



# The USA Hire Working Group meeting will begin shortly.

*June 2025*

*Created by the Office of Personnel Management, USA Hire Program Office*

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# Agenda

- Chance to Compete Act
  - Assessments and the Merit Hiring Plan
  - Applicant Resource Center
  - Agency Resource Center
  - CTAP/ICTAP and USA Hire
  - Upcoming Events
-

# Meeting Tips

## Questions:

Use the Chat feature in Microsoft Teams to ask questions.

## Recording:

The presentation slides and recording of today's meeting will be posted on the [USA Hire Agency Resource Center](#).

## Captions:

You may request a transcript of today's meeting from [usahire@opm.gov](mailto:usahire@opm.gov).

# Chance to Compete Act of 2024

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## USA Hire and the Chance to Compete Act assessment requirements



“An examining agency shall preference the use of a technical assessment, to the maximum extent practicable, to assess the job-related skills, abilities, knowledge, and competencies of an applicant for a position in the competitive service.”

## USA Hire:

- Measures job-related competencies
- Is based on government-wide job analysis
- **Does not rely on an applicant’s self-evaluation.**
- Uses professionally developed, **reliable, and valid government-wide assessments** that can be used off-the-shelf.
- **Offers assessments for:**
  - a) Non-supervisory positions (occupation specific)
  - b) Supervisory and Management positions
  - c) Executive positions
  - d) Writing ability
  - e) Program/project management
  - f) Custom assessments tailored for unique agency needs

# Technical Assessment Definition

Technical Assessment definition (Section 2.a.9): A position-specific tool that is relevant to the position for which the tool is developed that –

A. Allows for the demonstration of job-related skills, abilities, knowledge, and competencies;

B. Is based upon a job analysis; and

C. Does not solely include or principally rely upon a self assessment from an automated examination.

USA Hire assessments meet the Chance to Compete Act's definition of technical assessment.

# Assessments and the Merit Hiring Plan

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# Seven Goals of Memo

1. **Prioritize recruitment of individuals committed to improving the efficiency of the Federal government**, passionate about the ideals of our American republic, and committed to upholding the rule of law and the United States Constitution;
2. **Prevent the hiring of individuals based on their race, sex, or religion, and prevent the hiring of individuals who are unwilling to defend the Constitution or to faithfully serve the Executive Branch;**
3. **Implement**, to the greatest extent possible, **technical and alternative assessments** as required by the Chance to Compete Act of 2024;
4. **Decrease** government-wide **time-to-hire to under 80 days;**
5. **Improve communication with candidates** to provide greater clarity regarding application status, timelines, and feedback, including regular updates on the progress of applications and explanations of hiring decisions where appropriate;
6. **Integrate modern technology to support the recruitment and selection process**, including the use of data analytics to identify trends, gaps, and opportunities in hiring, as well as leveraging digital platforms to improve candidate engagement; and
7. **Ensure Department and Agency leadership**, or their designees, **are active participants** in implementing the new processes and **throughout the full hiring process.**



The Director

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

## MEMORANDUM

**TO:** Heads and Acting Heads of Departments and Agencies  
**FROM:** Vince Haley, Assistant to the President for Domestic Policy  
Charles Ezell, Acting Director, U.S. Office of Personnel Management  
**DATE:** May 29, 2025  
**RE:** Merit Hiring Plan

The American people deserve a Federal workforce dedicated to American values and efficient service. Yet, Federal hiring criteria long ago abandoned any serious need for technical skills and adherence to the Constitution. Instead, the overly complex Federal hiring system overemphasized discriminatory “equity” quotas and too often resulted in the hiring of unfit, unskilled bureaucrats. The American people, who deserve a government that works for them, have suffered.

In his January 20, 2025 Executive Order 14170, [Reforming the Federal Hiring Process and Restoring Merit to Government Service](#) (“*Restoring Merit*”) President Trump directed that “recruitment and hiring processes” become “more efficient and focused on serving the Nation” and that hiring be based on “merit, practical skill, and dedication to our Constitution.” These changes will “ensure that the Federal workforce is prepared to help achieve American greatness, and attract the talent necessary to serve our citizens effectively.”

