

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 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:

<u>https://help.usastaffing.gov/ResourceCenter/index.php/USA_Staffing_Training_Resources</u>. 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.

ISA Staffing	• ••	Starring					201			allyn fadhiolas (hrfs) ar
EQUEST 2019	0423-386									6
📲 linguiget 20+90422-30671										
20190423-38671	ASMB Use	er Publicati		weetyse ewy Vacano	y Pen	ding Recruitmen	t el			
Research Homedon 944	(aphavord)						5 Doole	ients: (Notes	(0) 🖀 History
Request Informa	ation		Return Type				eg welling Caul			
20100423 30071			New Yoorng	y .			AS-IN Der Po	-		
Republic			According							
Robys Bachmann			Hobys Bests							
Wining New Collidate a Date			Regional Verse	one el Action Oct						
4/25/mile			401/2010							
Vacancy Created										
Vacancy Created VeersyNemeer States	d 1 Vecency ivoe	Office	ve	oridione	USAJOJS Annou	roomant inpa				Reting Combinatio
		Office AGHIE Unor Public		oridios Pri 20 my		ecoment inpe History and From Cibitry)	Status (Fede	wWetco	eylOther Eligibild	Reting Combinatio
Vocency Nember Status 1006-42/1 New	Vacancy Ivon Care Ream						Thatas (Pede	w Weten	ov/OH or Esginici	
Voornoy Nember Status	Vecancy ivos Cara Kaser			f5132 esy			The Institution of Con-		oyOther Eligibied	
Voorney Namber Status 100642/1 New Position Descrip	Vecency ives Core Reserve Clons 1 Per	AKI-18 Unor Pabl		f5132 esy	il release		e.,			Reting Combination
Veensy Nerser States 100642/1 New Position Descrip Rolling Description Name	Vacanty Ivos Earre Kanen Itions 1 Pos Ibo	Rivel the Path		15130 my Pag 21	il release	litera and from Chierry)	e.,			
Verenzy Nemoer Status 10064205 New Position Descrip Position Descrip Position Setting Socially Oceans Depoted	Vecency loss Dere lister Itions (1) Per Be S	Keil Gerfah		15130 my Pag 21	il release	illiens and Non Chierra) I supervised And Program Re	e.,		Specialities	# m455
Veenov Nember States 10084231 New Position Descrip Position Descrip 10546-1009 Position Setting	Vecency loss Dere lister Itions (1) Per Be S	Allocations of the second seco		15130 my Pag 21	il release	litera and from Chierry)	e.,			# m455
Verenzy Nemoer Status 10064205 New Position Descrip Position Descrip Position Setting Socially Oceans Depoted	Veansy hore Leve keer ILIONS 1 Pen De S	Keil Gerfah	instituter O	15130 my Pag 21	il release	illiens and Non Chierra) I supervised And Program Re	e.,		Specialities	# m455
Veenav Nemeer Status 10084205 New Position Descrip Position Descrip Position Setting Security One area Reported Teelfidential	Vecanty Hore Leve Keen Itions 1 Per S S	Ministicent ad attice Table agram Analyst and Page and 1756 of Kes	instituter O	15130 my Pag 21	il release	illiens and Non Chierra) I supervised And Program Re	6. 190 P		Specialities	# m459
Veenav Nemaer Status note201 New Position Descrip Position Descrip Position Setting Society Operator Register Teerfatential Position Setting	Vecanty Hore Leve Keen Itions 1 Per S S	More there had	instituter O	15130 my Pag 21	il release	illiens and Ros Chierre) * augement Auto Program for * Talescols DS gibte	Gu Igit V	÷	Specialities Decg Texciling Respire	# 111459 *6
Veenav Nemaer Status note201 New Position Descrip Position Descrip Position Setting Society Operator Register Teerfatential Position Setting	Vacancy hore Leve kase Itions 1 Per S	More there had	instituter O	15130 my Pag 21	il release	them and the Chierry 1 augment Ant Program for # Tokensh ES gibs # supervising receive	Gu Igit V	÷	Specialities Decg Textiling Respire Recipioning that the	# 111459 *6
Vesaray Nerver 10064051 New Position Descrip Nation Rescriptor National 1046000 Position Section 1046000 Sections 1046000 Sections 104600 Sect	Vacancy hore Leve kase Itions 1 Per S	More there had	uttage 0	15130 my Pag 21	il release	them and the Chierry 1 augment Ant Program for # Tokensh ES gibs # supervising receive	Gu Igit V	÷	Specialities Decg Textiling Respire Recipioning that the	# 11145 7 *6 50g Faqured
Vesaray Netter 10064011 Net Position Descrip Nation-Resultion Statutes 10140-1010 Descrip Security Operation Secting Security Operation Secting Security Operation Secting Security Operation Statutes Networkship Opping Statutes Request Location	Versity for There have There	Kink Line Park	uttage 0	64.00 my Pag Pa 65	Fishe (0.5.) at Series, 0.00 ptg	Stens and Non Citizera) 3 Augement Anal Program Re R Talawark Kitigita R separation processo R Solocation Protocol	Gu nyin Q Q	÷	Specialities Drag Teching Respire Respirations Link Proc Historical Disclosure	# 11145 7 +e tile Regered de

