

## Assessment Training Exercise

Now that you have completed the online portion of training for Basic Assessment, it is time to log into the Training environment 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.

Creating an assessment requires the Request and Vacancy sections be completed for your vacancy. If you already have vacancy that is ready to begin the Assessment, complete the information below. If not, you can access the entire practice training series on the USA Staffing Training Resources page at:

[https://help.usastaffing.gov/ResourceCenter/index.php/USA\\_Staffing\\_Training\\_Resources](https://help.usastaffing.gov/ResourceCenter/index.php/USA_Staffing_Training_Resources). You will then need to complete the Request and Vacancy exercises before proceeding with this exercise.

My Request Number: \_\_\_\_\_

My Vacancy Number: \_\_\_\_\_

1. Go into your vacancy. There are several ways to access a vacancy:
  - a. If you know the **Vacancy Number**, you can type it directly in the **Go To** box at the top of the page and select **Enter**.
  - b. You can locate your request in the Requests tab of your dashboard. Once in your request, there is a direct access link under the **Vacancy Created** section. (This is the option shown below.)
  - c. If you have recently gone into this **Vacancy Number**, it will show up in your dashboard dropdown list.

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Staffing Classification Recruit Admin Reports Search

Go To

Mei-Ling Erickson - OPM

REQUEST 20230825-35763

Request 20230825-35763

Request Number: 20230825-35763 Customer: User Support Team Request Type: New Vacancy Status: Pending Recruitment

Request Information Location Information Staffing Approach Documents (0) Notes (0) History

### Request Information

Request Number	Request Type	Requesting Customer
20230825-35763	New Vacancy	User Support Team
Requester	Request Process Owner	Request Tags
Kasey Acres		
Hiring Need Validated Date	Request Personnel Action Date	Approved By
8/22/2023	8/25/2023	Mei-Ling Erickson

### Vacancy Created 1

Vacancy Number	Status	Vacancy Type	Office	Workflow	USAJOBS Announcement Type	Rating Combination
10167465	New	Case Exam	User Support Office	OPM 80-day	<input checked="" type="checkbox"/> Public (U.S. Citizens and Non-Citizens)	<input checked="" type="checkbox"/> 0343-9

### Position Descriptions 1

Position Description Number	Position Title	Pay Plan	Series	Grade	Specialties
1234test	Program Analyst	GS	0343 - Management And Program Analysis	9	

### Position Settings

Security Clearance Required	Travel Required	<input type="checkbox"/> Remote Job	<input checked="" type="checkbox"/> Drug Testing Required
Confidential	25% or less	<input checked="" type="checkbox"/> Telework Eligible	
Position Sensitivity	Trust Determination Process	<input type="checkbox"/> Supervisory Position	<input type="checkbox"/> Bargaining Unit Position
Non-sensitive (NS)/Low Risk	Credentialing	<input checked="" type="checkbox"/> Relocation Authorized	<input type="checkbox"/> Financial Disclosure Required

### Request Locations

Vacancies	City	State	Country	County	Location Code
	Fairfax	VA	United States	Fairfax County	510900600
	Boulder	CO	United States	Boulder County	080200013

Image 1: An approved Request with the **Vacancy Number** highlighted under the **Vacancy Created** section.

- Once in your Vacancy, navigate to the **Assessment Package** tab. If the Assessment Package tab is not automatically showing, use the + to select Assessment Package.

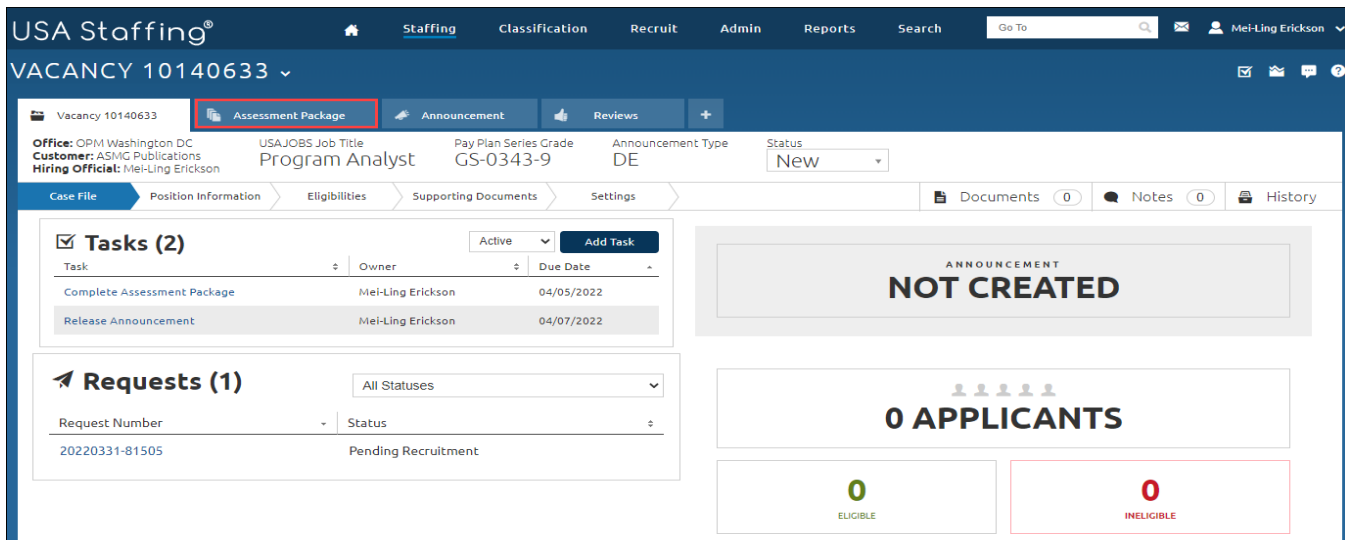


Image 2: Vacancy Case File page with Assessment Package and the + icon highlighted.

