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USA Staffing Upgrade
Sprint 48 Stage Enhancement Notes

Completed Release Plan Items are designated with a green check and the month they were projected (i.e. ✅ April)

SYSTEM

- ✅ April - Added spellcheck in text boxes system-wide that highlights misspelled words and offers suggested spelling.

- Added a filter to the document viewer/upload pop-up to allow filtering of document name. This is available in the vacancy case file, position descriptions, assessment package templates and applicant supporting documents.

REQUEST

- ✅ January - Created four end-states for requests where a selection isn't made. The statuses are manually set and correspond to when a request is cancelled, when no suitable applicants are recruited, when there are suitable applicants but the manager doesn't want to make a selection, and when a request is filled from outside the system. Moving to an end-state for requests will close certain request tasks and affect the vacancy status.

VACANCY

- ✅ January - Modified vacancy status to include an in-progress state and two end states. One end state is **cancelled**, for when a vacancy cannot be used. The other is **expired**. Expired state will later be set by configuration. In this initial setting, the user can manually mark a vacancy as expired when the case can no longer be used to make new selections. This should be determined by the agency policy on making subsequent selections.

- When a vacancy is cancelled, the system will unrelease announcements, update USAJOBS status rounds and applicant statuses in the application to reflect the new status.

ANNOUNCEMENT

- USAJOBS status rounds now better align with the new functionality on the Applicant Overview page. Applicants' USAJOBS statuses update as notifications are sent so that the two are always aligned.

ASSESSMENT PACKAGE

- Assessment Questionnaire 'Copy from File' functionality now includes rating scales and competencies to be imported along with assessment content. A template and sample import file are available in online help.

APPLICANT LIST/CERTIFICATE

- ✅ July - HR and Hiring Manager users may now add notes to multiple applicants at once on lists and certificates.

ONBOARDING/NEW HIRE

- A 'required' indicator has been added to the questionnaires presented to HR and the new hire.

- Indicators for when a topic is complete now show for required questions within a particular questionnaire topic.
- Form actions (View, Sign, Accept, Transmit, etc.) can now have permissions based on nine different form categories.
- The completion of the 'Receive Tentative Offer Response' and 'Receive Formal Offer Response' tasks can now be automated if assigned.
- The onboarding status of a new hire record is now updated to 'Complete' when all HR owned tasks are complete.
- New Hires are now returned to the last page they accessed during their previous when they login.
- 'Recipient' column was added to the notification history in a new hire record, so that HR can see who was CC'd on the notification
- ✅ April - HR Users can now batch multiple new hire forms into a single PDF for easy printing and saving.
- The newest version of the TSP 1-C form has been published.
- Published agency specific forms: CD 525, NADP 01, NADP 02, NCUA DIS-1, NCUA EEOPS-1, HHS 476, C 1, C 2, C3, C4, C 5, C 6, C 7, C 8, C 9, OS 1, OS 2, OS 3, OS 4, OS 6, OS 8, OS 9, OS 10, OS 11, OS 12, SOU 1, SOU 2, SOU 4, SOU 6, SOU 10, DD 1617, DD 1618, DD 2365, 2760, DD 2807-1, DD 2888, DD 2889, AFRC IMT 151, CES 1, CES 2, CES 3, CES 4, CES 5, CES 6, CES 7, CES 8, CES 9, CES 10, DLA 1892, DLA CEW-1, DLA FFRA, DLA PaCE COE w MOB, DL PaCE COE wo MOB, and DLA SMS 1.

ADMINISTRATION

- The display of the data inserts for Pay Plan-Series-Grade Range has been changed to better handle vacancies with multiple position descriptions
- Office tags have been added to permission profiles so that profiles are limited by the offices they are tagged with.

REPORTS

- Created a new hire DSS report.

- Created the following reports: Announcement Log with Applicant Totals, Request Vacancy Numbers, and Vacancy Log with Applicant Totals.