



USA Staffing®

Great Government Starts Here®

February 3, 2021

The Advisory Board meeting will begin shortly.

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Agenda

1. USA Staffing Program Updates

- Legacy Decommissioning
- Two-Factor Login Enforcement
- eOPF Certification
- Product Roadmap
- USAJOBS Job Status

2. Data & Analytics

- US Digital Service Assessment Dashboard

3. USA Hire

- Contract Re compete Update

4. USAJOBS

- Agency Talent Portal

5. Closing Remarks

- Upcoming Events
- Lessons Learned/Best Practices

Questions?

Use the Q&A feature in Adobe to ask questions during the meeting.



Legacy USA Staffing Decommissioning

Presenter: Christy Dollard, USA Staffing Account Management Team Lead

September 30, 2021

- As of this date, the Legacy USA Staffing system will be fully decommissioned.
- No users, not even OPM, will be able to access Legacy after this date.

FY21 Decommissioning Goals and Activities

- Complete required IT security and platform upgrades as necessary to preserve read-only access for a limited number of users until September 30, 2021.
- Purge data while preserving items still within the retention window or marked "under litigation."
- Prepare for agency customers to take ownership of any remaining Legacy data after September 30, 2021.



Legacy USA Staffing Data Handover

How will remaining Legacy data be provided to agencies?

- USA Staffing will store agency data on a PIN-authenticated, portable USB 3.1 external drive with 256-bit encryption.
- OPM will ship the external drive to the customer agency IT POC.
- Vacancy data, Applicant Documents, Case File Documents, and Applicant Letters will be organized into subfolders by Office.



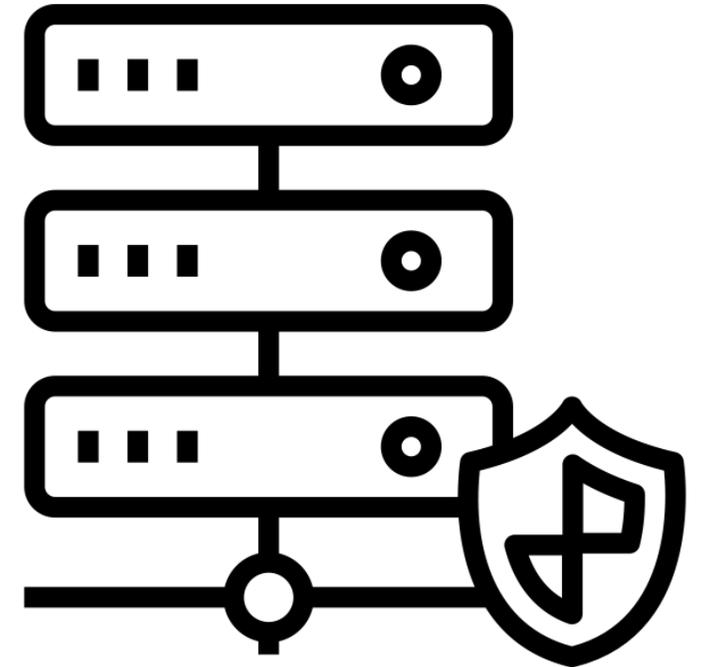
Example external hard drive with up to 8TB storage



Legacy USA Staffing Data Handover

Legacy Customer Agency steps:

1. Provide an IT Point of Contact to your Account Manager.
2. Sign the acknowledgement letter.
3. Receive the external hard drive.
4. Save the data to an internal network location.
5. Ensure the data is accessible only to appropriate users.





Two-Factor Login Enforcement

- USA Staffing is required to enforce two-factor authentication for all Users and only permit username/password login by exception.
- PIV/CAC card login enforcement began in November 2019 and all users were enforced as of **January 2021**.
- In **December 2020**, USA Staffing extended the allowed exception from 2 weeks to 90 days.
- USA Staffing will evaluate an alternate two-factor authentication method for users with an exception later in FY21.





New USA Staffing eOPF System-level Certification

Presenter: Jennifer Reaves, USA Staffing Product Development Manager



Agencies with Existing eOPF Certification

- No action required!
- FY 2021 Statement of Service will include eOPF certification
- No need to renew agency-level certification moving forward



Agencies Pending eOPF Certification

- Contact your USA Staffing Account Manager for Statement of Service Addendum to be signed by Advisory Board Member
- Access turnaround time: 2-3 weeks



USA Staffing Product Roadmap

Working on Now:

- 2021 State Tax Forms
- Selective Service System Interconnection
- Making HDW available for DSS
- Time to Hire & Request APIs
- Ad Hoc Pulse Surveys
- Workload Management for Applicant Lists
- USAJOBS Job Status Updates
- Classification

