



Posting a Detail through USA Staffing

PART 1: GENERAL INFORMATION

This guide outlines steps for posting a Detail announcement on USAJOBS through USA Staffing.

PART 2: CREATING THE VACANCY

The process for creating a vacancy for a Detail is similar to other positions. You must input the appropriate information in the Position Information page, including the **Vacancy Type**, **Pay Plan**, **Salary basis**, **Minimum Salary**, and **Maximum Salary**. Complete the remaining Vacancy section pages as appropriate.

Note: Entering a keyword like “Detail” in the **Position Title** field helps applicants find the announcement on USAJOBS.

The screenshot displays the USA Staffing web interface. At the top, there is a navigation bar with 'STAFFING | REPORTS | ADMIN | LOGOUT' and a search bar. Below the navigation bar, the 'Current Vacancy' section shows 'Vacancy 179321'. The main content area is titled 'Position Information' and contains several fields and options:

- Vacancy ID:** 179321
- Position Title:** IT Specialist (Detail NTE one year)
- Options:** Competitive, Merit Promotion, Internal Merit Promotion
- Employer Type:** Federal (dropdown)
- Vacancy Type:** Case Exam (dropdown)
- Pay Plan:** GS (dropdown)
- Salary:** Annually (dropdown)
- Minimum Salary:** 25,000.00
- Maximum Salary:** 35,000.00

On the left side, there is a sidebar menu with options: Vacancy, Position Information, Assessment Information, Supporting Documents, Request Management, Case File Documents, Categories, and Assessments.

PART 3: CREATING AN ASSESSMENT

The process of creating an assessment is similar for all positions. USA Staffing requires that an assessment be entered before an announcement can be released to USAJOBS. The assessment establishes the series, specialty, and grade(s) of the position. You should determine which assessment type best addresses your evaluation needs.

The USA Staffing [online help](#) content includes comprehensive instructions for creating different assessment types.

PART 4: CREATING THE ANNOUNCEMENT

1. Enter the **Announcement Number**.
2. Select the appropriate group in the **Who May Apply** drop-down list. Example: If you choose Status Candidates (Merit Promotion and VEOA Eligibles), your announcement will display in USAJOBS search results for Federal employees only.

3. Use the **Custom Text** box to add specific language about the Detail as appropriate.

4. Select *Detail* under the **Appointment Type** drop-down list. This ensures announcements display correctly in USAJOBS. Add the appropriate text or date in the **Not to exceed** box under the **Appointment Type**.
5. Leave the **Accept USAJOBS Resumes and Portfolio Documents** box checked to allow applicants to select a USAJOBS resume and portfolio document(s) before continuing to Application Manager to complete and submit their application.
6. Leave the **Accept Online Applications** box checked to ensure applicants can apply online. This checkbox activates the **Apply Online** button on the USAJOBS announcement, which routes applicants through USAJOBS and then to Application Manager to complete their application.
7. Complete the remaining announcement pages as appropriate. Make sure you provide clear application instructions and specify any required documents.
8. On the Preview page, review your announcement and check the **Complete** box.
9. Check the **Release to USAJOBS** box to post the announcement.

PART 5: REVIEWING, REFERRING, AND NOTIFYING APPLICANTS

If you collect applications through USA Staffing, the applicant review, notification, and referral process is similar to other positions. The Request Information page in Referral also includes a drop-down for appointment type. The appointment type will default to Detail.

Note: The USA Staffing [online help](#) content includes comprehensive instructions for reviewing applicant records, generating applicant notification emails, and issuing a certificate of eligibles.