



Announcement Training Exercise

Now that you have completed the online portion of training for Announcement, it is time to log into the Stage environment of USA Staffing to practice what you have learned. Use this step-by-step guide to help you practice this lesson. Retain your notes to assist you with other lessons.

Creating an Announcement requires the Request, Vacancy, and Assessment sections be completed for your vacancy. If you already have vacancy that is ready to begin the Announcement, complete the information below. If not, you can access the entire practice training series on the USA Staffing Training Resources page at:

https://help.usastaffing.gov/ResourceCenter/index.php/USA_Staffing_Training_Resources. You will then need to complete the Request, Vacancy, and Assessment exercises before proceeding with this exercise.

My Request Number: _____

My Vacancy Number: _____

1. Go into your Vacancy Number. There are several ways to access a Vacancy Number:
 - a. If you know your number, you can type it directly in the **Go To** box at the top of the page and click **Enter**.
 - b. You can locate your request in the Requests tab of your dashboard. Once in your request, there is a direct access link under the **Vacancy Created** section. (This is the option shown in the screenshot below.)
 - c. If you have recently gone into this Vacancy Number it will show up in your dashboard drop-down list.

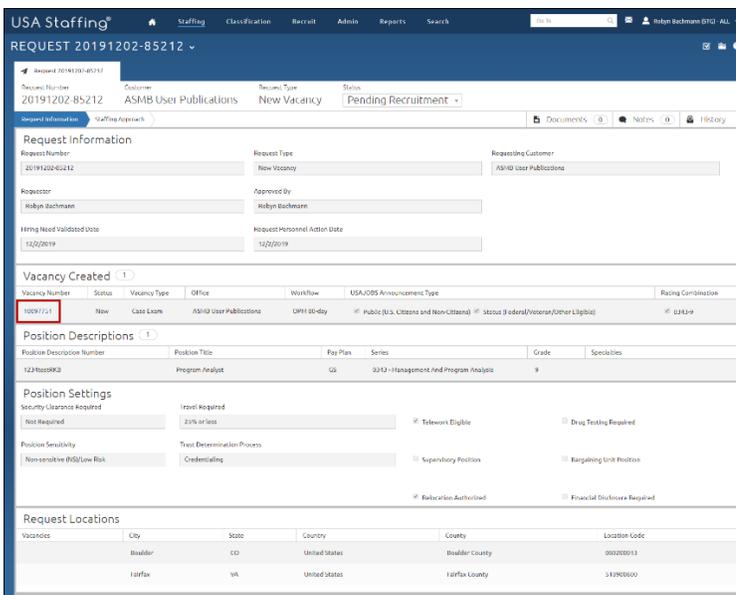


Image 1: Approved request page with the Vacancy Number highlighted. The Vacancy Number is located under the Vacancy Created section in the middle of the page.

- Once in your Vacancy, navigate to the Announcement tab. If the Announcement tab is not automatically showing, use the + to select Announcement.

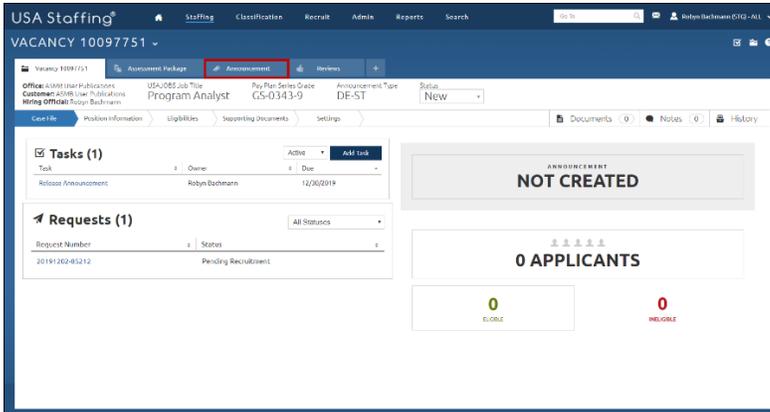


Image 2: Vacancy Case File page with Announcement tab highlighted. This tab is located at the top of the page.

