



The USA Hire Working Group meeting will begin shortly.

February 2024

Created by the Office of Personnel Management, USA Hire Program Office

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Menti Poll

What is the worst job you have ever had?



Scan QR code
or Go to
Menti.com
and use code
9608 0576



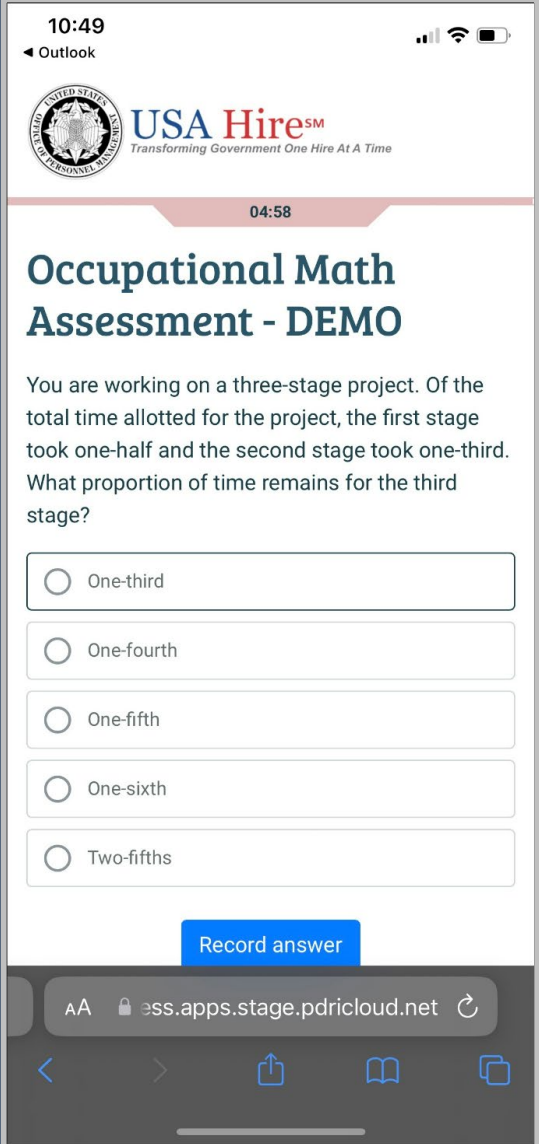
Agenda

- Mobile Assessment Implementation
 - Applicant Experience Enhancements
 - Assessment Score Standardization
-

Mobile Assessment Implementation

Mobile Enabled Assessments

- USA Hire Standard Assessments and the Federal Supervisor Assessment will be mobile enabled by end of FY24 Quarter 2.
- Applicant instructions will be modified accordingly.
- Future test development efforts will use mobile-first design.



The screenshot shows a mobile application interface for a USA Hire assessment. At the top, the status bar displays the time 10:49, signal strength, Wi-Fi, and battery icons. Below the status bar, there is a back arrow and the text "Outlook". The USA Hire logo is prominently displayed, featuring the United States Department of Labor seal and the text "USA HireSM Transforming Government One Hire At A Time". A red progress bar shows a timer at 04:58. The main heading is "Occupational Math Assessment - DEMO". The question text reads: "You are working on a three-stage project. Of the total time allotted for the project, the first stage took one-half and the second stage took one-third. What proportion of time remains for the third stage?". Below the question are five radio button options: "One-third", "One-fourth", "One-fifth", "One-sixth", and "Two-fifths". A blue "Record answer" button is positioned below the options. At the bottom, a browser address bar shows the URL "ess.apps.stage.pdrcloud.net" and standard mobile navigation icons (back, forward, share, book, tabs).

Applicant Experience Enhancements

USA Hire Applicant Help Center

The screenshot shows the 'Applicant' section of the USA Hire Applicant Help Center. The page title is 'Applicant' and there is a search bar labeled 'Search Apply'. The left sidebar contains navigation links: 'HELP', 'Navigation' (with 'Home' below it), and 'Security and Privacy' (with 'Privacy Policy' and 'Terms and Conditions of Use' below it). The main content area is titled 'USA Hire Assessments' and includes a sub-header 'General Information' with two bullet points: 'USA Hire Online Assessment Information' and 'Reasonable Accommodation Information'. Below this is a 'Frequently Asked Questions' section with several questions and their corresponding 'Expand' links. The questions include: 'What are the USA Hire assessments?', 'How will I receive my link to complete the assessments?', 'What if I am unable to complete all the assessments by the deadline provided?', 'Why am I being directed to USAJOBS and Login.gov after clicking my assessment link?', 'How can I update my Login.gov and USAJOBS email associated with my application?', 'I am receiving an error when attempting to access my assessment link', 'I completed my assessments. Can I request my score?', 'I completed my assessments. How long will my score be reused for other announcements?', 'Why are my assessment responses reused?', and 'How do I contact the agency human resources for assistance?'. At the bottom, there is an 'Issues Not Covered Above' section with a paragraph of text and a link to submit a help desk ticket.

Applicant

HELP

Navigation
Home

Security and Privacy
Privacy Policy
Terms and Conditions of Use

USA Hire Assessments

The below help content contains information regarding the USA Hire Online Assessments.

