



USA Staffing®

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Direct Hire Workgroup Meeting: Candidate Inventory

4/20/2022



Our Goals for Today

- 1 Improve awareness and understanding of Candidate Inventory's scope and design
- 2 Collect questions and feedback on the overall process and functionality

Agenda

1 Candidate Inventory Feature Overview

2 Design Review

3 Agency Pilots

4 Change Management Support

5 Timeline and Next Steps

Who is with us today?

Please share with us your **name** and which **agency** you represent.

Let us know by going to Menti.com and using code:

2689 8189

Knowledge Baseline

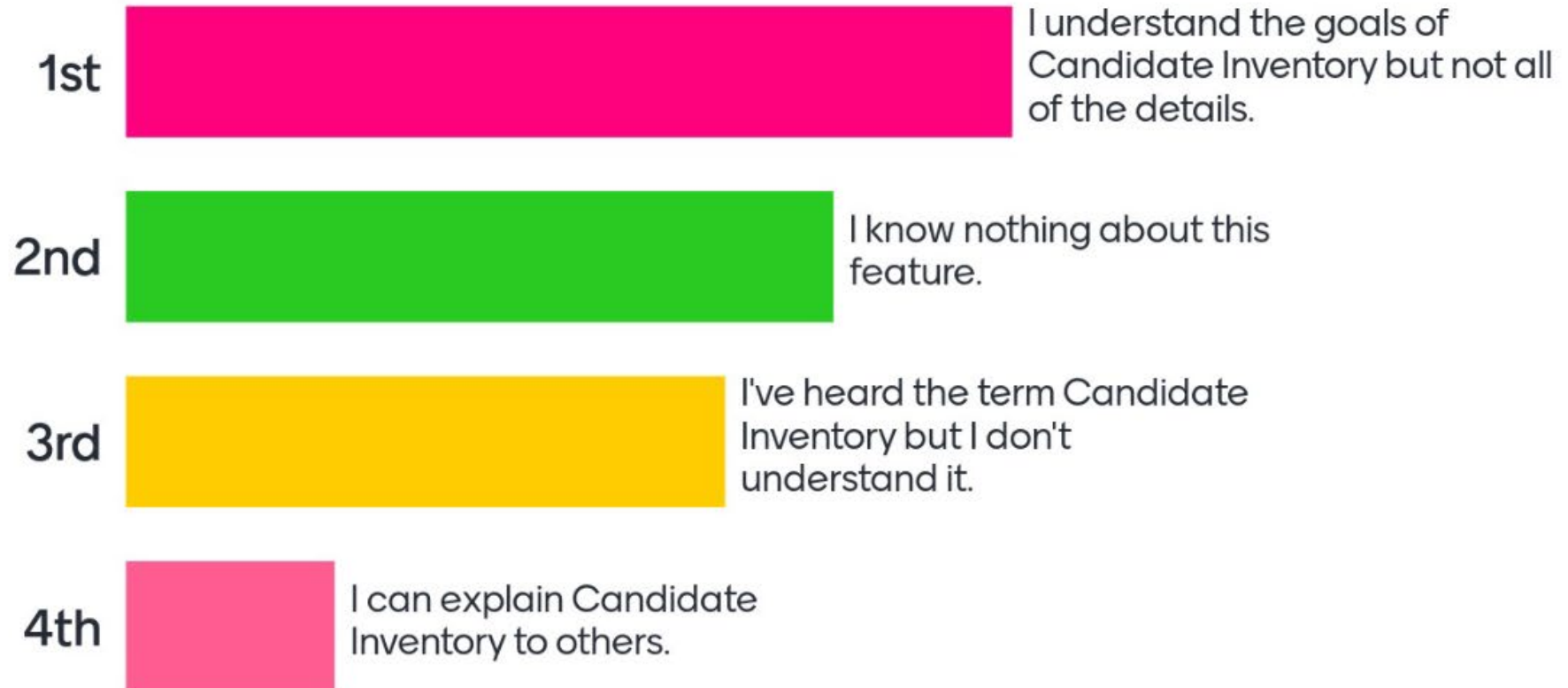
Please rate your current level of awareness and understanding about the Candidate Inventory feature.

Go to Menti.com and using code:

2689 8189

Menti Results

Please rate your level of awareness and understanding about the Candidate Inventory feature.



What is Candidate Inventory?

