



USA Hire Training

October 2026

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



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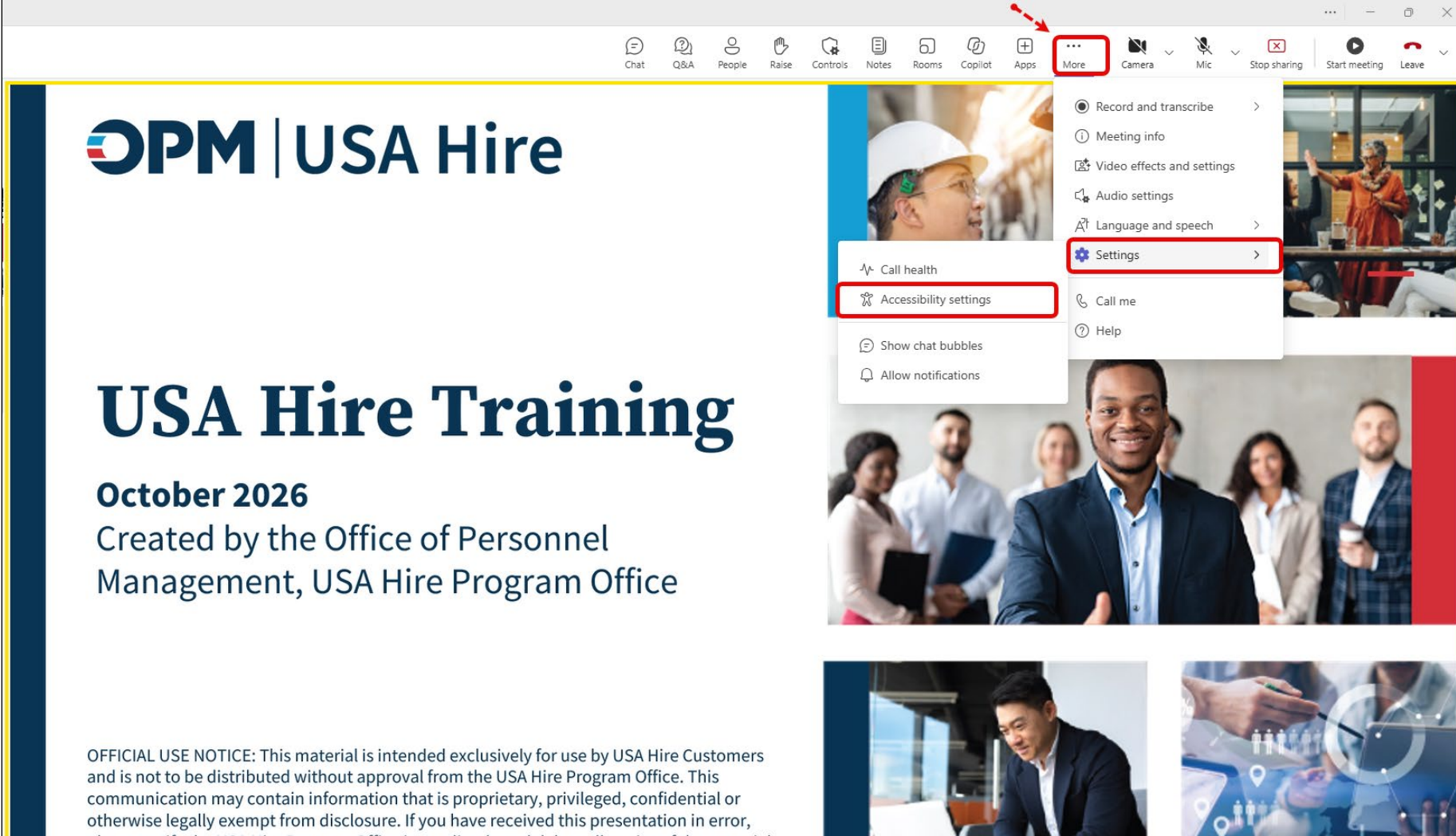


