USA Staffing

Production Release Notes

Release 11.1 December 7, 2019

Introduction

OPM employs agile IT development techniques in the development and maintenance of the USA Staffing system. This means we have the ability to update priorities through frequent, iterative releases based on changes in the hiring landscape or the identified needs of the collective customer base.

The USA Staffing Release Notes provide an overview of the most recent functionality deployed to the USA Staffing Stage and Production environments.

To learn more about features that already exist in USA Staffing and to review the upcoming release schedule for the USA Staffing Stage and Production environments, please visit the USA Staffing Resource Center.

Completed System Functionality

The items outlined in this section include newly added functionality in the USA Staffing system. Examples of functionality found in this section can range from corrected issues within the system, changes that enhance the system's performance, enhancements made to the user experience specific to existing features based on feedback received, or new functionality that improves the system's already robust set of capabilities. As you review this section, you may see the following icon ✅ which designates the completion of a feature that was previously identified in the Feature Backlog & Glossary on the USA Staffing Resource Center.

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Staffing Functionality

Dashboard

- Added an advanced filtering option titled Invitation/Offer Response. This new option allows HR or Onboarding users to filter new hires based on the response received for invitations or job offers, and quickly find new hires that may need further action or follow-up. The following response types are available: o All Responses (default)

  o Contact Requested for Tentative Offer o Contact Requested for Official Offer o

  Pending Invitation Response o Pending Tentative Offer Response o Pending

  Official Offer Response o Declined Invitation o Declined Tentative Offer o Declined

  Official Offer o Accepted Invitation o Accepted Tentative Offer o Accepted Official

  Offer https://help.usastaffing.gov/USAS/index.php?title=New_Hires

Assessment Package

USA Hire

- Clarified the question text applicants receive when requesting reasonable accommodation for USA Hire assessments by explaining the difference between accommodation for online assessments and accommodation for the job. Additionally, the question text changes provide applicants who answer affirmatively to this question instructions on how to substantiate their claim with the reasonable accommodation adjudication team. Note: This change will apply to new announcements not yet released/open on USAJOBS.

Applicant List

• Rearranged action buttons on the Applicant List page to place items in a more logical location for use: o Moved the "Save List" button to the top of the page.

  o   Moved the "Create Stored List" option from the gear icon to a button on the top right of the page, titled

      "Generate Stored List." o Moved the "Show Application Number" checkbox from the top of
      the page to the gear icon.

  o   Moved the "Display Preferences for Applicant List" button to the certificate's header.
      https://help.usastaffing.gov/USAS/index.php?title=Create_List

Certificate

- Added logic to prevent a certificate audit from being completed if no applicants appear on the certificate. https://help.usastaffing.gov/USAS/index.php?title=Auditing_a_certificate

Onboarding Functionality

New Hire

- For each new hire, a single draft can be saved per notification template name. Users will be prompted if an existing draft exists for that template and given the option to create a new draft or edit an existing draft. Users can share the new hire and template name with any other users they wish to have review or send to the new hire.
  https://help.usastaffing.gov/USAS/index.php?title=Creating_a_draft_notification
  https://help.usastaffing.gov/USAS/index.php?title=Opening_a_draft_notification

Forms

- Added the following forms for use in USA Staffing:

    o   DFAS DAWIA-1, DFAS DAWIA-2, DFAS DAWIA-3 •   Updated

  the following forms currently in USA Staffing:

    o   DFAS COEPT-1, DA 5371

Hiring Manager Functionality

- None

Administrative Functionality

View Agency Forms

- Users with View Tasks permission (under Workflows) will now see a Manage Agency Forms link under the Libraries section in the Administration area. In the new View Agency Forms page users can see a list of all published New Hire forms for each Owning Office to which they have permission. Users can see the Form Number and Form Name, which is a hyperlink to open a PDF version of the form in a separate window.
  https://help.usastaffing.gov/USAS/index.php?title=Manage_Agency_Forms
  https://help.usastaffing.gov/USAS/index.php?title=Viewing_an_agency_form

Reporting and Analytics

- Reporting and analytics enhancements can be reviewed in the Release Notes section of the Reporting and Analytics page on the USA Staffing Resource Center.