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.

	usajobs job Title Program Ai		Series Grade Announcemen 343-9 DE-ST	t Type Status New *		
Case File Position Information	Eligibilities	Supporting Docume	ents Settings		Documents 0	Notes 0 🖶 Histor
☑ Tasks (2) Task		Owner	Active • Add Task		ANNOUNCEMENT	
Complete Assessment Package		Robyn Bachmann	12/29/2019	N	OT CREATED)
Release Announcement		Robyn Bachmann	12/30/2019			
Request Number		itatus Pending Recruitment	All Statuses	0 /	APPLICANT	S
				O		D INEL/GROLE

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.

USA Staffing 👘 🔺	Staffing Classification Recruit A	Admin Reports Search	Go To	🔍 🖾 💄 Robyn Bachmann (STG) - ALL. 👻
/ACANCY 10097751 -				g ≌ 0
🔛 Vacancy 10097751 🔒 Assessment Packa	ge 🖋 Announcement 👍 Reviews			
USAJOBS Job Title Pay Plan-Series-Gr Program Analyst GS-0343-9		Source		
Overview Job Analysis Assessmen	at Plan Categories Test Plan		🗢 🖥 Docu	uments 🕕 🗬 Notes 🕕 🖀 History
Assessment Package Checkli	st		🖾 No A	Assessment Required 🛛 🗧 Assessment Package Complete
Assessment Package must have at least of the second sec	one Assessment.			
Rating Combinations				
Used a	Series	Specialty		Grade =
s	0343			9
				Save Cancel

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.

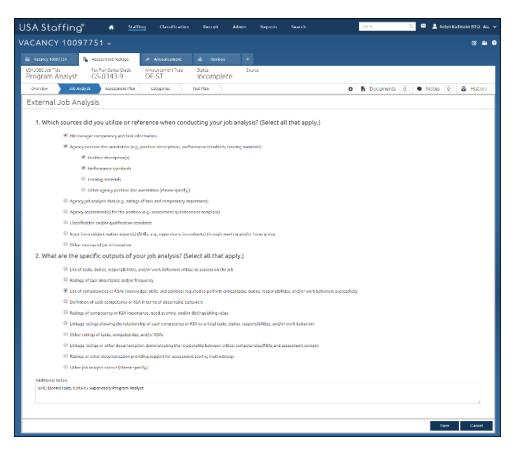


Image 4: Job Analysis page completed as specified in the above steps.

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

USA Staffing® 🛛 🐴 🛚 👪	ing Classification Recruit Admin	Reports Search	Go To Q 🛛 All 🗸
VACANCY 10097751 •			ଟ 🛎 0
🖀 Vacancy 10097751 🕞 Assessment Package	📣 Announcement 👍 Reviews -		
USAJOBS Job Title Pay Plan-Series-Grade Program Analyst GS-0343-9	Announcement Type Status DE-ST Incomplete	Source	
Overview Job Analysis Assessment Plan	Categories Test Plan		Documents 0 Notes 0 History
Assessments			New Assessment
Rating Assessments Combos			
0343-9 ID + Assessment Name + As	sessment Type \Leftrightarrow Screen- Rating \Leftrightarrow Proport	ional Weight 💠 Percentage Weight 💠	Mean Raw Score
			Save Cancel

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

6. 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**.

USA Staff	ing" 🔹 🚮	fing Classification	Recruit	Admin Reports	Search	Go Tø	Q 🛛	💄 Robyn Bac	hmann (STC	s)-ALL 🗸
VACANCY 1	0097751 ~								Ø	≌ 0
🗃 Vacancy 1009775	1 🐘 Assessment Package	Announcement	de Reviews	✓ Assessment: 03	43-09 Division Unit ASMG US	+				
USAJOBS Announcem Program Ana										
Assessment Information	on Competencies Assessm	ent Questionnaire 🔷 Screen-C	Dut Criteria Rat	ting Criteria				0	🗿 His	tory
Assessmen	t Information									
Assessment ID	Assessment Name *	Assessment Ty	pe *	Rating Method *		Owner		te Created		
167827	0343-09 Division Unit ASMG US	Questionnair	e *	Weight-Based	<i></i>	Robyn Bachmann	* 12/	/4/2019 12:27 EST		
				Scoring *						
				Competency-level	*					
									1914	
							Save	Delete	Can	cel