President Trump directed the Assistant to the President for Domestic Policy to “develop and send to agency heads a Federal Hiring Plan that brings to the Federal workforce only highly capable Americans dedicated to the furtherance of American ideals, values, and interests.” President Trump stated that this Merit Hiring Plan must achieve seven goals:

1. Prioritize recruitment of individuals committed to improving the efficiency of the Federal government, passionate about the ideals of our American republic, and committed to upholding the rule of law and the United States Constitution;
2. Prevent the hiring of individuals based on their race, sex, or religion, and prevent the hiring of individuals who are unwilling to defend the Constitution or to faithfully serve the Executive Branch;
3. Implement, to the greatest extent possible, technical and alternative assessments as

# Four Key Elements of the Memo

1. Reforming the Federal recruitment process to ensure that only the most talented, capable and patriotic Americans are hired to the Federal service.
2. Implementing skills-based hiring, eliminating unnecessary degree requirements, and requiring the use of rigorous, job-related assessments to ensure candidates are selected based on their merit and competence, not their skin color or academic pedigree
3. Streamlining and improving the job application process
4. Reducing time-to-hire to under 80 days by emphasizing the use of talent pools and shared certificates and streamlining the background check process.

# Assessments



## Our Understanding



Every competitive service hiring process must include at least one technical or alternative assessment.



At least one technical or alternative assessment is required for candidate ranking.



Agencies are encouraged to use at least two assessments to ensure a multi-hurdled process that produces a rigorously ranked and validated certificate.



Agencies are strongly encouraged to utilize a USA Hire assessment.



Agencies must immediately phase out the use of self-assessments for rating or ranking, except for minimum qualification and eligibility determinations.



Agencies must integrate assessments into the Pathways Program.



## Our Approach

- Support agencies in implementing USA Hire assessments.
  - Training
  - Implementation Support

USA Hire is fully integrated with USA Staffing and may be used in combination with other assessments.



## Standard

- 135 Job Series
- Non-Supervisory
- General competencies
- Off-the-shelf
- Specific to series/grade



## Premium

- **Leadership**
  - Federal Supervisor Assessment
  - Supervisory Situational Judgment Test
  - Executive Assessment
- **Critical Skills**
  - Writing
  - Program/Project Management
- **1801/1802 Job Series**



## Custom

- Agency-specific
- Mission critical
- New content



## USA Hire Interview

- Conduct virtual structured interviews
- Raters' notes, rating, and consensus recorded on the platform
- Applicant self-scheduling available

# Benefits of USA Hire as a First Hurdle

Easy implementation

Efficiently assess high volumes of candidates

Cost effective

Time effective

Provides a meaningful score

Filters applicants for those interested in the position

Filters for applicants with higher proficiencies in the skills needed for the position

# MHP Recommended Assessment Best Practices

**Agencies are strongly encouraged to...**

- use at least two assessments throughout the hiring process.
- use a USA Hire assessment.

**Best practice ideas with assessments:**

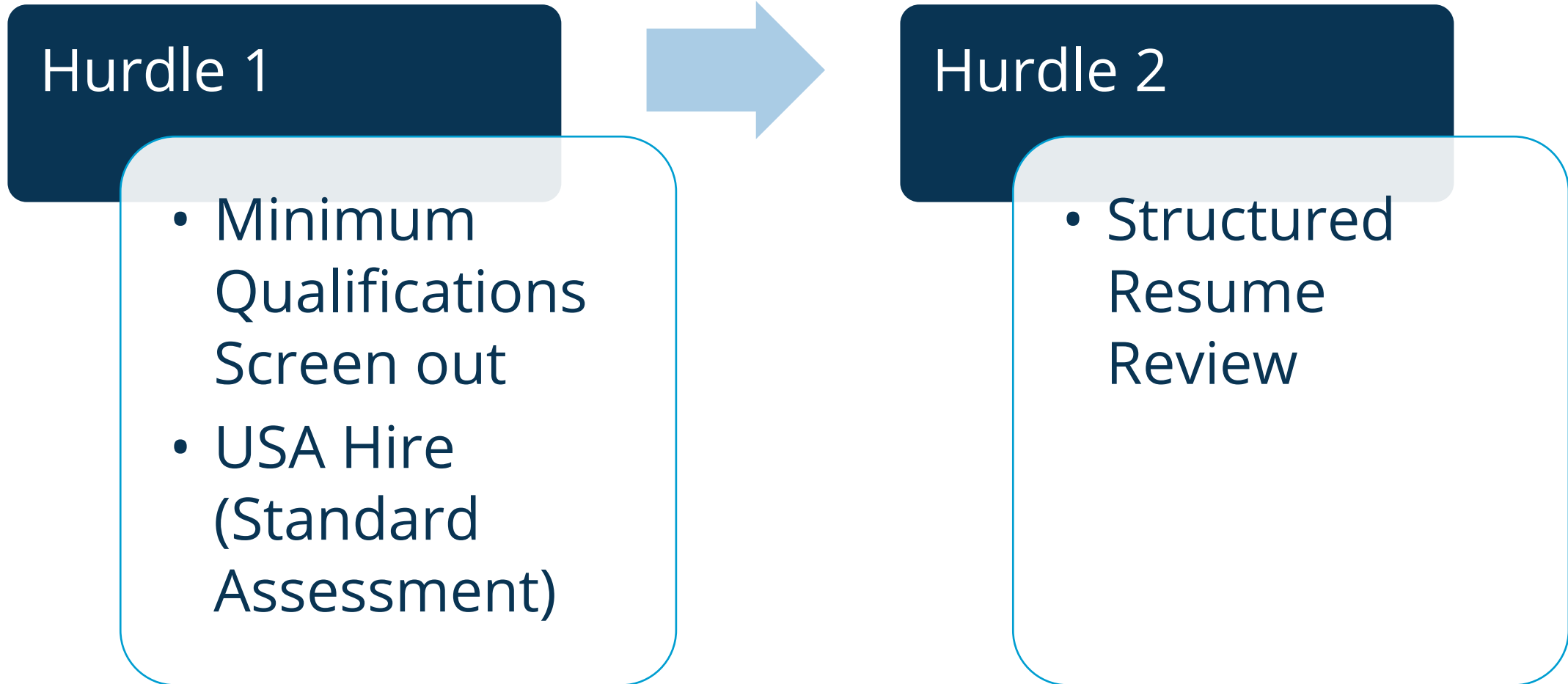
- Pair an initial USA Hire assessment with a structured resume review, interview, or writing sample.
- Include at least one technical or alternative assessment before issuance of the certificate.

