

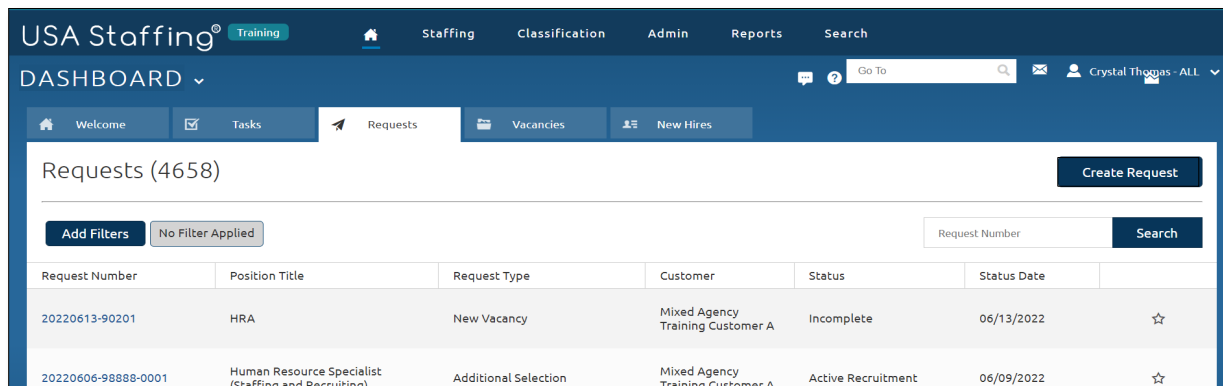
Practice Exercise

(Pay-Banded Positions)

**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 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** 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

Request Information * = Required

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

Requester: Lashanda Morris Request Process Owner: Request Tags:

Position Descriptions 1 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
☐	1234HR	Human Resources Specialist	SV	0201 - Human Resources Management	X F	+

Add Position Description

Request Tracking Dates

Hiring Need Validated Date: Request Personnel Action Date:

Position Settings

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

Trust Determination Process: X Credentialing X Suitability/Fitness

Security Clearance Required: Confidential

Travel Required: Occasional travel

Other Requirements

☒ Drug Testing Required
☐ Financial Disclosure Required

Position Identifiers

☐ Supervisory Position
☐ Bargaining Unit Position

Incentives

☐ Remote Job
☐ Telework Eligible
☐ Relocation Authorized

Save Delete Request Cancel

4. 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

Locations Settings

Number Of Vacancies By: Announcement 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.

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

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-F

[Add New Vacancy](#)

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

- a. Keep Vacancy Type as **Case Exam**.
 - b. Select an Office you have permission to access so you can continue with this practice exercise.
 - c. Check the **Public** box under the **USAJOBS Announcement Type**.
 - 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**.
7. Click **Approve Request** and then your request is complete.

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

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-F

[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.

REQUEST 20260130-12746

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

Request Information

Request Number: 20260130-12746	Request Type: New Vacancy	Requesting Customer: Mixed Agency Training Customer A
Requester: Lashanda Morris	Request Process Owner:	Request Tags:
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	☒ Public (U.S. Citizens and Non-Citizens)	☒ 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

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

Position Information

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.

Vacancy 10179481

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

Documents: 0 | Notes: 0 | History

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: ☒ 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: ☒ Credentialing ☒ Suitability/Fitness

☐ Supervisory Position

☐ Bargaining Unit Position

☐ Relocation Authorized

☐ Financial Disclosure Required

Position Descriptions 1

☐ Interdisciplinary Position

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

[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 10179534

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

Documents: 0 | Notes: 0 | History

+ Eligibilities

Accept: ☐ ☐ ☐ ☐ ☒ ☐ ☐ ☐ ☒

- ☐ 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)
- ☐ 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**.

VACANCY 10179534

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

Documents: 0 | Notes: 0 | History

Supporting Documents

Supporting Documents	Upload Options	View Options
BIA-4432	☐ Accepted ☐ Required	☐ Hiring Manager Viewable ☐ New Hire Viewable
Cover Letter	☒ Accepted ☐ Required	☒ Hiring Manager Viewable ☒ New Hire Viewable
DD-214/ Statement of Service	☒ Accepted (Conditional) ☐ 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 (Conditional) ☐ 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 ☐ Required	☐ Hiring Manager Viewable ☐ New Hire Viewable

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**.

VACANCY 10179481

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**

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 Template

☐ Display online application confirmation message

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: 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:

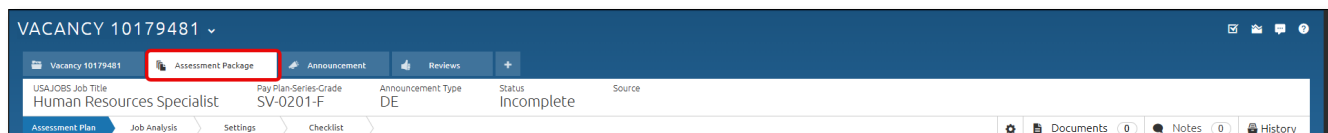
Mission Critical Occupation:

Occupation Specialty Code:

Save **Cancel**

Building the Assessment

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**.

