



USA STAFFING

Assessment Workgroup Meeting

Wednesday, November 18th 2020

Agenda



11:00 - 11:15 am

Best Practices for Writing Minimum Qualifications Questions

Maria Ahmad

11:15 - 11:40 am

Review of Weight-Based Scoring Options

Richard Yentes

11:40 - 11:55 am

Update on Assessment Package Reorganization Work

Stephanie Colon

11:55 am - 12:00 pm

Open Questions

On a 1-9
rubber
duck scale,
how are
you today?

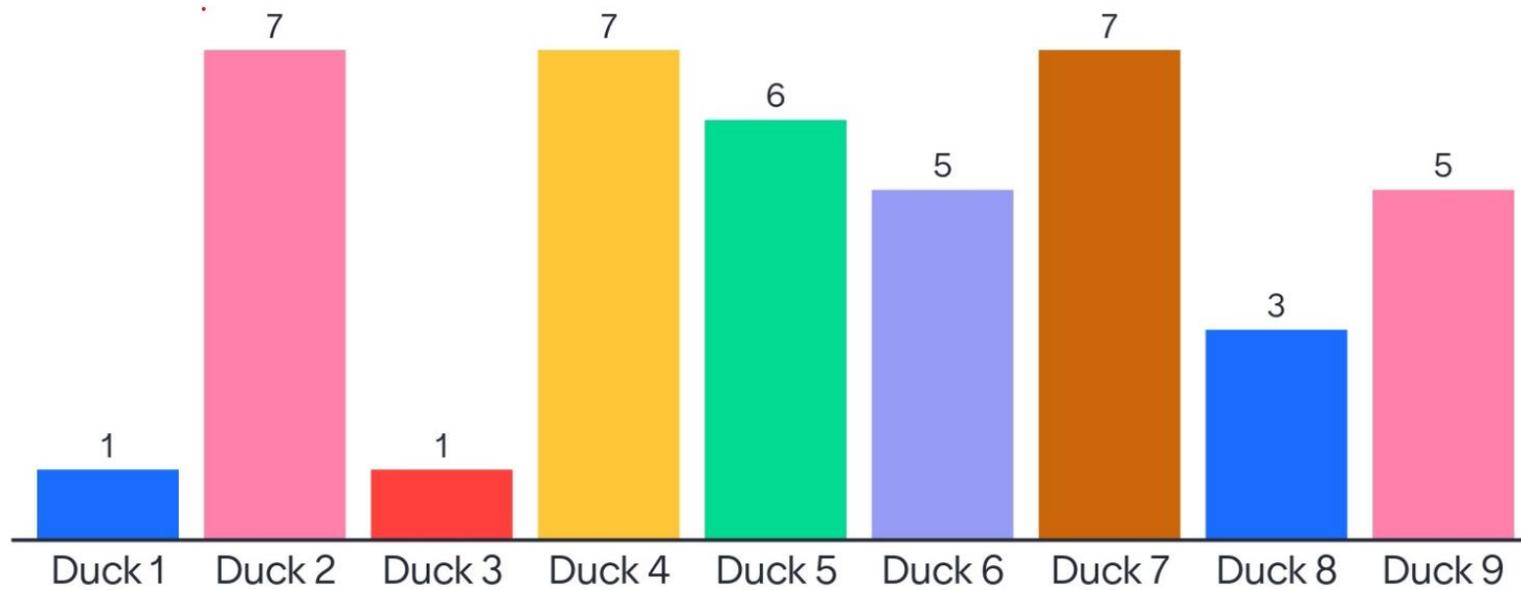


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and use code
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On a 1-9 Rubber Duck scale, how are you today?

Mentimeter





Best Practices for Writing Minimum Qualifications Questions

Maria Ahmad



New OPM Memo on EO 13932

Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates

- November 16, 2020 - [Draft General Schedule Qualifications Policy - EO 13932; Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates](#)
 - Includes proposed revisions to:
 - General Schedule Qualifications Operating Manual
 - Group Coverage Qualifications Standard for Administrative and Management Positions
 - Group Coverage Qualifications Standard for Professional and Scientific Positions
 - Request for comments **by Monday, November 30, 2020**: one consolidated agency submission at the headquarters level



Minimum Qualifications – Specialized Experience

DO'S	DON'TS
Be clear and specific	Do not simply restate the Qualifications Standards
Ensure both qualified and unqualified applicants are able to understand	Don't use Federal jargon or acronyms that have not been spelled out
Identify duties at the <i>next lower</i> grade level	Do not use the same specialized experience description for multiple grade levels
Use consistent wording for the specialized experience in the Assessment Questionnaire and Announcement Text	Do not be so restrictive that you exclude applicants from outside the agency