3. From the **Choose Assessment Path** screen, select **Create Assessment**.

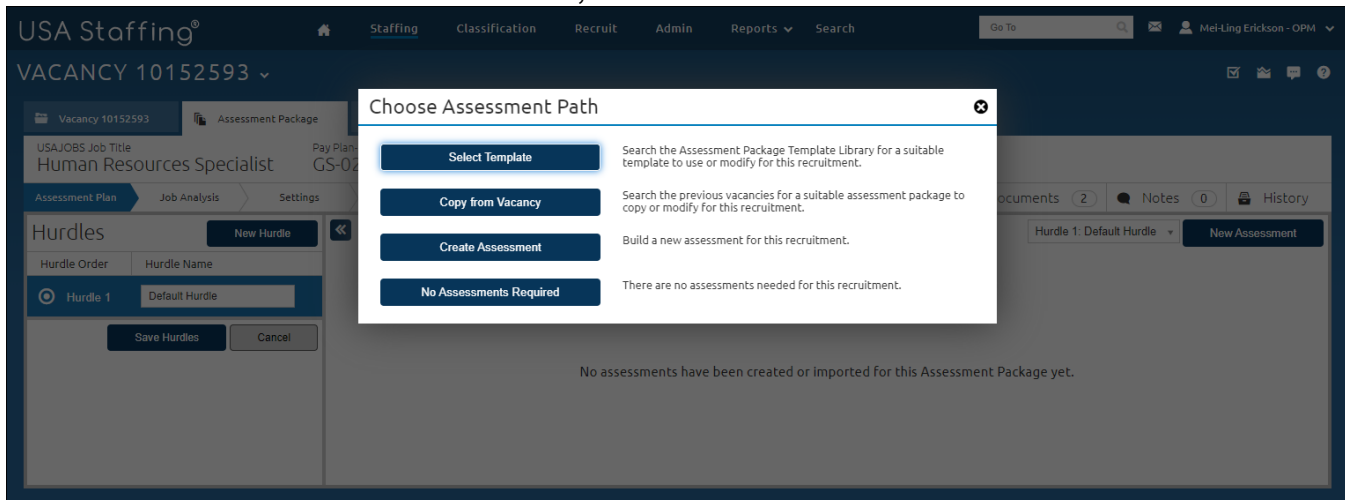


Image 3: The 'Choose Assessment Path' screen when you select the Assessment Package Tab.

4. On the Assessment Information page, give your assessment a name and **Save**. Do not make any other changes to this page. Note that your assessment now has an **Assessment ID**.

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VACANCY 10154310

Assessment: 145678

USAJOBS Announcement Title: Program Analyst  
Pay Plan-Series-Grade: GS-0343-9  
Assessment ID: 384874

Assessment Information

Assessment Name: 145678  
Assessment Type: Questionnaire  
Assessment Method: Training & Experience (Self Evaluation)  
Screen-out: ☐ Rating: ☒ Passing Score: ☐  
Assessment Includes: ☐ Quality Ranking Factor ☐ Selective Factor  
Rating Method: Weight-Based  
Scoring: Competency-level  
Owner: Mei-Ling Erickson  
Hurdle: Default Hurdle

Save Delete Cancel

Image 4: Assessment Information page completed as specified in the above steps.

5. Continue to the **Competencies** page. Select the **Add Competencies** button and select **Add from Library**.

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VACANCY 10140633

Assessment: 123456

USAJOBS Announcement Title: Program Analyst  
Pay Plan-Series-Grade: GS-0343-9  
Assessment ID: 351120

Competencies (0)

Competency ID	Competency Title	Definition	Type	Score

Add Competencies  
Add from Library  
Create New Competency

Image 5: Blank Competencies page with the **Add Competencies** button has been selected.

6. On the Competency Library page, select **Search** to select 4 competencies for your position.

Competency Library (65)

Filters		ID	Title	Definition	Source	Status	
No competency network selected		<input type="checkbox"/>	10430	Ability to communicate effectively and foster cooperative relationships to achieve common goals	Ability to communicate effectively and foster cooperative relationships to achieve common goals	Job Analysis	Published
x 0343 - Management And Program Analysis		<input type="checkbox"/>	3	Accountability	Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes. Complies with established control systems and rules.	HR Manager	Published
x 9		<input type="checkbox"/>	5	Administration and Management	Knowledge of planning, coordination, and execution of business functions, resource allocation, and production.	HR Manager	Published
x Library		<input type="checkbox"/>	14	Arithmetic	Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.	HR Manager	Published
Any Competency Type		<input type="checkbox"/>	19	Attention to Detail	Is thorough when performing work and conscientious about attending to detail.	HR Manager	Published
Any Tag		<input type="checkbox"/>	25	Building and Construction	Knowledge of the materials, methods, systems, and the tools used to construct objects, structures, and buildings.	HR Manager	Published
Competency Title, Definition		<input type="checkbox"/>	50026	Conflict Management	Encourages creative tension and differences of opinions. Anticipates and takes steps to prevent counter-productive confrontations. Manages and resolves conflicts and disagreements in a constructive manner.	HR Manager	Published
PD#		<input type="checkbox"/>	51	Contracting/Procurement	Knowledge of various types of contracts, techniques or requirements (for example, Federal Acquisitions Regulations) for contracting or procurement, and contract negotiation and administration.	HR Manager	Published
Competency ID#		<input type="checkbox"/>	56	Creative Thinking	Uses imagination to develop new insights into situations and applies innovative solutions to problems; designs new methods where established methods and procedures are inapplicable or are unavailable.	HR Manager	Published
Published		<input type="checkbox"/>	50021	Creativity and Innovation	Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.	HR Manager	Published
<input checked="" type="checkbox"/> Show Only Critical Competencies		<input type="checkbox"/>	50030	Customer Service	Anticipates and meets the needs of both internal and external customers. Delivers high-quality products and services; is committed to continuous improvement.	HR Manager	Published
<input type="checkbox"/> Exclude HR Manager Competencies		<input type="checkbox"/>	68	Decision Making	Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.	HR Manager	Published
Search		<input type="checkbox"/>	50031	Decisiveness	Makes well-informed, effective, and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.	HR Manager	Published
		<input type="checkbox"/>	72	Design	Knowledge of conceptualizing, developing, producing, understanding, and using plans, models, blueprints, and maps, including the use of tools and instruments to produce precision technical drawings, working prototypes, components, or systems.	HR Manager	Published
		<input type="checkbox"/>	50028	Developing Others	Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.	HR Manager	Published
		<input type="checkbox"/>	90	Engineering and Technology	Knowledge of engineering concepts, principles, and practices, and of equipment, tools, mechanical devices, and their uses to produce motion, light, power, technology, and other applications.	HR Manager	Published
		<input type="checkbox"/>	50032	Entrepreneurship	Positions the organization for future success by identifying new opportunities; builds the organization by developing or improving products or services. Takes calculated risks to accomplish organizational objectives.	HR Manager	Published
		<input type="checkbox"/>	50022	External Awareness	Understands and keeps up-to-date on local, national, and international policies and trends that affect the organization and shape stakeholders' views; is aware of the organization's impact on the external environment.	HR Manager	Published
		<input type="checkbox"/>	50035	Financial Management	Understands the organization's financial processes. Prepares, justifies, and administers the program budget. Oversees procurement and contracting to achieve desired results. Monitors expenditures and uses cost-benefit thinking to set priorities.	HR Manager	Published
		<input type="checkbox"/>	107	Flexibility	Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with ambiguity.	HR Manager	Published
		<input type="checkbox"/>	50023	Flexibility	Is open to change and new information; rapidly adapts to new information, changing conditions, or unexpected obstacles.	HR Manager	Published
		<input type="checkbox"/>	50012	Human Capital Management	Builds and manages workforce based on organizational goals, budget considerations, and staffing needs. Ensures that employees are appropriately recruited, selected, appraised, and rewarded; takes action to address performance problems. Manages a multi-sector workforce and a variety of work situations.	HR Manager	Published
		<input type="checkbox"/>	50038	Influencing/Negotiating	Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals.	HR Manager	Published
		<input type="checkbox"/>	139	Information Management	Identifies a need for and knows where or how to gather information, organizes and maintains information or information management systems.	HR Manager	Published
		<input type="checkbox"/>	140	Information Management	Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.	HR Manager	Published
		1 - 25 of 65					
		<div><div>1</div><div>2</div><div>3</div><div>...</div></div>					
		<div><div>Add &amp; Close</div><div>Add &amp; Continue</div><div>Cancel</div></div>					

