



USA Staffing®

Great Government Starts Here®

January 31, 2018

The Advisory Board meeting will begin shortly.

Please log in to Adobe Connect prior to calling in so that your name is tied to your phone number

Audio Conference Options:



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Agenda

- Federal HR Institute
- Transition Metrics and Decommissioning
- USA Staffing Training
- Trending Issues on Help Desk
- Customer Spotlight: Army
- USAJOBS Updates
- USA Staffing Announcement Changes
- ACWA Update
- Detail Opportunity
- Upcoming Events



Use the Q&A feature in Adobe Connect to pose questions to the presenters.



Federal HR Institute

Presenter: John Gill, Deputy Director, OPM's Center for Leadership Development



Closing HR Skills Gaps CHCO Session, May 2016

POINTS OF PRINCIPLE FOR CHCO DISCUSSION/AGREEMENT

- Apply common technical competencies & standards across Federal HR, particularly Title V
- A common core curriculum for developing & assessing technical competencies will be used across Fed HR.
- OPM will lead the production of courses & make available to Departments for “credentialing.”
 - First launch – Staffing Specialist, DE training & certification
 - We will explore other areas in order that technical competencies are finalized
- Curriculum is development only at this time

FUTURE

- Mastery & certification

CHANGE MANAGEMENT

- Communications program will be led by CHCO’s, with two underlying themes:
 - The “Mission” case., i.e. + HR Capability = + Human Capital management = + Mission success
 - The “Employee” case., i.e. Skills growth= + greater contribution, + GS growth, + mobility options across the Fed

OPEN POINTS FOR DISCUSSION

- Assessing actual performance. What is the method by which we can affirm that the bar is consistent across the Federal HR workforce (performance feedback, assessment and consequences of not meeting standards, etc.)?



Strategy for Closing HR Skills Gaps (2016)

CONOPS - HIGHLY NETWORKED WITH DISCIPLINED PROJECT MANAGEMENT

WORKFORCE DATA ANALYTICS

- Using the EHRI, Fed Scope, and HRU data:
 - Environmental Scanning
 - Identify HR gaps (Using the results of an assessment).

RECRUITMENT & HIRING

- Refresh Competency Models
- Using pre-selected agencies, pilot standard:
 - PDs
 - JOAs
- Hiring Excellence

TALENT DEVELOPMENT

- Assessments
- Experiential Learning
- Mentoring
- Curriculum Development
- IDPs

RETENTION

- Creating knowledge management and transfer strategy
- Rotational Assignments
- Mentoring
- Transition to engagement and performance

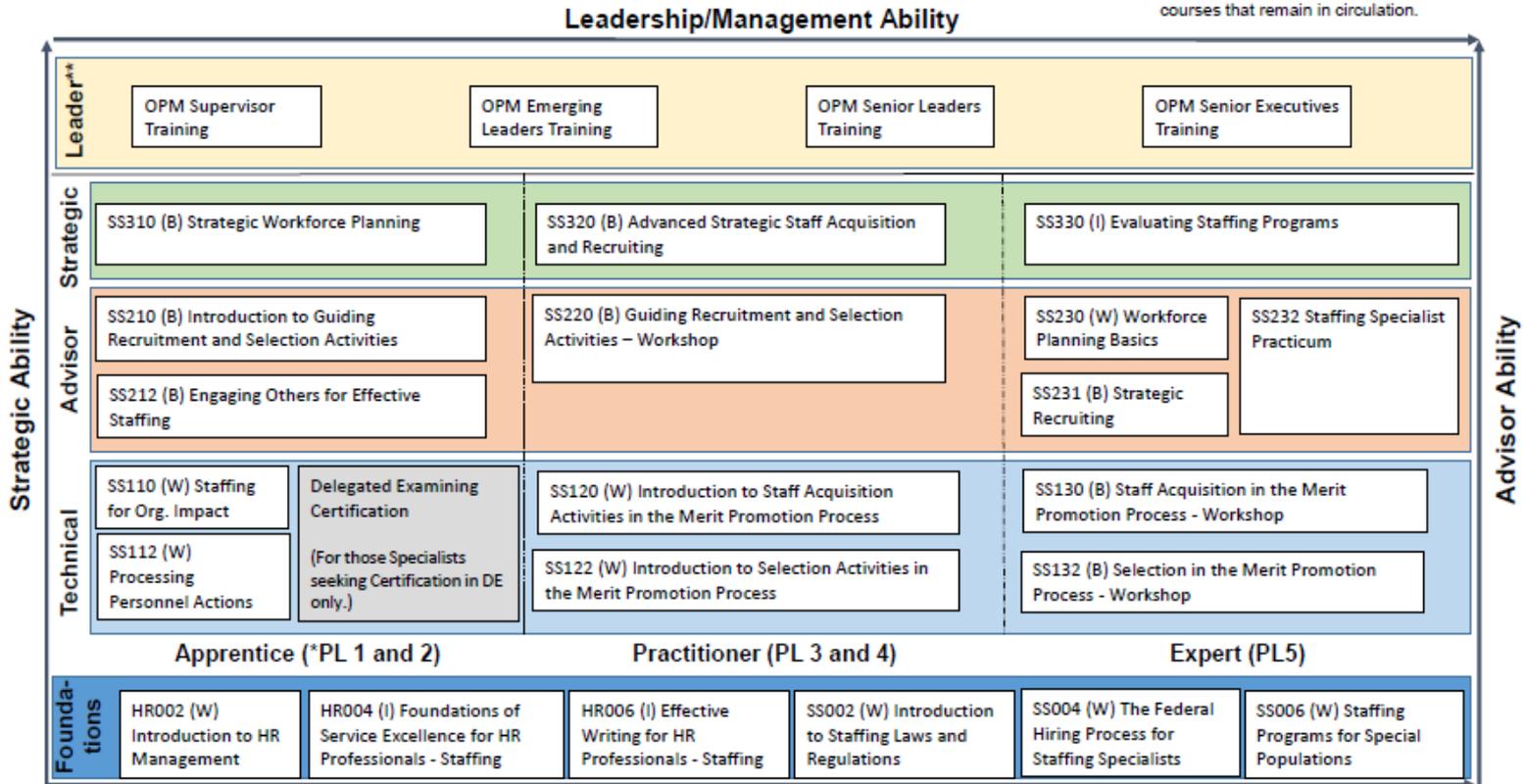
ON-GOING: REPORTING & MONITORING



HR Staffing Specialist Curriculum Map

PUBLICATION DATE: November 15, 2017

This Curriculum Map represents core courses. Elective courses may be fulfilled by existing courses that remain in circulation.



*PL = Proficiency Level
(I) = Instructor-Led, (W) = Web-based, (B) = Blended

Technical Ability

**This track is beyond the Staffing Specialist Core Curriculum.



What's Ahead

Finalize Staffing Specialist Curricula

Classification

- Competency Framework (CF) received
- Curriculum Development SME group organized
- SME, Policy and ISD workshops completed
- Development to commence February '18

ER/LR

- CF received
- Curriculum SME group established

Performance

- CF in process

Benefits, Comp/Pay, HR Development, HR systems, HR Business Partner CF's

University partner
for Curriculum
Development and
ISD

FHRI Adjunct
Faculty
Organization

FULL HR CURRICULA OPEN IN 2019



How You Can Help

1. Promote to your team members and agency partners

- *FHRI is designed to improve HR capabilities in support of mission performance government-wide*
- *“Staffing was first priority and we responded to the call.”*

2. Jump in!

- As a SME, Pilot participant
- As an FHRI Adjunct Faculty member



The FHRI Team & Contacts

Inquiries

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Information and registration – leadership.opm.gov/fhri

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Charlene Seon 202-606-1208 Charlene.Seon@opm.gov

FHRI WILL COMPLETE COURSE DEVELOPMENT ACROSS ALL FUNCTIONS BY 2019



Transition Metrics

Presenter: Alesia Booth, USA Staffing Program Manager



USA Staffing JOAs posted using Upgrade

USA Staffing Usage Statistics – week of 1/29/2018

	<i>Applicants</i>	<i>Announcements</i>	<i>Announcements - SPLY</i>
Legacy	17,531	384	9,155
Upgrade	197,809	9,938	319
% Upgrade	92%	96%	3%