Candidate Inventory provides Hiring Managers direct access to a searchable pool of HR reviewed candidates who opted in to be considered for other positions in the same agency.

Human Resources users manage their agency's Candidate Inventory by including applicants who may be considered for certain noncompetitive, excepted service, merit promotion and direct hire recruitments.

*Candidate Inventory *does not support* certificate or applicant sharing between agencies.

Candidate Inventory Feature Overview

Human Resources Experience

HR's Role in Governing Candidate Inventory

Agency HR teams set policy and standard procedure for the appropriate use Candidate Inventory, including:

- Which hiring authorities, sub-organizations, occupations are in scope?
- What types of certificates may be included?
- When should applicants be added to and removed from the inventory?
- What steps should occur once a manager identifies a candidate of interest?

Building the Candidate Inventory

Application Processing

Questionnaire Settings

- ☐ Collect Service Computation Date
- ☐ Do not collect Veterans' Preference
- ☐ Do not collect Lowest Acceptable Grade
- ☒ Enable Candidate Inventory
- ☐ Limit the number of locations that a user can select to a maximum of
- ☐ Require completion of all announcement and assessment items

Application Submission

- ☐ Prevent update of application after initial submission
- ☐ Prevent update of assessment responses after application submission
- ☒ Require Veterans' Preference supporting documents for application submission
- ☒ Require eligibility supporting documents for application submission

Vacancy Settings page in USA Staffing (HR)

Step 1: HR sets a Vacancy as Shared

- › A Vacancy-level setting in *Questionnaire Settings* enables Candidate Inventory.
- › Only HR users with appropriate permissions can choose this setting.
- › HR controls which JOA will populate the Inventory to ensure alignment with appropriate use of the feature.
- › System rules automatically are applied to ensure applicant fairness and transparency.

Building the Candidate Inventory

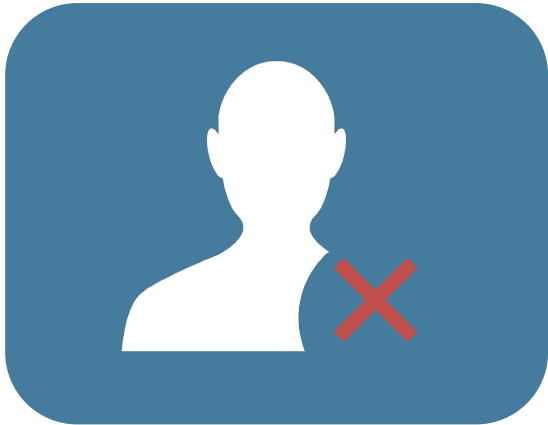
Step 2: Applicants Opt In

- › Enabling the Inventory automatically adds a standard Opt-In/Out question to the job posting
- › An applicant would have the opportunity to answer differently if applying to multiple jobs.

The screenshot displays the 'USA Staffing's Online Application (Applicant)' interface. At the top, there is a navigation bar with tabs for 'Application', 'Assessment', 'Documents', and 'Review & Submit'. The 'Application' tab is active. Below the navigation bar, the 'U.S. Office of Personnel Management' logo and tagline 'Recruiting, retaining, and honoring the American workforce' are visible. To the right, the 'Application Progress' section shows a progress bar and details for the 'Business Analyst' position, including the agency 'Office of Personnel Management', announcement number 'IMP-10128080-21-WG', and open period 'Wednesday, June 23, 2021 to Saturday, June 26, 2021'. The 'Application Package Status' is 'Application Incomplete'. Below this, the 'Preferences' section contains a question: '1. I authorize my application information being shared with hiring managers for similar positions. I understand this option may not result in further consideration for additional positions nor will it impact my application for this announcement.' with radio button options 'A. Yes' and 'B. No'. A 'Continue' button is located at the bottom of the preferences section.

USA Staffing's Online Application (Applicant)

Building the Candidate Inventory



Step 3: HR Reviews Applicants

- › HR will review candidates to ensure they meet criteria for the list's series and grade.
- › Candidates can be included on a certificate or applicant list and sent to individual Hiring Managers using current processes.

Building the Candidate Inventory

Certificate Number
20210920-PH-004

Issued
9/20/2021 11:40 EDT

Issued By
William A. Grenz

Applicant List Certificate Information

Details

Rank By Eligibles Only

Priority Order None

Refer Method All

Order Name

Tie Breaker None

Applicant List Name Shared List

Application Sharing ☒ Enable Application Sharing

Shared applicants on this certificate will be available in the Candidate Inventory based on the dates below.