# Example 1 – Early Career

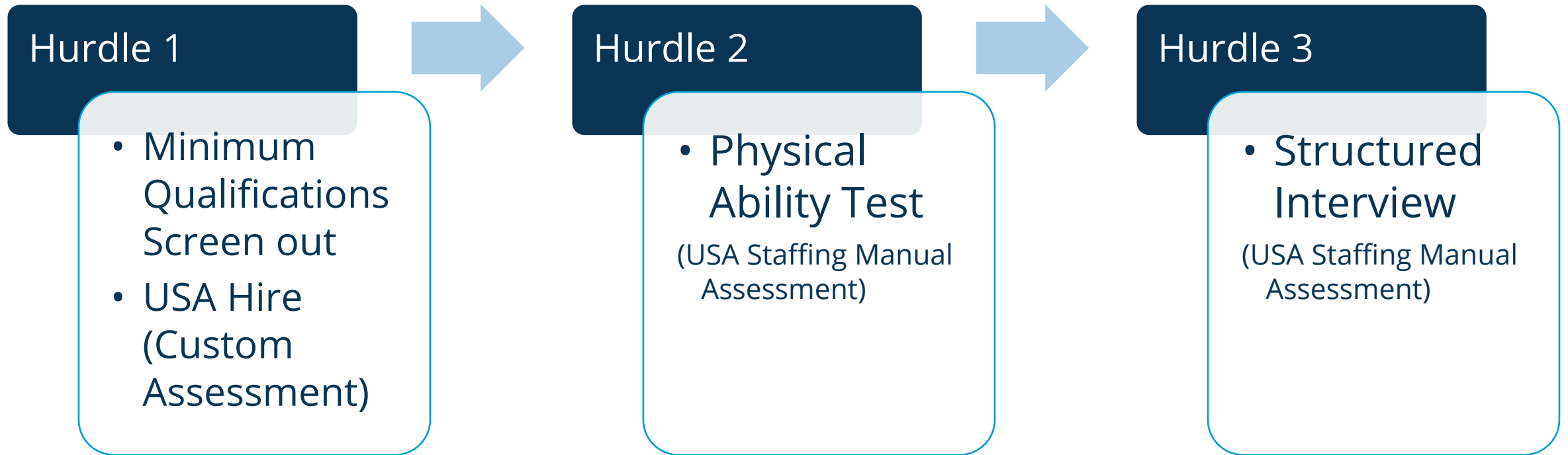
## Hurdle 1

- Minimum Qualifications  
Screen out
- USA Hire (Early Career  
Talent Assessment)

# Example 2 – Mid-Career Budget Analyst



# Example 3 – Federal Air Marshal



# Technical/Alternative Assessment Examples

Appendix 5 of the Merit Hiring Plan provides these examples. USA Hire uses several of these assessment types.

