![USA Staffing - Great Government Starts Here]

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: https://help.stage.usastaffing.gov/USAS/index.php?title=Reviewing_your_permissions 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	Recruit	Admin	Reports	Search			Robyn Bachmann (STG) - ALL

DASHBOARD

Welcome	Tasks	Requests	Vacancies	New Hires

Requests (209)   Create Request

| Modify Filters | Customer: ASMB User Publications | | | | 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	☆
20190108-34376	Program Analyst	Onboard New Hire	ASMB User Publications	Incomplete	01/08/2019	☆
20190611-55053	HR Specialist	New Vacancy	ASMB User Publications	Active Recruitment	06/11/2019	☆
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	☆

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.)

l. 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.

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**.
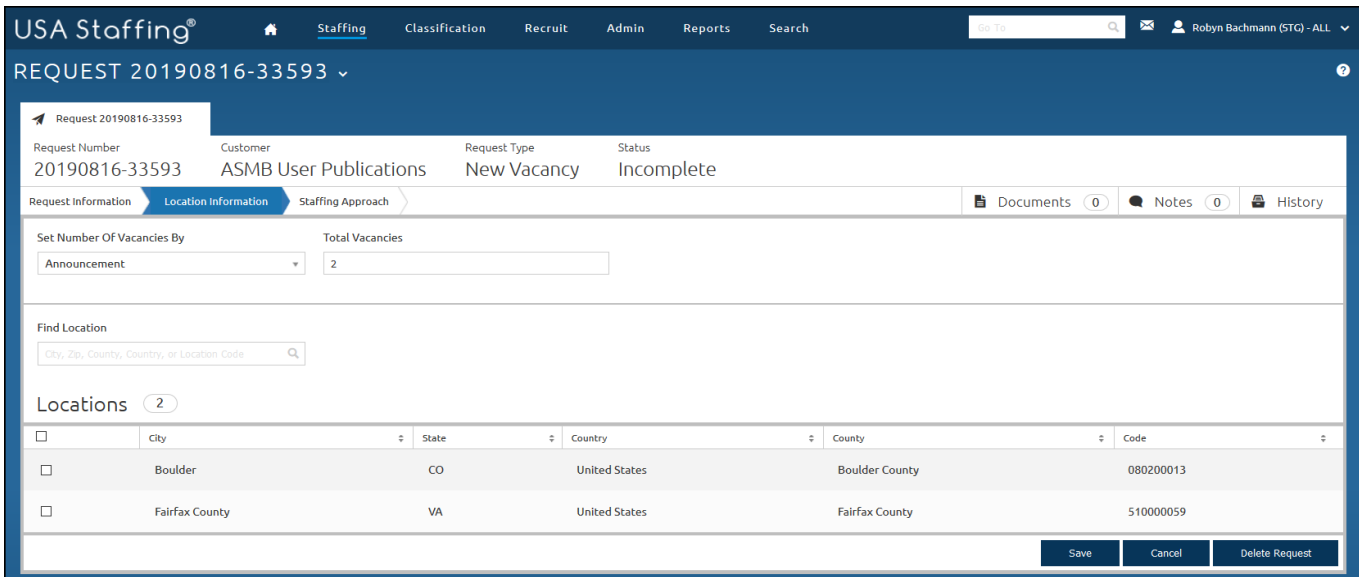   e. Click **Save**.

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**.

