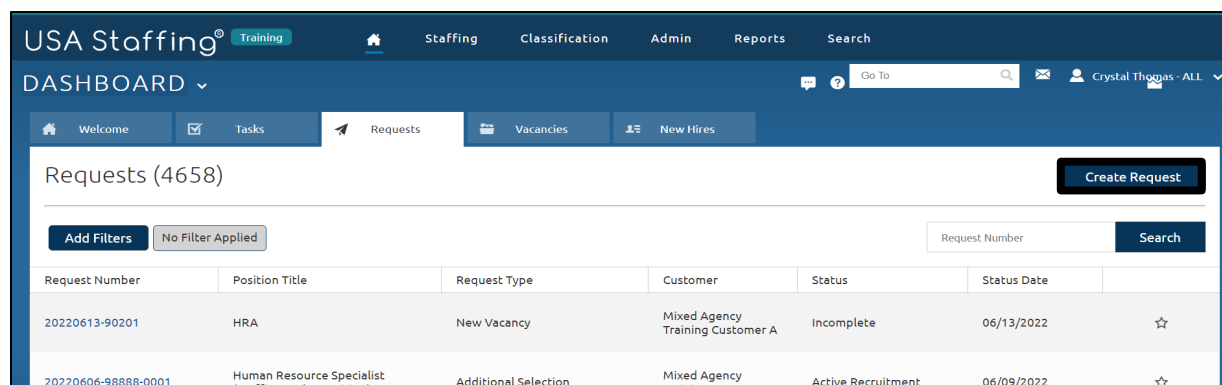


# Practice Exercise

## Using USA Hire with a Job Opportunity Announcement

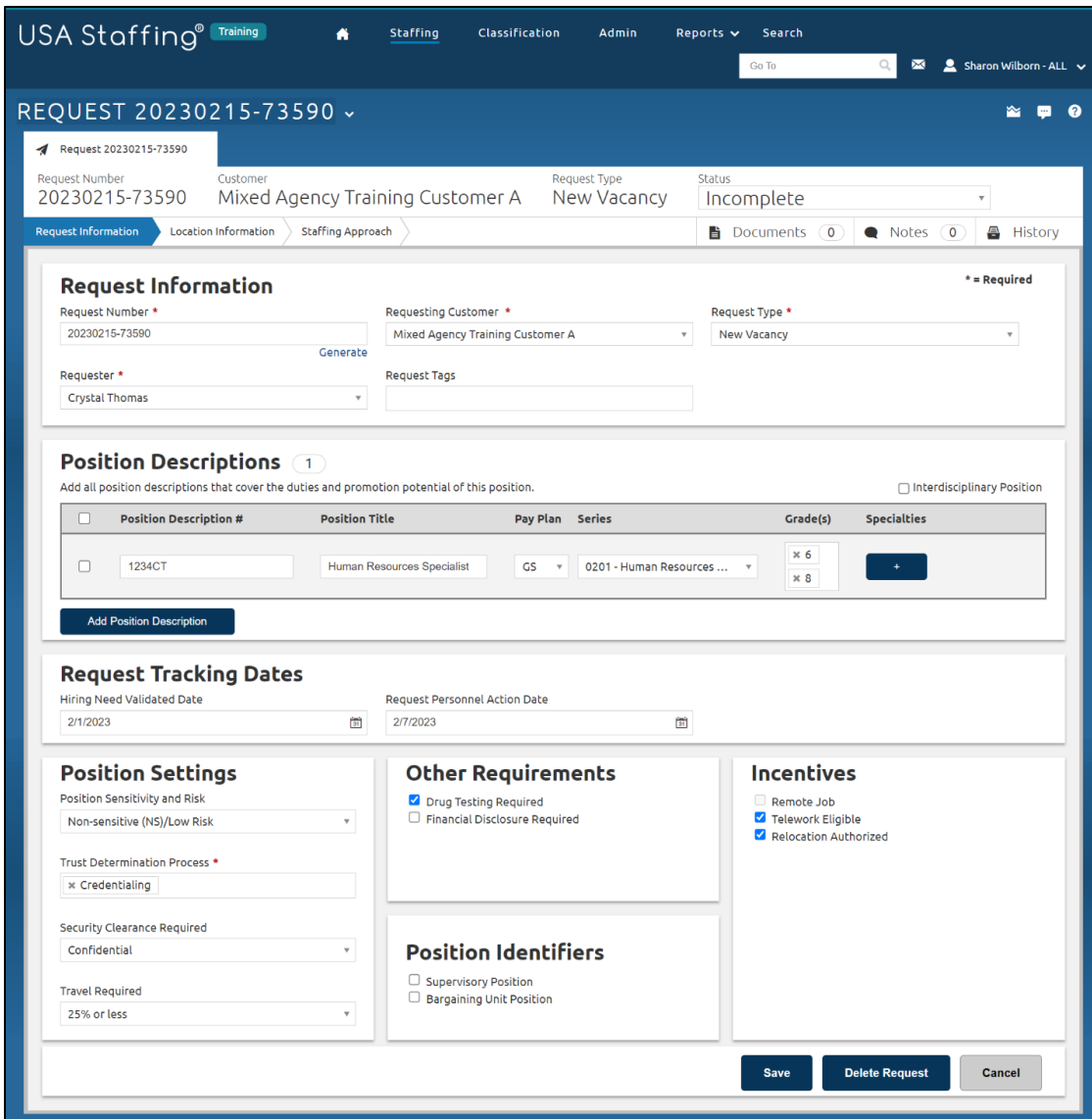
# Creating the Request

1. Click the **Create Request** button on the **Requests** tab of your dashboard.

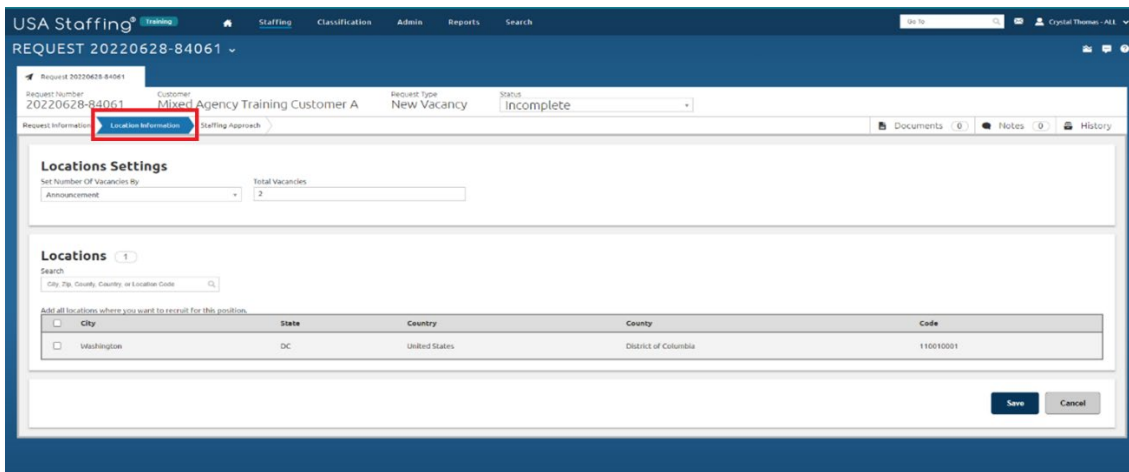


2. Complete the **Request information** page.

- a. Type or **Generate a Request Number**.
- b. Select a **Requesting Customer** from the drop-down list.
- c. Select the **Request Type** to be **New Vacancy**.
- d. Type your name as a **Requester**. If your name appears as an option in this list, select yourself. If no option is available, select a different Requesting Customer. This field is populated based on Hiring Managers that have access to the selected Requesting Customer.
- e. Add a Position Description Number of 1234 with your initials after it.
- f. Enter a **Position Title** of **Human Resources Specialist**.
- g. Select **GS** for **Pay Plan**.
- h. Type and select **0201** in the **Series** field.
- i. Select **6 and 8** for the **Grades**. (Either type in the box and click Enter or select it from the drop-down list.) USA Hire assessments are only available in the Training environment for this specific job series and grades.
- j. Do not add any **Specialties**.
- k. Type or select a **Hiring Need Validated Date**.
- l. Type of select a **Request Personnel Action Date**.
- m. Change the **Position Sensitivity and Risk** to **Non-sensitive (NS)/Low Risk**.
- n. Select **Credentialing** from the **Trust Determination Process** item.
- o. Select Confidential as the Security Clearance Required.