## Situational Judgment Test

- Supervisory Situational Judgment Test

## Reasoning Assessment

- USA Hire Standard: Occupational Reasoning Assessment

## Job Knowledge Test

- Custom Assessment

## Work Sample/Simulation

- Program and Project Management Assessment

## Structured Interview

- USA Hire Interview Platform

## Accomplishment Record

## Structured Resume Review

## Structured Writing Sample Review

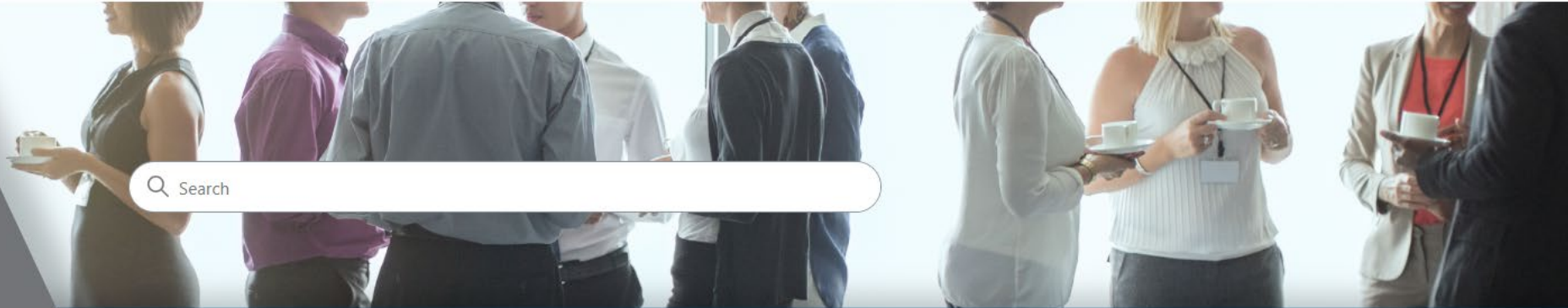
- USA Hire Automated Writing Assessment

# USA Hire Agency Resource Center

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## Agency Resource Center



Search

### Welcome to the USA Hire Resource Center

Here, you'll find important information about the USA Hire platform and available products and services in addition to those resources published by USA Staffing.

Success Stories

Explore USA Hire

Implementation Resources

Videos

USA Hire Working Group

# USA Hire Agency Resource Center

<https://resourcecenter-usahire.opm.gov>

## Implementation Resources

### Getting Started

*Information to consider when initially implementing USA Hire.*

Vacancy Review Request Form

Standard USA Hire Decision Tree

Developing Your Assessment Strategy

### USA Hire User Guide

*Comprehensive implementation guidance.*

Chapter 1: Introduction

Chapter 2: Getting Started

Chapter 3: Announcement Types

Chapter 4: Prepare the Vacancy

Chapter 5: Build the Assessment Package

Chapter 6: Create the Announcement

[See all 20 articles](#)

### Reasonable Accommodation

*Information regarding accommodations for assessments.*

Reasonable Accommodation Overview

### Other Resources

*Useful tools when use USA Hire assessments.*

Weighting Worksheet

USA Hire Matrix Look-Up Tool

Competency Lookup Tool

Assessment Standardization

### Training Information

Accessing USA Hire Online Training

USA Hire Practice Exercise

- Content is now web-based
- Pages load faster
- User Guide is searchable

## USA Hire User Guide

*Comprehensive implementation guidance.*

Chapter 1: Introduction

Chapter 2: Getting Started

Chapter 3: Announcement Types

Chapter 4: Prepare the Vacancy

Chapter 5: Build the Assessment Package

Chapter 6: Create the Announcement

Chapter 7: Await Applications

Chapter 8: Review Applicants

Chapter 9: Create and Issue Applicant Lists

Chapter 10: Cancelling a USA Hire Vacancy

Chapter 11: USA Hire Reports

Chapter 12: USA Hire Attributes

**OPM | USA Hire** Agency Resource Center

### Agency Resource Center

🔍 Cut scores ✕

#### Welcome to the USA Hire Resource Center

Here, you'll find important information about the USA Hire platform and available products and services in addition to those resources published by USA Staffing.

Success Stories   Explore USA Hire   Implementation Resources   Videos

USA Hire Working Group

The search function is available on all pages to conveniently direct your search.

## 25 results for "Cut scores"

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### Chapter 5: Build the Assessment Package

[Agency Resource Center](#) > [Implementation Resources](#) > [USA Hire User Guide](#)

assessments. *Cut Score* Application Thirteen USA Hire Standard Assessment job series have *cut scores*: 0080

### Developing Your Assessment Strategy

[Agency Resource Center](#) > [Implementation Resources](#) > [Getting Started](#)

assessment administration order? How will the assessments be *scored*? Have you evaluated each assessment option for: Reliability

### Frequently Asked Questions

[Agency Resource Center](#) > [Explore USA Hire](#) > [General Information](#)

attain an overall minimum *score (cut score)*? The overall minimum *score* refers to the *cut score* that has been established

### USA Hire Myths

[Agency Resource Center](#) > [Explore USA Hire](#) > [General Information](#)

applicants may *score* below the *cut score* for some series and grade combinations, while *scoring* above the *cut score* for other series

The search function is available on all pages to conveniently direct your search.

