



New System Features and Enhancements

Vacancy

Assessment Information Page – The following date fields have been added to the Assessment Information page. These dates will be used in the calculations for the Hiring Timeliness reports as part of the End-to-End reporting:

- Date of Validation of Hiring Need – date the need to hire is validated. This happens outside of the system when the hiring manager first establishes the need to fill the position and the vacant position is confirmed. This is considered the starting point of the 80-day time-to-hire calculation.
- Position Description Review Date – date the review of the position description is completed for this hiring action.
- Job Analysis/Assessment Confirmation Date – date the job analysis and assessment is confirmed for use with this job announcement.

The screenshot displays the 'Assessment Info' form in the USA Staffing system. The sidebar on the left contains navigation buttons for 'Vacancy', 'Position Information', 'Assessment Information' (highlighted), 'Supporting Documents', 'Categories', 'Assessments', 'Announcement', 'Applicants', and 'Referral'. The main form area includes sections for 'Qualifications Review Required' (set to 'None'), 'Geographic Locations' (with radio buttons for 'Bring forward open locations from existing records' and 'Only keep locations from new record'), and age screening options. A red box highlights the new date fields: 'Date of Validation of Hiring Need' (1/4/2010), 'Position Description Review Date' (1/7/2010), and 'Job Analysis/Assessment Confirmation Date' (1/11/2010). The form also includes 'Previous' and 'Next' navigation buttons.

Referral

Ordering Criteria Page – A new Refer Method, *Selected Applicant Flags*, was added to the Merit Referral List and Non-Traditional certificate types. This new refer method allows users to create lists of candidates by identifying specific applicant flags associated with that candidate's record. Applicant Flags may be applied to candidates by linking them to specific assessment questionnaire responses or by manually assigning them in the applicant record. The Applicant Flag(s) selected on the Ordering Criteria page serve as a filter for that list (shown below). Any eligible applicants marked with one of the flags selected on the Ordering Criteria page will appear on the Stored List.

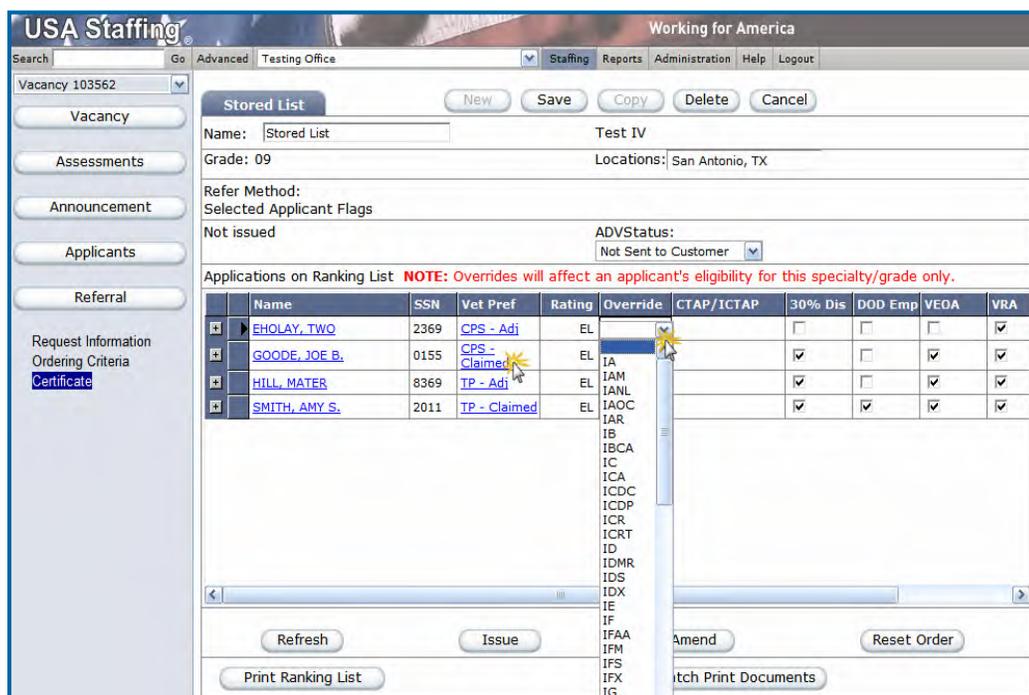
The screenshot displays the 'Ordering Criteria' page in the USA Staffing system. The page is titled 'Working for America' and includes a search bar and navigation tabs for 'Staffing', 'Reports', 'Administration', 'Help', and 'Logout'. The main content area is divided into several sections:

- Ordering Criteria:** Contains fields for 'Criteria Name' (Test IV), 'Applicant Referral Status' (Open Dual Certify), 'Certificate Type' (Merit Referral List), 'Rank By' (Eligibles Only), 'Priority Order' (None), 'Tie Breakers' (None), 'Refer Method' (Selected Applicant Flags), 'Number/Score', 'Order' (Name), 'Categorize Applicants' (checkbox), and 'CTAP/ICTAP Score' (80).
- Print Preferences:** Includes checkboxes for 'Home', 'Work', 'Other', 'Rating', and 'Vet Preference'.
- Applicant Flags:** A list of flags with checkboxes: '30% Disable Veterans' (checked), 'Appt of Certain Military Spouses' (unchecked), and 'DOD Employee Transfer' (checked).
- Referral List:** A dropdown menu for selecting a referral list.
- Specialty/Grade:** A table with columns for 'Code', 'Specialty', and 'Grade'. The selected row shows Code 001, Specialty HR Spec, and Grade 09.
- Locations:** A table with columns for 'Code', 'City', and 'Ste'. The selected row shows Code 0440, City San Antonio, and Ste TX.
- Promotion Potential:** An input field for entering a promotion potential value.
- Buttons:** 'Select ALL', 'Advanced Criteria', 'Preview Certificate', 'Previous', and 'Notes'.

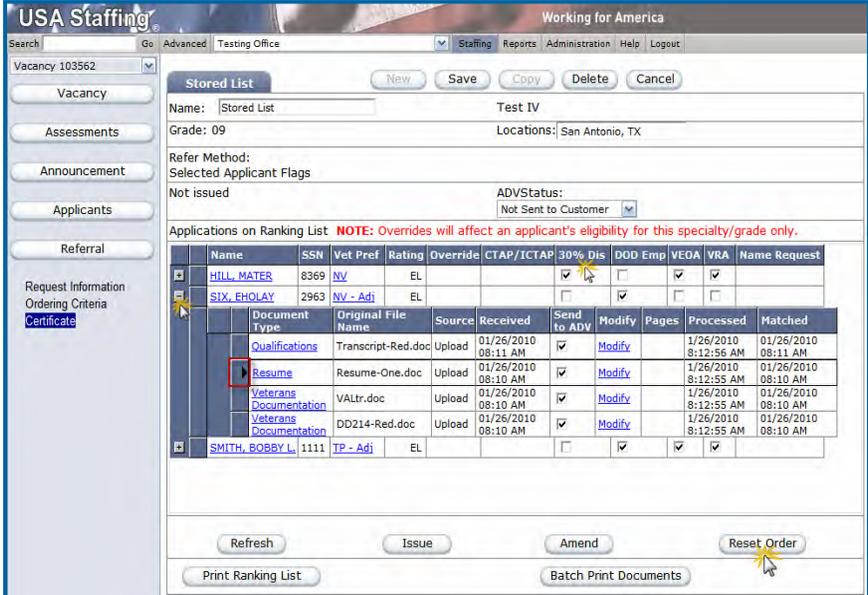
Stored List Page – A new page has been added to the Referral section named Stored List. This new page will facilitate the process of reviewing applications and applying qualifications and eligibility decisions. Also, these changes to the Referral area incorporate expanded functionality for utilizing Applicant Flags. Specifically, the system will allow users to refer eligible applicants by possession of an applicant flag and incorporate these flags in the application review process.

