



USA Staffing®
Great Government Starts Here®

USA Staffing Upgrade

Stage Release Notes & Feature Planning

Release 7.8

February 15, 2017

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Introduction

OPM employs agile IT development techniques in the development and maintenance of the USA Staffing Upgrade system. This means we have the ability to update priorities through frequent, iterative releases based on changes in the hiring landscape or the identified needs of the collective customer base. Approximately every four weeks, these releases take place in the USA Staffing Stage environment.


This USA Staffing Upgrade Stage Release Notes & Feature Planning document provides an overview of the most recent functionality deployed to the USA Staffing Stage environment and includes the current prioritization for the development of new system features and functionality. Each new publication of this document will show an updated prioritization of the remaining features. The feature prioritization is measured in relation to the date of publication only and does not contain delivery dates. To discuss potential time frames for specific functionality, please contact your USA Staffing Account Manager.

To learn more about features that already exist in USA Staffing Upgrade, please reference the Product Summary found on the [USA Staffing Upgrade Resource Center](#). To learn more about the vision for features outlined in the “Feature Planning” section of this document, please reference the Feature Glossary on the [USA Staffing Upgrade Resource Center](#).

Completed System Functionality

The items outlined in this section include newly added functionality in the USA Staffing Stage 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. As you review this section, you may see the following icon  which designates the completion of feature that was previously identified in the “Feature Planning” section of this document.

Staffing Functionality

- Allowed alternative request cancellation types including “Request Failed”, “Request Not Filled”, and “Alternative Selection Made” to be selected when cancelling a request in the “Announcement Open” status. Previously only the traditional “Request Cancelled” status could be selected at this point in the process.
- USA Staffing now sends the Mission Critical Occupation values, tagged to a vacancy on the Vacancy Settings page, to USAJOBS upon the release of an announcement. USAJOBS will be updating their search capabilities in the next few months and these tags will help job seekers find opportunities, such as cybersecurity related positions that are not easily distinguished by a singular series number. 
- Updated external assessment functionality to allow for the use of USA Hire exams in multi-grade announcements. Users may test this by following the [Quick Reference Guide](#) on the USA Hire Resource Center and creating vacancies for the 0201-6/8 series only.

- Enabled the assignment of external assessment start and end dates to an individual applicant. By selecting the “Edit External Assessment Dates” option from the gear icon in the applicant’s record, HR Users may provide that applicant additional time to complete their USA Hire assessments. This is specifically important for applicants that apply to positions requiring USA Hire scores after the announcement date has passed.

- Added new ineligible rating options available for selection for a rating combination. The added options include:
 - IORR: You were not considered because you do not meet the residency requirement for this position.
 - IOSS: You were not considered for this position because of the answers you provided to one or more of the suitability questions.
 - IDPP: You were not considered because your application indicates you are not willing to undergo a preemployment physical examination.
 - IORT: You were not considered because this is a Reserve Technician position, and you indicated you are not willing or not able to accept a Reserve Technician position; or, you do not meet the Reserve Technician requirements, such as age limit, retired military, etc.
 - IOPT: You were not considered because this job opportunity announcement is for a part-time position, and you indicated you were unwilling to accept a part-time appointment.
 - IOPR: You were not considered because you indicated you are unable to perform the physical requirements of this position, as outlined in the job opportunity announcement.
 - IOIP: By law, Indian Preference candidates are entitled to consideration for Federal employment before other applicants. There were sufficient Indian Preference candidates for this vacancy; therefore, your application was not considered.

- Updated existing ineligible rating options available for selection for a rating combination. Codes IQED, IOWT, IOPP, IWIE, IQGL, and IQSE had minor grammatical changes to their descriptions.


- Enabled HR Users to choose to re-rate a single applicant on demand. The “Re-Rate Applicant” button is now available in the gear icon displayed in an individual applicant record. There are no current processes that require the manual re-rate of an applicant but the option is available should the need arise. Re-rating an applicant will NOT erase manual overrides already made to that applicant.