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

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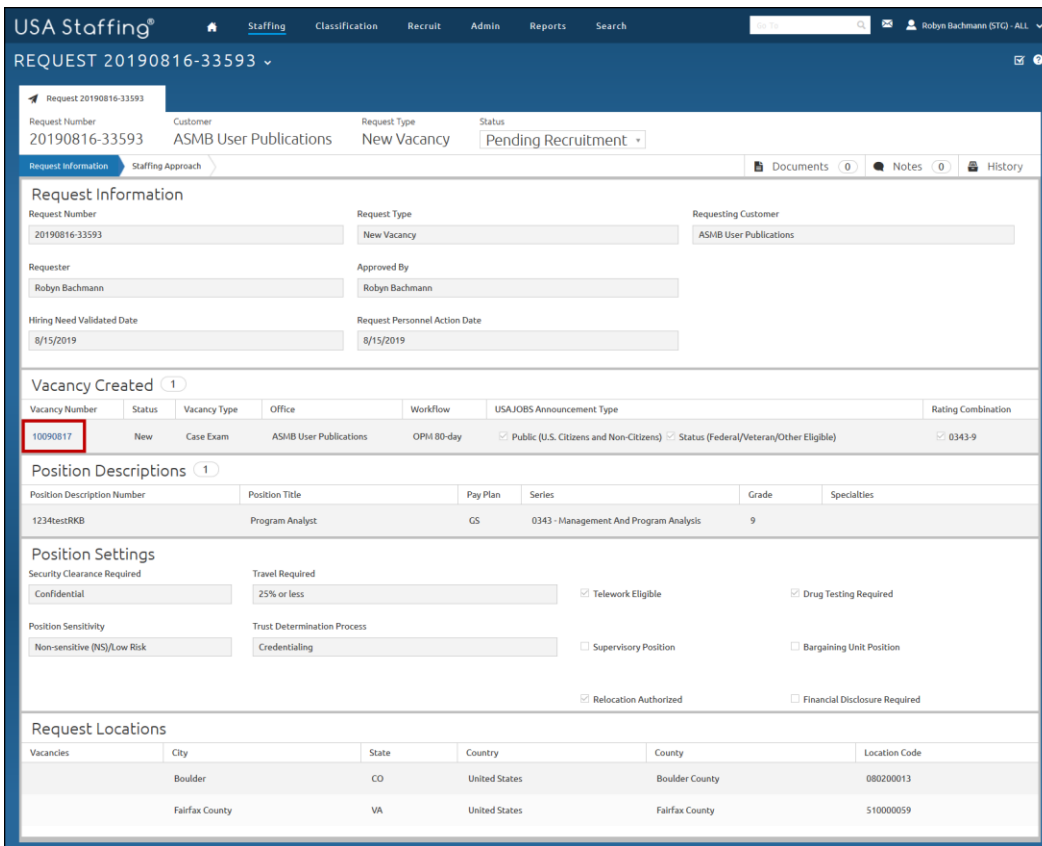
Image 6: Approved request page with the Vacancy Number highlighted. The Vacancy Number appears under the Vacancy Created section of this page in the middle left side.

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

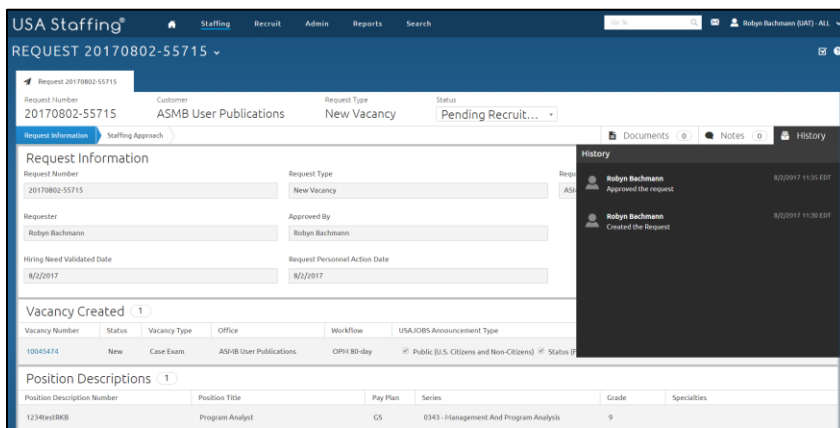7. Click on the **History** button. Click the **History** button again to close.

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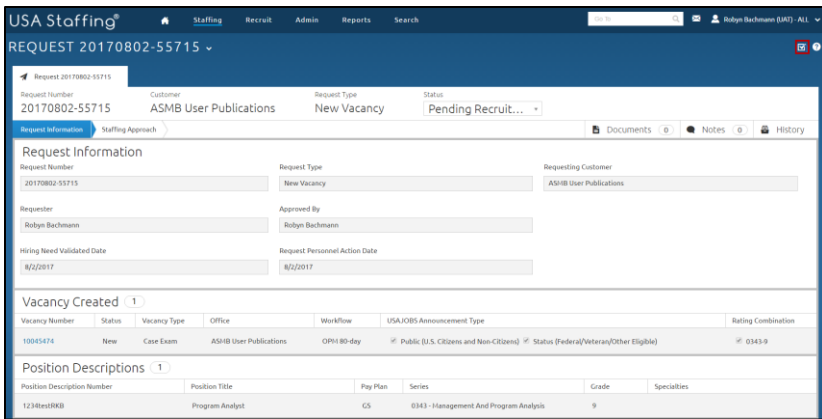
Image 8: A page in the request area with the Task Overview button highlighted. This button is located in the upper-right quadrant of the page.

