



Assessment I: Training Exercise

Now that you have completed the online portion of training for Basic Assessment, it is time to log into the Stage 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 a 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. 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 click **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.

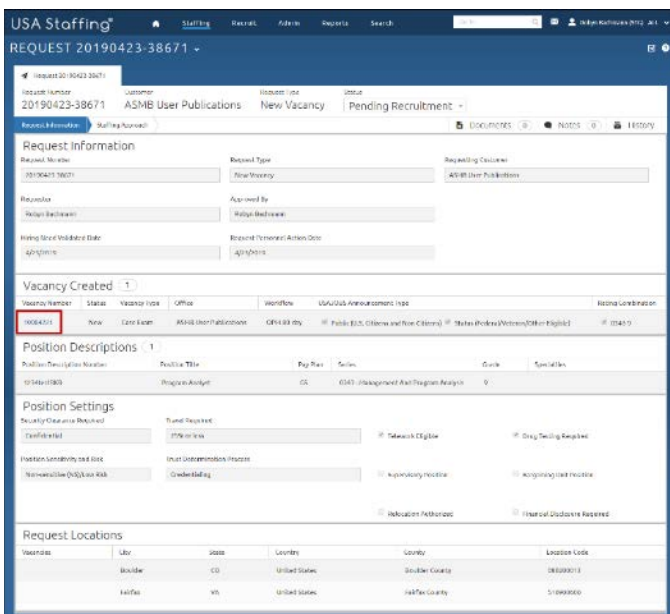


Image 1: An approved Request with the **Vacancy Number** highlighted under the **Vacancy Created** section.

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

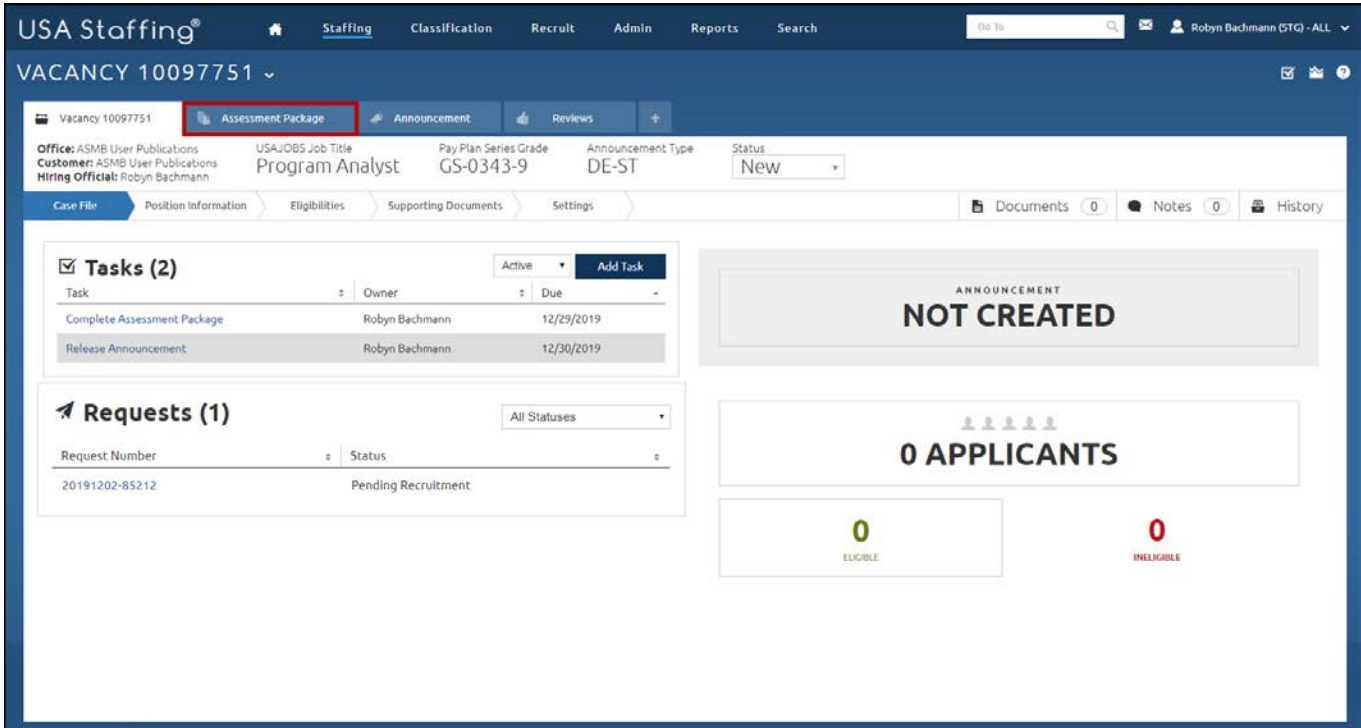


Image 2: Vacancy Case File page with Assessment Package and the + icon highlighted.

3. There is no action to take on the Assessment Overview page. Continue to the Job Analysis page.

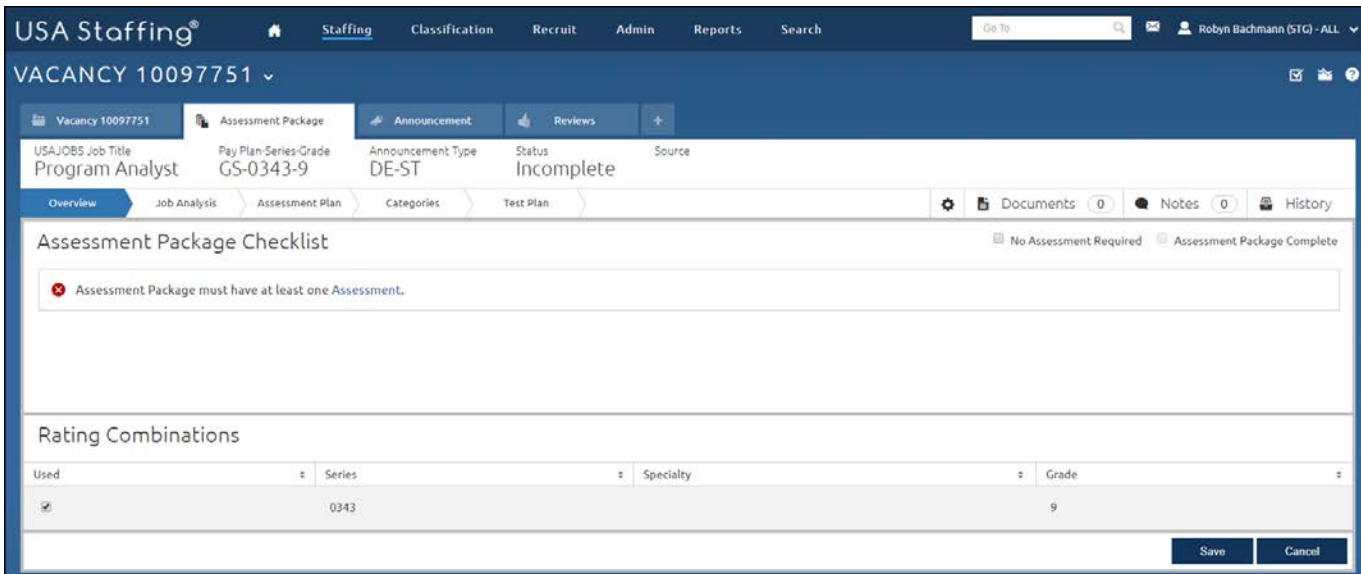


Image 3: The Assessment Overview page when you first arrive on the page.