- p. Change the **Travel Required** to **25% or less**.
- q. Leave the **Other Requirements, Position Identifiers, and Incentives** items unchecked.
- r. Click Save.



3. Click the **Location Information** tab and complete this page.



- a. Leave **Set Number of Vacancies By** as **Announcement**.
- a. Enter **2** for **Total Vacancies**.
- b. In the **Locations** box, type and select **Washington, District of Columbia**. Click the **Add Location** button.
- c. Click **Save**.

4. Click the **Staffing Approach** tab and complete this page.

The screenshot shows the USA Staffing web application interface. At the top, there is a navigation bar with 'USA Staffing' and several menu items: Training, Staffing, Classification, Admin, Reports, and Search. Below the navigation bar, the user's name 'Sharon Wilborn - ALL' is displayed. The main header shows 'REQUEST 20230215-73590'. The 'Request Information' tab is active, displaying details for 'Request 20230215-73590' with a status of 'Incomplete'. The 'Staffing Approach' tab is selected, showing a 'Vacancy to be Created' section with a count of 1. This section includes a table with columns for Vacancy Type, Office, USAJOBS Announcement Type, Workflow, and Rating Combination. The 'Case Exam' vacancy type is selected for the 'Mixed Agency Training Office'. Under 'USAJOBS Announcement Type', the 'Public (U.S. Citizens and Non-Citizens)' checkbox is checked. The 'Workflow' is set to 'OPM 80-day', and the 'Rating Combination' has '0201-6' and '0201-8' selected. At the bottom of the form, there are three buttons: 'Save', 'Approve Request', and 'Delete Request'.