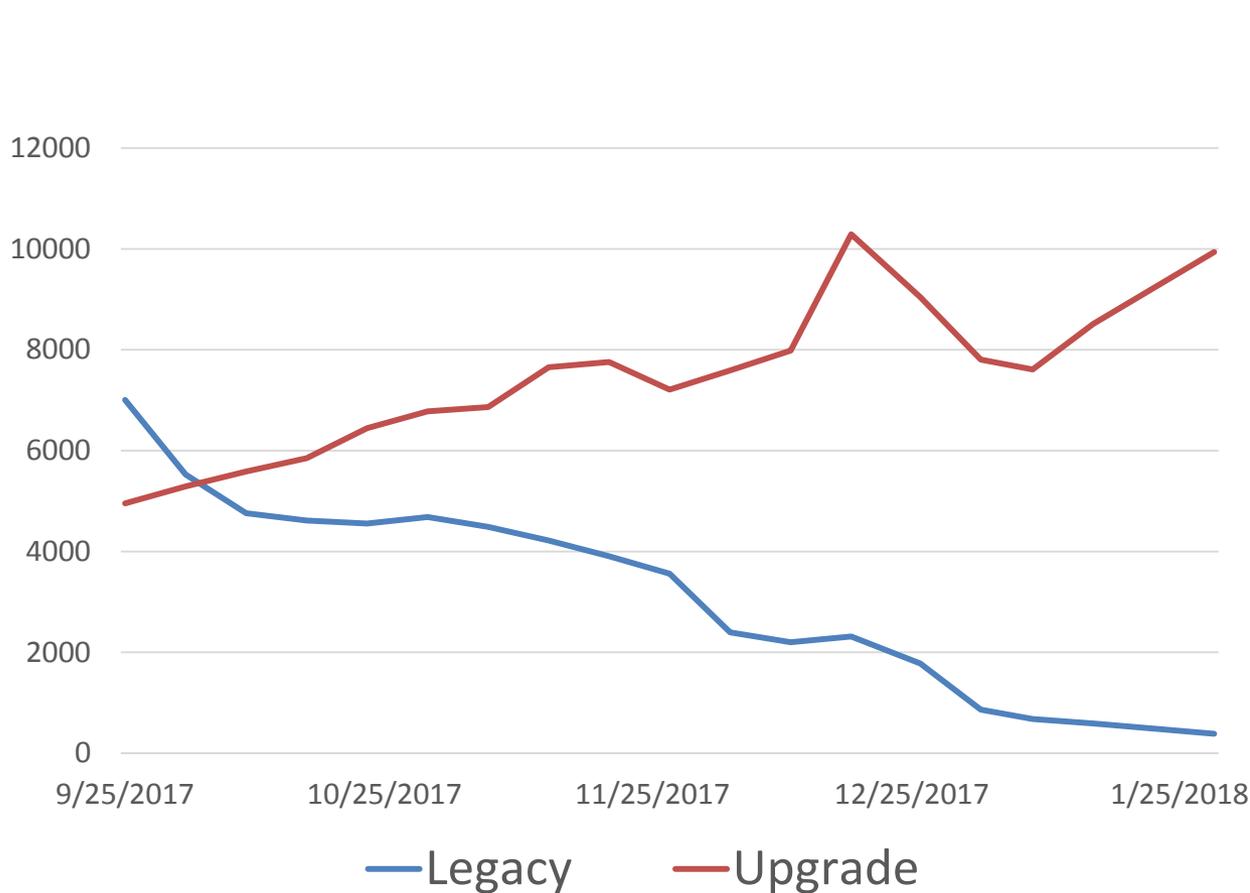
FY2018 USA Staffing Usage Statistics

	<i>Announcements</i>	<i>Applicants</i>	<i>Certificates</i>	<i>Selections</i>
Legacy	11,187	718,730	34,174	48,665
Upgrade	56,334	1,777, 116	78,974	55,328
Total	67,521	2,495,846	113,148	103,993

**October 1, 2017 – January 26, 2018*



Legacy vs. Upgrade Announcements

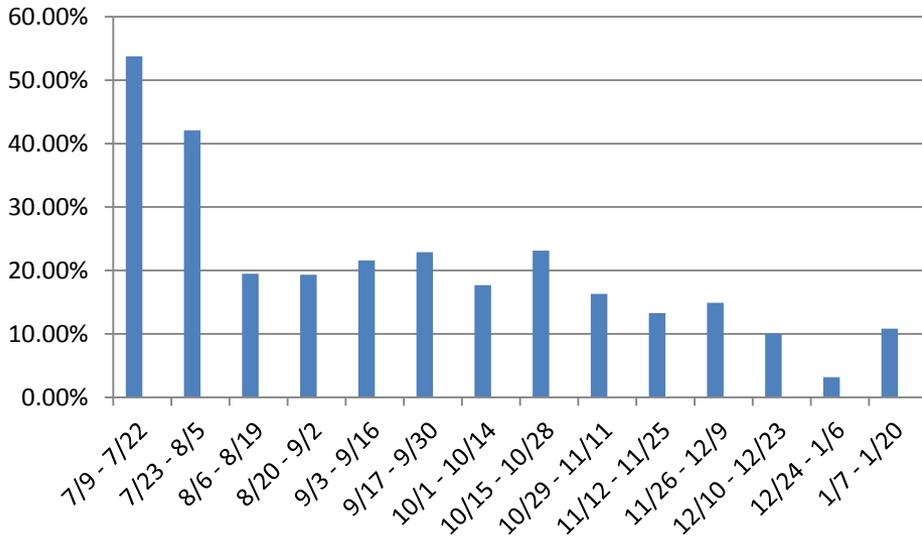


Week of	All Customers	
	Legacy	Upgrade
1/29/2018	384	9,938
1/22/2018	493	8,694
1/16/2018	590	8,512
1/8/2018	677	7,609
1/2/2018	862	7,803
12/26/2017	1,778	9,045
12/18/2017	2,314	10,290
12/11/2017	2,201	7,985
12/4/2017	2,396	7,589
11/27/2017	3,558	7,211
11/20/2017	3,905	7,758
11/13/2017	4,217	7,652
11/6/2017	4,487	6,863
10/30/2017	4,684	6,780
10/23/2017	4,553	6,445
10/16/2017	4,615	5,851
10/9/2017	4,759	5,585
10/2/2017	5,526	5,289
9/25/2017	7,004	4,953

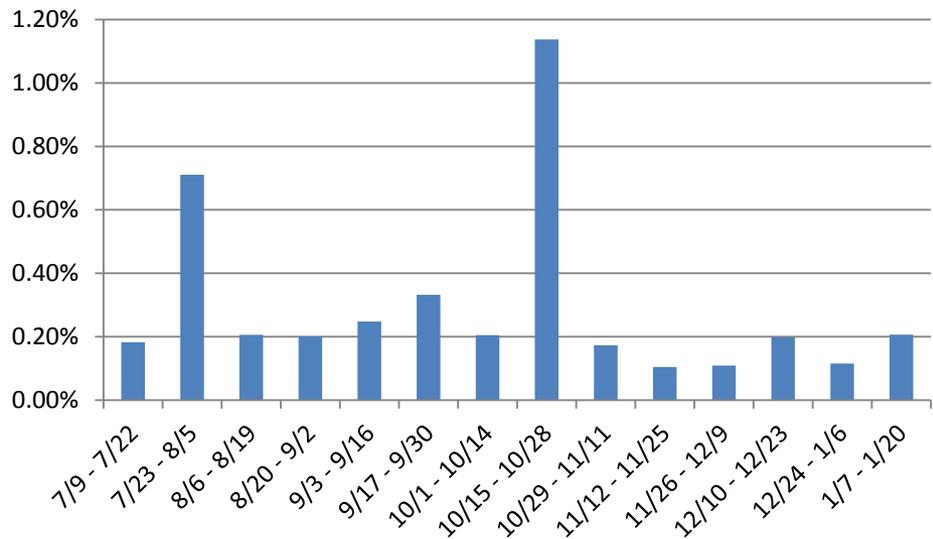


Help Desk Ratio Trends

Open Announcements to Core HD Tickets logged



Applications to Applicant HD Tickets Logged





Transition Timeline and Legacy Decommissioning

Now – April 30, 2018

- All new JOAs in Upgrade now
- Teleform (1203-fx) discontinued in Legacy after March 31, 2018
- Close out all staffing and onboarding actions in Legacy prior to April 30th
- Identify staffing and onboarding projects at risk for not being out of Legacy by April 30, 2018
- Run script to restrict Staffing permissions for all users in Legacy on April 30th
- All Onboarding accounts will be read only as of August 31, 2018

A thick, black, winding road graphic that starts from the bottom left and curves towards the top right. Three dashed-line callout boxes are connected to the road by thin lines. The boxes contain text about access termination and read-only access.

All Access terminated
TBD

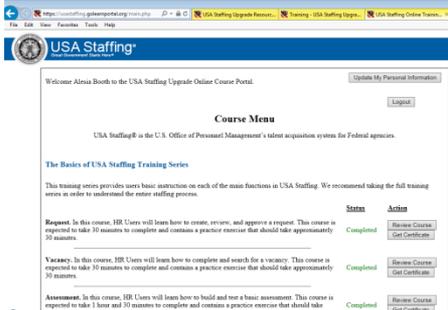
Onboarding Read-only
Access **August 31, 2018**

Legacy Read-only Access
April 30, 2018



USA Staffing Training

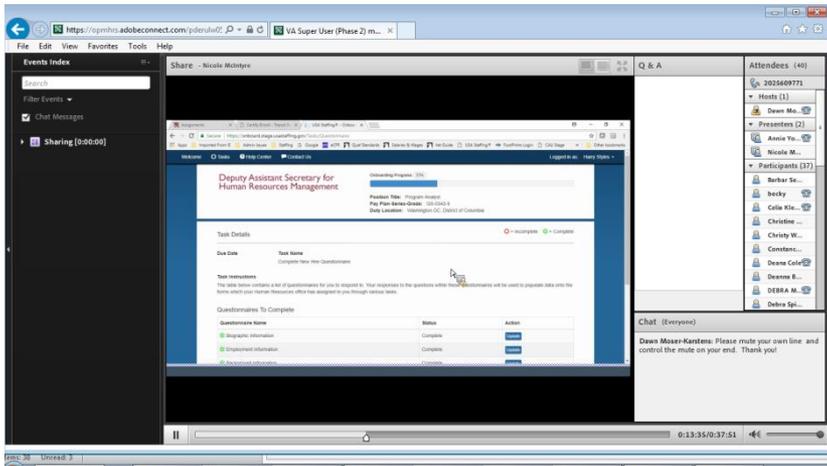
Online Training Modules



Online Hiring Manager Vignettes



Super User Touch Point Sessions



New User Training



Also available for a session fee: Customized training, Job Analysis, Best Practices in Assessment



Trending Issues on the Help Desk

Presenter: Robyn Bachmann, USA Staffing Help Desk

1. PIV fix has been released. Registering your PIV/CAC:
https://help.usastaffing.gov/USAS/index.php?title=Registering_your_PIV/CAC
2. Users designated with Inactive accounts must reset their password to log in. No help desk intervention is needed unless they have issues resetting their password.
https://help.usastaffing.gov/USAS/index.php?title=Resetting_your_USA_Staffing_password
3. Account e-mail address changes should be sent into the help desk. We need the e-mail as it currently appears in the system and the updated e-mail.
4. Ensure users designate the correct Document Types as Accepted and Required on the Vacancy Supporting Documents page.
5. When users make a change to a released announcement, they need to click the Update to USAJOBS button.



Some of Our Most Used References

Online Help Resources worth checking out:

- Submitting a help ticket if you can't log in:
<https://help.usastaffing.gov/USAS/index.php?title=Submitting a help ticket when you cannot log in>
- Wage Grade requests:
<https://help.usastaffing.gov/USAS/index.php?title=Working with a Wage Grade Request>
- Interdisciplinary requests:
<https://help.usastaffing.gov/USAS/index.php?title=Working with an Interdisciplinary Request>

Online Training modules update:

- Application and New Hire courses have been updated with Login.gov content.
- Currently updating the Announcement course with the information you will see later in today's session.
- We will soon be updating the Referral course with new system features & content.