4. On the Job Analysis page:
 - a. Check at least one item under 1.
 - b. Check at least one item under 2.
 - c. Type a note in the **Additional Notes** section.
 - d. Click **Save**.

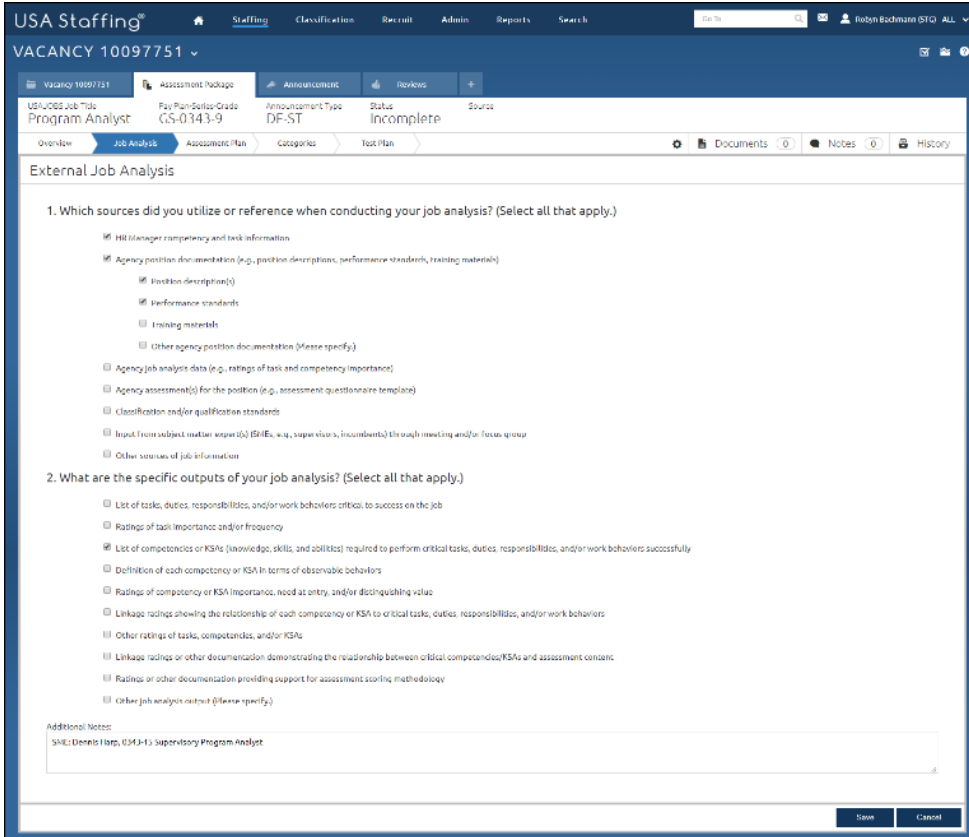


Image 4: Job Analysis page completed as specified in the above steps.

5. Go to the Assessment Plan page. Click the New Assessment button.

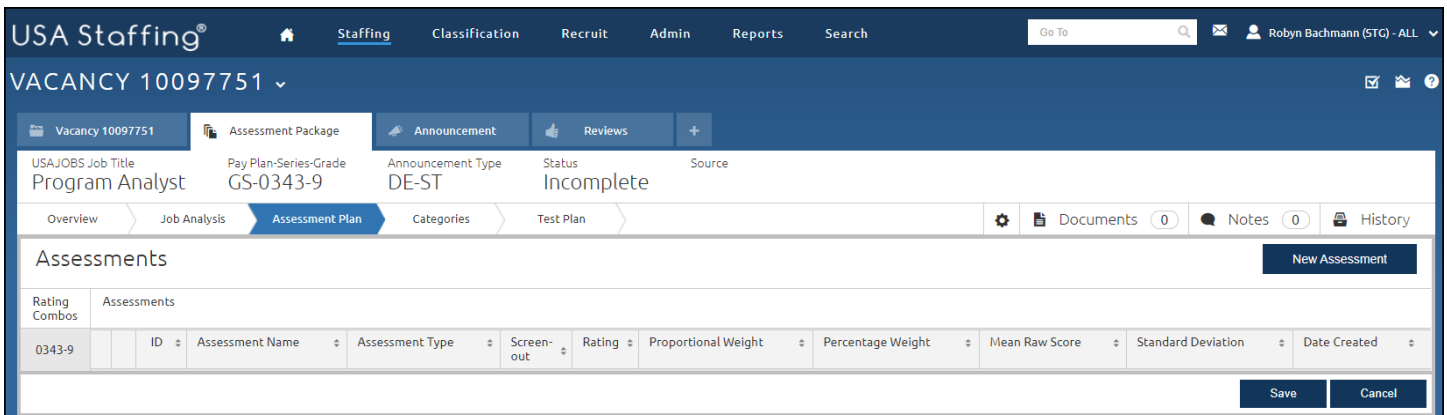


Image 5: Assessment Plan page with the New Assessment button highlighted. This button is located in the upper-right quadrant of the page.

- 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**.

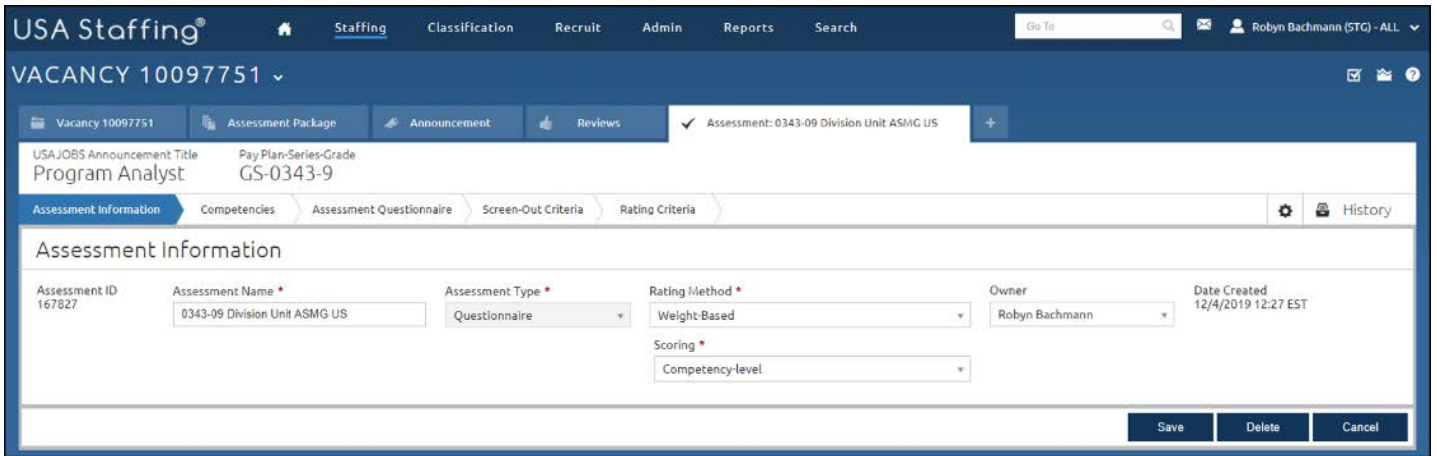


Image 6: Assessment Information page completed as specified in the above steps.

- Continue to the Competencies page. Click the **Add Competencies** button and select **Add from Library**.

