

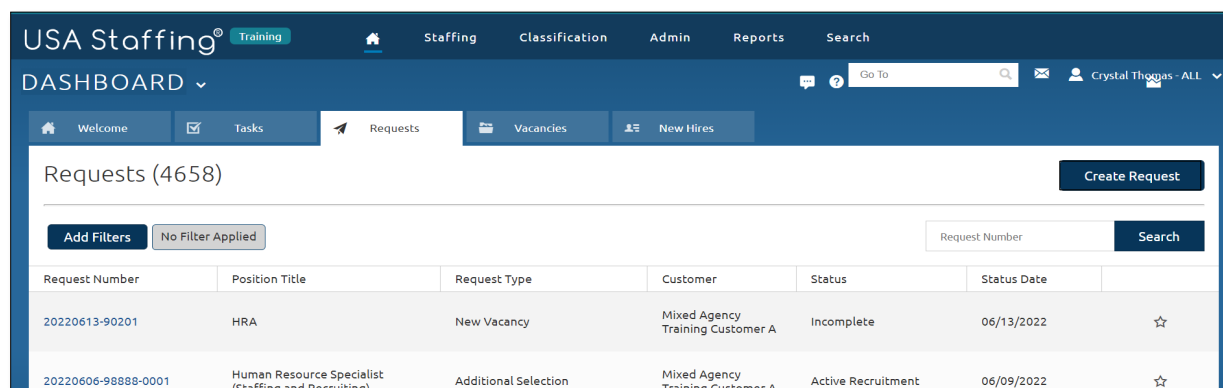
# **Practice Exercise**

## **(Pay-Banded Positions)**

### **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 the appropriate **Pay Plan** for your agency.
  - h. Type and select **0201** in the **Series field**.
  - i. Select the appropriate **Band** from your pay-band that corresponds to the grade **8**. (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 or select a **Request Personnel Action Date**.
  - m. Change the **Position Sensitivity and Risk** to **Noncritical-sensitive (NCS)/Moderate Risk**.
  - n. Select **Credentialing and Suitability/Fitness** from the **Trust Determination Process** item.
  - o. Select **Confidential** as the **Security Clearance Required**.
  - p. Change the **Travel Required** to **Occasional Travel**.
  - q. Leave the **Other Requirements, Position Identifiers, and Incentives** items unchecked.
  - r. Click **Save**.

**CREATE REQUEST** ▾

Create Request

Request Number: 20260130-12746    Customer: Mixed Agency Training Customer A    Request Type: New Vacancy    Status:  

Request Information    Documents 0    History

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**Request Information** \*\* Required

Request Number:     Requesting Customer:     Request Type:

Requester:     Request Process Owner:     Request Tags:

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**Position Descriptions** Interdisciplinary Position

Add all position descriptions that cover the duties and promotion potential of this position.

Position Description #	Position Title	Pay Plan	Series	Grade(s)	Specialties
<input type="checkbox"/> 1234HR	<input type="text" value="Human Resources Specialist"/>	<input type="text" value="SV"/>	<input type="text" value="0201 - Human Resources Management"/>	<input type="text" value="X F"/>	<input type="button" value="+"/>

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**Request Tracking Dates**

Hiring Need Validated Date:     Request Personnel Action Date:

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**Position Settings**

Position Sensitivity and Risk:

Trust Determination Process:

Security Clearance Required:

Travel Required:

**Other Requirements**

Drug Testing Required

Financial Disclosure Required

**Incentives**

Remote Job

Telework Eligible

Relocation Authorized

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

**REQUEST 20260130-12746** ▾

Request 20260130-12746

Request Number: 20260130-12746    Customer: Mixed Agency Training Customer A    Request Type: New Vacancy    Status: Incomplete

Request Information    **Location Information**    Staffing Approach    Documents 0    Notes 0    History

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**Locations Settings**

Number Of Vacancies By:     Total Vacancies:

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**Locations** 1

Search:

Add all locations where you want to recruit for this position.

City	State	Country	County	Code
<input type="checkbox"/> Washington	DC	United States	District of Columbia	110010001

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- a. Leave **Set Number of Vacancies By** as **Announcement**.
- b. Enter **2** for **Total Vacancies**.

- c. In the Locations box, type and select Washington, District of Columbia. Click the **Add Location** button.
- d. Click **Save**.

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

Vacancy Type	Office	USAJOBS Announcement Type	Workflow	Rating Combination
<input type="checkbox"/> Case Exam	Mixed Agency Training Office	<input checked="" type="checkbox"/> Public (U.S. Citizens and Non-Citizens) <input type="checkbox"/> Status (Federal/Veteran/Other Eligible) <input type="checkbox"/> Internal Merit Promotion	OPM 80-day	<input checked="" type="checkbox"/> 0201-F

- e. Check the **Public** box under the **USAJOBS Announcement Type**.
- f. 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.
- g. Leave all other options on this page as they are defaulted unless your agency policy directs you to select an alternative Workflow.
- h. Click **Save**.