General Information

- USA Hire Online Assessment Information
- Reasonable Accommodation Information

Frequently Asked Questions

What are the USA Hire assessments? [\[Collapse\]](#)

USA Hire is an online assessment platform that provides Federal agencies with powerful assessment tools enabling them to find top talent and make better hiring decisions. Industrial Organizational Psychologists developed and validated these assessments to be better predictors of job performance than assessments which allow applicants to self-report on their level of expertise. Agencies incorporate USA Hire into the application process so that applicants are automatically progressed to the assessments when required.

How will I receive my link to complete the assessments? [\[Expand\]](#)

What if I am unable to complete all the assessments by the deadline provided? [\[Expand\]](#)

Why am I being directed to USAJOBS and Login.gov after clicking my assessment link? [\[Expand\]](#)

How can I update my Login.gov and USAJOBS email associated with my application? [\[Expand\]](#)

I am receiving an error when attempting to access my assessment link: [\[Expand\]](#)

I completed my assessments. Can I request my score? [\[Expand\]](#)

I completed my assessments. How long will my score be reused for other announcements? [\[Expand\]](#)

Why are my assessment responses reused? [\[Expand\]](#)

How do I contact the agency human resources for assistance? [\[Expand\]](#)

Issues Not Covered Above

The U.S. Office of Personnel Management (OPM) USA Hire Help Desk is available for individuals seeking technical USA Hire assistance with accessing or completing USA Hire online assessments. Technical assistance is available Monday through Friday 7 AM to 7 PM EST. The help desk is closed on weekends, Federal holidays, as well as the day after Thanksgiving and Christmas Eve.

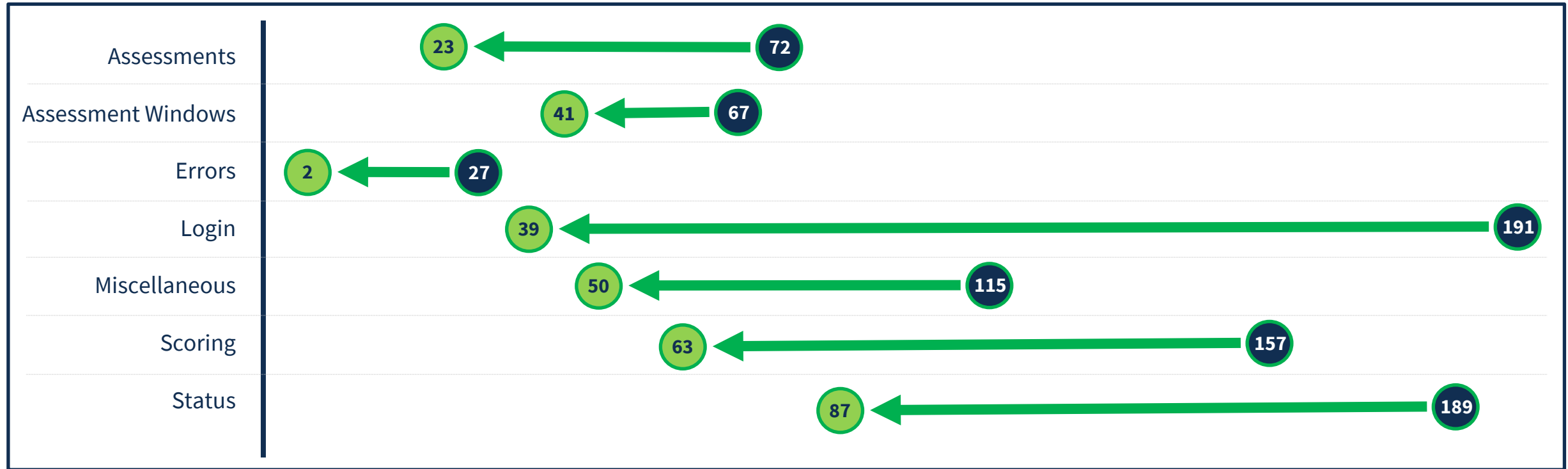
A USA Hire help desk ticket can be submitted here: <https://apply.usastaffing.gov/HelpTicket>

When was this implemented?

- On effective 11 August 2023
- Only on Assessments Required notice

https://help.usastaffing.gov/Apply/index.php?title=USA_Hire_Assessments

USA Hire Applicant Help Center



LEGEND

- June 2023
- December 2023

Application Submission Process

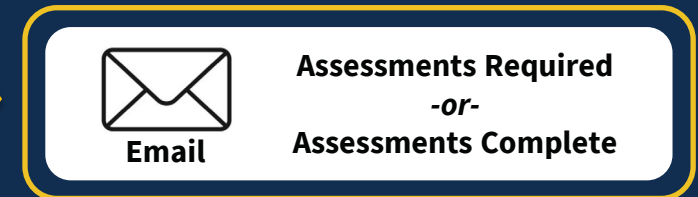
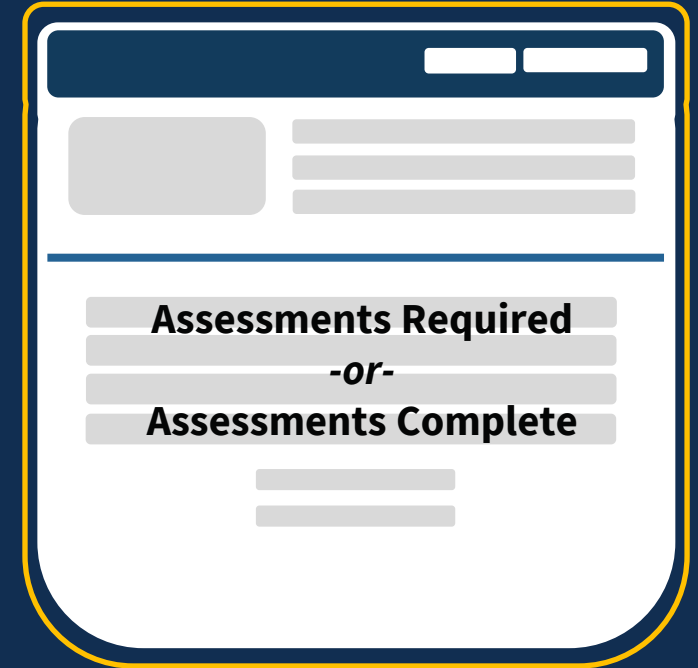
Submit Application