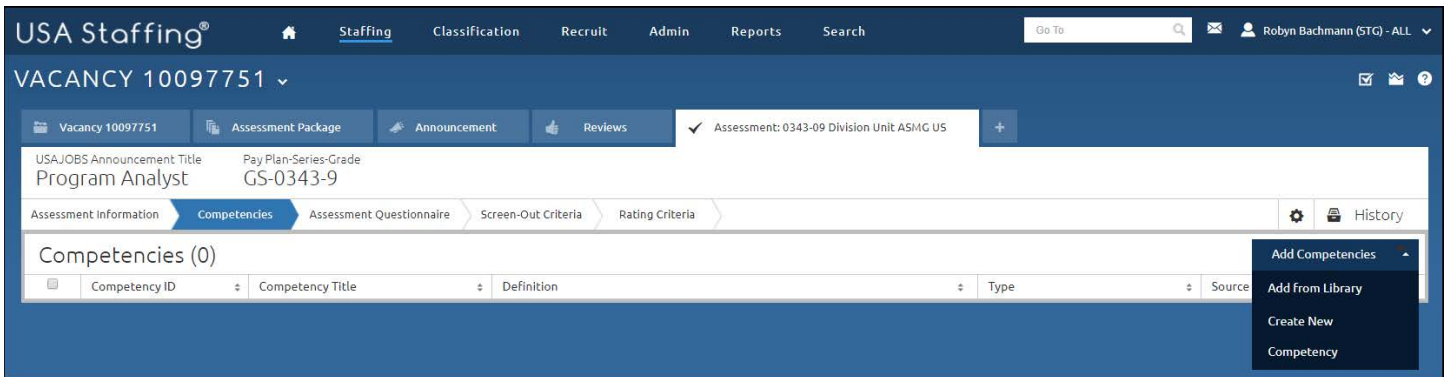


Image 7: Blank Competencies page with the **Add Competencies** button has been selected.

- On the Competency Library page select 4 competencies for your position by checking the box next to each of the competencies and clicking the **Add & Close** button at the bottom of the page.

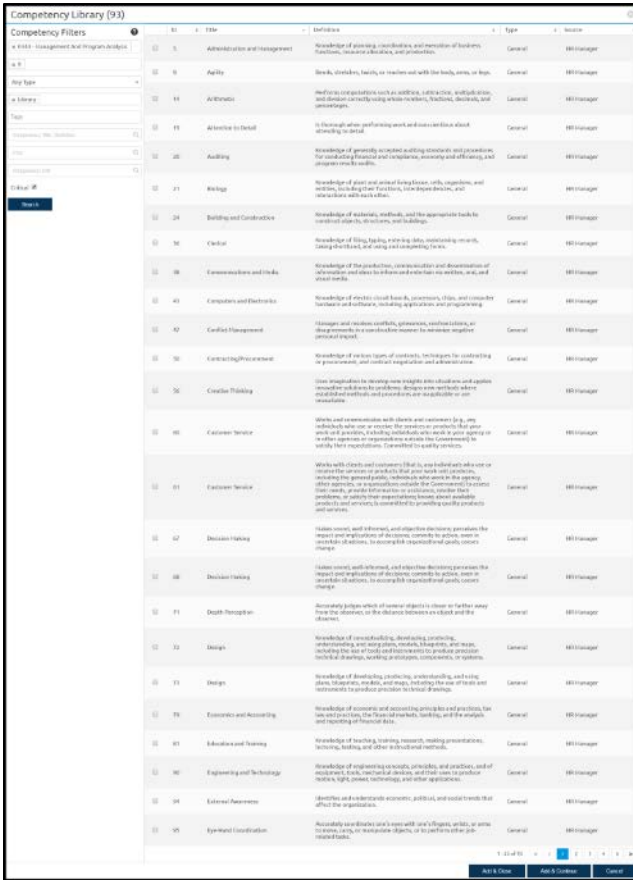


Image 8: Competency Library page for a 0343, GS-09.

- The competencies now display on your Competencies page.

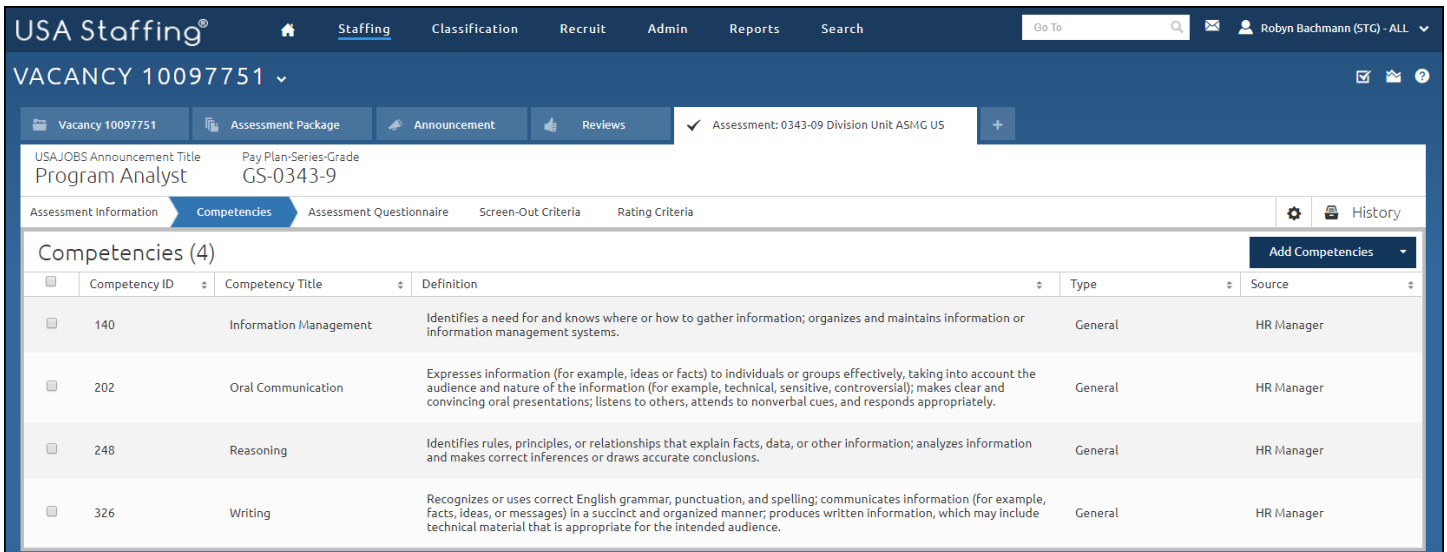


Image 9: Competencies page with 4 competencies listed. The four competencies are Information Management, Oral Communication, Reasoning, and Writing.