Start Sharing Applications On *
10/6/2021

Share Applications Through *
10/25/2021

Certificate Information page in USA Staffing (HR)

Step 4: Include applicants in the Candidate Inventory

- › HR determines which certificates populate the Candidate Inventory – and for how long.
- › HR can adjust the sharing window or disable sharing at any point.
- › **Start/End dates allow HR professionals to determine how long the candidates can be considered during a particular recruitment period.**

All criteria must be met for an applicant to be shared

	Step 1: Vacancy Setting Enabled	Step 2: Applicant Agreed to be Shared	Step 3: HR Reviewed Applicant	Step 4: Applicant on Shared Certificate	Outcome
Applicant 1	✗	✓	✓	✓	Not shared
Applicant 2	✓	✗	✓	✓	Not shared
Applicant 3	✓	✓	✗	✗	Not shared
Applicant 4	✓	✓	✓	✗	Not shared
Applicant 5	✓	✓	✓	✓	Shared

Candidate Inventory Overview

Hiring Manager Experience

Hiring Manager Experience

Managers will navigate to Candidate Inventory from the updated dashboard

The screenshot displays the USA Staffing dashboard interface. The top navigation bar includes links for Dashboard, Request to Fill Position, Candidate Inventory (highlighted with an orange box), Help, Alerts, and a user profile for William Grenz. Below the navigation bar, a welcome message reads "Welcome William! You have ...". Three summary cards are shown: "ASSIGNMENTS" with 3 items (1 Past Due, 2 Due Soon), "POSITIONS BEING FILLED" with 5 items (3 Incomplete, 2 Selection Made), and "POSITION DESCRIPTIONS" with 10 items (0 In Draft, 10 Published). The "POSITIONS BEING FILLED" card is highlighted with a blue border. Below these cards, the "Positions Being Filled" section is visible, featuring a "Sort By: Request Number" dropdown and a "Filters" bar with buttons for Submit Request, Evaluate Applicants, Request Approval, Announce Job, and Process Hire. A "Change" and "Reset" link are also present. A search bar for "Position Title, Request Number" is located to the right of the filters. The main content area shows details for a "Management Analyst" position, including a progress bar with five steps: Submit Request, Request Approval, Announce Job, Evaluate Applicants, and Process Hire. The first four steps are marked with green checkmarks, and the fifth step is marked with a green circle containing a white checkmark. A "View Activity" link is located below the progress bar. To the right of the progress bar, a "SELECTED APPLICANT" section displays the name "Levi Grenz", email "Levi.Grenz@opm.gov", phone "478-555-1212", and "Projected Start Date: Not established yet". A "View Resume" link is also present.

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Dashboard Request to Fill Position **Candidate Inventory** Help Alerts 1 William Grenz ▾

Welcome William! You have ...

ASSIGNMENTS
3
Past Due 1 Due Soon 2

POSITIONS BEING FILLED
5
Incomplete 3 Selection Made 2

POSITION DESCRIPTIONS
10
In Draft 0 Published 10

Positions Being Filled

Sort By: Request Number ▾

Filters Submit Request ✕ Evaluate Applicants ✕ Request Approval ✕ Announce Job ✕ Process Hire ✕ Change Reset

Position Title, Request Number Search

Management Analyst
0

SERIES 1515 PAY PLAN GS GRADES 15 HIRING ORGANIZATION Customer A LOCATIONS Greece, New York United States

Submit Request Request Approval Announce Job Evaluate Applicants Process Hire
✓ ✓ ✓ ✓

View Activity ▾

SELECTED APPLICANT
Levi Grenz
✉ Levi.Grenz@opm.gov
☎ 478-555-1212
Projected Start Date
Not established yet
View Resume

Hiring Manager Experience

Find Candidates

To fill a position through direct hire, start your search and browse candidates.

[Browse Candidates](#) Saved Candidates

Tell us about the position you'd like to fill.

[Saved Searches](#)

What occupational series does the position fall under?

Information Technology Management

What duty locations are you filling this position for?

Filter tag 1 × Filter tag 2 × Filter tag 3 × ← + 3 more →

What grade(s) can a candidate have to fill this position?