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

Vacancy Type	Office	USAJOBS Announcement Type	Workflow	Rating Combination
<input type="checkbox"/> Case Exam	Mixed Agency Training Office	<input checked="" type="checkbox"/> Public (U.S. Citizens and Non-Citizens) <input type="checkbox"/> Status (Federal/Veteran/Other Eligible) <input type="checkbox"/> Internal Merit Promotion	OPM 80-day	<input checked="" type="checkbox"/> 0201-F

# 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.

REQUEST 20260130-12746

Request 20260130-12746  
Request Number: 20260130-12746  
Customer: Mixed Agency Training Customer A  
Request Type: New Vacancy  
Status: Pending Recruitment

Request Information | Location Information | Staffing Approach

Request Information

Request Number: 20260130-12746  
Request Type: New Vacancy  
Requesting Customer: Mixed Agency Training Customer A  
Requester: Lashanda Morris  
Request Process Owner: [Empty]  
Request Tags: [Empty]  
Hiring Need Validated Date: 1/28/2026  
Request Personnel Action Date: 1/29/2026  
Approved By: Lashanda Morris

Vacancy Created (1)

Vacancy Number	Status	Vacancy Type	Office	Workflow	USAJOBS Announcement Type	Rating Combination
10179481	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-F

Position Descriptions (1)

Position Description Number	Position Title	Pay Plan	Series	Grade	Specialties
1234HR	Human Resources Specialist	SV	0201 - Human Resources Management	F	

Position Settings

Security Clearance Required: Confidential  
Travel Required: Occasional travel  
Remote Job:   
Telework Eligible:   
Drug Testing Required:   
Position Sensitivity: Noncritical-Sensitive (NCS)/Moderate Risk  
Trust Determination Process: Credentialing, Suitability/Fitness  
Supervisory Position:   
Bargaining Unit Position:   
Relocation Authorized:   
Financial Disclosure Required:

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

VACANCY 10179534

Vacancy 10179534  
Assessment Package | Announcement | Reviews

Office: Mixed Agency Training Office  
Customer: Mixed Agency Training Customer A  
Hiring Official: Lashanda Morris  
USAJOBS Job Title: Human Resources Specialist  
Pay Plan-Series-Grade: SV-0201-F  
Announcement Type: DE  
Status: New

Case File | Linked Requests | Position Information | Eligibilities | Supporting Documents | Settings

Tasks (2)

Task	Owner	Due Date
Complete Assessment Package	Lashanda Morris	02/08/2026
Release Announcement	Lashanda Morris	02/10/2026

Requests (1)

Request Number	Status
20260130-12746	Pending Recruitment

ANNOUNCEMENT  
**NOT CREATED**

0 APPLICANTS

0 ELIGIBLE | 0 INELIGIBLE

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

USAJOBS Announcement Settings

USAJOBS Job Title \*  
Human Resources Specialist

USAJOBS Announcement Type \*  
 Public (U.S. Citizens and Non-Citizens)  
 Status (Federal/Veteran/Other Eligible)  
 Internal Merit Promotion

Vacancy Type \*  
 Case Exam  
 Standing Register

Position Settings

Customers \*  
x Mixed Agency Training Customer A

Security Clearance Required  
Confidential

Travel Required  
Occasional travel

Remote Job

Telework Eligible

Drug Testing Required

Position Sensitivity and Risk  
Noncritical-Sensitive (NCS)/Moderate Risk

Trust Determination Process \*  
x Credentialed x Suitability/Fitness

Supervisory Position

Bargaining Unit Position

Relocation Authorized

Financial Disclosure Required

Position Descriptions 1

Position Description #	Position Title	Pay Plan	Series	Grade(s)	Specialties
1234HR	Human Resources Specialist	SV	0201 - Human Resources Management	x F	

Add Position Description

Save Cancel

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

- Select and verify appropriate eligibilities for your agency. (If not available, skip this step.)
- Click Save.