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

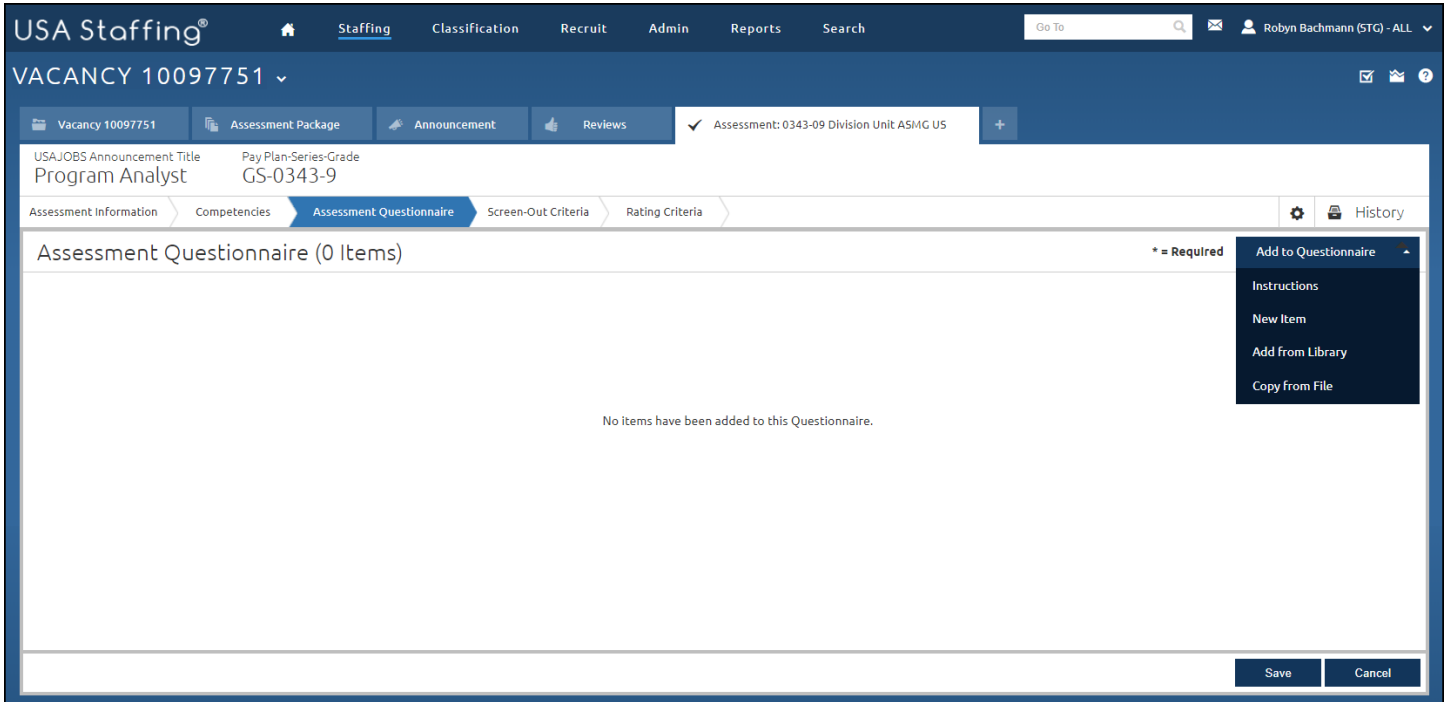


Image 10: Assessment Questionnaire page with the **Add to Questionnaire** button selected.

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

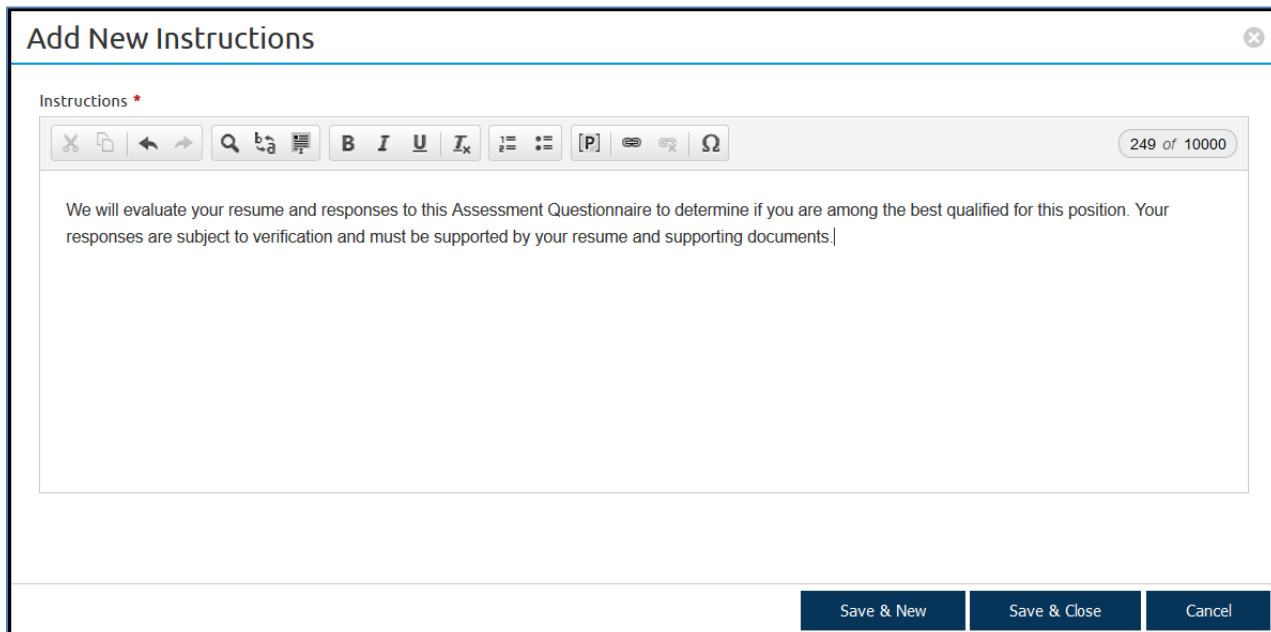


Image 11: Add Questionnaire Instructions page with sample instruction text.

12. Your instruction now appears on the Assessment Questionnaire page. Click the **Add to Questionnaire** button and select **New Item** to add your Minimum Qualifications question.

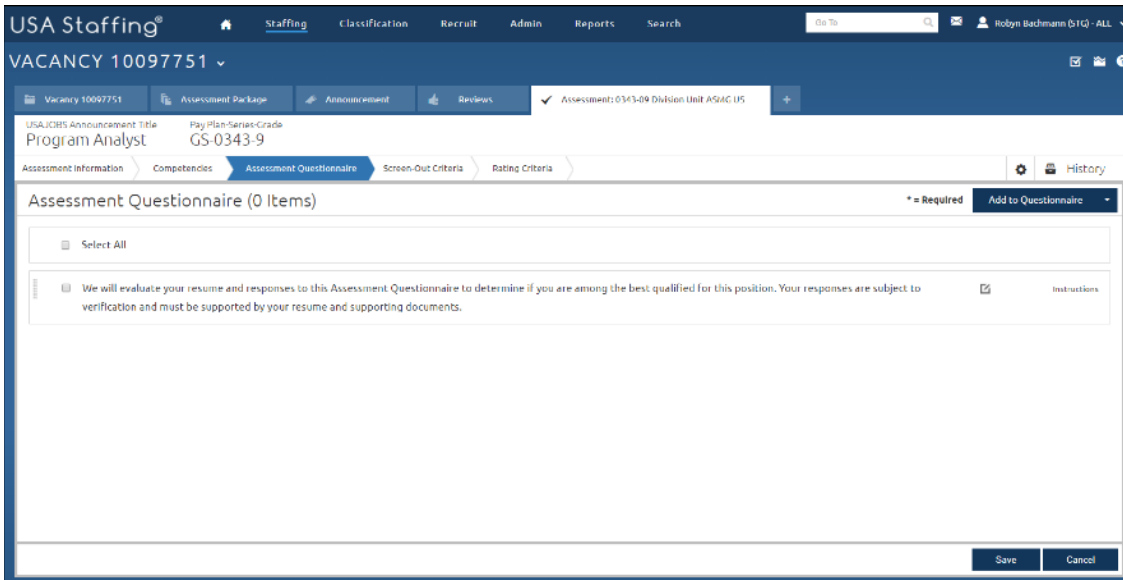


Image 12: Assessment Questionnaire page with instructions added.