Enabling Live Captions (Closed Captioning)

During a meeting: Go to your meeting controls (at the top of the screen) and:

1. Select "**More**"
2. Choose "**Language and speech**" to select "**Show live captions**"
3. Choose "**Settings**" and select "**Accessibility Settings**" to toggle on the options

To stop, select "**Hide live captions**" under "**Language and speech**"



The screenshot displays a Microsoft Teams meeting window. The top toolbar contains icons for Chat, Q&A, People, Raise, Controls, Notes, Rooms, Copilot, Apps, and a 'More' button (three dots). A red arrow points to the 'More' button, which is also highlighted with a red box. A dropdown menu is open from the 'More' button, showing options: 'Record and transcribe', 'Meeting info', 'Video effects and settings', 'Audio settings', 'Language and speech', 'Settings' (highlighted with a red box), 'Call health', 'Accessibility settings' (highlighted with a red box), 'Show chat bubbles', and 'Allow notifications'. The main content area shows a presentation slide with the OPM | USA Hire logo, the title 'USA Hire Training', the date 'October 2026', and the text 'Created by the Office of Personnel Management, USA Hire Program Office'. At the bottom, there is an 'OFFICIAL USE NOTICE'.

OPM | USA Hire

USA Hire Training

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BEFORE WE BEGIN

Meeting Tips



Q&A Questions

Ask questions in the Q&A, but please wait until a topic is covered so you're not posting a question that's already been answered.



What We Can Answer

We'll respond to as many questions as we can; however, we cannot answer agency-specific or individual-specific questions.