Pay Scale
GS

Select grade(s) ×

Filter tag 2 ×

Filter tag 3 ×

← + 3 more →

Submit search

Search the Candidate Inventory

- › Managers are guided to select criteria that will focus search results on the right job series, grade, or location.
- › On-page instructions orient managers to this new process and provide context on what they can expect next.

Hiring Manager Experience

The screenshot displays the 'Candidate Inventory' page of the USA Staffing system. At the top, a navigation bar includes links for Dashboard, Request to Fill Position, Candidate Inventory (active), Help, Alerts, and a user profile for Antonio Kaiser-Permanente. Below the navigation bar, a 'Find Candidates' section provides instructions and links to 'Browse Candidates' and 'Saved Candidates'. A search bar is prominently displayed with the text 'Search for candidates available for Direct Hire.' and a 'Start a new search' button. The search filters include 'Search by series number or description' (set to 'Human resources specialist'), 'Search by city or state' (with filter tags), and 'Select pay plan and grade(s)' (set to 'Pay Scale GS'). Below the search bar, there are checkboxes for 'Hide candidates (3)', 'Show candidates older than 30 days', and 'Show saved candidates'. The results section shows 'Showing results 1-16 of 23' and a 'Sort By' dropdown. The candidates are listed in a grid of 12 cards, each containing the candidate's name, last updated date, current location, and job announcement details. Each card also has 'Send', 'Contact', and 'Save' buttons.

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Dashboard Request to Fill Position Candidate Inventory Help Alerts Antonio Kaiser-Permanente

Back to Candidate Inventory Home

Find Candidates

To fill a position through direct hire, start your search and browse candidates.

[Browse Candidates](#) [Saved Candidates](#)

Search for candidates available for Direct Hire. [Start a new search](#)

Search by series number or description Search by city or state Select pay plan and grade(s)

Human resources specialist Filter tag 1 Filter tag 2 + 4 more Pay Scale GS Filter tag 1 Filter tag 2 + 3 more

[Save search](#) [Clear](#)

Hide candidates (3) Show candidates older than 30 days Show saved candidates

Showing results 1-16 of 23 Sort By

Last updated 8/24/21

Casey Anderson

Current Location
Macon, GA

Qualified for Job Announcement
Human Resource Specialist

[Send](#) [Contact](#) [Save](#)

Last updated 8/24/21

Léonard Breton

Current Location
Macon, GA

Qualified for Job Announcement
Human Resource Specialist

[Send](#) [Contact](#) [Save](#)

Last updated 8/24/21

Chloe Davies

Current Location
Macon, GA

Qualified for Job Announcement
Human Resource Specialist

[Send](#) [Contact](#) [Save](#)

Last updated 8/24/21

Mohamed Francois

Current Location
Macon, GA

Qualified for Job Announcement
Human Resource Specialist

[Send](#) [Contact](#) [Save](#)

Last updated 8/24/21

Alexandra Guerin

Current Location
Macon, GA

Qualified for Job Announcement
Human Resource Specialist

[Send](#) [Contact](#) [Save](#)

Last updated 8/24/21

Joyce Hicks

Current Location
Macon, GA

Qualified for Job Announcement
Human Resource Specialist

[Send](#) [Contact](#) [Save](#)

Last updated 8/24/21

Luca Huber

Current Location
Macon, GA

Qualified for Job Announcement
Human Resource Specialist

[Send](#) [Contact](#) [Save](#)

Last updated 8/24/21

Kyle Jacobs

Current Location
Macon, GA

Qualified for Job Announcement
Human Resource Specialist

[Send](#) [Contact](#) [Save](#)

Last updated 8/24/21

Émile Poulain

Current Location
Macon, GA

Qualified for Job Announcement
Human Resource Specialist

[Send](#) [Contact](#) [Save](#)

Last updated 8/24/21

Macéo Renaud

Current Location
Macon, GA

Qualified for Job Announcement
Human Resource Specialist

[Send](#) [Contact](#) [Save](#)

Last updated 8/24/21

Gabriel Schmidt

Current Location
Macon, GA

Qualified for Job Announcement
Human Resource Specialist

[Send](#) [Contact](#) [Save](#)

