USA Staffing

Production Release Notes

Release 11.5 April 3, 2020

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

Assessment Package

- Granted users the ability to edit Categories after an announcement has been opened and released to USAJOBS. ○ The *Assessment Package Complete* box must be unchecked before changes can be made. ○ The following warning message will be displayed on the Assessment Package tab: "Categories have been updated after the announcement was released to USAJOBS." ○ Changes will be captured in *History* for updated categories. ○ New categories will not be applied retroactively to issued certificates.

  ○ **Note:** Users can add a note to document the reason for any changes made.

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

Online Application

- Added the *Required* indicator for conditionally required documents when applicants view their online application submission via the *Additional Application Information* button in their USAJOBS application record. Applicants will now be able to see which documents were designated as required based to their responses to Veterans' Preference and/or eligibility questions at the time they submitted their application.
  https://help.usastaffing.gov/Apply/index.php?title=Viewing_your_submitted_application_package

Applicant Overview

Applicant Record

- The following NOR messages have been added:

Code	Definition	Message
IOAR	Ineligible for assessment re-test	You were not considered for this position because you did not receive a sufficient score on one or more assessments within the last 12 months. You will be eligible to retake the assessment 12 months after the original assessment completion date.

https://help.usastaffing.gov/ResourceCenter/images/b/ba/USA_Staffing_Updated_NOR_Message_Codes__April_2020.pdf

Applicant List

- Added the ability to search for applicants within an applicant list. o The new Search function allows users to search for applicants by:

    ✦ Last Name

    ✦ First Name

    ✦ Email address o When a search is performed, the *Save List* and *Generate Stored List* buttons are disabled to ensure users do not inadvertently save or generate a list with searched applicants only. Users can clear a search to restore the list to all applicants meeting the *Filters* criteria. https://help.usastaffing.gov/USAS/index.php?title=Create_List

- Added the ability to filter an applicant list by *NOR Code*. The default value is Any. The NOR codes available for filtering will be codes associated with applicants at the time the list is created. **Note:** Should circumstances change (for example, a previously unused NOR code is assigned to an applicant) and additional filtering is needed, users should refresh the browser page to populate the new NOR code in the filters. https://help.usastaffing.gov/USAS/index.php?title=Create_List

Saved List

- Corrected the issue impacting sending Custom Notifications from saved lists where notifications were being sent to all applicants in the vacancy, regardless of their Record Status Code (RSC), including IN applicants. This issue only occurred when sending a Custom notification to more than 25 applicants from a saved list. https://help.usastaffing.gov/USAS/index.php?title=Sending_multiple_applicants_the_same_notification

Onboarding Functionality

Forms

- Added the following forms for use in USA Staffing: o Tax DE o

    Tax NE o Tax

    SC

- Updated the following forms currently in USA Staffing: o DD 1614 (Request and Authorization for Department of Defense Civilian Permanent Duty Travel) o EOP SOC-1 (Employee Acknowledgement of Standards of Conduct Requirements) o I-9 o Tax AR-E o Tax IA o Tax ID o Tax GA o Tax IN o Tax KY o Tax MN o Tax NC o Tax NY o Tax NY IT-2104E o Tax OR

Hiring Manager Functionality

Hiring Manager Survey

- Included a *Feedback* button on the Hiring Manager interface, which will allow users to answer the Hiring Manager Feedback Survey and submit comments directly to the USA Staffing Program Office. This survey will be used to collect comments from Hiring Managers across government who utilize the interface as part of the recruitment and selection process. Their input will help us measure the effectiveness of the interface and will also influence future changes to the system. The survey is optional and includes the following questions:
    - What is your overall satisfaction with the Hiring Manager site today? (5-star scale) o Which part(s) of the system did you visit today? (multiple choice)
        - ✦ Hiring Actions
        - ✦ Job Announcement Review
        - ✦ Applicant/List Certificates Review
        - ✦ Panel List Review o Were you able to navigate the Hiring Manager interface to accomplish your objectives? (strongly agree to strongly disagree scale)
    - Did you require assistance? (yes/no)
    - Additional Comments? (multiple choice and supplemental textbox) ✦ General Feedback
        - ✦ Technical Issue
        - ✦ Compliment
        - ✦ Suggestion for Improvement
          https://help.usastaffing.gov/HiringManager/index.php?title=Feedback

Administrative Functionality

Notification Templates

- Added functionality that allows users to add attachments to notification templates with the *Notification Purpose* designated as Onboarding.
    - Attachments added to a notification template will be automatically included when the template is used.
    - Users can add or remove attachments as needed in the Preview Notification window from within a New Hire record.
    - **Note:** Users can only preview attachments in the notification template in Admin > Manage Notification Templates. The ability to preview attachments once a template is selected for use in the Preview Notification window from within a New Hire record will be added in a future release.
      https://help.usastaffing.gov/USAS/index.php?title=Adding_attachments_to_an_onboarding_notificatio

[n_template](#)

Tasks

- When creating a Document Upload or Form Review onboarding task, users will have the ability to search for a specific a document or form in the Add Documents or Add Forms windows.
https://help.usastaffing.gov/USAS/index.php?title=Adding_a_document_to_a_task_template

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](#).