Example Specialized Experience Formats

- I have at least one year of specialized experience, equivalent to the [GS-XX] grade level in the Federal service, performing [examples of duties at the next lower grade].
- I have at least one year of specialized experience performing [type of tasks]. This experience included at least [x] of the following types of activities: [examples of duties at the next lower grade]. Note: This experience must be comparable in scope and responsibility to the [GS-XX] grade level in the Federal service, obtained either in private or public sectors.
- Do you have one full year of specialized experience that is at least equivalent in difficulty and complexity to work performed at the [GS-XX] grade level? Specialized experience for this position must have included: [examples of duties at the next lower grade level].



Examples: Budget Analyst GS-11

- I have at least one year of specialized experience, equivalent to the GS-9 level in the Federal service, performing budgeting functions including consolidating estimates and preparing justification for a consolidated budget; monitoring, tracking, and reporting on program obligations; reviewing and analyzing estimates; and conducting data collection.
- I have at least one year of specialized experience performing budgeting functions. This experience included at least two of the following types of activities: (1) consolidating estimates and preparing justification for a consolidated budget; (2) monitoring, tracking, and reporting on program obligations; (3) reviewing and analyzing estimates; and (4) conducting data collection. Note: This experience must be comparable in scope and responsibility to the GS-9 grade level in the Federal service, obtained either in private or public sectors.



Examples: Program Analyst GS-12/13

For the GS-12: Do you have one full year of specialized experience that is at least equivalent in difficulty and complexity to work performed at the GS-11 grade level? Specialized experience for this position must have included: 1) utilizing automated staffing or HR systems and drafting and testing materials such as job aids, operational processes, or test scripts to verify functionality for operational staff; 2) assisting in project planning and project management for an HR information technology or automated system; OR 3) conducting business analysis on HR practices and documenting findings.

For the GS-13: Do you have one full year of specialized experience that is at least equivalent in difficulty and complexity to work performed at the GS-12 grade level? Specialized experience for this position must have included: 1) facilitating business and technical discussions, writing requirements, process flows, functional specifications, and acceptance criteria for HR system capabilities; 2) leading projects and project teams including planning, executing and evaluating HR Systems; 3) conducting analysis on specific business practices, including documenting and presenting findings; OR 4) consulting with customers to implement HR business practice changes.

Source: <https://www.usajobs.gov/GetJob/ViewDetails/583993100>



Minimum Qualifications – Education

DO'S	DON'TS
Use the education information in the Qualification Standards	Do not require education that is not listed in the Qualification Standards
List the specific coursework requirements or acceptable degree fields (if applicable)	Do not simply rely on a link to the Qualification Standards
For professional and scientific positions, build individual occupational requirements (IOR) as a separate question	Do not forget to include the combination of education and experience when applicable based on the Qualification Standards



Example: Loan Specialist, GS-9

B. I have completed a Master's or equivalent graduate degree or two full years of graduate education (36 semester hours or equivalent) leading to such a degree in finance, business administration, economics, accounting, insurance, engineering, mathematics, banking and credit, law, real estate operations, statistics, rural sociology, agricultural economics, or a closely related field.

C. I have a combination of the specialized experience and graduate education described above. To determine if you meet this combination, first divide your total months of qualifying experience by 12, then divide your semester hours of graduate education beyond one year by 18, then add the two percentages. The total percentage must equal at least 100 to qualify. Note: Only graduate education in excess of the first year is creditable towards meeting the experience requirement when combining experience and education.



Example: Physical Scientist IOR

- A. I successfully completed a bachelor's degree (or higher) in biological sciences, agriculture, natural resource management, chemistry, or related disciplines appropriate to the position.
- B. I have a combination of education and experience with courses equivalent to one of the majors listed in A above, plus appropriate experience or additional education.
- C. My education or combination of education and experience is not reflected in any of the above statements.





Example: Superior Academic Achievement

I have completed or I expect to complete within 9 months a 4-year course of study leading to a bachelor's degree AND I meet the Superior Academic Achievement criteria based on one of the following: (1) class standing (upper third standing in graduating class); (2) grade-point average (at least 2.95 overall or over the last two years of bachelor's degree -or- 3.45 in my major field or over the last two years in my major); or (3) election to membership in a national scholastic honor society. Note: Please submit copies of college transcripts and documentation of class rank or national scholastic honor society membership if qualifying on that basis.





