USA Staffing

Stage Release Notes

Release 15.6

May 19, 2023

OPM HR SOLUTIONS
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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.

Contents

Feature Highlight: Candidate Inventory

This release includes HR-focused settings detailed below that allow HR users to enable Candidate Inventory at the vacancy level and determine which certificates from those vacancies should be included in Candidate Inventory. Enabling the vacancy setting will allow applicants to opt-in to share their information for similar positions and begin populating Candidate Inventory for Hiring Managers to browse, review, and curate personal lists of candidates when the full functionality is released later this year.

To assist our agency partners in this implementation, we have published the following materials on the USA Staffing Resource Center:

- A Pre-implementation Guide to help start internal conversation about decisions necessary before implementing.
- A marketing flyer agency partners can use to inform others and get them excited about the benefits of the Candidate Inventory.
- A Candidate Inventory briefing deck to help agency partners communicate the features, benefits, and other details about the feature.

Vacancy Settings

- Added an *Enable Candidate Inventory* setting to the Questionnaire Settings options within the Application Processing section. Users with the *Edit Application Processing* permission may enable this setting to include the *Application Sharing* question within a vacancy. **Note:** This setting will be defaulted as disabled and may be enabled for any vacancy that has not yet been opened and released to USAJOBS.

Announcement Questionnaire

- When the *Enable Candidate Inventory* setting is enabled, an *Application Sharing* question will be automatically included in the Preferences section of the Announcement Questionnaire. HR users may only remove this question by disabling the *Enable Candidate Inventory* vacancy setting. This question cannot be edited and will provide applicants the ability to select *Yes* or *No* to the following statement:

  "*I authorize my application information being shared with hiring managers for similar positions. I understand this option may not result in further consideration for additional positions nor will it impact my application for this announcement.*"

Certificates

- Added an *Include in Candidate Inventory* toggle to the Certificate Information page that allows HR users to determine which certificate within a vacancy will populate candidates to the Candidate Inventory. This setting can be used for the following Certificate Types: Competitive Merit Promotion, Merit Referral List, and Ranking List. Users may determine when the inclusion will begin and conclude by setting an *Availability Start Date* and *Availability End Date*. Only candidates on the list who answered "Yes" to the announcement questionnaire item will be included in the Candidate Inventory. This setting may be changed at any point after the Certificate has been issued.

Default Settings

- Added the ability to establish Applicant List Default Settings for Candidate Inventory inclusion for the following list types: Competitive Merit Promotion, Merit Referral List, and Ranking List. For each type, users may set the default days after a list is included in Inventory for which it will be available. Regardless of default settings, HR users may update and establish unique date ranges for each list within the Certificate Information page for each respective list.

☐ Staffing Functionality

Request

- Added the following validation message when a request sent using the Request Processing Interconnection does not include valid Position Description information:

  "*Invalid Position Description Number. Valid characters are: a-z, A- Z, 0-9, forward slash (/), backward slash (\\), dash (-), comma (,), space, underscore (_), and period (.)*"

Vacancy

- Added a system-level Mission Critical Occupation (MCO) tag titled *NatSec*. This tag can be added on the Vacancy Settings page to facilitate job searches in USAJOBS and help ensure consistent reporting within and across agencies. **Note:** This tag can be added to both new and existing vacancies. Users must remember to update their announcements on USAJOBS when making any changes to an existing vacancy.

Assessment Package

- Made the following usability improvements to the Assessment Information page within an Assessment Package and Assessment Package Template:
  - Added an *Assessment Method* field to the *Questionnaire* assessment type with the following multi-select options:
    - Training & Experience (Self Evaluation)
    - Biodata (Professionally Developed)
    - Narrative Response Collection (For Rating)
    - Short Answer Responses (For Verification Only)
    - Other - If this option is selected, an *Assessment Method Details* text field displays for HR users to provide additional details.
  - Added an *Assessment Includes* section to the *Questionnaire* assessment type that allows HR users to indicate if the Assessment Questionnaire includes a *Quality Ranking Factor* and/or a *Selective Factor*.
  - Reorganized fields for the *Questionnaire*, *Manual*, and *SME Evaluation* assessment types to facilitate a more efficient assessment creation process.

- Added the ability for HR users to generate an assessment PDF preview without response values by selecting the *PDF Preview (NRV)* option from the gear icon within an Assessment.

Applicant Overview

Applicant Record

- The following NOR message code has been added:

Code	Definition	Message
ELRL	Eligible, position no longer being filled in the selected location(s)	You are tentatively eligible for this series/grade, but the vacancy is no longer being filled at the location(s) you selected.

Applicant List

- Included the assessment item numbers on the Assessment page when the applicant information is expanded on an Applicant List, Assignment, Certificate, or Stored list.

Certificates

- Modified the audit process to prevent HR users from completing an audit if a certificate's review is still active. The following message will be presented: "*The Certificate Audit cannot be completed because there are Reviews still in Active status.*" to inform users when this occurs.

- Added a *No Audit Code* and *No Return Status* option to the corresponding filters within a Certificate. When selected, the certificate will show applicants without an audit code or return status respectively.

Reviews

- Added a validation preventing the deletion of assigned reviewers once an SME Review has been sent. HR users are encouraged to use the *Inactive* reviewer status if an assigned SME should not receive new applicants to review after a review has been sent.

New Hire

- Updated the New Hire *Position Sensitivity and Risk* questionnaire item to pre-populate with the corresponding Vacancy and/or Request values based on the following criteria:
    - If the New Hire is created via a Certificate, the *Position Sensitivity and Risk* field will be pre-populated with the corresponding Vacancy Position Information value.
        - If the Vacancy's *Position Sensitivity and Risk* field is null, the new hire questionnaire item will remain blank until manually set by HR.
    - If the New Hire is created manually via an Onboard New Hire Request, the *Position Sensitivity and Risk* field will be pre-populated with the corresponding Request Information value.
        - If the Request's *Position Sensitivity and Risk* field is null, the new hire questionnaire item will remain blank until manually set by HR.

- Added a hover over tooltip text displaying the task status when editing a task assigned a *Task Result Set* as follows:
    - When the Task Status is *Complete*, the rollover text displays *Task Completes*.
    - When the Task Status is *Active*, the rollover text displays *Task remains Active*.

- The following forms have been added in USA Staffing:
    - DL 1-65 – DOL Emergency Contact Form
    - G 1240 – Temporary Appointment Conditions of Employment
    - USCIS DTW – Drug Test Waiver

- The following forms have been updated in USA Staffing:
    - CBPHC 6-3
    - G 1241
    - OCHR-EOD 12

Hiring Manager Functionality

- Improved experience when users are unable to view applicant resumes within an SME Review due to browser settings. If a reviewer's browser is unable to load the resume in the side-panel, they will be presented with the following message:

    "*Your browser does not currently have a PDF Viewer enabled; therefore, the applicant's resume was downloaded to your computer. Please open the file and review it to complete your evaluation.*"

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](#).