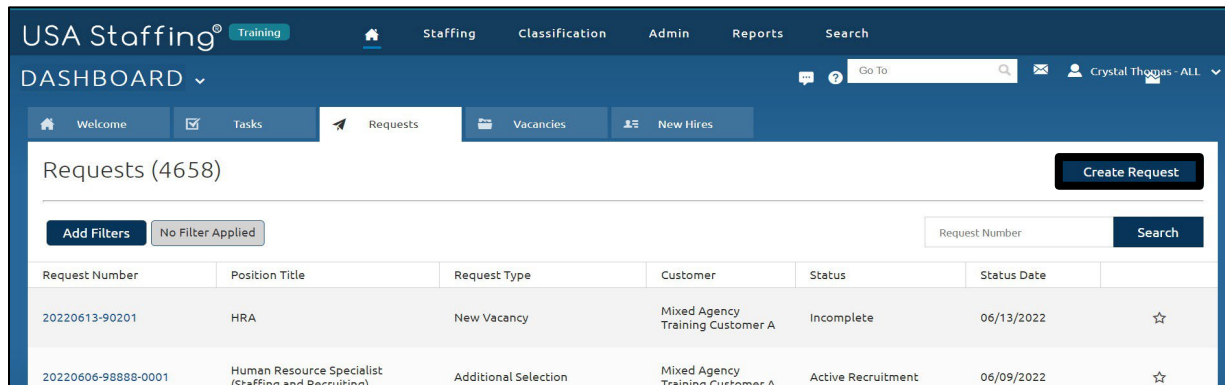


Practice Exercise

Using USA Hire with a Job Opportunity Announcement

Creating the Request

1. Go to the [USA Staffing training site](#) and log in.
2. On your dashboard, select the **Requests** tab, then click **Create Request** to begin creating the request.



3. Complete the **Request information** page.
 - a. Type or **Generate a Request Number**.
 - b. Select a **Requesting Customer** (preferred customer: **Mixed Agency Customer A**. If not available, select an alternate) 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.

USA Staffing® Training Staffing Classification Admin Reports Search

Go To Sharon Wilborn - ALL

REQUEST 20230215-73590

Request 20230215-73590

Request Number: 20230215-73590 Customer: Mixed Agency Training Customer A Request Type: New Vacancy Status: Incomplete

Request Information Location Information Staffing Approach Documents (0) Notes (0) History

Request Information

* = Required

Request Number: 20230215-73590 [Generate](#)

Requesting Customer: Mixed Agency Training Customer A

Request Type: New Vacancy

Requester: Crystal Thomas

Request Tags:

Position Descriptions

1

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

Position Description #	Position Title	Pay Plan	Series	Grade(s)	Specialties
☐ 1234CT	Human Resources Specialist	GS	0201 - Human Resources ...	☐ 6 ☐ 8	+

[Add Position Description](#)

Request Tracking Dates

Hiring Need Validated Date: 2/1/2023

Request Personnel Action Date: 2/7/2023

Position Settings

Position Sensitivity and Risk: Non-sensitive (NS)/Low Risk

Trust Determination Process: ☒ Credentialing

Security Clearance Required: Confidential

Travel Required: 25% or less

Other Requirements

☒ Drug Testing Required

☐ Financial Disclosure Required

Incentives

☐ Remote Job

☒ Telework Eligible

☒ Relocation Authorized

Position Identifiers

☐ Supervisory Position

☐ Bargaining Unit Position

[Save](#) [Delete Request](#) [Cancel](#)

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

USA Staffing® Training Staffing Classification Admin Reports Search

Go To Crystal Thomas - ALL

REQUEST 20220628-84061

Request 20220628-84061

Request Number: 20220628-84061 Customer: Mixed Agency Training Customer A Request Type: New Vacancy Status: Incomplete

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

Locations Settings

Set Number of Vacancies By Announcement: 2 Total Vacancies: 2

Locations

1

Search: City, Zip, County, Country or Location Code

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

City	State	Country	County	Code
☐ Washington	DC	United States	District of Columbia	110010001

[Save](#) [Cancel](#)

- 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**.