Processing Screen



Application Confirmation



USA Hire Assessment Status: Required

Before

The screenshot shows the USAJOBS application progress page. At the top, there is a navigation bar with 'Help Center' and 'Howie Doohan'. Below this is the OPM logo and the text 'U.S. Office of Personnel Management' and 'Recruiting, Retaining, and Honoring a World-Class Workforce to Serve the American People.' The 'Application Progress' section shows a progress bar and details for the position: 'Human Resources Specialist', 'Office of Personnel Management', 'HRS-24-10068083-DE', and 'Open Period: Friday, January 5, 2024 to Monday, January 8, 2024'. The 'Application Package Status' is 'Received'. The main content area contains the following text: 'You have successfully submitted your initial application for this position. The job opportunity announcement informed you that you may be required to take one or more online assessments in order to complete your application for this position. **You have until 11:59 PM ET on 1/10/2024 to complete all of the required online assessment(s) for this vacancy.** To take the assessment(s) now, click the following link: <https://workflow.apps.stage.pdrcloud.net/wf/v1/workflowgmt/enter/aac975c5-65a0-4b8b-aa13-90043eaf953b>. Please refer to the job opportunity announcement or your acknowledgement letter for more information concerning the assessment(s) or other application requirements. If you encounter issues logging in to complete the online assessment(s), you should log in from a different computer. Security restrictions on work computers may impede applicants from logging in to complete their online assessment(s). For additional information about the assessments, or to submit a help desk ticket, review the following resources: https://help.usastaffing.gov/Apply/index.php?title=USA_Hire_Assessments. If you have any questions about the assessments, please submit a helpdesk ticket at <https://apply.usastaffing.gov/HelpTicket>. To determine if you require a Reasonable Accommodation in order to complete the assessment(s), please review the information here: https://help.usastaffing.gov/Apply/index.php?title=Reasonable_Accommodations_for_USA_Hire. At the bottom, there is a 'View / Print Application' link and a 'Return to USAJOBS' link.


After

The screenshot shows the USAJOBS application progress page after the assessment requirement is added. The header and OPM logo are the same. The 'Application Progress' section is identical. The main content area now includes: 'This job announcement requires the completion of USA Hire assessments as part of your job application. **Your next steps and deadline** To continue your application for this position, you must complete additional assessments by 11:59 PM Eastern Time (ET) on 1/9/2024. A blue button labeled 'Take assessment(s) now' is present. Below this is the 'Resources and assistance' section: 'For information, assistance, or to determine if you require a reasonable accommodation to complete the assessments, review the following resources.' At the bottom of the main content area, there is a 'View / Print Application' link and a 'Return to USAJOBS' link. The footer contains links for 'Terms of Use', 'FOIA', 'Privacy & Cookies', 'USAJOBS.gov', 'OPM', and 'USA.gov'.

USA Hire Assessment Status: Required

Before

Online Assessments Required for Announcement HRS-24-10068083-DE

 usastaffingoffice@opm.gov
To: ohgary13+howie@gmail.com

Reply Reply All Forward

Fri 1/5/2024 8:47 AM

Dear Howie Doohan,

The job opportunity announcement for the Human Resources Specialist, HRS-24-10068083-DE, informed you that you may be required to take one or more online assessments in order to complete your application for this position. **You have until 11:59 PM ET on 1/10/2024 to complete all of the required online assessment(s) for this vacancy.** To take the assessment(s) now, click the following link:

<https://workflow.apps.stage.pdrcloud.net/wf/v1/workflowmgmt/enter/aac975c5-65a0-4b8b-aa13-90043eaf953b>

Please refer to the job opportunity announcement or your acknowledgement letter for more information concerning the assessment(s) or other application requirements.

If you encounter issues logging in to complete the online assessment(s), you should log in from a different computer. Security restrictions on work computers may impede applicants from logging in to complete their online assessment(s).


For additional information about the assessments, or to submit a help desk ticket, review the following resources:

https://help.usastaffing.gov/Apply/index.php?title=USA_Hire_Assessments.

If you have any questions about the assessments, please submit a helpdesk ticket at <https://apply.usastaffing.gov/HelpTicket>. To determine if you may require a Reasonable Accommodation in order to complete the assessment(s), please review the information here: https://help.usastaffing.gov/Apply/index.php?title=Reasonable_Accommodations_for_USA_Hire.