Image 6: Competency Library page for a 0343, GS-09.

7. The competencies now appear on your Competencies page.

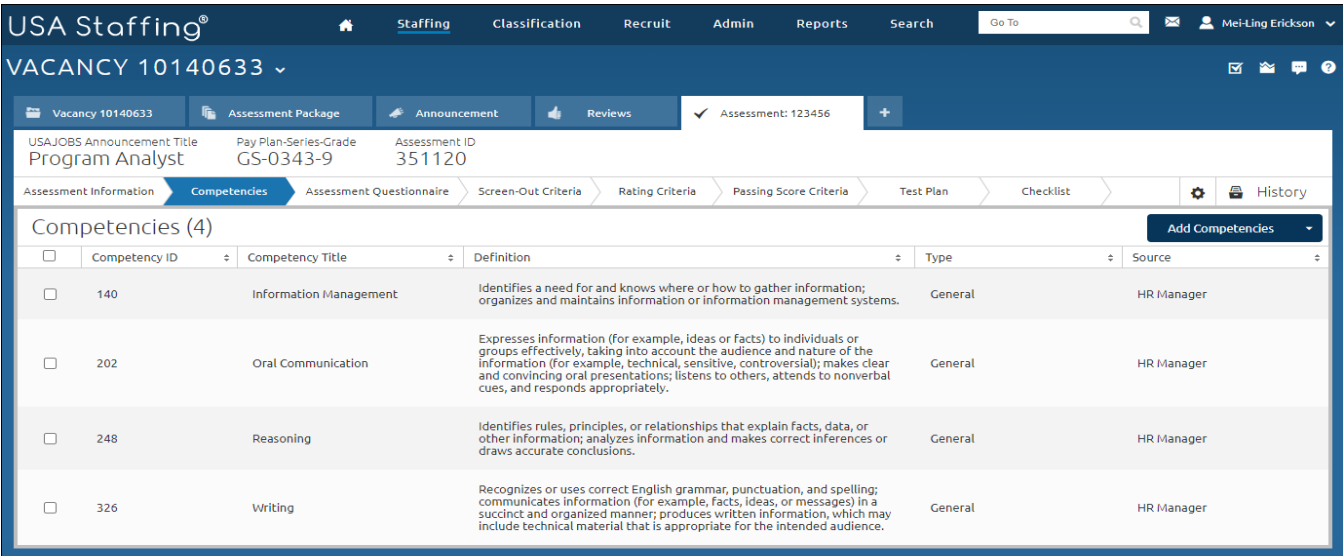


Image 7: Competencies page with 4 competencies listed. The four competencies are **Information Management, Oral Communication, Reasoning, and Writing**.

8. Continue to the **Assessment Questionnaire** page. Select the **Add to Questionnaire** button. Select the **Instructions**.

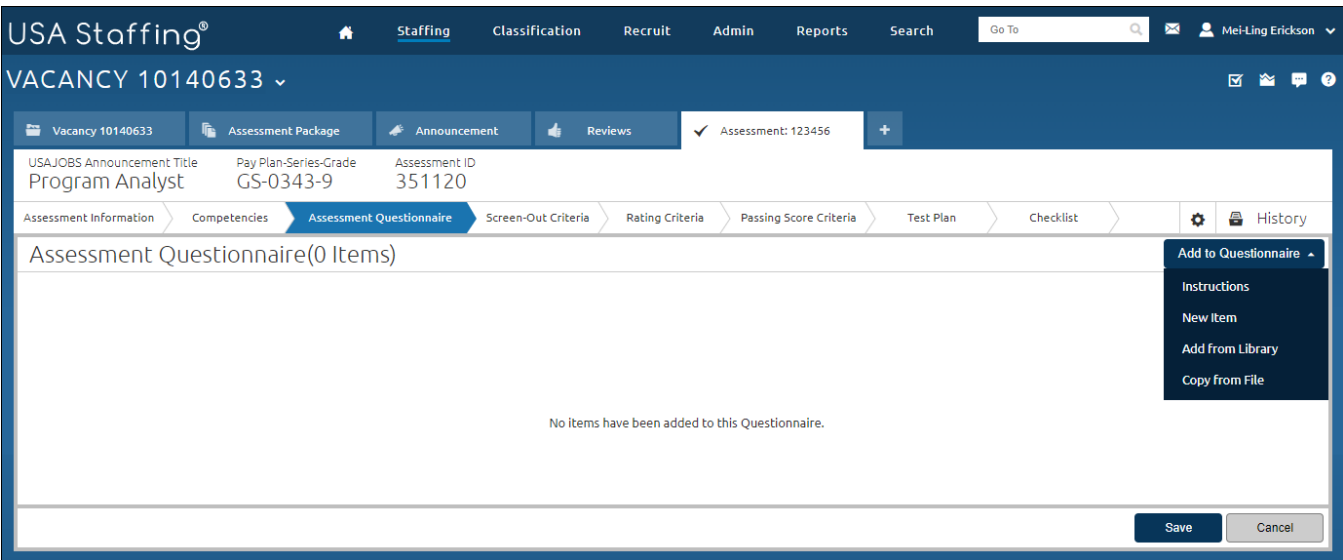


Image 8: Assessment Questionnaire page with the **Add to Questionnaire** button selected.

