



# Learning Session: Using USA Hire with Open Continuous Announcements

February 18, 2026



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# Learning Session Agenda

- Overview
- Vacancy Settings
- Assessment Package Settings
- Applicant Considerations
- Filtering Applicant Lists
- USA Staffing Demo
- Key Takeaways

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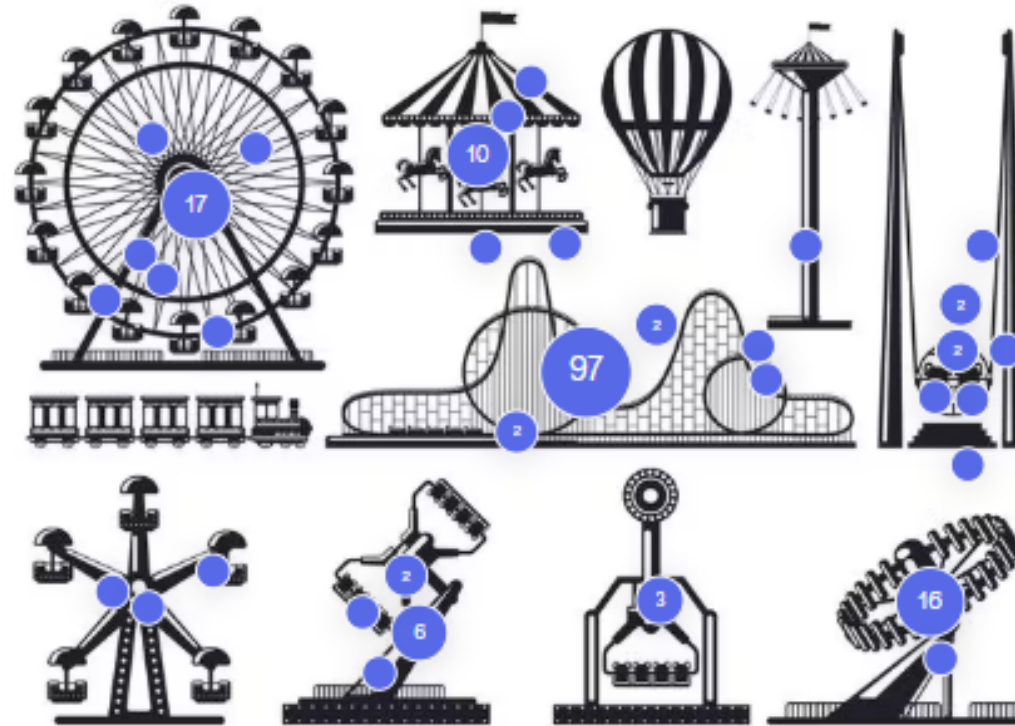


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PIN IT

If the past month was a theme park ride, which one would it be?



# Open Continuous Announcement Overview



Also known as Standing Register or Competitive Inventory



Typically open for several months or up to a year



Used to fill vacancies quickly by having a ready pool of prequalified candidates



Usually includes one or more cut-off dates when the hiring agency reviews applications