After

Action Required – Complete assessments for Human Resources Specialist, HRS-24-10068083-DE

 usastaffingoffice@opm.gov
To: ohgary13+eileen@gmail.com

Reply Reply All Forward

Fri 1/5/2024 8:35 AM

Hi Eileen,

To finish your application for the position of Human Resources Specialist, HRS-24-10068083-DE at Office of Personnel Management you must complete additional USA Hire assessments by 11:59 PM Eastern Time (ET) on 1/9/2024.

Your next steps
To complete your assessments, click on the assessment link below:

<https://workflow.apps.qa.pdevch.net/wf/v1/workflowmgmt/enter/f545e935-7790-45a8-b108-84cf142ebcc7>

Having issues accessing your assessments?
Try the following actions to access and complete your assessments:

1. Your email provider or organization may alter the link above and it may need to be copied and pasted into your web browser. Then sign into your USAJOBS account using the credentials you used to apply to this position, and then proceed to the assessments.
2. Go to the [usajobs.gov](https://www.usajobs.gov) website, and sign into your USAJOBS account. Find the job announcement for the position listed above, click "Track this application" and then click on the assessment link provided on screen to proceed to the assessments.
3. Attempt to complete assessments from a different computer. Security restrictions on some computers may make it more difficult to sign in and complete assessments.

Need additional help?
Replies to this message go to an unmonitored mailbox. For more information, assistance, or to determine if you require a reasonable accommodation to complete the assessments, [review the following resources](#).

USA Hire Assessment Status: Complete

Before

This screenshot shows the USA Hire application page for Barry Cade. The page header includes the OPM logo and the text "U.S. Office of Personnel Management" with the tagline "Recruiting, Retaining, and Honoring a World-Class Workforce to Serve the American People." The user's name "Barry Cade" is visible in the top right. The main content area features an "Application Progress" bar that is partially filled. Below this, a table lists application details: Position Title (Human Resources Specialist), Agency (Office of Personnel Management), Announcement Number (HRS-24-10068083-DE), and Open Period (Friday, January 5, 2024 to Monday, January 8, 2024). The "Application Package Status" is "Received". The main message states: "You have successfully submitted your initial application for this position. Your online assessments are complete. No further action is required at this time." Below the message is a "View / Print Application" link and a "Return to USAJOBS" button. The footer contains links for Terms of Use, FOIA, Privacy & Cookies, USAJOBS.gov, OPM, and USA.gov.



After

This screenshot shows the USA Hire application page for Howie Doohan. The page header includes the OPM logo and the text "U.S. Office of Personnel Management" with the tagline "Recruiting, Retaining, and Honoring a World-Class Workforce to Serve the American People." The user's name "Howie Doohan" is visible in the top right. The main content area features an "Application Progress" bar that is fully filled. Below this, a table lists application details: Position Title (Human Resources Specialist), Agency (Office of Personnel Management), Announcement Number (HRS-24-10068083-DE), and Open Period (Friday, January 5, 2024 to Monday, January 8, 2024). The "Application Package Status" is "Received". The main message states: "This job announcement required the completion of USA Hire assessments as part of your job application." Below this, there are three sections: "Your assessment completion status" (Complete), "What determines my completion status?" (If you did not just complete a testing session, then your assessment responses were automatically reused from a previous testing session. For USA Hire assessments, your assessment responses will be reused in most instances for one year from the date you previously completed the assessment. Reuse of responses enhances test security, streamlines content management, and reduces your burden by not requiring you to complete repeat test sessions for each announcement to which you apply.), and "Resources and assistance" (For information about the assessments or to submit an assistance request, review the following resources.). Below these sections is a "View / Print Application" link and a "Return to USAJOBS" button. The footer contains links for Terms of Use, FOIA, Privacy & Cookies, USAJOBS.gov, OPM, and USA.gov.

USA Hire Assessment Status: Complete

Before

Online Assessments for Announcement HRS-24-10068083-DE are Complete

 usastaffingoffice@opm.gov
To  ohgary13+barry@gmail.com

[Reply](#) [Reply All](#) [Forward](#) [...](#)



Fri 1/5/2024 8:52 AM

Dear Barry Cade,

Thank you for your interest in the Human Resources Specialist position, Announcement Number HRS-24-10068083-DE. Your online assessments are complete. No further action is required at this time.

After

Assessments complete for Human Resources Specialist, HRS-24-10068083-DE

 usastaffingoffice@opm.gov
To  ohgary13+howie@gmail.com

[Reply](#) [Reply All](#) [Forward](#) [...](#)

Fri 1/5/2024 8:40 AM

Hi Howie,

The job announcement for Human Resources Specialist, HRS-24-10068083-DE at Office of Personnel Management required the completion of USA Hire assessments as part of your job application.

Your assessment completion status
Complete

What determines my completion status?
If you did not just complete a testing session, then your assessment responses were automatically reused from a previous testing session. For USA Hire assessments, your assessment responses will be reused in most instances for one year from the date you previously completed the assessment. Reuse of responses enhances test security, streamlines content management, and reduces your burden by not requiring you to complete repeat test sessions for each announcement to which you apply.

Need additional help?
Replies to this message go to an unmonitored mailbox. For more information about the assessments or to submit an assistance request, [review the following resources](#).