5. Skip the **Other Information** tab.
6. Click the **Staffing Approach** tab and complete this page.

USA Staffing® Training

Staffing Classification Admin Reports Search

Go To

Sharon Wilborn - ALL

REQUEST 20230215-73590

Request Number 20230215-73590 Customer Mixed Agency Training Customer A Request Type New Vacancy Status Incomplete

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

Vacancy to be Created 1

Vacancy Type	Office	USAJOBS Announcement Type	Workflow	Rating Combination
☐ Case Exam	Mixed Agency Training Office	☐ Public (U.S. Citizens and Non-Citizens) ☐ Status (Federal/Veteran/Other Eligible) ☐ Internal Merit Promotion	OPM 80-day	☒ 0201-6 ☒ 0201-8

Add New Vacancy

Save Approve Request Delete Request

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

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

Request 20230215-73590

Request Number 20230215-73590 Customer Mixed Agency Training Customer A Request Type New Vacancy Status Incomplete

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

Vacancy to be Created 1

Vacancy Type	Office	USAJOBS Announcement Type	Workflow	Rating Combination
☐ Case Exam	Mixed Agency Training Office	☐ Public (U.S. Citizens and Non-Citizens) ☐ Status (Federal/Veteran/Other Eligible) ☐ Internal Merit Promotion	OPM 80-day	☒ 0201-6 ☒ 0201-8

Add New Vacancy

Save **Approve Request** Delete Request

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.

USA Staffing® Training Staffing Classification Admin Reports Search

Go To

REQUEST 20230215-73590

Request 20230215-73590

Request Number: 20230215-73590 Customer: Mixed Agency Training Customer A Request Type: New Vacancy Status: Pending Recruitment

Request Information Staffing Approach Documents (0) Notes (0) History

Request Information

Request Number: 20230215-73590 Request Type: New Vacancy Requesting Customer: Mixed Agency Training Customer A

Requester: Crystal Thomas Approved By: Sharon Wilborn Request Tags:

Hiring Need Validated Date: 2/1/2023 Request Personnel Action Date: 2/7/2023

Vacancy Created (1)

Vacancy Number	Status	Vacancy Type	Office	Workflow	USAJOBS Announcement Type	Rating Combination
10135797	New	Case Exam	Mixed Agency Training Office	OPM 80-day	☒ Public (U.S. Citizens and Non-Citizens)	☒ 0201-6 ☒ 0201-8

Position Descriptions (1)

2. There are no actions needed on the **Case File** or **Linked Requests** tabs. Continue to the **Position Information** page.

USA Staffing® Training Staffing Classification Admin Reports Advanced Search

Go To

VACANCY 10135797

Vacancy 10135797 Assessment Package Announcement Reviews

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

Case File Linked Requests **Position Information** Eligibilities Supporting Documents Settings Documents (0) Notes (0) History

Tasks (2)

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

Requests (1)

Request Number	Status
20230215-73590	Pending Recruitment

ANNOUNCEMENT

NOT CREATED

0 APPLICANTS

0 ELIGIBLE **0 INELIGIBLE**

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

USA Staffing[®] Training

VACANCY 10135797

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

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

USAJOBS Announcement Settings

USAJOBS Job Title: Human Resources Specialist

USAJOBS Announcement Type: ☒ Public U.S. Citizens and Non-Citizens
☐ Status (Federal/Veterans/Other Eligible)
☐ Internal Merit Promotion

Vacancy Type: ☒ Case Exam
☐ Standing Register

Position Settings

Customers: Mixed Agency Training Customer A

Security Clearance Required: Confidential
Travel Required: 25% or less
☐ Remote Job
☒ Telework Eligible
☒ Drug Testing Required

Position Sensitivity and Risk: Nonsensitive (NS)/Low Risk
Trust Determination Process: ☒ Credentialing
☐ Supervisory Position
☐ Bargaining Unit Position
☒ Relocation Authorized
☐ Financial Disclosure Required

Position Descriptions

Position Description #	Position Title	Pay Plan	Series	Grade(s)	Specialties
1234CT	Human Resources Specialist	GS	0201 - Human Resources Management	a 6 a 8	

Add Position Description

Save Cancel

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

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

VACANCY 10135797

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

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

+ Eligibilities

Accept: Eligibilities

☒	+ 30% or more Disabled (30% or more)
☐	+ 30% or More Disabled Veterans (30% DV)
☐	+ Agency-Wide Employees Example (Agency Wide Empl)
☒	+ Career Transition Assistance Plan (CTAP)
☐	+ Career Transition Assistance Plan (CTAP)
☐	+ Career Transition Assistance Plan (CTAP)
☐	+ CCA (CCA)

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**.

