



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:

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

The screenshot shows the USA Staffing web application interface. The top navigation bar includes 'Staffing', 'Classification', 'Recruit', 'Admin', 'Reports', and 'Search'. The main content area is titled 'REQUEST 20191202-85212'. Below this, there are sections for 'Request Information', 'Vacancy Created', 'Position Descriptions', 'Position Settings', and 'Request Locations'. The 'Vacancy Created' section contains a table with columns: Vacancy Number, Status, Vacancy Type, Office, Workflow, USAJOBS Announcement Type, and Rating Combination. The first row in this table has the value '10097731' in the 'Vacancy Number' column, which is highlighted with a red box. Other rows in the table show 'New Case Exam' and 'AS/IB User Publications'.

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.

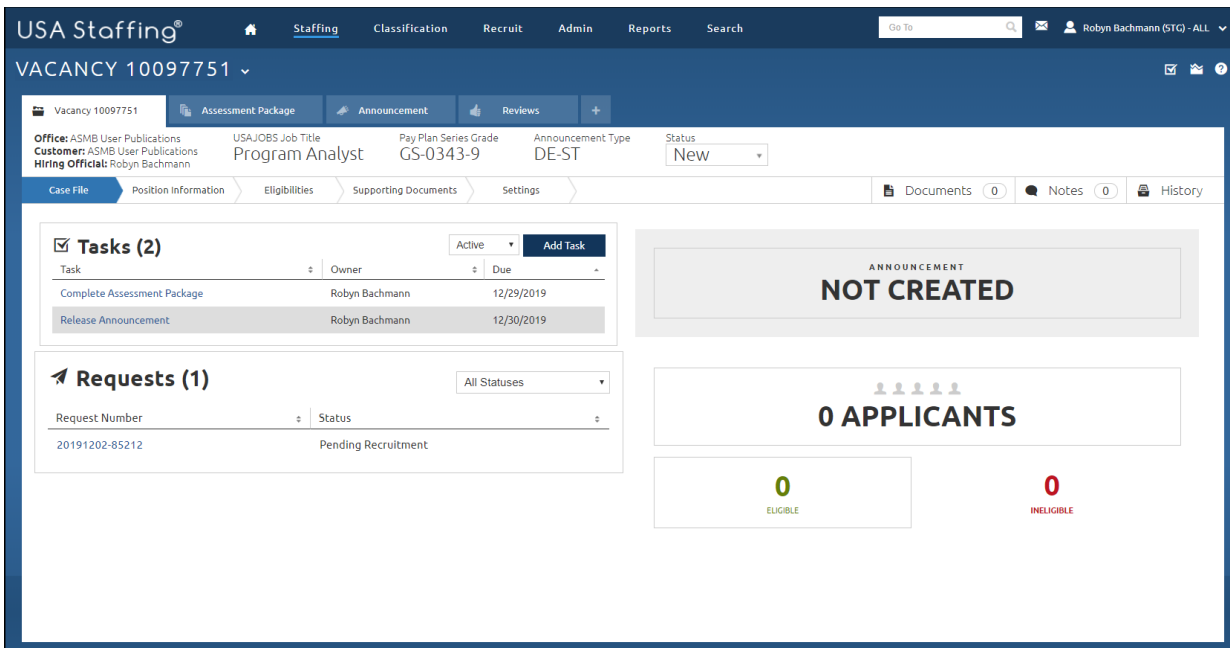


Image 2: Vacancy Case File page with the Position Information tab highlighted.