# USA Hire Applicant Resource Center

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**USA Hire**  
Applicant  
Resource  
Center



**Prepare for Your Assessments**

Pre-Assessment Tips

Practice Assessments

Assessment Results & Reuse

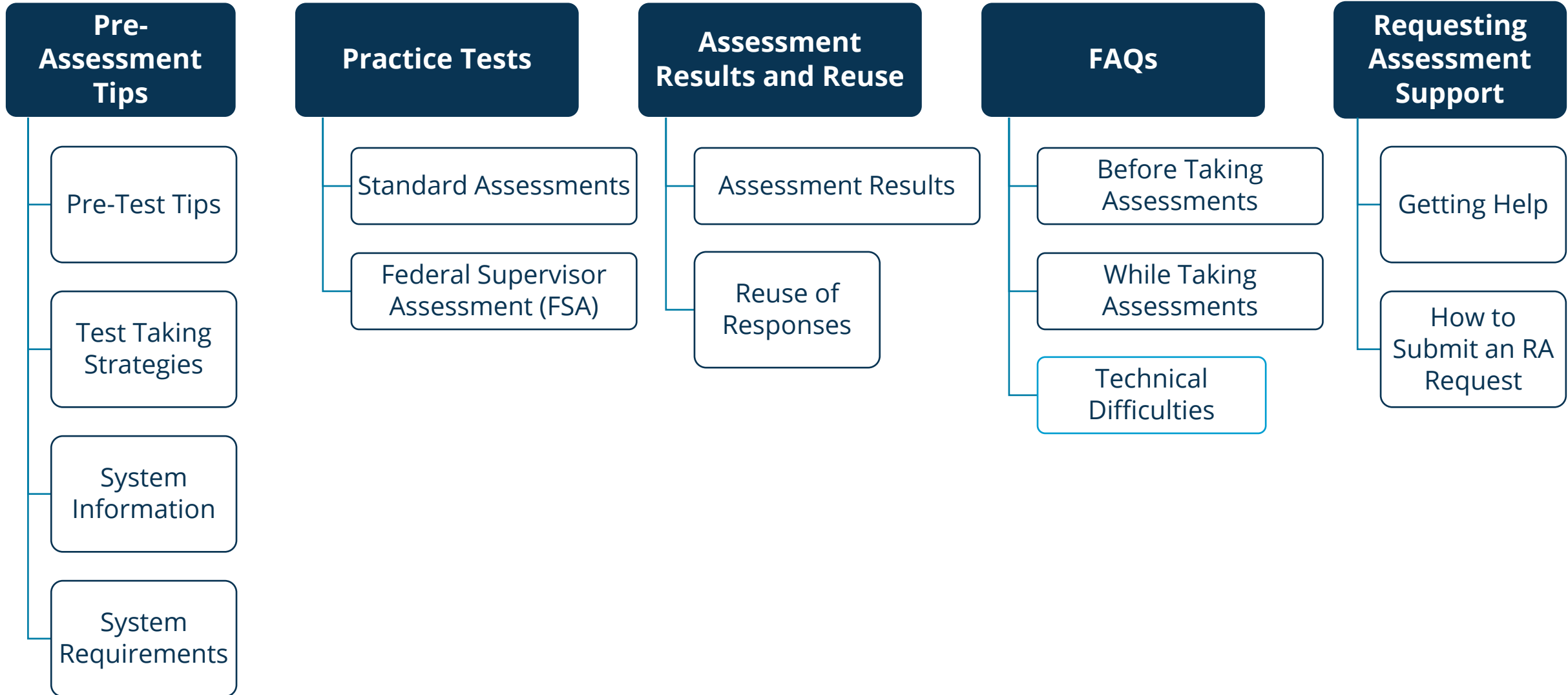
Frequently Asked Questions

Requesting Assessment Support

# USA Hire Applicant Resource Center

<https://support-usahire.opm.gov/>

# Applicant Resource Center Content



## Articles in this section

- Occupational Reading Assessment
- Occupational Reasoning Assessment
- Occupational Math Assessment
- Occupational Judgment Assessment
- Occupational Interaction Assessment
- Federal Supervisor Assessment

## Occupational Judgment Assessment

Updated - 4 months ago



### About

This assessment measures how you make decisions in common workplace situations involving colleagues, customers, and others.

### Competencies measured

The following competency (i.e., the ability to do something successfully or efficiently) is measured by this assessment:

Competency Name	Definition
Decision Making	Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

### How to prepare

Below are some strategies to help you prepare.

#### 1 | Review these tips

- **Read Thoroughly:** Carefully read the question or prompt and watch the video before selecting an answer.
- **Be Honest:** Select answers that honestly reflect how you would respond to the workplace scenarios.
- **Stay True to Yourself:** Don't overthink - choose answers that genuinely represent you.