Next Steps

- **Notifications:** Researching opportunities to improve the applicant experience and notifications
- **Applicant Help Center:** Continued research and refinements
- **Other:** Continuing user research to improve the applicant experience in other facets of USA Hire

Assessment Score Standardization

Overview

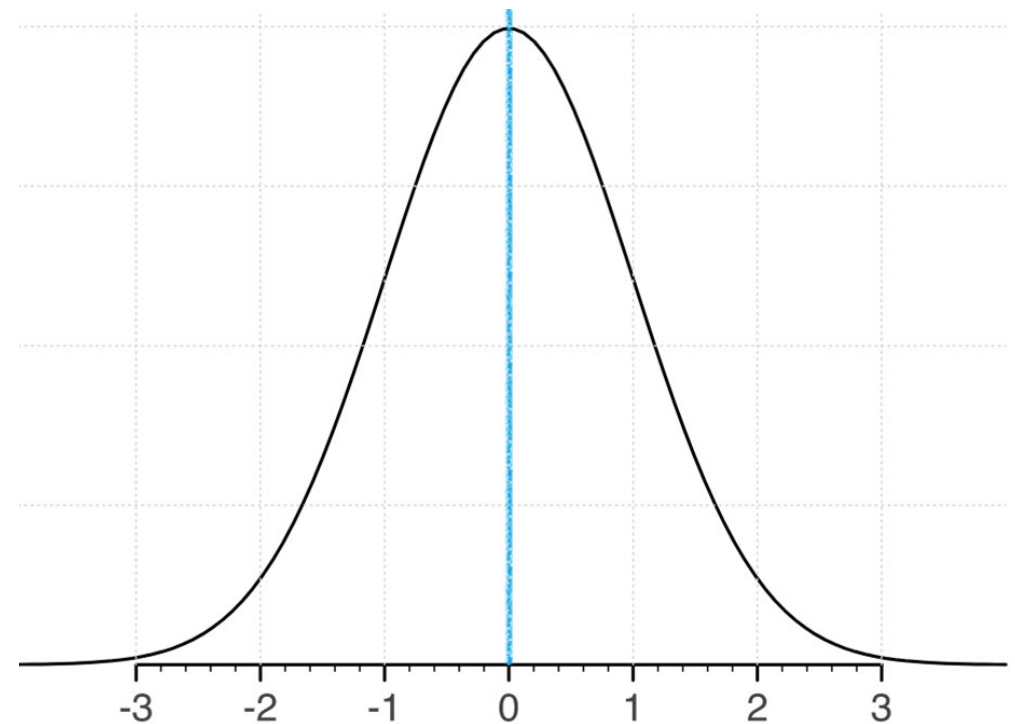
1. What is score standardization?
2. Why standardize scores?
3. When are scores standardized in USA Staffing?
4. How are scores calculated when they're *not* standardized?
5. How are scores calculated when they *are* standardized?
6. What are some factors to consider?
7. Where can I get additional info on scoring?

How much do you know
about assessment
scoring/standardization?

Go to
Menti.com
and use code
9608 0576

What is score standardization?

- › The process of converting an assessment score to a common metric while considering how applicants performed **relative to each other**
- › Calculating a standardized score includes finding the **average score** and determining **how spread out** the applicant scores are from the average



Why standardize scores?

Standardizing is a **best practice when comparing or combining scores** on two or more assessments.

Before comparing/combining two or more scores that are based on different scoring scales (e.g., 0 – 50 and 0 – 200), we first want to **make the scales more equal in meaning**. This involves more than simply putting the scores on the same scale, i.e., transmuting them to the 70 – 100 scale.

We also need to consider **how the scores are distributed**. In other words, what is the average score? How spread apart are the scores?

When are scores standardized in USA Staffing?

Scores are standardized:

1. When using a **USA Hire** battery
2. When using a **Manual** assessment
3. When using **multiple rated AQs**

These 3 scenarios apply whether the assessments are all in Hurdle 1 (Default Hurdle) or across multiple hurdles.

When are scores standardized in USA Staffing?

1. When using a **USA Hire** battery:

- USA Hire scores are ***always*** standardized
- When combining Assessment Questionnaire (AQ) scores with USA Hire, the ***AQ scores will also be standardized***

The screenshot displays the 'Assessments' configuration page. On the left, a table lists assessments for two rating combos (0201-11 and 0201-12). A blue arrow points from the 'Rated Assessment' row in the table to the configuration panel on the right. The configuration panel shows the 'Rating (Standardized)' toggle is turned on. A callout box with the text 'Indicator displays when AQ is standardized' points to this toggle. Other settings include 'Assessment Method' set to 'Training & Experience (Self Evaluation)', 'Rating Method' set to 'Weight-Based', and 'Scoring' set to 'Competency-level'. The 'Hurdle' is set to 'Hurdle 1: AQ + USA Hire'.

ID	Assessment Name	Assessment Type	Screen-out	Rating
61736	Standard USA Hire 0201-11 (Non-Supervisory) - PF2	External	<input type="checkbox"/>	<input checked="" type="checkbox"/>
61736	Rated Assessment	Questionnaire	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Indicator displays when AQ is standardized

When are scores standardized in USA Staffing?

Vacancy 11822440 | Assessment Package | Announcement | Reviews

USAJOBS Announcement Title: HR Specialist | Pay Plan-Series-Grade: GS-0201-11/12 | Assessment ID: 61747

Assessment Information | Competencies | Passing Score Criteria | Checklist

Assessment Information

Assessment Name * | Assessment Type * | Assessment ID *

Screen-out | Rating | Passing Score

Owner * | Hurdle *

Assessment Rating Settings

Standardize scores | Standardize using custom values

Series	Grade
0201 - Human Resources Management	11
0201 - Human Resources Management	12

2. When using a *Manual* assessment:

- Manual assessment scores are standardized if the HR user turns on the **Standardize scores** setting for the Manual assessment
- When combining AQ scores with a Manual assessment that has the **Standardize scores** setting turned on, the AQ scores will also be standardized

When are scores standardized in USA Staffing?