Final Considerations

- Determine how candidates' resumes will be evaluated for specialized experience (e.g., does resume need to show all, some, or only one of the types of specialized experience examples) and word it appropriately
- Remind applicants they will be required to provide a copy of their transcripts when qualifying based on education/combo
- For additional info, see the **Best Practices in Assessment Questionnaire Development** course in the [USA Staffing Training Portal](#)



DISCUSSION

Was this refresher of best practices in writing minimum qualifications helpful?

Go to
Menti.com
and use code
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Was this refresher of best practices in writing minimum qualifications helpful?

Mentimeter





DISCUSSION

What other best practices topics would you like to see covered in future meetings?

Go to
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and use code
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What other best practices topics would you like to see covered in future meetings?



- Selective Placement Factors
- Use of Selective Placement Factors
- Skills based assessment creation in accordance with EO
- Application/explanation of the requirements of the EO
- alternative 2nd assessments that meet the E.O. requirements
- Defining specialized experience at multiple grade levels
- Any topics that may come in through helpdesk.
- writing wage grade assessment questions
- JOA formats
- Use of Selective Placement Factors and compliance with all applicable rules and laws in the recruitment process
- Ways to prevent the E phenomena
- multi disciplinary assessments - various occupational series
- Multi grades and series assessments
- Explaining to applicants what "equivalent to GS" means
- FWS Multiple grades
- multiple grade levels assessment
- DE Auditing process
- N/A
- Competency-Level



Review of Weight-Based Scoring Options

Richard Yentes



Competency-level Scoring

- Designed to measure possession of competencies needed for successful job performance.
- By default, questionnaires using Competency-level Scoring weight competencies equally, regardless of the number of items under each competency.
- Most appropriate when:
 1. Your new or existing assessment questionnaire contains items that link to specific competencies critical to the position, and
 2. You want to weight each competency the same or differentially.
- You must have documentation (e.g., job analysis results, documented input/approval from SMEs) supporting the importance of these competencies for the position.



Competency-level Scoring



Keep in mind that the number of questions linked to each competency does not change the competency's impact on the Total Raw Score (or final Transmuted Score).



Competency-level Scoring

Competency	Rating Combination, e.g., GS-9		Rating Combination, e.g., GS-11	
	# of Items	Competency Weight	# of Items	Competency Weight
Competency A				
Competency B				
Competency C				
Competency D				

A useful next step is to develop an assessment plan using a table like this one for each rating (series/grade) combination. This will help you visualize how many competencies are on the questionnaire and how many items link to each competency. In addition, if you plan to assign more weight to certain competencies relative to other competencies based on your job analysis, you can note the competency weights here.



Competency-level Scoring

Competency-level Scoring is the default selection when you create a new assessment questionnaire that uses the Weight-Based Rating Method.

The screenshot shows the 'Assessment Information' tab in the USA Staffing system. The page header includes navigation links for Staffing, Classification, Recruit, Admin, Reports, and Search, along with a search bar and user profile for Maria Ahmad - TEST. The main content area displays the following information:

- VACANCY 10022216**
- Assessment: Sample Assessment** (selected)
- USAJOBS Announcement Title:** Human Resources Specialist
- Pay Plan-Series-Grade:** GS-0201-9/11
- Assessment ID:** 810
- Assessment Information** (selected tab):
 - Assessment Name:** Sample Assessment
 - Assessment Type:** Questionnaire
 - Screen-out:**
 - Rating:**
 - Owner:** Erika Vega
 - Rating Method:** Weight-Based
 - Scoring:** Competency-level
- Buttons:** Save, Delete, Cancel



Competency-level Scoring

USA Staffing® Staffing Classification Recruit Admin Reports Search Maria Ahmad - TEST

VACANCY 10022216

Vacancy 10022216 | Assessment Package | Announcement | Reviews | **Assessment: Sample Assessment**

USAJOBS Announcement Title: Human Resources Specialist | Pay Plan-Series-Grade: GS-0201-9/11 | Assessment ID: 810

Assessment Information | Competencies | Assessment Questionnaire | Screen-Out Criteria | **Rating Criteria** | History

Rating Criteria Weight Equally Test Assessment

Series	Grade	Competencies Rated
0201 - Human Resources Management	9	3

Competency Title	Rated	Proportional Weight	Percentage Weight	Rated Items
Customer Service	<input checked="" type="checkbox"/>	1 / 3	33.33%	3
HR Policy	<input checked="" type="checkbox"/>	1 / 3	33.33%	3
Writing	<input checked="" type="checkbox"/>	1 / 3	33.33%	2