- b. Check the **Public** box under the **USAJOBS Announcement Type**.
- c. Select the **Office** based on your permissions. You should pick an **Office** that you have access to so that you can continue with this practice exercise.
- d. Leave all other options on this page as they are defaulted unless your agency policy directs you to select an alternative **Workflow**.
- e. Click **Save**.

5. Click **Approve Request** and then your request is complete.

This screenshot is identical to the one above, showing the 'Staffing Approach' tab for request 20230215-73590. The 'Approve Request' button at the bottom of the form is highlighted with a red rectangular box, indicating the next step in the process.

# Building the Vacancy

1. Go to your vacancy by selecting the direct access link for your Vacancy Number located under **Vacancy Created** on the **Request Information** page.

The screenshot shows the USA Staffing interface for request 20230215-73590. The 'Request Information' tab is active. The 'Request Information' section displays details such as Request Number (20230215-73590), Request Type (New Vacancy), Requesting Customer (Mixed Agency Training Customer A), Requester (Crystal Thomas), Approved By (Sharon Wilborn), Hiring Need Validated Date (2/1/2023), and Request Personnel Action Date (2/7/2023). Below this, the 'Vacancy Created' section features a table with the following data:

Vacancy Number	Status	Vacancy Type	Office	Workflow	USAJOBS Announcement Type	Rating Combination
10135797	New	Case Exam	Mixed Agency Training Office	OPM 80-day	<input checked="" type="checkbox"/> Public (U.S. Citizens and Non-Citizens)	<input checked="" type="checkbox"/> 0201-6 <input checked="" type="checkbox"/> 0201-8

2. There are no actions needed on the **Case File** tab. Continue to the **Position Information** page.

The screenshot shows the USA Staffing interface for vacancy 10135797. The 'Position Information' tab is active and highlighted with a red box. The page displays the following information:

- Office:** Mixed Agency Training Office
- Customer:** Mixed Agency Training Customer A
- Hiring Official:** Crystal Thomas
- USAJOBS Job Title:** Human Resources Specialist
- Pay Plan-Series-Grade:** GS-0201-6/8
- Announcement Type:** DE
- Status:** New

The 'Tasks (2)' section lists the following tasks:

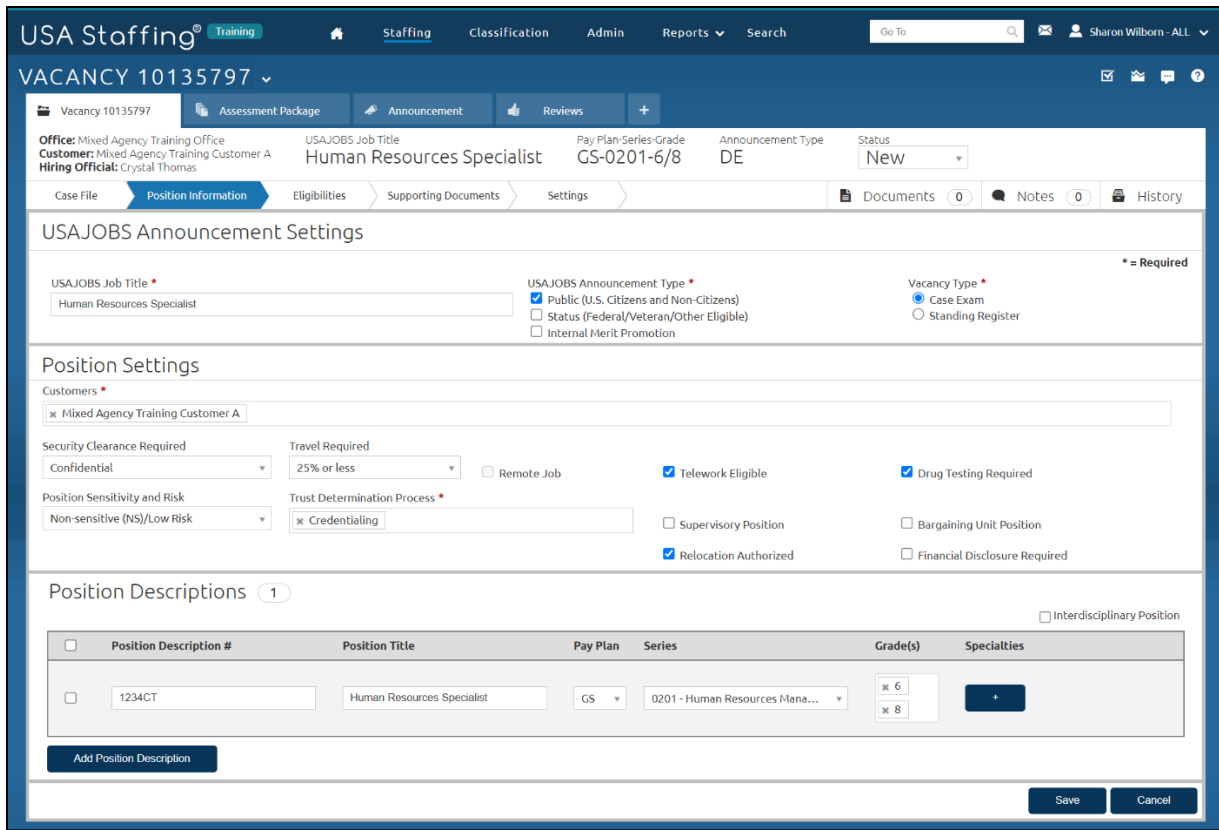
Task	Owner	Due Date
Complete Assessment Package	Sharon Wilborn	02/20/2023
Release Announcement	Sharon Wilborn	02/22/2023