3. When using *multiple rated AQs*:

- **Rating** checkbox is selected for more than one AQ within an Assessment Plan

The screenshot displays the 'Assessments' configuration page for an assessment plan. The page includes a navigation bar with tabs for 'Assessment Plan', 'Job Analysis', 'Settings', and 'Checklist'. The main content area shows a table of assessments with columns for ID, Assessment Name, Assessment Type, Screen-out, Rating, Passing Score, Proportional Weight, and Percentage Weight. The 'Rating' column for two assessments is highlighted with a blue box, indicating that the 'Rating' checkbox is selected for both.

ID	Assessment Name	Assessment Type	Screen-out	Rating	Passing Score	Proportional Weight	Percentage Weight
72550	Rated Assessment 1	Questionnaire	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1 / 2	50%
72551	Rated Assessment 2	Questionnaire	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1 / 2	50%

How does USA Staffing calculate scores when they're *not* standardized?

1. Calculate the **raw score** the applicant received for each assessment
2. **Transmute** applicant assessment raw scores to the 70 – 100 scale

Transmutation Formula:

$$\text{Transmuted Score} = 70 + ((\text{Raw Score} - \text{Min Raw Score}) / (\text{Max Raw Score} - \text{Min Raw Score}) \times 30)$$

Example: Applicant scored 57 on a scale of 0 – 250.

$$\text{Transmuted Score} = 70 + (57/250 \times 30) = 76.84$$

Note: For AQ's, the Min Raw Score is always 0, unless a Passing Score is applied, in which case, the **Passing Score becomes the Min Raw Score**.

How does USA Staffing calculate scores when they're *not* standardized? (Cont.)

3. If there are multiple rated assessments, **weight and combine** transmuted assessment scores to calculate hurdle/final score

Weight and Combine Formula:

$$\text{Hurdle/Final Score}^* = (\text{Assessment 1 Transmuted Score} \times \text{Assessment 1 Percentage Weight}) + (\text{Assessment 2 Transmuted Score} \times \text{Assessment 2 Percentage Weight}) + \dots$$

*For single-hurdle assessment packages, this formula results in the **Final Score**. For multi-hurdle assessment packages, this formula calculates the **Hurdle Score**, and the final score is calculated by applying the same weight/combine formula again to the hurdle scores.

How does USA Staffing calculate scores when they *are* standardized?

1. Calculate the **raw score** the applicant received for each assessment
2. Calculate the assessment raw score **mean** (simple average) and **standard deviation** (this is a measure of how spread out the numbers are)
3. Calculate a **z-score** for each applicant assessment score
4. **Transmute** applicant assessment z-scores to the 70 – 100 scale
5. **Weight and combine** transmuted scores to calculate final score

How does USA Staffing calculate scores when they *are* standardized? - Formulas

Raw Score Mean:

Raw Score Mean = Sum of all applicant raw scores divided by the total number of applicants

Standard Deviation:

Standard Deviation = Square root of the average squared difference from the mean for each score

Z-Score Formula:

Applicant Z-Score = (Raw Score – Mean Raw Score)/Raw Score Standard Deviation

Example: AQ + USA Hire

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

VACANCY 11636308

Vacancy 11636308 Assessment Package Announcement Applicant Overview Reviews

USAJOBS Job Title Demo HR Specialist Pay Plan-Series-Grade GS-0201-11/12 Announcement Type ST Status Complete Source 20210212-MA-0001 (Copy)

Assessment Plan Job Analysis Settings Checklist Documents 1 Notes 0 History

Assessments

Rating Combo: 0201-11 Hurdle 1: Default Stage

ID	Assessment Name	Proportional Weight	Percentage Weight	Mean Raw Score	Standard Deviation	Date Created
+	Standard USA Hire 0201-11 (Non-Supervisory) - PF2		50%			
50135	AQ	1 / 2	50%	1.5	1	2/12/2021 8:17 EST

Rating Combo: 0201-12

ID	Assessment Name	Assessment Type	Screen-out	Rating	Passing Score	Cut Score	Proportional Weight	Percentage Weight	Mean Raw Score	Standard Deviation	Date Created
-	Standard USA Hire 0201-12 (Non-Supervisory) - PF2	External					1 / 2	50%			
50141	Occupational Reading Assessment	External					167/1	16.7%	0	1	9/1/2022 13:17 EDT
50142	Occupational Judgment Assessment (G2)	External					333/1	33.3%	20.57	7.58	9/1/2022 13:17 EDT
50143	Occupational Interaction Assessment	External					333/1	33.3%	48.3	3.62	9/1/2022 13:17 EDT
50144	Occupational Reasoning Assessment	External					167/1	16.7%	0	1	9/1/2022 13:17 EDT
50135	AQ	Questionnaire					1 / 2	50%	1.714286	1.253566	2/12/2021 8:17 EST

Weights applied for AQ and USA Hire battery (can be modified by HR user)

Weights, mean, and standard deviation values for USA Hire assessments within a battery (can't be modified by HR user)

