



**USA Staffing®**  
Great Government Starts Here®

**USA Staffing Upgrade**

# **Stage Release Notes & Feature Planning**

**Release 7.6**

**December 9, 2016**

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

**U.S. Office of Personnel Management**  
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## Introduction

OPM employs agile IT development techniques in the development and maintenance of the USA Staffing Upgrade 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. Approximately every four weeks, these releases take place in the USA Staffing Stage environment.


This USA Staffing Upgrade Stage Release Notes & Feature Planning document provides an overview of the most recent functionality deployed to the USA Staffing Stage environment and includes the current prioritization for the development of new system features and functionality. Each new publication of this document will show an updated prioritization of the remaining features. The feature prioritization is measured in relation to the date of publication only and does not contain delivery dates. To discuss potential time frames for specific functionality, please contact your USA Staffing Account Manager.

To learn more about features that already exist in USA Staffing Upgrade, please reference the Product Summary found on the [USA Staffing Upgrade Resource Center](#). To learn more about the vision for features outlined in the “Feature Planning” section of this document, please reference the Feature Glossary on the [USA Staffing Upgrade Resource Center](#).

## Completed System Functionality


The items outlined in this section include newly added functionality in the USA Staffing Stage environment. 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.

### Staffing Functionality

- Standard USA Hire assessments are now available for use in the USA Staffing Upgrade system.   To be granted access to these external assessments, please contact your USA Staffing Account Manager.

They will provide you with all materials needed to understand how to use USA Hire in the USA Staffing Upgrade system, and instructions on how to request access to specific test batteries. There are two items that are not yet complete for Standard USA Hire. You may wish to wait for these items before using external assessments in your recruitments:

- ✦ USA Hire assessments may only be used in a single grade announcement. Use in multiple grade announcements should be available shortly.
- ✦ USA Staffing is currently unable to grant extensions to the assessment close date for applicants applying after the announcement close date. The assessments are set to close two days after the announcement closes; HR Users cannot set a unique assessment close date for a single applicant. This capability should be available shortly.

- Removed Request statuses “Applicants Under HR Review” and “Awaiting Selection Decision” from the system. Staffing requests will now go from “Announcement Open” following the release of the first Vacancy attached to the Request, to “Selection Made” following the attachment of a Selectee to the Request.
- Updated the Applicant Status Page to show when documents submitted by an Applicant in their online application fail to process correctly in USA Staffing.
- Updated the way that the Who May Apply field on the Announcement Information page is pre-populated based on certain combinations of Announcement Types established in the Vacancy section.
  - Selecting Public and Status will pre-populate “US Citizens and Status Candidates”
  - Selecting Public, Status, and Internal Merit Promotion will pre-populate “US Citizens and Status Candidates”
  - Selecting Status and Internal Merit Promotion will pre-populate “Status Candidates (Merit Promotion and VEOA Eligibles)”
- Made updates to the Applicant Overview page to ensure that the Add Applicant and Invite Late Applicant buttons are always displayed following the release of an announcement to USAJOBS.
- Changed the way the “Float Priority Referrals” filter under “Priority Order” works to ensure that applicants claiming or adjudicated for CTAP or ICTAP are placed at the top of the applicant list, even if they don’t meet the cut-off score of number of names criteria applied in “Refer Method.”
- Updated the filter labels for Veterans’ Preference to more clearly state the meaning of the different Veterans’ Preference codes when selecting filters.
- Multiple Choice, Multi-Select (MCMS) Assessment Items may now be included when testing Assessment Packages. Previously, these items were ignored during the testing process.
- Following the request of a batch print, an alert will be sent to the user if the batch print fails to generate.
- USAJOBS made changes to the Announcement Preview page that have affected USA Staffing Upgrade users:
  - The Agency Information section of the USAJOBS announcement now displays the External Customer Name for each Job Opportunity Announcement. USAJOBS had previously introduced a bug where it showed the Agency Name instead.
  - The formatting of the Announcement Preview page has been updated to remove extraneous characters and display text from the Education and Requirements sections of the Job Opportunity Announcement.  **Onboarding Functionality**
- Added 17 additional custom agency forms for use in USA Staffing:
  - OCHR-EOD 07, OCHR-EOD 08, OCHR-EOD 09, OCHR-EOD 10, OCHR-EOD 11
  - OI 82B, SCHR 1, USAS
  - EDU-01, DD 3031, DD 1056, Tax DC
  - NIH Intern Program, NIH PMF Program, NIH Recent Grad
  - SSA OM 1959, SSA Internship, SSA Recent

## Hiring Manager Functionality

- Allow Hiring Managers, along with HR users, to upload documents to a Request after it has been moved into Submitted status.
- Hiring Manager's will now receive an email addressed from USA Staffing when a submitted request is returned to an Incomplete status. Previously the email notification was addressed from the HR user that returned the Request to Incomplete status.