Customer Spotlight: Army Training Strategy

Presenter: Tammy Woodruff, Army HR Specialist and Advisory Board Member



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Department of Army – CHRA training program and resources.

Presented by: Tammy Woodruff
Human Resources Specialist
HQ-Civilian Human Resources Agency

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USAS Training Plan

- Pre-transition plan
- Crawl, Walk and Run
- Crawl phase - Mentor Support Network developed
- Walk phase – mentors developed
- Run phase – begin transitioning into production.



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Mentors

- Mentor Support Network
- Regional Mentors
- CPAC Mentors



Mentor Training

- Expectations
- Guidance and Resources
- Hand's on functionality testing
- Advice and solutions for conducting unusual recruitment types
- Mentoring tips



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Lesson Plan

USAS Upgrade Lesson Plan

Customer: US ARMY TRAINING CUSTOMER - W1J4ZZ

Office: Use any CHRA Regional Office (ex: ARNE RO CHRA Northeast Region)

Course Introduction – Morning Day 1:

1. Instructor Introductions & Announcements
2. Icebreaker – Instructor's choice

Supporting Documents

1. Business Rules
2. Links handout
3. Quick Reference Guide

Lesson 1 – Introduction to resources

Objective: Following the instructor script show the students around each website so that they understand which references to use for each purpose.

1. Introduce students to the minimum qualifications library. Emphasize verifying quals in the qualifications standard before using this resource. This is CHRA standard language for minimum qualifications statements and should be used.

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Lesson plan con'd

Lesson 6 – Requests

Objective: Review of building a new request manually, however mention future interface.

1. Click on Requests tab
2. Click on Create Request
3. Demonstrate wiki – show how it opens with information about the page you're working on in a new tab. Point out that students that the wiki can be placed on one screen to use as a guide, while they work in USAS on another screen (if they have two monitors). Remind students that Army specific information won't be found in the wiki, they'll need to refer to the CHRA GPS and Business rules.
4. Request number will be FULL RPA number, but for the purposes of training only, use "generate".
5. Requesting customer: US ARMY TRAINING CUSTOMER - W1J4ZZ
6. Request type: New Vacancy (Show drop down and explain that additional selections and new hires are also a type of request).
7. Requester: Have students select themselves. Remind them that the requester will be the hiring manager in the production site.
8. Hiring Need Validated Date:
9. Request Personnel Action Date:
10. Position Descriptions: Use JACH64064 (HR SPEC GS 11) and JACH64063 (HR SPEC GS 09)
11. Specialties: Only used when there's a parenthetical w/multiple specialties and then only when management has a valid need to distinguish between those.
12. Position Settings: show travel required and security clearance required dropdowns.
13. Supervisory position: Click this when it is supervisory to assist applicants looking for a supervisory position on [USAJobs](#).
14. (Save) Point out saving opened up more tabs working left to right.
15. Location tab:
 - a. Set number of vacancies dropdown (normally set by announcement unless recruiting for multiple locations.



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Lesson plan con'd

- and DE announcement. We want to add the correct office and select Public and the Army generic workflow
- g. Advise the students to save and verify all the information is correct. Once a request is approved it can't be changed or deleted.
 - h. Task Overview: Explain the various columns and demonstrate how various tasks could be assigned to someone else if part of their processes, for example if an assistant performs one of the tasks normally OR if you're going to be out of the office and someone is assisting with your work. (save and close)
17. Vacancy number ~~created as hyper-link~~. Select the one for the Status Recruitment

Exercise: Instructor led demonstration of building a manual request for a GS 0201 9 FPL 11

Student Exercise: Students build manual request independently use same position.

Lesson 7 – Vacancy - Afternoon Day 1

Objective: Review building of vacancy

1. Opens to casefile – briefly point out features (Remind students that they should refer to business rules for casefile documentation requirements and naming conventions).
 - a. Note tabs across the top (Assessment package; Announcement and Reviews – will be working in those throughout the week). Below that, left to right, tabs casefile, position information, supporting documents, eligibilities and settings.
 - b. Documents: click tab and show that area
 - c. Notes: click that tab and demonstrate how to add a note.
 - d. History: click that tab and explain that everything that's saved is recorded there.
 - e. Tasks: Defaults to “active” use drop down to show how to change the view.



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New Users

Receive USAS License upon completion of:

- a. OPM Online Training
- b. Successful Completion of formal classroom training.



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CHRA Resources

USA Staffing® Upgrade Toolkit
The USAS Upgrade Toolkit and Links have been Updated!
INFORMATION/INSTRUCTIONS

JOA References	 USA Staffing® Upgrade Login	
 USA Staffing® Upgrade Guidance	 USA Staffing® Upgrade Links	 Account Request
 USAS-U for Managers	 Welcome! New Hire Onboarding	 Job Analysis Worksheets
 Minimum Qualifications Library	 Competency Assessment Network	 How-to Videos

USA Staffing® - Guidance Archive

OTHER INFORMATION

DATE POSTED 5/12/2017	DATE EFFECTIVE 5/11/2017	DATE EXPIRES
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CHRA Resources – Upgrade Links

Exact Match Match any words All Owners All Docs All Subjects

Staffing/Recruitment/Placement > USA Staffing® > USAS Upgrade Toolkit

USA Staffing® Upgrade Links

25 Aug 2017 - Added Attachment and link for Registration for USA Staffing Online Courses

INFORMATION/INSTRUCTIONS



USAS Upgrade Production Links

- USAS (HR, Onboarding and Hiring Manager (HM))
- OPM's USA Staffing® Resource Center
- Online Help (Wiki) for HR Users
- Online Help (Wiki) for HM Users

USAS Training Links

- Training System
- USAS Stage
- Registration for USA Staffing Online Courses

USA Staffing® Toolkit

- USA Staffing® Toolkit Home
- Minimum Qualifications Library
- Competency Assessment Network
- USAS Links
- Guides & Reference Materials

ATTACHMENTS			
ID	TITLE	FILE TYPE	
17671	Registration for USA Staffing Online Courses	Adobe PDF	
OTHER INFORMATION			
DATE POSTED	OWNER	DATE EFFECTIVE	DATE EXPIRES
8/25/2017	CHRA	8/1/2017	
		REFERENCES	TYPE
			TOOLKIT
KEYWORDS			

25 Aug 2017 - Added Attachment and link for Registration for USA Staffing Online Courses



CHRA Resources – Guides and references

Staffing/Recruitment/Placement > USA Staffing® > USAS Upgrade Toolkit

USA Staffing® Upgrade Guides and Reference Materials

07 Jan 2018 - Updated USAJOBS_Hiring Path Guidance v8 and Decision Logic - Unique Hiring Path Examples for USAJOBS 20-OCT-2017

INFORMATION/INSTRUCTIONS

USA Staffing® Guidance

- Business Process Rules
- USA Staffing Upgrade How-to Videos
- FAQ
- Marketing

Additional Guides and Reference Materials

- Army - USAS Upgrade User Permissions - Final 6 JUN 2017
- Federal Wage System Quick Reference Guide
- USAS Upgrade APF Quick Reference Guide 7-18-2017
- Decision Logic - Unique Hiring Path Examples for USAJOBS
- USAJOBS_Hiring Path Guidance v8
- Documenting Job Analysis DCS

Spillage Concerns and Questions

Return to USA Staffing® Toolkit Home

ATTACHMENTS		
ID	TITLE	FILE TYPE
17628	APPENDIX H Request to Add or Modify a Customer 17 JUL 2017	Adobe PDF



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Questions?

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USAJOBS Hiring Paths

Presenter: Michelle Earley, USAJOBS Program Manager

Objectives

- **Improve confidence** in the federal hiring process by guiding users to relevant jobs.
- **Reduce** the number of **ineligible applicants** to lower the workload of HR, reduce job seeker frustration, and improve the system.

Explore Hiring Paths

The Federal Government offers unique hiring paths (also known as a hiring authority) to help hire individuals that represent our diverse society. If you fall under one of these groups of people you may be eligible to receive preference when applying for jobs.

 Open to the Public Never worked for the Federal Government, U.S. citizens or nationals	 Federal Employees Current or former
 Veterans	 National Guard & Reserves Current or prospective members
 Individuals with a disability	 Native Americans American Indian or Alaskan Native
 Military Spouses	 Students & Recent Graduates
 Senior Executive Service	 Peace Corps/VISTA Alumni
 Family of overseas employees Family members	



USAJOBS Hiring Paths

Definition

Hiring paths identify groups of job seekers who have had similar work or life experiences or were born in a specific race or with a disability. There are some exceptions to this rule including "Open to the public" which collects jobs for which there is no specific work or life experience requirement beyond being a U.S. citizen.

Hiring paths are deliberately not equivalent to hiring authorities. This is because in research and testing we've discovered that it is beneficial to allow users to self-identify into one or more groups in order to:

- Direct them to jobs they may be eligible for
- Categorize and explain eligibility

Hiring path Help

[Select all](#)

Open to the public (70)

Federal employees (31)

Competitive service (9)

Excepted service (9)

Internal to an agency (7)

Career transition (CTAP, ICTAP, RPL) (6)

Land & base management (0)

Armed forces (35)

Veterans (25)

Military spouses (9)

National Guard & Reserves (1)

Students & recent graduates (10)

Students (5)

Recent graduates (5)



February 23rd Production Changes Include:



The public

U.S. citizens, nationals or those who owe allegiance to the U.S.



MODIFIED: Federal employees - Competitive service

Current or former competitive service federal employees.



NEW: Federal employees – Excepted service

Current excepted service federal employees.



NEW: Career transition (CTAP, ICTAP, RPL)

Federal employees who meet the definition of a “surplus” or “displaced” employee.



Internal to an agency

Current federal employees of this agency.

NOTE: There will remain an option to not display an internal to an agency JOA within the USAJOBS search or API, but rather have it only appear on an internal agency page (i.e. <https://<agency>i@usajobs.gov>).