#### 2 | Apply these tips to a practice assessment

Select the button below to start the USA Hire Occupational Judgment Practice Assessment.

[Take practice assessment](#)

[Return to Main Page](#)

# Practice Assessments

Articles in this section

- Occupational Reading Assessment
- Occupational Reasoning Assessment
- Occupational Math Assessment
- Occupational Judgment Assessment
- Occupational Interaction Assessment
- Federal Supervisor Assessment

## Occupational Judgment Assessment

Updated - 4 months ago



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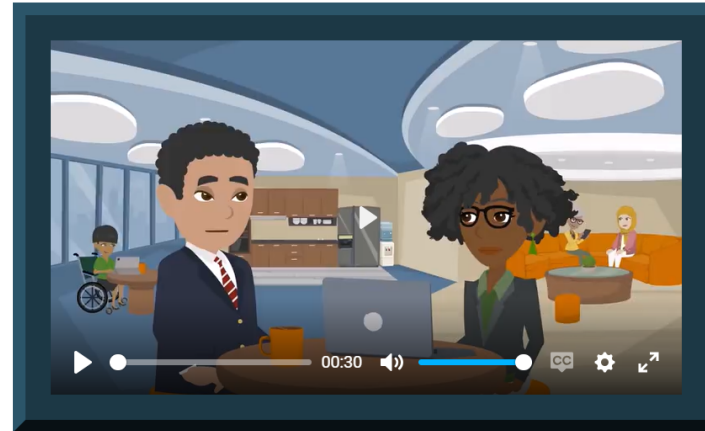
# Practice Assessments



0%

04:23

## Occupational Judgment Assessment G1 - Practice Assessment



Barbara and Derek are coworkers. Barbara has just been provided with a new assignment. The assignment requires the use of a specific computer program. Derek walks over to Barbara's cubicle to speak to her.

*If you were in Barbara's position, what would be the most and least effective course of action to take from the choices below?*

### Most Effective

Try to find other coworkers who can explain how to use the new program.

Tell your supervisor that you don't know how to use the program and ask him to assign someone who does.

Use the program reference materials, tutorial program, and the help menu to learn how to use the new program on your own.

Explain the situation to your supervisor and ask him what to do.

Next

# Agency Action Steps

- ✓ Update USA Hire Application Received Template
- ✓ Update USA Hire JOA Template(s)

One or more additional online assessments may be required to complete your application. If we determine additional online assessments are required , you will be notified on your application submission screen and via email. If you do not receive an email, you may not be required to complete any further online assessments. Please log into your USAJOBS account and click the "Track this application" link to check for copies of any email communications which may have been blocked or identified as spam by your email services provider.

You may visit the USA Hire Applicant Resource Center for practice assessments and assessment preparation resources at <https://support-usahire.opm.gov/hc/en-us>.

Thank you for your interest in Federal Employment with Organization Name.

# CTAP/ICTAP and USA Hire

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# CTAP Eligible Highlights

- Agency surplus or displaced employee
- Performance rating: fully successful (level 3) or higher
- Apply to a vacancy in same commuting area with no greater promotion potential and be determined **well-qualified**

# ICTAP Eligible Highlights

- Career or Career-Conditional (tenure group 1 or 2) in the competitive service in one of these categories:

RIF	Transfer of Function/Directed Reassignment	Injury Compensation
Disability Annuitant	RIF-Retired	Military/National Guard Technician

- Performance rating: fully successful (level 3) or higher
- Apply to a vacancy in same commuting area with no greater promotion potential and be determined **well-qualified**

# Agency “Well-Qualified” Definition

The agency definition may or may not equate to the highly or best qualified assessment criteria established for the vacancy; however, the agency definition of “well-qualified” must satisfy the following criteria:

- Meets basic eligibility requirements, qualification standards, and any applicable selective factors;
- Physically qualified to perform the essential position duties;
- Satisfactorily perform the duties of the position upon entry;
- At agency discretion, either:
  - Rates at or above specified level(s) on all quality ranking factors; or
  - **Rates above minimally qualified in the agency’s rating and ranking process.**

# Vacancy Announcement Requirement

Each vacancy announcement must contain the definition of “well” qualified, as required for CTAP and ICTAP (5 CFR 330.104)