- Enabled edits to applicants’ ‘Filer Status’ (i.e., Regular, Late, Reopen, Delayed) following the creation of the applicant record. Previously this value was selected at the time the late filer record was created but was not thereafter editable by the HR User.

- Updated the Applicant Overview page to show the percentage of Notice of Results notifications sent for that vacancy at the time the announcement is opened. Previously this percentage was only displayed following the closing of the announcement which was problematic for announcements that remained open for long periods of time.

- Added the ability to filter an applicant list by the date or range of dates in which applications were originally submitted. Note, this filter uses the applicant’s *original* application date, not the most recently submitted date. Future functionality will include the option to specify which date should be used.
- Updated the History section within an applicant list to capture changes made to that applicant list including:
 - Any save of the list;
 - The issuance of the list;
 - Any updates to the certificate ordering criteria since the last save of the list; and,
 - Any updates to the filtering criteria since the last save of the list.
- Fixed a system bug that would not save edited request numbers when created as supplemental requests. Now, when creating supplemental requests from a certificate, proposed supplemental request numbers may be edited to meet the needs of the creator and will save as edited upon completion.


Onboarding Functionality

- HR Users are now able to mass select all completed forms and mark them as “Don’t Transmit to eOPF” without errors generating due to non-transmittable forms being selected.
- Added the following forms for use in USA Staffing:
 - OF 178, VA 4644a, NPS COE 1 
 - Tax forms for Vermont, Wisconsin, and West Virginia
 - Updated the following forms already available in USA Staffing:
 - I-9, W4, SF 256
 - SSA Pathways Agreement


Hiring Manager Functionality

- None

Administrative Functionality

- Added a field to the Manage User page to collect an optional Employee ID Number for each created user. This field will allow Agencies compare lists of USA Staffing users with lists of current employees to ensure system access has been removed for any employee no longer in service with that Agency.
- Improved the Competency Network competency and item upload functionality to address some known issues. Users wishing to import competencies and items into Competency Networks should contact their Account Manager for the latest Excel template. 

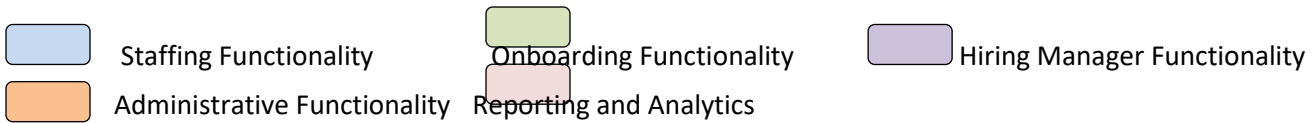
Reporting and Analytics

- Made Assessment related data available in the Assessment namespace of the Staffing Reports section of Cognos. 

- Made Announcement Item questions and responses available in the Applications namespace of the Staffing Reports section of Cognos. ✓
- Added an “Announcements Open Not Released” report, located in the Announcement folder in the Staffing Reports area of Cognos.
- Added an “Application Assessment Questions and Answers” report, located in the Applications folder in the Staffing Reports area of Cognos.
- Added a “Vacancy Close Out” report, located in the Vacancy folder in the Staffing Reports area of Cognos.
- Added a “Request, Vacancy, Announcement, Certificate Log” report, located in the Request folder in the Staffing Reports area of Cognos.

Feature Planning

Contained within this section is a list of planned features that USA Staffing has identified for future development and implementation to the USA Staffing system. The features contained in this section are identified in consultation with system users and other stakeholders, as necessary. The following key should be used when reviewing the remainder of this document:



*Dependent on completion of a prior feature **Dependent on an interconnecting system

★ Mandatory for Completing Transition from Legacy USA Staffing

In Progress

These features are currently in development by the USA Staffing Upgrade technical team.

