

Request Training Exercise

Now that you have completed the online portion of training for Request, 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.

For this lesson you will need to select Customers and Offices that you have access to. To review your permissions in the system use these instructions: <u>https://help.stage.usastaffing.gov/USAS/index.php?title=Reviewing_your_permissions</u> Contact your USA Staffing Administrator to get clarification on your permissions, if needed.

1. Click the **Create Request** button on the Requests tab of your dashboard.

USA Staffing® 👲	Staffing Classification Re	cruit Admin Reports	Search	Go To	🔍 🖂 💄 Robyn	Bachmann (STG) - ALL 🗸 🗸
DASHBOARD 🗸						~ ?
intersection and the second se	🖪 Requests 🔭 Vacancies	ደ= New Hires				
Requests (209)						Create Request
Modify Filters Customer: ASMB User Pub	lications			Request	Number	Search
Request Number	Position Title	Request Type	Customer	Status	Status Date	
20190501-90480	Safety Officer	New Vacancy	ASMB User Publications	Incomplete	05/01/2019	☆
20190315-37898	Interdisc Manager	New Vacancy	ASMB User Publications	Incomplete	03/15/2019	¢
20190207-50130	Human Resources Specialist	New Vacancy	ASMB User Publications	Incomplete	02/07/2019	À
20190108-34376	Program Analyst	Onboard New Hire	ASMB User Publications	Incomplete	01/08/2019	Å
20190611-55053	HR Specialist	New Vacancy	ASMB User Publications	Active Recruitment	06/11/2019	<u>5</u>
20181207-38943-0003	Program Analyst	Additional Selection	ASMB User Publications	Active Recruitment	05/16/2019	¢
20181207-38943-0002	Program Analyst	Additional Selection	ASMB User Publications	Active Recruitment	05/16/2019	Å

Image 1: USA Staffing Dashboard, Requests page. Create Request is located in the upper-right quadrant of the page.

- 2. Complete the Request Information page.
 - a. Type or **Generate** a **Request Number**.
 - b. Select a **Requesting Customer** from the drop-down list. (*If possible, select a customer that you have both Hiring Manager and HR User access to so that in later exercises you can send the review to yourself.*)
 - c. Leave the **Request Type** as **New Vacancy**.

- d. Select a Requester from the drop-down list. If your name appears as an option in this list, select yourself. If no option is available, please contact your USA Staffing Administrator to get one added or select a different Requesting Customer. This field is populated based on Hiring Managers that have access to the selected Requesting Customer.
- e. Type or select a Hiring Need Validated Date.
- f. Type of select a **Request Personnel Action Date**.
- g. Add a **Position Description Number** of **1234test** with your initials after it.
- h. Enter a **Position Title** of **Program Analyst.**
- i. Leave the **Pay Plan** as **GS**.
- j. Type and select **0343** in the **Series** field.
- k. Select 9 for the Grade. (Either type in the box and click Enter or select it from the drop-down list.)
- I. Do not add any Specialties.
- m. Select **Confidential** as the Security Clearance Required.
- n. Change the Travel Required to 25% or less.
- o. Check the Telework Eligible, Drug Testing Required, and Relocation Authorized boxes.
- p. Change the **Position Sensitivity and Risk** to **Non-sensitive (NS)/ Low Risk**. A new option will display.
- q. Select Credentialing from the new Trust Determination Process item.
- r. Click Save.

The Location Information and Staffing Approach tabs will activate at the top of the page.

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REQUE	EST 201908	316-3359	93 ~										3
🛪 Reque	est 20190816-33593												
Request N	_{lumber})816-33593	Customer ASMB USE	er Publica	ations	Request Type New Vacancy	_{Status} Incomple	te						
Request In	nformation Location	Information S	Staffing Approa	ch					Document:	s ()	Notes	0 4	History
Requ Request N	iest Informati _{Jumber} *	on			Requesting Customer *			Request Type					* = Required
20190816	5-33593			Generate	ASMB User Publications		Ŧ	New Vacano	у				· ·
Requester Robyn Ba				Ŧ									
Hiring Nee	ed Validated Date				Request Personnel Action	Date							
8/15/2019	9			31	8/15/2019		31						
Posit	ion Descriptio	ons 1								Interdiscipli	nary 🗆 🛛 A	dd Position I	Description
	Position Description #		Po	sition Title		Pay Plan	Series		Grade(s)	Specialt	ies		
	1234testRKB		P	rogram Analyst		GS v	0343 - Management And Progr	am Analysis 🔻	× 9	+			
	ion Settings learance Required		Travel Req	uired									
Confiden	ntial	Ŧ	25% or le	255			▼		🗹 Drug	Testing Req	uired		
Position Se	ensitivity and Risk		Trust Dete	rmination Proc	ess *								
Non-sens	sitive (NS)/Low Risk	Ŧ	× Crede	ntialing			□ Supervisory Position		🗌 Barga	aining Unit F	osition		
							Relocation Authorized	1	Finan	cial Disclos	ure Required		
										Save	Cancel	Dele	ete Request

Image 2: Request page completed as specified in the above steps.