Competency Title	Rated	Proportional Weight	Percentage Weight	Rated Items
Customer Service	<input checked="" type="checkbox"/>	25 / 100	25%	3
HR Policy	<input checked="" type="checkbox"/>	50 / 100	50%	3
Writing	<input checked="" type="checkbox"/>	25 / 100	25%	2

Save Cancel

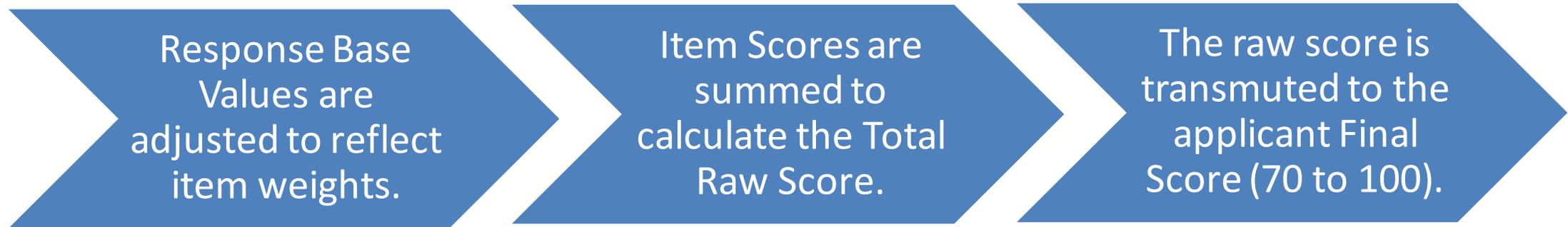


Item-level Scoring

- Intended to measure training and experience on a collection of independent items that either do not fit neatly under specific competencies or are designed to measure broad technical competence.
- When using Item-level Scoring in USA Staffing, we highly recommend all items be linked to a single competency (e.g., Technical Competence).
- By default, questionnaires using Item-level Scoring weight each item equally, regardless of the number or values of the responses under each item.
- Most appropriate when:
 1. You are assessing a group of independent tasks vs. specific competencies,
 2. The tasks do not fit neatly under specific competencies,
 3. You are measuring a single competency, or
 4. You otherwise want to weight each individual question the same or differentially.



Item-level Scoring



Keep in mind that the number of responses linked to each item does not change the item's impact on the Total Raw Score (or final Transmuted Score).



Item-level Scoring

To change your assessment to Item-level Scoring in USA Staffing, open the Scoring drop-down menu and select Item-level.

The screenshot shows the USA Staffing web application interface. At the top, there is a navigation bar with the USA Staffing logo and several menu items: Staffing, Classification, Recruit, Admin, Reports, and Search. A search bar and user profile (Maria Ahmad - TEST) are also visible. Below the navigation bar, the page title is 'VACANCY 10022216'. A breadcrumb trail shows the path: Vacancy 10022216 > Assessment Package > Announcement > Reviews > Assessment: Sample Assessment. The main content area is titled 'Assessment Information' and contains several fields: 'Assessment Name' (Sample Assessment), 'Assessment Type' (Questionnaire), 'Screen-out' (checked), 'Rating' (checked), 'Rating Method' (Weight-Based), 'Owner' (Erika Vega), and 'Scoring' (Competency-level). The 'Scoring' dropdown menu is open, showing three options: 'Competency-level', 'Item-level' (highlighted in blue), and 'Response-level'. A red arrow points to the 'Item-level' option. At the bottom right, there are 'Save', 'Delete', and 'Cancel' buttons.



Item-level Scoring

<input type="checkbox"/> 5. Which of the following best describes the highest level of work as a suppression Crew Member during wildland suppression actions, prescribed burning, project work actions, and wildland urban interface/intermix situations?	Fire Management
<input type="checkbox"/> 6. Which of the following tools have you used to perform work involving clearing of brush, removal of small trees, constructing or maintaining trails, or equivalent tasks? (Select all that apply).	Fire Management
<input type="checkbox"/> 7. Which of the following activities have you performed when constructing fire lines? (Select all that apply).	Fire Management
<input type="checkbox"/> 8. Which of the following best describes your highest level of experience utilizing knowledge of fire suppression and fuels management techniques and practices under various conditions to perform work on a firefighting crew in support of fire suppression operations?	Fire Management

When using Item-level Scoring in USA Staffing, we highly recommend linking all of your items to a single competency.



Item-level Scoring

USA Staffing®

VACANCY 10022216

Human Resources Specialist

GS-0201-9/11

Rating Criteria

Series	Grade	Competencies Rated
0201 - Human Resources Management	9	1

Technical Competence

0201 - Human Resources Management

OPTIONAL: Adjust Proportional Weight of each item based on Job Analysis.