9. Type or cut and paste instructions for your questionnaire. When finished, select **Save & Close**.

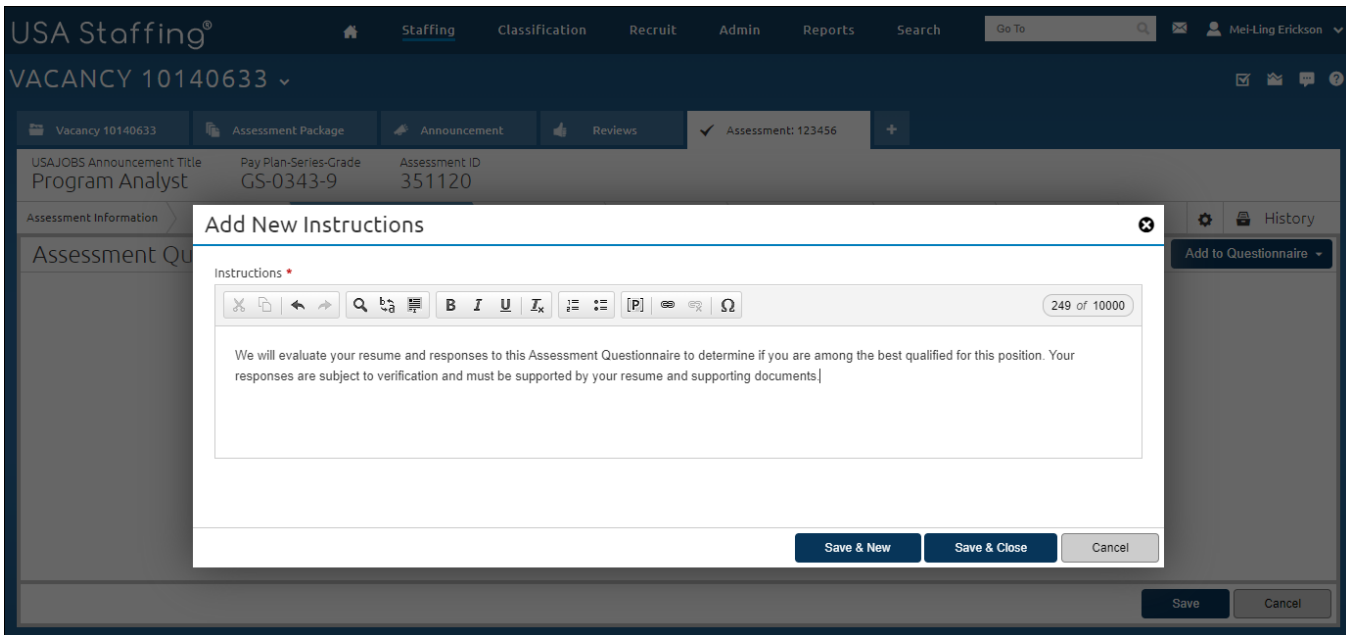


Image 9: Add Questionnaire Instructions page with sample instruction text.

10. Your instruction now appears on the Assessment Questionnaire page.

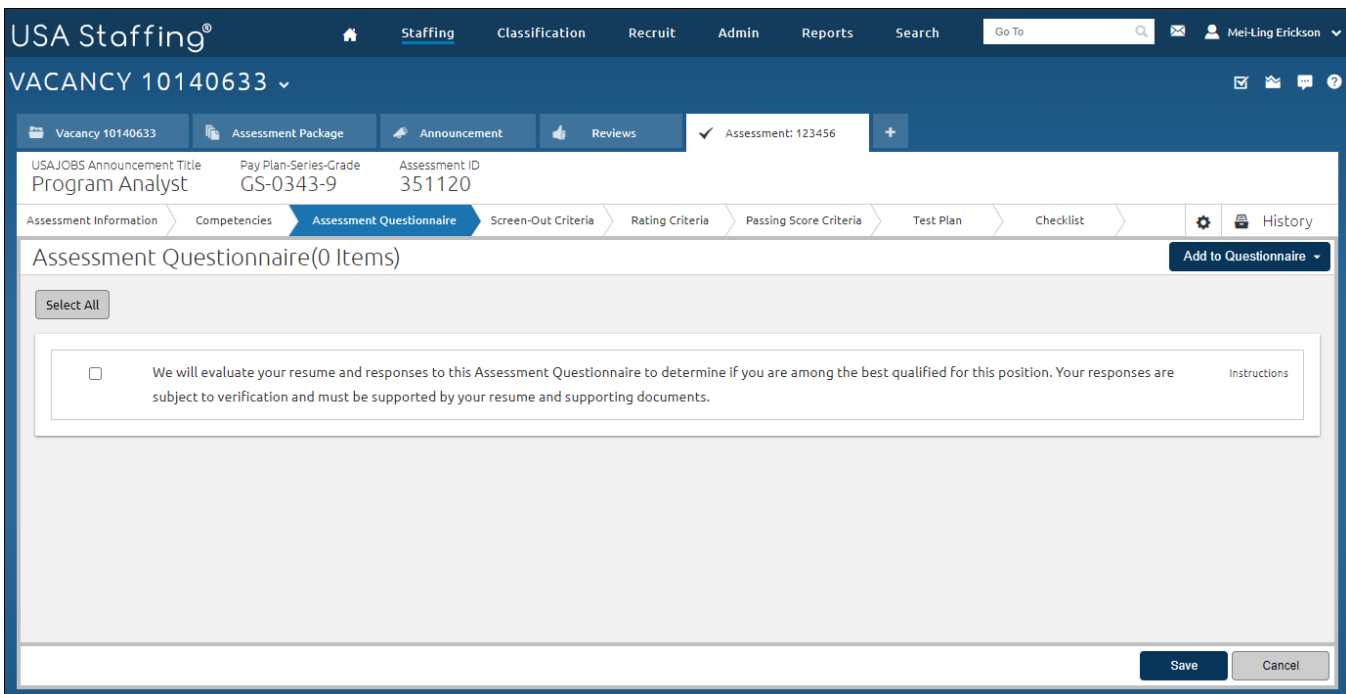


Image 10: Assessment Questionnaire page with instructions added.

11. Select the **Add to Questionnaire** button and select **New Item** to add your Minimum Qualifications question. On the **Add Questionnaire Item** page:

- a. Toggle **Screen-out Question** on/required.
- b. Toggle **Response Required** on/required.
- c. Leave the **Link to Competency** as **None**.
- d. In the **Item Text** box type the Minimum Qualifications question. For example, “Select the one statement that best describes the education and/or experience that you possess that demonstrates your ability to perform as a Program Analyst, GS-09.”
- e. Leave **Response Type** and **Scale** as defaulted.