- 3. Click Location Information and complete this page.
 - a. Leave Set Number of Vacancies By as Announcement.
 - b. Enter **2** for **Total Vacancies**.
 - c. In the **Find Locations** box, type **Fairfax** and select **Fairfax**, **VA**. Click the **Add Location** button.
 - d. Add a second location using the zip code **80301** and select **Boulder, Colorado**. Click **Add Location**.
 - e. Click Save.

USA Staffi	ng" 🔺	Staffing Cl	lassification	Recruit	Admin	Reports Search		Go To C	l 🖾 💄 Rol	oyn Bachmann (STG) - ALL 🗸 🗸
REQUEST 20	190816-3359	3 ~								?
Request 20190816-3 Request Number 20190816-335	Customer	r Publication	Request Typ NS New Vo		_{Status}	lete				
Request Information	Location Information Sta	affing Approach						B Documents 0	Notes	0 🖨 History
Set Number Of Vacance Announcement Find Location City, Zp, County, County Locations	· · · · · · · · · · · · · · · · · · ·	Total Vacancies								_
	ity	÷	State	¢ Coun	try	÷	County	¢	Code	÷
	Boulder		со	Uni	ted States		Boulder County		080200013	
	Fairfax County		VA	Uni	ted States		Fairfax County		510000059	
								Save	Cancel	Delete Request

Image 3: Location Information page of a request completed as specified in the above steps.

- 4. Click the Staffing Approach tab and complete this page.
 - a. Check either the **Public** or **Status** box under the **USAJOBS Announcement Type**, depending on the type of jobs you will typically be announcing. If you typically announce both, you may want to pick the **Status** option for this test vacancy so that you can see additional eligibility options available later in the process. Remember that when you perform this step in the live site you will be basing your selections on your agency procedures and the specific hiring request you have to fill.
 - b. Select the Office based on your permissions. You should pick an Office that you have access to so that you can complete the other practice exercises in this series. Refer to the top of this exercise for additional guidance.
 - c. Leave all other options on this page as they are defaulted unless your agency policy directs you to select an alternative **Workflow**.

d. Click Save.

USA Staffing®	A	Staffing	Classification	Recruit	Admin	Reports	Search	Go To	Q	×	🔍 Robyn Ba	chmann (STG) -	ALL 🗸
REQUEST 20190	816-335	93 ~											?
A Request 20190816-33593													
Request Number 20190816-33593	^{Customer} ASMB Us	er Publicat	_{Request} ions New	t Type Vacancy	Status	nplete							
Request Information Location	Information	Staffing Approach						🖹 Docume	nts 🕕	No	tes 🕕	🔒 Histo	iry
Vacancy to be Cre	ated 1										Ad	ld New Vacancy	
Vacancy Type	Office			USAJO	BS Announce	ment Type		Workflow		Rat	ing Combinal	tion	
Case Exam	▼ ASMI	B User Publication	s	🔻 🗹 St		ens and Non-Citize Veteran/Other Eli romotion		OPM 80-day	v		0343-9		
								Save	Аррго	ive Reque	st	Delete Request	

Image 4: Staffing Approach page of a request completed as specified in the above steps.

5. Click Approve Request.

USA	• Staffing®	A	Staffing	Classification	Recruit	Admin	Reports	Search	Go T)	Q		💄 Robyn	Bachmann	(STG) - AL	∟ ~
REQ	UEST 201908	316-3359	93 ~													?
1 R	equest 20190816-33593															
	est Number	Customer	- Dublineti	Request		Status										
	90816-33593	ASMB Use		ons New	Vacancy	Incon	nplete									_
	/		affing Approach							Documents	5 (0)		Notes 0		History	
Va	cancy to be Cre	ated 🕕												Add New V	'acancy	
	Vacancy Type	Office			USAJO	BS Announcer	nent Type		Workflow	N			Rating Combi	nation		
	Case Exam	* ASMB L	Jser Publications		🔻 🗹 Sta		ens and Non-Citize /eteran/Other Eli omotion		OPM 8	0-day		¥	0343-9			
										Save	Ар	orove Re	quest	Delete R	Request	

Image 5: Staffing Approach page completed.

6. You now have a completed request. Record the information below so you can reference it for future lessons:

My Request Number: _____

My Vacancy Number: ______ (This is located in the Vacancy Created section of this page.)