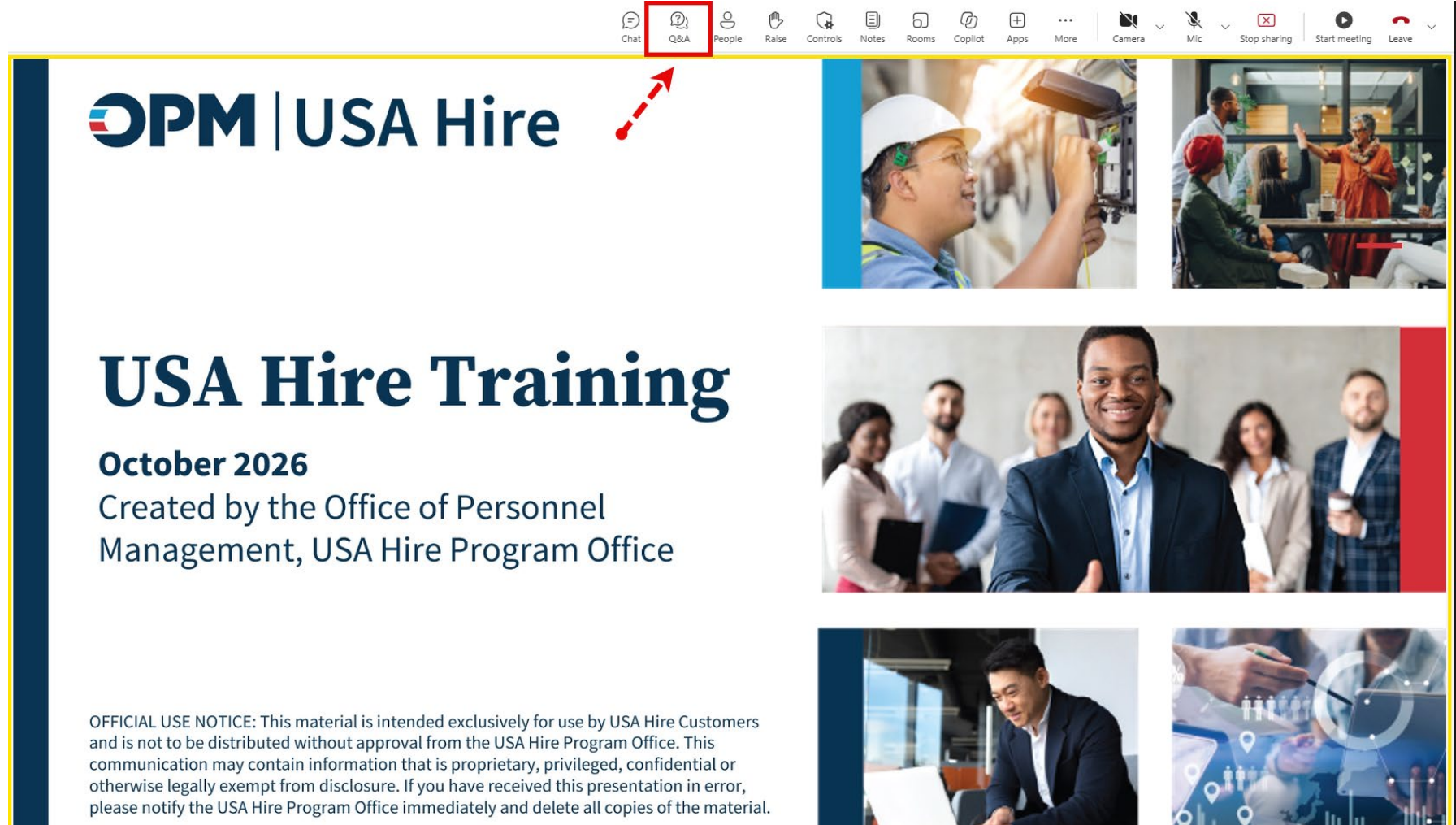
Training Recording

A **recording** of this training may be found on the USA Hire Resource Center.

Using Q&A During Training

During a meeting: Go to your meeting controls (at the top of the screen) and:

1. Select **“Q&A”** from the top menu.
2. The **Q&A box** will appear on the **right-hand side** of the meeting screen.
3. Use the **Q&A box** to ask questions and view responses.



The screenshot shows a Microsoft Teams meeting interface. At the top, the meeting controls bar is visible, with the 'Q&A' icon highlighted by a red box and a red arrow pointing to it. The main content area displays a presentation slide for 'OPM | USA Hire' with the title 'USA Hire Training' and the date 'October 2026'. The slide also mentions it was 'Created by the Office of Personnel Management, USA Hire Program Office'. At the bottom of the slide, there is an 'OFFICIAL USE NOTICE' stating that the material is intended exclusively for use by USA Hire Customers and is not to be distributed without approval from the USA Hire Program Office. The slide is surrounded by several images: a worker in a hard hat, a group of people in a meeting, a man in a suit, and a hand pointing at a screen with a circular graphic.

OPM | USA Hire

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Training Agenda





Merit Hiring Plan/Chance to Compete Act

USA Hire and the Chance to Compete Act, EO 14170 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) Occupational specific non-supervisory positions
 - 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

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.

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**.



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

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

OPM.GOV Empowering Excellence in Government through Great People USAJOBS.GOV

Four Key Elements of the Merit Hiring Plan

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.**
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.



USA Hire Overview



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



USA Hire Standard Assessment

Quality assessments developed to measure general competencies and identify top talent

- 413 Job Series
- Non-Supervisory
- Specific to series/grade
- Cut scores apply to 13 job series

WHEN TO USE

For GS and GS-equivalent non-supervisory positions through the GS-15.



Early Career Talent Assessment (ECTA)

Assessment designed to efficiently evaluate and identify early career top talent

- Mobile-first design
- Available for all Student Trainee occupational series (Series 0099–2299)
- Supports grades GS-3 through GS-11

WHEN TO USE

When hiring early career talent into administrative or professional series at lower grades.



Federal Supervisor Assessment (FSA)

Validates readiness for supervisory responsibility across government

- For supervisory positions
- Assesses supervisory and leadership competencies
- Covers 67 job series
- Available for interdisciplinary positions

WHEN TO USE

For supervisory positions that meet the supervisory threshold in the classification guide.