NEW: Land & base management

Certain current or former term or temporary federal employees of a land or base management agency.



Veterans



Military spouses



National Guard & Reserves

Current members, those who want to join, or transitioning military members.



Native Americans

Native Americans or Alaskan Natives with a tribal affiliation.



MODIFIED: Students

Current students enrolled in accredited educational institutions from high school to graduate level. Includes internships, pathways and other student programs.



MODIFIED: Recent graduates

Individuals who have graduated from an accredited educational institute or certificate program within the last 2 years or 6 years for Veterans.



Individuals with disabilities



Family of overseas employee

Family members of a federal employee or uniformed service member who is, or was, working overseas.



Peace Corps & AmeriCorps Vista



NEW: Special authorities

Individuals eligible under a special authority not listed above, but defined in the federal hiring regulations.



MODIFIED: Senior executives - SES only

Those who meet the five Executive Core Qualifications (ECQs).



NEW: Senior executives - Other

Those looking for an executive job.



New Field: Clarification from the Agency

This field allows agencies to provide further clarification if the hiring path language does not account for the specificity. Agencies should not repeat any of the hiring path language within this field. Note the special authorities hiring path will require text in this field to identify the appropriate authority.

This field will be displayed in conjunction with the hiring paths selected on the Job Announcement on the right rail. The Who May Apply field will be removed.

or uniformed service member who is, or was, working overseas.



[Native Americans](#)

Native Americans or Alaskan Natives with a tribal affiliation.



[Peace Corps & AmeriCorps Vista](#)



[Special authorities](#)

Individuals eligible under a special authority not listed above, but defined in the federal hiring regulations.

Clarification from the agency

[250 characters available to provide further clarification if the hiring path language does not account for the necessary specificity. Agencies should not repeat any of the hiring path language from above within this field.]



How to use Hiring Paths

The goal is for the HR specialist to pick the appropriate set of hiring paths from a list. You can use the “Clarification from the agency” field to provide greater specificity, such as “former employees of the Canal Zone Merit System or Panama Canal Employment System”.

After each Talent Acquisition System (TAS) vendor implements the new field changes, your job announcements will automatically adopt the new JOA layout. This means with the selection of your hiring paths and “Clarification from the agency” text will be displayed in one place together on the job announcement. The Who May Apply field will be removed.

Overview

Open & closing dates
2017-05-01 to 2017-05-12
This job will close when we have received 200 applications which may be sooner than the closing date. [Learn more](#)

Pay scale & grade
BB 00

Appointment type
Permanent

Service
Competitive

Salary
\$51,661 - \$66,662 per year

Work schedule
Full-time

Locations

Many vacancies in the following locations:

- 1224 Constitution Ave.
Davis Dam, Arizona
1 vacancy
- 1340 Financial Blvd Building 123
Reno, Nevada
2 vacancies
- 123 Main Street Building 456
Fort Leavenworth, Kansas
1 vacancy
- 1001 Park Place Building 456 Suite 1234
New York, New York
3 vacancies

[Show more locations \(1\)](#)

To apply for this job, you must live within a 100 mile radius of one of these locations.

Relocation expenses reimbursed
Yes

Telework eligible
Yes as determined by agency policy

This job is open to

- The public**
U.S. citizens, nationals or those who owe allegiance to the U.S.
- Federal employees - Competitive service**
Current or former competitive service federal employees
- Federal employees - Excepted service**
Current excepted service federal employees
- Internal to an agency**
Current federal employees of this agency
- Career transition (CTAP, ICTAP, RPL)**
Federal employees who meet the definition of a "surplus" or "displaced" employee.
- Land & base management**
Certain current or former term or temporary federal employees of a land or base management agency.
- Veterans**
- Military spouses**
- National Guard & Reserves**
Current members, those who want to join, or transitioning military members.
- Students**
Current students enrolled in accredited educational institutions from high school to graduate level, includes internships, pathways and other student programs.
- Recent graduates**
Individuals who have graduated from an accredited educational institute or certificate program within the last 2 years or 6 years for Veterans.
- Senior Executives - Other**
Those looking for an executive job.
- Senior Executives - SES only**
Those who meet the Five Executive Core Qualifications (ECQ).
- Individuals with disabilities**
- Family of overseas employee**
Family members of a federal employee or uniformed service member who is, or was, working overseas.
- Native Americans**
Native Americans or Alaskan Natives with a tribal affiliation.
- Peace Corps & AmeriCorps Vista**
- Special authorities**
Individuals eligible under a special authority not listed above, but defined in the federal hiring regulations.

Clarification from the agency
[250 characters available to provide further clarification if the hiring path language does not account for the necessary specificity. Agencies should not repeat any of the hiring path language from above within this field.]

This job is also open in another announcement to:

- The Public
- Senior Executives

Apply



Future Changes

- Add post-apply educational friction

We feel it is necessary to slow applicants down after they click apply on a job announcement. We're currently testing a screen that restates who the job is open to and prompts applicants to reconsider their eligibility.

- Include hiring paths in the profile
- Recommend jobs based upon eligibility

Applying to:
 Surface Maintenance Mechanic
 Supervisor
 Department of Veteran Affairs
 Closes 02/15/2018

⚠ Hold on

Are you sure you're eligible to apply?
 Before continuing, please review who may apply to this job.

This job is open to

- **Federal employees - Competitive service**
Current or former competitive service employees, including merit promotion.
- ▶ **Veterans**

Who may apply
Status Candidates (Merit Promotion and VEOA Eligibles)

As a federal employee it's important to understand:

- The service you belong to (competitive, excepted or senior executive).
- The appointment type you're serving on (permanent, temporary, etc.)

Understanding these two things will help you know which jobs you're eligible for and which ones you're not eligible for.

[Help me determine which service I belong to](#)

[What's the difference between being eligible to apply and being qualified?](#)

The hiring agency will determine your eligibility and if they find that you are not eligible to apply your application will be rejected regardless of your qualifications.

Back to job announcement
Continue applying



JOA and Hiring Path Timeline

June 30, 2017

Implemented hiring paths into the JOA

January 31 – March 31, 2018

JOA and hiring paths change management campaign

Monitored JOAs, collected agency feedback and met with OPM Policy to understand Who May Apply issues and constraints in order to design improvements

February 23, 2018

Implement hiring path updates in production

July 2017

Implemented hiring path adjustments

January 2018

Finalized JOA Staffing Integration Framework (SIF) changes

August 2017

Implemented hiring path adjustments

Received OPM Policy approval for hiring path updates

Published the JOA Playbook



Stay Informed

We will continue to update the JOA Playbook to include system improvements.

We will also use your feedback to provide examples and clarification where applicable.

USAJOBS

Job announcement playbook

[Plays](#) [Guidelines](#) [Case studies](#) [Release notes](#)

Welcome to the job announcement playbook

Our goal is to make the job announcement easier to read and understand. Improving our job announcements will help our job seekers find the job they're looking for and help our agencies hire the best talent available.

This site is for anyone who is involved in creating a job announcement. The site will help you:

- Get the latest updates to USAJOBS and the job announcement.
- Learn what you must include (and what's optional) in the job announcement.
- Get guidance and best practices on creating an effective job announcement.
- Learn how other agencies are improving their job announcements.

You'll still need to create your job announcement in your Talent Acquisition System (TAS).

This site was last updated Tue, 02 Jan 2018 14:45:05 -0500.

<https://usajobs.github.io/ATP-Support/job-announcement-playbook/>



Announcement Page Updates

Presenter: Pete Bachrach, USA Staffing Business Analyst



Over the next few months, agencies will need to update new and open announcements to meet changes in the USAJOBS JOA.

Production Release: February 10th

- Updates to Announcement Information and Text Pages
- Updates to Announcement Templates
- Updated PDF preview
- Updated Announcement Text Review

Production Release: April 7th

- Remove fields no longer accepted from new vacancies
- Updates to field character limits



Announcement Information Page

USA Staffing® Staffing Admin Reports Search Go To Test Admin (TEST) - GOT

VACANCY 10024900

Vacancy 10024900 | Assessment Package | **Announcement** | Reviews

USAJOBS Job Title: Announcement Tester | Pay Plan-Series-Grade: GS-0201-11 | Status: Open

Announcement Information | Announcement Location | Announcement Questionnaire | Announcement Text

Announcement Information

Announcement Number *	Open Date *	Close Date *
ST-10024900-18-TA	01/08/2018	01/31/2018
Salary Type	Minimum Salary *	Maximum Salary *
Per Year	11,111	22,222
Appointment Type *	Not To Exceed	Hiring Paths *
x Temporary	2 Months	x Individuals with disabilities
Work Schedule *	Shift Description	
Shift Work	Graveyard Shift	
Promotion Potential		
11		

<p>Inter</p> <p>TEST AC</p> <p>(478) 123-4567</p> <p>USASTESTADMIN@OPM.GOV</p>	<p>Questions About This Job</p> <p>GABBARD</p> <p>(202) 000-0000 X1234</p> <p>CASYE.GABBARD@OPM.GOV</p>	<p>Agency Information</p> <p>CUSTOMER A</p> <p>2 Federal Way</p> <p>Philadelphia, PA 12345</p>
--	---	--

Save Cancel



Announcement Text Page

Vacancy 10024900 | Assessment Package | Announcement | Reviews

USAJOBS Job Title: Announcement Tester | Pay Plan-Series-Grade: GS-0201-11 | Status: Open

Announcement Information | Announcement Location | Announcement Questionnaire | **Announcement Text** | Settings | Notes (0) | Release | History

Overview

JOB TITLE:
Announcement Tester

DEPARTMENT:
Other Agencies and Independent Organizations

AGENCY:
Office of Personnel Management

HIRING ORGANIZATION:

SALA
\$11,111.00 to \$22,222.00 Per Year

OPEN PERIOD:
Monday, January 8, 2018 to Wednesday, January 31, 2018

PAY SCALE & GRADE:
GS-11

SERIES:
0201 - Human Resources Management

WORK SCHEDULE:
Shift Work:

APPOINTMENT TYPE:
Permanent

HIRING PATH CLARIFICATION TEXT:

JOB ANNOUNCEMENT NUMBER:
ST-10024900-18-TA

CONTROL NUMBER:
3259821700

LINKED CONTROL NUMBER:
3259407500

HIRING PATHS:
Individuals with disabilities

USAJOBS URL:
<https://www.uat.usajobs.gov/GetJob/ViewDetails/3259821700>

Preview Announcement Text

Save **Cancel**

Available Data Inserts

- + Hiring Office and Customer
- + Vacancy/Announcement

Locations

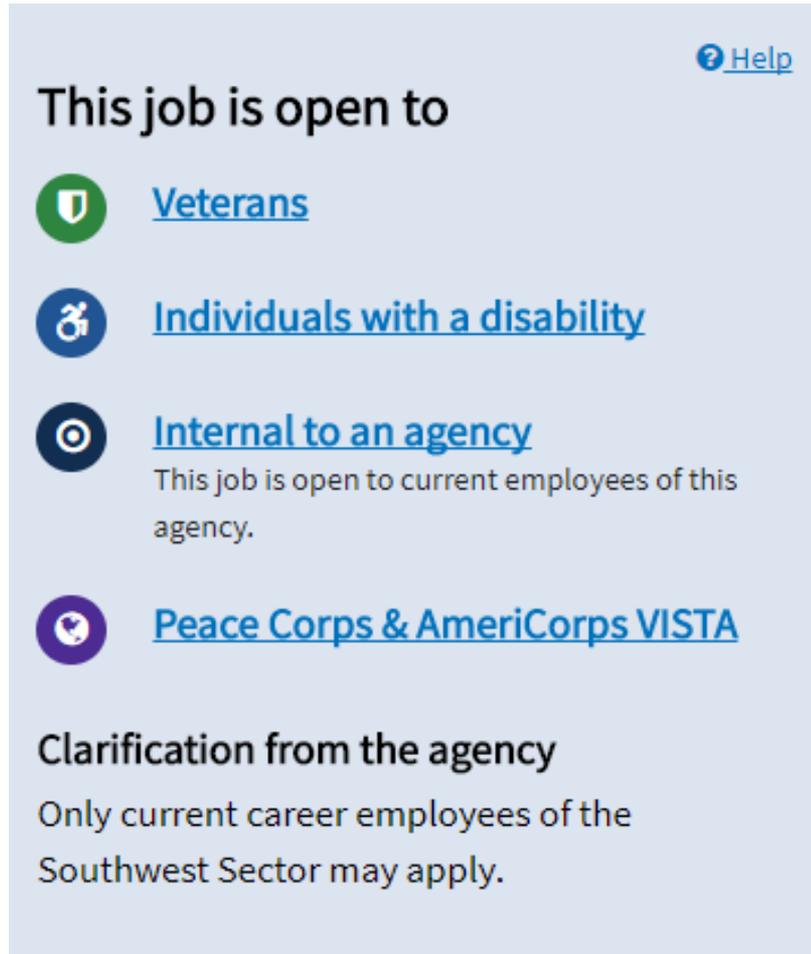
DUTY LOCATIONS:



Hiring Paths and Clarification Text

Hiring Paths

Clarification Text



This job is open to [Help](#)

-  [Veterans](#)
-  [Individuals with a disability](#)
-  [Internal to an agency](#)
This job is open to current employees of this agency.
-  [Peace Corps & AmeriCorps VISTA](#)

Clarification from the agency
Only current career employees of the Southwest Sector may apply.



Agency Marketing

Agency Marketing

MARKETING MESSAGE:

✂ 📄 📁 🗑️ ↶ ↷ **B I U Ix** 📌 📋 [P] 🗨️ 🗨️ Ω 102 of 1500

The **Organization Name** is a great department with lots of fun people to work with. To learn more go to our website [here](#).

MARKETING LINK:
 ✓

BENEFITS LINK: *
 ✓

DISPLAY DEFAULT BENEFITS TEXT:

USAJOBS Sign In Help Search

Create an account to get started – build your profile, create or upload resumes and apply for jobs.

Duties Help

Summary

NSF has the advantages of a small agency environment that fosters collaboration, creativity and opportunities to contribute to major agency-wide projects. Consistently ranked by its employees as one of the top federal agencies in managing its workforce, NSF maintains a creative, flexible, and collegial atmosphere and is respected in both the public and private sectors for its management best practices and stewardship of federal funds. Join our team at one of the best places to work in the federal government and use your knowledge and imagination to keep NSF at the frontier of discovery!

[More about NSF.](#)

Learn more about this agency

Responsibilities

The National Science Foundation is seeking an innovative and technically competent Human Resources (HR) Specialist to develop and disseminate employee relations policies and standard operating procedures in support of the accomplishment of the NSF mission. The ideal candidate will possess knowledge of advanced HR laws, regulations, principles, and Merit Systems Protection Board case law to provide expert advisory and consultative services required to develop policies and procedures for a variety of employee relations programs including, but not limited to: disciplinary and performance-based and other adverse actions, administrative grievances, leave regulations and administration, standards of conduct, employee assistance programs, performance management, employee recognition, career life balance programs, and employee engagement. Specific duties may include the following:

- Providing advice, technical assistance, policy guidance, and work products to assist NSF management with complex disciplinary, adverse and performance-based actions.
- Assisting NSF supervisors and managers to problem solve human capital issues, improve communication with employees, and learn effective leadership and management techniques to assist with change management, performance management, and other matters that may impact employee engagement.
- Participating in developing written policy, procedures, and guidance on employee relations programs.
- Preparing reports, bulletins, circulars, instructions, and guidelines.



Default Text Options

Default Education Text

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

Default Benefits Text

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.



Duties

Duties

SUMMARY: *

✖ 📄 📁 📂 ⏪ ⏩ **B I U Ix** ☰ ☷ [P] 🗑️ ↻ Ω 180 of 2500

This job is a starter job where you can learn about our agency and how to work in a real work environment. People who fair well in this environment move up fast in our organization.

RESPONSIBILITIES:

Show up in the morning ✖

Leave in the evening ✖

Answer emails ✖

Save your spreadsheets ✖

Add Responsibility

DUTIES:

✖ 📄 📁 📂 ⏪ ⏩ **B I U Ix** ☰ ☷ [P] 🗑️ ↻ Ω 103 of 2500

Duties include:

Show up in the morning



Position Requirements

Position Requirements

CONDITIONS OF EMPLOYMENT:

US citizenship

Degree from an accredited university

No criminal record

Love of spreadsheets

Add Condition of Employment

REQUIREMENTS:



120 of 2500

Requirements include:

- US citizenship
- Degree from an accredited university
- No criminal record
- Love of spreadsheets

QUALIFICATIONS: *

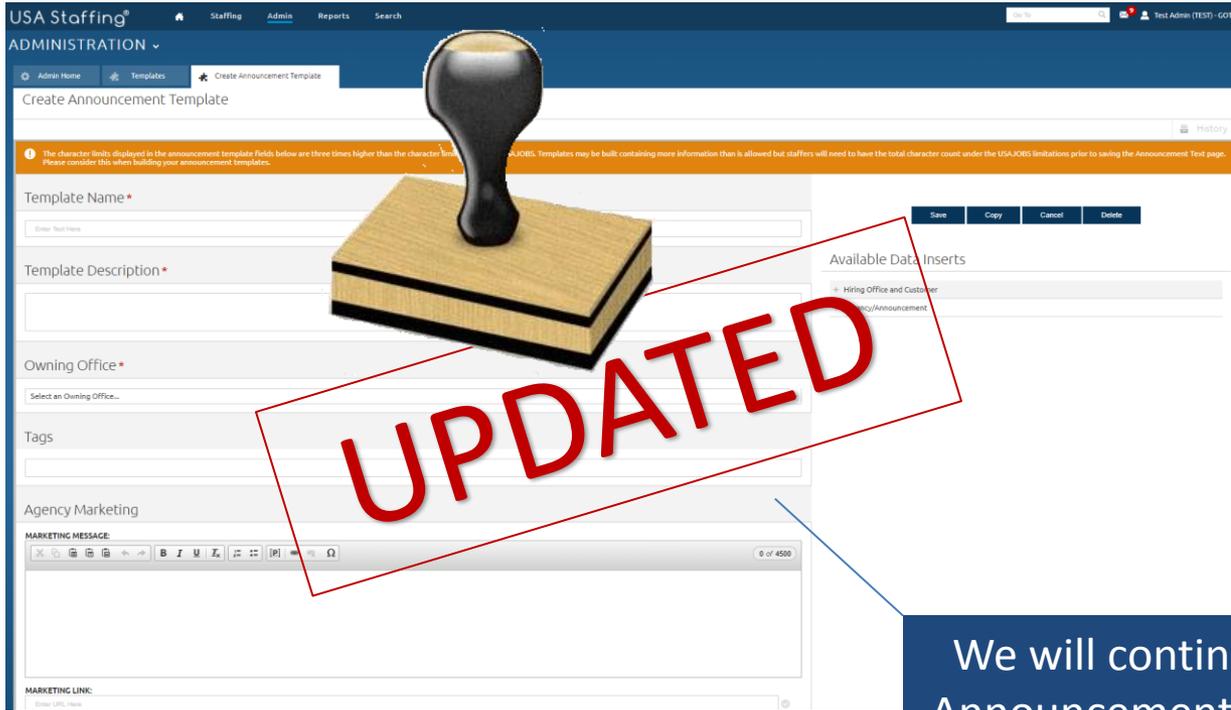


217 of 8000

To be qualified for this position you need to have two years at the GS-9 level or a post graduate degree from a great university. You also need to get a 90 on the assessment and pass a series of qualifying interviews.