The *Stored List* page displays the candidates that meet the criteria established on the *Ordering Criteria* page. A tentative list of applicants is created when the *Preview Certificate* button is selected. You can continue to use the Stored List page as you do now by printing the ranking list, reviewing, and making eligibility determinations directly in the applicant’s record. The new *Stored List* page provides added functionality that allows users to perform several applicant maintenance functions directly from this screen. Once users have refreshed and finalized the Stored List, they can select the *Issue* button to create the certificate. Users will be able to perform the following applicant maintenance functions from the Stored List page:

- Adjudicate Veterans Preference – clicking on an applicant’s Veterans Preference rating will take you to the Vet Preference page of the applicant’s record where you can adjudicate the vet preference, *Save* the changes, and click the *Back* button to return to the Stored List page. Click the *Refresh* button for this change to take effect.
- Override Applicant Ratings – clicking on the override field next to an applicant’s rating will allow you to apply an ineligible code. Please note that any rating overridden in the Stored List page will affect an applicant’s eligibility for that specialty and grade. Once you have overridden the applicant’s eligibility for this specialty and grade and *Save*, the system will automatically reload the Stored List page and that applicant will not longer appear on the list. To revert the ineligible rating to its original rating, the *Override* box can be un-checked directly on the applicant’s record and the applicant will be reverted to the original eligible record status code. When the *Refresh* button is selected on the Stored List page, the applicant will be placed back on the list.



- Adjudicate CTAP/ICTAP Eligibility – clicking on an applicant's CTAP/ICTAP rating will take you to the applicant's Application Information page, where you can adjudicate their eligibility, *Save* the changes, and click the *Back* button to return to the Stored List page. You will then see the change reflected on the Stored List.
- Based on your eligibility determinations *Applicant Flags* can be turned on or off by checking or un-checking the boxes. This will not affect the applicant's assessment responses.
- View available supporting documents by clicking the  sign next to the applicant's name. You will then be able to open the documents in a new window.
- *Refresh* list to apply changes such as, Vet Preference adjudication.
- *Issue Certificate* – the system will automatically close the *Stored List* screen and move the applicants to the Certificate page.
- *Amend* list to add or remove applicants from list – no change to the current system functionality.
- Sort list by clicking on any column. For example, in the picture below the Stored List is sorted by clicking the 30% Disabled applicant flag column.
- Return the list to certification order (if sorting was done) by clicking the *Reset Order* button at the bottom of the screen.
- *Print Ranking List* – no change to the current system functionality.
- *Batch Print Documents* – no change to the current system functionality.



USA Staffing® Working for America

Search: [] Go: Advanced | Testing Office | Staffing | Reports | Administration | Help | Logout

Vacancy: 103562

Stored List [New] [Save] [Copy] [Delete] [Cancel]

Name: Stored List Test IV
Grade: 09 Locations: San Antonio, TX

Refer Method:
Selected Applicant Flags
Not issued ADVStatus: Not Sent to Customer

Applications on Ranking List **NOTE: Overrides will affect an applicant's eligibility for this specialty/grade only.**

Name	SSN	Vet Pref	Rating	Override	CTAP/ICTAP	30% Dis	DOD Emp	VEQA	VRA	Name Request
HILL, MATER	8369	NV	EL			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
SIX, EHOLAY	2963	NV - Adj	EL			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Qualifications	Transcript-Red.doc	Upload	01/26/2010 08:11 AM		<input checked="" type="checkbox"/>	Modify	1/26/2010 8:12:56 AM	01/26/2010 08:11 AM		
Resume	Resume-One.doc	Upload	01/26/2010 08:10 AM		<input checked="" type="checkbox"/>	Modify	1/26/2010 8:12:55 AM	01/26/2010 08:10 AM		
Veterans Documentation	VALtr.doc	Upload	01/26/2010 08:10 AM		<input checked="" type="checkbox"/>	Modify	1/26/2010 8:12:55 AM	01/26/2010 08:10 AM		
Veterans Documentation	DD214-Red.doc	Upload	01/26/2010 08:10 AM		<input checked="" type="checkbox"/>	Modify	1/26/2010 8:12:55 AM	01/26/2010 08:10 AM		
SMITH, BOBBY L.	1111	TP - Adj	EL			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Refresh Issue Amend Reset Order