13. On the Add Questionnaire Item page:

- a. Leave the **Link To** as **None**.
- b. Check the **Screen-out** box.
- c. Change **Required** to **Yes**.
- d. In the **Item Stem** 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 Human Resources Specialist work at the GS-011 level or equivalent pay band in the Federal service."
- e. Leave **Response Type** and **Scale** as defaulted.
- f. Click **Save & Close**.

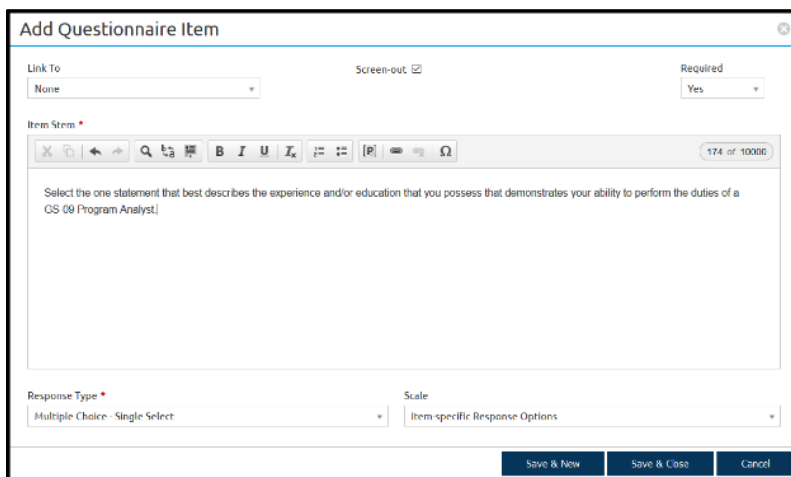


Image 13: Add Questionnaire Item page completed as specified in the above steps.

14. The question now appears on the Assessment Questionnaire page. Click the **Add Response** button to create responses for question 1. Give question 1 several responses including one which would not be qualifying.

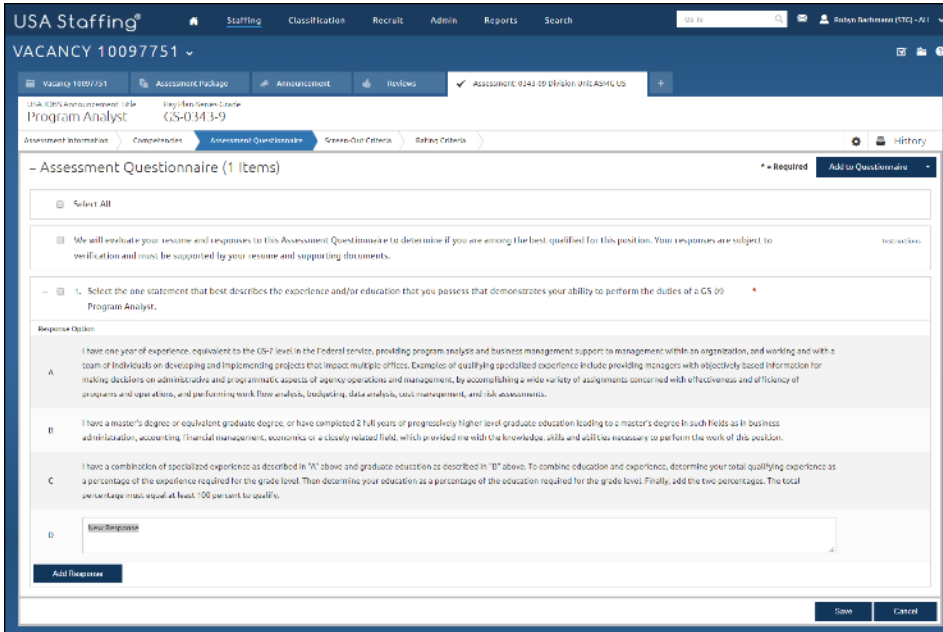


Image 14: Assessment Questionnaire page. Responses entered for question 1.

15. Next add your Rating Questions.
- Click the **Add to Questionnaire** and select **New Item**.
 - Use the **Link To** drop-down list to link to a competency.
 - Do not check the **Screen-out** box.
 - Set **Required** to **Yes**.
 - Type the question in the **Item Stem** box.
 - Leave the **Response Type** defaulted to **Multiple Choice - Single Select**.
 - Change the **Scale** to **General Schedule**.
 - Once the question is complete click **Save and Close**.

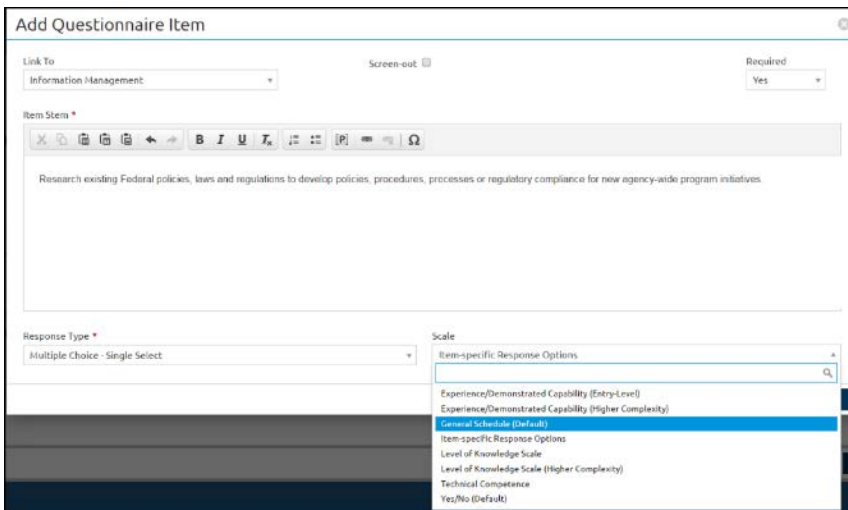


Image 15: Add Questionnaire Item page completed as specified in the above steps.

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

The screenshot displays the USA Staffing web application interface for managing an assessment. The top navigation bar includes 'Staffing', 'Classification', 'Recruit', 'Admin', 'Reports', and 'Search'. The current page is titled 'VACANCY 10097751' and shows the 'Assessment Questionnaire' tab selected. The assessment is for a 'Program Analyst' position (GS-0343-9). The interface shows a list of 16 assessment items, each with a checkbox, a description, and a competency label. Item 1 is a required question about experience and education. Items 2-16 are grouped under 'Information Management' and 'Reasoning' competencies. The interface also includes a 'Select All' button, a 'History' button, and 'Save' and 'Cancel' buttons at the bottom.