VACANCY 10179534

USAJOBS Job Title  
Human Resources Specialist

Pay Plan-Series-Grade  
SV-0201-F

Announcement Type  
DE

Status  
New

Eligibilities

Accept z

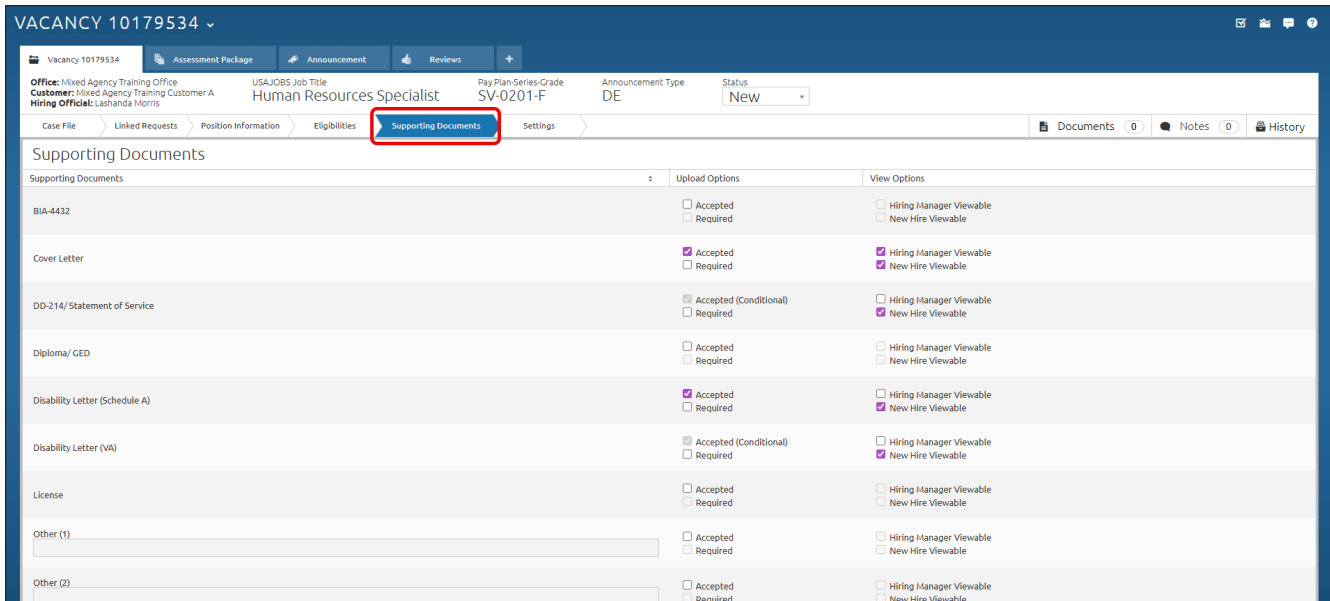
Eligibilities

- + 30% or more Disabled (30% or more)
- + 30% or More Disabled Veterans (30% DV)
- + Agency-Wide Employees Example (Agency Wide Emp)
- + Career Transition Assistance Plan (CTAP)
- + Career Transition Assistance Plan (CTAP)
- + Career Transition Assistance Plan (CTAP)
- + CCA (CCA)
- + Current U.S. Public Health Service (USPHS) Commissioned Corps Officers (PHS Officers)
- + Interagency Career Transition Assistance Plan (ICTAP)

Assign Bundle

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

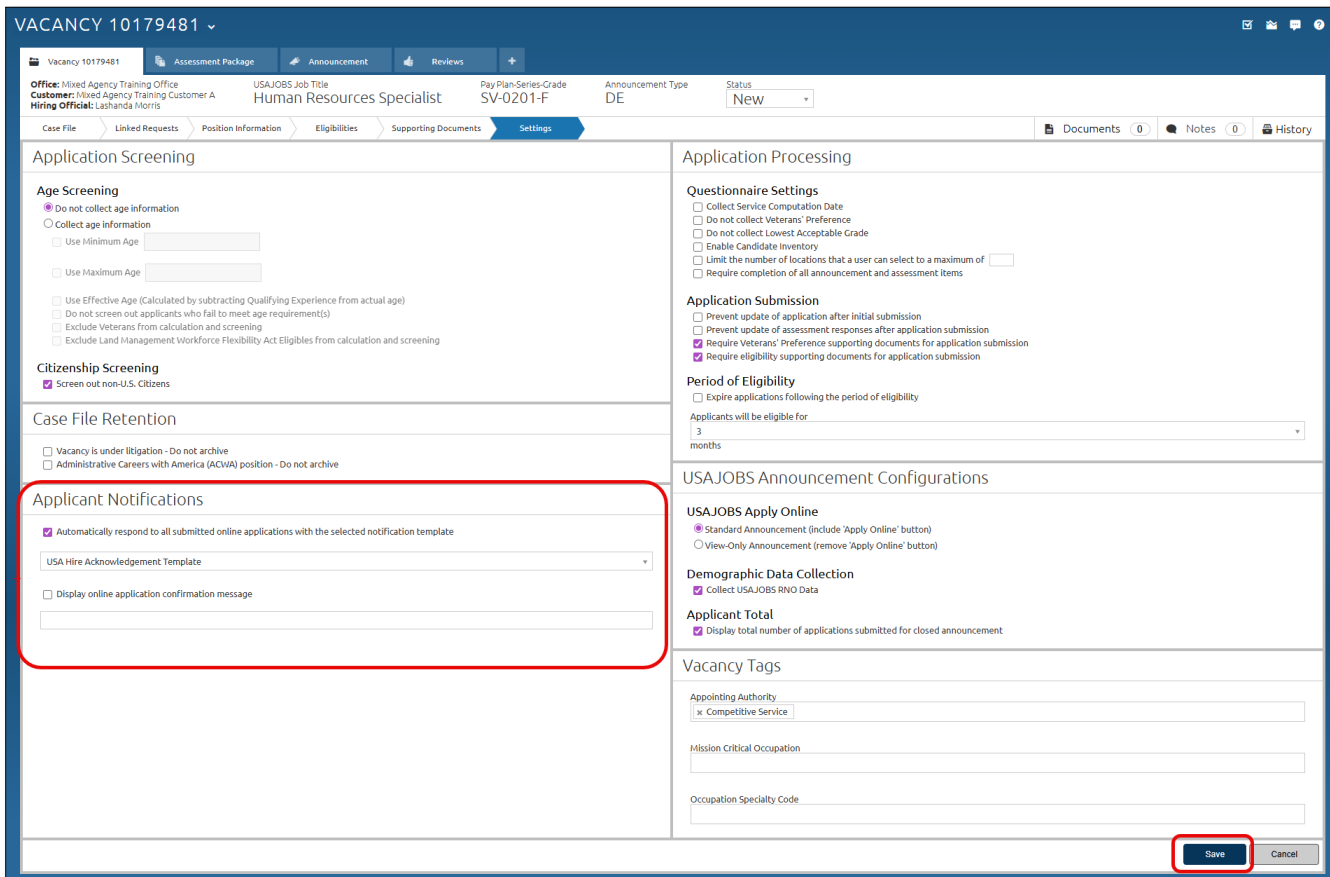
- The only **Required** document type should be **Resume**.
- Select some Supporting Documents as **Accepted**: (example: Cover Letter, Resume, Transcript).
- Click **Save**.



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

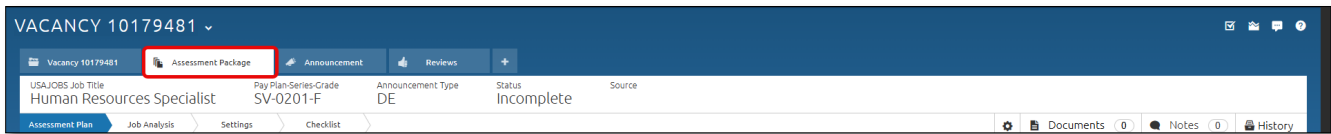
f. In the **Applicant Notifications** section, select USA Hire Acknowledgement Letter under the first dropdown. Do not add any text to the “Display online application confirmation message”, since anything in this area will be overridden with a USA Hire specific message.

g. Click **Save**.