Announcement Templates



We will continue to make improvements to Announcement templates based on USAJOBS updates and user feedback



Announcement PDF Preview

Announcement Text

Job Title

Announcement Tester

Job Announcement Number

ST-10012832-18-TA

Series & Grade

GS-0201-11

Promotion Potential

N/A

Open Period

01/19/2018 to 01/31/2018

Salary Range

\$11,111.00 to \$22,222.00 Per Year

Appointment Type

Permanent

Department

Other Agencies and Independent Organizations

Agency

Office of Personnel Management

Hiring Organization

Automated Systems Management Branch

Duty Locations

Baltimore, Maryland

Hiring Paths

Individuals with disabilities

Supervisory Status

No

Security Clearance

Top Secret





Announcement Text Reviews

^ Announcement Text

← → **B** *I*

JOB TITLE: Announcement Tester

DEPARTMENT: Other Agencies and Independent Organizations

AGENCY: Office of Personnel Management

HIRING ORGANIZATION: Automated Systems Management Branch

JOB ANNOUNCEMENT NUMBER: ST-10012832-18-TA

SALARY RANGE: \$11,111.00 to \$22,222.00 / Per Year

OPEN PERIOD: Friday, January 19, 2018 to Wednesday, January 31, 2018

SERIES & GRADE: GS-0201-11

WORK SCHEDULE:
Full-Time





**After
February
10th**

Immediate Action Items After February 10th:

- Hiring paths **MUST** be selected before updating or releasing an announcement . Consider updating Hiring Path Clarification Text to *clarify* rather than *define* the listed Hiring Paths.
- Conditions of Employment (formerly Key Requirements) and the Requirements section must be combined into one section before updating or releasing an announcement .

Next Steps in Preparation for April 7th Release:

- ✓ Modify Summary content into Marketing Statement in preparation for the Summary section to reduce to 500 characters.
- ✓ Reduce the Hiring Path Clarification Text to under 250 characters.
- ✓ Begin migrating all “Duties” text into Responsibilities.
- ✓ Begin migrating all “Requirements” text into Conditions of Employment.
- ✓ Brief HR Staff on the uses of new fields like the JOA Control Number option and the default text box options for Education and Benefits.
- ✓ Update Announcement Templates to help facilitate these changes



**After
April 7th**

Immediate Action Items After April 7th:

- Migrate all former “Duties” text into the Responsibilities section. *Duties will no longer display in new Announcements or be accepted by USAJOBS.*
- Migrate all former “Requirements” text to “Conditions of Employment”. *Requirements will no longer display in new Announcements or be accepted by USAJOBS.*
- Update the Summary field to be under 500 characters. *The new Marketing Statement section will now hold some of this content.*
- Update “Hiring Path Clarification Text”:
 - Language previously required by USAJOBS for Hiring Path placement no longer necessary.
 - Text should clarify assigned Hiring Paths, not replicate them.
 - Field length now limited to 250 characters. Remove language previously mandated by USA



SYSTEM TESTING

stage.usastaffing.gov



Digital Playbook

<https://usajobs.github.io/ATP-Support/job-announcement-playbook/>



Notable changes to ACWA in Upgrade

Presenter: Jennifer Demarais, USA Staffing Business Analyst

- Given all scoring content is hidden from HR users in Upgrade, **agencies will no longer be required to complete ACWA test security training.**
- Agencies will have **access to all ACWA assessments** rather than needing approval for a specific set of series.
- While applicant **scores will not be reused** across vacancies, applicants only take an average of 12 minutes to complete an ACWA assessment.
- HR users will be able to **create their own** minimum qualifications and screen-out items.
 - In Legacy, minimum qualifications items were standard across government and agencies were only allowed to insert the specialized experience statements.
 - **Agencies may build custom ACWA templates** using their own Min Quals response options.



Select an ACWA Template

USA Staffing®

Staffing Recruit Admin Reports Search

VACANCY 10059361

Vacancy 10059361 Assessment Package Announcement Reviews +

USAJOBS Job Title: Social Insurance Specialist (ACWA Demo) Pay Plan-Series-Grade: GS-0105-5/7 Status: Incomplete Source:

Overview Job Analysis Assessment Plan Categories Test Plan

Assessment Package Checklist

✖ Assessment Package must have at least one [Assessment](#).

Create Review Select Template

No Assessment Required Assessment Package Complete

Rating Combinations

Used	Series	Specialty	Grade
<input checked="" type="checkbox"/>	0105		5
<input checked="" type="checkbox"/>	0105		7

Save Cancel



Copy Template into Vacancy

USA Staffing® Staffing Recruit Admin Reports Search

VACANCY 10059361

Assessment Package Search

Field	Operator	Value
Grade	Is	x 5 x 7
Series	Is	x 0105 - Social Insurance Administration

Add new search field

Search Clear Form

Search Results (2)

Name	Position Title	Rating Combination	Position Description Number	Office Name	Is Complete	Is External	Last Edited	
ACWA Social Insurance Specialist - 0105	ACWA Social Insurance Specialist - 0105	0105-5 / 0105-7	ACWA	ASMG ACWA Access Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9/14/2017	Preview
ACWA Series 0105	Social Insurance Administration	0105-5 / 0105-7	ACWA	Program Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12/13/2017	Preview

0105 7

Save Cancel



Un-Complete & Edit Min Quals

USA Staffing® Staffing Recruit Admin Reports Search Go To 45 Test HR One (UAT) - OPM

VACANCY 10059361 ▾

Vacancy 10059361 **Assessment Package** Announcement Reviews +

USAJOBS Job Title: Social Insurance Specialist (ACWA Demo) Pay Plan-Series-Grade: GS-0105-5/7 Status: Incomplete Source: ACWA Social Insurance Specialist - 0105

Overview Job Analysis Assessment Plan Categories Test Plan Documents (0) Notes (0) History

Assessment Package Checklist

No Assessment Required Assessment Package Complete

- ✔ Assessment Package contains an Assessment.
- ✘ **Assessment "ACWA MQ - 0105" Requirements.**
- ✘ An Assessment is being used as a Screen-out in the Assessment Plan but does not contain any Screen-outs. Consider changing the Assessment Plan to use the [Assessment for Rating](#) or adding [Screen-outs to the questionnaire](#).
- ✔ All Items have at least two Response Options.
- ✔ + Assessment Questionnaire Requirements.
- ✔ At least one Assessment must be used for either [Screen-out or Rating](#).
- ✔ Assessment Package must be [tested](#).

Rating Combinations

Used	Series	Specialty	Grade
<input checked="" type="checkbox"/>	0105		5
<input checked="" type="checkbox"/>	0105		7



Add Min Quals Response Options

The screenshot shows the USA Staffing assessment interface for VACANCY 10059361. The user is currently on the 'Assessment Questionnaire' page for 'Social Insurance Specialist (ACWA Demo)'. The interface includes a navigation bar with 'Staffing', 'Recruit', 'Admin', 'Reports', and 'Search'. Below the navigation bar, there are tabs for 'Assessment Package', 'Announcement', 'Reviews', and 'Assessment: ACWA HQ - 0105'. The main content area displays 'Assessment Questionnaire (2 Items)' and 'Add to Questionnaire'. The first question is '1. From the descriptions below, select the letter that describes the education or experience you have that demonstrates your ability to perform GS-5, Social Insurance Specialist work. If your highest level of education is not described below, choose the letter that describes experience or lower level education that you do have. Mark only 1 response.' The response options are: A: I have at least one year of qualifying specialized experience equivalent to the GS-4 level in Federal Service...; B: I have at least four years of qualifying education...; C: I have a qualifying combination of experience and education...; D: I do not have the education or experience described above... There is an 'Add Response' button below the options. The second question is identical to the first. The interface also includes a 'Save' and 'Cancel' button at the bottom right.



Build GS-5 Screen-out

USA Staffing® Staffing Recruit Admin Reports Search Go To 45 Test HR One (UAT) - OPM

VACANCY 10059361

Add Screen-Out

Name * Apply Screen-Out to Rating Combinations * 0105-5 0105-7 Ineligibility Code *

i Add all Items that should be considered in this Screen-Out. Then, select all Response Options that should disqualify applicants for the selected Rating Combinations. Remember that the selected Items and Response Options should be specific to the Rating Combinations selected above.

Item ✕

1. From the descriptions below, select the letter that describes the education or experience you have that demonstrates your ability to perform GS-5, Social Insurance Specialist work. If your highest level ...

Response Options

<input type="checkbox"/>	<input checked="" type="checkbox"/>	A	I have at least one year of qualifying specialized experience equivalent to the GS-4 level in Federal Service...
<input type="checkbox"/>	<input checked="" type="checkbox"/>	B	I have at least four years of qualifying education...
<input type="checkbox"/>	<input checked="" type="checkbox"/>	C	I have a qualifying combination of experience and education...
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	D	I do not have the education or experience described above...
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Failed to respond

Or

Item

2. From the descriptions below, select the letter that describes the education or experience you have that demonstrates your ability to perform GS-7, Social Insurance Specialist work. If your highest level ...

Qualifying Response Disqualifying Response



Build GS-7 Screen-out

USA Staffing® Staffing Recruit Admin Reports Search Go To 45 Test HR One (UAT) - OPM

VACANCY 10059361

Edit Screen-Out

Name * Apply Screen-Out to Rating Combinations * 0105-5 0105-7 Ineligibility Code *

i Add all Items that should be considered in this Screen-Out. Then, select all Response Options that should disqualify applicants for the selected Rating Combinations. Remember that the selected Items and Response Options should be specific to the Rating Combinations selected above. Add Item

Item

Response Options

<input type="checkbox"/>	<input checked="" type="checkbox"/>	A	I have at least one year of qualifying specialized experience equivalent to the GS-4 level in Federal Service...
<input type="checkbox"/>	<input checked="" type="checkbox"/>	B	I have at least four years of qualifying education...
<input type="checkbox"/>	<input checked="" type="checkbox"/>	C	I have a qualifying combination of experience and education...
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	D	I do not have the education or experience described above...
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Failed to respond

Qualifying Response Disqualifying Response Save Save & Close Cancel



Build Test Scenarios & Complete AP

USA Staffing® Staffing Recruit Admin Reports Search 45 Test HR One (UAT) - OPM

VACANCY 10059361 ▾

Vacancy 10059361 Assessment Package Announcement Reviews Assessment: ACWA MQ - 0105 +

USAJOBS Job Title: Social Insurance Specialist (ACWA Demo) Pay Plan-Series-Grade: GS-0105-5/7 Status: Incomplete Source: ACWA Social Insurance Specialist - 0105

Overview Job Analysis Assessment Plan Categories **Test Plan** Documents 0 Notes 0 History

Test Scenarios (2)

Complete Assessment Package

Add Scenario

Scenario	Responses	Rating Combo	Expected Outcome	Actual Outcome
<input type="checkbox"/> EL both grades	A, A, A, A, A, A, A, A, ...	0105-5 0105-7	ELTE ELTE	✓ ELTE - 96 ✓ ELTE - 96
<input type="checkbox"/> EL 5, IN 7	A, D	0105-5 0105-7	ELTE IQID	✓ ELTE - 70 ✓ IQID



Best Practice: Build Agency-specific ACWA Templates



Copying ACWA Templates

The screenshot shows the USA Staffing Administration interface. The top navigation bar includes 'USA Staffing', 'Staffing', 'Recruit', 'Admin', 'Reports', and 'Search'. The user is logged in as Jennifer Demarais (UAT) - OPM. The main content area is titled 'ADMINISTRATION' and has tabs for 'Admin Home', 'Template Admin', and 'New Assessment Package Template'. The 'Template Admin' tab is active, showing a table with columns for Name, Created By, Created, Owning Office, and Status. Below the table is a breadcrumb trail: Overview > Template Information > Job Analysis > Assessment Plan > Categories > Test Plan. The 'Template Information' section contains a form with fields for 'Template Name', 'Owning Office', and 'Tags'. A 'Copy from Template' button is highlighted with a red box. Below the form is a section for 'Position Descriptions' with a table and an 'Add Position Description' button.