0201 - 9 Item Weights

Number	Item Stem	Rated	Proportional Weight
3	Schedule or administer skill, intelligence, psychological, or drug tests for current or prospective employees.	<input checked="" type="checkbox"/>	2
4	Conduct reference or background checks on job applicants.	<input checked="" type="checkbox"/>	1
5	Hire employees and process hiring-related paperwork.	<input checked="" type="checkbox"/>	1
6	Schedule or conduct new employee orientations.	<input checked="" type="checkbox"/>	1
7	Analyze employment-related data and prepare required reports.	<input checked="" type="checkbox"/>	2

Save Save & Close Cancel



Response-level Scoring

- Designed for questionnaires using items with custom response scales (response options and corresponding values) developed in coordination with SMEs.
- The Base Values for questionnaires using Response-level Scoring are not weighted (equally or otherwise) by competency or item.
- Most appropriate when:
 1. You want to score items without item and/or competency weights,
 2. Use Item-level Scoring with items linked to more than one competency, or
 3. Maintain a Task-based Scoring protocol used in USA Staffing Legacy (or custom scoring in other systems, e.g., eRecruit).



Response-level Scoring

Item Scores (in this case, values associated with each response option) are summed to calculate the Total Raw Score.

The raw score is then transmuted to produce the applicant's Final Score (70 to 100).



Response-level Scoring

To change your assessment to Response-level Scoring in USA Staffing, open the Scoring drop-down menu and select Response-level.

The screenshot shows the USA Staffing web application interface. At the top, there is a navigation bar with the USA Staffing logo and menu items: Staffing, Classification, Recruit, Admin, Reports, and Search. A search bar and user profile (Maria Ahmad - TEST) are also visible. Below the navigation bar, the page title is 'VACANCY 10022216'. A breadcrumb trail shows: Vacancy 10022216 > Assessment Package > Announcement > Reviews > Assessment: Sample Assessment. The main content area is titled 'Assessment Information' and contains the following fields:

- USAJOBS Announcement Title: Human Resources Specialist
- Pay Plan-Series-Grade: GS-0201-9/11
- Assessment ID: 810
- Assessment Name: Sample Assessment
- Owner: Erika Vega
- Assessment Type: Questionnaire
- Rating Method: Weight-Based
- Scoring: A dropdown menu is open, showing options: Competency-level, Item-level, and Response-level. A red arrow points to the 'Response-level' option.

At the bottom right of the form, there are three buttons: Save, Delete, and Cancel.



Response-level Scoring

+ <input type="checkbox"/> 6. Compare legal documents for discrepancies to bring to the attention of supervisor/authorities.	Problem Solving
+ <input type="checkbox"/> 7. Take action to suspend, resume or recover payments relative to estate management and benefits.	Problem Solving
+ <input type="checkbox"/> 8. Review federal accounting and guardianship annual reports and documents.	Planning and Evaluating
+ <input type="checkbox"/> 9. Review documentation on forms such as tax returns, canceled checks, bank statements, correspondence, divorce decrees, child support orders, appraisals for home purchases, trusts, burial agreement, and bankruptcy records.	Planning and Evaluating
+ <input type="checkbox"/> 10. Determine fund needs, to include the authorization of the release of funds, liquidation of bonds and adjustment of fund allowances for the benefit of the beneficiary.	Planning and Evaluating
+ <input type="checkbox"/> 11. Determine source of bonds and supporting documents, such as contracts, wills, trust indentures, powers of attorney, and court orders.	Planning and Evaluating
+ <input type="checkbox"/> 12. Review court petitions for conservatorship and court accounting to ensure completeness.	Planning and Evaluating
+ <input type="checkbox"/> 13. Prepare legal and financial documentation in order for field exams to be conducted.	Writing
+ <input type="checkbox"/> 14. Compile information that provides insight on legal issues and situations.	Writing

When using Response-level Scoring in USA Staffing, you can link your items to multiple competencies.