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Go To

Mei-Ling Erickson

Vacancy 10140633

USAJOBS Announcement Title Program Analyst

Assessment Information

Assessment Questionnaire

Select All

We will subject

History

Add to Questionnaire

Instructions

Save Cancel

### Add Questionnaire Item

Item Text \*

Select the one statement that best describes the education and/or experience that you possess that demonstrates your ability to perform as a Program Analyst, GS-09.

234 of 10000

Screen-out Question ☒

Response Required ☒

Link to Competency

None

Response Type \*

Multiple Choice - Single Select

Scale

Item-specific Response Options

	Response Option	Response Text
<input type="checkbox"/>	A	
<input type="checkbox"/>	B	

Add Response

Save & New

Save & Close

Cancel

Image 11: Add Questionnaire Item page completed as specified in the above steps.

12. In the **Response Text** fields, you will create responses for question 1. Give question 1 several responses including one which would not be qualifying, select **Save & Close**.



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VACANCY 10140633

Vacancy 10140633 Assessment Package Announcement Reviews Assessment: 123456

USAJOBS Announcement Title: Program Analyst Pay Plan-Series-Grade: GS-0343-9 Assessment ID: 351120

Assessment Information Competencies Assessment Questionnaire Screen-Out Criteria Rating Criteria Passing Score Criteria Test Plan Checklist History

+ Assessment Questionnaire(16 Items) Add to Questionnaire

Select All

☐ We will evaluate your resume and responses to this Assessment Questionnaire to determine if you are among the best qualified for this position. Your responses are subject to verification and must be supported by your resume and supporting documents. Instructions

☐ 1. Select the one statement that best describes the education and/or experience that you possess that demonstrates your ability to perform as a Program Analyst, GS-09.

Response Option

A I have one year of specialized experience equivalent to the GS-07 grade level in the Federal service which includes recruitment and placement assistance, pay setting, advising managers on recruitment.

B I have I have successfully completed one full academic year of graduate level education in a field which demonstrates the knowledge, skills, and abilities necessary to do the work of the position; or I have a bachelor's degree in education or a subject area related to the position and am claiming Superior Academic Achievement.

C I have less than the full amount of specialized experience described in the job opportunity announcement; however, I have completed some graduated-level education which demonstrates the knowledge, skills, and abilities necessary to do the work of the position. Therefore, I have a combination of experience and education.

D My experience and/or education is not reflected in any of the above statements.

Save Cancel

Image 12: Assessment Questionnaire page. Responses entered for question 1.

13. Select the **Add to Questionnaire** button to select the **Instructions** for Rating Questions. Type or cut and paste instructions for your Rating Questions. When finished, select **Save & Close**.

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VACANCY 10140633

Assessment: 123456

USAJOB Announcement Title: Program Analyst  
Pay Plan-Series-Grade: GS-0343-9  
Assessment ID: 351120

Assessment Information > Competencies > **Assessment Questionnaire** > Screen-Out Criteria > Rating Criteria > Passing Score Criteria > Test Plan > Checklist > History

+ Assessment Questionnaire(1 Items)

Select All

☐ We will evaluate your resume and responses to this Assessment Questionnaire to determine if you are among the best qualified for this position. Your responses are subject to verification and must be supported by your resume and supporting documents. Instructions

+ ☐ 1. \* Select the one statement that best describes the education and/or experience that you possess that demonstrates your ability to perform as a Program Analyst, GS-09.

☐ For each task in the following group, choose the statement from the list below that best describes your experience and/or training. Select only one letter for each item. Failure to support your answers to this questionnaire in your resume may result in a lowered score or loss of consideration. Instructions

Save Cancel

Image 13: Assessment Questionnaire page with instructions added.

14. Next add your Rating Questions.

- Select the **Add to Questionnaire** and select **New Item**.
- Use the **Link to Competency** drop-down list to link to a competency.
- Do not select the **Screen-out** Question toggle.
- Set **Response Required** to on/required.
- Type the question in the **Item Text** box.
- Leave the **Response Type** defaulted to **Multiple Choice - Single Select**.
- Change the **Scale** to **General Schedule**.
- Once the question is complete select **Save & New** to continue to add the next rating question.

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VACANCY 10140633

### Add Questionnaire Item

Item Text \*

Research existing federal policies, laws and regulations to develop policies, procedures, processes or regulatory compliance for new agency-wide program initiatives.

Screen-out Question ☐

Response Required ☒

Response Type \*  
Multiple Choice - Single Select

Link to Competency  
Information Management

Scale  
General Schedule (Default)

General Schedule (Default) Details  
+ Differentiates among applicants based on the level of independence with which they have performed a task.

Save & New Save & Close Cancel

Image 14: Add Questionnaire Item page completed as specified in the above steps.

- Continue to add rating questions to the Assessment Questionnaire until each competency has at least two or more questions associated with it. Once your assessment is complete, continue to the **Screen-Out Criteria** page.

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VACANCY 10140633

Vacancy 10140633
Assessment Package
Announcement
Reviews
Assessment: 123456

USAJOBS Announcement Title: Program Analyst
Pay Plan-Series-Grade: GS-0343-9
Assessment ID: 351120

Assessment Information
Competencies
Assessment Questionnaire
Screen-Out Criteria
Rating Criteria
Passing Score Criteria
Test Plan
Checklist
History

+ Assessment Questionnaire(16 Items)
Add to Questionnaire

Select All

☐
We will evaluate your resume and responses to this Assessment Questionnaire to determine if you are among the best qualified for this position. Your responses are subject to verification and must be supported by your resume and supporting documents.
Instructions

+ ☐ 1. \* Select the one statement that best describes the education and/or experience that you possess that demonstrates your ability to perform as a Program Analyst, GS-09.

☐
For each task in the following group, choose the statement from the list below that best describes your experience and/or training. Select only one letter for each item. Failure to support your answers to this questionnaire in your resume may result in a lowered score or loss of consideration
Instructions

+ ☐ 2. \* Research existing federal policies, laws and regulations to develop policies, procedures, processes or regulatory compliance for new agency-wide program initiatives.
Information Management

+ ☐ 3. \* Perform assessments for assigned programs, including the evaluation of assigned resources, processes, and training gaps.
Information Management

+ ☐ 4. \* Develop a communication plan that identifies key stakeholders, critical messages for each stakeholder and communication mediums and strategies for implementing the communication plan.
Information Management

+ ☐ 5. \* Create a risk management plan to include the identification of program risks, probability that risks will occur, level of impact and risk mitigation strategies.
Information Management

+ ☐ 6. \* Prepare work breakdown structures and staffing plans to align resources to the program objectives.
Reasoning

+ ☐ 7. \* Collect and analyze data related o workload production standards, and non-productive time in an organization to quantify and justify resources requirements.
Reasoning