VACANCY 10135797

Vacancy 10135797 Assessment Package Announcement Reviews +

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

Case File Linked Requests Position Information Eligibilities Supporting Documents Settings

Supporting Documents

Supporting Documents	Upload Options	View Options
Cover Letter	☒ Accepted ☐ Required	☒ Hiring Manager Viewable ☐ New Hire Viewable
DD-214/ Statement of Service	☒ Accepted ☐ Required	☒ Hiring Manager Viewable ☒ New Hire Viewable
Diploma/ GED	☐ Accepted ☐ Required	☐ Hiring Manager Viewable ☐ New Hire Viewable
Disability Letter (Schedule A)	☒ Accepted ☐ Required	☒ Hiring Manager Viewable ☒ New Hire Viewable
Disability Letter (VA)	☒ Accepted ☐ Required	☒ Hiring Manager Viewable ☒ New Hire Viewable
License	☐ Accepted ☐ Required	☐ Hiring Manager Viewable ☐ New Hire Viewable
Other (1)	☐ Accepted ☐ Required	☐ Hiring Manager Viewable ☐ New Hire Viewable
Other (2)	☐ Accepted	☐ Hiring Manager Viewable

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

a. In the **Application Confirmation Messages** section, select **USA Hire Acknowledgement Template** 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**.

Vacancy 10135797 Assessment Package Announcement Reviews +

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

Case File Linked Requests Position Information Eligibilities Supporting Documents Settings

Documents 0 Notes 0 History

Application Screening

Age Screening

- ☒ Do not collect age information
- ☐ Collect age information
 - ☐ Use Minimum Age
 - ☐ Use Maximum Age
 - ☐ Use Effective Age (Calculated by subtracting Qualifying Experience from actual age)
 - ☐ Do not screen out applicants who fail to meet age requirement(s)
 - ☐ Exclude Veterans from calculation and screening
 - ☐ Exclude Land Management Workforce Flexibility Act Eligibles from calculation and screening

Citizenship Screening

- ☒ Screen out non-U.S. Citizens

Case File Retention

- ☐ Vacancy is under litigation - Do not archive
- ☐ Administrative Careers with America (ACWA) position - Do not archive

Applicant Notifications

- ☒ Automatically respond to all submitted online applications with the selected notification template
 - USA Hire Acknowledgement Letter
- ☐ Display online application confirmation message

Application Processing

Questionnaire Settings

- ☐ Collect Service Component Data
- ☐ Do not collect Veteran's 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 Veteran's 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:

3 months

USAJOBS Announcement Configurations

USAJOBS Apply Online

- ☒ Standard Announcement (include 'Apply Online' button)
- ☐ View-Only Announcement (remove 'Apply Online' button)