Item	Description	Competency
<input type="checkbox"/>	Select All	
<input type="checkbox"/>	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
<input type="checkbox"/>	1. Select the one statement that best describes the experience and/or education that you possess that demonstrates your ability to perform the duties of a GS-09 Program Analyst. *	
<input type="checkbox"/>	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
<input type="checkbox"/>	2. Research existing Federal policies, laws and regulations to develop policies, procedures, processes or regulatory compliance for new agency-wide program initiatives. *	Information Management
<input type="checkbox"/>	3. Perform assessments for assigned programs, including the evaluation of assigned resources, processes, and training gaps.	Information Management
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	6. Prepare work breakdown structures and staffing plans to align resources to the program objectives.	Reasoning
<input type="checkbox"/>	7. Collect and analyze data related to workload production standards, and non-productive time in an organization to quantify and justify resource requirements.	Reasoning
<input type="checkbox"/>	8. Identify tools to quantify organizational outcomes, process capability and resource utilization effectiveness.	Reasoning
<input type="checkbox"/>	9. Review and validate inputs to manpower requirements packages, manpower estimate reports and support agreements.	Oral Communication
<input type="checkbox"/>	10. Formally propose solutions to process and work limitations that will improve efficiency of an organization.	Oral Communication
<input type="checkbox"/>	11. Convince managers to accept and implement findings and recommendations on organizational improvement or program effectiveness.	Oral Communication
<input type="checkbox"/>	12. Brief management and other officials on results of manpower studies and recommendations.	Oral Communication
<input type="checkbox"/>	13. Lead work groups of various subject matter experts to devise solutions to workflow problems.	Writing
<input type="checkbox"/>	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
<input type="checkbox"/>	15. Identify appropriate qualitative and quantitative assessment methods to evaluate a program against established criteria for success.	Writing
<input type="checkbox"/>	16. Conduct benchmarking studies of simple work processes or functions.	Writing

Image 16: Assessment with at least two questions per competency and one Min Qualifications screen-out question.

17. On the Screen Out Criteria page you will designate your screen out question. Click **Add Screen-Out** button.

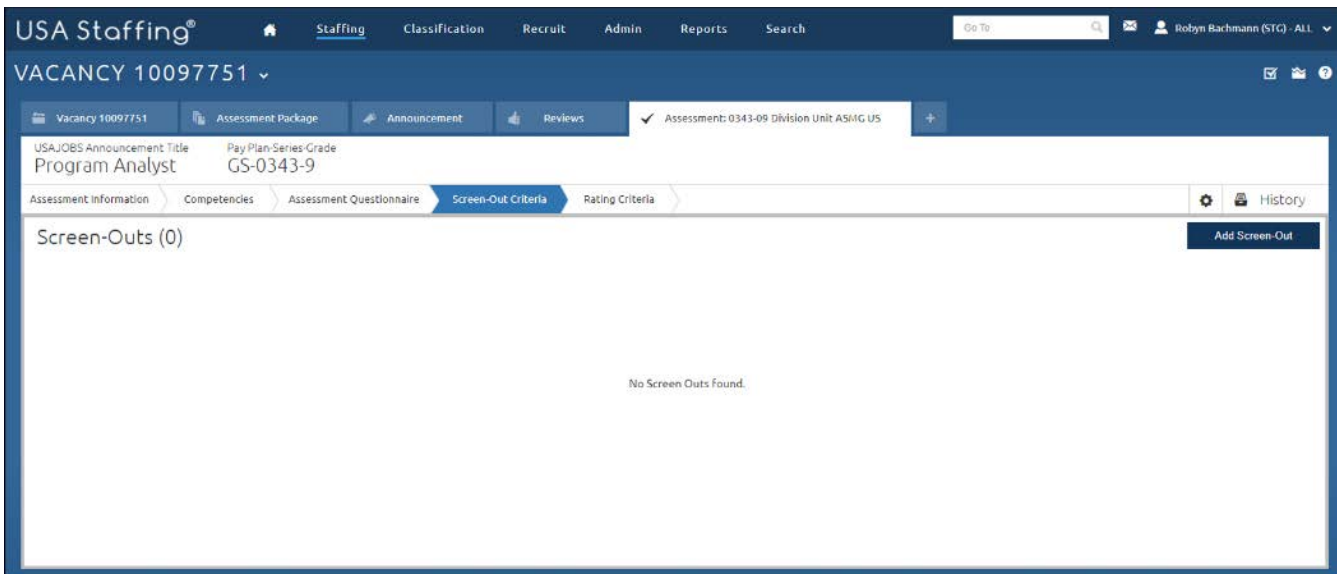


Image 17: The Screen-Out Criteria page with the Add Screen Out button highlighted. No screen-out items appear.

18. Complete the Add Screen-Out pop-up.

- a. Name your screen-out-item.
- b. Leave the Apply Screen-Out to Rating Combinations checked.
- c. Leave the Ineligibility Code as IQID since this will be the Minimum Qualifications question screen-out.
- d. Leave the Item set to question 1. (You would use the drop-down arrow to select another question if you have another screen-out question.)
- e. Designate the response that will result in the applicant being screened out by checking the box next to that item.
- f. Click **Save and Close**.
- g. Repeat this process for any other screen-out questions you added to your assessment. (Giving the proper name, Ineligibility code, Item, and Ineligible responses.)

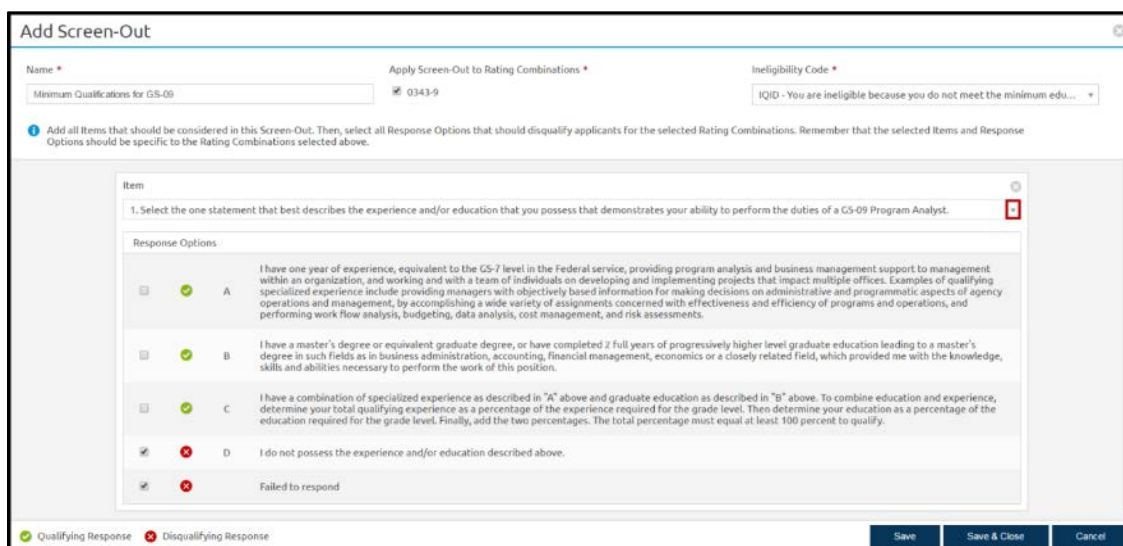


Image 18: Add Screen-Out page completed as specified in the above steps.