A screenshot of a pop-up window titled 'Screen applicants for minimum qualifications'. The text inside asks: 'Would you like to add an occupational questionnaire to screen applicants for minimum qualifications?'. Below the text are three blue buttons: 'Select a template from the library', 'Copy from an existing vacancy', and 'Create a new occupational questionnaire'. At the bottom, there is a link that says 'I do not want to screen for qualifications'.

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**

A screenshot of the 'Assessment Package Search' interface. It features a search criteria section with three rows. The first row has 'Template Status' as the criteria, 'Is' as the operator, and 'Published' as the value. The second row has 'Grade' as the criteria (highlighted with a red box), 'Is' as the operator, and 'x F' as the value. The third row has 'Series' as the criteria, 'Is' as the operator, and 'x 0201 - Human Resources Management' as the value. There is an 'Add Criteria' button below the search criteria. On the right side, there are 'Clear Form' and 'Show Results' buttons. Below the search section, it says 'Results: (0)' and 'No results found.'.

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

Assessment Package Search

Search criteria: Template Status Is Published

Assessment Name Is Minimum qualifications

Series Is 0201 - Human Resources Management

Add Criteria

Clear Form Show Results

Results: (1)

Assessment Package Template Name	Position Title	Pay Plan	Series	Grade	Position Description Number	Specialty	Office Name	Is Complete	Is External	Last Edited
Minimum Qualifications	Human Resources Specialist	GS	0201	8	HR12345		Mixed Agency Training Office	Yes	No	2/2/2026

Preview

5. Click **Copy Assessment Package**.

Confirmation

Are you sure you want to copy this assessment package?

Copy Assessment Package Cancel

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

- Select **Copy Assessment Package**

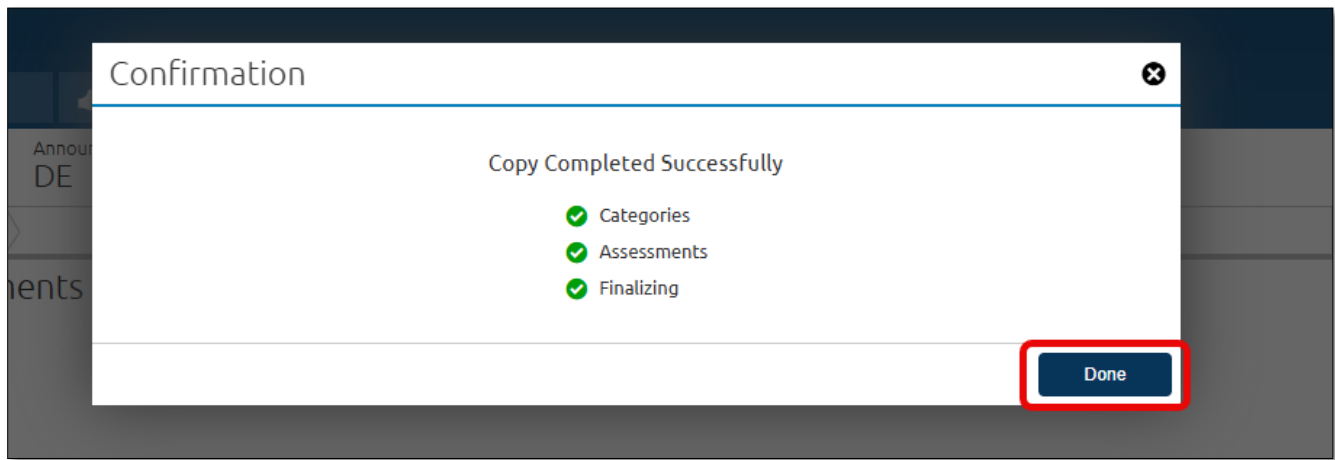
Confirmation

Map Destination Rating Combos to Source Rating Combos

Destination Rating Combo	Source Rating Combo
0201-F	0201-8

Copy Assessment Package Skip Mapping Cancel

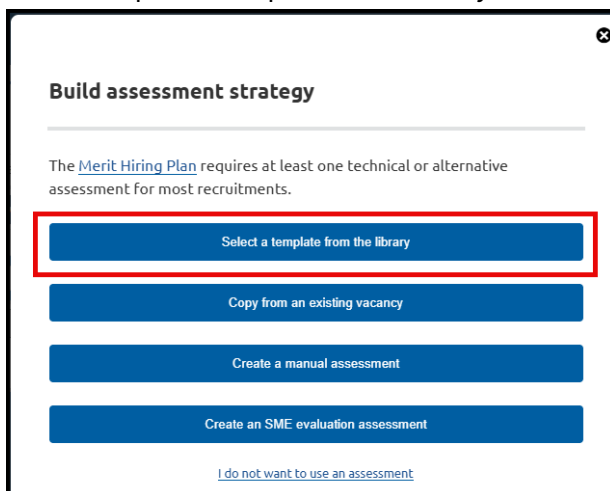
7. A pop-up will confirm the template has been copied successfully. Click **Done**.