The 'Requests (1)' section shows one request:

Request Number	Status
20230215-73590	Pending Recruitment

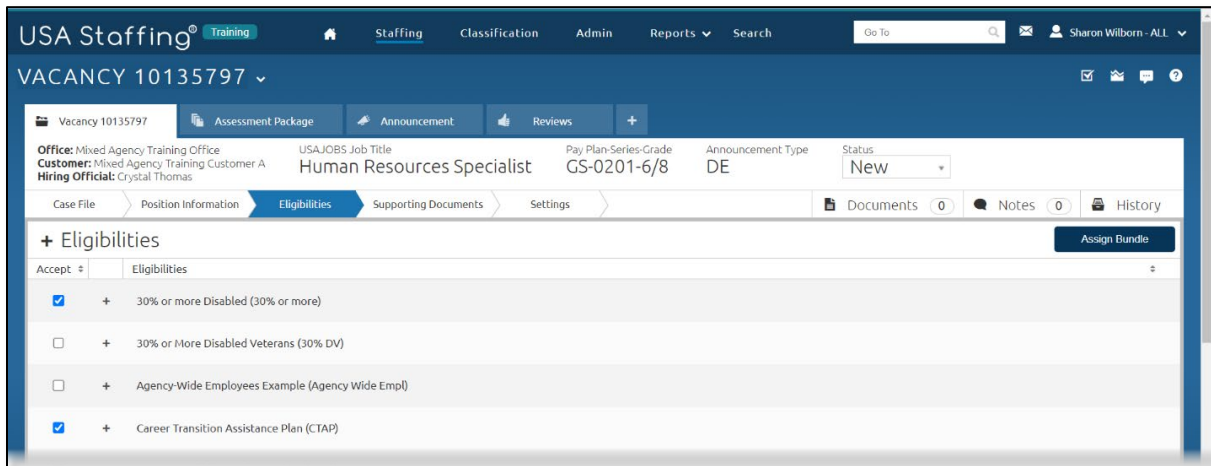
The 'ANNOUNCEMENT' section displays 'NOT CREATED'. Below this, it shows '0 APPLICANTS' and two boxes for 'ELIGIBLE' (0) and 'INELIGIBLE' (0).

3. Verify the information on the **Position Information** page.



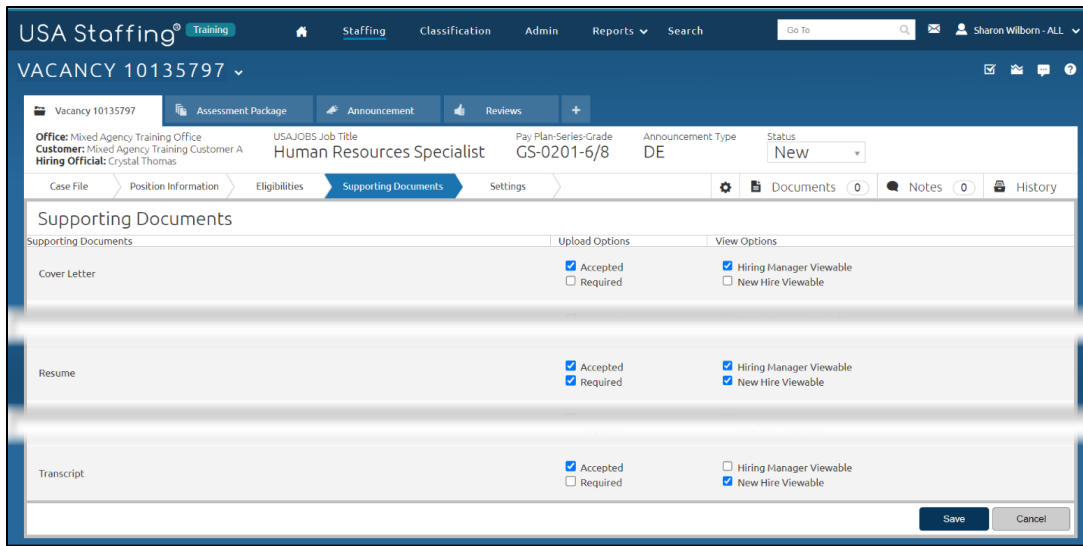
4. Go to the **Eligibilities** tab.