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

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

Vacancy 100977751 Assessment Package Announcement Title PayPlan-Series-Grade Program Analyst Competencies (0) Competency ID Competency ID <th>ACANCY 100</th> <th>)97751 ~</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>🗹 🌥</th>	ACANCY 100)97751 ~							🗹 🌥
Program Analyst GS-0343-9 ssessment Information Competencies (0) Competencies (0) Assessment Questionnaire Screen-Out Criteria Rating Criteria Assessment Questionnaire Screen-Out Criteria Rating Criteria Add Competencies	Vacancy 10097751	👔 Assessment Package	💉 Announcement	👍 Reviews	✓ Asses	sment: 0343-09 Division Unit ASMG U	s +		
Competencies (0)			de						
	101 000								
Competency ID + Competency Title + Definition + Type + Source Add from Library	ssessment Information	Competencies Assess	ment Questionnaire 🔷 Scree	n-Out Criteria Rati	ing Criteria			۵ 🖨	Histor
			nent Questionnaire Screet	n-Out Criteria Rati	ing Criteria				
	Competencies	; (0)			ing Criteria		\$ Type	Add Competer	ncies

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

8. 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.

Competency Filters 0		.81.	4 TBM	- Defetition i	type	4 beate
* Elita - Issagement And Program Analysis			American state and second	Accelerate of planting classification, and execution of business	General	Milisioper
		1	Althoriduation and Hastagerweet	Accordingly of planning, chardentians, and mercilian of bookers, Starborn, instances a booking, and printed lies.	1000	and the second s
			Agiliy	live it, divident, builts, or readers and with the body, arres, or legs.	Germal	1811 Carlager
toy type						
a blerey			NENDI	mediates competences such as application, satisfaction, well-advantage, and devices consulty-using whole-resulters, Nuclions, desired, and university of	General	Millionaper
No.						
	8	11	Alterative to Detail	It there git also preferring work and our contlines don't about gits dotal	Cetural	HE Handler
	1	14	Autor	scandedge of generally accepted and bog standards and passed are	Constant.	and the second
	1		Astro	transledge of generally accepted and big standards will prove loss. For randouting transmissed and compliance, remember and efficiency, and program results and/or.	Leneral	minanapr
Date #				Nondedge of plant and animal firing Since, tells, capability, and		
		31	Kelug	Nonadesige of plant and animal languages, tasks, cognitions, and red line, including their functions, interdependencies, and interactions with each other.	Celor GI	Het trianager
Boald	4	54	Belifies and Garatratica	Streakings of waterials, methods, and the appropriate task to construct algority, directory, with taskings.	General	Witness
		-24	Berthen and Grodradove	condicativities, dischares, witholdings	Cabveriant	181 Panager
	0	. M	Circlosi	Annual edge of filing, typing, estrying data, mentaning ensemb, taking electricist, and using and completing forms.	General	101 Hardware
	12		Communities and its da	Streakings of the production, contracting the and Assemblish of Always and alway to inform and other fairs on articles, and, and streat method.	Central	Millionager.
	.8	40	Computers and Electronics.	Researchings of electric cloud baseds, processors, chips, and comparise hardware and software, including approximes and programming	Central	HT Parager
	35	-12	Cardio Nangement	 Manager and receives conflicts, prevances, confrontations, or disc prevents in a specific dire inserver to an investor septime percent import. 	General	HELP-mager
	-16	198	Centralitig@voceneet	Someledge of various types of contrasts, because and an analyzed by or processes and contrast expectation and advantation.	General	Militanaper
				User imagination to record over multiple title about evaluating		
	144	38	Creative Thinking	tion imagination in develop new exight the deal are and applies invocable solutions to problems, designs new writing where existing and writings and procedures are as applicable or an	General	10 Hanager
		1	Caloren Service	Works and amenication with stands and contensors (e.g., any individuals when use an experient the services or products that your	Description	Hiliniager
		- 114	CALIFORN SPACE	Works and reconstruction with therein and contenters (e.g., erg individuals when one arcspice the previous an products that your work out provides, related and additional or one is your appropriate in other approximate organization or action the Conservation (to within their regrestrations). For example, the addity strategy.	CARGETAL	The country of
				Which wills clearly set outperson (But is, any following sets outperson matter the shortest or any set of the parts and sets (any sets in the set of the sets of the set of the set of the set of the set of the set of the person of the set of the set of the set of the set of the period of the set of the set of the set of the set of the period of the set of the set of the set of the set of the period of the set of the set of the set of the set of the period of the set of the set of the set of the set of the set of the set of the set of		
	-12	01	Carlorer Service	other approxim, or a quantitation outside the Government) to energy that cannot, provide Information or assistance, reacher their	Denergi	101 Concepter
				production, or party their superclutions knows excert available products and services, is constrained its providing could a products and anothers.		
		4	Decision Harving	Halos sound, and informed, and offsective decisions pervalues the report and replications of decisions, converts to action, even in metricals sharplines, to excern the experiately and queby conver-	General	1011 Canager
				Under gestoort in some best optimise and met optimise		
				Nations control, and informatic and information decreating processes that impact and implications of decisions: control to active, even in intervisional actives, in accurry link imperiation and quety context.		
	34	-	Decision Classing	report one replications of decisions converts to active, men in convertely shadoon, to occurry the reperiod and parts conver- change.	General	101 Chinager
	8	19	Depth Record sin	According polyne which of several objects is chosen or further away have the observer, or the charact between an eldert and the observer.	General	(#1) Fanagez
	14	36	Design	New-Wedge of conststantials, developing, protecting, industriated ing, and assist plans, models, bit-applied, and major, including the size of body and instruments to produce produce bedrefailed wavelag, wavelag period para, instruments, or system.	General	Mill Stanager
				technikal drawings, working prototypes, concernents, or system.		
		'n	-	treakely of Analysis, proficing and mining and sting	Garanal	1111
			Delign	Normalizing of developing producing, understanding, and using plans, biospatics, models, and maps, including the use of Teach and instruments to produce precision to christel drawings.	Cardenar	illi i unaper
				We walk dge of accesses and accounting private in and practical, tax		
	.0	10	Economics and Accounting	Neural data of economic and second log principles and practices, tax law, and practices, the Disarcial markets, tasking, and the analysis and repeting of financial data.	General	HR Hartager
	1		Adventure and Peaking	translodge of teaching, training, research, making presentations, tectoring, teating, and other technological methods.	Denaral	HULLANARY
	1		the second second		0000	and the second s
	6	10	Engineering and Sectorating	Heneralodge of sequenting on society, principles, and practices, and of explanaet, tools, reachanical devices, and that uses to produce motions, highl, press, technology, and other applications.	General	Mill Stationer
				waters light posses outwailing, and other applications.		N. W. W.
	11	34	Esternal Automation	liket/First and understands economic, political, and costal trends that affect the organization.	General	HUTmage
	11	15	RywHand Exceditation.	Accurately saw disaries use's even with saw's frequet, which, as areas to even user, one, or exceptions of parts on the performance per- mitted tasks.	General	Million ager
				11	11.416	1 🖬 1 1 1 1 1
				Attik	Dese	Add & Durlens Callest