- Complete the Announcement Information page.
 - Enter an **Announcement Number** or click the **Generate** link.
 - Enter the **Open Date** and **Close Date**. (Make sure you select today's date if you are going to apply to your job once it is released.)
 - Enter the **Minimum Salary** and **Maximum Salary**.
 - Select appropriate **Hiring Paths** depending on the type of job you want to announce.
 - Select a **Promotion Potential** from the drop-down list. The Promotion Potential must be equal to or greater than the highest grade of this announcement.
 - Leave the Linked JOA Control Number field blank.
 - Do not check the **Set Application Count** box.
 - Change the **Questions About This Job** section to your name by clicking the **Edit** icon and selecting your name. Make sure there are check-marks in the boxes next to your phone number and e-mail address.
 - Click **Save** and the other tabs will activate.

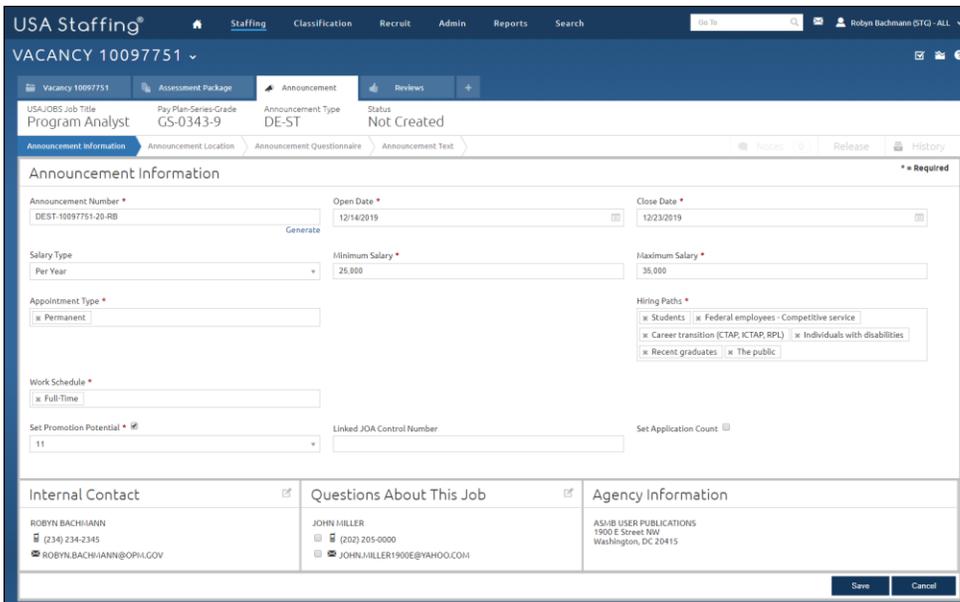


Image 3: Announcement Information page completed as specified in the above steps.

4. Go to the Announcement Location tab.
 - a. Review the locations to ensure they are correct.
 - b. If you make any changes, remember to **Save**.