- a. Select 30% or more disabled (30% or more) Select Career Transition Assistance Plan (CTAP). *(If not available, skip this step.)*
- b. Click Save.



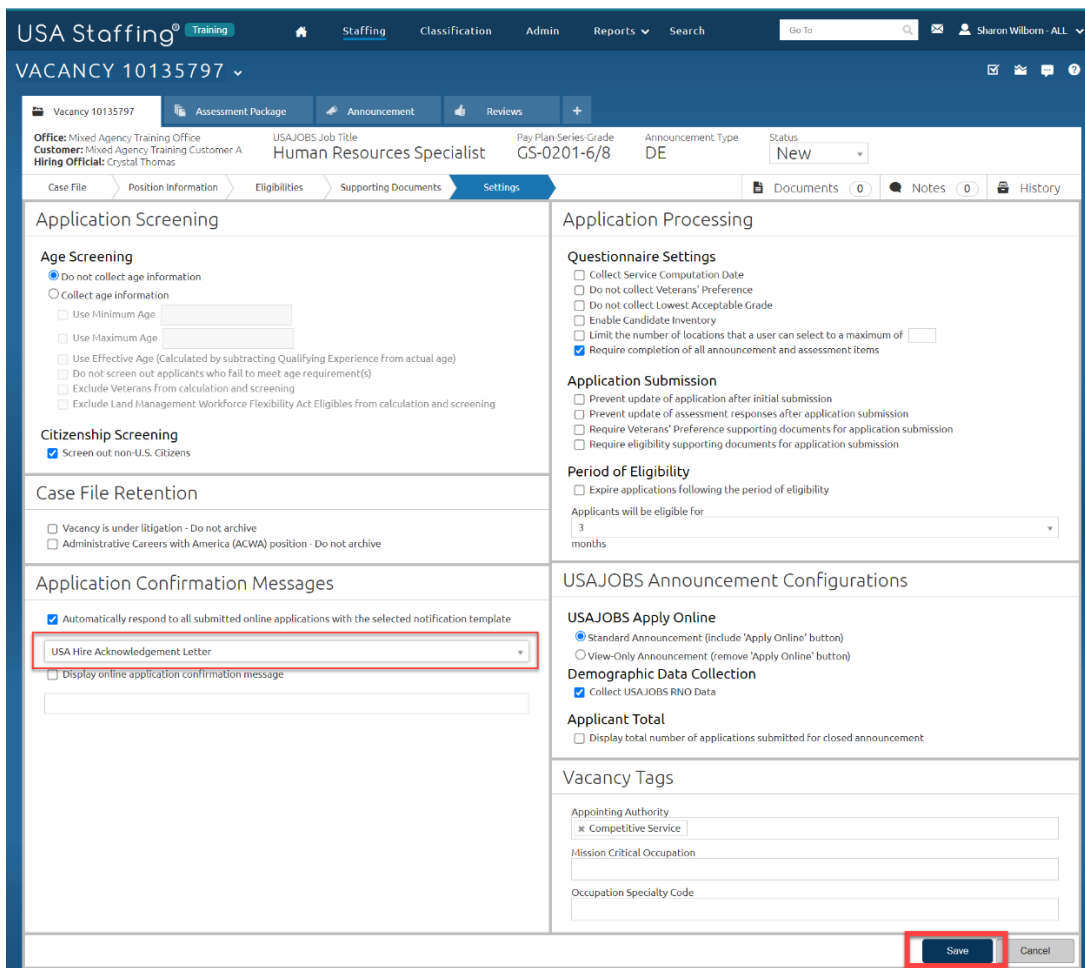
5. Go to **Supporting Documents** tab.

- a. The only **Required** document type should be **Resume**.
- b. Select some Supporting Documents as **Accepted**: (example: Cover Letter, Resume, Transcript).
- c. Click **Save**.



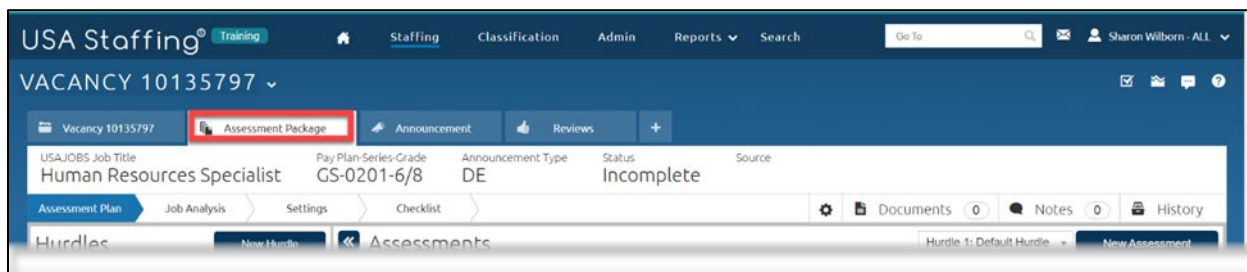
6. Go to the **Settings** tab.

