



New System Features and Enhancements

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STAFFING AREA

Multiple Answer/Multiple Response Assessment Question Type

The multiple answer, multiple response question type allows applicants to select all applicable responses to a specific question. This question type is intended to collect multiple, specific pieces of information about applicants’ experience. Multiple response questions can be used with KSA and Task-Based assessment questionnaire types. This question type can be used with rating factors and cannot be used with screen-out factors.

Following the 1201.1 release, a PowerPoint presentation on developing and scoring multiple response questions will be available on the USA Staffing Resource Center [http://help.usastaffing.gov/USASTaffing/index.php/USA Staffing Resource Center](http://help.usastaffing.gov/USASTaffing/index.php/USA_Staffing_Resource_Center).

Users should review the presentation before using this scoring type in USA Staffing for the first time.

This question type can be configured in Admin > Preferences > Configurations > Assessment. The default value is **No**. To enable this question type, the configuration value must be set to **Yes** and applied to the Office level.

Users can apply this question type in the Questionnaire Builder > Item Editor page. To create a multiple response question type, select **Allow Multiple Response Selections** from the **Question Type** drop-down list.

The screenshot shows the 'Item Editor' page in the USA Staffing system. The interface includes a search bar, navigation tabs (STAFFING, REPORTS, ADMIN, LOGOUT), and a 'Testing Office' dropdown. The main content area is titled 'Item Editor' and contains the following elements:

- Description:** A dropdown menu set to 'Question'.
- Factor/Competency:** 'Skill in applying staffing techniques and processes.'
- Text Editor:** A rich text editor with a toolbar and a text area containing the question: 'I have work experience with the following types of architecture projects: (Select all that apply.)'
- Question Type:** A dropdown menu set to 'Allow Multiple Response Selections', which is highlighted with a red box.
- Use Scale:** An unchecked checkbox.
- Buttons:** 'New' and 'Delete' buttons.
- Code and Response:** A table with columns for 'Code' and 'Response'.

In Application Manager, response fields for multiple answer/multiple response questions display as check boxes. These check boxes allow applicants to select more than one response for that question.

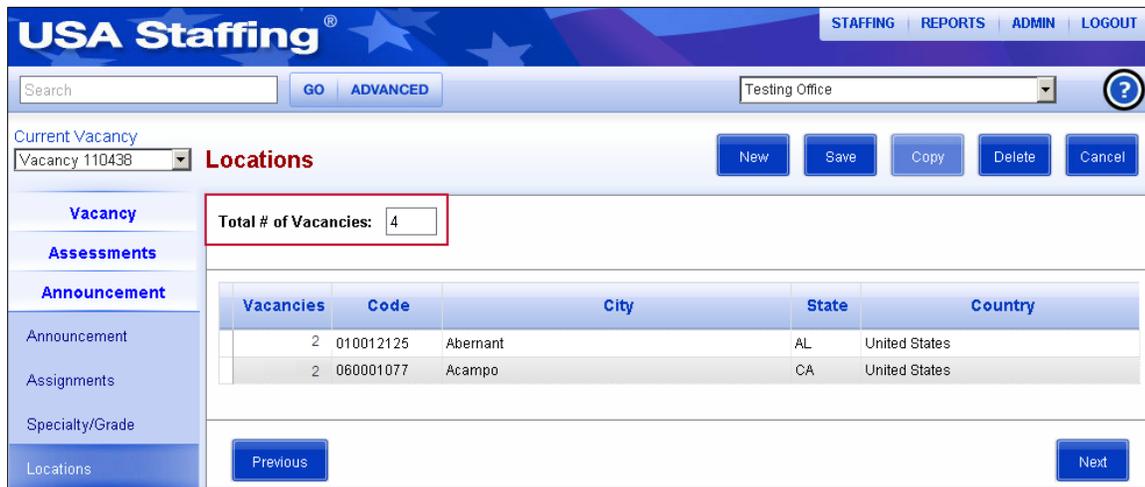
The screenshot shows the 'Application Manager' page for a user named 'applicant11one'. The interface includes a navigation bar with 'Main', 'Help', and 'Logout' buttons. The main content area displays the following information:

- Vacancy ID:** 110599
- Job Title:** Accountant
- Announcement Number:** 12-110599-MAMR
- USAJOBS Control Number:** 301807600
- Applicant Name:** APPLICANT ONE
- Buttons:** 'Previous', 'Next', and 'Save' buttons.
- Section 1:** A list of sources referenced in completing work assignments, with checkboxes for each:
 - A Appropriation Law
 - B Prompt Payment Act
 - C Debt Collection Improvement Act (DICA)
 - D OMB Circulars
 - E Federal Travel Regulations
 - F Code of Federal Regulations (CFR)
 - G Federal Acquisition Regulations (FAR)
 - H Due diligence reviews
 - I None of the above (if selected, be sure it is the only response selected for this item)
- Total Questions in this Assessment:** 1

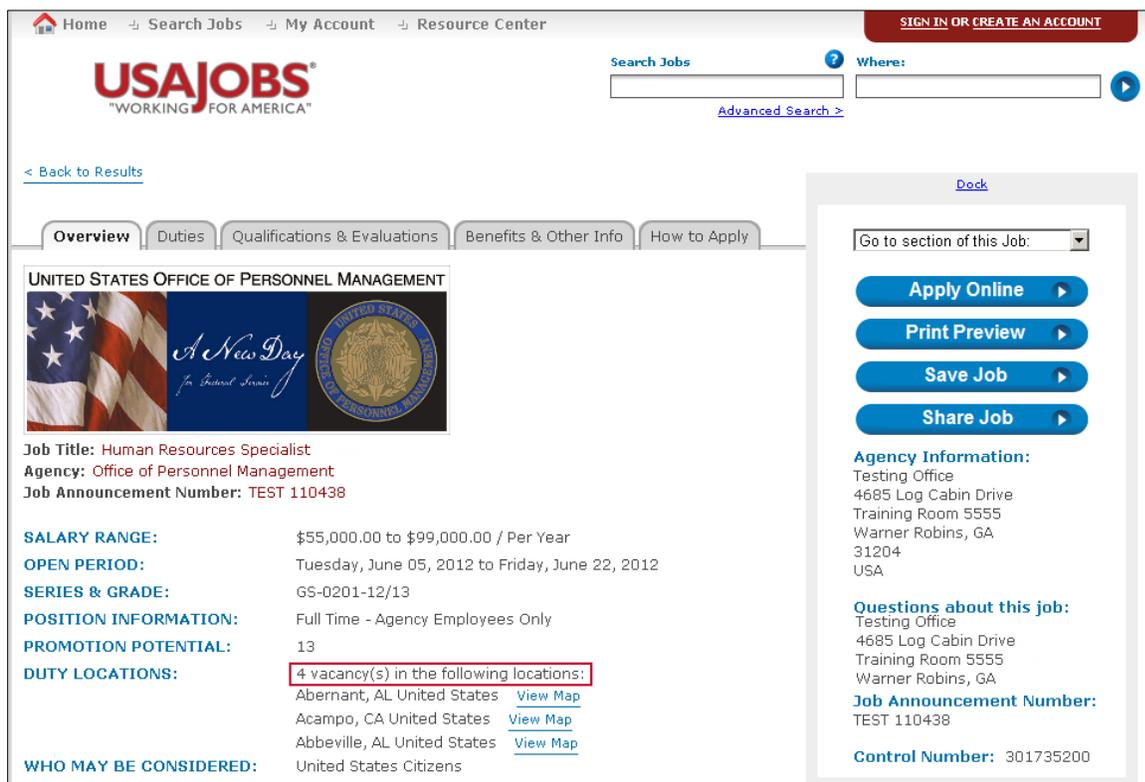
Total Number of Vacancies Field

The Announcement > Locations page includes a required **Total # of Vacancies** field. With this change, users can enter the total number of vacancies for the job announcement and the number of possible vacancies in each location listed. This field must contain a number greater than zero or the words "Few" or "Many".