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

9. The competencies now display on your Competencies page.

USA	Staffing	Staffing	g Classification	Recruit A	dmin Reports	Search	Go To	۵ 🖂	🔍 Robyn Bachmann (ST	FG) - ALL 🗸
VACA	NCY 1009	97751 ~								8 🗠 ?
😁 Vac	ancy 10097751	Assessment Package	📣 Announcement	👍 Reviews	✓ Assessment: 034	43-09 Division Unit ASMG US	+			
	as Announcement Titl Iram Analyst	e Pay Plan-Series-Grade GS-0343-9			-					
Assessm	ent Information	Competencies Assessment Qu	uestionnaire Screen-O	ut Criteria Rating (Criteria				💠 🖴 Ні	story
Соп	npetencies ((4)							Add Competencie	es ▼
	Competency ID	Competency Title	Definition				¢ Type	\$	Source	÷
	140	Information Management	Identifies a need for information management		how to gather informatio	n; organizes and maintains info	ormation or General		HR Manager	
	202	Oral Communication	audience and natu	re of the information (fe	or example, technical, ser	r groups effectively, taking into isitive, controversial); makes cl al cues, and responds appropri	ear and General		HR Manager	
•	248	Reasoning	Identifies rules, pr and makes correct	inciples, or relationship: inferences or draws acc	s that explain facts, data, curate conclusions.	or other information; analyzes	information General		HR Manager	
	326	Writing	facts, ideas, or me		l organized manner; prod	ing; communicates information uces written information, whic			HR Manager	

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**.

SA Staffing 🕯 🛉 Staffing Classification Recruit Admin Reports Search 🛛 😚 🏷	۵ 🖂	💄 Robyn Bachmann (STG) - ALL 🔹
CANCY 10097751 ~		I 🛎 🕯
i Vacancy 10097751 👔 Assessment Package 📣 Announcement 👍 Reviews 🖌 Assessment: 0343-09 Division Unit ASMG US 🕂		
SAJOBS Announcement Title Pay Plan-Series-Grade Program Analyst GS-0343-9		
sessment Information Competencies Assessment Questionnaire Screen-Out Criteria Rating Criteria		🔅 🖨 History
Assessment Questionnaire (0 Items)	* = Required	Add to Questionnaire 🔷
		Instructions
		New Item
		Add from Library
		Copy from File
No items have been added to this Questionnaire.		
		Save Cancel

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**.