Can benefit from using USA Hire assessments

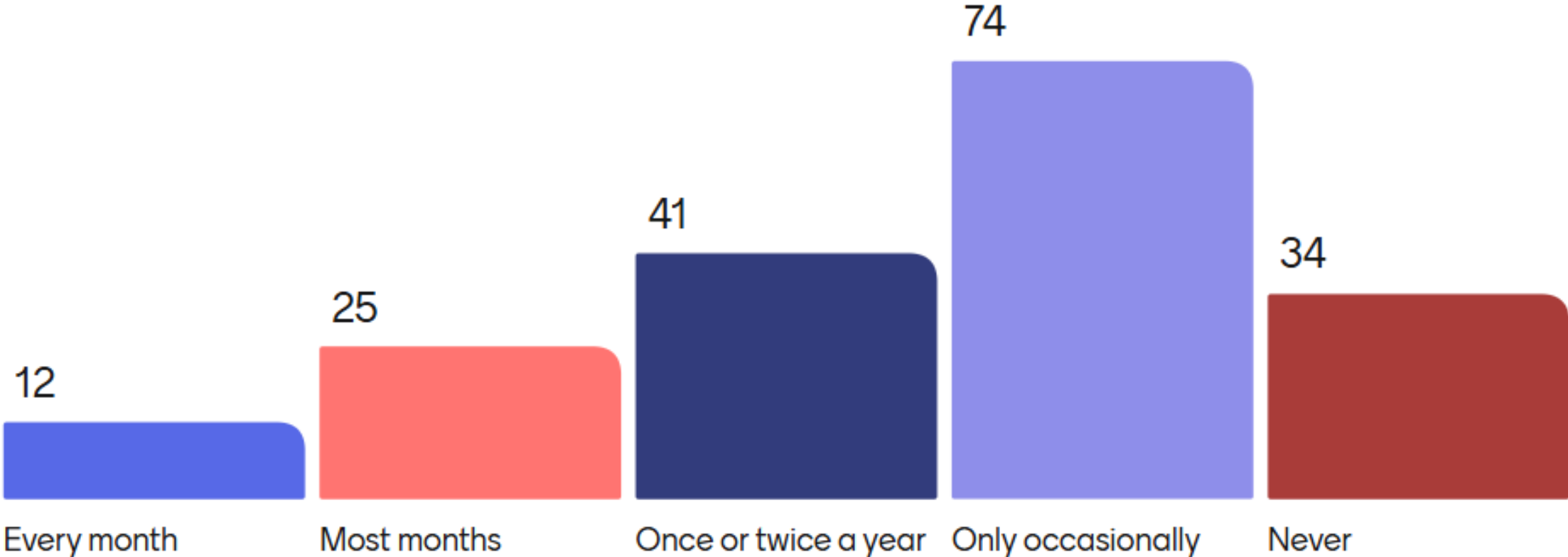


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How often does your agency post new open continuous announcements?

What positions does your agency announce open continuous?

How often does your agency post new open continuous announcements?



# What positions does your agency announce open continuous?



# Vacancy Settings

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# Vacancy Settings (Optional)

- Application Submission
  - Prevent update of assessment responses after application submission, or
  - Prevent update of application after initial submission
- Period of Eligibility
  - Expire applications following X months of eligibility

## Application Processing

### Questionnaire Settings

- Collect Service Computation Date
- Do not collect Veterans' Preference
- Do not collect Lowest Acceptable Grade
- Enable Candidate Inventory
- Limit the number of locations that a user can select to a maximum of
- Require completion of all announcement and assessment items

### Application Submission

- Prevent update of application after initial submission
- Prevent update of assessment responses after application submission
- Require Veterans' Preference supporting documents for application submission
- Require eligibility supporting documents for application submission

### Period of Eligibility

- Expire applications following the period of eligibility

Applicants will be eligible for

months

# Preventing Application Updates

## Pros

Prevents applicants from making changes for a “second chance.”

Simplifies management of the applicant pool for HR.

Each applicant is reviewed only once.

## Cons

May be perceived as unfair by applicants.

Could lead to an increase in applicant inquiries.

May result in more duplicate applications.

# Vacancy Settings (Required)

Applicant Notifications

Automatically respond to all submitted online applications with the selected notification template

USA Hire Acknowledgement Template

Display online application confirmation message

- Use the USA Hire Application Received Notification Template
  - Refer to [Appendix B: Application Received Notification Template](#) in the [USA Hire User Guide](#).
- If your agency has specific language for open-continuous announcements, a new template may need to be created.

# Assessment Package Settings



100%

USA Hire Rating



Dynamic  
Assessment  
Window

# USA Hire Rating

- USA Hire must be weighted **100% for Rating within Hurdle 1.**
  - **Multiple hurdles can be used** with other rated assessment(s) in Hurdles 2-5.
- When USA Hire is the only rating assessment:
  - Applicant final ratings are calculated immediately after USA Hire completion.
- If another assessment is used for rating within Hurdle 1:
  - Ratings are combined and standardized after the announcement closes.
  - Applicant certificates **cannot be issued during the open period.**

# USA Hire Rating – Hurdle 1

Example multiple hurdles approach with USA Hire open continuous announcement

USA Staffing®

Home Staffing Classification Recruit Admin Reports Advanced Search

Go To [Search] Maria Ahmad - TEST

VACANCY 12888991

Vacancy 12888991 Assessment Package Announcement Applicant Overview Reviews +

USAJOBS Job Title: Human Resources Specialist  
Pay Plan-Series-Grade: GS-0201-13  
Announcement Type: DE  
Status: Complete  
Source:

Assessment Plan Hurdle Criteria Job Analysis Settings Checklist Documents 0 Notes 0 History

Hurdles

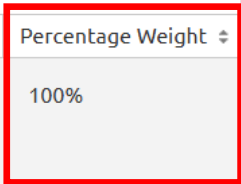
Hurdle Order	Hurdle Name
<input checked="" type="radio"/> Hurdle 1	MQ + USA Hire
<input type="radio"/> Hurdle 2	Interview