Premium

Targeted off-the-shelf assessments for specialized leadership and skill requirements.

Leadership

- Executive Assessment
- Supervisory Situational Judgment Test

Critical Skills

- Writing
- Program/Project Management
- Data Skills

WHEN TO USE

When leadership competencies or specialized technical skills are important to evaluate.



Custom

Built in partnership with agencies to address unique mission needs.

- Agency-specific
- Mission critical
- New content

WHEN TO USE

When existing assessments do not meet an agency's mission-critical hiring needs.



USA Hire Interview

Structured, standardized virtual interviews administered through the USA Hire platform.

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

WHEN TO USE

When agencies require flexibility to schedule, manage, conduct, and rate virtual interviews.



13

Job Series

Cut Score Job Series

Applicants must achieve a minimum proficiency score to advance in the selection process.

0080 Security Administration

0201 Personnel/HR Management

0203 Personnel Clerical & Assistance

0303 Misc. Clerk & Assistance

0318 Secretary

0343 Management & Program Analyst

0501 Financial Administration & Programs

0510 Accountant

0560 Budget Analysis

0861 Aerospace Engineering

0962 Contact Representative

1102 Contract Specialist

2210 Information Technology

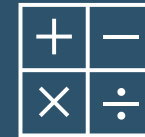
USA Standard Assessments

Note: Assessments used and competencies measured depend on the job series and grade.
The PATCO approach uses the same USA Hire Standard Assessments available today.



Interaction

- Accountability
- Attention to Detail
- Customer Service
- Flexibility
- Influencing/Negotiating
- Integrity/Honesty
- Interpersonal Skills
- Learning
- Self-Management
- Stress Tolerance
- Teamwork



Mathematical Reasoning

- Arithmetic
- Mathematical reasoning



Reading

- Reading



Judgment

- Decision making



Reasoning

- Reasoning



USA Hire Assessments help agencies maximize the value of their hiring process.



Quality Assessments



Easy Implementation



Advanced Technology



“Whole Person”
Assessment



Federal HR & Assessment
Expertise



Better Hires!



USA Hire Key Features Include:



CAT Engines –
Assessment item pool



Branching Role Play



Cut Scores – Minimum
proficiency level



Proctored or Un-proctored
Testing



Reasonable Accommodation



Typical USA Hire Process

*USA Hire can help to find the best and brightest applicants for referral

Applicants submit application:

1. Resume
2. Other documents
3. Minimum Qualification (MQ) Questionnaire responses

Applicants who self-report meeting MQs receive USA Hire battery link

Applicants complete USA Hire Assessments

USA Staffing automatically calculates applicant final scores when assessment window closes

