USA Staffing Upgrade

Production Release Notes

Release 7.6 January 7, 2017

Introduction

This document includes newly added functionality to the USA Staffing Production 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.

Completed System Functionality

Staffing Functionality

- Standard USA Hire assessments are now available for agency use in the USA Staffing Upgrade. ✅ In order to be granted access to the external assessments, please contact your Account Manager. They will provide you with all of the materials needed to understand how to use USA Hire in the USA Staffing Upgrade, 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 beginning to announce positions using external assessments:

    o USA Hire Assessments may only be used for a single grade announcement. Use for multiple grade announcements should be available shortly.

    o 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 but HR users may not yet set a unique assessment close date for a single applicant. This capability should also be available shortly.

    https://help.usastaffing.gov/ResourceCenter/index.php/USA_Hire_Resource_Center

- 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.
  https://help.usastaffing.gov/USAS/index.php?title=Request_Information

- Updated the Applicant Status Page within the applicant module to show when documents submitted by an Applicant in their online application fail to process correctly in USA Staffing.
  https://help.usastaffing.gov/Apply/index.php?title=Application_Status

- Updated the way that the Who May Apply field on the Announcement Information page is prepopulated based on certain combinations of Announcement Types established in the Vacancy section. o Selecting Public and Status will pre-populate "US Citizens and Status Candidates" o Selecting Public, Status, and Internal Merit Promotion will pre-populate "US Citizens and Status Candidates" o Selecting Status and Internal Merit Promotion will pre-populate "Status

    Candidates (Merit

    Promotion and VEOA Eligibles)"
    https://help.usastaffing.gov/USAS/index.php?title=Announcement_Information

- 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. https://help.usastaffing.gov/USAS/index.php?title=Overview

- The Agency Information section of the USAJOBS announcement now displays the External Customer Name for each JOA. USAJOBS had previously introduced a bug where it showed the Agency Name instead.

- 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 or number of names criteria applied in "Refer Method." https://help.usastaffing.gov/USAS/index.php?title=Create_List

- Updated the filter labels for Veterans' Preference to more clearly state the meaning of the different Veterans' Preference codes when selecting filters. https://help.usastaffing.gov/USAS/index.php?title=Create_List

- Multiple Choice, Multi-Select (MCMS) Assessment Items may now be included when testing Assessment Packages. Previously, these items were ignored during the testing process. https://help.usastaffing.gov/USAS/index.php?title=Test_Plan

- Following the request of a batch print, an alert will be sent to the user if the batch print fails to generate. https://help.usastaffing.gov/USAS/index.php?title=Viewing_user_alerts

Onboarding Functionality

- The Agency Information section of the USAJOBS announcement now displays the External Customer Name for each JOA. USAJOBS had previously introduced a bug where it showed the Agency Name instead.

- Added 17 additional custom agency forms for use in USA Staffing:

    o OCHR-EOD 07, OCHR-EOD 08, OCHR-EOD 09, OCHR-EOD 10, OCHR-EOD 11 o

    OI 82B, SCHR 1, USAS EDU-01, DD 3031, DD 1056, Tax DC o NIH Intern

    Program, NIH PMF Program, NIH Recent Grad o SSA OM 1959, SSA Internship, SSA

    Recent Graduate

Hiring Manager Functionality

- Allow Hiring Managers, along with HR users, to upload documents to a Request after it has been moved into Submitted status.
https://help.usastaffing.gov/USAS/index.php?title=Uploading_a_document_to_a_hiring_manager_request
https://help.usastaffing.gov/USAS/index.php?title=Uploading_a_document_to_a_request

- 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:

  o Breaking the Competency Network from two sub-pages to three sub-pages: Network Information, Competencies, and Items.

  o Streamlined the user interface to better see the competencies and items linked to the Competency Network.

  o Enhancements should speed the loading of competencies in both the administrative and staffing areas of the system.
https://help.usastaffing.gov/USAS/index.php?title=Special:Watchlist

- 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.
https://help.usastaffing.gov/USAS/index.php?title=Performing_an_advanced_search

- Added onscreen history tracking for the Default Settings. This will track updates by administrators to the various system defaults by Office.
https://help.usastaffing.gov/USAS/index.php?title=Default_Settings

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- 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. https://help.usastaffing.gov/USAS/index.php?title=Creating_an_assessment_package_template

- 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. https://help.usastaffing.gov/USAS/index.php?title=Publishing_an_assessment_package_template

- 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. https://help.usastaffing.gov/USAS/index.php?title=Adding_an_assessment_package_template_to_a_vacancy   o

  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." https://help.usastaffing.gov/USAS/index.php?title=Retiring_a_published_assessment_package_template

- History for an individual Assessment Package Template was updated to reflect these new

  statuses.

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

- 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.

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

  - 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. https://help.usastaffing.gov/USAS/index.php?title=Publishing_a_position_description o 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.

https://help.usastaffing.gov/USAS/index.php?title=Manage_Position_Descriptions https://help.usastaffing.gov/USAS/index.php?title=Adding_new_position_description_information

- o 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.
https://help.usastaffing.gov/USAS/index.php?title=Public_Folders

- Added Today's Tasks report, located in the Task folder in the Staffing Reports area of Cognos.
https://help.usastaffing.gov/USAS/index.php?title=Public_Folders

- Added Reviews Data Self Service report, located in the Data Self Service folder in the Staffing Reports area of Cognos.
https://help.usastaffing.gov/USAS/index.php?title=Public_Folders

- Added Vacancy Notes report, located in the Vacancy folder in the Staffing Reports area of Cognos.
https://help.usastaffing.gov/USAS/index.php?title=Public_Folders