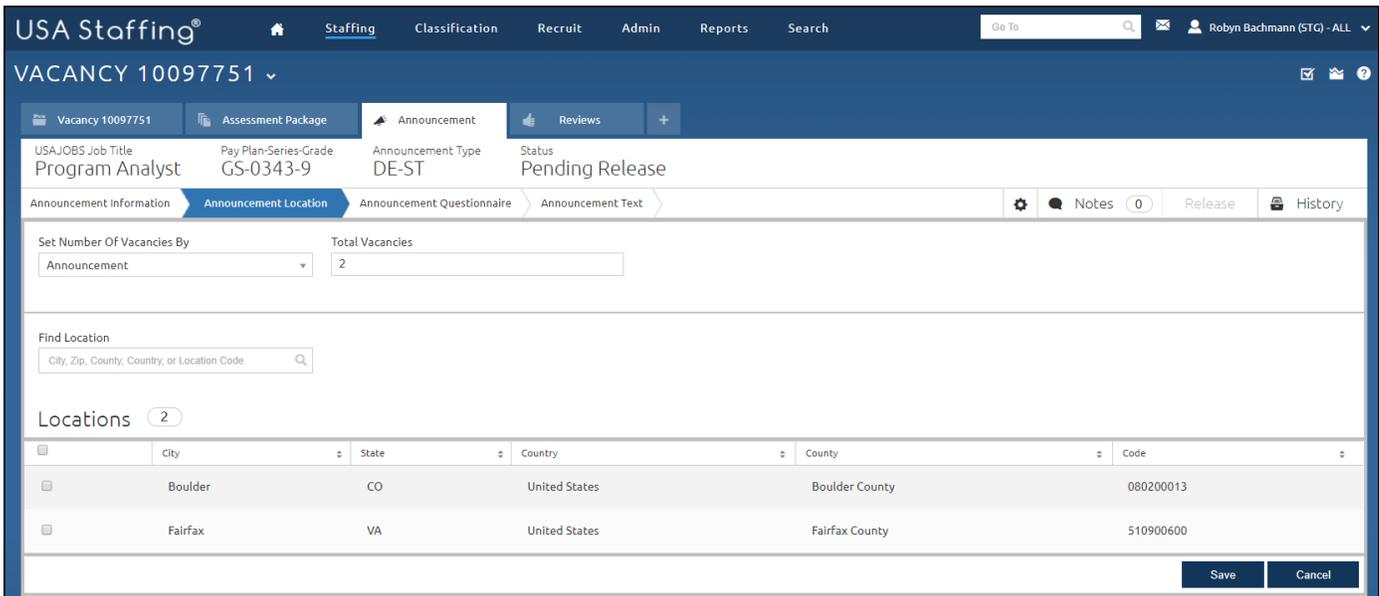


Image 4: Announcement Location page completed as specified in the above steps.

5. Go to the Announcement Questionnaire tab.
 - a. Review this page by clicking the + next to each section.
 - b. Remember that if you need to add an eligibility, go back to the Vacancy> Eligibilities page to add it. Once you **Save**, you can return to this page to verify the new eligibility.
 - c. If the job is a merit promotion, consider adding a Saved Screen Out for Eligibility.
 - d. If you make any changes to this page, click **Save**.

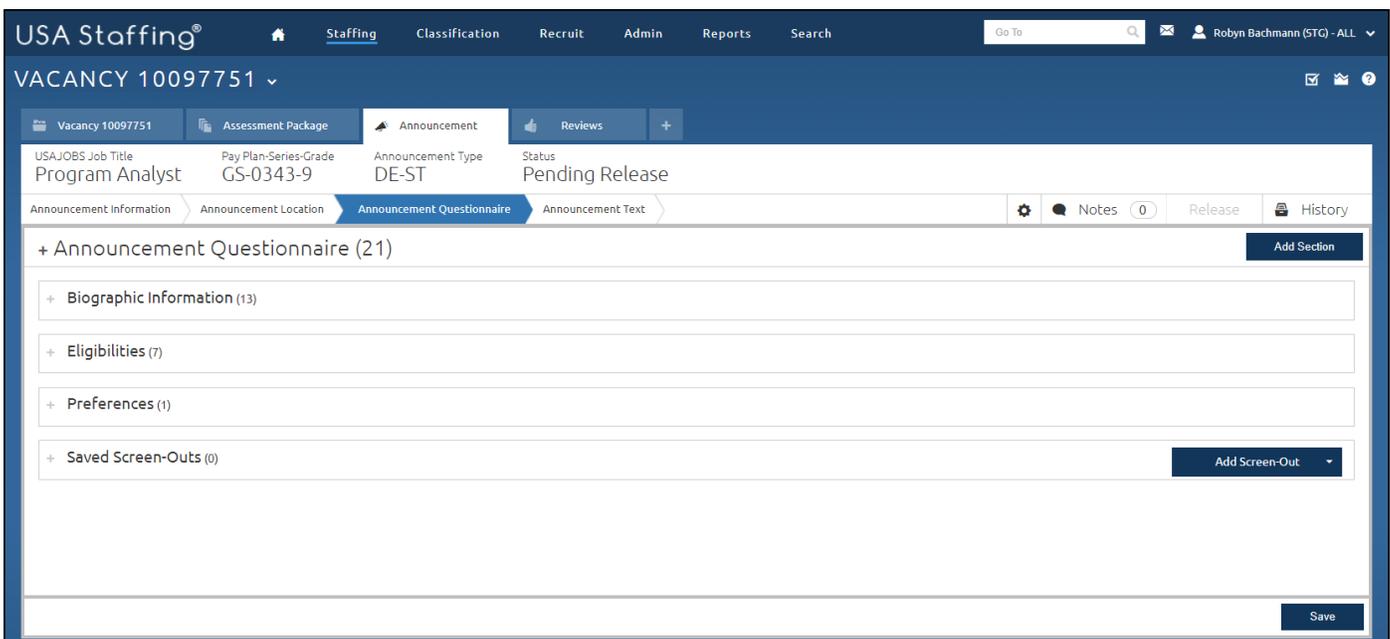


Image 5: Announcement Questionnaire page.

