



USA Staffing[®]
Great Government Starts Here[®]

USA Staffing

Stage Release Notes

Release 13.9

January 21, 2022

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.



OPM HR SOLUTIONS
by government, for government


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](#).

Contents

- Introduction 2
- Completed System Functionality 2
- Staffing Functionality 3
 - Announcement 3
 - Assessment Package 3
 - Assessment Questionnaire 3
 - Reviews 4
 - Position Description Reviews 4
 - Panel Reviews 4
 - Applicant Overview 4
 - Assignments 4
 - New Hire 4
- Hiring Manager Functionality 4
- Administrative Functionality 4
 - Announcement Templates 4
- Classification Functionality 4
- USA Hire Functionality 5
- Reporting and Analytics 5

Announcement

- Removed the *Copy Conditions Of Employment* button from the Requirements section.

Assessment Package

Assessment Questionnaire

- Added the following warning banner message when reassigning an item to another competency: *"Changing the linked competency for an item with custom response base values will clear out those values. You will need to add them again on the Rating Criteria page."* Users will be able to proceed and save their changes if appropriate.
- Made several usability improvements to the AQ checklist validations to better inform users of any necessary edits including:
 - Added a validation that checks if every *Multiple Choice - Single Select* item has at least one response with a 0 value.
 - Added a validation that checks if every question with the *Screen-out* indicator enabled has been tied to at least one Screen-out Criteria.
 - Added a validation that checks if at least one competency is marked as a *Screen-out* per rating combination on the Rating Criteria page when the AQ uses the Job Element rating method.
- Added the following fields to the Manual *Assessment Type*:
 - *Assessment Method* – This field is required and allows users to select one of the following options:
 - Online/Paper-Pencil Assessment
 - Panel Review
 - Interview
 - Simulation
 - Other
 - *Assessment Method Details* – This field is optional and allows users to select multiple options listed as applicable. The options listed will vary depending on the *Assessment Method* indicated:
 - Online/Paper-Pencil Assessment
 - Biodata
 - Job Knowledge
 - Personality/Non-Cognitive
 - Cognitive Ability/Reasoning
 - Situational Judgment
 - Panel Review
 - Accomplishment Record
 - Crediting Plan
 - Reference Check
 - Resume Review
 - Work Product Sample
 - Writing Sample
 - Interview
 - Job Compatibility Interview
 - Structured Interview
 - Technical Interview
 - Simulation
 - Assessment Center
 - Job Simulation Exercise
 - Other
 - Required text entry box with a 50-character limit.

- *Assessment Rating Settings* – This section now includes the *Standardize scores* and *Standardize using custom values* toggles and replaces the min/max fields for raw scores and z-scores with a table that allows this information to be viewed and edited for each rating combination listed.

Reviews

Position Description Reviews

- Added the ability for HR Users to delete Position Description reviews that have never been sent.

Panel Reviews

- Added an *Override Ratings* button that allows users to override ratings for up to 25 applicants at a time within Panel Reviews.

Applicant Overview

Assignments

- Added a validation message to inform users that assignments cannot exceed 1,000 applicants.

New Hire

- The Select Position and Welcome pages within a New Hire record will display the *Duty Location* in City, Country format when no state is available.
- Added the following forms in USA Staffing:
 - CBPHC 3-3 – Preliminary Background Clearance (General Attorney)
 - CBPHC 6-15 – CBP Officer (Canine) Training Agreement
 - OPM 3206-0277 – Certification of COVID-19 Vaccination Status
- Updated the following forms in USA Staffing:
 - FRTIB ITROB – Rules of Behavior for Accessing IT Systems
 - FRTIB OMA – Official Mailing Address
 - PS 2181
 - PS 2181-D
 - VA Employment Information Form
 - W-4

Hiring Manager Functionality

- No updates.

Administrative Functionality

Announcement Templates

- Updated the following Announcement sub-templates:
 - Removed the *Requirements*, *Benefits Link* and *Display Default Benefits Text* fields from the Agency Marketing sub-templates since those fields were previously moved to the *Requirements* sub-template.
 - Removed the ability to create or edit Conditions Of Employment sub-templates since the *Conditions Of Employment*, *Additional Information*, *Benefits Link*, and *Display Default Benefits Text* fields were previously moved to the *Requirements* sub-template. Note: Existing Conditions Of Employment sub-templates will be fully removed in a future release.

Classification Functionality

- No updates.

USA Hire Functionality

- No updates.

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](#).