



USA Staffing[®]
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USA Staffing

Stage Release Notes

Release 10.2 February 15, 2019

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OPM HR SOLUTIONS
by government, for government

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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 [USA Staffing Resource Center](#).

Completed System Functionality

The items outlined in this section include newly added functionality in the USA Staffing. 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 feature that was previously identified in the Feature Backlog & Glossary on the [USA Staffing Resource Center](#).

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Staffing Functionality

Dashboard

Tasks

- Added the ability to further filter results in the Task Dashboard by selecting *Show Advanced Options*. The following additional filters are now available:
 - Task Purpose
 - ✦ Staffing
 - ✦ Onboarding
 - Date Milestones – For each of the following dates, users have the option to select a start and end date to view tasks within the time period indicated. The start date time will be set at midnight; for example, 1/7/2019 00:00:00 EST. The end date time will be set at 11:59:59; for example, 1/7/2019 11:59:59 EST.
 - ✦ Active Date
 - ✦ Create Date
 - ✦ Due Date
- *Hide Advanced Options* – When this option is selected, advanced option fields are no longer displayed; however, any changes made to those options are retained.
- *Reset Filters* – When this option is selected, all filters are reset to the last set of values applied (by clicking the *Apply* button). **Note:** This works the same as clicking *Cancel* or closing the Filters box.

Requests • Updated the search and filtering capability on the Request Dashboard.  ○ The system will no longer automatically return results as a Request Number is typed in the search box.

Users can now perform a partial search for requests by entering the information and clicking Search. ○ Also, users can now clearly see which filters are being applied and the selected values or if filters have not been applied. Users can also now add, modify, or clear existing filters by clicking *Modify Filters* on the Task Dashboard. The following filtering criteria can be applied: ✦ Request Type

- ✦ Status
- ✦ Request Office ✦ Customer
- ✦ Requester – This field appears inactive at first; however, this was designed to improve performance on the Dashboard loading. Once users click this field, the drop-down list will populate a list of available Requesters to further filter results.
- ✦ Favorites Only
- ✦ Series – Under *Show Advanced Options*

Request

- Added new reasons when changing the *Status* of a Request in Active Recruitment. ○ When the Alternate Selection Made status is selected, the *Request Cancel Reason* list now includes the following additional options:
 - ✦ Direct Hire Authority

- ✦ Expedited Hire Authority
- ✦ Interchange Agreement
- ✦ Military Spouse (E.O. 13473)
- ✦ Other ○ When the Request Cancelled status is selected, the *Request Cancel*

Reason list now includes the following additional option:

- ✦ Selection made through another request

Vacancy

Eligibilities

- Removed the ability to expand eligibilities to view the question text in the Vacancy > Eligibilities page once an announcement has been released and opened on USAJOBS. This is to prevent confusion since eligibilities are linked directly to their respective items in Admin, not in the Announcement. **Note:** Users can continue to view the question text (as it read when the announcement was created) in the Announcement Questionnaire page.

Settings

- Modified the Age Screening section to further clarify how the system screens applicants based on age requirements. Users now have the ability to collect age information from applicants but not automatically screen them out if they are outside the min/max age window. This allows users to include applicants in certificates even if they exceed the min/max age to assist agencies that apply the cutoff later in the process. The following fields have been updated: ○ Do not collect age information (default) ○ Collect age information
 - ✦ Use Minimum Age – Formerly, *Use Min Age*.
 - ✦ Use Maximum Age – Formerly, *Use Max Age*.
 - ✦ Use Effective Age (Calculated by subtracting Qualifying Experience from actual age) – Formerly, *Use age formula for selected occupations*.
 - ✦ Do not screen out applicants who fail to meet age requirement(s) – New field. When this box is **checked**, applicants whose age fall outside the valid range will NOT be automatically rated ineligible. This allows users to decide if applicants who are outside the valid age range should still be considered at the time of certification. When this box is **unchecked** (default), applicants who do not meet the age requirements will continue to be screened out with the appropriate ineligible NOR code (IOMN or IOMX). If an applicant is eligible when they apply but fall outside the acceptable range at a later date, they will remain eligible until they are re-rated. This is existing functionality.
- Note: We are currently working to display applicants' ages (in years and days) on applicant lists to make it easier for users to apply their agency's business process for certifying applicants outside the valid age range. A future enhancement will also display age in New Hire records.
 - ✦ Exclude Veterans from calculation and screening – Existing field, no changes.
 - ✦ Exclude Land Management Workforce Flexibility Act Eligibles from calculation and screening – Existing field, no changes.
- Agencies that use USA Hire Custom assessments now have the ability to develop agency or assessment-specific USA Hire notification templates. 🟢 After agencies have coordinated with the USA Staffing or USA Hire Program Offices to load their templates into the system, users will be able to select *Send Custom USA Hire Notifications* in the Vacancy Settings page, and choose which of their custom USA Hire notification templates should be sent to