Coming Next:

- Retiring the RDW
- Onboarding Task APIs
- Add Agency Branding to Notification Templates
- Hiring Manager Dashboard
- Roll out USA Staffing Training Environment
- Cyber Work Roles/Codes

FY21 Priorities

- Candidate Inventory
- Veterans Interconnection
- Streamlined Applicant Experience
- SME-QA Assessment Process
- USA Hire Upgrade
- BI Solution
- Replacing DSS with new APIs
- Data Warehouses
- Veterans Interconnection
- Assessment Hurdles





Declinations Dashboard

This new dashboard provides **key metrics and visualizations** as well as tabular data specific to declinations.

Dashboard | By Organization and Office | By Vacancy | By Certificate | Data Definitions

Declinations Dashboard

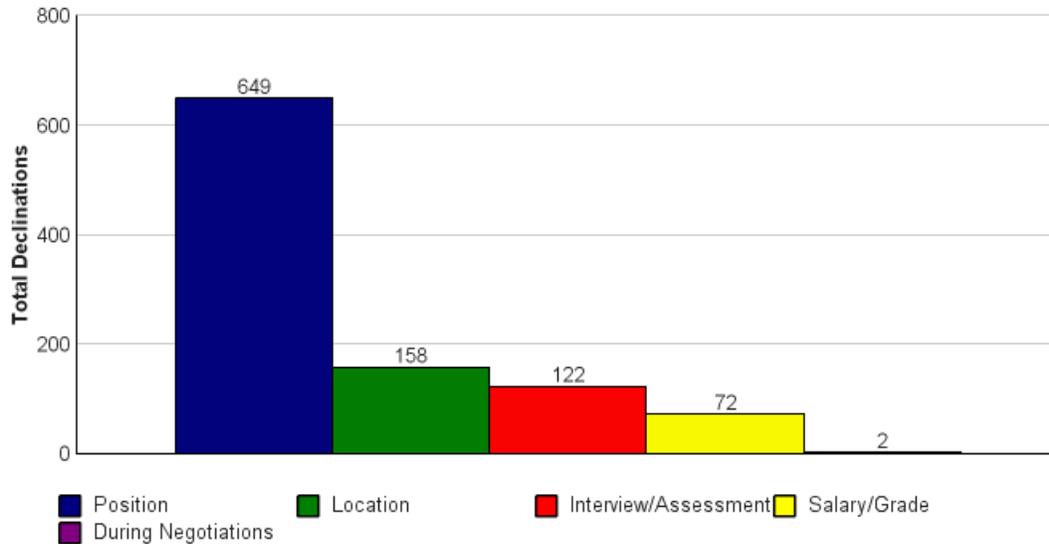
Total Referred Applications
111,915

Total Selected Applications
41,293

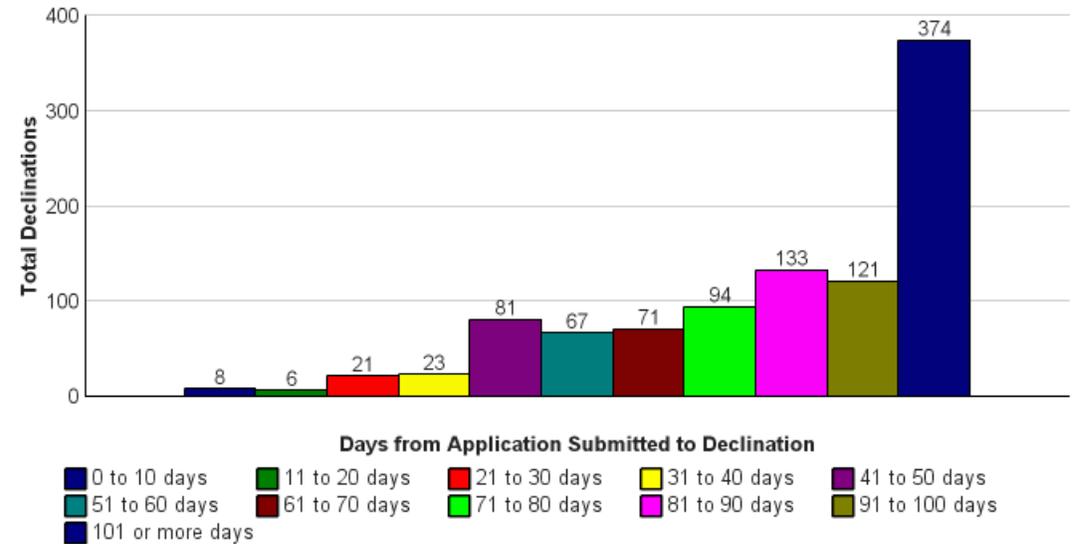
Total Hired Applications
4,635

Total Declinations
999

Declinations By Reason



Timeliness





Declinations Metrics by Organization and Office

The By Organization and Office, By Vacancy, and By Certificates pages provide detailed data related to declinations.