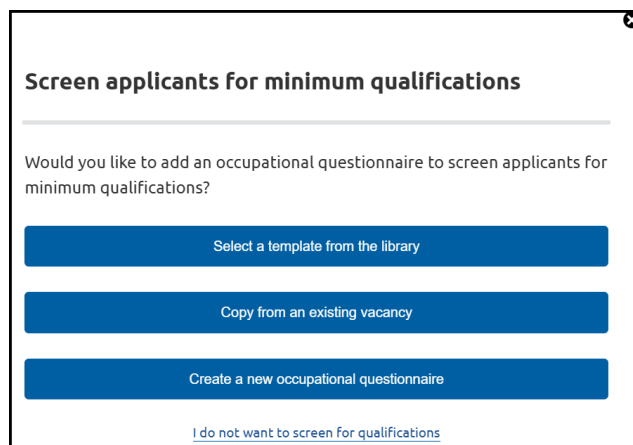


# Building the Assessment

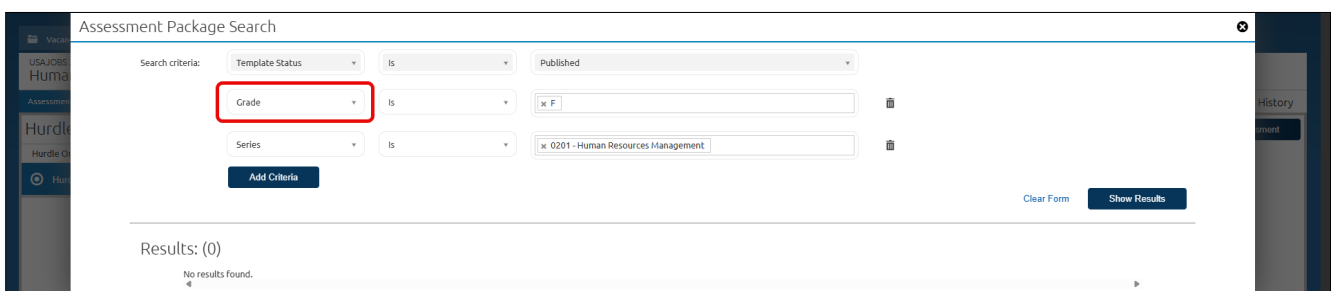
1. Go to the **Assessment Package** tab. If the Assessment Package tab is not automatically showing, use the + to select **Assessment Package**.



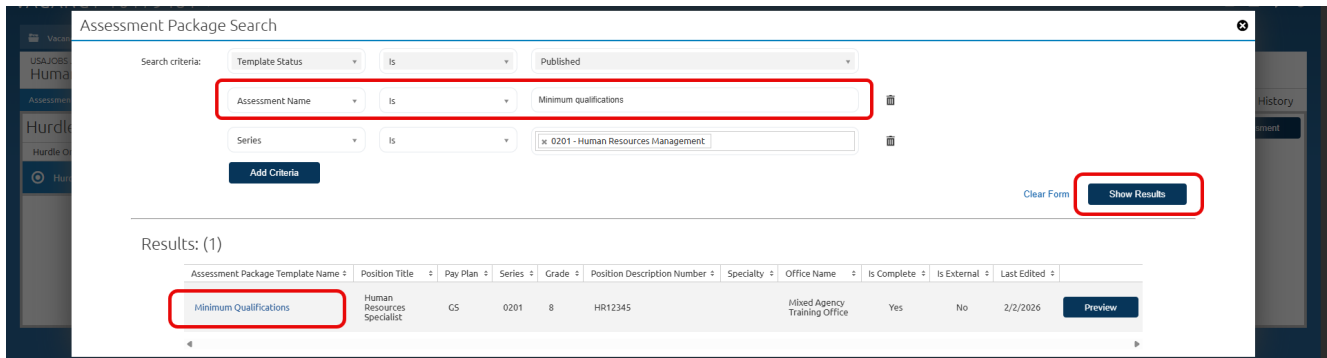
2. Once you click on **Assessment Package**, you will see a **Choose Assessment Path** pop-up.
  - a. We will use a combination of two assessment types to evaluate applicants.
  - b. For the first assessment, click on **Select a template from the library**.



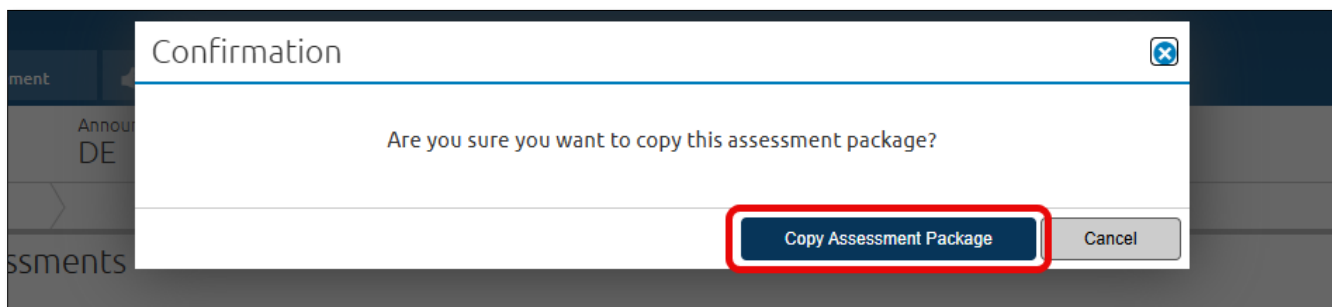
3. Assessment Package Search.
  - a. Click on the field labeled **Grade** and select **Assessment Name** from the drop-down menu.
  - b. Operator = **Is**, Value = **Minimum Qualifications** and then click **Show Results**