The Vacancies column value is now defaulted to zero. If users change the zero value, they can choose a specific number of vacancies or enter "Few" or "Many" for each location.



The total number of vacancies and the list of locations both display on the USAJOBS announcement. Previously, USAJOBS displayed the number of vacancies for each location.



The Announcement > Select Announcement Location page displays these instructions: “When entering the number of vacancies for each location in the Vacancies column, the sum does NOT need to equal the Total Number of Vacancies field, as only the Total Number of Vacancies and a list of the chosen locations will appear on USAJOBS.”

Expanded Geographic Locations Browsing

Users can browse for expanded geographic locations (i.e., locations without a designated state) by clicking **New** and then selecting “United States” from the **Country** drop-down list. From the **State** drop-down list, users should select “Special” at the end of the list. The location code 990000000 – Location Negotiable After Selection can now be located by selecting “Special” from the **State** drop-down list.

Note: USAJOBS has created expanded geographic locations per specific agencies’ requests. Users should not use the “Special” codes unless their agency has permission from USAJOBS.

	Vacancies	Code	City	State	Country	County
<input type="checkbox"/>		99HSBD011	CBP - Alaska		United States	
<input type="checkbox"/>		99HSBD009	CBP - Central East Coast		United States	
<input type="checkbox"/>		99HSBD007	CBP - East Texas		United States	
<input type="checkbox"/>		99HSBD006	CBP - Florida and Carribean		United States	
<input type="checkbox"/>		99HSBD003	CBP - Midwest US		United States	
<input type="checkbox"/>		99HSBD004	CBP - Northeast US		United States	
<input type="checkbox"/>		99HSBD002	CBP - Northwest US		United States	
<input type="checkbox"/>		99HSBD010	CBP - Pacific		United States	
<input type="checkbox"/>		99HSBD005	CBP - Southeast US		United States	
<input type="checkbox"/>		99HSBD001	CBP - Southwest US		United States	
<input type="checkbox"/>		99HSBD008	CBP - West Coast		United States	
<input type="checkbox"/>		990000000	Location Negotiable After Selection		United States	

APPLICATION MANAGER

Password Reset Procedure

USA Staffing has improved the security of the password reset procedure in accordance with Federal IT security requirements and best practices. Applicants must answer their secret question to receive an email with a unique link to reset their password. The link is valid for 24 hours and can only be accessed from the applicant’s email account.