Dashboard By Organization and Office By Vacancy By Certificate Data Definitions

Declinations Dashboard

Organizations: Organization A **Vacancy Numbers:** All parameter options

Offices: Office 1, Office 2, Office 3, Office 4 **Position Description Numbers:** All parameter options

Customers: All parameter options **Vacancy Series:** All parameter options

Application Last Submitted Date Range: Between Jan 1, 2020 12:00 AM and Dec 31, 2020 11:59 PM **Vacancy Grade:** All parameter options

Staffing Organization Name	Staffing Office Name	Total Vacancies	Total Referred Applications	Total Selected Applications	Total Hired Applications	Total Declinations	Total Declined During Negotiations	Total Declined Interview-Assessment	Total Declined Location	Total Declined Position	Total Declined Salary	Total Declined Salary-Grade
Organization A	Office 1	22	892	849	6	15	0	6	1	7	0	
	Office 2	118	36,209	36,203	556	0	0	0	0	0	0	
	Office 3	2,720	74,256	4,219	4,051	982	2	116	157	640	0	
	Office 4	17	558	22	22	2	0	0	0	2	0	
Organization A	Total	2,877	111,915	41,293	4,635	999	2	122	158	649	0	

Dashboard By Organization and Office By Vacancy By Certificate Data Definitions

Declinations Dashboard

Vacancy Number	Vacancy Pay Plan-Series-Grade	Total Referred Applications	Total Certificates	Total Declinations	Total Declined During Negotiations	Total Declined Interview-Assessment	Total Declined Location	Total Declined Position	Total Declined Salary	Total Declined Salary-Grade
10543682	GS-1802-5/6	333	12	76	0	0	8	60	0	8
10552284	GS-1881-11	96	4	4	0	3	0	1	0	0
10672485	GS-0303-7	28	2	2	0	2	0	0	0	0
10675213	GS-0343-13	21	1	1	0	0	0	1	0	0
10677891	GS-0301-11	39	1	1	0	0	0	1	0	0
10679031	WG-5823-10	4	1	1	0	0	0	1	0	0
10679101	GS-0301-11/12	27	4	4	0	0	1	3	0	0
10679742	GS-0610-12	91	1	1	0	0	0	1	0	0
10683134	GS-1895-12	115	1	1	0	0	0	1	0	0



USAJOBS Job Status Changes

Presenter: Bridget Dongarra, USA Staffing Program Manager

What is Job Status?

- Job Status, deployed 1/13/21, provides a status for the overall recruitment.
- USA Staffing set all 'Expired' vacancies to the 'Hiring Complete' job status.
- New Job Statuses:
 - Accepting Applications
 - Reviewing Applications
 - Hiring Complete
 - Job Canceled
- Talent Acquisition Systems are responsible for communicating application status.



<p>+ Production Testing</p> <p>Accepting applications</p> <p>Ames Research Center</p> <p>Fort Valley, Georgia</p> <p>Closes 3/5/2021</p>	<p>Application status</p> <p>You applied on 4/6/2020.</p> <p>Last updated 4/6/2020</p> <p>Track this application.</p>
<p>+ Document Inspector</p> <p>Reviewing applications</p> <p>Office of Personnel Management</p> <p>Westminster, Maryland</p> <p>Closed 12/30/2020</p>	<p>Application status</p> <p>You applied on 12/29/2020.</p> <p>Last updated 12/29/2020</p> <p>Track this application.</p>



USAJOBS Job Status Changes

USA Staffing Changes:

- On March 12, USA Staffing will add a 'Hiring Complete' button to Applicant Overview.
- Between March 12th and 14th, USA Staffing will set vacancy announcements to '**Hiring Complete**' that meet the following criteria:
 - **Active** Vacancy Announcements with at least one certificate issued where all issued certificates are either audited, expired, or canceled.



USAJOBS Job Status Changes

The screenshot shows the USAJOBS Applicant Overview Page. At the top, there are three buttons: "Add Applicant", "Invite Late Applicant", and "Create List". Below these is a section titled "TOUCHPOINT NOTIFICATIONS SENT" with four progress indicators, each at 100%: "APPLICATION RECEIVED", "NOTICE OF RESULTS", "NOTICE OF REFERRAL", and "FINAL DISPOSITION". The main content area shows the job status "REVIEWING APPLICATIONS" and a "MARK HIRING COMPLETE" button, which is highlighted with a green box.