Last updated 8/24/21

Olivia Shaw

Current Location
Macon, GA

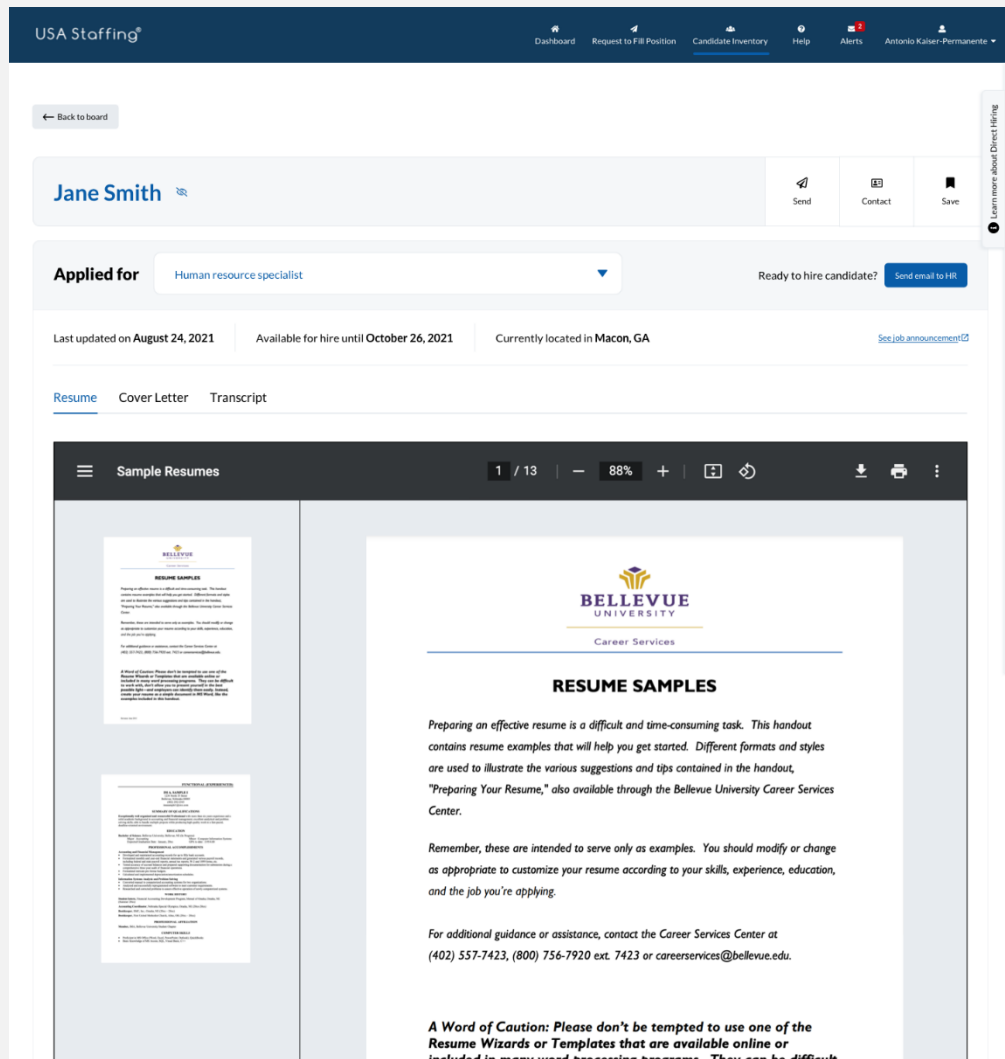
Qualified for Job Announcement
Human Resource Specialist

[Send](#) [Contact](#) [Save](#)

Review Results

- Results only include applicants that were reviewed by Human Resources and were interested in having their resume shared for similar opportunities.
- Managers can quickly scan applicant cards for relevant information or apply additional filters and sorting.

Hiring Manager Experience



Review Resumes

- Hiring Managers review resumes and other documents for relevant skills and experience.
- Relevant candidate information such as name, contact information, and last updated application date remain easily accessible.

Hiring Manager Experience

Hire a Candidate

If you're ready to make an offer to this candidate, please submit the form below. Your request will be sent to your HR specialist, [emailaddress@opm.gov]. They will reach out to you in the next few days with any follow-up questions.

Message (optional)

Add a message to your HR specialist

Save

Cancel

Contact HR

- › Managers may send candidate information back to their HR representatives.
- › HR will make the final decision based on agency policy on what the next steps should be.