Assessments

Hurdle 1: MQ + USA Hire

Rating Combo: 0201-13

ID	Assessment Name	Assessment Type	Screen-out	Rating	Passing Score	Cut Score	Proportional Weight	Percentage Weight
+ (checkbox)	Standard USA Hire 0201-13 (Non-Supervisory) ⓘ	External	(checkbox)	(checkbox)	(checkbox)	(checkbox)	1 / 1	100%
143387	Min Quals	Questionnaire	(checkbox)	(checkbox)	(checkbox)	(checkbox)		



# USA Hire Rating – Hurdle 2

Example multiple hurdles approach with USA Hire open continuous announcement

USA Staffing® [Staffing](#) [Classification](#) [Recruit](#) [Admin](#) [Reports](#) [Advanced Search](#)  Maria Ahmad - TEST

VACANCY 12888991

Vacancy 12888991 Assessment Package Announcement Applicant Overview Reviews

USAJOBS Job Title: Human Resources Specialist | Pay Plan-Series-Grade: GS-0201-13 | Announcement Type: DE | Status: Complete | Source:

Assessment Plan | Hurdle Criteria | Job Analysis | Settings | Checklist | Documents (0) | Notes (0) | History

**Hurdles**

Hurdle Order	Hurdle Name
<input type="radio"/> Hurdle 1	MQ + USA Hire
<input checked="" type="radio"/> Hurdle 2	Interview

**Assessments** Hurdle 2: Interview

Rating Combo: 0201-13

ID	Assessment Name	Assessment Type	Screen-out	Rating	Passing Score	Cut Score	Proportional Weight	Percentage Weight
<input type="checkbox"/>	143388 Interview	Manual	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 / 1	100%

# USA Hire Rating – Hurdle Criteria

Example multiple hurdles approach with USA Hire open continuous announcement

USA Staffing® [Staffing](#) [Classification](#) [Recruit](#) [Admin](#) [Reports](#) [Advanced Search](#)  Maria Ahmad - TEST

VACANCY 12888991

Vacancy 12888991 [Assessment Package](#) [Announcement](#) [Applicant Overview](#) [Reviews](#) [+](#)

USAJOBS Job Title: Human Resources Specialist | Pay Plan-Series-Grade: GS-0201-13 | Announcement Type: DE | Status: Complete | Source: [blank]

Assessment Plan: **Hurdle Criteria** | Job Analysis | Settings | Checklist | Documents (0) | Notes (0) | History

- Hurdle Criteria

- Rating Combo: 0201-13

Hurdle	Cutpoint Method	Cutpoint Value	Used for Final Rating	Proportional Weight	Percentage Weight
Hurdle 1: MQ + USA Hire	Hurdle Score Cutpoint	85 (70-100)	<input checked="" type="checkbox"/>	1 / 2	50.00%
Hurdle 2: Interview	None		<input checked="" type="checkbox"/>	1 / 2	50.00%

# Dynamic Assessment Window Overview

- Highly recommended for open-continuous announcements.
- Applicants receive a deadline based on their application date (not announcement dates).
- Minimum window: **2 days**.
- Benefits:
  - Timely consideration of applicants.
  - Efficient adjudication of Reasonable Accommodation (RA) claims.
  - Keeps applicant pool fresh.
- See [Appendix E-5](#) for recommended “How to Apply” language.

# Dynamic Assessment Window Set Up

- Dynamic Window set up:
  1. Navigate to the Assessment Package – Settings.
  2. Under USA Hire Settings select the **Edit Window** button.
  3. Select **Dynamic Window (Set Days)** and enter the number of days (minimum 2 days).
- **No automatic reminder notifications** with dynamic windows.


USA Hire Settings

Assessment Window Type: Edit Window

Defined Window (Set Dates)  Dynamic Window (Set Days)

Custom Assessment Window:

Calendar days to complete external assessment(s)

Send USA Hire reminder notifications once announcement closes 

Send custom USA Hire notifications after application submission

Current USA Hire Hold Status: **Inactive** Hold Applicants

# Dynamic Assessment Window Details



- Applicants who do not complete their USA Hire assessments by their deadline are automatically screened out.
- Reapplications **do not** automatically extend the USA Hire testing window, except when:
  - The applicant updates qualifications or lowest acceptable grade, requiring additional/different assessments.
  - RA applicants rated IORA for failure to respond to an RA claim reapply (their assessment window will be reset).