Demographic Data Collection

- ☒ Collect USAJOBS RNO Data

Applicant Total

- ☐ Display total number of applications submitted for closed announcement

Vacancy Tags

Appointing Authority

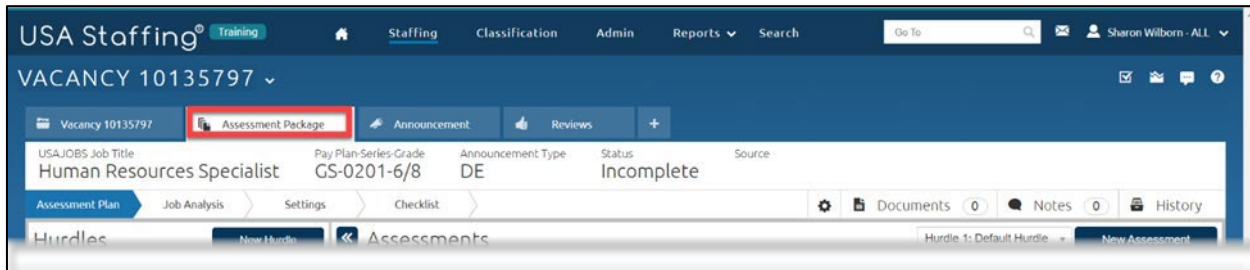
Mission Critical Occupation

Occupation Specialty Code

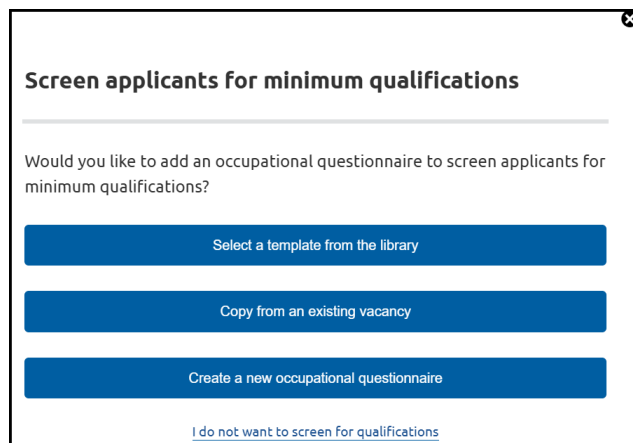
Save **Cancel**

Building the Assessment Package

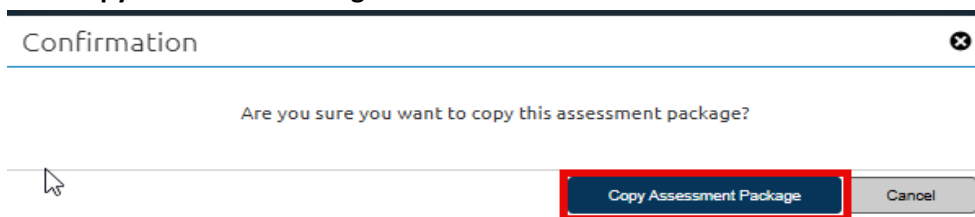
1. Go to the **Assessment Package** tab. If the Assessment Package tab is not automatically showing, use the + to select **Assessment Package**.



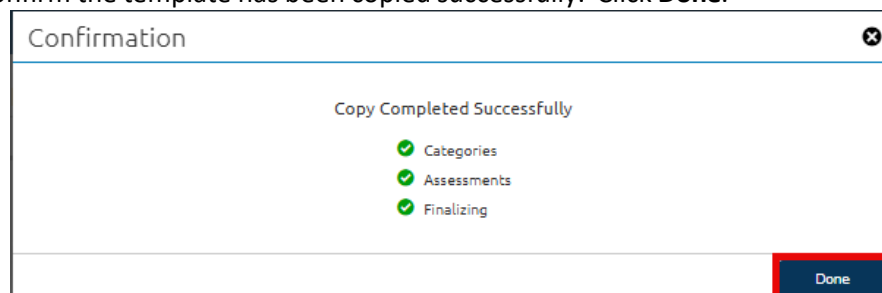
2. Once you click on **Assessment Package**, you will see a **Screen applicants for minimum qualifications** pop-up.
 - a. We will use a combination of two assessment types to evaluate applicants.
 - b. For the first assessment, click on **Select a template from the library**.



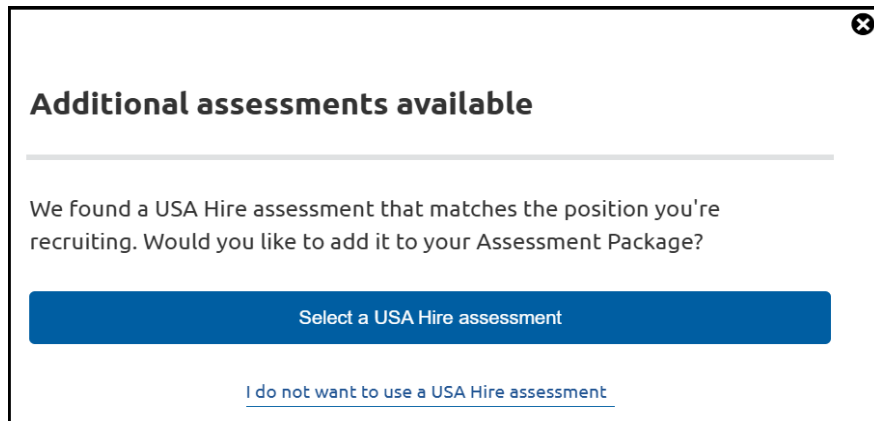
3. Click on the **Assessment Questionnaire** template named "Min Quals Only".
 - a. Click **Copy Assessment Package**.



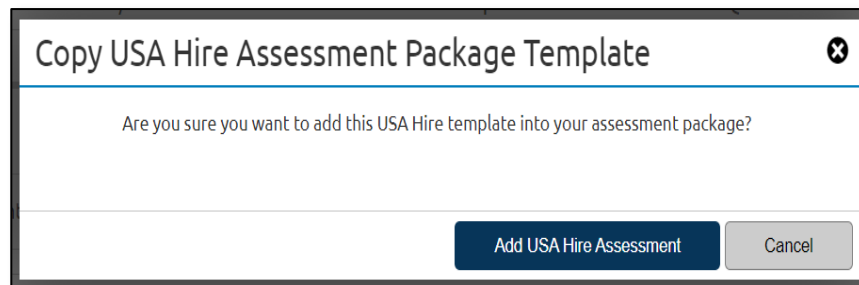
4. A pop-up will confirm the template has been copied successfully. Click **Done**.



