

Vacancy Training Exercise

Now that you have completed the online portion of training for Vacancy, it is time to log into the Stage version 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.

Since Vacancy is the second step in the staffing process, you will need an approved request to begin this lesson. If you already have an approved request, complete the information below. If not, you can access the entire practice training series on the USA Staffing Training Resources page at:

<u>https://help.usastaffing.gov/ResourceCenter/index.php/USA_Staffing_Training_Resources</u>. You will then need to complete the Request exercise 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** or go to the Vacancies page of the dashboard and click on it from there.
 - 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 in the screenshot below.)
 - c. If you have recently gone into this Vacancy Number it will show up in your dashboard drop-down list.

USA Staffing" 🔹 🗖	<mark>Staffing</mark> Classifi		Admin Reports		Go To	् 🖾	💄 Robyn Bachmann (STG) - ALL 🗸 🗸
REQUEST 20191202-852	12 -						G 🛎 🛛
Request 20191202-85212							
Request Number Customer 20191202-85212 ASMB Us	er Publications	Request Type New Vacancy	Status Pending Recr	uitment +			
Request Information Staffing Approach					B Docum	nents 🕕 🗬 Not	es 🕕 🛔 History
Request Information		Request Type			Requesting Customer		
20191202-85212		New Vacancy			ASMB User Publications		
Requester		Approved By					
Robyn Bachmann		Robyn Bachmann					
Hiring Need Validated Date		Request Personnel Action D	ate				
12/2/2019		12/2/2019					
Vacancy Created 1	e Office						
Vacancy Number Status Vacancy Typ 10097751 New Case Exam	ASMB User Publicati	Workflow ons OPN 80 day	USAJOBS Announce				Rating Combination
	ASMB User Publicati	ons OPM 80-day	Public (U.S. Citiz	ens and Non-Citizens) 🖄	Status (Federal/Veteran/Othe	r Eligible)	≈ 0343-9
Position Descriptions 1							
Position Description Number	Position Title	Pa	y Plan Series	pement And Program Ana	Grade	Specialties	
	Program Analyst	0	s 0.14.1 - Manaj	pement And Program Ana	ihata a		
Position Settings Security Clearance Required	Travel Required						
Not Required	25% or less			C Telework Eligible		Drug Testing Required	
Popipin Sensibility Trust Determination Process							
Non-sensitive (N5)/Low Risk	Credentialing			Supervisory Position		Bargaining Unit Position	
				Relocation Authorize	ed 📃	Financial Disclosure Requi	red
Request Locations							
Vacancies City	State	Country		County		Location Code	
Boulder	co	United Sta	ites	Boulder Cou	inty	080200013	
Pairfax	VA	United Sta	ites	Fairfax Cour	ity	510900600	

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

2. There are no actions needed on the Case File tab. Continue to the Position Information page.

VACANCY 10097751 -	
	í ≌ ?
🖀 Vacancy 10097751 🐘 Assessment Package 🥔 Announcement 👍 Reviews 🕂	
Office: ASNB User Publications USAJOBS Job Title Pay Plan Series Grade Announcement Type Status Customer: ASNB User Publications Program Analyst GS-0343-9 DE-ST New ▼	
Case File Position Information Eligibilities Supporting Documents Settings	tory
Tasks (2) Add Task	
Task © Owner © Due A ANNOUNCEMENT	
Complete Assessment Package Robyn Bachmann 12/29/2019 NOT CREATED	
Release Announcement Robyn Bachmann 12/30/2019	
✓ Requests (1) All Statuses]
Request Number Status	
20191202-85212 Pending Recruitment	
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Image 2: Vacancy Case File page with the Position Information tab highlighted.