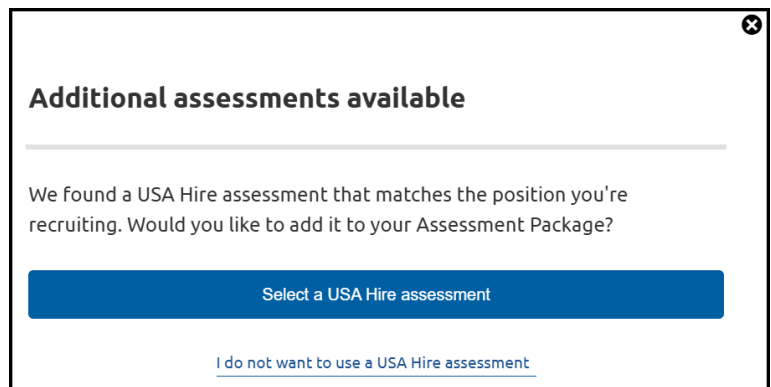
8. Depending on your pay-band and vacancy grade, one of the following screens may appear:

- **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. Click on the **Assessment Package Template Name** named “Demo USA Hire 0201-8”.
- Review the USA Hire Template Rating Combination and the Vacancy Rating Combination to ensure the GS-equivalent is appropriate for your pay band selection.
 - Click **Confirm Grade Level Equivalency**

Copy USA Hire Assessment Package Template

Map USA Hire Template Grade Level to Vacancy Grade Level

The USA Hire template you have selected does not match the pay plan and/or grade level of the current vacancy. Please review and confirm the correct mapping of the USA Hire template rating combination to the Vacancy rating combination.

Note: If the vacancy pay band covers multiple GS grade levels, only the USA Hire assessment for the lowest GS-equivalent grade should be used.

USA Hire Template Rating Combination	Vacancy Rating Combination
GS-0201-8	SV-0201-F

Confirm Grade Level Equivalency Cancel

11. Go to the Checklist sub-tab

The screenshot shows the 'VACANCY 10179481' interface. The top navigation bar includes tabs for 'Vacancy 10179481', 'Assessment Package', 'Announcement', 'Reviews', and 'Assessment: Minimum Qualifications'. The 'Assessment Package' tab is active, and the 'Checklist' sub-tab is selected. The main content area displays 'Hurdles' and 'Assessments'. The 'Assessments' section shows a table with columns: ID, Assessment Name, Assessment Type, Screen-out, Rating, Passing Score, Proportional Weight, and Percentage Weight. The table contains two rows: 'Demo USA Hire 0201-8' (External, Rating 1/1, 100%) and '343139 Minimum Qualifications' (Questionnaire, Rating 1/1, 100%).

12. Select **Complete Assessment Package**

The screenshot shows the 'VACANCY 10179481' interface with the 'Assessment Package Checklist' sub-tab selected. The main content area displays a checklist with the following items:

- Assessment Package contains an Assessment.
- Assessment "Occupational Judgment Assessment-DEMO" Requirements.
- Assessment "Occupational Reasoning Assessment-DEMO" Requirements.
- Assessment "Occupational Math Assessment-DEMO" Requirements.

A green button labeled 'Complete Assessment Package' is visible in the top right corner of the checklist area.

13. Verify Complete Status

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

The screenshot shows the 'VACANCY 10179481' interface with the 'Assessment Package Checklist' sub-tab selected. The main content area displays a checklist with the following items:

- Assessment Package contains an Assessment.
- Assessment "Occupational Judgment Assessment-DEMO" Requirements.
- Assessment "Occupational Reasoning Assessment-DEMO" Requirements.
- Assessment "Occupational Math Assessment-DEMO" Requirements.

The 'Status' field in the top navigation bar is set to 'Complete'. A toggle switch labeled 'Assessment Package Complete' is visible in the top right corner of the checklist area, and it is currently turned 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. Ensure **Internal Contact** has your name. If blank, select the pen and paper icon and search for your name.
 - i. Click **Save** and the other tabs will activate.

VACANCY 10179481

Announcement Information

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

Set Application Count

Internal Contact: LASHANDA MORRIS

Questions About This Job: LASHANDA MORRIS

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.

VACANCY 10179481

Announcement Location

Set Number Of Vacancies By: Announcement

Total Vacancies: 2

Find Location: City, Zip, Country, or Location Code

Locations: 1

City	State	Country	County	Code
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.

VACANCY 10179481

USAJOBS Job Title: Human Resources Specialist, Pay Plan-Series-Grade: SV-0201-F, Announcement Type: DE, Status: Pending Release

Announcement Information | Announcement Location | **Announcement Questionnaire** | Announcement Text

Expand Questionnaire

Announcement Questionnaire

+ Biographic Information (13 Items)

+ Eligibilities (2 Items)

+ Veterans' Preference

+ RA

+ Preferences (2 Items)

Save Sections | Cancel

Screen-Outs

+ Screen-Outs (0)

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.

Choose Template

Tags

USA Hire Template

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.

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.