Add New Instructions	\otimes
Instructions *	
$\begin{array}{c c c c c c c c c c c c c c c c c c c $	249 of 10000
We will evaluate your resume and responses to this Assessment Questionnaire to determine if you are among the best qualified for this por responses are subject to verification and must be supported by your resume and supporting documents.	sition. Your
Save & New Save & Clo	se Cancel
Jave a new Jave a cou	Cancer

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.

USA Staffing # Staffing Classification Recruit Admin Reports Search 🛛 🔯 🔍 🛤	💄 Robyn Bachmann (STG) - ALI	
VACANCY 10097751 -	۵ 🛍	0
📾 Vacancy 10007751 👔 Assessment Package 🏕 Announcement 🍓 Reviews 🗸 Assessment: 03/3-09 Didsion Unit ASMC US 🕂		
USAICHS Announcement Title Pay Plan-Serie-Crade Program Analyst GS-0343-9		
Assessment Information Competencies Assessment Questionnaire Screen-Out Criteria Rabing Criteria	💠 🖀 History	
Assessment Questionnaire (0 Items) *=Required	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	
	Save Cancel	

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.

dd Questionnaire Item		8
Link To None *	Screen-out 🖂	Required Yes v
Item Stem *		
X h + → Q ta ∰ B I U Ix	;= ;= [P] 📾 🗠 Ω	174 of 10000
GS-09 Program Analyst.		
Response Type *	Scale	
	Scale * Item specific Response Options	*

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.

USA Staffing [®] 🛋 <u>Statting</u> Classification Recruit Admin Reports Search 🤫 100 10	🔍 😂 💄 Robyn Bachmann (STC) - Al I 👻
VACANCY 10097751 -	I 🛎 🛛
📾 Vacance 1010/751 🐧 Assessment Package 🕜 Anneurocement 💰 Providees 🖌 Assessment 0343 09 Dilvision Unit ASMC US 🕂	
USA-CBV-Anonintement Tilk Beylfenstens-Cosde Program Analyst GS-03433-9	
Assessment Information Competendes Assessment Qued Broate Server-Out Citteria Balting Citteria	O 🖨 History
- Assessment Questionnaire (1 Items)	Regulred Add to Questionnaire +
Select All	
We all evaluate you resume and responses to this Assessment Questimancie 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
 - III - Select the ane statement that best describes the experience and/or education that you possess that domonstrates your ability to perform the duties of a CS 00 • Program Analyst. 	
Bespanse Option	
I have one year of experience equivalent to the CP-I level in the T offeed service, providing program staplyst and business management support to management within an expension, and we cann of helivious on developing and implementing projects that impact multiple offices. Examples of quality for geodalized experience include providing managers with objectively based in the advectory of the service of the s	ormation for
In these a master's degree or equivalent grobance degree, or have completed 21-kil years of progressively higher level grobance education isoding to a master's degree in such fields as in business and maintenance, exercise groups and an interaction, consuming (internal management, economics or a clearly related field, which provided me with the browhedge, shills and abilities necessary to perform the work of this provides of the provided me with the browhedge.	
I have a embination of appendixed on a described on the Withow and products education as described in "D' above. To combine education and experience determine your table qualifying a percentage of the experience regarded for the grades foreit. There determine your education as a percentage of the education needed for the grade level. Finally, add the two percentages of the education is equilable.	
D Sectorement	
Add Theoperate	
	Save Cancel

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

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

Link To Screen-out	± 00	Required	
Information Management *		Yes	
item Stem *			
	2		
tesponse Type *	Scale		
State of the State	Scale Rem-specific Response Options		
State of the State			c
State of the State	ttem-specific Response Options Experience/Demonstrated Capability (Entry-Level)		(
a de la companya de l	Item-specific Response Options. Experience/Demonstrated Capability (Entry-Level) Experience/Demonstrated Capability (Higher Complexity)		
New York Contraction of the State of the Sta	Rem-specific Response Options Experience/Demonstrated Capability (Entry-Level) Experience/Demonstrated Capability (Higher Complexity) Ceneral Schedular (Default)		
State of the State	Item-specific Response Options. Experience/Demonstrated Capability (Entry-Level) Experience/Demonstrated Capability (Higher Complexity)		(
	Rem-specific Response Options Experience/Demonstrated Capability (Estry-Level) Experience/Demonstrated Capability (Figher Complexity) Conversit Schedula (Entruly) Item-specific Response Options		c
Response Type * Multiple Choice - Single Select *	Rem-specific Response Options Experience/Demonstrated Capability (Estry-Level) Experience/Demonstrated Capability (Higher Complexity) Convent Scheduler (Default) Tem-specific Response Options Level of Revolvedge Scale		<

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.