HR Users must click the **Mark Hiring Complete** button to update the USAJOBS Job Status from "Reviewing Applications" to "Hiring Complete"

"Mark Hiring Complete" button Mock-up
Applicant Overview Page



Hiring Assessment & Selection Outcome Dashboard

Live Demo

Presenter: Stephanie Grosser, SME-QA Team Lead, OMB & USDS



USA HireSM

Transforming Government One Hire At A Time

Presenter: Sharon Wilborn, HR Specialist (Customer Outreach)

New USA Hire Contract Awarded



Primary vendor

- Contract length: 8 years
- Innovative mobile assessments for cross-cutting competencies
- I/O and IT expertise for delivering USA Hire

HireVue

Allow interviews to be completed anywhere at any time



Remote proctoring technology



USA Hire Expansion – Key Dates

FY21 Q2-3

Award new USA Hire contract



FY21 Q3-4

Prepare assessments on upgraded, state-of-the-art platform

- Ensure continuity of service
- Migrate all assessment content and scoring protocols

FY22 Q1

Integrate new USA Hire platform with USA Staffing

- Meet all security requirements
- Meet all privacy requirements

Early FY22 Q1-2

Add key expanded functionality

- Online Interviewing
- Technical Assessments
- Remote Proctoring



USA Hire Expansion New Capabilities for FY22

FY21 Q2-3

Award new USA Hire contract

FY21 Q3-4

Prepare assessments on upgraded, state-of-the-art platform

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- Migrate all assessment content and scoring protocols

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Early FY22 Q1-2

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Mobile Testing

Allow applicants to complete their assessments across platforms (for example, mobile devices such as cell phone or tablet)



Enhanced User Access

Emerging need to provide internal stakeholders and select custom assessment customers with various levels of access to assessment information and reports



Online Interviewing

Conduct virtual interviews with applicants at any location



New Assessment Content, Methodology, and Technology

Continuous evaluation of new assessment content and methodology as well as emerging technology to support delivery based on customer needs



Remote Proctoring

High stakes testing with remote proctoring allows applicants to test anywhere at any time without the need of a testing center





USAJOBS[®]

Presenter: Yusuf Raza, USAJOBS Product Owner

Strategic Recruitment – Agency Talent Portal



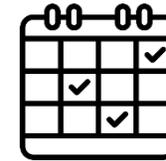
Challenge

Agencies often have limited resources to administer branding and outreach activities to attract a target audience for their job opportunities and rely solely on posting job opportunity announcements on USAJOBS.



Solution

USAJOBS continues to expand its Agency Talent Portal capability to deliver a recruitment and branding platform to facilitate strategic recruitment activities.



Timeline

- Q1** Search Enhancements
- Q2** Messaging Capabilities
- Q3** CMS Implementation
- Q4** Talent Networks



USAJOBS ATP: Resume Search

Improved site performance, login, advanced search, filtering and sorting features as well as improved usability.

- Search Tips
- Last Updated Filter
- Grade & Series Filters

An official website of the United States government [Here's how you know](#)

USAJOBS Agency Talent Portal Search Resumes Campaigns Events Help Loretta

Keywords Location (current or desired)
 Enter keyword(s) City, state, or country Search

How to search

Use keywords

- Enter a keyword like a job title, skill, or certification.
- Use multiple keywords to get more specific — see how to refine search below.

Use location

- Narrow your results by using location to search for a candidate's current location or desired work location.

Use filters

- Refine your results based on how recently a candidate has updated their profile or resume.
- Use hiring paths to narrow down your results. Hiring paths may help you find candidates who might be eligible for certain hiring authorities or preferences, but you will still need to confirm eligibility.
- Enter a job series or name — your search results will only display federal employees.
- Select the highest grade you're looking for — your search results will only display federal employees on the GS scale.