Response-level Scoring

USA Staffing®

VACANCY 10020367

Assessment: Sample Response-level Scoring Assessment

USAJOBS Announcement Title: Legal Instrument Examiner
Pay Plan-Series-Grade: GS-0963-7/8/9

Rating Criteria

Series	Grade	Competencies Rated
- 0963 - Legal Instruments Examining	7	5

Competency Title	Rated	Rated Items
Oral Communication	<input checked="" type="checkbox"/>	3
Planning and Evaluating	<input checked="" type="checkbox"/>	5
Problem Solving	<input checked="" type="checkbox"/>	4
Self Management	<input checked="" type="checkbox"/>	4
Writing	<input checked="" type="checkbox"/>	3

+ 0963 - Legal Instruments Examining	8	5
+ 0963 - Legal Instruments Examining	9	5

Save Test Cancel

Note: With Response-level scoring, there is no “Weight Equally” checkbox and there are no Proportional Weights for the Competencies



Response-level Scoring

USA Staffing®

VACANCY 10020367

Assessment: Sample Response-level Scoring Assessment

USAJOBS Announcement Title: Legal Instrument Examiner, Pay Plan-Series-Grade: GS-0963-7/8/9

0963 - 7 Item Weights

Problem Solving

Number	Item Stem	Rated
4	Make factual legal and subjective determinations for the protection of beneficiary's rights.	<input checked="" type="checkbox"/>
5	Select which of the following you have experience performing (Select all that apply)	<input checked="" type="checkbox"/>
Response Option		Base Value
A	I have performed basic online research of various laws	2 (2)
B	I have performed basic online research of regulations	2 (2)
C	I have performed basic online research of policies	2 (2)
D	None of the above	0 (0)
		Apply to all Rating Combinations <input type="checkbox"/>
6	Compare legal documents for discrepancies to bring to the attention of supervisor/authorities.	<input checked="" type="checkbox"/>
Response Option		Base Value
A	Yes	4 (4)
B	No	0 (0)
		Apply to all Rating Combinations <input type="checkbox"/>
7	Take action to suspend, resume or recover payments relative to estate management and benefits.	<input checked="" type="checkbox"/>

Buttons: Save, Save & Close, Cancel

With Response-level scoring, the response base values (values in the text boxes) will always be equal to the raw score values (the numbers in parenthesis) since no item/competency weights are applied.



Recap: Scoring Methods

Scoring

Most appropriate when:

Competency-level

- Your new or existing assessment questionnaire contains items that link to specific competencies critical to the position, and
- You want to weight each competency the same or differentially.

Item-level

- You are assessing a group of independent tasks vs. specific competencies,
- The tasks do not fit neatly under specific competencies,
- You are measuring a single competency, or
- You otherwise want to weight each individual question the same or differentially.

Response-level

- Your questionnaire has items with custom response options and corresponding scores,
- You want to score items without item and/or competency weights,
- You want to use Item-level Scoring with items linked to more than one competency, or
- You want to maintain a Task-based scoring protocol used in USA Staffing Legacy.



DISCUSSION

Which scoring option
does your agency
primarily use?

Go to
Menti.com
and use code
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Which scoring option does your agency primarily use?





Update on Assessment Package Reorganization

Steph Colon



Assessment Package Planned Updates

1. Adding a **Choose Assessment Path** popup – **Complete**
 - Plan to refine this popup based on user's permissions
2. Moving the **Test Plan** page from the Assessment Package to each individual assessment questionnaire – **In Development**
3. Changing the order of the Assessment Package pages
4. Creating a **Settings** page that will contain Categories and USA Hire settings



Choose Assessment Path

The screenshot shows the USA Staffing web application interface. A modal dialog titled "Choose Assessment Path" is open in the center. The background is dimmed, showing a page for "VACANCY 10964948" with tabs for "Overview", "Job Analysis", "Assessment Plan", and "Categories". The "Assessment Package Checklist" section has a red error message: "Assessment Package must have at least one Assessment." Below this is a "Rating Combinations" table.

Used	Series	Specialty	Grade
<input checked="" type="checkbox"/>	0343		12
<input checked="" type="checkbox"/>	0343		13

The modal dialog "Choose Assessment Path" contains three options:

- Select Template**: Search the Assessment Package Template Library for a suitable template to use or modify for this recruitment.
- Create Assessment**: Build a new assessment for this recruitment.
- No Assessments Required**: There are no assessments needed for this recruitment.

At the bottom of the modal are "Save" and "Cancel" buttons.

Note: Currently live in production as of 11/13/2020.



Why Move the Test Plan Page

1. Better flow/navigation:

- Complete Test Plan as last step of setting up an Assessment Questionnaire
- Less likely to miss the Categories page on the Assessment Package

2. Ability to test each AQ independently:

- Helpful when using an AQ in combination with a Manual or USA Hire assessment
- Accurate test scenario results when using multiple AQ's to rate applicants

3. Preparation for Multiple Hurdles:

- Helps set up for upcoming multiple hurdles functionality (based on minimum passing scores or business necessity criteria)



Test Plan Move – Rating Criteria

USA Staffing® Development Staffing Classification Admin Reports Search Maria Ahmad - OPM