19. You will now proceed to the Rating Criteria page.

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

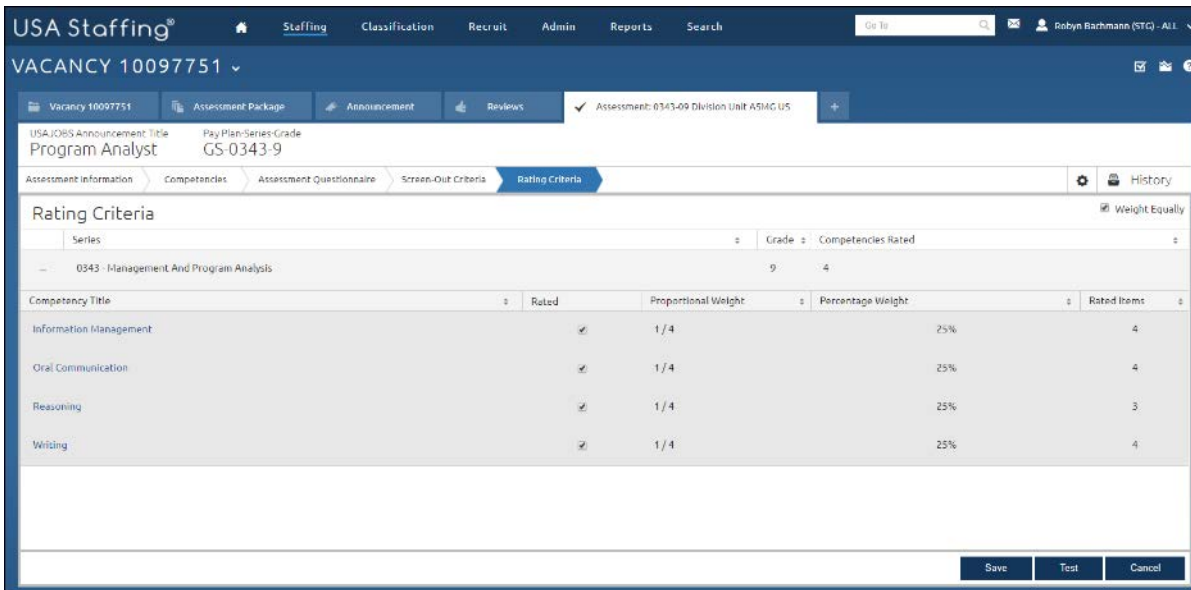


Image 19: Rating Criteria page as it appears when you arrive on it.

20. If your sample vacancy is designated as **Competitive**, review and add, if needed, Category Rating categories to your assessment. To do this:

- a. Return to the Assessment Package tab. Click on the Categories tab.
- b. If the Categories are not pre-populated, click **Add Category** and complete the **Category Name** and **Final Rating Cutpoint** fields. Repeat to create at least three categories.
- c. 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.
- d. Click **Save** once the page is complete.

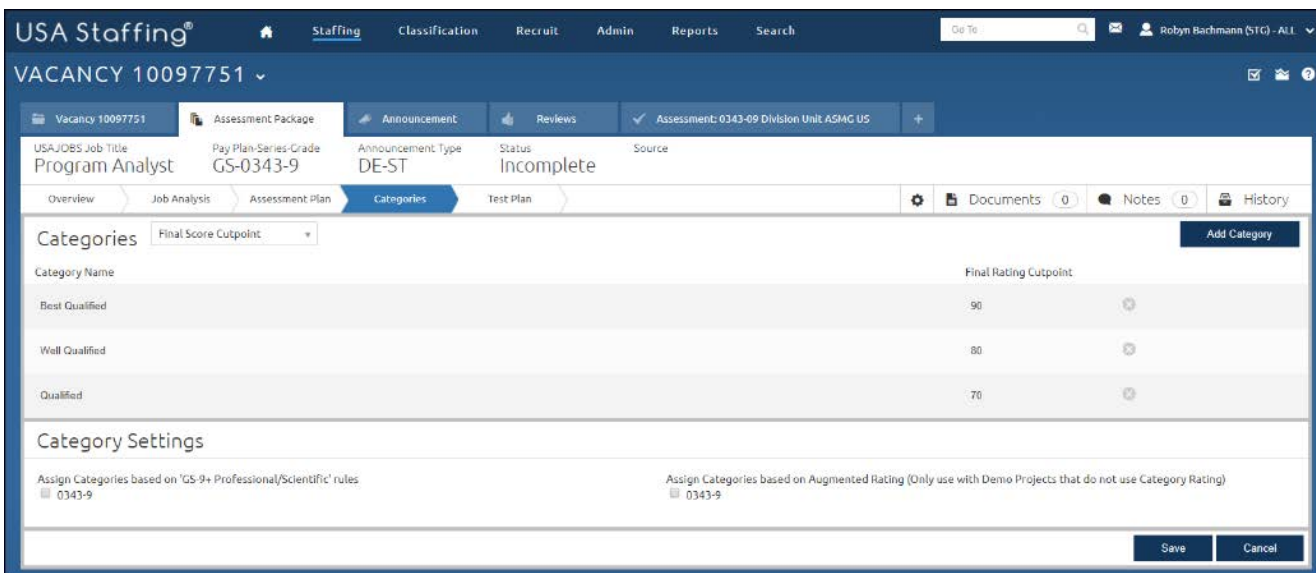


Image 20: Categories page completed as specified in the above steps.

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

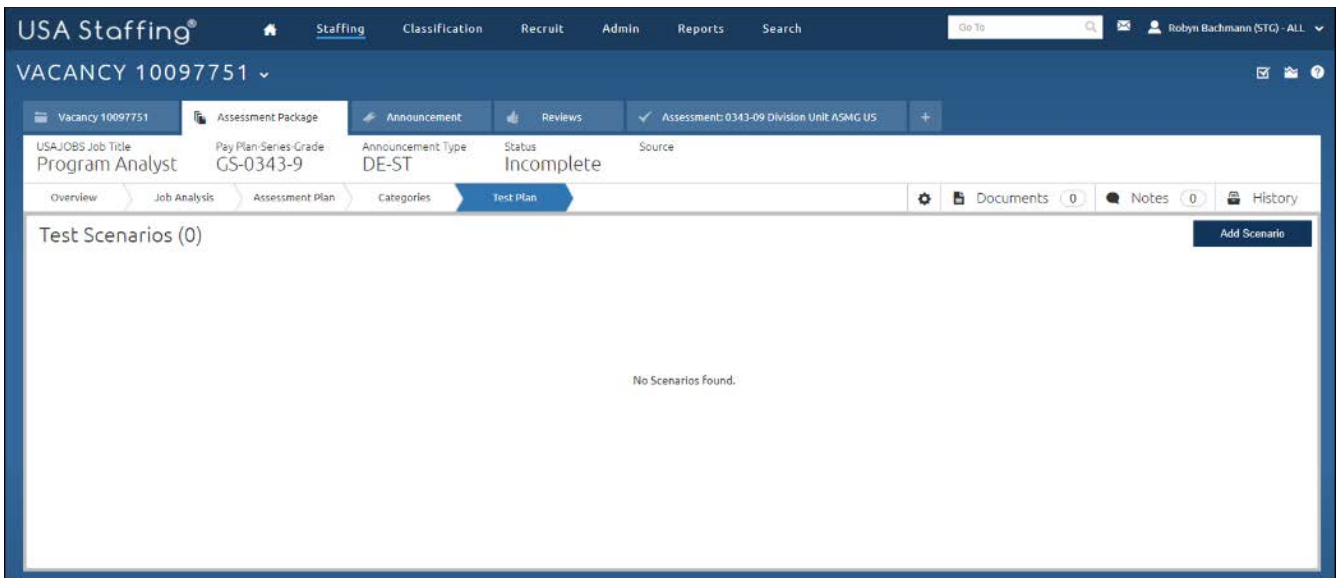


Image 21: Blank Test Plan page.

22. 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. Click 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. Click **Save & Close** button once complete.