Print Ranking List Batch Print Documents

Certificate Audit Page – The following date fields have been added to the Audit page in USA Staffing and the Agency Document Viewer (ADV) systems. These dates will be used in the calculations for the hiring timeliness report as part of the End-to-End Hiring Model:

- Tentative Offer – date that the tentative job offer is extended and a tentative acceptance is made, pending favorable security review.
- Investigation Initiated – date that the security investigation is formally initiated.
- Official Offer – date that the formal offer is made after either a successful investigation or the agency makes an interim clearance decision while investigation is pending. This field was renamed from *Job Offer Date*.

The screenshot shows the 'Audit' page in the USA Staffing system. The main content area displays the following information:

- Certificate:** MT-10-MXD-01480S0
- Audit Type:** Each Applicant
- Complete
- Announcement:** 103251: 1/8/2010 - 2/6/2010

Below this information is a table of applicants:

Name	SSN	VetPref	Rating	Audit Code	Return Status	Audit Date
Smith, John	1001		70	A - Selected	Hired	1/20/2010 10:48:00 AM

At the bottom of the applicant table is another table showing key dates:

Tentative Offer	Investigation Initiated	Official Offer	Effective Date
1/12/2010	1/13/2010	1/18/2010	1/25/2010

The interface includes a sidebar with navigation options like 'Vacancy', 'Assessments', and 'Applicants', and a top navigation bar with 'Staffing', 'Reports', and 'Administration' menus.

Administration/Reports

DEU Workload Report – Expanded functionality of DEU Workload Report to improve accuracy by counting only competitive certificates, sort results by pay plan (NSPS vs. non-NSPS), and sort results by ranking method (traditional rating vs. category rating).

**These enhancements are related to recent reporting requirements changes for our DoD customers.*

USA Staffing® Working for America

Search Go Advanced Testing Office Staffing Reports Administration Help Logout

Audited Certificates
Availability Letter
Certificate
Certificate Request
Certificate Timeliness
Certification Activity
DEU Workload
Disposition Letter
Individual Certificate Audit
Notification Letter
Office Timeliness Hiring
Organization Timeliness Hiring
Ranking List
Referral Letter
Vacancy Dual Cert

Create Report

Report Description:
Summarizes the number of competitive selections made, veterans certified/selected, and certificates used/unused. This report can be sorted by office or organization within a specific date range as well as by pay plan and/or ranking method. Fields FY, All, 1st, 2nd, 3rd, and 4th quarters are for display purposes only and do not act as a filter.

Report Criteria:
Customer: Administrative Law Judges Program
Air Force Electronic Systems
ATT and TB HR Office
Beale Air Force Base

Customers By: Current Office

Start: 2/4/2010
End: 2/4/2010

FY
 1st Quarter
 2nd Quarter
 3rd Quarter
 4th Quarter
 All

Sort Results by Pay Plan (NSPS v. Non-NSPS)
 Sort Results by Ranking Method (Traditional Rating v. Category Rating)

Store Email Schedule

Store in PDF format
 Email user when request is created and completed

The following chart explains the various sorting functionalities for the DEU Workload Report as well as their respective outputs if/when these sorting options are selected.