USA Staffing [®] # <u>Staffing</u> Classification Recruit Admin Reports Search	🔀 💄 Robyn Bachmann (STG) - ALL 🗸
VACANCY 10097751 ~	⊠ ≌ ?
🔛 Vacancy 10097751 👔 Assessment Package 🎤 Announcement 👍 Reviews 🗸 Assessment: 0343-09 Division Unit ASMG US 🕇	
USAJOBS Announcement Title Pay Plan-Series-Grade Program Analyst GS-0343-9	
Assessment Information Competencies Assessment Questionnaire Screen-Out Criteria Rating Criteria	💠 🖀 History
+ Assessment Questionnaire (16 Items) *= Requi	red 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 experience and/or education that you possess that demonstrates your ability to perform the duties of a GS-09 + Program Analyst.	
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 to workload production standards, and non-productive time in an organization to quantify and justify resource requirements.	Reasoning
+ 📄 8. Identify tools to quantify organizational outcomes, process capability and resource utilization effectiveness.	Reasoning
+ 🔲 9. Review and validate inputs to manpower requirements packages, manpower estimate reports and support agreements.	Oral Communication
+ 🔲 10. Formally propose solutions to process and work limitations that will improve efficiency of an organization.	Oral Communication
+ 🔲 11. Convince managers to accept and implement findings and recommendations on organizational improvement or program effectiveness.	Oral Communication
+ 🔲 12. Brief management and other officials on results of manpower studies and recommendations.	Oral Communication
+ 🔲 13. Lead work groups of various subject matter experts to devise solutions to workflow problems.	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. Conduct benchmarking studies of simple work processes or functions.	Writing
	Save Cancel

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.

USA Staffing 🕯 🛋 Staffing Classification Recruit Admin Reports Search 🛛 🚱 TO	🔍 🛛 💄 Rohyn Bachmann (STG) - All 🗸 🗸
/ACANCY 10097751 -	I 🛎 🕈
🞬 Vacancy 10097751 📲 Assessment Package 🍬 Announcement 👍 Reviews 🖌 Assessment: 0343-09 Division Unit ASMG US +	
USAJOBS Announcement Title Pay Plan Series Grade Program Analyst GS-0343-9	
Assessment information Competencies Assessment Questionnaire Screen-Out Criteria Rating Criteria	🗢 🖨 History
Screen-Outs (0) No Screen Outs Found.	Add Screen-Out

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.)

ime *				Apply Screen-Out to Rating Combinations *	Ineligibility Code *
Minimum Qualifi	cations for GS-0	19		₩ 0343-9	IQID - You are ineligible because you do not meet the minimum edu *
				his Screen-Out. Then, select all Response Options that should disqualify app mbinations selected above.	plicants for the selected Rating Combinations. Remember that the selected Rems and Response
	item				0
	1. Select	t the one	stateme	ent that best describes the experience and/or education that you possess th	hat demonstrates your ability to perform the duties of a CS-09 Program Analyst.
	Respon	se Option	15		
	٥	0	A	within an organization, and working and with a team of individuals on de specialized experience include providing managers with objectively base	I service, providing program analysis and business management support to management eveloping and implementing projects that impact multiple offices. Examples of qualifying dinformation for muking decisions on administrature and programmatic sepects 4 agency mests concerned with effectiveness and efficiency of programs and operations, and end, and risk assessments.
		0	в	I have a master's degree or equivalent graduate degree, or have complet degree in such fields as in business administration, accounting, financial skills and abilities necessary to perform the work of this position.	ted 2 full years of progressively higher level graduate education leading to a master's management, economics or a closely related field, which provided me with the knowledge,
	100	0	с	I have a combination of specialized experience as described in "A" above determine your total qualifying experience as a percentage of the exper education required for the grade level. Finally, add the two percentages	rand graduate education as described in "B" above. To combine education and experience, rience required for the grade level. Then determine your education as a percentage of the . The total percentage must equal at loss! 100 percent to quality.
	8	0	D	I do not possess the experience and/or education described above.	
		0		Failed to respond	

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.