Premium USA Hire ★	Custom USA Hire ★	Mass Updates to Applicants	DoD Legacy Forms ★
DOJ Legacy Forms	State Tax Forms	VA Legacy Forms	SSA Legacy Forms
HHS Upgrade Forms	DHS Upgrade Forms	Update Hiring Manager Interface	Panel Reviews
Enhance Position Descriptions	Instruction Templates	Applicant Flow Dashboard Phase 1	Time to Hire Dashboard Phase 3
User License Dashboard Phase 2			

Coming Up Next

Development will begin on these features once those currently in progress are completed.

		Print Notifications	Search Position Description Library
USSC Legacy Forms	VA Upgrade Forms	Load Manual Assessment Scores ★	STRL Demo Project Ratings ★
		HR Request Updates	HR Review Updates
FRTIB Upgrade Forms	Time to Hire Dashboard Phase 4		

In Planning

Planning is under way for these features but they are not yet scheduled for development.

ACWA	USAJOBS Agency Talent Portal**	Expire Standing Register Applicants	New Hire Data Interconnection
Parallel Onboarding	Mass Notifications of New Hires	Optimization of Cross Organization Hiring	Permanent Change of Station
Permanently Delete New Hire Records	SBA Upgrade Forms	DOJ Upgrade Forms	NTSB Upgrade Forms
USCP Legacy Forms	MCC Upgrade Forms	DOD Upgrade Forms	Generate PDFs of Position Descriptions
Position Description Reviews*	Manager Messages	Assessment Dashboard Phase 1	Hiring Metrics Dashboard

Under Future Consideration

There is an understood desire for these features but formal planning has not yet begun for their development.

USAJOBS JOA Enhancements**	Tr St	Recruitment Source Questions**	Dashboard Improvements
Hurdles	Purg Cont	Job Analysis	Alternate New Hire Authentication Options
eVerify Interconnection**	Im Me	Display Missed Questions to New Hire	eQIP Interconnection**
Applicant Supply File	Co	Configure System User Notifications	Announcement Item Templates
Customizable Review Notifications		Retire Customers	Retire Competency Networks
Save and Reuse of List Filter Criteria	Cust		

Feature Glossary

Detailed information for each of the features outlined in the “Feature Planning” section above are as follows:

Staffing Enhancements

STRL Demo Project Ratings: Implement functionality needed for the Science and Technology Reinvention Laboratory (STRL) demo project used by components of Department of Defense. This functionality is similar to A-C-E/Category Rating, but applies Veterans' Preference points in addition to categorizing applicants.

ACWA: Build Administrative Careers with America assessments in USA Staffing Upgrade, making the appropriate assessments available to the organizations/offices that require them. Like USA Hire, the assessments will be available through assigned assessment package templates and will not be editable by HR Users upon assignment to a vacancy, except to customize the specialized experience statement within the minimum qualifications question(s).

Custom USA Hire: Identify and implement functionality to accommodate custom USA Hire assessments. The enhancements include any business rules or functionality to allow for the use of USA Hire assessments that were built specifically for a particular agency and are used in Legacy USA Staffing today.

Dashboard Improvements: Update the current Dashboard view provided to HR and Onboarding Users by updating the Task, Request, and New Hire screens, as well as adding a selection of pre-defined graphics or widgets that an individual user can choose to display to meet their needs.

Expire Standing Register Applicants: Automatically move applicants to an Expired status after their defined period of eligibility ends. This will only occur in vacancies created as Standing Registers.

HR Request Updates: Update the HR User's Request module including the addition of new fields, a sleeker display, and the ability to copy an existing request.

HR Review Updates: Update the HR User's Reviews module to better create, assign, and manage reviews.

Hurdles: Create the ability to structure assessment hurdles during the creation of the assessment package where an HR User can determine a process for how an applicant can complete one assessment and automatically continue on to an additional assessment or step in the hiring process based on the applicant's previous assessment results.

Job Analysis: Utilize existing request, library, task, and review capabilities to manage the job analysis process between the HR Office and Hiring Managers.