HR verifies MQs and other screen outs to refer applicants, as applicable.*

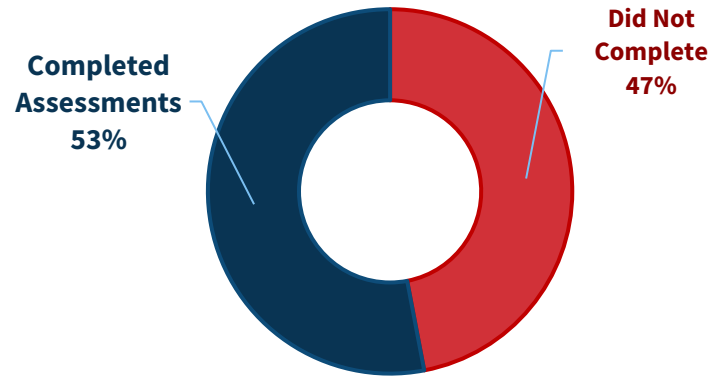
USA Hire Completion Rate Comparison

**Standard Assessment Completion Rates through FY26 Q4*

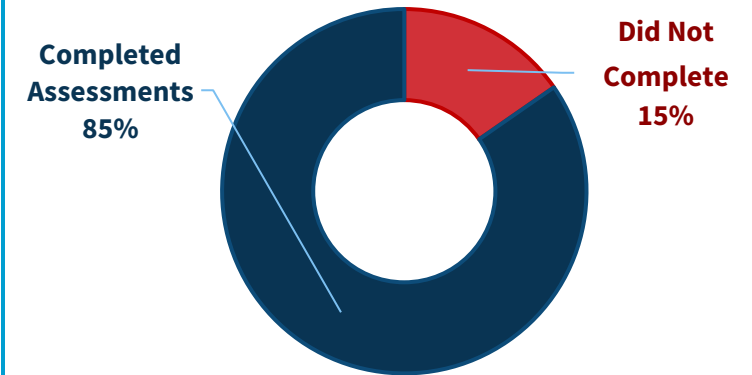
Enhancements that increased participation:

- ✓ Immediate testing after applying
- ✓ Automatic reminder emails
- ✓ Mobile enablement (Standard & FSA)