JSA Staffing [®] A <u>Staffing</u> Classification	Recruit Admin F	eports Search	Ge Te Q 2	🔤 💄 Robyn Bachmann (STG) - ALL
ACANCY 10097751 -				⊠ ≥
🖀 Varancy 10097751 🛛 🙀 Assessment Package 🛷 Announcement	👍 Reviews 🖌 🖌 Asse	ssment: 0343-09 Division Unit A5MG US	+	
USAJOBS Announcement Title Pay Plan-Series-Grade Program Analyst GS-0343-9				
Assessment information Competencies Assessment Questionnaire Screen-Out	Criteria Rating Criteria			🔷 🖨 History
Rating Criteria				🗟 Weight Equal
Series		: Grade :	Competencies Rated	
 — 0343 · Management And Program Analysis 		9	4	
Competency Title	a Rated	Proportional Weight s	Percentage Weight	a Rated Items
Information Management	×	1/4	25%	4
Oral Communication	×	1/4	25%	4
Reasoning	×.	1/4	25%	3
Writing	2	1/4	25%	4
Writing	ž	1/4	25%	4
			Save	Test Cancel

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.

Vacancy 10097751	kage 🖉 🔺 Announcement	👍 Reviews	Assessment: 0343-09 Division Unit ASIAG US		
SAJOBS Job Title Pay Plan-Series- Program Analyst GS-0343-9		_{Status} Incomplete	Source		
Overview Job Analysis Assessm	ent Plan Categories	Test Plan		🔅 🖹 Documents (0 🗨 Notes (0) 🖀 History
Categories Final Score Cutpoint	*				Add Category
ategory Name				Final Rating Cutpo	int
Best Qualified				90	0
Well Qualified				80	0
Qualified				70	0
Category Settings					
Assign Categories based on 'GS-9+ Professional/So	ientific' rules		Assign Categories based on Augmented Ra	ation (Only use with Demo Projects	that do not use Category Rating)

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.

g Classification Recruit Adm	nin Reports Search	Go 10 Q 🛛 🗠 Robyn Bachmann (STG) - All. 🗸
		ज 🛎 🖗
🖌 Announcement 🍓 Reviews	✓ Assessment: 0343-09 Division Unit ASMG U5	
Announcement Type Status DE-ST Incomplete	Source	
Categories Test Plan		🗘 🖥 Documents 🕕 🗨 Notes 🕕 🚔 History
		Add Scenarie
	No Scenarios found.	
	Announcement Reviews Announcement Type Status DE-ST Incomplete	Announcement Reviews Assessment: 0343-09 Division Unit ASMG US Announcement Type Status Source DE-ST Incomplete Categories Test Plan

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.

-					
Dyt	a GE-BI				
uto	omes				
	Rating Combo # Expected Rating	1 Arbi	Allering		
2.	0363-0 + 827E +				
em	Responses				
64	Transit Division Midwest Regional				
		Regarde	1.544	t the on	a statement that best decembers the experience and/or education that you popers that d.
	Select the one datament that best describes the expension entitie education that per process that there exists are poor ability to perform the datas of a CS-01 Program Analyst.	A			or Optilians
	Program Andrets Research entiting Pederal policies, best and implations to develop policies, providence, processes	- 6			I have one year of experience, explosion to the CS-2 level is the Federal varying, providing program analysis and backness management aspects to mesagement while a supervariation, and marking and with a term of individuals on developing and implementing amounts that Aspect multiple affects. Duragins of guidefining approximation experiments include anywhole supergram with developing host development individual anywhole supergram with advective the search attraviation for making any sector supergram.
	Nettons as especials for an igned programs, including the evolution of an igned resources, processes.				deviation on administrative and programmatic aspects of agency repetations and management, to accomplishing a walks surfary of autogeneric concerned with which servers and efficiency of programs and providing, and preferring work flow endpile, budgeting, data analysis, roll management, and risk essenseests.
	Course a risk management plan in include the identification of program risks, probability that risks	1			Howe a resider's deprese or equivalent graduate depres, or have completed 2 hill years of propressing higher level graduate education heading to a second 's degree in and fields in its halvers administration, ecconding, filteratul reseagement, seconders or e
1	Prepare work broaddown structures and staffing plans to dign resources to the program adjustions.	1			closely estated field, which presided me with the knowledge, civils and abilities necessary to perform the work of this position.
	Collect and analyze data velated in workland production standards, and non- productive time is an erg.	τ.		36	Have a conditional of specialized repetitions in discribed in W shows and graduate education as described in 'W shows. To contains education and experiment, determine provided local Parallel equations on a percentage of the experiment required for the gradual local. These determines over educations as a percentage of the education required.
	. Elevelity tools to quantify organizational outcomet, process capability and resource oblication effect.	E .			for the grade level, Finally, odd the tass preventages. The hotal percentage root equal a level 100 percent to qualify.
	Review and validate inputs to many own requirements packages, nonpower ordereds reports and support $_$	6	0	- 9	1 do not passes the experience and/or education described above
	Formally projects indictions to process and work limitations that will improve efficiency of an organic.	t	0		Failed to respond
1	Convince managers to morph and implement flodings and recommendations on organizational improvement	÷.			
1	Brief reasogneenest and other officials on results of manpower studies and seconstendations.	1			
1	Land work groups of various subject matter experts to device solutions to workflow problems.	t.			
1	Desertup a communication pion that identifies key stakeholders, o likul messages for each stakeholde	5			
•	Forecast an organization's mission requirements using analytical and mathematical tools and leafs -	6			
4	tilentity appropriate qualitative and quantitative assessment methods to evaluate a groupour against $\epsilon_{\rm c}$	E.			
	Author benchmarking studies of simple work processing or Fondbard.	£.,			

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.