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

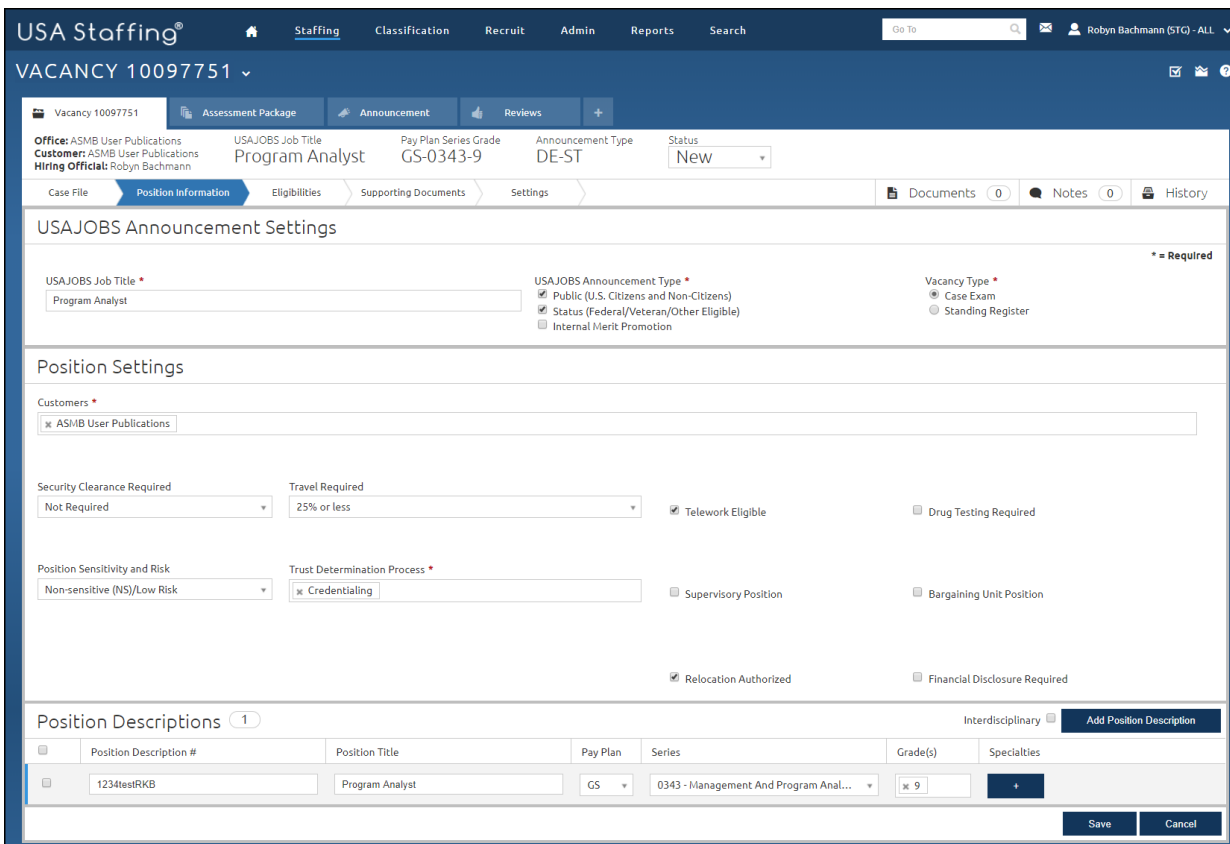


Image 3: Vacancy Position Information page.

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**.