applicants instead of the default system notifications. **Note:** Agencies that utilize custom USA Hire assessments who want to use this new functionality should contact their Account Manager for coordination and additional information.

Assessment Package

Assessment

- Modified the scoring dropdown when adding a manual assessment to remove the *Standardize scores using custom values* option. When users choose to standardize scores, they will then be given the additional option to standardize scores using custom values by selecting the checkbox.

Announcement

Announcement Information

- Added the ability to select what contact information should be sent to USAJOBS once the announcement is released to USAJOBS. On the *Questions About This Job* section users can now select one or more of the available contact fields: email, phone and/or the new Help Desk URL (described in the [Administrative Functionality](#) section below). At least one option must be selected to release the announcement to USAJOBS; otherwise, the following validation message will be presented: "USAJOBS requires that at least one email address, phone number, or help desk link be included for the Questions About This Job section." ○ All changes made to this contact information once the announcement has been opened and released will be captured in History.
- When users create an announcement with the current day's open date, the system will no longer display the alert message titled *Announcement Open-Pending Release*. [Announcement Text](#)
- Added a toggle at the bottom right of the Announcement Text page titled *Show Hidden Fields*. This option allows users to view any fields that may have been set to be omitted within the Admin section as explained in the [Announcement Default Settings](#) below. This option will not display if no fields have been set to be hidden.
 - Upon release to USAJOBS, the system will continue to present the following edited validations for these sections:
 - ✦ Duties and Responsibilities: *"USAJOBS requires content from either the Responsibilities or the Duties field. Please ensure only one of these fields has content. If either field is hidden, select "Show Hidden Fields" at the bottom of the page."*
 - ✦ Conditions of Employment and Requirements: *"USAJOBS requires content from either the Conditions of Employment or the Requirements field. Please ensure only one of these fields has content. If either field is hidden, select "Show Hidden Fields" at the bottom of the page."* • Removed the spell checker from the textbox editing toolbar. This 3rd party tool was conflicting with the rich text editor update we recently made, and was significantly slowing down loading of the various pages that utilized this feature throughout the system. Please note, users will continue to have access to the spell checking functionality provided by the browser used to access the system.

Applicant Overview

Applicant Record

- Reasonable Accommodation adjudication will not be reset back to claimed if an applicant reapplies after their RA claim has been reviewed and adjudicated.

- Automated the process for adding Late Filers to USA Hire vacancies by having USA Staffing automatically set the Assessment start and end dates for all Late Filers. Previously, HR users had to perform this task manually for each late filer. [Applicant List](#)
- Users now have the ability to filter applicant lists created within USA Hire vacancies by RA eligibility. When this filter is selected, the list will display applicants with a claimed or positively adjudicated eligibility. RA applicants adjudicated as ineligible will not be displayed.
- Added the ability for USA Hire customers to mass re-order external assessments from the Applicant List page when special circumstances warrant extending applicant assessment deadlines; for example, to accommodate planned system downtime, fixing vacancy announcement errors which impacted USA Hire, or other unusual situations.

Applicant Interface Functionality

- While applicants are completing their application online, the system will now retain any unsaved answers recorded on the active page up until the time the session expires after a period of 15 minutes of inactivity. Given the announcement is still open, applicants will be able to review those responses and continue working on their application once they log back in.

Notes

- Made the following usability improvements to Notes.
 - The text entry box is now automatically displayed for users to add their notes once they expand the Notes section. The + icon has been removed.
 - HR Users with the Add Notes permission enabled are also able to check/uncheck the *Show to Hiring Managers* checkbox after the note has been created in the Request and Applicants sections.