4. Click on the **Assessment Questionnaire** template named “**Minimum Qualifications**”.

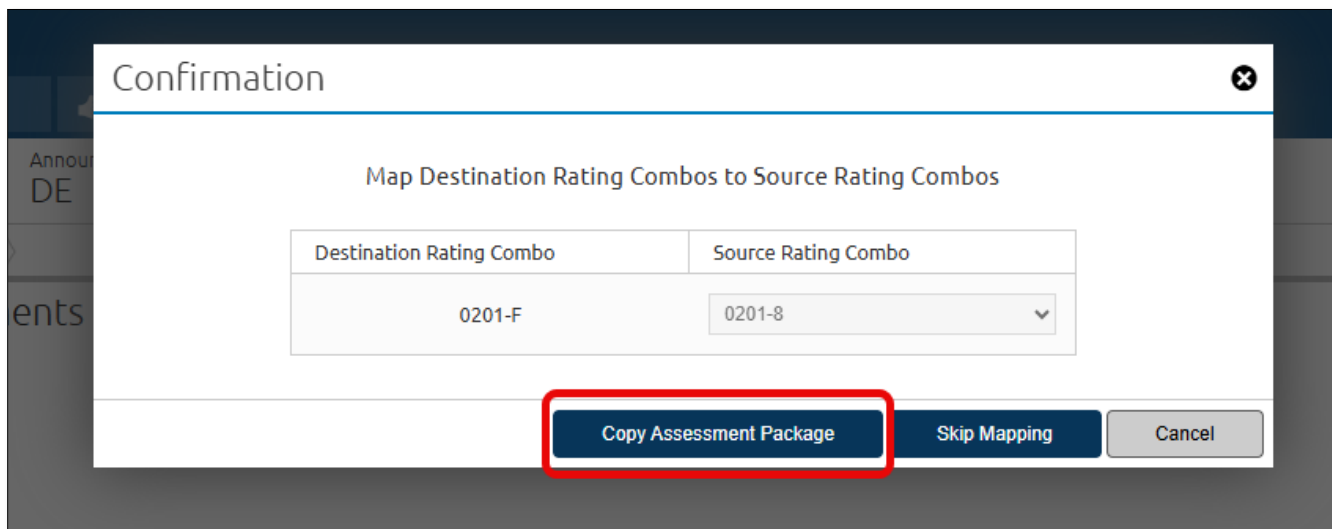


5. Click **Copy Assessment Package**.

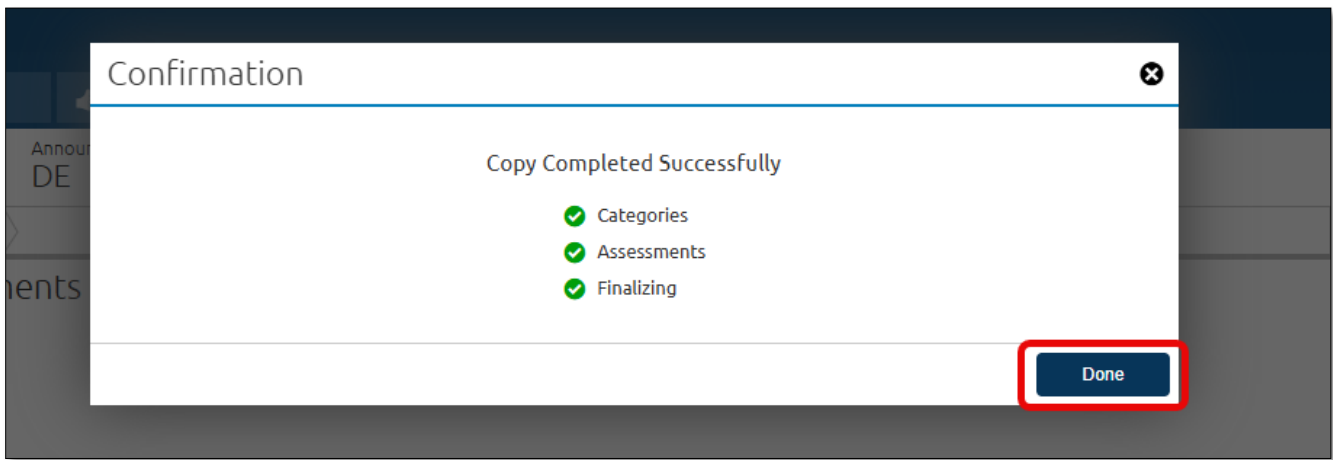


6. Confirmation of Rating Combo Mapping will populate on your screen

a. Select **Copy Assessment Package**



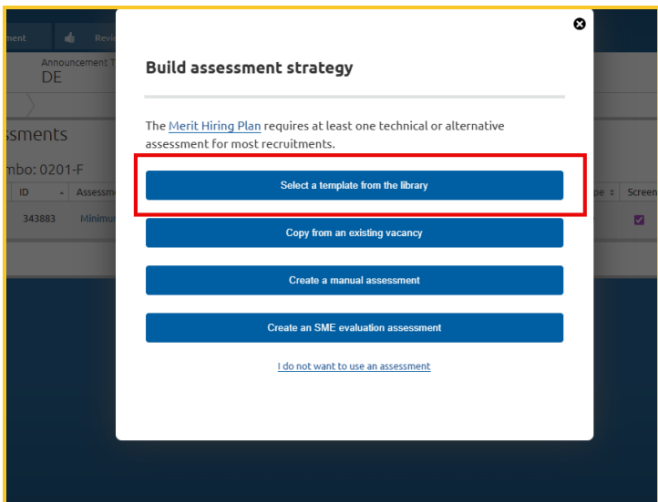
7. A pop-up will confirm the template has been copied successfully. Click **Done**.