Functionality Selected	Description	Output
Sort Results by Pay Plan	System will automatically separate and compile relevant data fields for all audited “Competitive” certificates that have a Career /Career Conditional, Term, or Temporary appointment type by the advertised Pay Plan	<u>Total of 2 Sub-Reports Produced:</u> 1. Competitive Non-NSPS Activity 2. Competitive NSPS Activity
Sort Results by Ranking Method	System will automatically separate and compile relevant data fields for all audited “Competitive” certificates that have a Career/Career Conditional, Term, or Temporary appointment type by the Ranking Method utilized	<u>Total of 2 Sub-Reports Produced:</u> 1. Competitive Activity Utilizing a Traditional Ranking Method 2. Competitive Activity Utilizing a Category Rating Ranking Method
Sort Results by Pay Plan AND Sort Results by Ranking Method	System will automatically separate and compile relevant data fields for all audited “Competitive” certificates that have a Career/Career Conditional, Term, or Temporary appointment type by both the advertised Pay Plan AND the Ranking Method utilized	<u>Total of 4 Sub-Reports Produced:</u> 1. Competitive Non-NSPS Activity Utilizing a Traditional Ranking Method 2. Competitive Non-NSPS Activity Utilizing a Category Rating Ranking Method 3. Competitive NSPS Activity Utilizing a Traditional Ranking Method 4. Competitive NSPS Activity Utilizing a Category Rating Ranking Method
Neither *This will remain the system’s default sorting option	System will automatically separate and compile relevant data fields for all audited “Competitive” certificates that have a Career/Career Conditional, Term, or Temporary appointment type	<u>Total of 1 Report Produced:</u> 1. Competitive Activity * No distinctions will be made regarding Pay Plan or Ranking Method utilized

80-Day Hiring Model Reports – Added the following new reports to the Reports > Referral Area and the Administration > Exports Area. This functionality will become available during the week of February 8, 2010.

- Office Timeliness Hiring
- Organization Timeliness Hiring

The Office Timeliness Hiring Report and the Organization Timeliness Hiring Report will display the milestone dates for applicants marked as hired for an Office or Organization respectively. Timeliness is measured in the number of calendar days between the Date of Validation of Hiring Need and the Enter on Duty Date. The *Report Criteria* requires the following fields:

- Job Release Type – select one or more of the following types: Competitive, Merit Promotion, and/or Internal Merit Promotion.
- Appointment Type – select one or more appointment type(s) displayed here.
- Choose Date to Filter By – select one of the following dates to filter report by, Tentative Offer, Official Offer, or Enter on Duty Date.
- Start – must select start filter date.
- End – must select end filter date.
- Sort By – select one of the following sorting options, Customer, Filter Date, or Last Name.

The following is an example of the *Office Timeliness Hiring Report*. The top portion of the report will summarize the report criteria used.

Office Timeliness Hiring Report								Report Date: 1/28/2010
For Office of Personnel Management, Testing Office								
Release Type = COMPETITIVE.MERIT, OFFICIAL is between 1/28/2010 and 2/1/2010, Appointment Type = Career/Career Conditional.								
Sorted by: CUSTOMER								
Selectee Name	Vacancy ID	Certificate ID	Val. of Hiring Need	Opening Date	Issue Date	Tentative Offer	Official Offer	Time to Hire (Calendar Days)
Customer	PP-Series-Grade	Position Title	Vacancy Created	Closing Date	Audit Date	Invstgtn. Date	Enter on Duty	
Air Force Electronic Systems								
SPAT, JACK	103562	MT-10-SLM-01512S0	11/02/09	01/25/10	01/28/10	01/27/10	01/28/10	92
Air Force Electronic Systems	GS-0201-09	HR Spec	01/25/10	01/26/10	01/28/10	01/27/10	02/01/10	
EIGHT, EHOLAY,	103562	MT-10-SLM-01513S0	11/02/09	01/25/10	01/28/10	01/27/10	01/28/10	92
Air Force Electronic Systems	GS-0201-09	HR Spec	01/25/10	01/26/10	01/28/10	01/27/10	02/01/10	
MEADOWS, SHERRON, L	103577	MT-10-SLM-01514S0	01/28/10	01/28/10	01/28/10	01/28/10	01/28/10	5
Air Force Electronic Systems	GS-8852-10	Testing 01282010 SLM	01/28/10	02/10/10	01/28/10	01/28/10	02/01/10	
MEADOWS, SHERRON, L	103475	MT-10-SLM-01490S0	12/27/09	01/22/10	01/26/10	01/30/10	01/30/10	37
Air Force Electronic Systems	GS-0301-12	Testing SLM 01212010 Sample AFPC	01/21/10	02/03/10	01/26/10	01/28/10	02/01/10	
Customer Average								56.50
Total Office Average								56.50
For Official Use Only								
The Time to Hire represents the number of calendar days between the Date of Validation of Hiring Need and the Enter on Duty Date.								
								Page 1 Of 1

