



**USA Staffing®**  
Great Government Starts Here®

USA Staffing

# Production Release Notes

Release 10.8 August 24, 2019

OFFICIAL USE NOTICE: This material is intended exclusively for use by USA Staffing Customers and is not to be distributed without approval from the USA Staffing Program Office. This communication may contain information that is proprietary, privileged or confidential or otherwise legally exempt from disclosure. If you have received this document in error, please notify the USA Staffing Program Office immediately and delete all copies of the presentation.

## 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.




**OPM HR SOLUTIONS**  
*by government, for government*

**U.S. Office of Personnel Management**  
1900 E Street, NW, Washington, DC 20415

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 [USA Staffing Resource Center](#).

## Completed System Functionality

The items outlined in this section include newly added functionality in USA Staffing. 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](#).

### Table of Contents


|                                     |   |
|-------------------------------------|---|
| Introduction.....                   | 1 |
| Completed System Functionality..... | 2 |
| Staffing Functionality.....         | 3 |
| Alerts.....                         | 3 |
| Assessment Package.....             | 3 |
| Applicant Overview.....             | 3 |
| Applicant Record.....               | 4 |
| Onboarding Functionality.....       | 4 |
| New Hire Record.....                | 4 |
| Forms.....                          | 4 |
| Hiring Manager Functionality.....   | 4 |
| Administrative Functionality.....   | 5 |
| Customers.....                      | 5 |
| Notification Templates.....         | 5 |
| Reporting and Analytics.....        | 5 |

## Staffing Functionality

### Alerts

- The Job Offer Accepted alert is now a link, which will take users to the appropriate new hire record for easy access when the alert is received. **Note:** This will work for alerts generated after this functionality change is deployed, not retroactively.
- Updated the alerts presented when a manual assessment import/export process is completed. The alerts will now provide additional details when the process is completed successfully or if any errors are encountered, including the list or document name, vacancy number, and date/time. This will help users quickly identify if an import/export needs correction or completed successfully.  
[https://help.usastaffing.gov/USAS/index.php?title=Viewing\\_user\\_alerts](https://help.usastaffing.gov/USAS/index.php?title=Viewing_user_alerts)

### Assessment Package

-  Added a *Response-level* scoring method option for weight-based assessment questionnaires. Response-level Scoring is designed for assessments using questions with custom response options and corresponding values established in coordination with SMEs. The Base Values for questionnaires using Response-level Scoring are not weighted by competency or item. Instead, the values of the selected responses to each item are simply added to determine the applicant's Total Raw Score, regardless of which competency those items fall under. When this option is selected, applicant scores will be calculated in the following way:
  - The applicant raw score is determined by adding up the base response values for the selected responses to each item.
  - The Maximum Raw Score is calculated in the same way as for item-level scoring (adding the total of all the highest response values for all the multiple choice-single select items plus the total of all the responses for multiple choice-multiple select items).
  - The applicant raw score is divided by the maximum raw score and then transmuted to the 70-100 scale.
  - **Note:** If an assessment questionnaire that uses Response-level scoring is used in conjunction with another assessment as part of the same Assessment Plan, the system will proportionally weigh each assessment to determine the applicants' final score.  
[https://help.usastaffing.gov/USAS/index.php?title=Assessment\\_Information](https://help.usastaffing.gov/USAS/index.php?title=Assessment_Information)
- Disabled the ability to edit Rating Combinations within an Assessment Package once an announcement has been released to USAJOBS and has been opened.  
[https://help.usastaffing.gov/USAS/index.php?title=Assessment\\_Overview](https://help.usastaffing.gov/USAS/index.php?title=Assessment_Overview)

### Applicant Overview

- Added the ability to invite late applicants for announcements that have been removed from USAJOBS either manually by the user or automatically by the system once the vacancy has reached the indicated applicant count. This option will only display for vacancies with announcements which have been released and open on USAJOBS.  
[https://help.usastaffing.gov/USAS/index.php?title=Inviting\\_an\\_applicant\\_to\\_apply\\_to\\_a\\_closed\\_vacancy](https://help.usastaffing.gov/USAS/index.php?title=Inviting_an_applicant_to_apply_to_a_closed_vacancy)