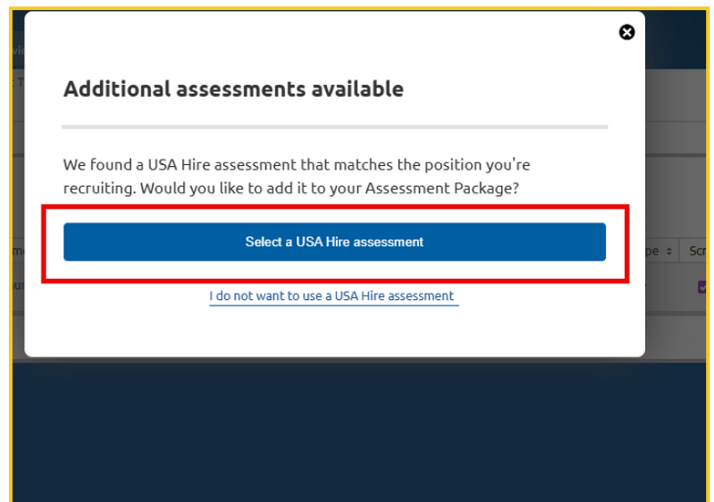
8. Depending on your pay-band and vacancy grade, one of the following screens may appear:

- **Build Assessment Strategy** – Prompts you to choose an appropriate technical or alternative assessment.
- **Additional Assessment Available** – Indicates that a USA Hire assessment is available.

Both options will provide the ability to select the USA Hire assessment.



*Option 1*



*Option 2*

9. Select from Option 1 or Option 2
  - If your pay band grade is a letter (e.g., “F”, “G”, “H”), you will see:
    - Option 1 – **Build Assessment Strategy** on your screen.
  - If your pay band grade is a number (e.g., “2”, “4”, “6”), you will see:
    - Option 2 – **Additional Assessment Available** on your screen.

Follow the corresponding instructions below based on the pop up that appears.

### OPTION 1 – Build Assessment Strategy

- a. Select **"Select a template from the library"**.
  - A pop-up window will appear indicating a **USA Hire assessment** is available.
  - Click **Select a USA Hire assessment**.
- b. **Assessment Package Search**
  - On the **Grade search criteria** line, change the value to **8** (GS-equivalent of your pay band).
- c. Click **Add Criteria**.
  - In the search field, select **Is External** from the drop-down menu.
  - Set **Operator** = *Is*, **Value** = *Yes*.
- d. Click **Show Results**.

### OPTION 2 – Additional Assessment Available

- a. Select **"Select a USA Hire Assessment"**.
- b. On the **Grade search criteria** line, change the value to **8** (GS-equivalent of your pay band).
- c. Click **Show Results**.

Assessment Package Search

Search criteria:

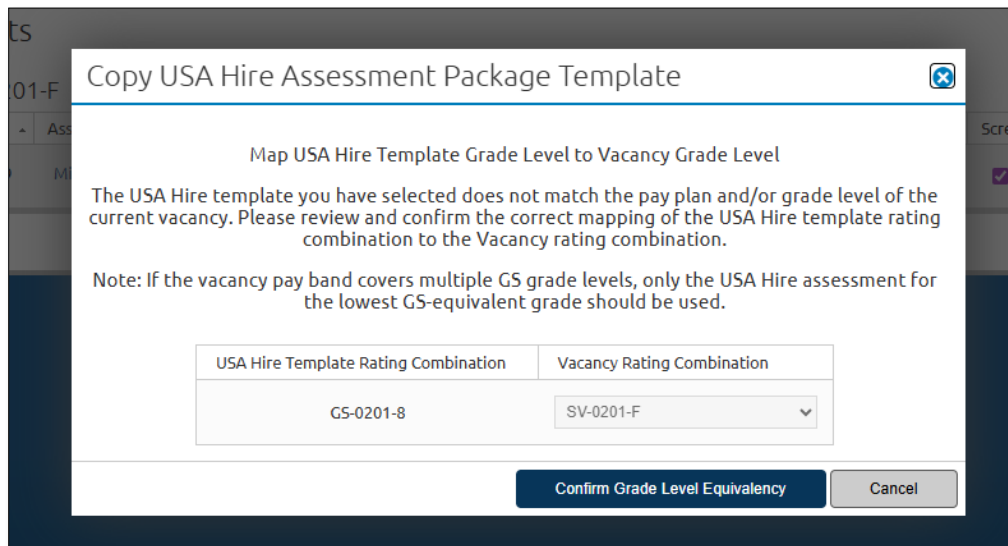
Template Status	Is	Published
Grade	Is	x 8
Series	Is	x 0201 - Human Resources Management
Is External	Is	Yes

[Add Criteria](#) [Clear Form](#) [Show Results](#)