More advanced search techniques

Search for exact matches

- Use quotes around words or a phrase to search for an exact match. For example: "graphic design"

Search for all keywords

- Use the plus sign + between words to search for all keywords. For example: designer + photoshop

Search for either keyword

- Use a comma between each keyword to search for either one. For example: writer, editor

Exclude a word from your search

- Use a minus - in front of a word you want to leave out or not search for. For example: designer -photographer

Specify an order to your search

- Use parentheses to tell what to search on first. For example: (public affairs, media relations)

Search examples

- "public affairs" + (content strategy, writer) + media relations

Filters Preferences

Candidate last updated

1 month ago 18 months ago

18 months ago

Hiring path

- U.S. Citizens
- Federal Employees
- Veterans
- Military spouses
- National Guard & Reserves
- Students
- Recent graduates
- Senior executives
- Individuals with disabilities
- Family of overseas employees
- Native Americans
- Peace Corps & AmeriCorps VISTA
- Land & base management

Series

Only applies to federal candidates

Enter series number or name

Highest grade (GS only)

GS 1	GS 2	GS 3	GS 4	GS 5
GS 6	GS 7	GS 8	GS 9	GS 10
GS 11	GS 12	GS 13	GS 14	GS 15

Clear all filters and preferences



Search Tips

Agency Talent Portal Search now supports a range of search techniques and tips on how to use them effectively.

How to search

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Search examples

- "public affairs" + (content strategy, writer) + media relations



Last Updated

Filter candidates by when they **last modified** their profile or Resume.

Filters **Preferences**

Candidate last updated

1 month ago 18 months ago

3 months ago

Hiring path

[Save all search results to a campaign.](#) You can save up to 100 results at a time.

Margaret W Dumas
 Department of Interior - Agency Wide
 Department of the Interior
 Macon, Stateless Person
 Last updated 02/01/2021

- U.S. Citizens
- Federal Employees



Grade and Series Filter

Narrow search results down by **Grade** (GS) and **Series** for Federal job seekers.

Series

Only applies to federal candidates

Highest grade (GS only)

GS 1	GS 2	GS 3	GS 4	GS 5
GS 6	GS 7	GS 8	GS 9	GS 10
GS 11	GS 12	GS 13	GS 14	GS 15

[Save all search results to a campaign.](#) You can save up to 100 results at a time.

Lucretia Gatewood

Defense Logistics Agency

Department of Defense

GS - 12 (highest grade)

Columbus, Ohio

Last updated 12/04/2012



Export List

The screenshot shows the USAJOBS Agency Talent Portal interface. At the top, the header includes the USAJOBS logo and navigation links for Search Resumes, Campaigns, Events, Help, and a user profile for Yusuf. The main content area is titled 'CAMPAIGN Campaign Challenge Test Name And other Fun Stuff' and includes filters for Year (YR), Job Type (JY), and a plus sign (+). A blue button labeled 'Export to Excel' is highlighted with a green rectangular box. Below the campaign title, there are tabs for 'Lists' and 'Messaging'. The 'Lists' tab is active, displaying four list cards: 'Challenge List 1' (2 candidates), 'ATP Rename test' (0 candidates), 'Challenge List 3' (3 candidates), and 'ATP Test Oct 27' (1 candidate). Each card shows candidate names, agency information, location, and last updated date. A '+ Add list' button is visible on the right side of the list view.

Once you save job seekers to a Campaign, export them to an Excel file to quickly access names, phone numbers and emails and continue the recruitment process.

To join the ATP listserv, send a blank email (no subject line or signature block) to usajobs-atp-join-request@listserv.opm.gov



USA Staffing is Hiring!

We will be recruiting:

- User Supporters (GS-201-11-13)
- Financial Analyst (GS-343-12)
- Communications Lead (GS-343-13)

USA Staffing's **User Support Branch Manager (GS-0201-14; Supervisor)** is open until 2/12/21.

OPM's HR Solutions Division is using a special search page on USAJOBS that lists all HRS jobs as they open.

An official website of the United States government

USAJOBS

Keywords Location

Viewing 1 - 1 of 1 jobs Sort by Relevance

[Save this search.](#) We'll email you new jobs as they become available.

Supervisory HR Specialist
 Office of Personnel Management
 Other Agencies and Independent Organizations
 Location Negotiable After Selection, United States

Starting at \$93,907 (GS 14)
 Permanent • Full-Time

Open 02/01/2021 to 02/12/2021

<https://www.usajobs.gov/Search/Results?mco=OPM-HRS>



USA Staffing Upcoming Events

February 3: Cognos Production Release

February 4: Cognos Advanced Report Author Forum

February 8-12: Virtual Mixed Agency USA Staffing Training w/Onboarding

February 9-10: Virtual Mixed Agency Onboarding Only Training

February 10: Cognos Stage Release

February 12: USA Staffing Production Release

February 16-17: Cognos Report Author Training

February 17: Cognos Production Release

February 19: USA Staffing Stage Release

February 24: Cognos Stage Release

February 25: Onboarding Workgroup Meeting

March 3: Classification Workgroup Meeting





Please take a moment to respond to this poll.

<https://www.menti.com/oijqsdciw4>

Code: 50 28 13 9

**Thank you for your active participation in
USA Staffing Advisory Board meetings!**