3. Verify the information on the Position Information page. If you make any changes, **Save**.

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Office: ASMB User Publications USAJOBS Job T Customer: ASMB User Publications Program Hiring Official: Robyn Bachmann		ouncement Type -ST	Status New •			
Case File Position Information Eligibili	ties Supporting Documents Settings	\rangle		Documents	0 Notes	0 🖨 History
USAJOBS Announcement Setti	ngs					
USAJOBS Job Ticle • Program Analyst	₫ Pi ₫ St		and Non-Citizens) eran/Other Eligible)	Vacancy Ty Case E: Standir		* = Required
Position Settings						
Customers *						
* ASMB User Publications						
	vel Required % or less	Ŧ	Telework Eligible	Drug Testi	ing Required	
			-	-		
Position Sensitivity and Risk Trust Determination Process *						
Non-sensitive (NS)/Low Risk *	Credentialing		Supervisory Position	Bargaining	g Unit Position	
Relocation Authorized Financial Disclosure Required						
Position Descriptions 1 Add Position Description						
Position Description #	Position Title	Pay Plan	Series	Grade(s)	Specialties	
1234testRKB	Program Analyst	GS 🔻	0343 - Management And Program Anal *	× 9	+	
					Sa	/e Cancel

Image 3: Vacancy Position Information page.

- 4. Go to the Eligibilities tab.
 - a. Select **Accept** for 3-6 eligibilities depending on the options available. If you want to see the question associated with an eligibility, click the + next to the title to expand that item.
 - b. Click Save.

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🖀 Vacancy 10097751 👫 Assessment Package 🏕 Announcement 👍 Reviews 🕂	
Office: ASMB User Publications USAJOBS Job Title Pay Plan Series Grade Announcement Type Status Customer: ASMB User Publications Program Analyst GS-0343-9 DE-ST New *	
Case File Position Information Eligibilities Supporting Documents Settings	🖹 Documents 🕕 🗨 Notes 🕕 🖶 History
Eligibilities	Assign Bundle
Accept	\$
— 30% or More Disabled Veterans (30% DV)	
Eligibility Question: 30% or More Disabled Veterans	
Are you a veteran who separated from active duty under honorable conditions and you: have a rating by the Department of Veterans Affairs showing a compensable service:connected disability of 30% or more OR retired from active military service: which are disability rating of 30% or more if eligible, submit a copy of your latest Certificate of Release or Discharge from Active Duty, DD-214 (copy indicating character of service) or other proof of your service which in the Department of Veterans Affairs or Armed Service and the Application For 10-Point Veteran Preference, Standard Form 15. For more information, review	cludes character of service. Please also provide the disability letter from
+ Agency Employees (Agency Emp)	
+ Career Transition Assistance Plan (CTAP)	
+ Indian Pref (Indian Pref)	
+ Interagency Career Transition Assistance Plan (ICTAP)	
+ Schedule A (Disabilities)	
+ Status Employees (Status)	
	Save Cancel

Image 4: Eligibilities page of Vacancy.

- 5. Go to the Supporting Documents tab. Some supporting documents may be checked based on your office configurations.
 - c. At a minimum, accept document types: Cover Letter, DD-214, Other (Type *Performance Qualifications* as the label), Resume, SF-15, SF-50, and Transcript.
 - d. The only required document type should be Resume.
 - e. Verify/ mark the following Supporting Documents as **Hiring Manager Viewable**: Cover Letter, Other, Resume, Transcript.
 - f. Verify/ mark the following Supporting Documents as **New Hire Viewable**: DD-214, Resume, SF-15. SF-50, Transcript.
 - g. Click Save.

