Request Training Exercise

Now that you have completed the online portion of training for Request, it is time to log into the Training 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.usastaffing.gov/USAS/index.php?title=Reviewing_your_permissions. Contact your USA Staffing Administrator to get clarification on your permissions, if needed.

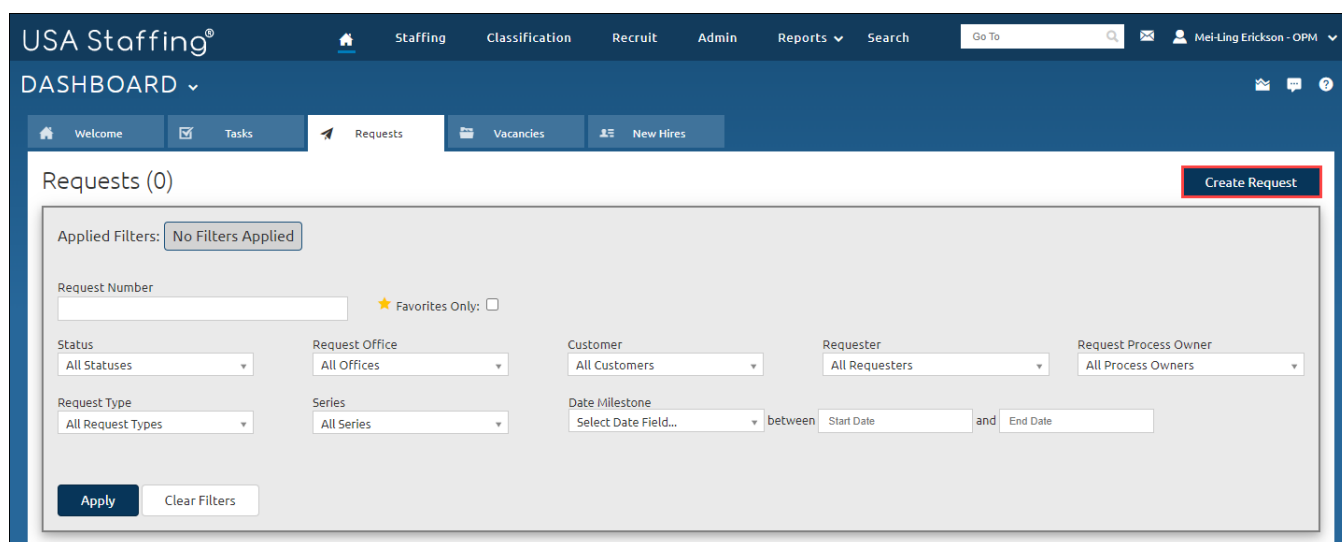1. Click the Create Request button on the Requests tab of your dashboard.

Image 1: USA Staffing Dashboard with the Create Request button highlighted. 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 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. Add a **Position Description Number** of **1234test** with your initials after it.
    f. Enter a **Position Title** of **Program Analyst.**
    g. Leave the **Pay Plan** as **GS**.
    h. Type and select **0343** in the **Series** field.

i. Select **9** for the **Grade**. (You can either type directly in the box and click **Enter** or select it from the drop-down list.)

j. Do not add any **Specialties**.

k. Type or select a **Hiring Need Validated Date**.

l. Type or select a **Request Personnel Action Date**.

m. Change the **Position Sensitivity and Risk** to **Non-sensitive (NS)/Low Risk**.

n. Select **Credentialing** from the **Trust Determination Process** item.

o. Select **Confidential** as the Security Clearance Required.

p. Change the **Travel Required** to **25% or less**.

q. Check the box for **Drug Testing Required**, **Telework Eligible,** and **Relocation Authorized** boxes.

r. Click **Save**.

Image 2: Request page completed as specified in the above steps.

3. Click the newly activated Location Information subpage.

Image 3: Request page with the Location Information tab highlighted. The Location Information tab is located in the top-left quadrant of the page.

4. Complete the Location Information page.
   a. Leave **Set Number of Vacancies By** as **Announcement**.
   b. Enter **2** for **Total Vacancies**.
   c. In the **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 4: Location Information page of a request completed as specified in the above steps.

5. Click the **Staffing Approach** tab and complete this page.
   a. Check the **Public** or **Status** boxes under the **USAJOBS Announcement Type**. Remember that when you perform this step in the live site you will be basing your selections on your agency policy and procedures.
   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 5: Staffing Approach page of a request completed as specified in the above steps.

6. Click **Approve Request**.

Image 6: Staffing Approach page with Approve Request button highlighted.

7. 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 7: 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.

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

Image 8: A page in the request area with the History button expanded. This button displays all recorded actions taken on this request.