6. Go to the Announcement Text tab. The first time you access this tab the **Choose Template** page will pop up. The number of template available will depend on how many your office has created.
 - a. Select a template by clicking on a **Template Name**. (Your agency Admins may need to provide guidance on the appropriate template to use in the Stage environment.)
 - b. The template will load.

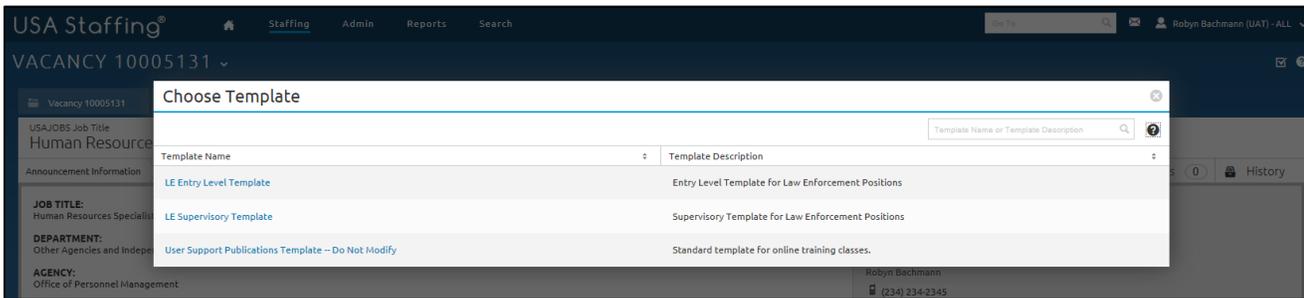


Image 6: Choose Template page.

7. Review the Announcement Text page. If you don't like the template you selected or if you failed to select a template, click the gear icon and select **Choose Template** to use another template.

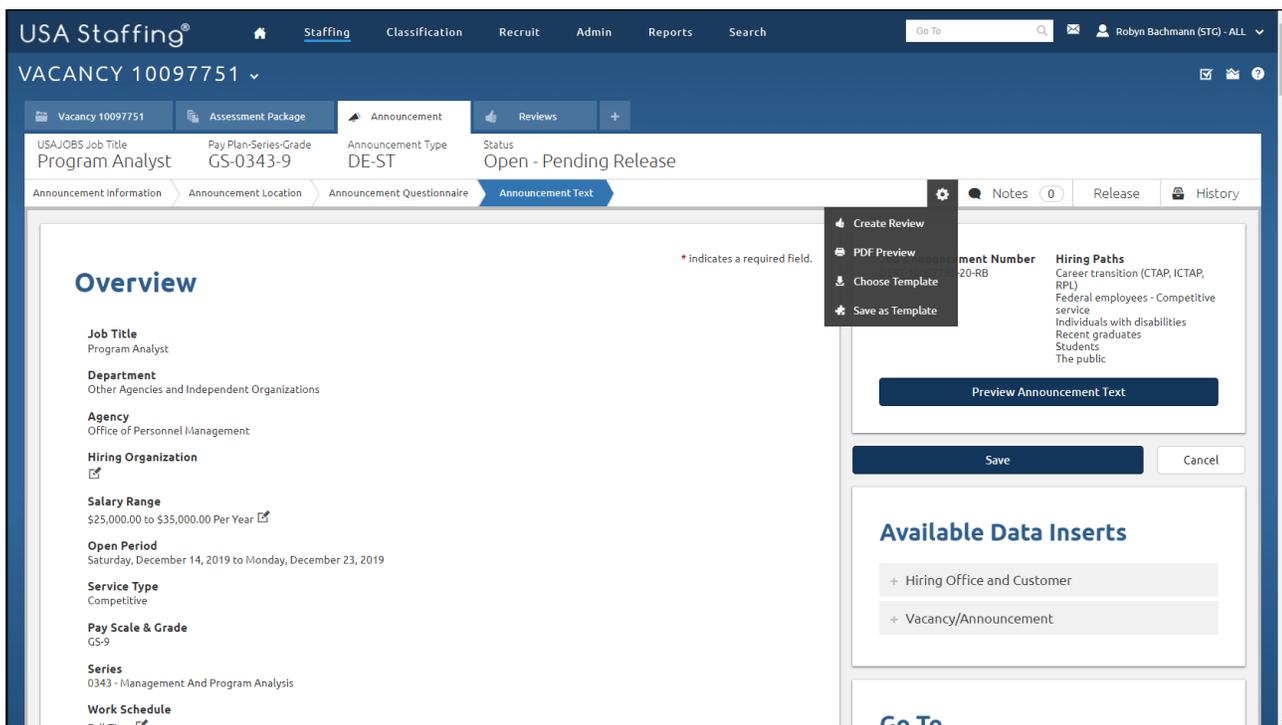


Image 7: Announcement Text page with the gear icon selected. The Choose Template option is displaying.