Load Manual Assessment Scores: Enable the creation of a "Manual" assessment where an HR User can manually add assessment scores collected from outside of USA Staffing for each applicant. This feature includes the ability to manually add scores for each applicant or import assessment scores for applicants by spreadsheet.

Mass Updates to Applicants: Enable an HR User to override the minimum qualifications code for multiple applicants at once from an applicant list.

Premium USA Hire: Identify and implement functionality to accommodate premium USA Hire assessments. The enhancements include any business rules or functionality to allow for the use of USA Hire assessments that are available for use across agencies but are not included in the list of Standard USA Hire assessments. These include the SSJT, Project Management, and Intelligence Analyst assessments.

Print Notifications: Allow the display of an Applicant or New Hire notification in a PDF format so it may be printed or saved as necessary.

Purge Staffing Content: Purge staffing related content when retention is no longer required by Agency policies.

Search of PD Library: Allow Hiring Managers and HR Users to search the Position Description (PD) library for an appropriate PD when adding a PD to a Request or Vacancy. This capability will allow the viewing of designated PD documents to support the selection process, document the source of the PD selected, and copy relevant PD documents into the Request and Vacancy documents pages. Users will still have the opportunity to manually add PD values as needed.

Transition to USA Staffing Document Types:** Replace USAJOBS document types currently used on the Vacancy Supporting Documents page with more specific USA Staffing document types. This will enable a more complete and specific list of documents required for application submission and consideration. This will enable the linking of USA Staffing document types to announcement items such that responses to individual questions will mark their associated documents as required for submitting an application.

USAJOBS Agency Talent Portal:** Allow all USA Staffing users to access the USAJOBS Agency Talent Portal through a single sign on. USAJOBS will allow all USA Staffing users to access specific functions within the Agency Talent Portal.

USAJOBS JOA Enhancements:** USAJOBS anticipates making changes to the way Job Opportunity Announcements are collected from systems like USA Staffing and displayed to applicants. This feature is a placeholder to adapt to those changes once they have been identified and communicated by the USAJOBS Program Office.

Onboarding Enhancements

Alternate New Hiring Authentication Options: Allow New Hires to authenticate to the New Hire portal using username and passwords for such entities as LinkedIn, Facebook, Amazon, or Google, providing options beyond the currently mandated use of their USAJOBS username and password.

Display Missed Questions to New Hire: Improve a New Hire's ability to identify and respond to missed questions during the onboarding process.

eQIP Interconnection: Allow HR Users to submit a New Hire's information directly to eQIP without having to log into eQIP. The interconnection would receive statuses back from eQIP as specific milestones are achieved, automatically closing out system generated tasks as they are completed.

eVerify Interconnection: Allow HR Users to submit a New Hire's information directly to eVerify without having to log into eVerify (with some exceptions). The interconnection would receive statuses back from eVerify as specific milestones are achieved, automatically closing out system generated tasks as they are completed.

Improve New Hire Mobile Experience: Update the New Hire's onboarding interface to allow all functions to be performed on smaller mobile devices like tablets and smart phones.

Legacy Forms: Track the progress toward adding all Agency specific forms into USA Staffing Upgrade that had been previously created in Legacy USA Staffing.

Mass Notification of New Hires: Allow HR and Onboarding Users to send a single notification to multiple New Hire records at one time.

New Hire Data Interconnection: Allow HR Users to submit a New Hire's data to an identified agency HRIT system. The base configuration will provide a standard set of data elements to any interconnected system including the full Social Security Number and Date of Birth. Agencies can request additional New Hire data fields be created in custom interconnections following the completion of this feature.

Permanent Change of Station: Add the core functionality necessary to manage the New Hire Permanent Change of Station process for creating and storing relocation orders.

Permanently Delete New Hire Records: Permanently delete new hire records following the completion of the onboarding process and in line with eOPF data retention policies.

Parallel Onboarding: Allow New Hire records to be created prior to the attachment of a Request Number in the certificate. This will allow a portion of the onboarding process to begin for Agencies that need to conduct additional checks on the New Hire before committing to the selection.