9. Click the Task Overview icon ☑ to display the task list. Click the **X** to close it.

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

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

Image 10: A page in the request area with the Help button highlighted. This button is located in the upper right quadrant of the page.

11. Click the **Home** button on Online Help. Next click **Help for USA Staffing HR Users**.

Image 11: Online Help page with the Home button highlighted. The Home button is in the upper left quadrant of the page.

12. Click the **Help by Task**, then select the **Request Tasks** link under Request.

*Image 12: Online **Help by Task** page. A **Request Task** is highlighted to show the variety of options available in Online Help.*

13. Review any desired Request Task by clicking on the link.

*Image 13: Online **Help by Task** page displaying a variety of options available.*

14. You can either close the Online Help tab or return to the Request Information tab in your browser.
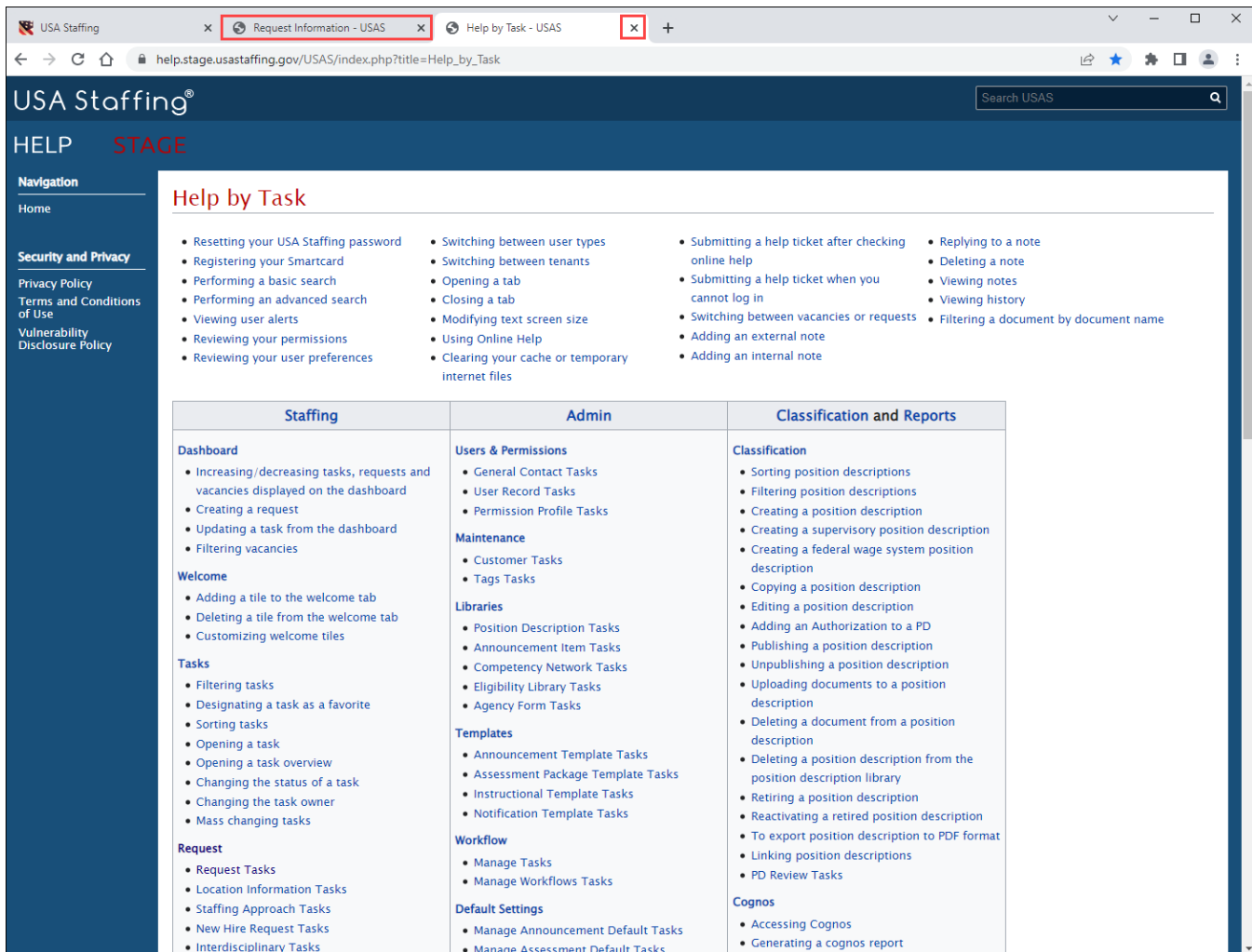
*Image 14: Online **Help by Task** page with the navigation bar at the top of the browser highlighted. Since Online Help opened in a new tab you can return to USA Staffing by using that tab.*

This concludes the lesson on Request.