## Administrative Functionality

- Made performance enhancements to Competency Networks. ✓ These enhancements include:
  - Breaking the Competency Network from two sub-pages to three sub-pages: Network Information, Competencies, and Items.
  - Streamlined the user interface to better see the competencies and items linked to the Competency Network.
  - Enhancements should speed the loading of competencies in both the administrative and staffing areas of the system.
- The maximum character limit for an assessment item in a Competency Network was increased to 1500 characters.
- Enabled the search for Position Descriptions in the Position Description Library from the Advanced Search screen. There are over 20 search options available for use.
- Added onscreen history tracking for the Default Settings. This will track updates by administrators to the various system defaults by Office.
- Added multiple statuses to Assessment Package Templates to facilitate the publishing and retiring of Assessment Packages Templates to/from the Library. ✓
  - When an Assessment Package Template is first created, it will default into a Draft status.
  - Draft Assessment Package Templates may be Published to the Library by any user with "Complete/Publish Assessment Package Templates" permission in the HR User Permission Profile (only the Office Administrator has this permission enabled among the standard profiles). This same user permission also allows moving a Published Template back into a Draft status.
  - Published templates have the same requirements that "Completed" assessment packages previously had. Only Published Assessment Package Templates may be searched for and used in Vacancies.
  - Templates that have been used previously can be "Retired" by any user with the new "Retire Assessment Package Template" permission in the HR User Permission Profile (only the Office

Administrator has this permission enabled among the standard profiles). When a Template is Retired, any content created in that Template, such as competencies and items, that has not been used elsewhere is hidden from the Competency/Item Library. Templates that have not been used previously can be permanently “Deleted.”






- History for an individual Assessment Package Template was updated to reflect these new statuses. •
  - Added multiple statuses to Position Descriptions to facilitate the publishing of Position Descriptions to the Position Description Library.
- When a Position Description is first created, it will default into a Draft status. Position Descriptions in draft status will only be visible in the Position Description Library.
- Draft Position Descriptions may be published to the Library by any user with the new “Publish Position Descriptions” permission added to the HR User Permission Profile (only the Office Administrator has this permission enabled among the standard profiles). This same user permission also allows the unpublishing of a Position Description back into a Draft status.
- Published Position Descriptions may be located both in the Position Description Library, and in the search dropdowns when adding Position Descriptions to Requests, Vacancies, Assessment Package Templates, and Competency Networks.
- History for an individual Position Description was updated to reflect the addition of new fields and the ability to publish and unpublish a Position Description.

## Reporting and Analytics

- Added Certificates to be Audited report, located in the Certificates folder in the Staffing Reports area of Cognos.
- Added Today’s Tasks report, located in the Task folder in the Staffing Reports area of Cognos.
- Added Reviews Data Self Service report, located in the Data Self Service folder in the Staffing Reports area of Cognos.
- Added Vacancy Notes report, located in the Vacancy folder in the Staffing Reports area of Cognos.

## Feature Planning

Contained within this section is a list of planned features that USA Staffing has identified for future development and implementation to the USA Staffing system. The features contained in this section are identified in consultation with system users and other stakeholders, as necessary. The following key should be used when reviewing the remainder of this document:

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|---|--|--|
|  Staffing Functionality       |  Onboarding Functionality |  Hiring Manager Functionality |
|  Administrative Functionality |  Reporting and Analytics  |  |

- |  |   |
|--|---|
|  Recently Reprioritized or |  Completed Mandatory for Completing Transition from Legacy USA |
|--|---|

## Staffing

\*Dependent on completion of a prior feature \*\*Dependent on an interconnecting system **In Progress**

These features are currently in development by the USA Staffing Upgrade technical team.