Candidate Inventory Overview

Design Review

Menti Poll

As an HR Specialist receiving an email from USA Staffing that reads,

“Jane Q. Manager is interested in an applicant they found in the Candidate Inventory.”

What information should automatically be included in the notification HR receives once the manager is ready to make a selection?

Let us know by going to Menti.com and using code:

2689 8189

Menti Results

What information should automatically be included in the notification that HR receives once the hiring manager is ready to make a selection?



The Certificate Number



The Vacancy Number



The Internal Contact



The Office and Customer

Candidate Inventory



Timeline

FY 2022 – Quarter 3

- Refining the Hiring Manager user interface
- Continuing development on HR and HM functionality
- Working with the stakeholders from policy and Human Resources

FY 2022 – Quarter 4

- Finalize development on HR and HM functionality
- Enable HR features for pilot agencies
- Build change management support materials

FY 2023 – Quarter 1

- Enable Candidate Inventory in Stage

Agency Pilots

Intelligence Community

“Resume Sharing” has long been a key IC goal, allowing all IC elements to benefit from recruitment efforts across the 18 hiring offices

Pilot Scope:

- Intelligence Community Agencies
- Intelligence Analyst: GS-0132-9/11
- Use Case: **Excepted Service**



Veterans Affairs

The VA Choice and Quality Employment Act of 2017:

“Requires establishment of a single database that lists each vacant position that is critical or difficult to fill and each vacant position in mental health.

Qualified applicants not selected for jobs to which they applied may be considered for other jobs (at their election).”

Pilot Scope:

- Veterans Health Administration
- Social Worker
- GS-0185-09/11
- **Use case: VA Choice Act**



Pilot Opportunity



What makes a good pilot use case for Candidate Inventory?

- ✓ Flexible hiring authority (MP, IMP, some Direct Hire, Excepted, special laws, etc.)
- ✓ High-demand, high-volume occupation
- ✓ Applicant criteria matches across positions
- ✓ “Silver medalists” go unhired on certificates
- ✓ Engaged hiring manager community

If you think your agency may have a good pilot use case, please talk to your USA Staffing Account Manager.

Change Management Support

Change Management Support



We are preparing the following change management support for you:

1. Frequently Asked Questions
2. Guides for setting internal Candidate Inventory policy and business processes.
3. Communications Materials customized for: Agency leaders, HR Leaders, HR Specialists, Managers and Applicants
4. Candidate Inventory Video Spot
5. Micro-trainings for Managers and HR Specialists
6. Online Help

Menti Poll

What other change management support will you need from us in USA Staffing to successfully implement Candidate Inventory?

Let us know by going to Menti.com and using code:

2689 8189

Menti Results

What kind of change management support do you need from us to successfully implement Candidate Inventory?

Just training

Unknown at the moment

FAQs

How if possible would this apply to SES positions.

All the details. Slides. How to's.

Will have a better sense after this meeting.

Hiring Manager Training, HR User Training, Job Aids

unknown

Best Practices

Menti Results

What kind of change management support do you need from us to successfully implement Candidate Inventory?

On-demand Training Tools, job aids, brochures.

What kind of advantages would this provide to management and when it is good to use it.

Don't know

Not sure

Provide training and marketing materials.

na

Communicate the validity of the selection process. Provide a framework for how the system should be used, and what flexibilities agencies have in using this feature.

training

Stage Testing

Menti Results

What kind of change management support do you need from us to successfully implement Candidate Inventory?

Materials to use that we can easily update for our agency.

Not sure right now

Training

Clear guidance and flexible enough to support an agency who hires large volume constantly.

Job aids and tools which can be used to train the hiring manager community.

job aids - with screen shots

Training or brown bag lunches

unknown at this time but probably all the details and training

Lessons learned from pilot participants

Menti Results

What kind of change management support do you need from us to successfully implement Candidate Inventory?

training,

FAQs and guides

training, job aids, unknown

I think that the video will be very helpful! We can review it multiple times when we miss a step. Stage testing would be helpful when teaching others

guides, FAQ

On demand training tools

Can you provide a recommendation for what a good candidate expiration period would be? e.g. 6 months, one year, etc

Stage test and communication scripts, templates, etc.

job aids and sufficient testing before releasing to production use

Menti Results

What kind of change management support do you need from us to successfully implement Candidate Inventory?

A hotline

Sample policy documentation

Training and FAQs

training and job aids

Job aids and training

Job aids and training

Leadership support!