VACANCY 10025167

Vacancy 10025167 | Assessment Package | Announcement | Reviews | **Assessment: Questionnaire**

USAJOBS Announcement Title: Program Analyst | Pay Plan-Series-Grade: GS-0343-12 | Assessment ID: 108923

Assessment Information | Competencies | Assessment Questionnaire | **Rating Criteria** | Test Plan | History

Rating Criteria Weight Equally Test Assessment

Series	Grade	Competencies Rated
+ 0343 - Management And Program Analysis	12	0

Save Cancel

Clicking **Test Assessment** runs checklist validations for the AQ and displays results



Test Plan Move – Rating Criteria

The screenshot shows the USA Staffing web application interface. At the top, there is a navigation bar with tabs for 'Staffing', 'Classification', 'Admin', 'Reports', and 'Search'. The user is logged in as 'Maria Ahmad - OPM'. The main content area displays 'VACANCY 10025167' and a breadcrumb trail: 'Vacancy 10025167 > Assessment Package > Announcement > Reviews > Assessment: Questionnaire'. A modal window titled 'Assessment Checklist' is open, listing several items:

- Assessment "Questionnaire" Requirements.**
 - Warning:** An Assessment is being used as a Screen-out in the Assessment Plan but does not contain any Screen-outs. Consider changing the Assessment Plan to use the [Assessment for Rating](#) or adding Screen-outs to the questionnaire.
 - Error:** Competency Creative Thinking is not linked to any Items. [Link an item to the Competency](#) or [remove the Competency](#).
 - Success:** All Competencies used for rating have at least one Item used for rating.
 - Success:** All Items used for rating have at least one Response Option with a Base Value greater than zero.
 - Success:** All Items have at least two Response Options.

Buttons at the bottom of the modal include 'Continue to Test Plan' and 'Cancel'. At the bottom of the main interface, there are 'Save' and 'Cancel' buttons.



Test Plan Move – Test Plan

USA Staffing® Development [Home](#) [Staffing](#) [Classification](#) [Admin](#) [Reports](#) [Search](#) Maria Ahmad - OPM

VACANCY 10025167

[Vacancy 10025167](#) [Assessment Package](#) [Announcement](#) [Reviews](#) [Assessment: Questionnaire](#) [+](#)

USAJOBS Announcement Title: Program Analyst Pay Plan-Series-Grade: GS-0343-12 Assessment ID: 108923

Assessment Information > Competencies > Assessment Questionnaire > Screen-Out Criteria > Rating Criteria > **Test Plan** History

Test Scenarios (1) [Add Scenario](#)

Scenario	Responses	Rating Combo	Expected Outcome	Actual Outcome
<input type="checkbox"/> Qualified	A, B, C	0343-12	ELTE	ELTE - 70

[Continue](#)

Clicking **Continue** navigates to the Assessment Package - Assessment Plan page



Test Plan Move – Overview

USA Staffing® Development Staffing Classification Admin Reports Search ✉ 👤 Maria Ahmad - OPM ⌵

VACANCY 10025167 ✓ 📧 ?

Vacancy 10025167 Assessment Package Announcement Reviews +

USAJOBS Job Title: Program Analyst | Pay Plan-Series-Grade: GS-0343-12 | Announcement Type: DE | Status: Incomplete | Source:

Overview | Job Analysis | Assessment Plan | Categories | ⚙️ | 📄 Documents 0 | 🗨️ Notes 0 | 📅 History

Assessment Package Checklist

No Assessment Required Assessment Package Complete Complete Assessment Package

- ✓ Assessment Package contains an Assessment.
- ✓ + Assessment "Questionnaire 1" Requirements.
- ✓ At least one Assessment must be used for each rating combination.

Rating Combinations

Used	Series	Specialty	Grade
<input checked="" type="checkbox"/>	0343		12

Save Cancel

The option to **Complete Assessment Package** will be located on the Overview page instead of the Test Plan page



Test Plan Move – Overview (Templates)

USA Staffing® Development Home Staffing Classification Admin Reports Search ✉ 👤 Maria Ahmad - OPM ▼

ADMINISTRATION ▼ 📧 ?

⚙️ Admin Home 🧩 Templates 🧩 Assessment Package Template: Program Analyst APT

Name: Program Analyst APT Created By: Maria Ahmad Created: 10/20/2020 Owning Office: San Antonio Services Branch Status: Draft

Overview Template Information Job Analysis Assessment Plan Categories ⚙️ 📄 Documents (0) 💬 Notes (0) 📄 History

Assessment Package Checklist Publish Template Delete Template

- ✔️ Assessment Package contains an Assessment.
- ✔️ + Assessment "Questionnaire 1" Requirements.
- ✔️ At least one Assessment must be used for each rating combination.