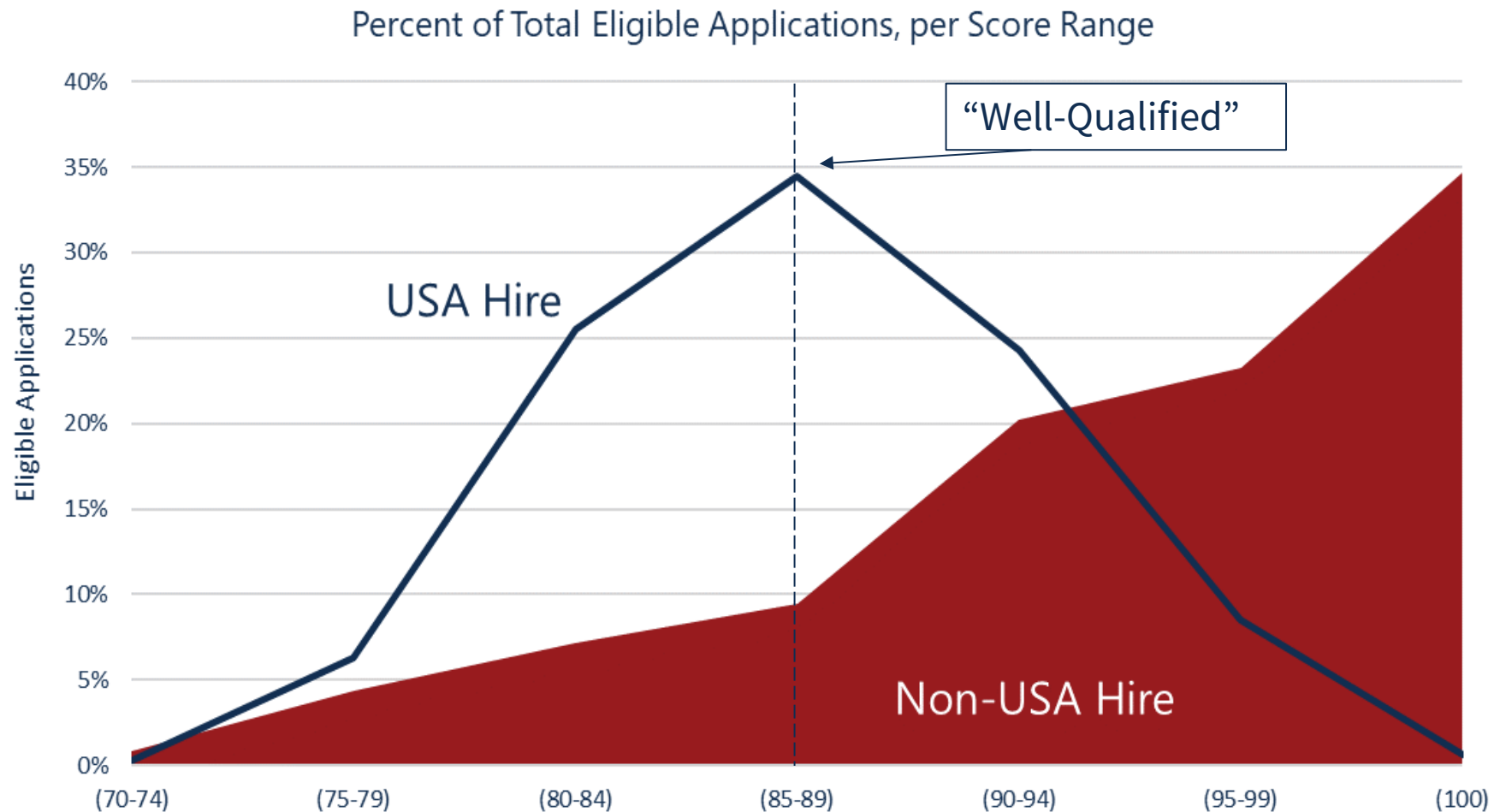
## Examples of JOA verbiage

**Interagency Career Transition Assistance Program (ICTAP) Eligibles:** If you have never worked for the federal government, you are not ICTAP eligible. View information about [ICTAP eligibility](#) on OPM's Career Transition Resources website. To be considered well qualified under ICTAP, you must be rated at a minimum score of 85 for this position. In addition, you must submit the supporting documents listed under the required documents section of this announcement.

**Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP):** To be well qualified, you must satisfy all qualification requirements for the vacant position and (for scored examining) score 85 or better on established ranking criteria OR (for category rating criteria) rate equivalent to the Highly Qualified or better category using established category rating criteria and must submit proof of eligibility for the special selection priority. Additional information about CTAP/ICTAP eligibility can be found by clicking [here](#).