# Applicant Considerations

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# Reapplications



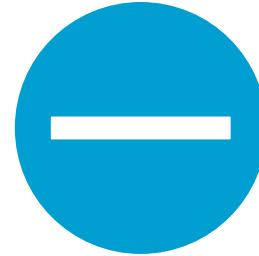
## **If reapplications are allowed, they will:**

Clear applicant toggles (Reviewed, Flagged, Pinned)

Clear eligibility and veterans' preference adjudications

Remove any HR overrides

Trigger an alert to the HR user who initially marked the record as Reviewed



## **If reapplications are not allowed:**

May lead to more applicant inquiries and/or duplicate applications

USA Staffing will automatically flag potential duplicates for HR action

# General Tips and Best Practices



Clearly set expectations in the announcement text.



Send notifications to applicants at regular intervals.



Be responsive to applicant questions.



If using period of eligibility expiration, inform candidates of their Eligibility End Date (available as a notification data insert).



If preventing application updates, provide clear guidance for addressing applicant requests for updates to their application.

# USA Hire Reminders



- Automatic reminders **are not sent** when using dynamic assessment windows.
- HR can manually send custom notification emails to applicants who haven't tested before issuing certificates.
- Agencies may work with USA Hire to create a custom notification template that includes:
  - Applicant's unique USA Hire link, and
  - Assessment window end date
- **Best practice:** Send reminders a few days before certificates are issued.



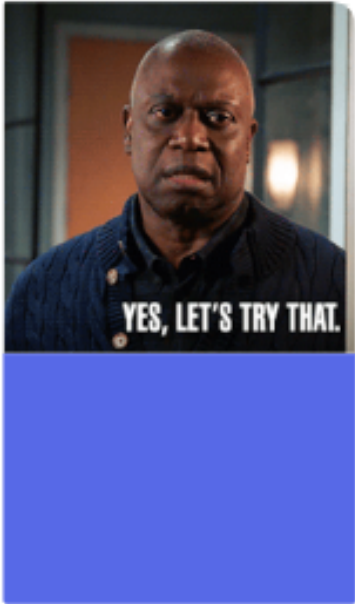
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Should we make the USA Hire  
Reminder notification template  
available to all agencies?

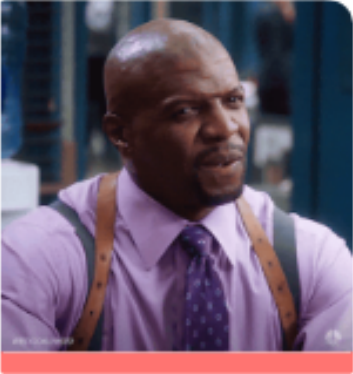
Should we make the USA Hire Reminder notification template available to all agencies?

140



Absolutely!

7



Maybe...

0



No thanks, we don't need this.

# Filtering Applicant Lists

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# Recommended Applicant List Filters

## USA Hire Status

- Complete
- Partially Complete

### — USA Hire Status

- Any
- Complete
- Did Not Complete
- Not Applicable
- Partially Complete
- Pending Completion



## Application Date

- USA Hire Completed
- Do not apply “To” filter to 10-pt Vets (use for DE vacancies)

### Application Date

USA Hire Completed

From:

02/12/2026

To:

02/18/2026



Do not apply "To" filter to 10-pt Vets

# Filtering Applicant Lists – Multiple Hurdles

– Advanced Filters

Advanced Criteria:

Assessment Filter:

Hurdle Filter:

Applicant Zip Code (5 digits):

Hurdle Filter Criteria

Name \*  
Hurdle 1

1. Select hurdle: Hurdle 1: MQ + USA Hire

2. Select rating combination: 0201-13

3. Select hurdle filter type:  
Select a Hurdle Filter Type...  
Select a Hurdle Filter Type...  
Hurdle Status  
Hurdle Score  
Hurdle Augmented Score

For more information, see [Multiple Hurdles Guide](#)



# USA Staffing Demo

# Key Takeaways



Understand implications of vacancy settings.



Rate USA Hire as 100% Rating within Hurdle 1.



Use dynamic assessment windows for flexibility and efficiency.



Plan for manual reminders and maintaining applicant engagement.



Apply filters to create accurate applicant lists.