CANCY 100	91151 \$				
	Assessment Package	# Announcement			
salobs Job Title Program Analyst	Pay Plan Series Grade GS-0343-9	Announcement Type DE-ST	status Incomplete	Source	
Overview Job A	nalysis Assessment Plan	Categories 1	'est Plan		🚯 🖥 Documents 🕕 🗨 Notes 🕕 🖨 History
Test Scenarios ((1)				Complete Assessment Package Add Scenarlo
Scenario	¢	Responses	Rating Combo	Expected Outcome	Actual Outcome
Eligible GS-09		A, E, E, E, E, E, E, E, E, E,	0343-9	ELTE	ELTE - 100

Image 23: Successful test scenario.

- 24. Next, create a test scenario to test if the Minimum Qualifications screen-out is working properly.
 - a. Click the Add Scenario button.
 - b. Give your scenario a name. (For example, Ineligible Minimum Qualifications 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. Click Save & Close button once complete.
 - f. Repeat the process to add test scenarios until the assessment is thoroughly tested.

Add	Scenario					1
Seenal Incig	ris * Bible Minimum Guellifestere US-DI					
Outo	comes					
	Rating Combo I Expected Rating	1	Actual Rating			1
42	1043-9 • N210 •					
Item	Responses					
343-9	Transit Division Nidwest Regional					
Ren		Response	1.86	d theory	statement that best describes the experience angles education that g is possives that $d_{\rm ex}$	
	Select the use obteneed that best describes the experiment and/or education that you powers that decrementation your alkily to perform the challes of a GS-04 Program Analysis.	0		Region	e Option	
2	Program Adopt. Beauch healting Perform packing, later and regulations to denoticy posicies, procedures, particulates - Perform stransaments for antigrand program, locklading the evolution of antigrand resources, processes.			A	These uses are of appendixes, subject to the GST back in the General result. In providing property and the second	
+	Create a risk management plan to include the identification of program risks, probability that roles. Proper work for advance that many and dat/Rog plans to align resources to the program roles (refers.				Howe is matched a long one concentrational graduate eleganse, technice conceptioned a full parent of comparisonic product need graduate exclusion for interfering to a section of depense in such fields our in basels and dependent accounting. Reconcenting management, ensurements are a transity works of their provided are with the social energy shifts and abilities executions to produce the ensurement of the accounting.	
6 7	Collect and easiper lists retained to workload production standards, and sus- productive time in an org		0	c	These is consideration of specialized experience as described in W above an importance encoded as the structure product of the structure product encoded as the st	
4	Servers and validate inputs to manpower regularments packages, manpower estimate reports and support			0	I do not posses the experience and/or education described above.	
	Formally peoples as believes to process and work limitations that will improve efficiency of an angert		.4		Failed to repond	
4	Convince managers to accept and implement findings and recommendations on organizations improvement.					
11	Snief reproperties and other officials on results of manpower statiles and recommendations.					
12	Lead work groups of various subject matter experts to device usinfices to workflow problems.					
11	Develop a conversion after plan that identifies key statistickless, critical messages for each statistickles .					
14	Forecast an organization's mission requirements using analytical and mathematical tools and back.					
15	identify appropriate qualitative and quantitative assessment methods to evaluate a program against $a_{\rm m}$					
- 14	Author benchmerking studies of simple work processes or functions.					

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.

Vacancy 10097751	Assessment Package	Announcement	de Reviews		09 Division Unit ASMG US				
ISAJOBS Job Title Program Analyst	Pay Plan-Series-Grade GS-0343-9	Announcement Type DE-ST	Status Incomplete	5ource					
Overview Job An	alysis Assessment Plan	Categories	Test Plan			¢	B Documents (0 🗨 Notes	0 🔒 History
Test Scenarios (2)						Complete Ass	essment Package	Add Scenario
Scenario		\$	Responses a	Rating Combo	Expected Outcome			Actual Out	tcome
Eligible CS-09			A, E, E, E, E, E, E, E, E,	0343-9	ELTE			O ED	E - 100
Ineligible Minimum (Qualifications GS-09		D	0343-9	KQID			🥥 iQi	D

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.

Notes for Assessment						