+ ☐ 8. \* Identify tools to quantify organizational outcomes, process capability and resource utilization effectiveness.
Reasoning

+ ☐ 9. \* Formally propose solutions to process and work limitations that will improve efficiency of an organization.
Oral Communication

+ ☐ 10. \* Convince managers to accept and implement findings and recommendations on organizational improvement or program effectiveness.
Oral Communication

+ ☐ 11. \* Brief management and other officials on results of manpower studies and recommendations.
Oral Communication

+ ☐ 12. \* Lead work groups of various subject matter experts to devise solutions to workflow problems.
Oral Communication

+ ☐ 13. \* Develop a communication plan that identifies key stakeholders, critical messages for each stakeholders, and communication mediums for each stakeholder group.
Writing

+ ☐ 14. \* Forecast an organization's mission requirements using analytical and mathematical tools and techniques such as, manpower solution techniques, standard workload factors, manpower standards workload forecasting, and manpower models.
Writing

+ ☐ 15. \* Identify appropriate qualitative and quantitative assessment methods to evaluate a program against established criteria for success.
Writing

+ ☐ 16. \* Author benchmarking studies of simple work processes or functions.
Writing

Save
Cancel

Image 15: Assessment with at least two questions per competency and one Min Qualifications screen-out question.

16. On the **Screen-Out Criteria** page, you will designate your screen out question. Select **Add Screen-Out Criteria** button.

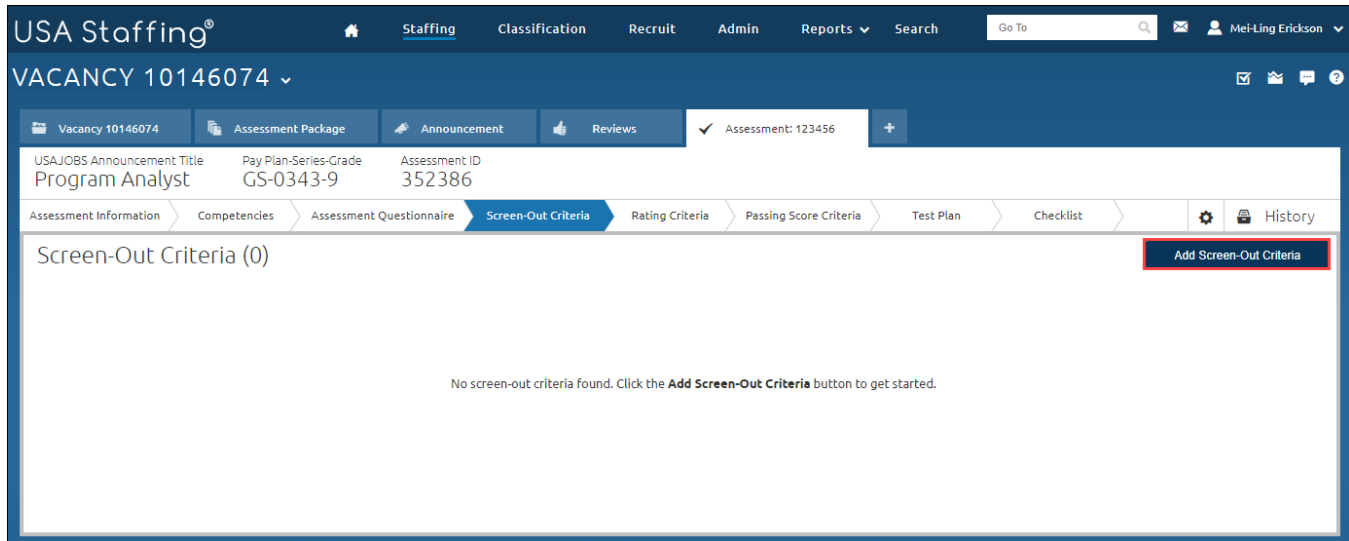


Image 16: The Screen-Out Criteria page with the Add Screen Out Criteria button highlighted. No screen-out items appear.

17. Complete the **Add Screen-Out** pop-up.
- Name your screen-out-item (For example, Min Quals for GS-09).
  - Leave the **Apply Screen-Out to Rating Combinations** checked.
  - Leave the **Ineligibility Code** as **IQID** since this will be the Minimum Qualifications question screen-out.
  - Leave the Item set to question 1. (You would use the drop-down arrow, highlighted below, to select another question if you have another screen-out question.)
  - Designate the response that will result in the applicant being screened out by checking the box next to that item.
  - Select **Save & Close**.
  - Repeat this process for any other screen-out questions you added to your assessment. (Giving the proper name, Ineligibility code, Item, and Ineligible responses.)

**Edit Screen-Out**

Name: Min Quals for GS-09

Apply Screen-Out to Rating Combinations: ☒ 0343-9

Ineligibility Code: IQID - You are ineligible because you do not meet the minim...

1. Add all items that should be considered in this Screen-Out. Then, select all Response Options that should disqualify applicants for the selected Rating Combinations. Remember that the selected items and Response Options should be specific to the Rating Combinations selected above.

Item: 1. Select the one statement that best describes the education and/or experience that you possess that demonstrates your ability to perform as a Program Analyst, GS-09.

Response Options:

Response Options	Status
<input type="checkbox"/> A I have one year of specialized experience equivalent to the GS-07 grade level in the Federal service which includes recruitment and placement assistance, pay setting, advising managers on recruitment.	Qualifying Response
<input type="checkbox"/> B I have successfully completed one full academic year of graduate level education in a field which demonstrates the knowledge, skills, and abilities necessary to do the work of the position; or I have a bachelor's degree in education or a subject area related to the position and am claiming Superior Academic Achievement.	Qualifying Response
<input type="checkbox"/> C I have less than the full amount of specialized experience described in the job opportunity announcement; however, I have completed some graduated-level education which demonstrates the knowledge, skills, and abilities necessary to do the work of the position. Therefore, I have a combination of experience and education.	Qualifying Response
<input checked="" type="checkbox"/> D My experience and/or education is not reflected in any of the above statements.	Disqualifying Response
<input checked="" type="checkbox"/> Failed to respond	Disqualifying Response

Qualifying Response Disqualifying Response

Save Save & Close Cancel

Image 17: Add Screen-Out page completed as specified in the above steps.

18. You will now proceed to the **Rating Criteria** page.

- The Rating Criteria page displays the competencies and the associated weights with each.
- Do not make any changes to this page.