Name	Created By	Created	Owning Office	Status
				0

Overview > **Template Information** > Job Analysis > Assessment Plan > Categories > Test Plan

Template Information

Template Name * Generate Name Owning Office * Select an Owning Office. Tags

Template Description

External

Position Descriptions 1 Interdisciplinary Add Position Description

<input type="checkbox"/>	Position Description #	Position Title	Pay Plan	Series	Grade(s)	Specialties
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	GS	- Select a Series.	<input type="text"/>	<input type="text"/>

Save



Copying ACWA Templates

The screenshot shows the USA Staffing Administration interface. A modal window titled "Assessment Package Search" is open. It contains search criteria: "Is External" (No), "Is" (Is), "No" (No), "Assessment Package Template Name" (Contains), and "ACWA". Below the search criteria is a "Search" button and a "Clear Form" button. The search results are displayed in a table with 2 results:

Name	Position Title	Rating Combination	Position Description Number	Office Name	Is Complete	Is External	Last Edited	
ACWA Social Insurance Specialist - 0105	ACWA Social Insurance Specialist - 0105	0105-5 / 0105-7	ACWA	ASMG ACWA Access Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9/14/2017	Preview
ACWA Series 0105	Social Insurance Administration	0105-5 / 0105-7	ACWA	Program Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12/13/2017	Preview

Below the search results, there is a table with columns: Position Description #, Position Title, Pay Plan, Series, Grade(s), and Specialties. The "Pay Plan" column shows "GS" and the "Series" column shows "- Select a Series.". A "Save" button is located at the bottom right of the interface.



Edit Name & Owning Office

USA Staffing® Staffing Recruit Admin Reports Search Jennifer Demarais (UAT) - OPM

ADMINISTRATION

Admin Home | Template Admin | Assessment Package Template | Assessment Package Template: ACWA Social Insurance Specialist - 0105 (Copy)

Name: ACWA Social Insurance Specialist - 0105 (Copy) | Created By: Jennifer Demarais | Created: 1/29/2018 | Owning Office: ASMG ACWA Access Office | Status: Draft

Overview | **Template Information** | Job Analysis | Assessment Plan | Categories | Test Plan | Documents (0) | Notes (0) | History

Template Information

Template Name * [Generate Name](#)

Owning Office *

Tags

Template Description

External

Position Descriptions 1 Interdisciplinary [Add Position Description](#)

	Position Description #	Position Title	Pay Plan	Series	Grade(s)	Specialties
<input type="checkbox"/>	ACWA	ACWA Social Insurance Specialist - 0105	GS	0105 - Social Insurance Administration	x 5 x 7	+

[Save](#)



Open 'Min Quals' Assessment

USA Staffing® Staffing Recruit Admin Reports Search Go To Jennifer Demarais (UAT) - OPM

ADMINISTRATION ▾

Admin Home Template Admin Assessment Package Template Assessment Package Template: ACWA Social Insurance Specialist - 0105 (Copy)

Name: ACWA Social Insurance Specialist - 0105 (Copy) Created By: Jennifer Demarais Created: 1/29/2018 Owning Office: ASMG ACWA Access Office Status: Draft

Overview Template Information Job Analysis Assessment Plan Categories Test Plan Documents (0) Notes (0) History

Assessment Package Checklist

Assessment Package Complete

- ✔ Assessment Package contains an Assessment.
- ! - Assessment "ACWA MQ - 0105" Requirements.
 - ! An Assessment is being used as a Screen-out in the Assessment Plan but does not contain any Screen-outs. Consider changing the Assessment Plan to use the [Assessment for Rating](#) or adding [Screen-outs to the questionnaire](#).
- ✔ All Items have at least two Response Options.
- ✔ + Assessment Questionnaire Requirements.
- ✔ At least one Assessment must be used for either [Screen-out or Rating](#).
- ✘ Assessment Package must be [tested](#).

Rating Combinations

Used	Series	Specialty	Grade
<input checked="" type="checkbox"/>	0105		5
<input checked="" type="checkbox"/>	0105		7

Save Cancel



Add Min Quals Response Options

USA Staffing® [Staffing](#) [Recruit](#) [Admin](#) [Reports](#) [Search](#) Jennifer Demaris (UAT) - OPM

ADMINISTRATION ▾

[Admin Home](#) [Template Admin](#) [Assessment Package Template: ACWA Social Insurance Specialist - 0105](#) [Assessment: ACWA MQ - 0105](#)

AP Template Name: ACWA Social Insurance Specialist - 0105 Pay Plan-Series-Grade: GS-0105-5/7

[Assessment Information](#) [Competencies](#) [Assessment Questionnaire](#) [Screen-Out Criteria](#) [Rating Criteria](#) [History](#)

Assessment Questionnaire (2 Items) Add to Questionnaire

Select All

OCCUPATIONAL QUESTIONS - Mark only 1 response for each question. EDUCATIONAL BACKGROUND AND WORK EXPERIENCE This section asks you to describe your educational background, your work, and other experiences in specific factors which relate to job performance. ALL QUESTIONS MUST BE ANSWERED. Instructions

1. From the descriptions below, select the letter that describes the education or experience you have that demonstrates your ability to perform GS-5, Social Insurance Specialist work. If your highest level of education is not described below, choose the letter that describes experience or lower level education that you do have. Mark only 1 response.

Response Option

A

B

2. From the descriptions below, select the letter that describes the education or experience you have that demonstrates your ability to perform GS-7, Social Insurance Specialist work. If your highest level of education is not described below, choose the letter that describes experience or lower level education that you do have. Mark only 1 response.

Response Option

A

B



Build GS-5 Screen-out

USA Staffing® Administration

Staffing Recruit Admin Reports Search

Go to Jennifer Demaris (UAT) - OPM

Add Screen-Out

Name * Min Quals Grade 5

Apply Screen-Out to Rating Combinations * 0105-5 0105-7

Ineligibility Code * IQID - You are ineligible because you do not meet the minimum education...

i Add all Items that should be considered in this Screen-Out. Then, select all Response Options that should disqualify applicants for the selected Rating Combinations. Remember that the selected Items and Response Options should be specific to the Rating Combinations selected above.

Item

1. From the descriptions below, select the letter that describes the education or experience you have that demonstrates your ability to perform GS-5, Social Insurance Specialist work. If your highest level ...

Response Options

<input type="checkbox"/>	<input checked="" type="checkbox"/>	A	I have one year of specialized experience equivalent to the GS-4 in the Federal Service. Specialized experience is defined as...
<input type="checkbox"/>	<input checked="" type="checkbox"/>	B	I have four years of qualifying education...
<input type="checkbox"/>	<input checked="" type="checkbox"/>	C	I have a combination of specialized experience and qualifying education, such that...
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	D	I do not possess the experience or education described above.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Failed to respond

Or

Item

2. From the descriptions below, select the letter that describes the education or experience you have that demonstrates your ability to perform GS-7, Social Insurance Specialist work. If your highest level ...

Qualifying Response Disqualifying Response

Save Save & Close Cancel



Build GS-7 Screen-out

USA Staffing® Administration

Staffing Recruit Admin Reports Search

Go To Jennifer Demarais (UAT) - OPM

Add Screen-Out

Name *

Apply Screen-Out to Rating Combinations * 0105-5 0105-7

Ineligibility Code *

i Add all Items that should be considered in this Screen-Out. Then, select all Response Options that should disqualify applicants for the selected Rating Combinations. Remember that the selected Items and Response Options should be specific to the Rating Combinations selected above.