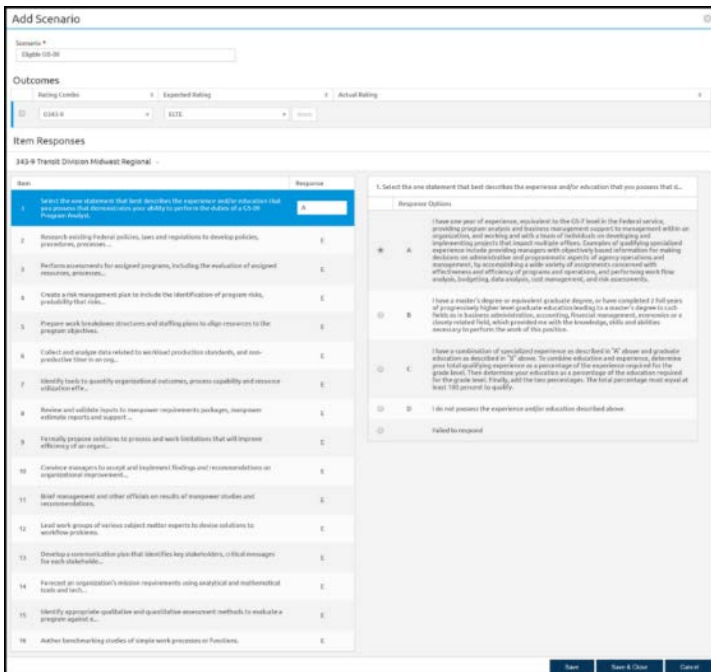


Image 22: Add Scenario page completed as specified in the above steps.

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

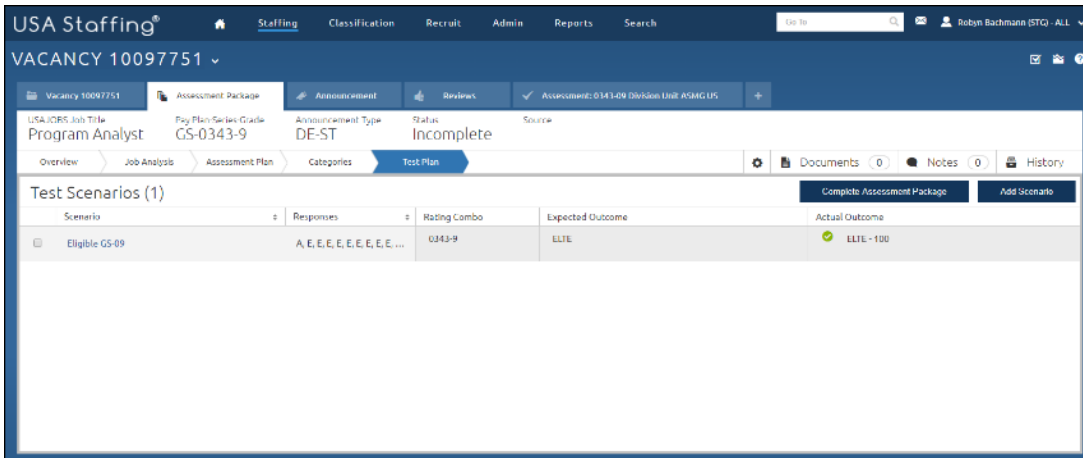


Image 23: Successful test scenario.

24. Next, create a test scenario to test if the Minimum Qualifications screen-out is working properly.
- Click the **Add Scenario** button.
 - Give your scenario a name. (For example, Ineligible Minimum Qualifications GS-09)
 - The **Expected Rating** should be **IQID**.
 - In the **Item Responses** section, mark a disqualifying response for your Minimum Qualifications question.
 - Click **Save & Close** button once complete.
 - Repeat the process to add test scenarios until the assessment is thoroughly tested.

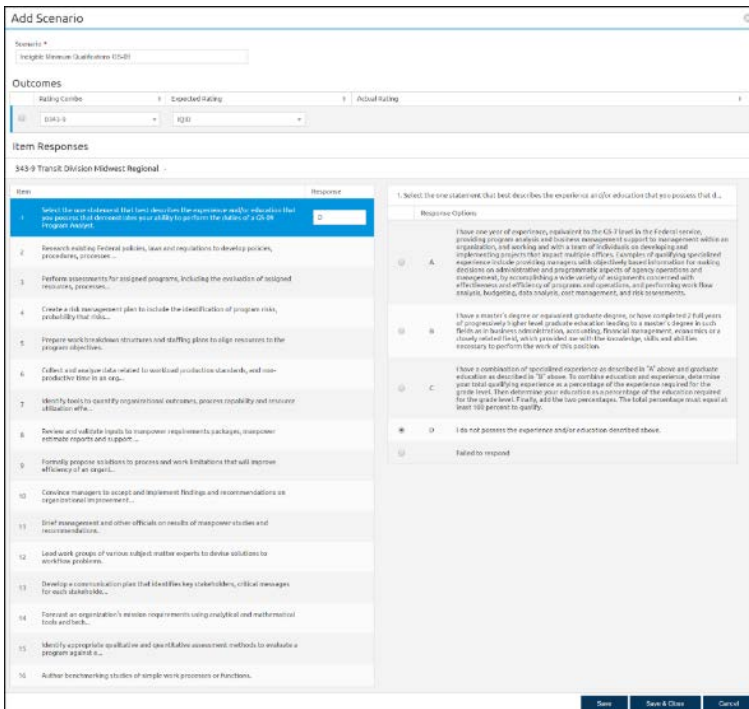


Image 24: Add Scenario page completed as specified in the above steps.

25. Your last step will be to **Complete** your Assessment
 - a. Ensure that each of your test scenarios are marked with a green check-mark.
 - b. Select the **Complete Assessment Package** button.
 - c. Once marked complete this locks the assessment so no changes can be made. (The Complete Assessment Package button will disappear.)
 - d. Go to the Overview page to look at an overview of your assessment.

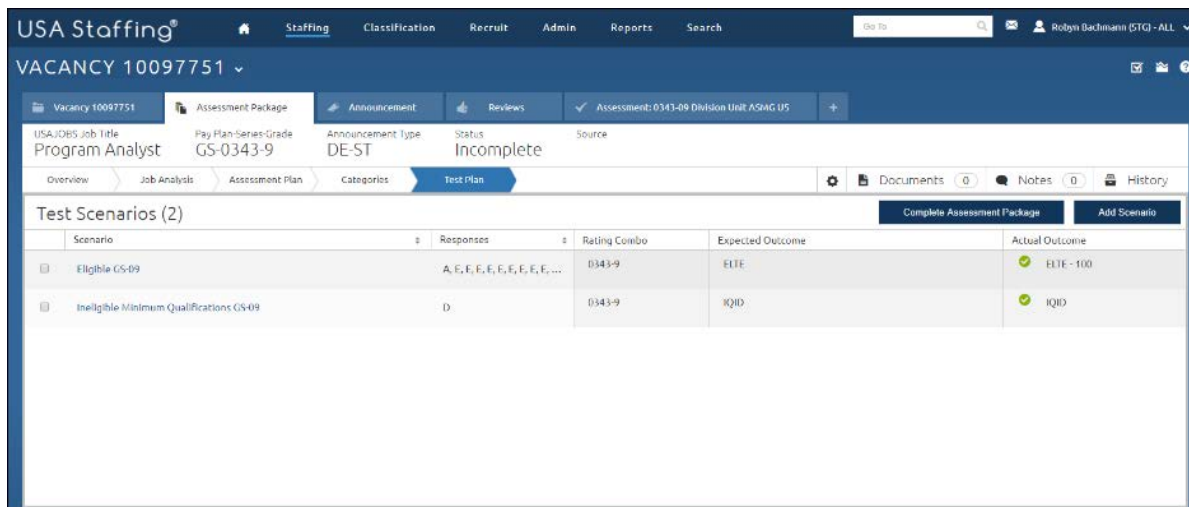


Image 25: Test Plan page with Complete Assessment Package button highlighted. The button is located in the upper-right quadrant of the page.

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