8. Complete all required sections of the Announcement Text page. (Items marked with a red asterisk are required.)
 - a. Add text to the some of the announcement sections. If you are cutting and pasting text in from an outside source, remember to cut and paste into a text-based editor, like Notepad, first.
 - b. If needed, use the **Hiring Path Clarification Text** to further explain how can apply to this job.
 - c. Use the formatting buttons at the top of a text box to add bold and italics to some text.
 - d. Add a couple of data inserts by clicking and dragging a data insert from the **Available Data Inserts** section to one of the sections in the announcement.

- e. Remove any Placeholder text by highlighting the instructions and brackets and pressing the Delete key on your keyboard.
- f. Once complete, click **Save**.

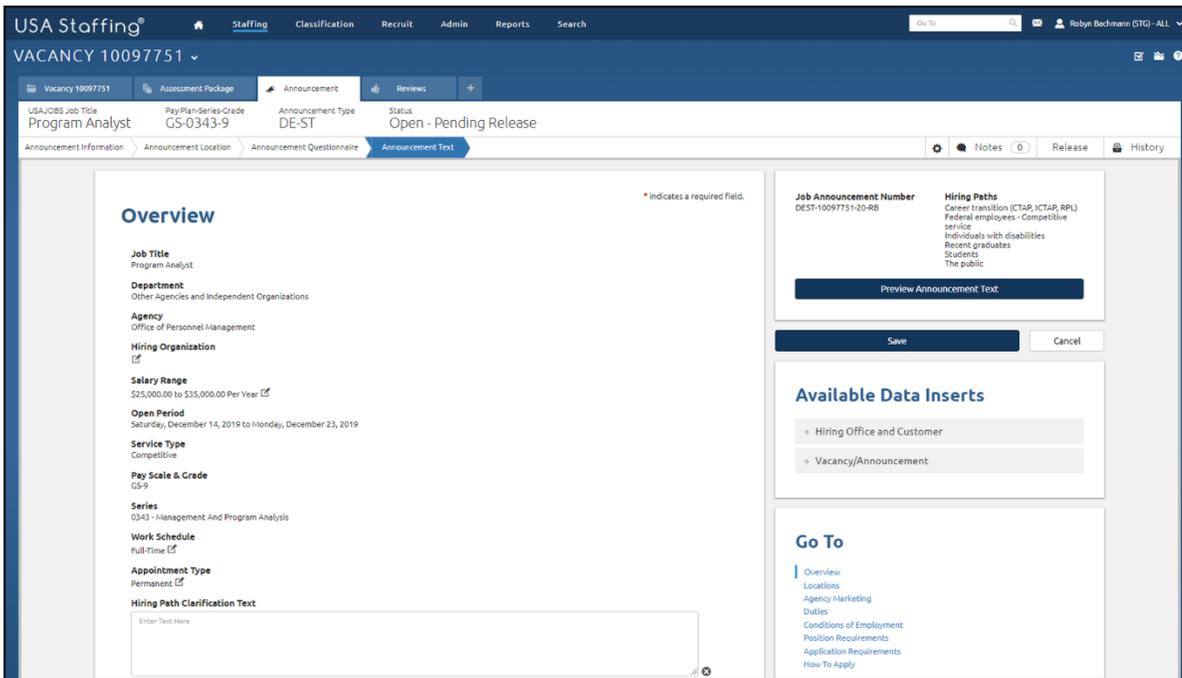


Image 8: Top of Announcement Text page for reference.

9. Check to see if you have any release errors that will prevent you from releasing the job. To do this click the Release button at the top of the page.
 - a. If you see errors like the screenshot below, read the instructions, correct the issues, and Save. Continue clicking the button until you have no errors. (See image 9b.)

