



# USA Staffing

## Small Agency User Group Meeting

June 30, 2020

*Created by the OPM Federal Staffing Center*

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# Agenda

- **Introductions**
- **SAUG Purpose**
- **PIV/CAC Enforcement**
- **Panel Reviews**
- **Upcoming Events**
- **Questions**

# SAUG Purpose

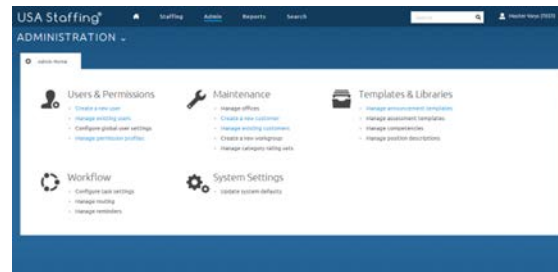
## The USA Staffing Small Agency User Group:

- Facilitates two-way communication between the USA Staffing Program Office and small agency customers around system functionality, customer priorities, and user support.
- Provides small agencies with a forum to collaborate on best practices and lessons learned
- Encourages networking among small agency users

### Regular meetings



### System Functionality



### Q/A Sessions





# Personal Identity Verification (PIV/CAC) Login Enforcement

- USA Staffing is required to enforce two-factor authentication for all Users and only permit username/password login by exception.
- PIV/CAC card login enforcement began in November 2019 and will extend to all USA Staffing customer agencies by the end of **December 2020**.
- Account Managers are alerting customers in advance of the date all users in your agency will be required to use PIV login.
- Agencies that do not use PIV or CAC must request an exception via their Account Manager.





# PIV/CAC Login Enforcement Temporary Exceptions

- Temporary exceptions may be granted to individual users on an as needed, infrequent, basis.
- Temporary exceptions may be granted for up to two weeks.
- To request a temporary exception, the USA Staffing Smart Card Enforcement Exception Request must be submitted to the help desk.
- The request form outlines examples of requests that are not considered valid reasons for an exception.
- The request from must be signed by the requesting Agency's official that approved the USA Staffing Interchange Agreement (IAA) or signed the Statement of Service.
- The temporary exception will be reviewed and approved or disapproved by the USA Staffing Program Manager.

**USA Staffing**  
Smart Card Enforcement Exception Request

To adhere to the requirements of OPM's security policy and to keep USA Staffing and its content secure, users are required to log in using their smart card (PIV/CAC). The smart card login method complies with the two-factor authentication requirement for government websites as stated in the [Office of Management and Budget M-19-17 Memorandum \(OMB M-19-17\)](#). USA Staffing users must access the system using government-furnished equipment only and must have an account with a .gov/.mil e-mail address.

As outlined on the USA Staffing login page, the Full Terms and Conditions of Use explain: The data and documents on USA Staffing include Federal records that contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a. The use of personally owned devices to process, store, or transmit USA Staffing® Personally Identifiable Information (PII) is prohibited.

The following examples are not considered valid reasons for removing the smart card login requirement:

- New employee that has not been issued a smart card
- Using a personal computer
- Personal computer using Citrix or other software to remote into a government computer
- Government computer does not have a PIV/CAC reader
- User is a contract employee and has not been issued a smart card

**Instructions:**  
To submit this form, create a USA Staffing Helpdesk ticket. Once the Helpdesk ticket is created, reply to that e-mail and attach this form.

Date of request:

User's name:

User's e-mail:

User's phone number:

Tenant:

Describe in detail why the user needs a temporary smart card enforcement exception and why the user is exempt from OMB M-19-17:

Is the user accessing USA Staffing from government issued equipment?

Identify the user's government IP address:

Provide the temporary exception time-frame requested (temporary exceptions may not exceed two-weeks):  
Start Date:  End Date:

This form must be signed by the Agency Official who approved the USA Staffing Interagency Agreement (IAA) or signed Statement of Service. Once submitted, the form will be reviewed and signed by the USA Staffing Program Office, Program Manager.

I certify the information provided is accurate and acknowledge the system usage requirements.

**USA Staffing Program Office Use Only**

Printed Name of Program Official:  Printed Name of USA Staffing Program Manager:

Email of Program Official:  Signature of USA Staffing Program Manager:

Signature of Program Official:  Concurrence:

Version 1.2 | 5/13/2022



# User Account Email Addresses: .gov or .mil

ADMINISTRATION ▾

Admin Home User Admin **Create User**

Create User

**!** The form has unsaved changes.

User Information

Email Address *	User Types
Jane.Doe@opm.gov	
First Name *	Middle Initial
Jane	
Address 1 *	Address 2
15000 K Street	

**All USA Staffing system users must use their .gov or .mil email address in their USA Staffing account.**

- Any contractors must also have a .gov or .mil email address in their USA Staffing account.
- Agencies that do not have .gov or .mil email extensions must notify their Account Manager and request an exception.