## Applicant Record

- Users will now be able to view tentative and official job offer notifications from the Notification History section within an applicant record. As a result, these notifications will be stored as part of the vacancy case file, eliminating the need to download from the New Hire record for retention purposes. This feature is retroactive and users will be able to view offer notifications sent prior to this change.  
[https://help.usastaffing.gov/USAS/index.php?title=Applicant\\_Information](https://help.usastaffing.gov/USAS/index.php?title=Applicant_Information)

## Onboarding Functionality

### New Hire Record

- Added an HTML preview to the New Hire Notification History. Contrary to the PDF preview, this option will allow users to preview notifications without any excess HTML, just as the new hire received it.  
[https://help.usastaffing.gov/USAS/index.php?title=Notification\\_History](https://help.usastaffing.gov/USAS/index.php?title=Notification_History)
- Modified the error message to better inform users when the Subject Line for a notification being sent exceeds the 200-character limit.  
[https://help.usastaffing.gov/USAS/index.php?title=Sending\\_a\\_notification\\_to\\_a\\_new\\_hire](https://help.usastaffing.gov/USAS/index.php?title=Sending_a_notification_to_a_new_hire)
- Users will receive a warning message when sending a notification including a data insert which is missing information. For example,  

*The following data inserts within this notification are not populated because the data is missing: †*  
*Projected EOD Date*

*If it is important for this information to be included in your notification, please return to the Questionnaire, enter the information then try generating the notification again.*

[https://help.usastaffing.gov/USAS/index.php?title=Sending\\_an\\_invitation,\\_tentative\\_or\\_official\\_offer\\_notification\\_to\\_a\\_new\\_hire](https://help.usastaffing.gov/USAS/index.php?title=Sending_an_invitation,_tentative_or_official_offer_notification_to_a_new_hire)

## Forms

- Added the following forms for use in USA Staffing: ○ USDA PHV TA, USDA Fair Credit Release Authorization, USDA FSIS CSI TCOE, CBPO BU Grooming Standards SOU, CBPO NBU Grooming Standards SOU, USBP Grooming Standards SOU

### Hiring Manager Functionality

- No updates.

## Administrative Functionality

### Customers

- Added the ability to retire customers. Users with Delete Customer permission, will see a *Retire* button within the customer record. Users will be prompted to confirm the action before the customer is retired. Upon confirmation, if the customer is not associated with work in the system, the record will be permanently deleted. If the customer is associated with work in the system, the record will be flagged as retired. Retired customers will remain indicated; however, they will not be available for further selection in applicable areas of the system. Customers flagged as retired will be read only. Users will see the option to *Reactivate* a retired customer for further use or edit. All changes will be captured in *History*.  
[https://help.usastaffing.gov/USAS/index.php?title=Retiring\\_a\\_customer](https://help.usastaffing.gov/USAS/index.php?title=Retiring_a_customer)
- Updated the Manage Customers page as follows:
  - Users will have the option to toggle to *Show Retired Customers* within the list. An *Is Retired* checkbox will indicate which customers are retired.
  - Added the *Customer External Name* to the table for reference along with the *Internal Customer Name*.  
[https://help.usastaffing.gov/USAS/index.php?title=Manage\\_Existing\\_Customers](https://help.usastaffing.gov/USAS/index.php?title=Manage_Existing_Customers)

### Notification Templates

- Added the ability to copy both Staffing and Onboarding notification templates. Users with Create/Edit Notification Templates permission will see the option to *Copy* a template. If any changes have been made, users will be prompted to save or cancel their changes before proceeding with copying the template. When the users click *Copy* they will have to enter the *Template Name*, *Template Description*, *Owning Office* and any applicable *Tags*. The *Notification Purpose*, *Notification Type*, *Subject Line Text*, and *Body Text* (including data inserts) will be copied over into the new template.  
[https://help.usastaffing.gov/USAS/index.php?title=Copying\\_a\\_notification\\_template](https://help.usastaffing.gov/USAS/index.php?title=Copying_a_notification_template)

## 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](#).