**Then....
FY15**

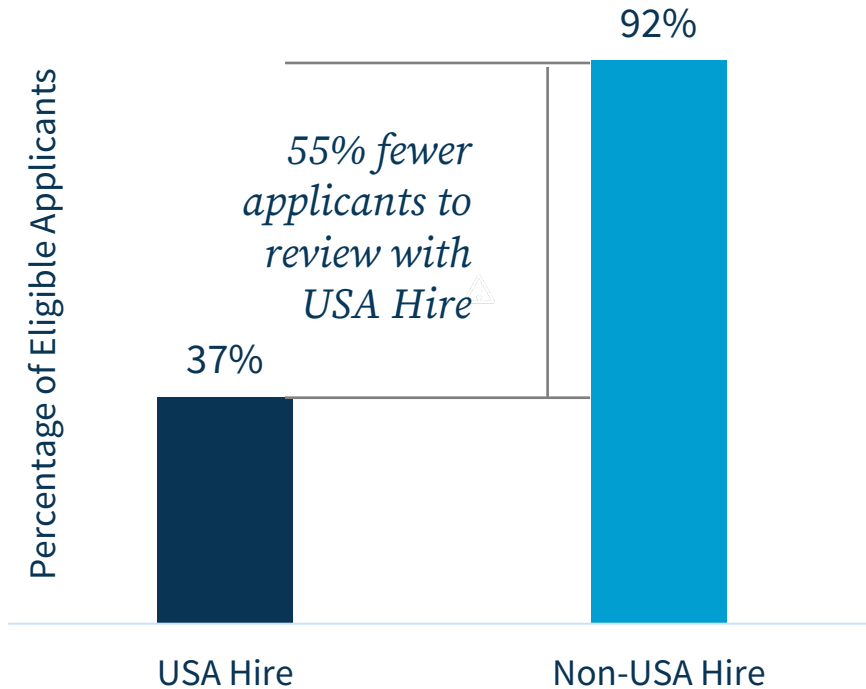


**Now....
FY26**



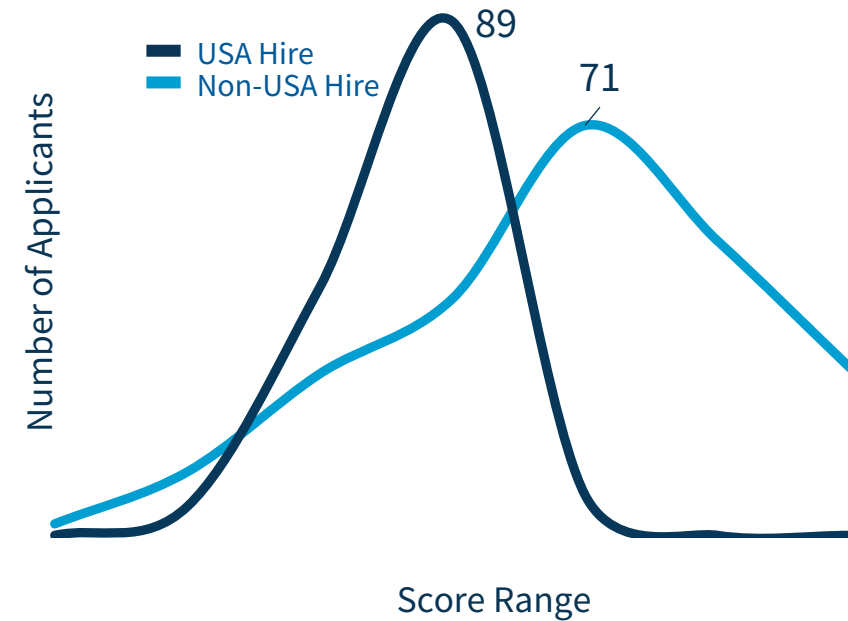
Case Study: USA Hire vs. Non-USA Hire

% Best Qualified After Assessment



Findings: USA Hire results in significantly fewer applicants for HR review, reducing the time required to review applicants by 10 hours.

Score Distribution



USA Hire provides a more 'normal' score distribution. Self-assessment skews scores to high end of range.



What Hiring Managers are Saying

*“I have used USA Hire as a secondary assessment since its inception and have continued to be impressed with the **quality of candidate**. The selections have gone on to become **vital members of my team**.”*

*“I use it for entry-level positions to measure **general competencies** versus technical skills.”*

*“The process was **quick and saved me time** doing it. It **got me the people I needed**.”*

*“The USA Hire assessments **allowed the best people to get to the interview**.”*

*“The only thing that was difficult was picking the one applicant we thought was the best out of the top five because they were **all so well qualified**.”*

Why Use USA Hire?