Onboarding Functionality

Forms

- Added the following forms for use in USA Staffing:
 - SOU 12 Form
 - SOU 13 Form
 - SOU 14 Form
 - DFAS CUS-1 Form
 - EEOC Form 60 Day
 - EEOC Form 554A
 - EEOC Form AOR
 - EEOC Form Govt Ethics
 - SBA Form ODA
 - Form HR-005
 - SBA EQIP AI Form
 - ICE FNRA Form
 - ICE CD-1 Form
 - USSC FS-1
 - CBPHC Form 6-1
 - CBPHC Form 6-2
 - CBPHC Form 6-3
 - CBPHC Form 6-4
 - CBPHC Form 6-5
 - CBPHC Form 6-6
 - CBPHC Form 6-7
 - CBPHC Form 6-8
 - CBPHC Form 6-9
 - CBPHC Form 6-10
 - CBPHC Form 6-11
 - CBPHC Form 6-12
 - CBPHC Form 6-13
 - CBPHC Form 6-14
- Updated the following forms currently in use in USA Staffing:
 - C 3 Form
 - DFAS PPF-1 Form

Hiring Manager Functionality

- Improved usability in the *Search* field of the Hiring Manager's Hiring Actions and Reviews pages by adding the search criteria in the search box so HM users know what information they can enter:
 - Hiring Actions search:
 - ✦ Position Title
 - ✦ Request Number
 - ✦ Selectee Name
 - Reviews search:
 - ✦ Position Title
 - ✦ Request Number
 - ✦ Review Name

Administrative Functionality

General Contacts

- Added a field to General Contact records titled *Help Desk URL*. This optional text field is limited to 2048 characters. Changes to this field are captured in History. Also, the *Phone Number* is now optional. When selecting a General Contact for the *Questions About This Job* contact on the [Announcement Information](#) page, the system will populate the email, and/or phone, and/or Help Desk URL depending on what is assigned to the general contact. Users have the option to set default values for these in the Announcement Default Settings as described below.

Announcement Default Settings

- Added the option to select which of the following fields should be displayed to users when an announcement is created in the Announcement Text Section Visibility section. **Note:** Users will have the option to show hidden fields in the Announcement Text page as explained in the [Announcement Text](#) section under Staffing Functionality above.
 - Conditions of Employment or Requirements, or both. If the Admin user chooses to display either Conditions of Employment or Requirements, the Announcement Text page will only display the enabled field. If the user chooses to display both or doesn't choose anything at all, both fields will display.
 - Responsibilities or Duties, or both. If the Admin user chooses to display either Responsibilities or Duties, the Announcement Text page will only display the enabled field. If the user selects both or doesn't choose anything at all, both fields will display.
- Added the ability to set default options for which values are automatically selected when the *Questions About This Job* contact information is selected in the [Announcement Information](#) page as explained above under Staffing Functionality. Users can select as default one or more of the following available contact fields: email, phone and/or the new Help Desk URL described under [General Contacts](#) above. If a fax number is included in the contact, it will be automatically sent to USAJOBS. All default settings changes made are captured in History.

Permissions

- Updated the *Reasonable Accommodation Adjudicator* system-level permission profile to enable the *Delete Notes*, *View Announcement Questionnaire Answers*, and *Edit Eligibility, Preferences, and Custom Answers* permissions. This will allow them to change applicants' claimed RA eligibilities.
- Since Hiring Managers do not have the option to submit help desk tickets, we have removed the Users and Permissions section and the Create Help Desk Ticket permission when creating or modifying an HM User permission profile.

Position Descriptions

- Added the ability to generate a PDF version of the Position Description, Cover Sheet, and Evaluation Statement. These options are located under the gear icon in each sub-page. The PD can be printed from any of the PD pages. The Evaluation Statement can be printed from the Evaluation page. The Cover Sheet can be printed from the Position Information or Authorizations pages. ✔
- Corrected the issue where the Factors and Evaluation sub-pages became inactive while navigating within the various PD pages.

Notification Templates

- Added a data insert for *Eligibility End Date* in the Applicant section within Staffing Notification Templates. This data insert will display the applicant's eligibility end date as established on the Applicant > Eligibilities & Ratings page in MM/DD/YYYY format. **Note:** The *Eligibility End Date* data insert will display as None on notifications sent using this data insert for all key entered applicants. This exception is being researched and will be updated in the future.

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](#).