Test

Knowledge & Understanding Check

Goal #1 was to “Improve awareness and understanding of Candidate Inventory’s scope and design.”

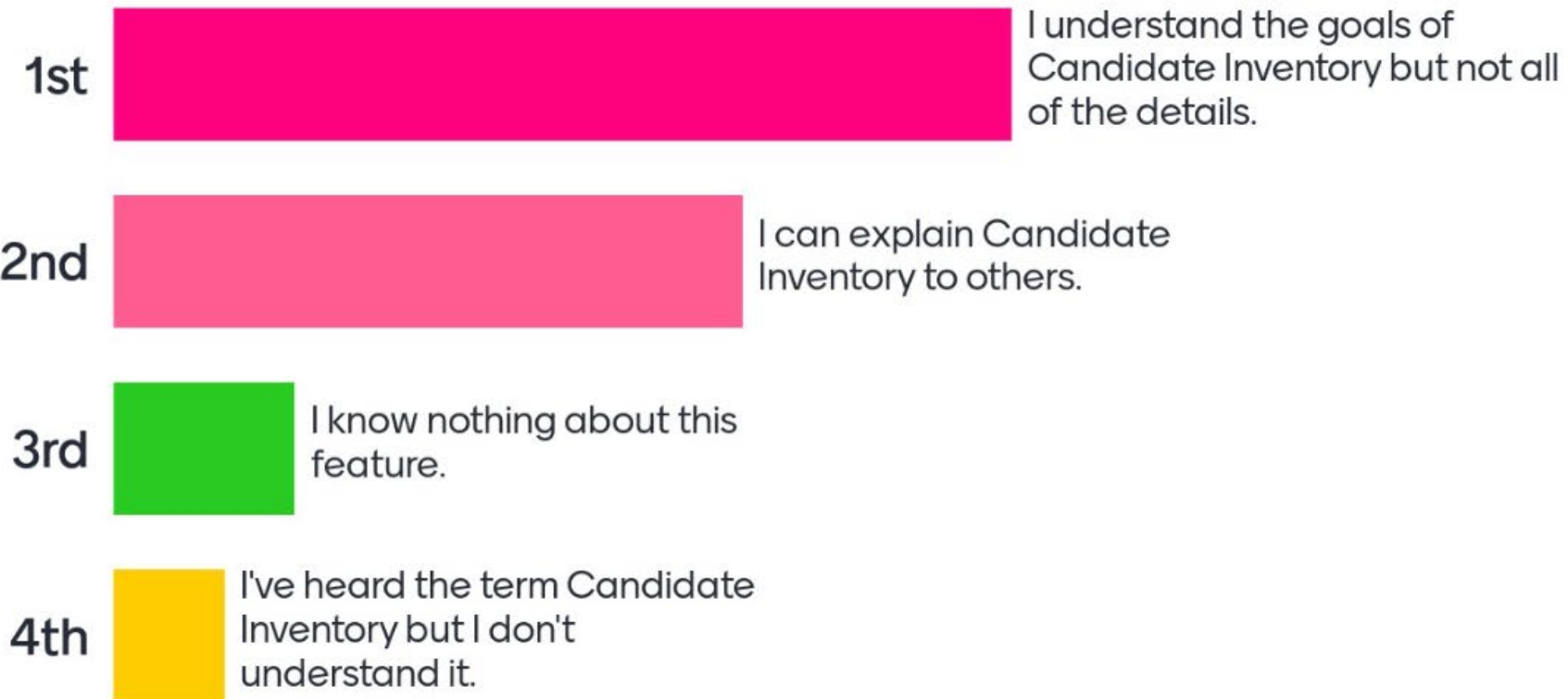
Please rate your level of awareness and understanding about the Candidate Inventory feature.

Let us know by going to Menti.com and using code:

2689 8189

Menti Results

Please rate your level of awareness and understanding about the Candidate Inventory feature.



Questions & Feedback

Questions & Feedback

Goal #2 was to “Collect questions and feedback on the overall process and functionality.”

Please share any additional questions or feedback you have via Menti.

Let us know by going to Menti.com and using code:

2689 8189

We will leave this Menti open until Friday, April 22nd so you have plenty of time.



Thank you for your partnership!

Thank you for your active participation in USA Staffing Direct Hire Working Group meeting!