State Tax Forms: Track the progress toward adding all state tax forms to the USA Staffing Upgrade.

Upgrade Forms: Track the progress toward adding all Agency specific forms into USA Staffing Upgrade that have yet to be added to any USA Staffing system.

Hiring Manager Enhancements

Manager Messages: Allow HR Users to include messages to Hiring Manager Users that would be displayed following the return of a review to HR. These messages could include instructions for the next step in the hiring process or a link to the CHCO survey.

Panel Reviews: Allow HR Users to share an applicant list (i.e., unissued certificate) with reviewers. Reviewers may enter/override scores and provide feedback to HR on applicant qualifications and ratings.

Position Description Reviews: Allow Hiring Manager Users to review, comment on, and authorize new Position Descriptions prior to certification and publication in the PD Library.

Update Hiring Manager Interface: Redevelop the Hiring Manager module dashboard, request, and review screens so that the Hiring Manager User can better understand where their request stands in the hiring process and outstanding action items.

Administration Enhancements

Announcement Item Templates: Add an option to build a template of custom announcement questionnaire sections, announcement items, and announcement screen-outs for reuse across vacancies.

Applicant Supply File: Capture a managed list of applicants that have previously been identified as desired candidates but have not yet been hired. The list would be searchable to find applicants currently available on other certificates, immediately available through special hiring authorities, or that one might want to notify about new job postings.

Configure New Hire Notifications: Allow Administrators to configure automated system notifications to warn New Hire Users about due task assignments.

Configure System User Notifications: Allow Administrators to configure automated system notifications to warn USA Staffing Users about due task assignments.

Custom Rating Scales: Enable Administrators to build a library of custom assessment questionnaire response option rating scales that can be applied when creating assessment questions in a vacancy or assessment package template in Admin.

Customizable Review Notifications: Allow the various email notifications for reviews to be customized through the use of notification templates.

Enhance Position Descriptions: Update the Position Description to include additional fields required for future Classification including duties, factors, evaluations, and linked competencies.

Instruction Templates: Add a library of instructional language templates for use when building Hiring Manager reviews and certificates.

Generate PDFs of Position Descriptions: Generate PDF documents for Position Descriptions built completely in USA Staffing.

Retire Competency Networks: Enable retirement/ deletion of Competency Networks.

Retire Customers: Enable the retirement/ deletion of Customers.

Save and Reuse of List Filter Criteria: Allow Administrators to save standard certificate filtering criteria that may be reused when issuing certificates in the future.

Task Triggers: Enhance workflows by allowing Administrators to define predecessor relationships that can automate the activation of one task based on the completion of a previous task.

Reporting and Analytics

Applicant Flow Data Dashboard: Show the distribution of applicants based on their declared race and ethnicity across the different stages of the hiring process.

- Phase 1: Vacancy Demographic List Report (Upgrade)
- Phase 2: Vacancy Demographic List Report (Legacy)

Assessment Dashboard: Show data detailing the performance of the assessment or competencies within the assessment in recruiting a quality applicant pool.

- Phase 1: Applicant Score Distribution Chart (Upgrade)

Time to Hire Dashboard: Show the overall timeliness of the hiring process broken down by requests and individual stages within the request process.

- Phase 1: Task Chart and List Report
- Phase 2: Request Time to Hire Charts
- Phase 3: Request Time to Hire Charts - Additional Request Types
- Phase 4: OPM Time to Hire Template Report
- Phase 5: Hiring Phases Chart
- Phase 6: Unapproved Requests Chart

- Phase 7: Vacancies at High Risk Chart
- Phase 8: Reviews Chart
- Phase 9: Tasks Completed Late Chart
- Phase 10: Request Inventory Chart

User License Dashboard: Show the breakdown of system users by user license type against the total licenses purchased by an organization.

- Phase 1: By Org and Office
- Phase 2: By Customer