- a. In the **Application Confirmation Messages** section, select **USA Hire Acknowledgement Letter** under the first dropdown. Do not add any text to the “Display online application confirmation message”, since anything in this area will be overridden with a USA Hire specific message.
- b. Click **Save**.

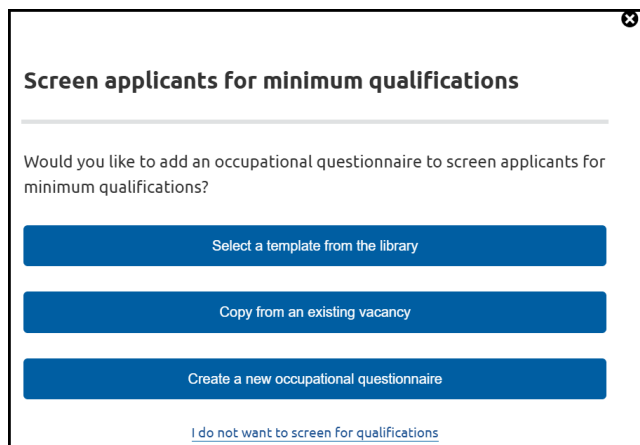


# Building the Assessment Package

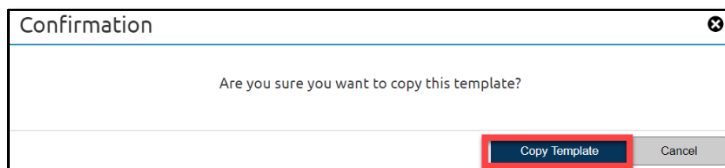
1. Go to the **Assessment Package** tab. If the Assessment Package tab is not automatically showing, use the + to select **Assessment Package**.



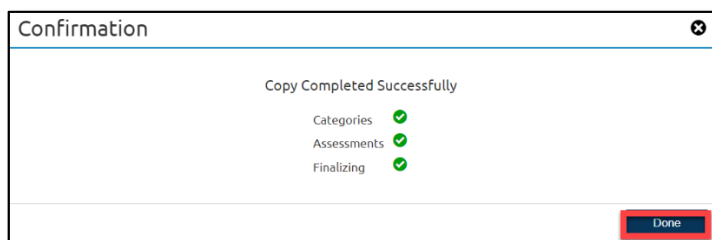
2. Once you click on **Assessment Package**, you will see a **Choose Assessment Path** pop-up.
  - a. We will use a combination of two assessment types to evaluate applicants.
  - b. For the first assessment, click on **Select a template from the library**.



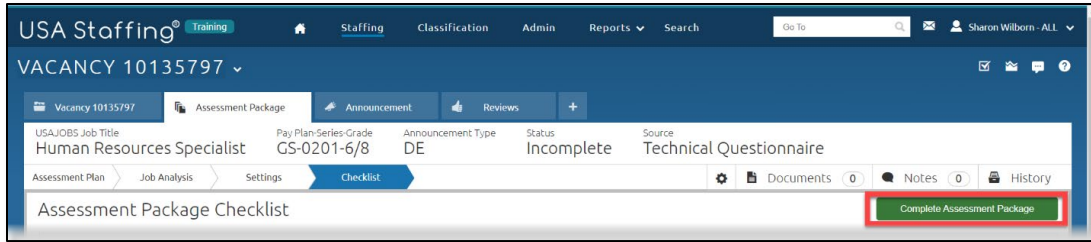
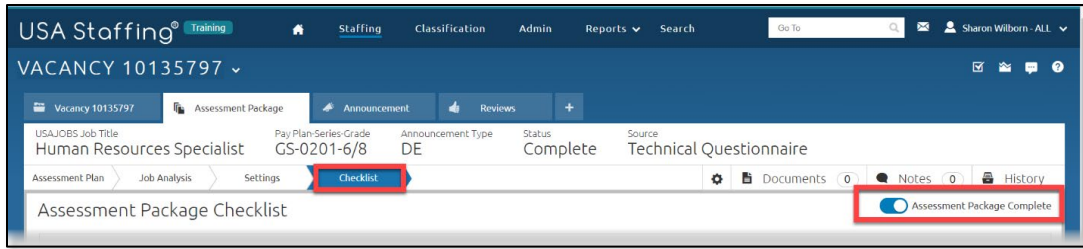
3. Click on the **Assessment Questionnaire** template named "Min Quals Only".
  - a. Click **Copy Template**.



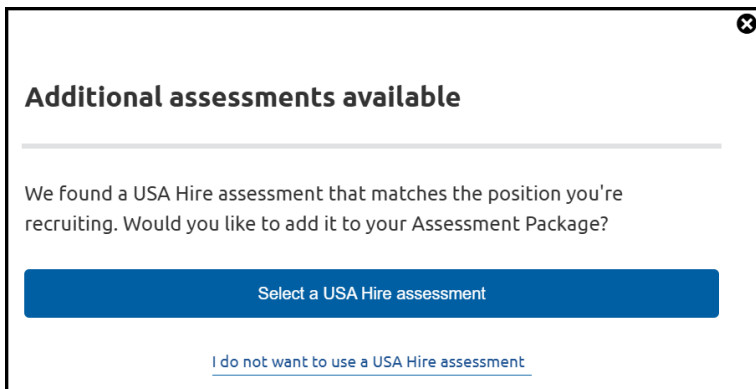
4. A pop-up will confirm the template has been copied successfully. Click **Done**.