Applicant Account Changes

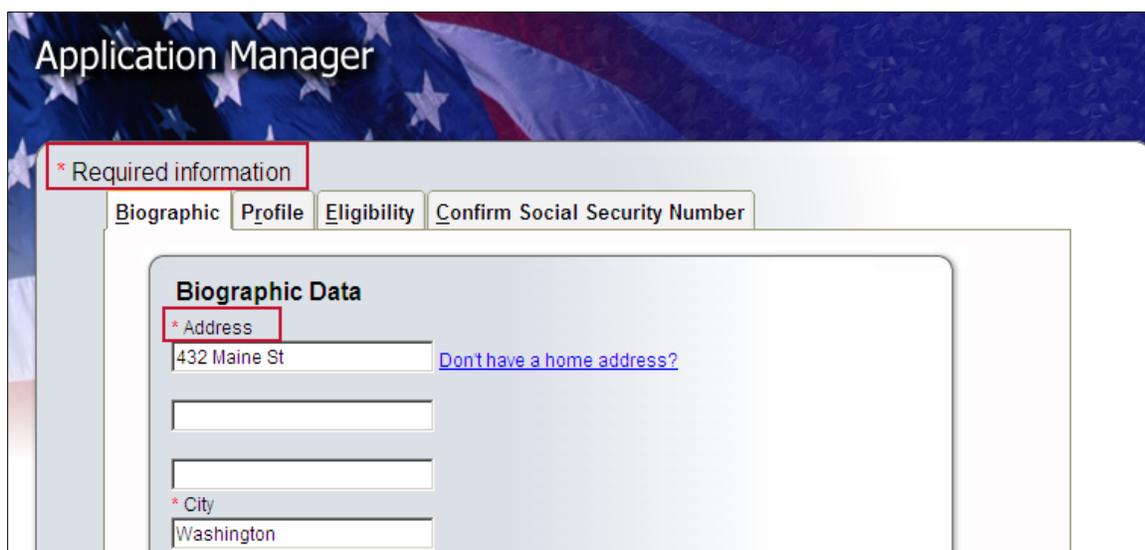
USA Staffing has improved security and usability of Application Manager by allowing applicants to create multiple Application Manager accounts with the same name and Social Security number (SSN). Before this change, applicants who had an account in Application Manager and tried to apply using a different account with the same name and SSN would encounter a **Duplicate SSN** error that required help desk intervention to complete their application. For security reasons, the application history and supporting documents in each account will remain separate. If applicants have multiple accounts, they will be required to log into each account to review their application packages. This is the same process required for applicants with multiple USAJOBS accounts.

If an applicant applies to the same job announcement more than once using different accounts, the most recent application submitted will be considered the active record for that job announcement. Previous applications to the same vacancy will display as a Duplicate Processed (DP) record status code.

Screen Usability Improvements

To enhance Application Manager system navigation, this release includes the following usability improvements:

- Elimination of the redundant **Important Links** button from the home page
- Streamlined text on the Re-Use Documents page explaining USAJOBS document retrieval
- Enhanced on-screen information layout
- Standardized spacing
- Designated required fields with a red asterisk



The screenshot displays the 'Application Manager' interface with a background of the American flag. A red box highlights the text '* Required information' at the top left. Below this, there are four tabs: 'Biographic', 'Profile', 'Eligibility', and 'Confirm Social Security Number'. The 'Biographic Data' section is active and contains several input fields. The 'Address' field is highlighted with a red box and contains the text '432 Maine St'. To the right of this field is a blue link that says 'Don't have a home address?'. Below the address field are two empty input fields. The 'City' field is also highlighted with a red box and contains the text 'Washington'.

Applicants Address Guidance

Both USAJOBS and USA Staffing require input for the home address fields. The Biographic Data tab in Application Manager now includes a ***Don't have a home address?*** link. This link provides guidance to applicants about how to receive job application correspondence through the U.S. Postal Service General Delivery service for those who do not have a home address. This change allows homeless veterans and other homeless applicants to apply to Federal vacancies.

System Corrections

STAFFING AREA

Accepted Applicant SSNs

USA Staffing and Application Manager validation rules have been adjusted to accept SSNs beginning with all digits except those starting with 000, 666, and 900 - 999 to conform to current Social Security Administration standards.

Applicant Status and Document Submission Dates

Users can change an applicant's PF status resulting from missing document dates by entering the required documents' dates in the top table on the Applicants > Supporting Documents page and clicking **Save**.

Editing Faxed Application Responses

USA Staffing has corrected the error that occurred when a faxed questionnaire was missing responses. Users can now update blank question responses for a faxed questionnaire.

Stored List Names

Users editing a Stored List name can no longer leave this field blank as the system will pre-populate the previously used Stored List name.

REPORT AREA

Individual Certificate Audit Report

The veterans' preference count in this report no longer includes applicants for whom veterans' preference was not collected.

ADDITIONAL RESOURCES

Online Help

For further information and detailed instructions regarding these enhancements, visit the USA Staffing online help site:

http://help.usastaffing.gov/USASTaffing/index.php/Help_for_USA_Staffing_HR_Users.