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Customer: ASMB User Publications Program Analyst GS-0343-9 DE-ST	New -	
Case File Position Information Eligibilities Supporting Documents Settings Supporting Documents		🔅 🖹 Documents 💿 🗨 Notes 💿 🖀 History
Supporting Documents ¢	Upload Options	View Options
BIA-4432	Accepted Required	Hiring Manager Viewable New Hire Viewable
Cover Letter	Accepted Required	☑ Hiring Manager Viewable ☑ New Hire Viewable
DD-214/ Statement of Service	Accepted Required	Hiring Manager Viewable New Hire Viewable
Diploma/ GED	Accepted Required	Hiring Manager Viewable New Hire Viewable
Disability Letter (Schedule A)	Accepted Required	☐ Hiring Manager Viewable ☑ New Hire Viewable
Disability Letter (VA)	Accepted Required	Hiring Manager Viewable New Hire Viewable
Executive Core Qualifications (ECQs)	Accepted Required	Hiring Manager Viewable New Hire Viewable
License	Accepted Required	Hiring Manager Viewable New Hire Viewable
Mandatory Technical Qualifications (MTQs)	Accepted Required	Hiring Manager Viewable New Hire Viewable
OF-306	Accepted Required	Hiring Manager Viewable New Hire Viewable
Other (1) OFM 1979 Performance Qualifications	✓ Accepted □ Required	☑ Hiring Manager Viewable ☑ New Hire Viewable
Other (2)	□ Accepted □ Required	☐ Hiring Manager Viewable ○ New Hire Viewable
Other (3)	Accepted Required	Hiring Manager Viewable New Hire Viewable
Other (4)	Accepted Required	Hiring Manager Viewable New Hire Viewable
Other (5)	Accepted	☐ Hiring Manager Viewable ☐ New Hire Viewable
PCS Orders	☑ Accepted □ Required	☐ Hiring Manager Viewable ☑ New Hire Viewable
Performance Appraisal	 ✓ Accepted □ Required 	☑ Hiring Manager Viewable □ New Hire Viewable
Professional Certification	Accepted Required	Hiring Manager Viewable New Hire Viewable
Proof of Enrollment	Accepted Required	Hiring Manager Viewable New Hire Viewable
Proof of Marriage Status	☑ Accepted □ Required	☐ Hiring Manager Viewable ☑ New Hire Viewable
Reasonable Accommodation Documentation	Accepted Required	Hiring Manager Viewable New Hire Viewable
Resume	☑ Accepted ☑ Required	☑ Hiring Manager Viewable ☑ New Hire Viewable
Separation Notice (RIF)	Accepted Required	☐ Hiring Manager Viewable ☐ New Hire Viewable
SF-15	Accepted Required	☐ Hiring Manager Viewable ☐ New Hire Viewable
SF-50/ Notification of Personnel Action Writing Sample	Accepted Required Accepted Required	Hiring Manager Viewable New Hire Viewable Hiring Manager Viewable New Hire Viewable
		Save Cancel

Image 5: Supporting Documents page of Vacancy completed as specified in the above steps.

6. Go to the Settings tab. This page will display based on your agency configurations.

- a. Review this page and make any changes as needed by your agency guidance.
- b. Click Save.

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ACANCY 10097751 •	C 🛎 (
🔛 Vacancy 10097751 👔 Assessment Package 🥔 Announcement 👍 Reviews 🕂					
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Case File Position Information Eligibilities Supporting Documents Settings	🖹 Documents 🕕 🗨 Notes 🕕 🖶 History				
Age Screening	USAJOBS Apply Online				
 Do not collect age information Collect age information 	 Standard Announcement (include 'Apply Online' button) View-Only Announcement (remove 'Apply Online' button) 				
Use Minimum Age	Application Processing				
Use Effective Age (calculated by subtracting Qualifying Experience from actual age) Do not screen out applicants who fail to meet age requirement(s) Exclude Veterans from calculation and screening Exclude Land Management Workforce Flexibility Act Eligibles from calculation and screening	Applicants may not update assessment responses after submitting an application Applicants may not update any part of their application after initial submission Override individual announcement and assessment question requirement indicators to set all questionnaire items as Required				
Case File Retention	Do not collect Veterans ² Preference for this application Do not collect Lowest Acceptable Grade for this application Limit the number of locations that a user can select Maximum number of locations: Collect the applicant's Service Computation Date for this application Require Veterans' Preference supporting documents for application submission Require Eligibility supporting documents for application submission				
 Vacancy is under litigation - Do not archive Administrative Careers with America (ACWA) position - Do not archive 					
Application Confirmation Messages					
Automatically respond to all submitted online applications with the selected notification template	Period of Eligibility				
Application Received *	Expire applications following the period of eligibility				
Display online application confirmation message	Applicants will be eligible for 3 wonths				
Thank you for your application. Please make sure to check back with USAJOBS for updates.					
Send Custom USA Hire Notifications	Demographic Data Collection				
Citizenship Screening	Vacancy Tags				
Ø Screen out non-U.S. Citizens	Appointing Authority Mission Critical Occupation				
	Save Cancel				

Image 6: Settings page of Vacancy completed as specified in the above steps.

You now have a completed vacancy. This concludes the lesson on Vacancy.

Notes for Vacancy			