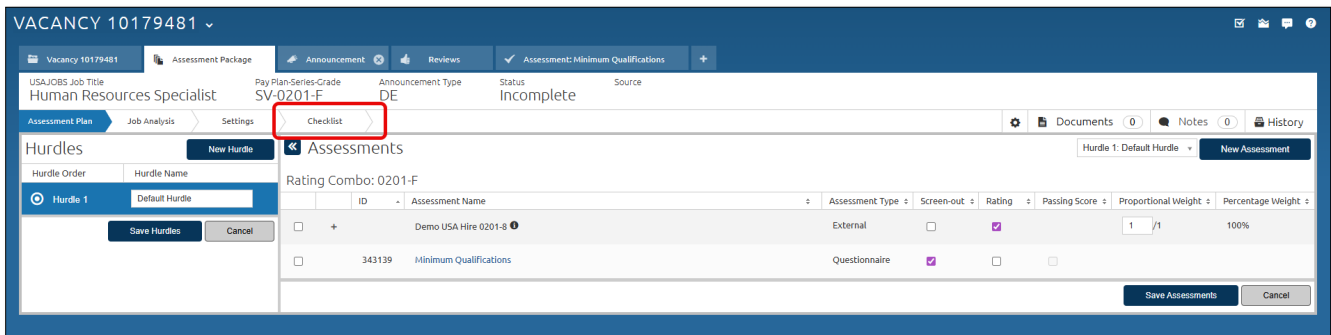
Results: (1)

Assessment Package Template Name	Position Title	Pay Plan	Series	Grade	Position Description Number	Specialty	Office Name
Demo USA Hire 0201-8		GS	0201	8			OPM USA Hire Office

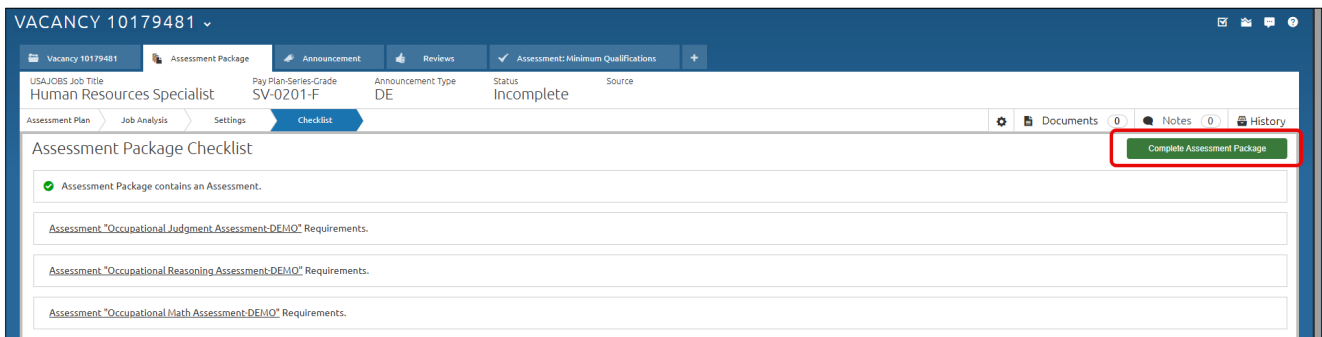
10. From the results, click on the **Assessment Questionnaire** template named: **"Demo USA Hire 0201-8"**
  - a. Review the **USA Hire Template Rating Combination** and **Vacancy Rating Combination** to ensure the GS-equivalent matches your pay band.
  - b. Click **Confirm Grade Level Equivalency**.



**11. Go to the Checklist sub-tab**

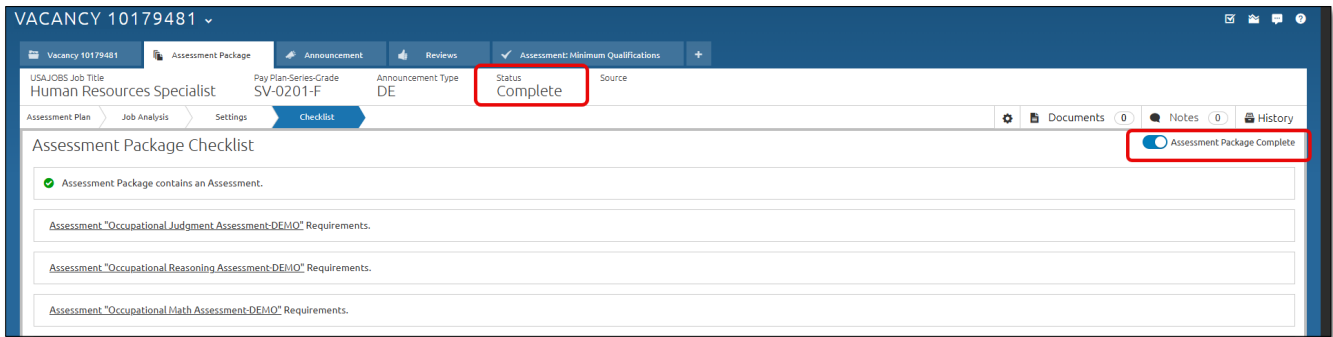


**12. Select Complete Assessment Package**



### 13. Verify Complete Status

- a. Ensure the status shows **Complete**
- b. Ensure the **Assessment Package Complete Toggle** is on



# Building the Announcement

1. Go to the **Announcement** tab.
2. 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** = Same as level for Vacancy.
  - 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 shows the 'Announcement Information' tab for VACANCY 10179481. The job title is 'Human Resources Specialist' (SV-0201-F, DE) with a status of 'Pending Release'. The 'Announcement Information' section includes the following fields:

- Announcement Number: DE-10179481-26-LM
- Open Date: 02/03/2026
- Close Date: 02/06/2026
- Salary Type: Per Year
- Minimum Salary: 40,000
- Maximum Salary: 50,000
- Appointment Type:  Permanent
- Work Schedule:  Full-time
- Set Promotion Potential:  F
- Linked JOA Control Number: (blank)
- Set Application Count:

Below the form are three sections: 'Internal Contact' (LASHANDA MORRIS), 'Questions About This Job' (LASHANDA MORRIS), and 'Agency Information' (MIXED AGENCY TRAINING CUSTOMER A).