Example: AQ + USA Hire

The screenshot displays the USA Staffing application interface. The main header includes navigation links: Staffing, Classification, Recruit, Admin, Reports, and Search. The user is logged in as OPM Test Admin - TEST. The current view is for VACANCY 11636308, showing application details for Maria Wetmore (Application Number AK5M9-LCIQ). The interface is divided into sections: Eligibilities and Ratings, Ratings, and Veterans' Preference. The Ratings section is expanded, showing a table of assessment results. A modal window titled "Rating Details for Maria Wetmore" is open, providing a detailed view of the assessment results. The modal includes a summary row with the following information:

Assessment	Assessment MQ	Transmuted Rating	Raw Score
- 0201-12	ELTE	87	Well Qualified
Minimum Qualification Final Rating Category			
Assessment	Assessment MQ	Transmuted Rating	Raw Score
+ AQ	ELTE	90.128	3 (0 - 3)
Standard USA Hire 0201-12 (Non-Supervisory) - PF2			
Assessment	Assessment MQ	Transmuted Rating	Raw Score
Occupational Reading Assessment	ELTE	88.027649	0.293976
Occupational Judgment Assessment (G2)	ELTE	84.747004	21
+ Occupational Interaction Assessment	ELTE	70	32.983333
Occupational Reasoning Assessment	ELTE	100	1.983253

At the bottom of the modal, there are three buttons: Save, Save & Close, and Cancel.

Example: AQ + USA Hire

Applicant Final Rating = AQ Transmuted Score x AQ % Weight + USA Hire Battery Score* x USA Hire Battery % Weight

Applicant Final Rating = 90.128 x 0.5 + 82.93137 x 0.5

Applicant Final Rating = 45.064 + 41.465685

Applicant Final Rating (before rounding) = 86.529685

Applicant Final Rating (rounded) = 87

*USA Hire Battery Score is calculated with the weight/combine formula, using the assessment transmuted scores and percentage weights for each assessment in the USA Hire battery.

What are some factors to consider?

- Standardizing scores doesn't affect the **order** of applicant scores, i.e., applicants who performed better will still score higher than those who performed less well.
- However, depending on the assessments and applicant pool, **fewer applicants may score at the top of the 70 – 100 range** when scores are standardized.
- Agencies using a standardized assessment process for DE may wish to **consider adjusting category rating cutpoint values** to ensure enough candidates place in the highest quality category.
- Agencies with a merit promotion plan that specifies a cutpoint for the best qualified candidates may wish to **consider adjusting the Competitive MP cutpoint value** when scores are standardized.

What are some factors to consider when using USA Hire?

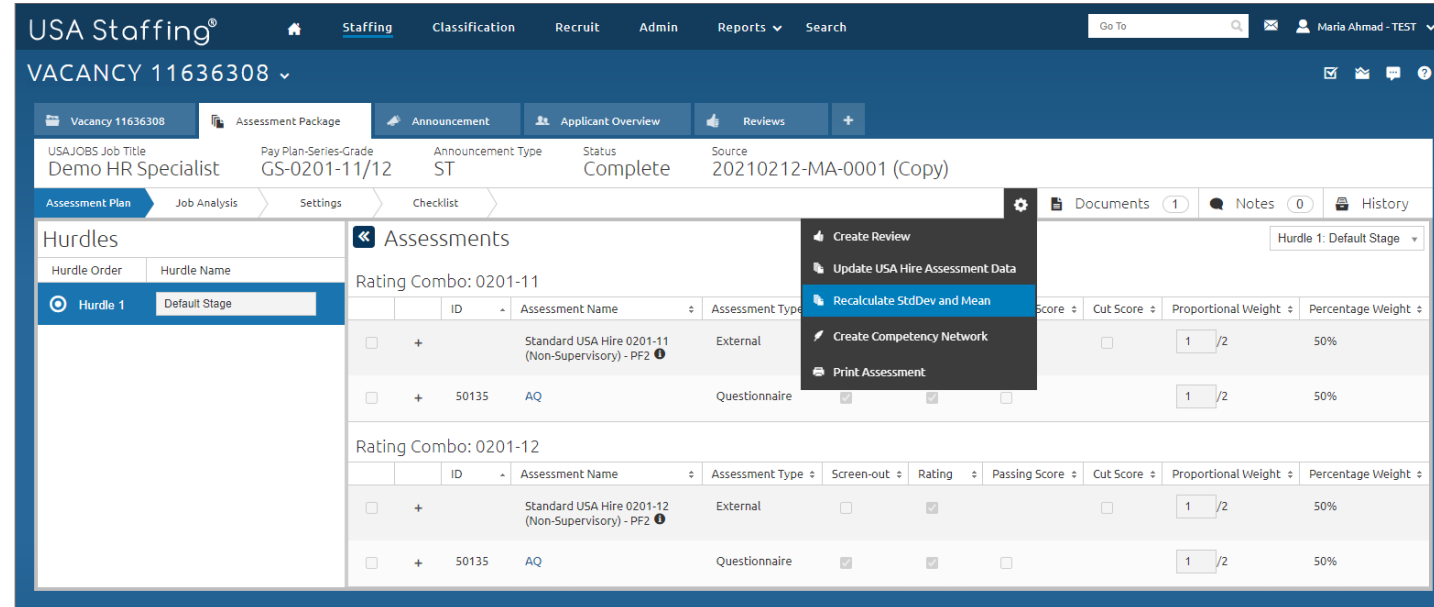
- When using an AQ for rating with USA Hire, the AQ mean and standard deviation values are calculated once the *announcement has closed*.
- Applicants will remain in a **PA status** even if they have already completed the USA Hire assessments until the JOA closes, since the AQ scores will need to be re-calculated at that point.
- As a result, we don't recommend using USA Hire with open-continuous announcements unless the USA Hire assessments will be the only ones used to rate applicants, i.e., AQ is used for screen-out only.