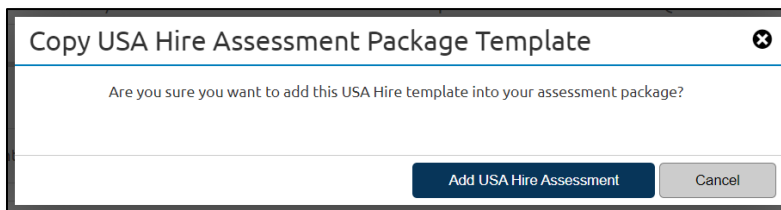
5. In the Assessment Package, ensure that the Assessment Package is not Complete.
  - a. Go to **Checklist**.
  - b. If the **Assessment Package Complete** node is active, uncheck it so you see a green button.



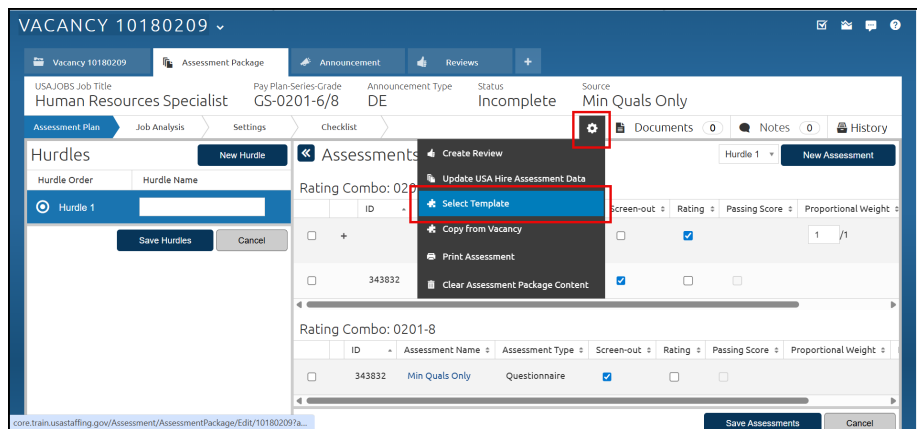
6. Navigate back to **Assessment Plan**.
7. A pop up window will appear identifying a USA Hire assessment is available. Click **Select a USA Hire assessment**.



8. Click on the **Assessment Questionnaire** template named "Demo USA Hire 0201-6".
  - a. Click **Add USA Hire Assessment**.



9. To add the USA Hire assessment for grade 8, click the gear icon.
  - a. Go to **Select Template**.



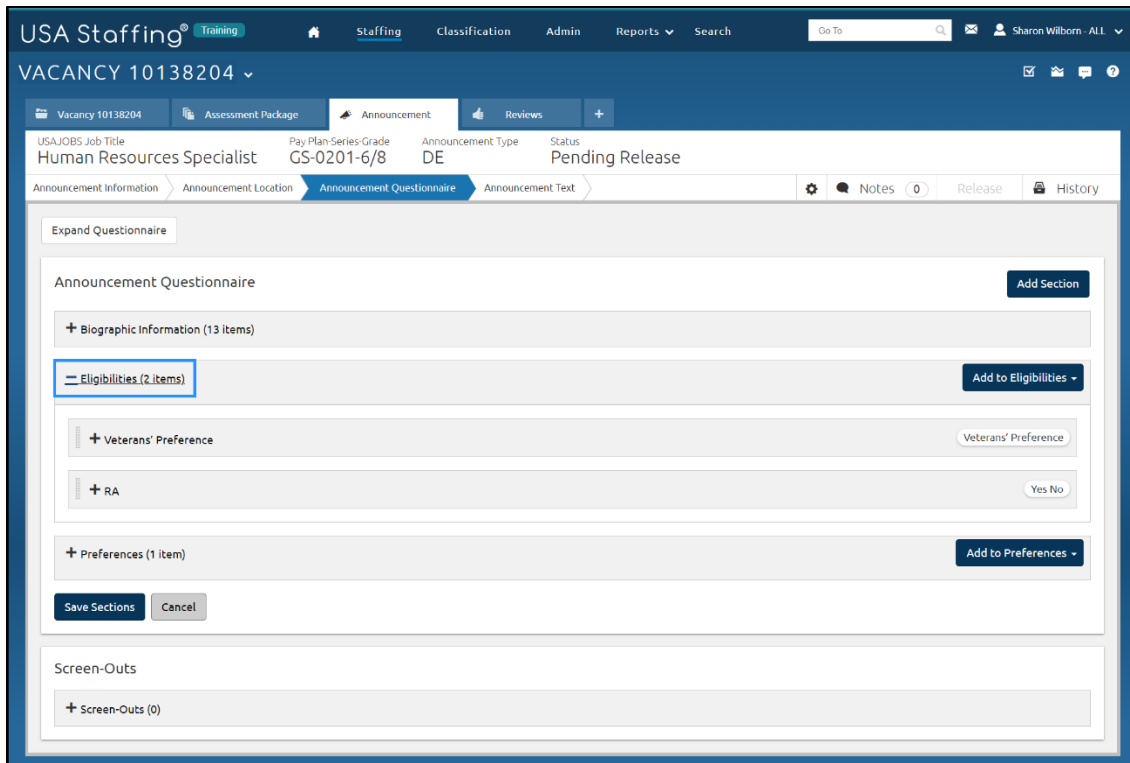
10. Assessment package search
  - a. Click on **Add criteria** and select **Is external**.
  - b. Operator = **Is**, Value = **Yes**.
  - c. then click **Show Results**
11. Click on the **Assessment Questionnaire** template named “Demo USA Hire 0201-8”.
  - a. Click **Add USA Hire Assessment**.
12. Go to the Checklist sub-tab
13. Complete Assessment Package.
  - a. Select **Complete Assessment Package**.