Time to Hire Dashboard Phase 2	Applicant Flow Data Phase 1	Assessment Data in Transactional Reporting
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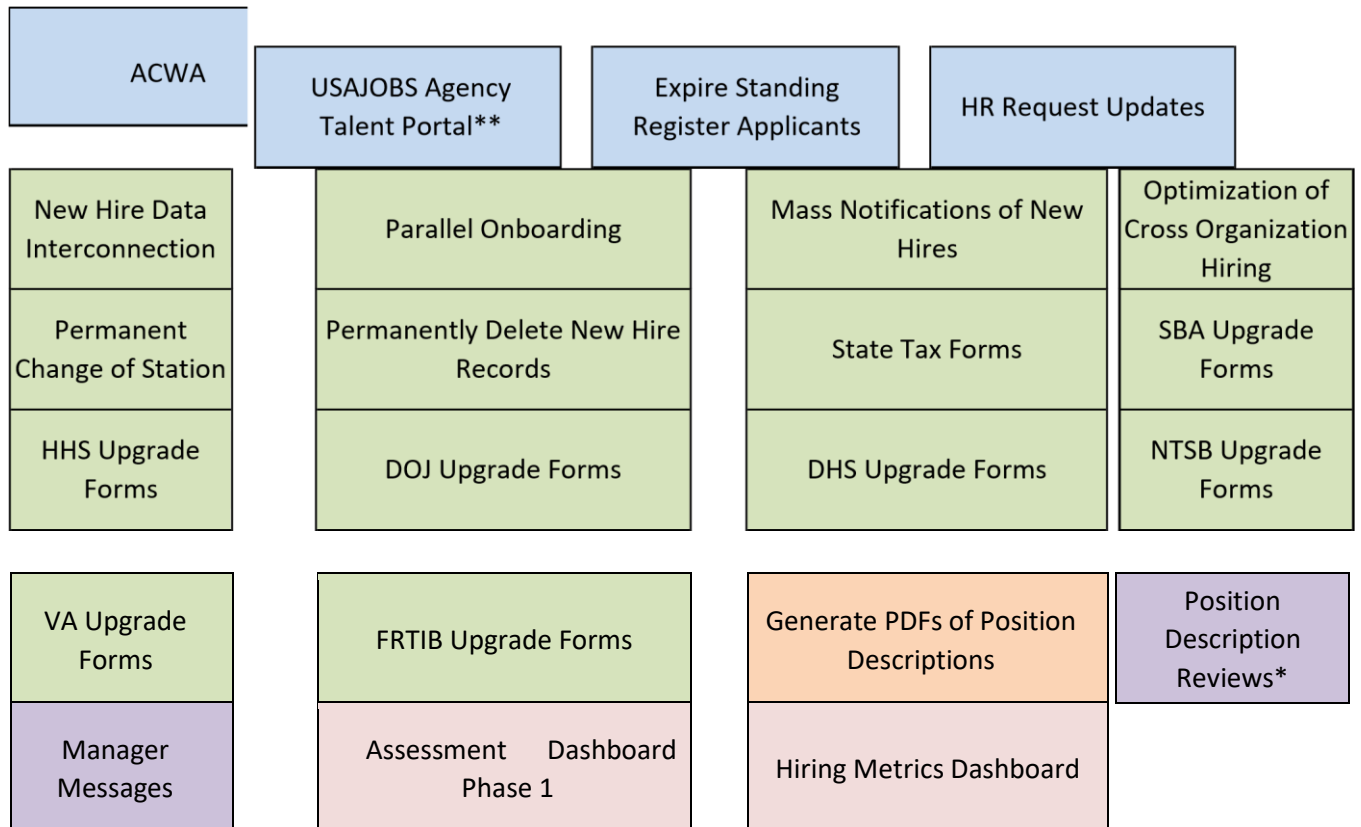
## Coming Up Next

Development will begin on these features once those currently in progress are completed.

Update Hiring Manager Interface	Import Competency Items	Enhance Position Descriptions	Instruction Templates
Premium USA Hire*	Load Manual Assessment Scores	STRL Demo Project Ratings	Advanced Criteria
Print Certificates	DoD Legacy Forms	HHS Legacy Forms	DOJ Legacy Forms
Print Notifications	Search Position Description Library	Assessment Content Preview	SSA Legacy Forms
VA Legacy Forms	USSC Legacy Forms	Make Employee ID Reportable	USCP Legacy Forms
USPS Legacy Forms	Time to Hire Dashboard Phase 3	Applicant Flow Dashboard Phase 2	Panel Reviews*

## In Planning

Planning is under way for these features but they are not yet scheduled for development.



### Under Future Consideration

There is an understood desire for these features but formal planning has not yet begun for their development.

USAJOBS JOA Enhancements**	Transition to USA Staffing Document Types**	Dashboard Improvements
HR Review Updates	Hurdles	Job Analysis
Alternate New Hire Authentication Options	eVerify Interconnection**	Display Missed Questions to New Hire
eQIP Interconnection**	Applicant Supply Fi	Configure System User Notifications
Announcement Item Templates	Customizable Review Notifications	Retire Customers
Retire Competency Networks	Save and Reuse of Filter Criteria	