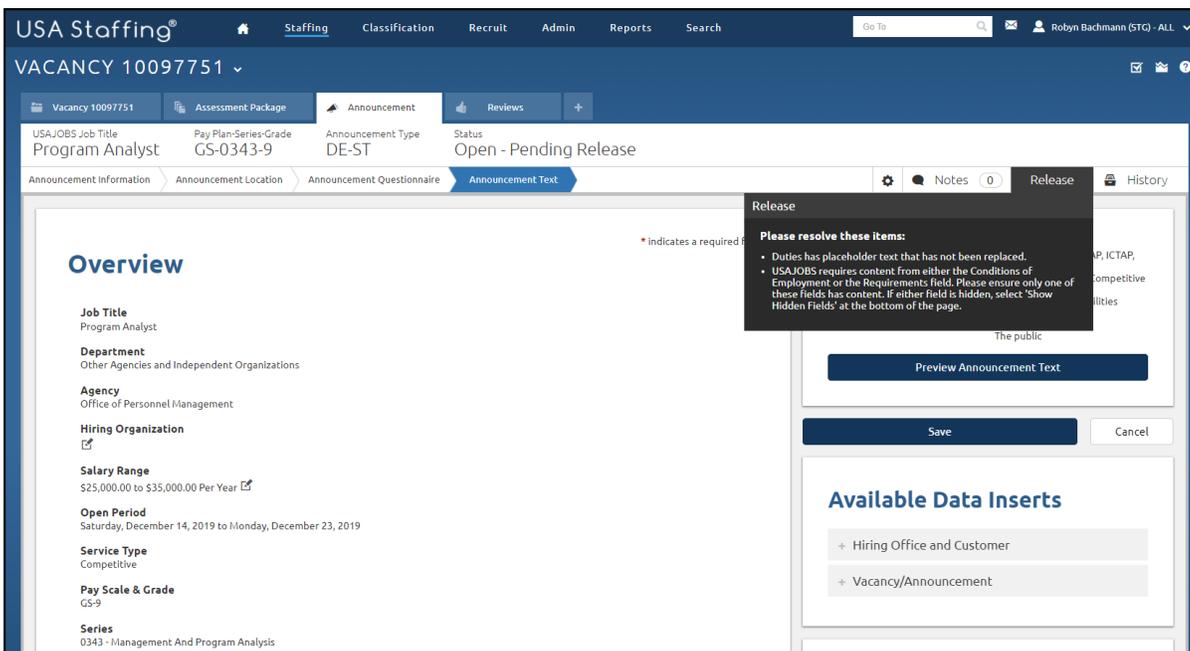


Image 9a: Announcement Text page with release errors.

- b. If you click the **Release** button and see the **Release to USAJOBS** button it means you have no errors. **DO NOT** click the blue **Release to USAJOBS** button at this point.