# Assessments Matter

**USA Hire assessments provided a more ‘normal’ score distribution, as opposed to self-assessment questionnaires which tended to skew toward higher scores.**



# USA Hire Assessment Options

<b>USA Hire Only</b>	All rating will be derived from USA Hire assessment. USA Hire does not rely on self-rating.
<b>USA Hire + Other Assessment Method (e.g. Manual, Structured Interview, etc.)</b>	Assessment results are combined into a final rating. Scores are standardized before being combined.
<b>Multi-Hurdled</b>	

# Example: USA Hire + Additional Assessment

The screenshot displays the 'Assessments' configuration page for a 'Rating Combo: 0201-11 (Recruitment & Placement)'. The interface includes a 'Hurdles' sidebar on the left and a main table of assessments. A callout box highlights the 'Proportional Weight' and 'Percentage Weight' columns, which are set to 1/2 and 50% respectively for the 'Standard USA Hire' and 'Writing Assessment' rows.

**Weights applied for USA Hire battery and second assessment (can be modified by HR user)**

ID	Assessment Name	External	Questionnaire	Manual	Proportional Weight	Percentage Weight
	Standard USA Hire 0201-11 (Non-Supervisory) - PF2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1 / 2	50%
93129	HR Specialist- Min Quals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
93467	Writing Assessment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1 / 2	50%

# Example: USA Hire + Additional Assessment

Assessment Plan > Hurdle Criteria > Job Analysis > Settings > Checklist

Assessments

Rating Combo: 0201-11(Recruitment & Placement)

Hurdle 1: Default Hurdle New Assessment

	ID	Assessment Name	Assessment Type	Screen-out	Rating	Passing Score	Cut Score	Proportional Weight	Percentage Weight	Mean Raw Score	Standard Deviation	Date Created
<input type="checkbox"/>	-	Standard USA Hire 0201-11 (Non-Supervisory) - PF2	External	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	1 / 2	50%			
<input type="checkbox"/>	+ 93342	Occupational Reading Assessment						0.167/1	16.7%	0	1	4/15/2025 15:21 EDT
<input type="checkbox"/>	+ 93343	Occupational Judgment Assessment (G2)						0.333/1	33.3%	20.57	7.58	4/15/2025 15:21 EDT
<input type="checkbox"/>	+ 93344	Occupational Interaction Assessment						0.333/1	33.3%	44.47	3.23	4/15/2025 15:21 EDT
<input type="checkbox"/>	+ 93345	Occupational Reasoning Assessment						0.167/1	16.7%	0	1	4/15/2025 15:21 EDT
<input type="checkbox"/>	+ 93129	HR Specialist- Min Quals	Questionnaire	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						12/6/2022 12:55 EST
<input type="checkbox"/>	+ 93467	Writing Assessment	Manual	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1 / 2	50%	0	1	6/12/2025 12:47 EDT

Weights, mean, and standard deviation values for USA Hire assessments within a battery (can't be modified by HR user)

# Example: USA Hire + Additional Assessment

The screenshot displays the USA Staffing application interface. The main window shows a 'VACANCY 11636308' with an application number 'AK5M9-LCIQ'. The 'Ratings' section is expanded, showing a 'Rating Combo' of '0201-12' and 'Minimum Qualifications' of 'ELTE - You are tentatively eligible'. A 'Rating Details' modal window is open, showing the following data:

Assessment	Assessment MQ	Transmuted Rating	Raw Score
<b>0201-12</b> (Minimum Qualification: <b>ELTE</b> , Final Rating: <b>87</b> , Category: <b>Well Qualified</b> )			
+ Manual Assessment	ELTE	90.128	3 (0-3)
- Standard USA Hire 0201-12 (Non-Supervisory) - PF2			
<b>Assessment</b>   <b>Assessment MQ</b>   <b>Transmuted Rating</b>   <b>Raw Score</b>			
Occupational Reading Assessment	ELTE	88.027649	0.293976
Occupational Judgment Assessment (G2)	ELTE	84.747004	21
+ Occupational Interaction Assessment	ELTE	70	32.983333
Occupational Reasoning Assessment	ELTE	100	1.983253

The modal window includes 'Save', 'Save & Close', and 'Cancel' buttons at the bottom.

# Benefits of USA Hire with CTAP/ICTAP Eligibles

- Applicants found “well qualified” have a meaningful score based on job related competencies.
- Agencies are not relying on self-rating to determine which ICTAP applicants are “well qualified”.
- Cut scores, when available, still apply.

# Upcoming Events & Training

**Demo Day - TBD**

**USA Hire Working Group – Summer 2025**

- Rule of Many
- New & Updated Assessments
  - Early Career Talent Assessment
  - Data Skills Assessment
  - Executive Assessment



**Events**



**Training**

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Online USA Hire Training – [Agency Resource Center](#)

Virtual/In-person Training – Upon Request



# Thank you for joining today

Questions? Please contact:

**Sharon Wilborn**

Customer Outreach, USA Hire

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(202) 936-2068



Email us at: [USAHire@opm.gov](mailto:USAHire@opm.gov) | Find us on the web: <https://www.opm.gov/usahire>