USA Staffing
Production Release Notes

Release 13.5

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OPM HR SOLUTIONS
by government, for government

U.S. Office of Personnel Management
1900 E Street, NW, Washington, DC 20415

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

System

Search

- Granted Onboarding users access to view all requests associated with a customer in which they have *View Request* permission when using the *Go To* search field to find a request. The system will display request numbers matching the text entered regardless of request type.
  https://help.usastaffing.gov/USAS/index.php?title=Performing_a_basic_search

Dashboard

Requests

- Granted Onboarding users access to view all requests associated with a customer in which they have *View Request* permission when searching for a request from the Dashboard. The system will display request numbers matching the filter and search criteria regardless of request type.
  https://help.usastaffing.gov/USAS/index.php?title=Request

Announcement

- Updated the announcement preview functionality to display the new USAJOBS announcement preview format and replicate the release process. When users click the *Preview Announcement* button a pop-up window titled USAJOBS Announcement Preview will display and include the following options:
  - *Generate Announcement Preview* – Clicking this button sends a request to USAJOBS to generate the announcement preview. Once a preview has been generated, the *USAJOBS Announcement Preview URL* and *Update Announcement Preview* button will display.
    - *USAJOBS Announcement Preview URL* – Clicking this link will open the USAJOBS announcement preview in a new browser tab.
    - *Update Announcement Preview* – Like the announcement release and update process, the announcement preview is generated once and can be updated to apply changes as needed. The new USAJOBS preview mirrors the live announcement format. USAJOBS has also updated the *Print* option within an announcement preview to closely reflect the live announcement. If content reviews outside of the system are necessary, the USAJOBS print preview may be used as an alternative to the announcement *PDF Preview* option in USA Staffing.
      - **Note:** We encourage users to review the announcement preview carefully prior to releasing the announcement to USAJOBS. Once an announcement has been released, some fields cannot be edited. Furthermore, users must click *Update to USAJOBS* to apply and publish any changes made after an announcement has been released. This is a critical step to ensure proper processing of applications received.
  https://help.usastaffing.gov/USAS/index.php?title=Previewing_an_announcement_on_USAJOBS

Assessment Package

Assessment Questionnaire

- Added a *Passing Score* setting for Assessment Questionnaires that use the Weight-Based Rating Method. This option can be enabled by HR users who have the *Apply Passing Score* permission, which was added to HR user permission profiles in a prior release (this permission is disabled by default for all USA Staffing users except Office Administrators). **Note:** Passing scores should be established through a rigorous process involving job experts (subject matter experts) and assessment experts (e.g., I/O psychologists). The process involves identification of the minimum level of proficiency for required competencies for a specific position or job series and grade, and the minimum score necessary on the Assessment Questionnaire items to demonstrate the minimum required proficiency.
  https://help.usastaffing.gov/USAS/index.php?title=Assessment_Information

- Added a Passing Score Criteria page to Assessment Questionnaires created within an Assessment Package or Assessment Package Template. This page displays the *Series*, *Grade*, *Specialty*, *Raw Score* (range), and *Passing Score* requirement for each rating combination.
  - When the *Passing Score* setting is disabled, the Passing Score Criteria page will not be editable.
  - When the *Passing Score* setting is enabled, HR users with the *Apply Passing Score* permission will be able to set a passing score requirement for each rating combination. The passing score must be within the raw score range and will establish the threshold (on a raw score basis) that applicants must reach to pass the assessment. Applicants who score above the passing score will be considered eligible and receive transmuted scores between 70 and 100. Applicants who fall below the passing score will receive an ineligible rating with a NOR code of IQAQ - You are ineligible to proceed in the hiring process because you did not attain the overall passing score on the application questionnaire for the position.
  https://help.usastaffing.gov/USAS/index.php?title=Passing_Score_Criteria

Applicant Overview

Applicant List

- Added a new section titled *Advanced Filters* under the *Filters* area to the left of the Applicant List. Clicking the *Add* button next to the *Advanced Criteria* and *Assessment Filter* options opens an Advanced Filter Criteria and Assessment Filter Criteria pop-up window respectively with additional filtering options. **Note:** Filtering options remained the same.
  https://help.usastaffing.gov/USAS/index.php?title=Create_List
  https://help.usastaffing.gov/USAS/index.php?title=Identifying_advanced_filter_criteria
  https://help.usastaffing.gov/USAS/index.php?title=Identifying_assessment_filter

Onboarding Functionality

New Hire

- Updated the *New Hire Document Type* list to include both the form number and name.
  https://help.usastaffing.gov/USAS/index.php?title=Adding_a_new_hire_document

- Added the ability to search documents by form number or name when selecting a *Document Type* for each document uploaded within a New Hire record.
  https://help.usastaffing.gov/USAS/index.php?title=Adding_a_new_hire_document
  https://help.usastaffing.gov/USAS/index.php?title=Modifying_a_new_hire_document

- Once a new hire has successfully logged into their USAJOBS/Login.gov account through the New Hire interface, they will receive an email notification that confirms their credentials have registered successfully. The email notification will be sent to the email address/Login.gov account used to authenticate their credentials to assist new hires in identifying the correct account used for onboarding purposes.

- Added the following forms in USA Staffing:
  - SBA ODA HR-007 – Schedule A Excepted Service/Time-limited Employment Agreement
  - DOE 1325.8e – Domicile Agreement
  - BPA 5632.09e – Personal Identity Verification Request
  - USM DUSM ESH MOU – DUSM MOU for Excepted Service
  - BPA F 5632.30e – PIN Code Request

Hiring Manager Functionality

- Added *Selection Decision* and *Applicant Name* filters for improved usability within Applicant List reviews. HM users can apply, clear, and remove filters as needed.
  https://help.usastaffing.gov/HiringManager/index.php?title=Applicant_List_Detail

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.