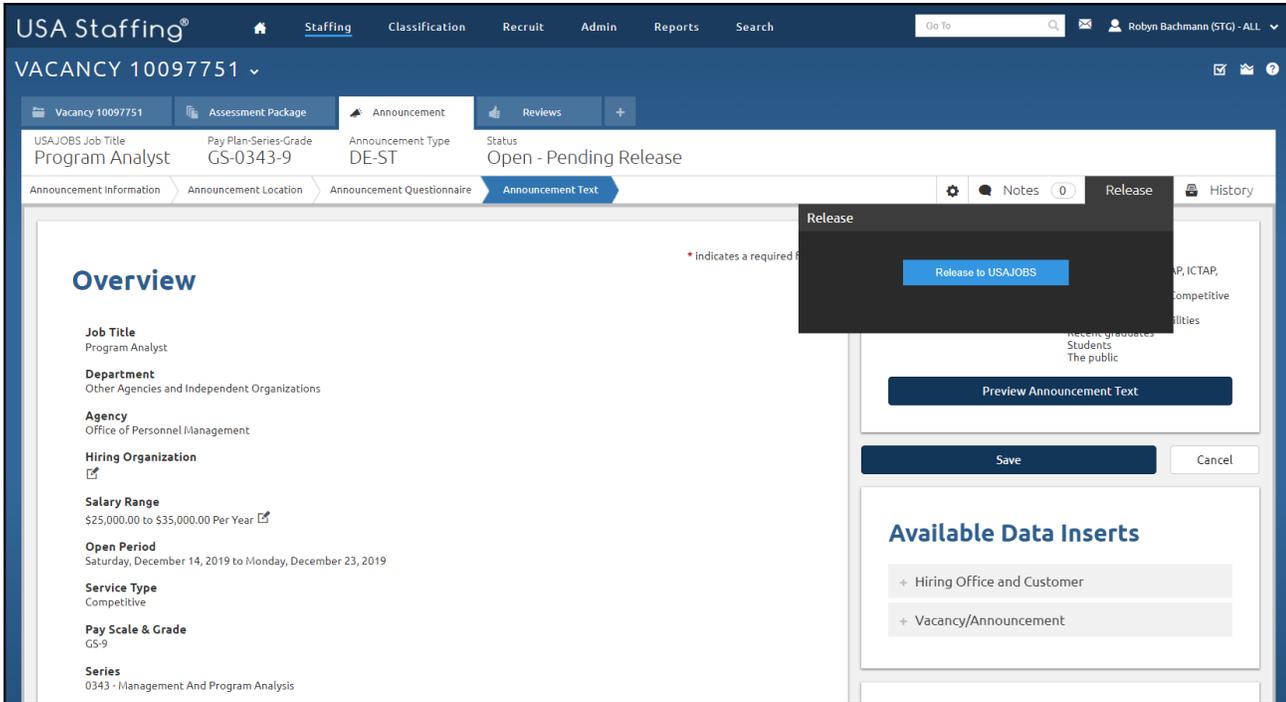


Image 9b: Announcement Text page with no release errors. The Release to USAJOBS button is displaying.

10. Preview the announcement using the **Preview Announcement Text** button. The Preview will open in a new tab. Close the tab when done.

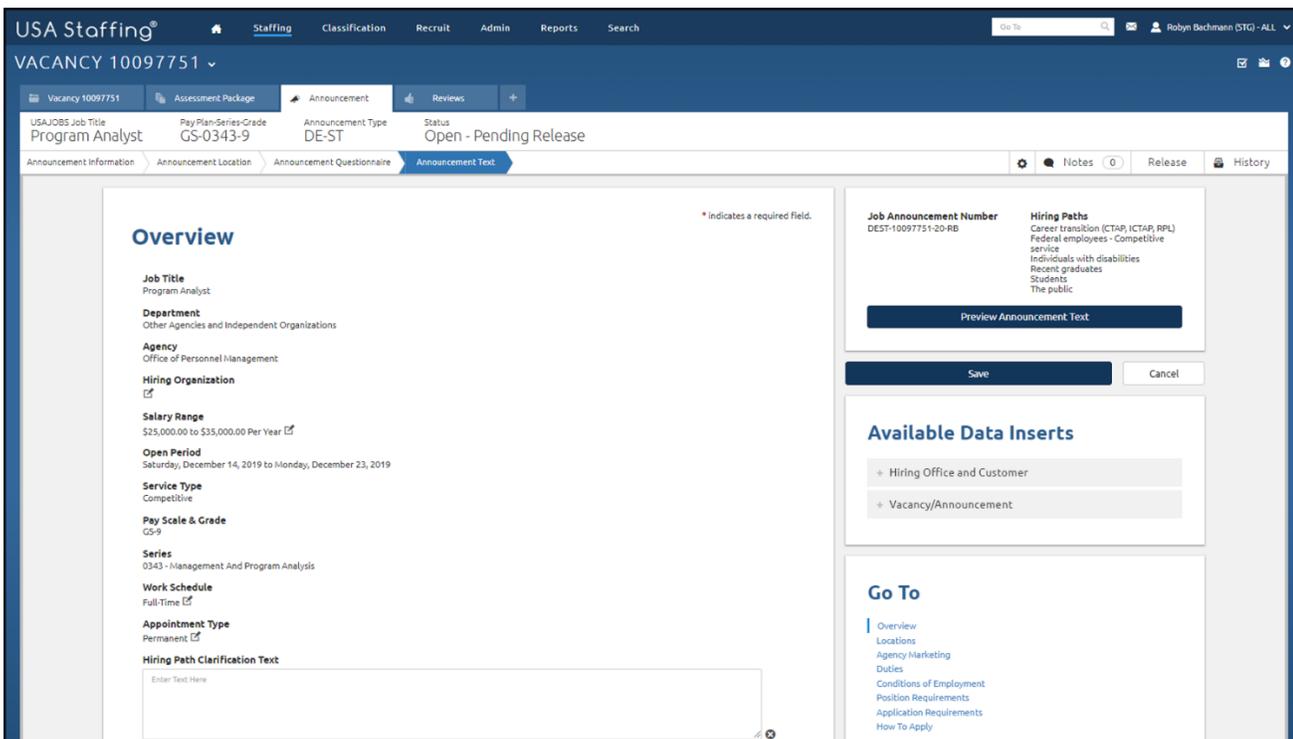


Image 10: Top of Announcement Text page. This button is in the upper-right quadrant of the page.