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VACANCY 10140633

Vacancy 10140633 Assessment Package Announcement Reviews Assessment: 123456

USAJOBS Announcement Title: Program Analyst Pay Plan-Series-Grade: GS-0343-9 Assessment ID: 351120

Assessment Information Competencies Assessment Questionnaire Screen-Out Criteria **Rating Criteria** Passing Score Criteria Test Plan Checklist History

Rating Criteria

Weight Equally

Series	Grade	Competencies Rated
0343 - Management And Program Analysis	9	4

Competency Title	Rated	Proportional Weight	Percentage Weight	Rated Items
Information Management	<input checked="" type="checkbox"/>	1 / 4	25%	4
Oral Communication	<input checked="" type="checkbox"/>	1 / 4	25%	4
Reasoning	<input checked="" type="checkbox"/>	1 / 4	25%	3
Writing	<input checked="" type="checkbox"/>	1 / 4	25%	4

Save Cancel

Image 18: Rating Criteria page as it appears when you arrive on it.

19. You will now proceed to the **Passing Score Criteria** page.

- a. The Passing Score Criteria page is where you review and modify the passing score criteria for the assessment.
- b. Do not make any changes to this page.

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VACANCY 10140633

Assessment: 123456

USAJOBS Announcement Title: Program Analyst, Pay Plan-Series-Grade: GS-0343-9, Assessment ID: 351120

Assessment Information > Competencies > Assessment Questionnaire > Screen-Out Criteria > Rating Criteria > **Passing Score Criteria** > Test Plan > Checklist > History

Series	Grade	Specialty	Raw Score Range	Passing Score
0343 - Management And Program Analysis	9		0 - 16	0

Image 19: Passing Score Criteria page as it appears when you arrive on it.

20. You will need to test your assessment to complete the process. Go to the **Test Plan** page.

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VACANCY 10140633

Assessment: 123456

USAJOBS Announcement Title: Program Analyst, Pay Plan-Series-Grade: GS-0343-9, Assessment ID: 351120

Assessment Information > Competencies > Assessment Questionnaire > Screen-Out Criteria > Rating Criteria > Passing Score Criteria > **Test Plan** > Checklist > History

Test Scenarios (0)

No test scenarios have been added to this assessment.

Add Scenario

Image 20: Blank Test Plan page.

21. Create a test scenario to test if the assessment is working properly. You will want to make sure your assessment will allow an applicant to be eligible.
  - a. Select the **Add Scenario** button.
  - b. Give your scenario a name. (For example, Eligible GS-09)
  - c. The Expected Rating should be ELTE.
  - d. In the Item Responses section, mark a qualifying response for your Minimum Qualifications question.
  - e. Mark responses for each of the rest of the questions.
  - f. Select **Save & Close** button once complete.

**Edit Scenario**

Scenario \*  
Eligible GS-09

**Outcomes**

Rating Combo	Expected Rating	Actual Rating
0343-9	ELTE	

**Item Responses**

Item	Response
1. Select the one statement that best describes the education and/or experience that you possess that demonstrates your ability to perform as a Program Analyst, GS-09.	A
2. Research existing federal policies, laws and regulations to develop policies, procedures, processes...	E
3. Perform assessments for assigned programs, including the evaluation of assigned resources, processes...	E
4. Develop a communication plan that identifies key stakeholders, critical messages for each stakeholder...	E
5. Create a risk management plan to include the identification of program risks, probability that risks...	E
6. Prepare work breakdown structures and staffing plans to align resources to the program objectives.	E
7. Collect and analyze data related o workload production standards, and non-productive time in an orga...	E

**Response Options**

1. Select the one statement that best describes the education and/or experience that you possess that demonstrates your ability to perform as a Program Analyst, GS-09.

☒ A I have one year of specialized experience equivalent to the GS-07 grade level in the Federal service which includes recruitment and placement assistance, pay setting, advising managers on recruitment.

☐ B I have I have successfully completed one full academic year of graduate level education in a field which demonstrates the knowledge, skills, and abilities necessary to do the work of the position; or I have a bachelor's degree in education or a subject area related to the position and am claiming Superior Academic Achievement.

☐ C I have less than the full amount of specialized experience described in the job opportunity announcement; however, I have completed some graduated-level education which demonstrates the knowledge, skills, and abilities necessary to do the work of the position. Therefore, I have a combination of experience and education.

☐ D My experience and/or education is not reflected in any of the above statements.

☐ Failed to respond

Save Save & Close Cancel

Image 21: Add Scenario page completed as specified in the above steps.

22. Once you have completed your first test scenario, it will appear on the Test Plan page. A green check indicates the test was successful.

**VACANCY 10140633**

Assessment: 123456

USAJOBS Announcement Title: Program Analyst  
Pay Plan-Series-Grade: GS-0343-9  
Assessment ID: 351120

Assessment Information > Competencies > Assessment Questionnaire > Screen-Out Criteria > Rating Criteria > Passing Score Criteria > **Test Plan** > Checklist > History

**Test Scenarios (1)**

Scenario	Responses	Rating Combo	Expected Outcome	Actual Outcome
Eligible GS-09	A, E, E, E, E, E, E, E, E, ...	0343-9	ELTE	✓ ELTE - 100 (Raw Score: 16)

Add Scenario

Image 22: Successful test scenario.

23. Next, create a test scenario to test if the Minimum Qualifications screen-out is working properly.

a. Select the **Add Scenario** button.



- b. Give your scenario a name. (For example, Ineligible Min Quals GS-09)
- c. The **Expected Rating** should be **IQID**.
- d. In the **Item Responses** section, mark a disqualifying response for your Minimum Qualifications question.
- e. Select **Save & Close** button once complete.
- f. Repeat the process to add test scenarios until the assessment is thoroughly tested.

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### Edit Scenario

Scenario \*

Ineligible Min Quals GS-09

#### Outcomes

Rating Combo	Expected Rating	Actual Rating
<input type="checkbox"/> 0343-9	IQID	

#### Item Responses

Item	Response
1 Select the one statement that best describes the education and/or experience that you possess that demonstrates your ability to perform as a Program Analyst, GS-09.	D
2 Research existing federal policies, laws and regulations to develop policies, procedures, processes...	
3 Perform assessments for assigned programs, including the evaluation of assigned resources, processes...	
4 Develop a communication plan that identifies key stakeholders, critical messages for each stakeholder...	
5 Create a risk management plan to include the identification of program risks, probability that risks...	
6 Prepare work breakdown structures and staffing plans to align resources to the program objectives.	
7 Collect and analyze data related to workload production standards, and non-productive time in an organization...	

1. Select the one statement that best describes the education and/or experience that you possess that demonstrates your ability to perform as a Program Analyst, GS-09.

Response Options

☐ A I have one year of specialized experience equivalent to the GS-07 grade level in the Federal service which includes recruitment and placement assistance, pay setting, advising managers on recruitment.