Application Manager

Pending Error (PE) Records Correction – PE records occur mostly as a result of a mismatch between the applicant's name and the SSN on record. We have applied a series of edits to Application Manager which will help reduce the number of Pending Error (PE) records created by account sharing and duplicate accounts. Once applicants are redirected from USAJOBS to Application Manager, they will be presented with a new Welcome screen as displayed below. Here applicants verify if they are logged into their account and proceed with their application or go back to USAJOBS to create their own account.

Application Manager

Login Important Links Help

Welcome, SHERRON.

Not SHERRON L MEADOWS? You were automatically logged in to this account from USAJOBS. You need to click [here](#) to return to USAJOBS and create your own account under your name.

Proceed with my Application

When the applicant proceeds to their application package they will no longer have the ability to change their name on the Biographic Data page of the questionnaire. Instead the system will display the Applicant's Name at the top of the page and a new button labeled *Change Name* will allow them to change their name.

The screenshot shows the 'Application Manager' interface. On the left is a navigation menu with 'Vacancy ID: 103251' and various sections like 'Biographic Information', 'Eligibility Information', and 'Assessment Questionnaire'. The main content area displays job details: 'Job Title: Testing Spell Check 101509 sim', 'Announcement Number: 103251', and 'USAJOBS Control Number: 1762250'. The 'Applicant Name: APPLICANT TEST-ONE' is highlighted with a red box, and a 'Change Name' button is visible next to it. Below this are 'Previous', 'Next', and 'Save' buttons. A 'Biographic Data' section is partially visible at the bottom with an 'Address' field containing '1900 E St'.

If the *Change Name* button is selected, the system will present the following warning/confirmation message. If the applicant proceeds to change their name, all previously submitted applications will be changed with the new name.

The screenshot shows a 'Message from webpage' dialog box. It contains a question mark icon and the text: 'Changing your name will replace the names on all previously submitted applications. Are you sure you want to do this?'. At the bottom are 'OK' and 'Cancel' buttons.

The system will then require the applicant to enter their Social Security Number (SSN) to confirm a name change in Application Manager. Once the SSN has been confirmed, the Name fields will display for the applicant to enter the name change.

The screenshot shows the 'Application Manager' interface with a confirmation dialog overlaid. The dialog asks the user to 'Please enter your Social Security Number to confirm a name change - enter only numbers with no dashes or spaces:'. It includes a text input field for the SSN and 'Confirm' and 'Cancel' buttons. Below the dialog, the 'Name' section of the form is visible, with fields for 'First Name', 'Middle Initial', and 'Last Name', and 'Save' and 'Cancel' buttons.

System Corrections

Staffing Area

Announcement Locations – An edit was added to the "number of vacancies" area. The edit of characters in the "number of vacancies" area is now limited to 4 characters such as, 9999 or "Many". The maximum number of vacancies that USAJOBS will accept is 9999.

Reports Area

Customer Labels Report – Deleted Customers will no longer erroneously appear on this report.

Administration Area

Locations – Locations with a state code of AS (American Samoa), FM (Micronesia), MH (Marshall Islands), and MP (Northern Marianas) would not show up in the nationwide duty combo box when selecting those state codes. Due to a logic defect in the code, when a user build a location with one of the 4 state codes, these USAJOBS locations did not appear in the drop down nationwide list to map them to. This caused problems on USAJOBS because it would be mapped incorrectly so applicants doing location searches would never find the jobs.