11. If needed, you can practice sending a Review at this point. If so, use these instructions:

https://help.stage.usastaffing.gov/USAS/index.php?title=Sending_a_review

12. Make any final changes to the announcement and Save. When ready, release the announcement by clicking **Release** at the top of the page and the **Release to USAJOBS** button. If you receive any error messages when you click on **Release**, correct those items, **Save**, and re-try until the **Release to USAJOBS** button displays.

Note: Once you release the job, many sections in USA Staffing will lock down and you will not be able to change them so make sure you have your announcement exactly as you want it before releasing it.

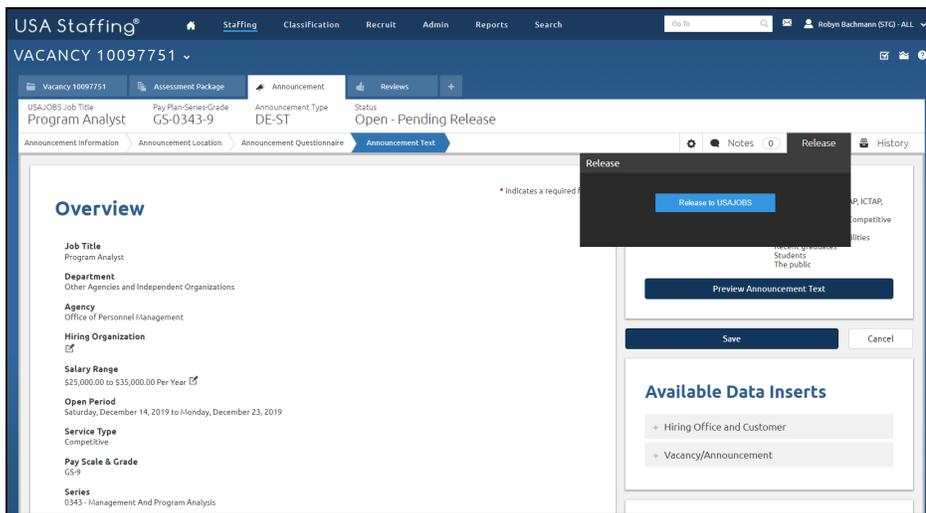


Image 10: Announcement Text page with Release selected. Release appears in the upper-right quadrant of the page.

13. Once the announcement is successfully released, close the Release section by clicking Release again.

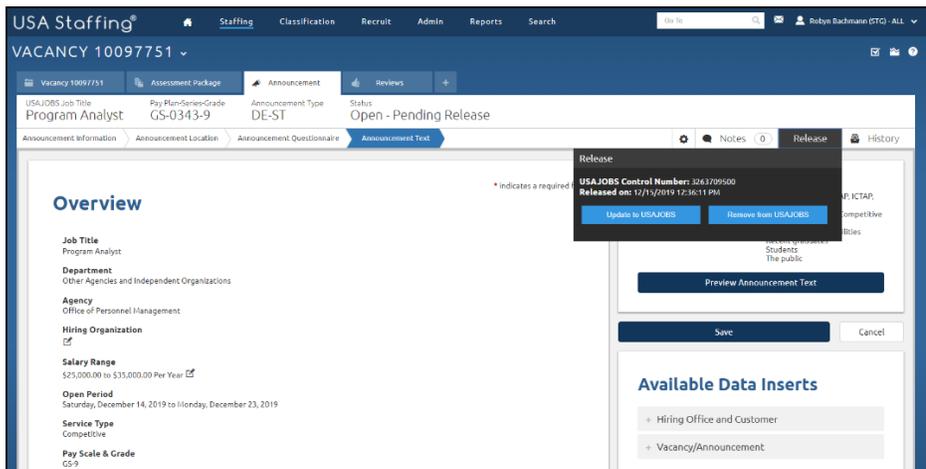


Image 11: Announcement Text page with Release selected. Release appears in the upper-right quadrant of the page.

You now have a completed announcement. This concludes the lesson on Announcement.

If desired, you can try updating the announcement. To do this make a change on the Announcement Text page or change the **Closing Date** on the Announcement Information page and **Save**. Then click the **Release** button and click the **Update to USAJOBS** button. If you click on **History** you will see your update.