☐ B I have I have successfully completed one full academic year of graduate level education in a field which demonstrates the knowledge, skills, and abilities necessary to do the work of the position; or I have a bachelor's degree in education or a subject area related to the position and am claiming Superior Academic Achievement.

☐ C I have less than the full amount of specialized experience described in the job opportunity announcement; however, I have completed some graduated-level education which demonstrates the knowledge, skills, and abilities necessary to do the work of the position. Therefore, I have a combination of experience and education.

☒ D My experience and/or education is not reflected in any of the above statements.

☐ Failed to respond

Save Save & Close Cancel

Image 23: Add Scenario page completed as specified in the above steps.

24. Your next step is to review your **Checklist** page.
  - a. Green checkmarks indicate your Assessment Checklist is complete, select **Continue** to take you to the Assessment Plan.

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Assessment Checklist

- ✓ All Competencies used for rating have at least one Item used for rating.
- ✓ All Items used for rating have at least one Response Option with a Base Value greater than zero.
- ✓ All Items have at least two Response Options.
- ✓ Assessment is tested.

Continue

Image 24: Successful Assessment Checklist.

25. From the **Assessment Plan** page, select **Job Analysis**.

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Assessment Plan

Job Analysis

Hurdles

Rating Combo: 0343-9

ID	Assessment Name	Assessment Type	Screen-out	Rating	Passing Score	Proportional Weight	Percentage Weight
352386	123456	Questionnaire	✓	✓		1 / 1	100%

Save Hurdles

Save Assessments

Image 25: Assessment Plan page with the Job Analysis page highlighted. **NOTE:** To Show/Hide Filter Hurdles, select the highlighted icon which allows you to show or hide the hurdles section.

26. On the **Job Analysis** page:
- Check at least one item under 1.
  - Check at least one item under 2.
  - Type a note in the **Additional Notes** section.
  - Select **Save**.

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VACANCY 10142909

Assessment Package

Announcement

Reviews

USAJOBS Job Title: Program Analyst

Pay Plan-Series-Grade: GS-0343-9

Announcement Type: DE

Status: Incomplete

Source:

Assessment Plan

Job Analysis

Settings

Checklist

Documents 0

Notes 0

History

### External Job Analysis

1. Which sources did you utilize or reference when conducting your job analysis? (Select all that apply.)

- ☒ HR Manager competency and task information
- ☒ Agency position documentation (e.g., position descriptions, performance standards, training materials)
  - ☒ Position description(s)
  - ☒ Performance standards
  - ☐ Training materials
  - ☐ Other agency position documentation (Please specify.)
- ☐ Agency job analysis data (e.g., ratings of task and competency importance)
- ☐ Agency assessment(s) for the position (e.g., assessment questionnaire template)
- ☐ Classification and/or qualification standards
- ☐ Input from subject matter expert(s) (SMEs, e.g., supervisors, incumbents) through meeting and/or focus group
- ☐ Other sources of job information

2. What are the specific outputs of your job analysis? (Select all that apply.)

- ☐ List of tasks, duties, responsibilities, and/or work behaviors critical to success on the job
- ☐ Ratings of task importance and/or frequency
- ☒ List of competencies or KSAs (knowledge, skills, and abilities) required to perform critical tasks, duties, responsibilities, and/or work behaviors successfully
- ☐ Definition of each competency or KSA in terms of observable behaviors
- ☐ Ratings of competency or KSA importance, need at entry, and/or distinguishing value
- ☐ Linkage ratings showing the relationship of each competency or KSA to critical tasks, duties, responsibilities, and/or work behaviors
- ☐ Other ratings of tasks, competencies, and/or KSAs
- ☐ Linkage ratings or other documentation demonstrating the relationship between critical competencies/KSAs and assessment content
- ☐ Ratings or other documentation providing support for assessment scoring methodology
- ☐ Other job analysis output (Please specify.)

Additional Notes:

Notes

Save Cancel

Image 26: Job Analysis page completed as specified in the above steps.

27. Next select the **Settings** Page, you will see the Categories and Category Settings sections. If your sample vacancy is designated as **Competitive**, add Category Rating categories to your assessment.
- a. If the Categories are not pre-populated, select **Add Category** and complete the **Category Name** and **Final Rating Cutpoint** fields. Repeat to create at least three categories.
  - b. The Category Settings should stay as defaulted unless the position you are announcing is a Professional/Scientific and should have the special floating rules applied.
  - c. Select **Save** once the page is complete.

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Assessment Package

USAJOBS Job Title: Program Analyst, Pay Plan-Series-Grade: GS-0343-9, Announcement Type: DE, Status: Incomplete

Categories: Final Score Cutpoint

Category Name	Final Rating Cutpoint
Best Qualified	90
Well Qualified	80
Qualified	70

Category Settings

Do not "Float" eligible CP/CPS veterans when assigning Categories ☐ 0343-9

Assign Categories based on Augmented Rating (Only use with Demo Projects that do not use Category Rating) ☐ 0343-9

Save Cancel

Image 27: Categories page completed as specified in the above steps.

28. Your last step will be to **Complete** your Assessment by selecting the **Checklist** page.
- Ensure that each of your test scenarios are marked with a green checkmarks.
  - Select the **Complete Assessment Package** button.

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VACANCY 10140633

Assessment Package

USAJOBS Job Title: Program Analyst, Pay Plan-Series-Grade: GS-0343-9, Announcement Type: DE, Status: Incomplete

Assessment Package Checklist

Complete Assessment Package

- ✓ Assessment Package contains an Assessment.
- ✓ + Assessment "123456" Requirements.
- ✓ At least one Assessment must be used for each rating combination.

Rating Combinations

Used	Series	Specialty	Grade
✓	0343		9

Save Cancel

Image 28a: Test Plan page with Complete Assessment Package button. The button is located in the upper-right quadrant of the page.

- Once marked as complete this locks the assessment so no changes can be made. (The Complete Assessment Package button will disappear.)

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Vacancy 10140633 Assessment Package Announcement Reviews +

USAJOBS Job Title Program Analyst Pay Plan-Series-Grade GS-0343-9 Announcement Type DE Status Complete Source

Assessment Plan Job Analysis Settings Checklist Documents 0 Notes 0 History

### Assessment Package Checklist

Assessment Package Complete

- ✓ Assessment Package contains an Assessment.
- ✓ + Assessment "123456" Requirements.
- ✓ At least one Assessment must be used for each rating combination.

### Rating Combinations

Used	Series	Specialty	Grade
<input checked="" type="checkbox"/>	0343		9

Image 28b: Checklist page with the Assessment Package Complete toggled on.

**You now have completed your assessment. This concludes the lesson on Assessment.**