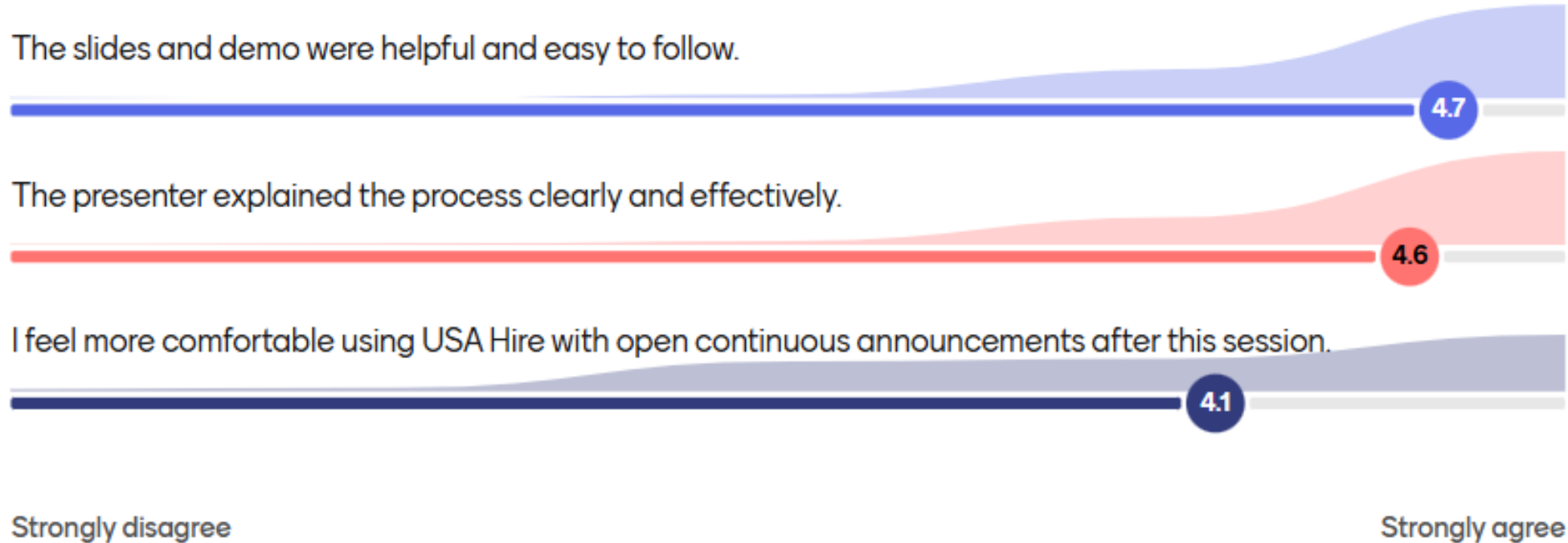


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Please share your feedback and any suggestions for future learning session topics.



# Please rate your agreement with the following statements...



# Any other feedback or suggestions for future learning session topics?

How can I be added to learn more about future sessions?

Direct Hiring

U.S. Coast Guard firewall prevents u.s. from using the Q&A section in Teams. We need a way to submit questions. Presenter was great, but spoke way too quickly.

This was a great session. maybe

I was unable to get Q/A to open (said App not available)... our Administrators have restricted us from utilizing Dynamic Window. I guess we'll get it figured out during our first audit! =)

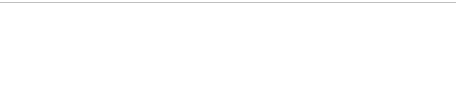
Can you do a session to share information on PATCO assessments?

USA hire is to be used on huddle 1 only? My agency is under the impression it can be used as huddle 2 while min quals is huddle 1

Please leave the Q&A viewable so we can see what questions are asked.

The Q&A functionality doesn't work for our agency on sessions like this. Understand why you use this format, but just want to keep mentioning it in case there are ways to improve.

Assessment options in capturing ICTAP scores when USA Hire is not available.



# Any other feedback or suggestions for future learning session topics?

We need a way to submit questions. Presenter was great, but spoke way too quickly.

This was a great session, maybe possibly extend the length of the training just to be sure all the steps are covered with permitting the students to have exercises. Thank you for your valuable time!

Slower pace for those who were not exposed to USA Staffing as of yet.

USA hire is to be used on huddle 1 only? My agency is under the impression it can be used as huddle 2 while min quals is huddle 1

Would like to be included in all offerings of USA Staffing online training sessions Doj HRS

Assessment and creating certificates  
Extending offers with continuous announcements?

Assessment options in capturing ICTAP scores when USA Hire is not available.

This was fantastic training! Before the hiring freeze and now restricted hiring requirements, I used open continuous announcements all the time, although never used USA Hire, but I'll try it now. Yay!

Benefits to separate section staffing posts for the same position type

# Questions?

Email us at: [USAHire@opm.gov](mailto:USAHire@opm.gov)  
or visit [USA Hire Agency Resource Center](#)