USA Staffing®	A	Staffing Classific	ation Recruit	Admin Repor	ts Search		Go To	् 🖾 💄	Robyn Bachmann (STG) - ALL 🛛 🗸
REQUEST 20190	816-3359	93 ~							I ?
🖌 Request 20190816-33593 Request Number	Customer		Request Type	Status					
20190816-33593		r Publications	New Vacancy	Pending Re	ecruitment 🔹				
	Approach						Documents	0 Notes	0 🖶 History
Request Informati	on		Request Type			Requesting C			
20190816-33593			New Vacancy			ASMB User I			
Requester			Approved By						
Robyn Bachmann			Robyn Bachmann						
Hiring Need Validated Date			Request Personnel Actior	Date					
8/15/2019			8/15/2019	Date					
					· · · · · · · · · · · · · · · · · · ·				
Vacancy Created	1								
Vacancy Number Status	Vacancy Type	Office	Workflow	USAJOBS Anno	uncement Type				Rating Combination
10090817 New	Case Exam	ASMB User Publicati	ons OPM 80-day	y Public (U.S.	Citizens and Non-Citizens)	Status (Federal/V	/eteran/Other Eligib	ie)	0343-9
Position Description	ons 🕕								
Position Description Number		Position Title		Pay Plan Series			Grade	Specialties	
1234testRKB		Program Analyst		GS 0343 -	Management And Program An	alysis	9		
Position Settings									
Security Clearance Required		Travel Required							
Confidential		25% or less			Telework Eligible		🗠 Drug 1	lesting Required	
Position Sensitivity		Trust Determination Proc	ess						
Non-sensitive (NS)/Low Risk		Credentialing			Supervisory Position		🗆 Barga	ining Unit Position	
					Relocation Authorized	d	Finance	cial Disclosure Required	
Request Locations	5								
Vacancies	City		State	Country	Count	ty.		Location Code	
	Boulder		со	United States	Bould	der County		080200013	
	Fairfax County		VA	United States	Fairfa	ix County		510000059	
						_	_		_

Image 6: Approved request page with the Vacancy Number highlighted. The Vacancy Number appears under the Vacancy Created section of this page in the middle left side.

Now that you have completed and approved your request, let's try some other features in the Request area.

7. Click on the **History** button. Click the **History** button again to close.

USA Staffing" 🔹 🖷	Staffing Recruit Admin				Go To	् 🖾 💄 Ro	byn Bachmann (UAT) - ALL 🛛 🛩
REQUEST 20170802-557	15 -						I 🖲
A Request 20170802-55715							
Request Number Customer 20170802-55715 ASMB		^{equest Type} New Vacancy	Status Pending Recruit	•			
Request Information Staffing Approach					Documents	0 Notes	🕕 🐣 History
Request Information				Histo	ry		
Request Number	Request Typ	e		Requ	Robyn Bachmann		
20170802-55715	New Vacan	cy		ASI-	Approved the request		
Requester	Approved By				Robyn Bachmann		
Robyn Bachmann	Robyn Back	mann			Created the Request		
Hiring Need Validated Date	Request Per	sonnel Action Date					
8/2/2017	8/2/2017						
Vacancy Created 1							
Vacancy Number Status Vacancy Type	Office	Workflow USA	JOBS Announcement Type				
10045474 New Case Exam	ASMB User Publications	OPM 80-day	Public (U.S. Citizens and Non-Citizens) 🗟 S	Status (F			
Position Descriptions 1							
Position Description Number	Position Title	Pay Plan	Series		Grade	Specialties	
1234testRKB	Program Analyst	GS	0343 - Management And Program Analy	ab	9		

Image 7: A page in the request area with the History button expanded. This button displays all recorded actions taken on this request.

8. Click the Task Overview icon 🗹 to display the task list. Click the X to close it. This task list was assigned based on the Workflow selected on the Staffing Approach page.

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EQUEST 201708	02-5571									
A Request 20170802-55715										
Request Number 20170802-55715	Customer ASMB U	ser Publications	Request Typ New Va		Status Pending Recruit	×				
Request Information Staffing A	proach						B Documents	5 ()	Notes (0 🖀 History
Request Informatic Request Number	n		Request Type			Requesting	Customer			
20170802-55715 New Vacancy					ASHB User Publications					
Requester			Approved By							
Robyn Bachmann			Robyn Bachmann							
Hiring Need Validated Date			Request Personnel Acti	on Date						
8/2/2017			8/2/2017							
Vacancy Created 🔿										
Vacancy Number Status	Vacancy Type	Office	Workflow	US	AJOBS Announcement Type				R	ating Combination
10045474 New	Case Exam	ASMB User Publicati	ons OPM 80-c	lay 🗵	Public (U.S. Citizens and Non-Citizens) 🗹	Status (Federa)	/Veteran/Other Eligib	le)		€ 0343-9
Position Description	ns 🕕									
Position Description Number	1	Position Title		Pay Plan	Series		Grade	Specialtie	5	
1234testRKB		Program Analyst		GS	0343 - Management And Program Anal	ysis	9			

Image 8: A page in the request area with the Task Overview button highlighted. This button is located in the upper-right quadrant of the page.