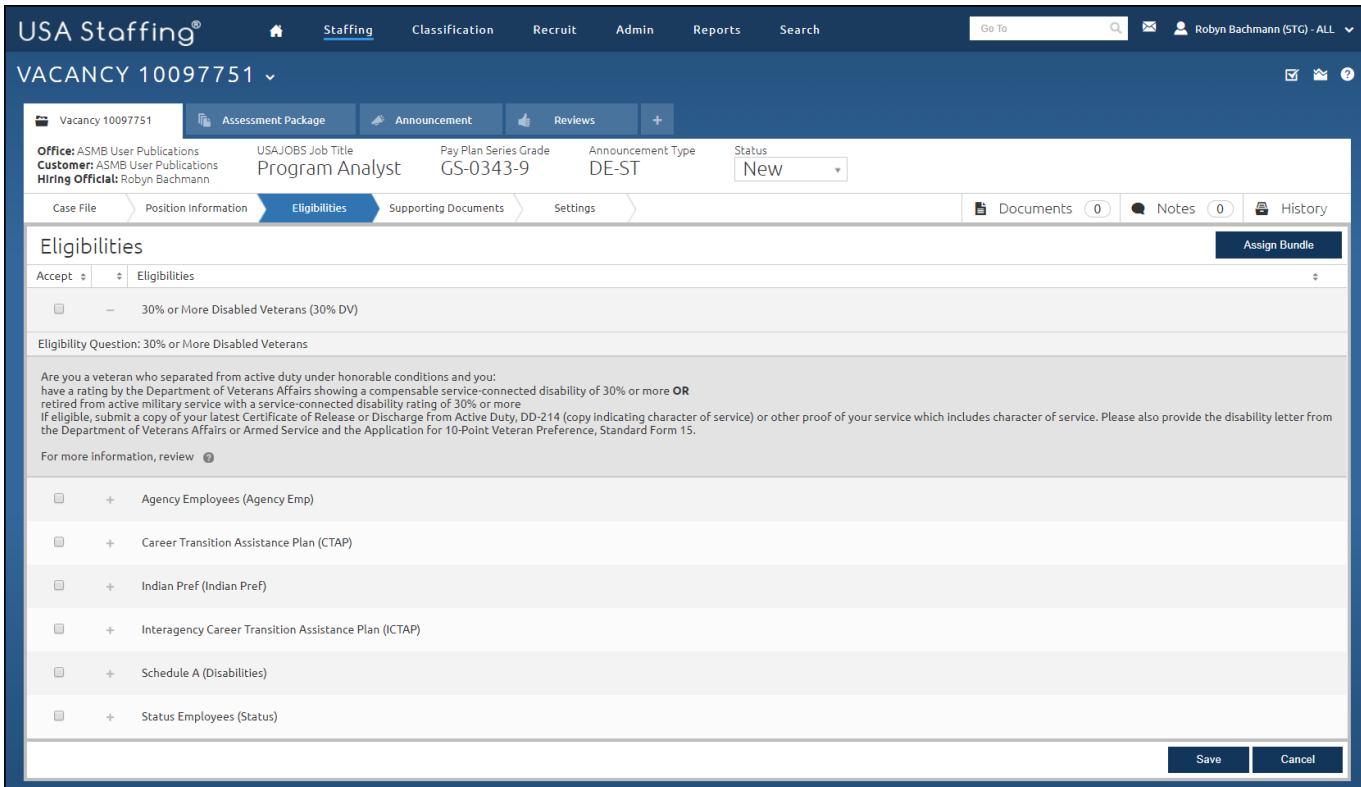


Image 4: Eligibilities page of Vacancy.

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**.

USA Staffing® Staffing Classification Recruit Admin Reports Search Go To Robyn Bachmann (STC) - ALL

VACANCY 10092641

Vacancy 10092641 Assessment Package Announcement Reviews +

Office: ASMB User Publications USAJOBS Job Title: Program Analyst Pay Plan Series Grade: GS-0343-9 Announcement Type: DE-ST Status: New

Customer: ASMB User Publications Hiring Official: Robyn Bachmann

Case File Position Information Eligibilities Supporting Documents Settings Documents Notes History

Supporting Documents

Supporting Documents	Upload Options	View Options
BIA-4432	<input type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable
Cover Letter	<input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Required	<input checked="" type="checkbox"/> Hiring Manager Viewable <input checked="" type="checkbox"/> New Hire Viewable
DD-214/ Statement of Service	<input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable
Diploma/ GED	<input type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable
Disability Letter (Schedule A)	<input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input checked="" type="checkbox"/> New Hire Viewable
Disability Letter (VA)	<input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable
Executive Core Qualifications (ECQs)	<input type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable
License	<input type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable
Mandatory Technical Qualifications (MTQs)	<input type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable
OF-306	<input type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable
Other (1) OPM 1979 Performance Qualifications	<input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Required	<input checked="" type="checkbox"/> Hiring Manager Viewable <input checked="" type="checkbox"/> New Hire Viewable
Other (2)	<input type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable
Other (3)	<input type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable
Other (4)	<input type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable
Other (5)	<input type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable
PCS Orders	<input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input checked="" type="checkbox"/> New Hire Viewable
Performance Appraisal	<input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Required	<input checked="" type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable
Professional Certification	<input type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable
Proof of Enrollment	<input type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable
Proof of Marriage Status	<input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input checked="" type="checkbox"/> New Hire Viewable
Reasonable Accommodation Documentation	<input type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable
Resume	<input checked="" type="checkbox"/> Accepted <input checked="" type="checkbox"/> Required	<input checked="" type="checkbox"/> Hiring Manager Viewable <input checked="" type="checkbox"/> New Hire Viewable
Separation Notice (RIF)	<input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable
SF-15	<input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable
SF-50/ Notification of Personnel Action	<input checked="" type="checkbox"/> Accepted <input checked="" type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input checked="" type="checkbox"/> New Hire Viewable
Writing Sample	<input type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> 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.

The screenshot shows the 'Settings' page for a vacancy in the USA Staffing system. The interface includes a top navigation bar with tabs for Staffing, Classification, Recruit, Admin, Reports, and Search. The main header displays the vacancy ID 'VACANCY 10097751' and various job details like 'Program Analyst' and 'GS-0343-9'. The 'Settings' tab is selected, showing a grid of configuration options. On the left, 'Age Screening' is set to 'Do not collect age information', and 'Case File Retention' has 'Administrative Careers with America (ACWA) position - Do not archive' checked. 'Application Confirmation Messages' is configured to automatically respond with a 'Thank you for your application' message. 'Citizenship Screening' is set to screen out non-U.S. citizens. On the right, 'USAJOBS Apply Online' is set to 'Standard Announcement', and 'Application Processing' has several options checked, including 'Override individual announcement and assessment question requirement indicators'. 'Period of Eligibility' is set to 3 months, and 'Demographic Data Collection' is checked. 'Vacancy Tags' for 'Appointing Authority' and 'Mission Critical Occupation' are currently empty. A 'Save' button is located at the bottom right of the settings area.

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.