What if I have invited late applicants?

After the invited late application(s) are submitted:

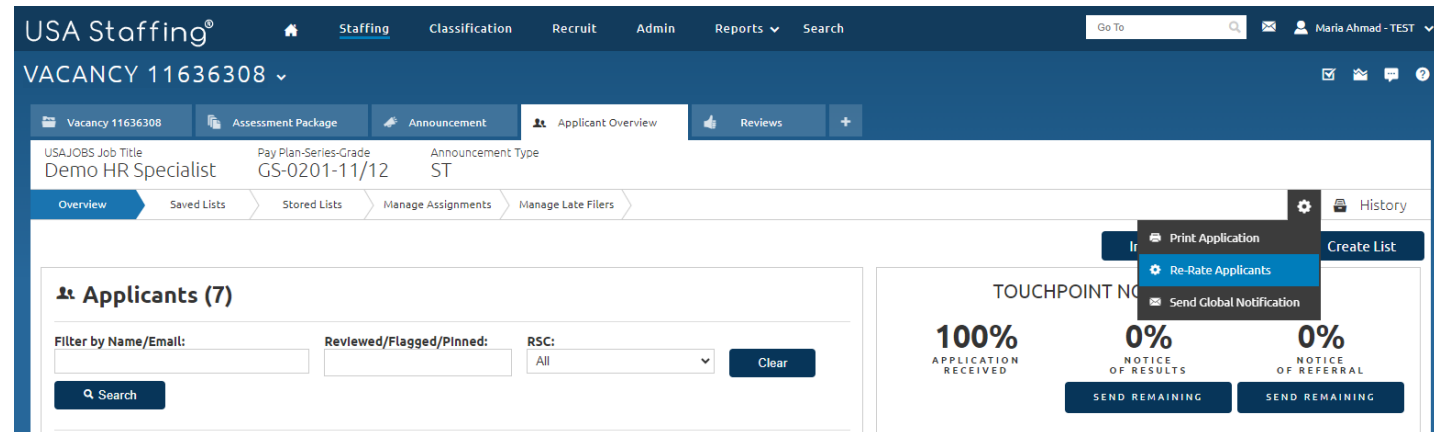
1. From the Assessment Package gear menu, click **Recalculate StdDev and Mean**, and then
2. From the Applicant Overview gear menu, click **Re-Rate Applicants**

These steps will ensure *all* applicant scores are included in determining the standardized scores for the vacancy.



The screenshot shows the 'Assessments' section of the USA Staffing interface. The 'Assessments' table is visible, showing two rating combos: 0201-11 and 0201-12. A gear menu is open over the table, with the option 'Recalculate StdDev and Mean' highlighted in blue. The table columns include ID, Assessment Name, Assessment Type, Score, Cut Score, Proportional Weight, and Percentage Weight.

Rating Combo	ID	Assessment Name	Assessment Type	Score	Cut Score	Proportional Weight	Percentage Weight
0201-11		Standard USA Hire 0201-11 (Non-Supervisory) - PF2	External			1 / 2	50%
	50135	AQ	Questionnaire			1 / 2	50%
0201-12		Standard USA Hire 0201-12 (Non-Supervisory) - PF2	External			1 / 2	50%
	50135	AQ	Questionnaire			1 / 2	50%



The screenshot shows the 'Applicants' section of the USA Staffing interface. The 'Applicants (7)' section is visible, showing a filter by Name/Email, Reviewed/Flagged/Pinned, and RSC. A gear menu is open over the 'Applicants' section, with the option 'Re-Rate Applicants' highlighted in blue. The table columns include Filter by Name/Email, Reviewed/Flagged/Pinned, RSC, and Clear.

Filter by Name/Email	Reviewed/Flagged/Pinned	RSC	Clear
		All	Clear

What are some factors to consider with Manual assessments?

- When determining if Manual assessment scores should be standardized, consider:
 - If the Manual assessment scores will be **combined** with another assessment,
 - The **size** of the applicant pool,
 - The level of **differentiation in scores** (e.g., if applicants scored roughly the same on the assessment), and
 - If the scores were **standardized** prior to loading them into USA Staffing.
- The **Standardize scores** setting can be adjusted after the announcement has been released/applicants have applied (change is tracked in History).
- The **Standardize using custom values** setting should only be used in coordination with an assessment professional (I/O psychologist).

Where can I get additional info on scoring?

[USA Staffing Resource Center:](#)

- Assessment Questionnaire:
- **Assessment Scoring and Weighting Decision Guide**
- **Federal Wage System Quick Reference Guide**
- Manual Assessments: **Manual Assessment User Guide**
- Passing Scores: **Assessment Passing Score FAQs**
- Multiple Hurdles: **Multiple Hurdles Guide**

[USA Hire Resource Center:](#)

- **USA Hire User Guide**
- **USA Hire FAQs**

After this presentation, do
you feel like you understand
standardization better?

Go to
Menti.com
and use code
9608 0576



Questions?

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