9. Click the **Help** icon **2** and select **Review Online Help**. It will open in a separate tab.

USA Staffing® 🖷 <u>Staffing</u> Recry	uit Admin Repor				Go To	Q	🖾 💄 Robyn I	Sachmann (UAT) - ALL
REQUEST 20170802-55715 🗸								1
A Request 20170802-55715								
Request Number Customer 20170802-55715 ASMB User Publication	Request Type NS New Vaca	incy	Pending Recruit					
Request Information Staffing Approach					B Documents		Notes 0	🖨 History
Request Information Request Number 20170802-55715	Request Type New Vacancy			Requesting (ASMB User	Sustomer Publications			
Requester Robyn Bachmann	Approved By Robyn Bachmann							
Hiring Need Validated Date	Request Personnel Action I	Date						
8/2/2017	8/2/2017							
Vacancy Created 1								
Vacancy Number Status Vacancy Type Office	Workflow	USAJO	0B5 Announcement Type				Rati	ng Combination
10045474 New Case Exam ASHB User Public	cations OPM 80-day	⊻ Pi	ublic (U.S. Citizens and Non-Citizens) 🖉 S	itatus (Federal/	Veteran/Other Eligib	le)	2	0343-9
Position Descriptions 1								
Position Description Number Position Title	ρ	ay Plan	Series		Grade	Specialties		
1234testRKB Program Analyst		15	0343 - Management And Program Analy	nis	9			

Image 9: A page in the request area with the Help button highlighted. This button is located in the upper right quadrant of the page.

10. Click the Home button on online help. Next click Help for USA Staffing HR Users.

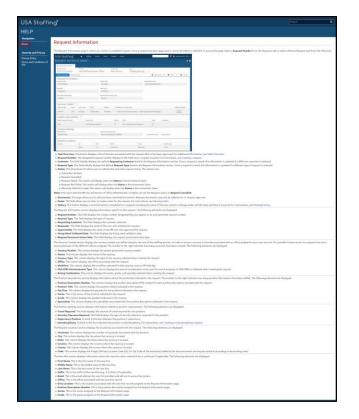


Image 10: Online Help page with the Home button highlighted. The Home button is in the upper left quadrant of the page.

11. Click the Help for USA Staffing HR Users link then click Help by Task. Select the Request Tasks link under Request.

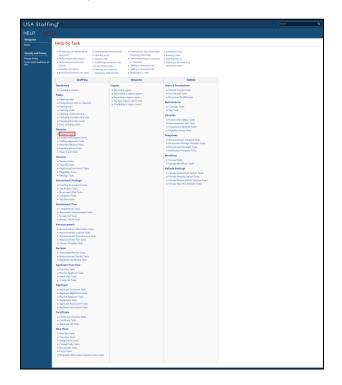


Image 11: Online Help by Task page. A Request task is highlighted to show the variety of options available in online help.

12. Review any desired Request task by clicking on the link.

USA Staffir	າອື	Search	٩
HELP STA			
Navigation Home	Request Tasks		
Security and Privacy Privacy Policy Terms and Conditions of Use	 Creating a request Creating an interdisciplinary request Creating awage grade request Linking an additional request to avaancy Adding new position description information to a request Uploading a document to a request Filtering requests Searching for a request as a favorite Deleting an incomplete request Reviewing a submitted request Approving a request Sorting requests Opening a request Cancelling a request when no selection has been made 		

Image 12: Online Help by Task page displaying a variety of options available.

13. You can either close the online help tab or return to the View Request tab in your browser.

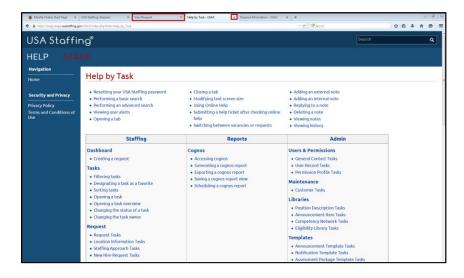


Image 13: Online Help by Task page with the navigation bar at the top of the browser highlighted. Since help opened in a new tab you can return to USA Staffing by using that tab.

This concludes the lesson on Request.

Notes for Request			