Add Item

Item

Response Options

<input type="checkbox"/>	<input checked="" type="checkbox"/>	A	I have one year of specialized experience equivalent to the GS-5 in the Federal Service. Specialized experience is defined as...
<input type="checkbox"/>	<input checked="" type="checkbox"/>	B	I have four years of qualifying education...
<input type="checkbox"/>	<input checked="" type="checkbox"/>	C	I have a combination of specialized experience and qualifying education, such that...
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	D	I do not possess the experience or education described above.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Failed to respond

Qualifying Response Disqualifying Response

Save Save & Close Cancel



Build Test Scenarios

Add Scenario

Scenario *
Eligible both grades

Outcomes

Rating Combo	Expected Rating	Actual Rating
<input type="checkbox"/> 0105-5	ELTE	
<input type="checkbox"/> 0105-7	ELTE	Score

Item Responses

ACWA Rating - 0105

ACWA MQ - 0105

Item	Response
1 From the descriptions below, select the letter that describes the education or experience you have t...	A
2 From the descriptions below, select the letter that describes the education or experience you have that demonstrates your ability to perform GS-7, Social Insurance Specialist work. If your highest level of education is not described below, choose the letter that describes experience or lower level education that you do have. Mark only 1 response.	A

2. From the descriptions below, select the letter that describes the education or experience you have t...

Response Options

- A I have one year of specialized experience equivalent to the GS-5 in the Federal Service. Specialized experience is defined as...
- B I have four years of qualifying education...
- C I have a combination of specialized experience and qualifying education, such that...
- D I do not possess the experience or education described above.
- Failed to respond



Publish Custom ACWA Template

USA Staffing® Staffing Recruit Admin Reports Search Jennifer Demarais (UAT) - OPM

ADMINISTRATION

Admin Home | Template Admin | Assessment Package Template | Assessment Package Template: ACWA Social Insurance Specialist - 0105 (Copy) | Assessment: ACWA MQ - 0105

Name: ACWA Social Insurance Specialist - 0105 (Copy) | Created By: Jennifer Demarais | Created: 1/29/2018 | Owning Office: ASMG ACWA Access Office | Status: Draft

Overview | Template Information | Job Analysis | Assessment Plan | Categories | **Test Plan** | Documents (0) | Notes (0) | History

Test Scenarios (2)

Scenario	Responses	Rating Combo	Expected Outcome	Actual Outcome
<input type="checkbox"/> Eligible both grades	A, A	0105-5 0105-7	ELTE ELTE	<input checked="" type="checkbox"/> ELTE - 70 <input checked="" type="checkbox"/> ELTE - 70
<input type="checkbox"/> Eligible grade 5, ineligible grade 7	A, D	0105-5 0105-7	ELTE IQID	<input checked="" type="checkbox"/> ELTE - 70 <input checked="" type="checkbox"/> IQID

[Add Scenario](#)

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Detail Opportunity

Presenter: Caleb Judy, USA Staffing Business Analyst

Do you like data? And, do you have ideas on how to improve the data provided by USA Staffing?

OPM is looking for an individual with significant HR staffing experience and a love for data to serve on a **temporary, full-time detail to work with the USA Staffing reporting and analytics team.**

The detailee will work with the team to ensure that data and reports are designed with the work and needs of HR specialists in mind. Through this detail, you will:

- Work with other agencies to identify reporting and data needs
- Map the staffing process and identify points where reports and data would be useful
- Evaluate existing Cognos reports and recommend changes
- Identify topics and conduct analysis to identify staffing best practices
- Develop and deliver training materials on the use of USA Staffing data

Individuals interested in this detail opportunity should send a current resume and SF-50 to Celina Wong (Celina.Wong@opm.gov) by **COB February 7, 2018**



Upcoming Events

February 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Production 9.0 Release – February 10

Legacy Oracle Security Patch – February 10

USA Hire Workgroup Meeting – February 15

Stage 9.1 Release – February 16

Onboarding Workgroup Meeting - February 28



USA Staffing Release Schedule: <https://go.usa.gov/A3C3>



Questions?

For additional information, please contact your Account Manager.



Additional Information on the Federal HR Institute

Presenter: John Gill, Deputy Director, OPM's Center for Leadership Development



PROFESSIONALIZE AND DEVELOP AN AGILE FEDERAL HR WORKFORCE - 2016 DELIVERY PROGRAM

Executive Steering Committee (ESC) Integrated Project Team (IPT)

- Maintain coherence between the projects
- Define “what’s next” for the 2016 Hiring domain and the plan for remaining HR domain areas
- Guide the Change communication design and execution

ESC Co-Lead

- Specifies needed resources and secures them through OPM, ESC and CHCOC
- Leads the work team in developing the delivery plan and directing its execution
- Serves as member of Executive IPT, assuring the four major projects maintain coherence
- Provides progress updates to the CHCOC

OPM Co-Lead

- Assigns OPM resources needed to fulfill objectives of the assigned project
- Provides technical assistance, guidance and solution development related to HR laws and regulations
- Serves as member of the Executive IPT, assuring the four major projects maintain coherence
- Co-leads to oversee progress and resource support required

Core Workgroup

- Develops the detail project plan to execute through Y-E 2016
- Executes the work with support from and access to required SMEs
- Reports progress to plan, barriers, risks and corrective action recommendations

Program Management Office (PMO)

- Provides overall program management tools and support
- Provides reports, data, and information to the workgroups for use in managing, to the ESC and CHCOC for program reviews
- Provides architecture for synchronizing and integrating across workgroups
- Captures lessons learned for the next phase of gap closure implementation



Technical Competency Proficiency Levels

Staffing Technical Competencies	Competency Proficiency Level by Grade Level *							
	5	7	9	11	12	13	14	15
Agency Staffing Policies and Procedures	1	2	3	3	4	4	5	5
Application Processing	1	2	2	3	4	4	4	4
Assessment Methods and Tools	1	1	2	3	3	4	4	4
Category Rating	1	2	2	3	4	4	5	5
Certification and Selection	1	2	2	3	4	4	5	5
Classification	1	1	2	2	3	3	4	4
Compensation	1	1	2	2	3	3	4	4
Employee Benefits	1	1	2	2	3	3	4	4
Hiring Authorities	1	1	2	3	4	4	5	5
Hiring Process Management	1	2	2	3	4	4	4	5
Job Analysis	1	1	2	3	4	4	4	4
Labor Law	1	1	2	2	3	3	4	4
Merit System Accountability	1	2	2	3	4	4	5	5
Public Notice/Job Opportunity Announcements	1	2	2	3	4	4	4	4
Qualifications Determinations	1	2	2	3	4	4	5	5
Recruitment/Placement	1	2	2	3	4	4	5	5
Strategic Recruitment	1	1	2	2	3	4	4	4
Technical Documentation	1	2	3	3	4	4	4	4
Veterans' Preference	1	2	2	3	4	4	5	5
Workforce Reshaping	1	1	2	2	3	4	4	5

* Note: 1 = Awareness, 2 = Basic, 3 = Intermediate, 4 = Advanced, 5 = Expert

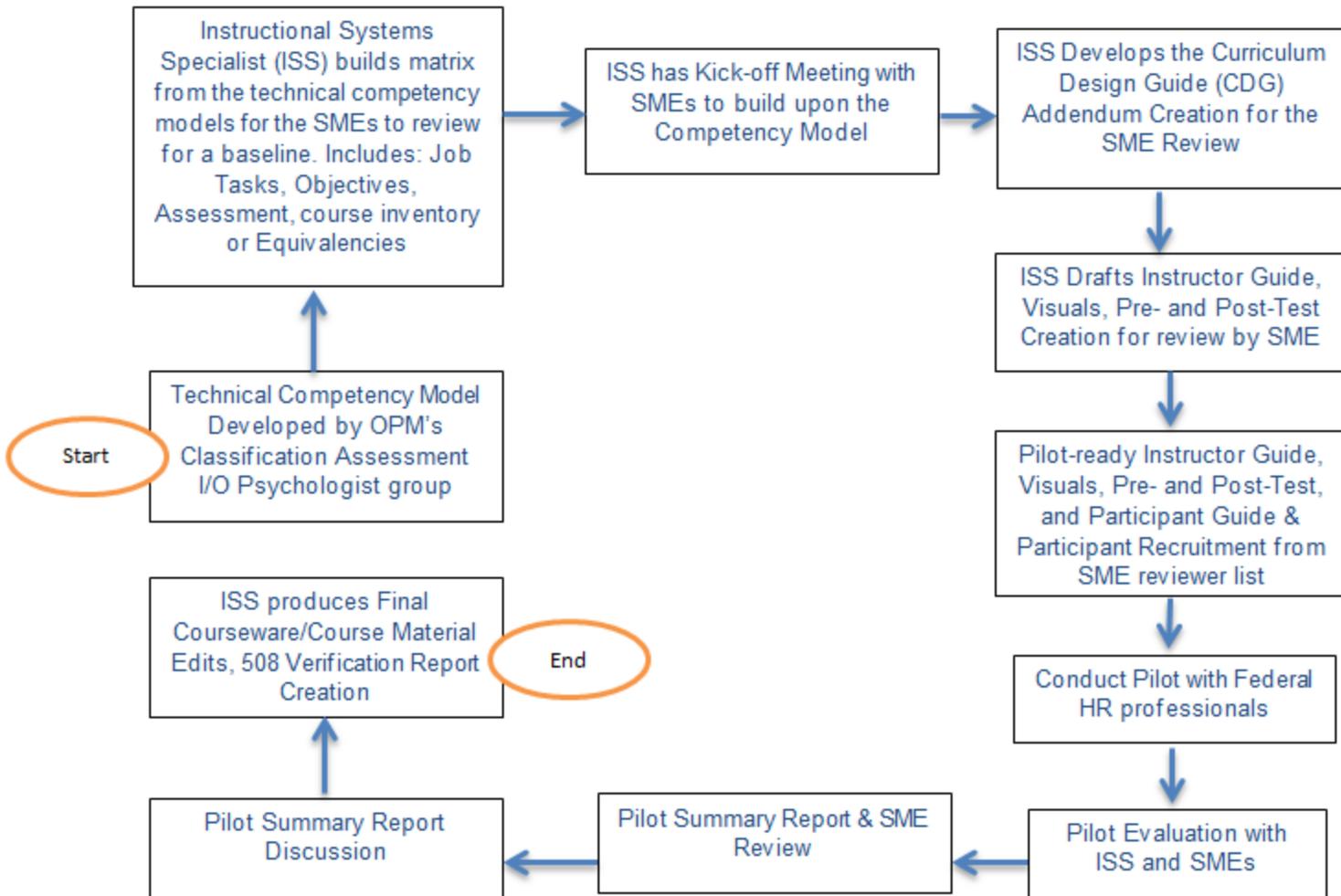


Curriculum Development Guiding Principles – July 2016

- Performance-based approach = more relevant and effective training and performance support
- Facilitate transfer of learning to the job
- Continuous learning over time
- Encourage mentoring and peer relationships
- Mapped to HR Professional Framework
- Leverage existing HRU and other OPM resources
- Blend of formal and informal learning approaches
- Apply modern learning approaches: visual, interactive, case studies, scenario-based, role-play, etc.
- Disseminate foundational knowledge via WBT



Development Methodology





HR Professional Framework

HR Professional Framework

Based on the HRU Professional Framework: https://hru.gov/Career/HR_Professional_Framework.aspx
Go to above link for a description of each role and level.