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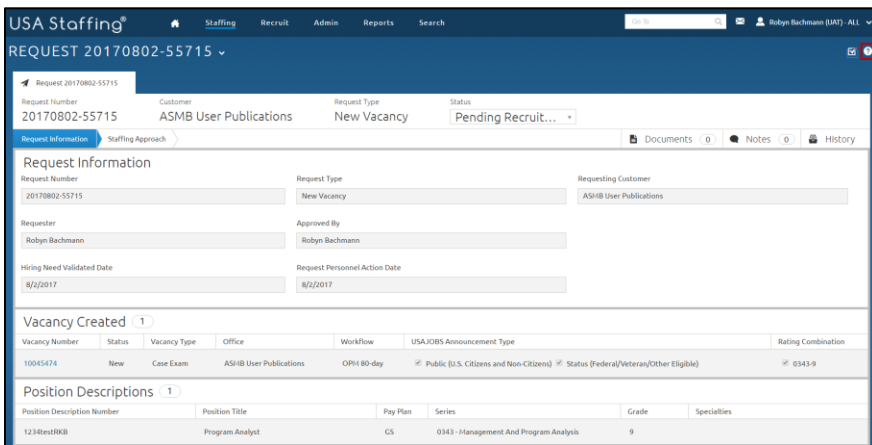

Image 9: A page in the request area with the Help button highlighted. This button is located in the upper right quadrant of the page.

10. Click the **Home** button on online help. Next click **Help for USA Staffing HR Users**.
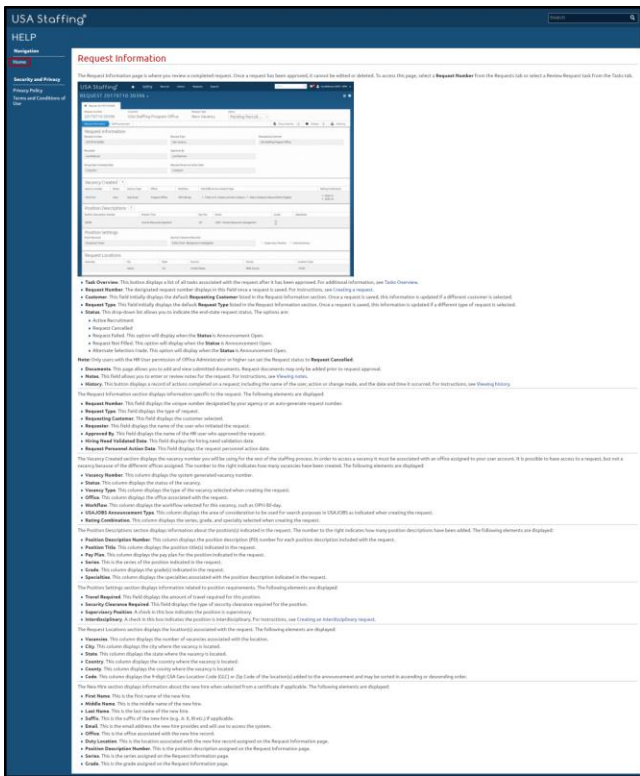
Image 10: Online Help page with the Home button highlighted. The Home button is in the upper left quadrant of the page.

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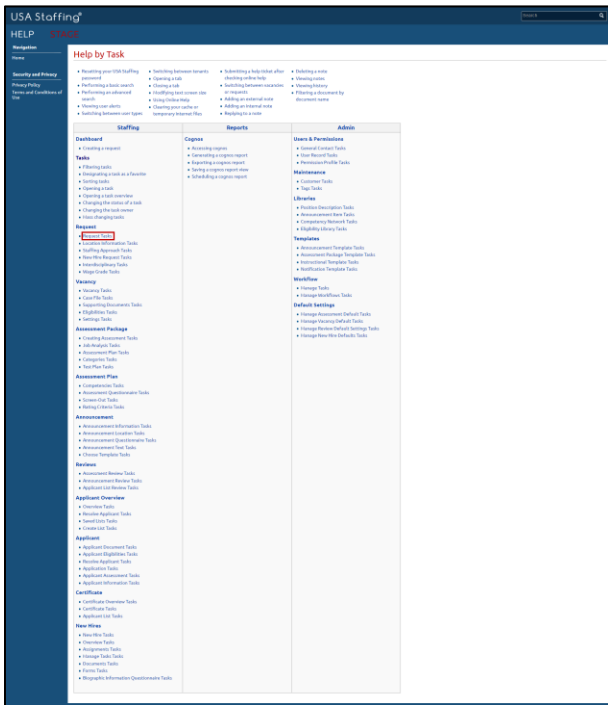