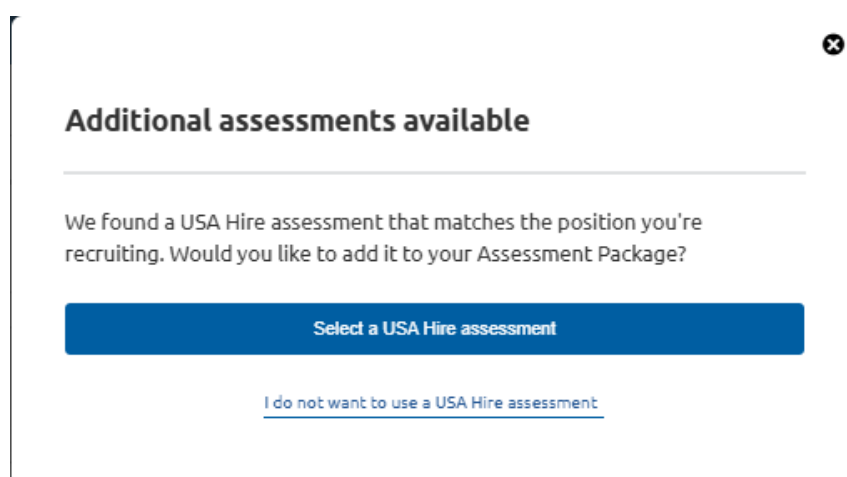
5. A pop up window will appear identifying a USA Hire assessment is available. Click **Select a USA Hire assessment**.



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



7. A pop-up window will appear identifying additional USA Hire assessments are available. Click **Select a USA Hire Assessment**.
a. Go to **Select Template**.



8. Click on the **Assessment Questionnaire** template named “Demo USA Hire 0201-8”.
 - b. Click **Add USA Hire Assessment**.
9. Go to the Checklist sub-tab
10. Complete Assessment Package.
 - c. Select **Complete Assessment Package**.

VACANCY 10182946

Assessment Package

Announcement

Reviews

USAJOBS Job Title: Human Resources Specialist

Pay Plan-Series-Grade: GS-0201-6/8

Announcement Type: DE

Status: Complete

Source:

Assessment Plan

Job Analysis

Settings

Checklist

Assessment Package Checklist

- Assessment Package contains an Assessment.
- Assessment "Occupational Judgment Assessment-DEMO" Requirements.
- Assessment "Occupational Reasoning Assessment-DEMO" Requirements.
- Assessment "Occupational Math Assessment-DEMO" Requirements.
- Assessment "Occupational Interaction Assessment-DEMO" Requirements.
- + Assessment "Min Ovals Only" Requirements.
- At least one Assessment must be used for each rating combination.

Documents

Assessment Package Complete

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. Ensure internal Contact has your name. Select the pen and paper icon and search for your name and select your name.
 - i. Click **Save** and the other tabs will activate.

The screenshot shows the 'USA Staffing' web application interface. The top navigation bar includes links for Training, Staffing, Classification, Admin, Reports, and Search. The user is logged in as Sharon Wilborn. The main header displays 'VACANCY 10138204' and a dropdown menu. Below this, there are tabs for 'Vacancy 10138204', 'Assessment Package', 'Announcement', 'Reviews', and a plus icon. The 'Announcement' tab is active, showing details for 'USAJOBS Job Title: Human Resources Specialist', 'Pay Plan-Series-Grade: GS-0201-6/8', 'Announcement Type: DE', and 'Status: Not Created'. The 'Announcement Information' section contains fields for '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), 'Linked JOA Control Number', and 'Set Application Count' (unchecked). The 'Internal Contact' section shows 'SHARON WILBORN' with contact details. The 'Questions About This Job' section shows 'SHARON WILBORN' with contact details. The 'Agency Information' section shows 'A TEST CUSTOMER' with address details. A 'Generate' button is located below the 'Announcement Number' field. At the bottom right, there are 'Save' and 'Cancel' buttons.

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.

Template Name	Template Description
CUE-Written (DEU) (CU-7/9/11) USA Hire Template	Template to be used for Credit Union Examiner 580-7/9/11 positions which are utilizing USA Hire assessments.
DOJ USA HIRE TEMPLATE	USA Hire Generic Template
ODA USA HIRE TEMPLATE	USA Hire Generic Template
USA HIRE TEMPLATE	To be used for USA Hire practice exercises.
USA Hire Template for MP Positions at GS-12/13 level	Template for use with USA Hire positions only.

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.