Rating Combinations

Used	Series	Specialty	Grade
<input checked="" type="checkbox"/>	0343		12

Save Cancel

The options to **Publish Template**, **Unpublish Template**, or **Delete Template** will be located on the Overview page



Expectations for Test Plan Move

- Existing test scenarios will be moved to the new Test Plan page for the AQ
- Assessment Package Checklist validations will be updated to:
 - Remove existing “Assessment Package must be tested.” validation
 - Add new validation to ensure each individual AQ is tested
- Existing vacancies with Assessment Packages that are complete and existing Assessment Package Templates that are published will remain complete/published
 - If the assessment package contained multiple AQ’s or an AQ plus a USA Hire or Manual assessment, the new validations may not be met. In that case, if the package is un-completed, the AQ would need to re-tested before being able to complete/publish the package again.
- Tentative timeline for completing the Test Plan move is 2-4 months



Coming Up Next: Changing Order of Assessment Package Pages

Vacancy Assessment Package	Current Order	Overview > Job Analysis > Assessment Plan > Categories > Test Plan
	Future State	Assessment Plan > Job Analysis > Settings* > Checklist**
Assessment Package Template	Current Order	Overview > Template Information > Job Analysis > Assessment Plan > Categories > Test Plan
	Future State	Template Information > Assessment Plan > Job Analysis > Settings > Checklist

***Settings** page will contain Categories and USA Hire settings

****Checklist** page will contain the Assessment Package Checklist on the current Overview page



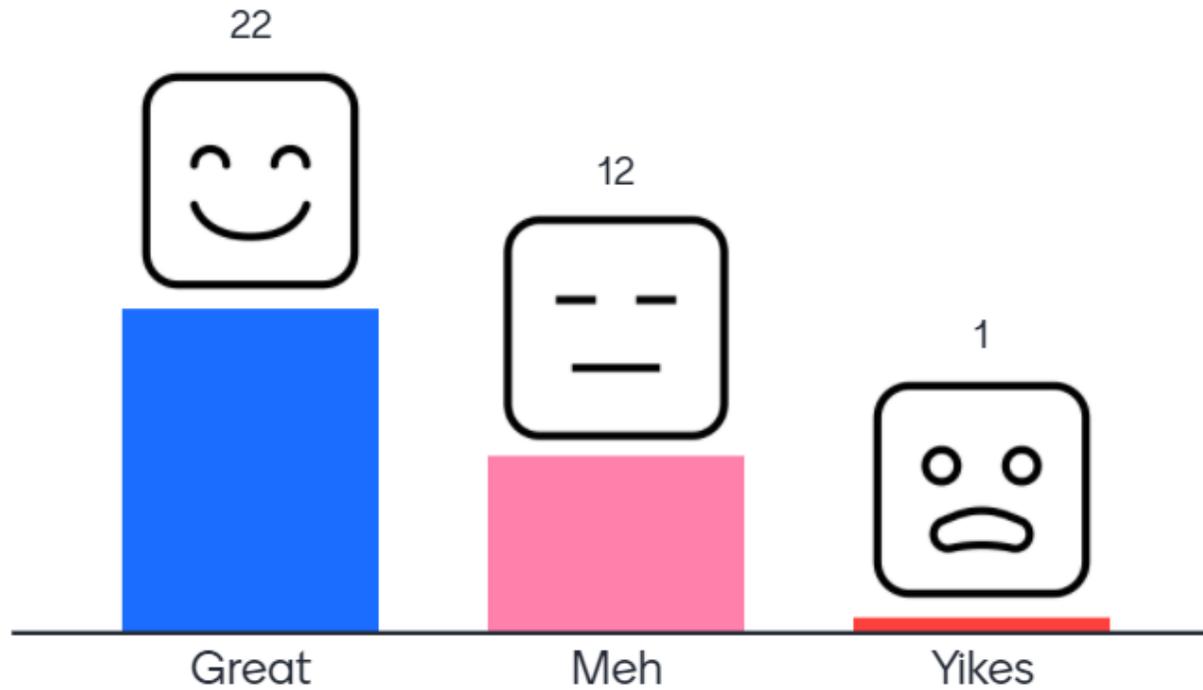
DISCUSSION

How do you feel about these changes so far?

Go to
Menti.com
and use code
63 02 19 1



How do you feel about these changes so far?





DISCUSSION

Would you like to help us test these changes for usability before they're pushed to Stage?

Send us an email and let us know.

Assessment Updates Stephanie.Colon@opm.gov

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Questions?