# Building the Announcement

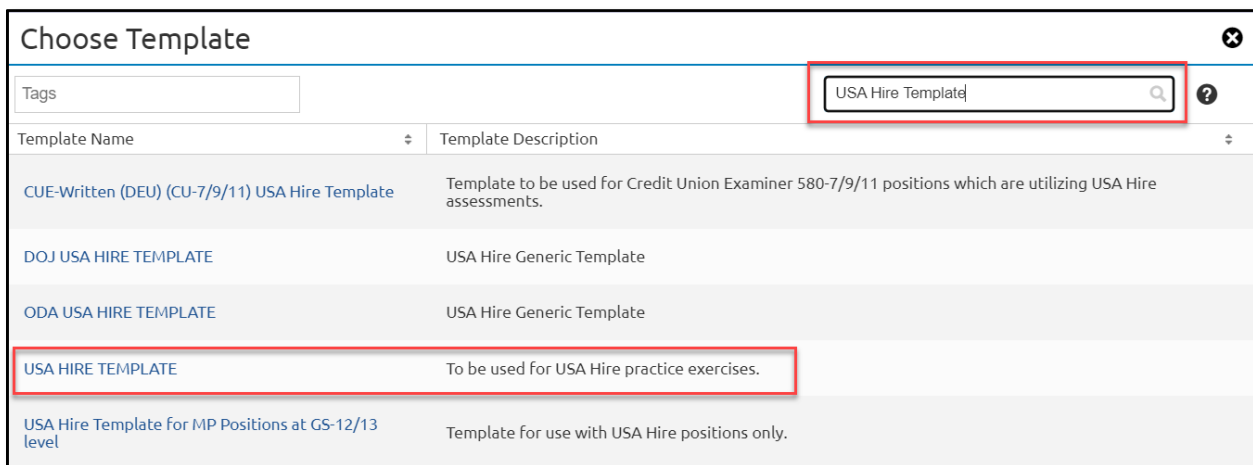
1. Complete the Announcement Information page.
  - a. Click the **Generate** link.
  - b. Enter the **Open Date** and **Close Date**.
  - c. Enter the **Minimum Salary** and **Maximum Salary** of your choice.
  - d. Select Hiring Path = **The Public**.
  - e. Select **Promotion Potential** = 8.
  - f. Leave the Linked JOA Control Number field blank.
  - g. Do not check the **Set Applicant Count** box.
  - h. Click **Save** and the other tabs will activate.

The screenshot displays the 'Announcement Information' form in the USA Staffing system. The form is for a vacancy with ID 10138204. Key fields include: Announcement Number (DE-10138204-23-SW), Open Date (08/05/2023), Close Date (08/09/2023), Salary Type (Per Year), Minimum Salary (30,000), Maximum Salary (50,000), Appointment Type (Permanent), Work Schedule (Full-time), Set Promotion Potential (8), and Set Application Count (unchecked). The bottom section contains contact information for Sharon Wilborn and agency details for A TEST CUSTOMER.

2. Go to the **Announcement Location** tab.
  - a. All location information should already be complete. No action needed.
3. Go to the **Announcement Questionnaire** tab.
  - a. Review this page by clicking the + next to each section.



4. Go to the **Announcement Text** tab. The first time you access this tab, the **Choose Template** page will pop up.
  - a. Search for “**USA Hire Template**”.
  - b. Select “**USA Hire Template**”. The template will load.
  - c. Review the Announcement Text page.



5. Complete all required sections of the **Announcement Text** page. (Items marked with a red asterisk are required).
  - a. Review the USA Hire verbiage included in the “Additional Information”, “How You Will Be Evaluated”, “How To Apply”, and “Next Steps” sections.
  - b. Remove any Placeholder text by highlighting the instructions and brackets and pressing the Delete button on your keyboard.
  - c. Once complete, click **Save**.

***You have now completed the USA Hire Practice Exercise.***