**USA Staffing<sup>®</sup>**

*Great Government Starts Here<sup>®</sup>*

OPM's Talent Acquisition System for Federal Agencies

## **Panel Reviews**

Maria Ahmad



# Panel Reviews

- Panel reviews are useful whenever you need to send a Stored List of applicants to one or more SME/hiring managers
- Panel reviews are typically sent *prior to certification*
- Allows the HM user to view applicant documents and application information
- Panel Review assignments allow the HM user to:
  - **View only:** Review applicant information and enter notes
  - **Edit/Override Scores:** Provide input on applicant qualifications/final score
- HR user can view applicant qualifications/scores entered by the HM user(s) and override applicant ratings as needed





# Manual Assessments

- Manual Assessment is a placeholder for an assessment conducted outside the USA Staffing system.
- For example, can be used to capture structured interviews, accomplishment records, panel ratings, or composite scores for multiple assessments.
- Can be used in combination with an Assessment Questionnaire (AQ) and/or USA Hire assessments.
- Manual assessments allow HR users to import applicant scores from an Excel file.
- The ability for an HR user to create manual assessments for either the vacancy's Assessment Package or as part of an Assessment Package Template is permissioned.



# Manual Assessment Scoring Options

- **Minimum Raw Score** – Minimum number of points an applicant can receive on the assessment
- **Maximum Raw Score** – Maximum number of points an applicant can potentially receive on the assessment
- **Do not standardize scores** – Scores are simply transmuted to 70-100. Recommend using this option if the Manual Assessment is the only one used in calculating the applicant's final score.
- **Standardize scores** – Scores are first standardized using vacancy-level mean and standard deviation values before being transmuted. This option is recommended if using a manual assessment in combination with an AQ or USA Hire assessments.
- **Standardize scores using custom values** – Scores are standardized using custom mean and standard deviation values that the HR user enters before being transmuted. *Recommend only using this option in consultation with an assessment professional.*



# Example Steps to Use Manual Assessment with SME Panel Review

1. Build the Assessment Package to include a Manual Assessment (before JOA release)
2. Create a Stored List of applicants who need to be sent through the SME panel review process
3. Generate an Export (Excel spreadsheet) of applicants which will allow their panel review results to be saved/uploaded into their records
4. Send the applicant Stored List with attached rating guide and Excel spreadsheet to the SMEs using a Panel Review
5. The SME would be able to access the applicant documents (e.g., resume, cover letter, etc.) and use the Excel spreadsheet to input the results/scores for each applicant
6. Once complete, the SME would attach the completed spreadsheet to the Panel Review and return it to HR
7. The HR user would import the Excel spreadsheet, which would update each applicant's final rating using the appropriate weights designated in the Assessment Package



# Panel Review System Demo



# USA Staffing Upcoming Events

**July 1:** Cognos Stage Release

**July 6:** USA Staffing Stage Release

**July 6-10:** Virtual Mixed Agency Training (includes Onboarding)

**July 8:** Cognos Prod Release

**July 15:** Direct Hire Workgroup and Cognos Stage Release

**July 22:** Reporting & Analytics Workgroup Meeting

**July 24:** USA Staffing Prod Release

**July 28-29:** Cognos Basic/Beginner Reporting Training

**July 29:** Cognos Stage Release

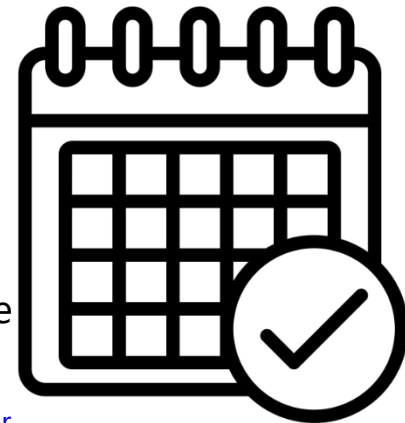
**July 31:** USA Staffing Stage Release

**August 4-5:** Virtual Mixed Agency Onboarding Training

**August 5:** Cognos Prod Release

**August 17-21:** Virtual Mixed Agency Training (includes Onboarding)

**August 21:** USA Staffing Prod Release



New Resource Center URL: [https://help.usastaffing.gov/ResourceCenter/index.php?title=USA\\_Staffing\\_Resource\\_Center](https://help.usastaffing.gov/ResourceCenter/index.php?title=USA_Staffing_Resource_Center)



# USA Staffing Workgroups

- Applicant Flow Data Workgroup
- Assessment Workgroup
- Classification Workgroup
- Customer Sprint Review
- Direct Hire Workgroup **\*\*new\*\***
- Small Agency User's Group
- Standing Register Workgroup **\*\*upcoming\*\***
- Reporting & Analytics Workgroup
- Onboarding Workgroup
- USA Staffing Advisory Board



# Please take our online Survey!



## What is Important to you?

## This is your Small Agency User Group!



# Let's Keep Talking



Thank you for joining us today! For additional information, please contact your Account Manager. We are your trusted partner in meeting your Federal hiring goals.

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