirement to an Assessment Questionnaire is in development and will be available in an upcoming deployment.

## Classification Functionality

- Documents uploaded to a position description will be defaulted as *HM Viewable* for all document types except for the *Other Document Type*.
- Users with *Evaluate the Position Description* permission will see an *Authorize PD* button on the Authorizations page. Clicking this button will populate the user's name in the *Name* field and the date in the *Signature Date* field.
- Added a *Clear Signature* button next to each completed PD authorization, which allows users to delete an authorization if appropriate. All changes are captured in History.

## USA Hire Functionality

- Added a USA Hire Settings section, which will be visible on the Assessment Package Settings page once a USA Hire battery has been included in the Assessment Package. It includes the USA Hire options that were previously available on the Assessment Plan and Vacancy Settings pages. In addition, each of these settings is now associated with a respective permission (see [Permissions](#) section above).
  - *Edit Window*: Allows user to modify the assessment window for the vacancy.
  - *Hold Applicants/Release Hold*: Allows user to hold applicants from being sent to the USA Hire system or release that hold.
  - *Send Custom USA Hire Notifications*: Allows user to choose the custom notifications templates that should be used in sending applicants their USA Hire notifications.
- When applying or removing a USA Hire hold, users will receive a confirmation message prompting them to confirm their action:
  - When clicking the *Hold Applicants* button, the confirmation message will state "Applicants will not receive notifications regarding their USA Hire assessment status until the hold is removed. Are you sure you want to hold all applicants?"
  - When clicking the *Release Hold* button, the confirmation message will state "Upon releasing the hold, applicants will receive notifications for USA Hire assessments. Please confirm that the assessment window is appropriate. Are you sure you want to remove the hold?"

## 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](#).