Image 11: Online Help by Task page. A Request task is highlighted to show the variety of options available in online help.

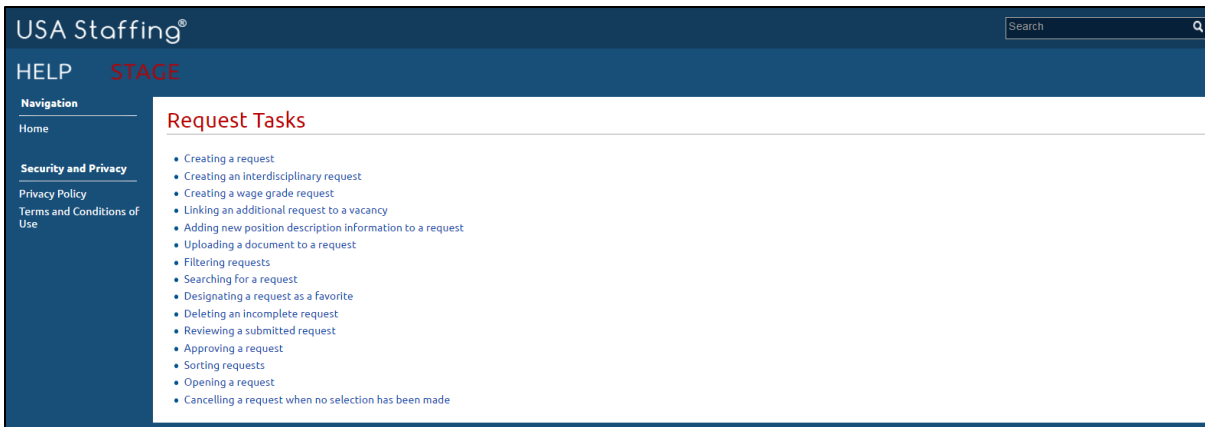12. Review any desired Request task by clicking on the link.

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.
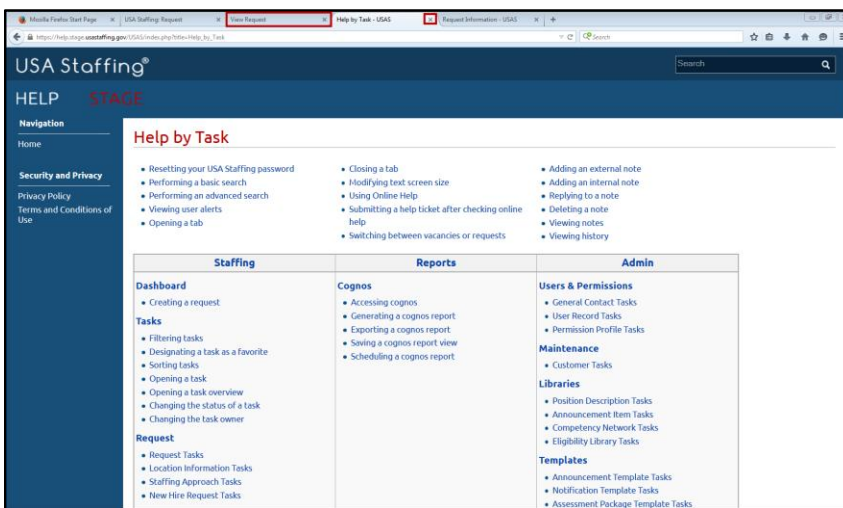

Image 13: Online Help by Task page with the navigation bar at the top of the browser highlighted. Since help opened in a new tab you can return to USA Staffing by using that tab.

This concludes the lesson on Request.

Notes for Request

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