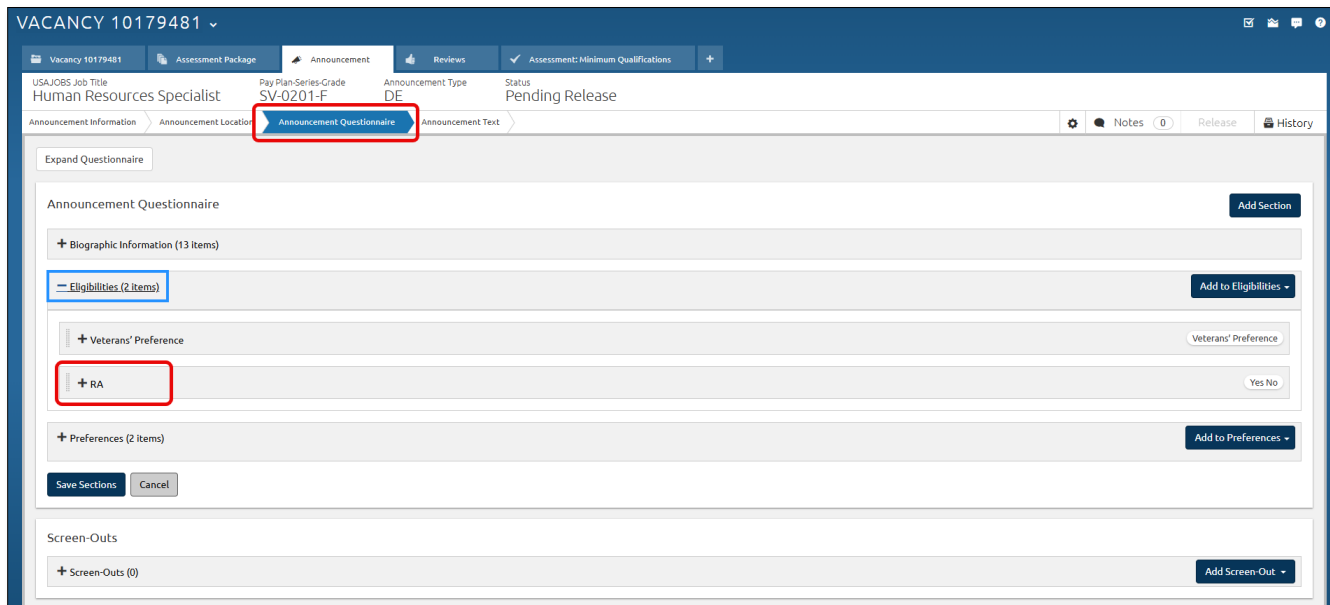
3. Go to the **Announcement Location** tab.
  - a. All location information should already be complete. No action needed.

The screenshot shows the 'Announcement Location' tab for VACANCY 10179481. The job title is 'Human Resources Specialist' (SV-0201-F, DE) with a status of 'Pending Release'. The 'Announcement Location' section includes the following fields:

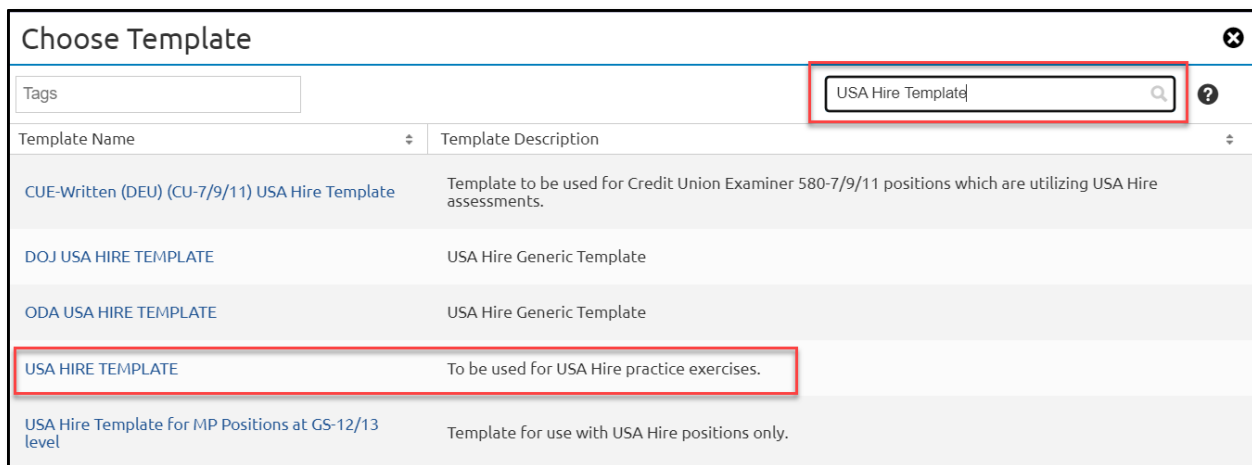
- Set Number of Vacancies By: Announcement
- Total Vacancies: 2
- Find Location: (search box)
- Locations: 1

<input type="checkbox"/>	City	State	Country	County	Code	
<input type="checkbox"/>	Washington	DC	United States	District of Columbia	110010001	

4. Go to the **Announcement Questionnaire** tab.
  - a. Review this page by clicking the + next to each section.



5. 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**”.
  - b. Select “**USA Hire Template**”. The template will load.
  - c. Review the Announcement Text page.



6. 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.***