| The Impact of Better Assessments



The USA Hire Difference

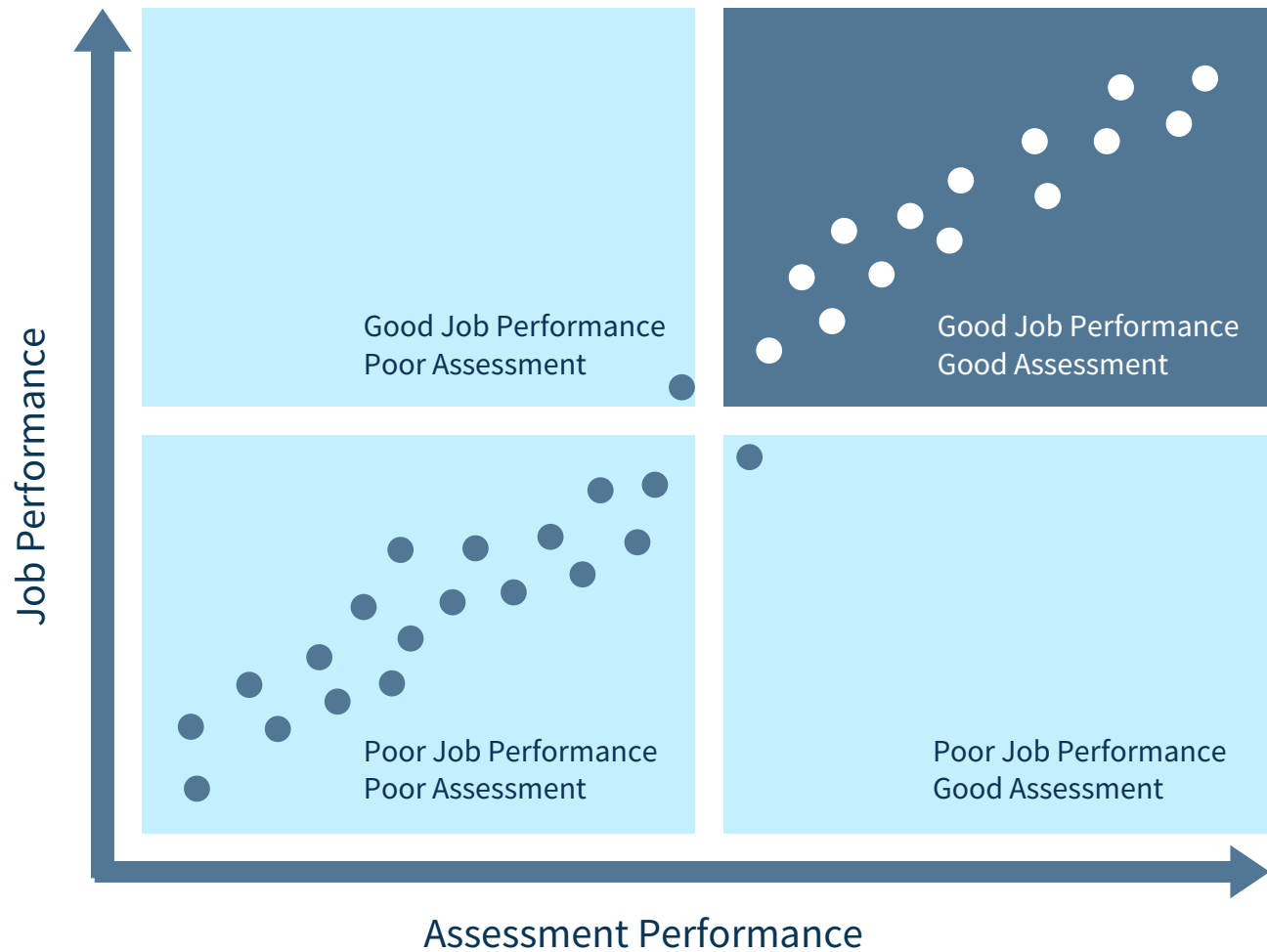
USA Hire is a high-quality assessment tool that can be utilized to find top talent and make better hires. Better hires help build a stronger workforce which in turn can lead to becoming a high-performing organization. This leads to your agency being equipped to meet its mission.

Poor-Quality Assessment Example



A Poor-quality Assessment does not accurately indicate job fit.

High-Quality Assessment Example



A high-quality assessment more accurately depicts an applicants fit for the job.

Merit-Based Hiring with USA Hire

USA Hire assessments help facilitate merit-based hiring by:

- Adding structure to the hiring process
- Providing equal opportunity to applicants to demonstrate job-related competencies
- Rating all applicants consistently and objectively
- Measuring relevant competencies, critical for success on the job
- Providing an objective measure of an applicant's competency level
- Using a “Whole Person” approach



USA Hire delivers a wide variety of automated assessments that consistently evaluate applicants using the same criteria, regardless of the size of the applicant pool.

A man with short dark hair and glasses, wearing a white dress shirt and a grey blazer, is seated at a white desk. He is looking down at a document in his hands, which features a green bar chart. On the desk, there is a silver laptop, a spiral notebook, and a small green plant. The background is a blurred office setting.

HR Perspective Benefits

- Reduced number of applicants requiring review prior to certificate issuance
- Decreased time spent evaluating repeat applicants who may lack genuine interest
- Opportunity to shorten time-to-hire at critical stages of the recruitment process
- Enhanced ability to conduct comprehensive assessments based on targeted competencies
- Increased potential for clearer differentiation between candidate in quality categories



USA Hire Resources



USA HIRE

Resource Center



ACCESS THE USAHIRE RESOURCES

resourcecenter-usahire.opm.gov

Find guides, job aids, and tools to help you get the most out of USA Hire assessments.

USA HIRE

User Guide

1	Introduction	8	Review Applicants	A	Sample USA Hire Announcement Template
2	Getting Started	9	Create and Issue Applicant Lists	B	Application Received Notification Template
3	Announcement Types	10	Cancelling a USA Hire Vacancy	C	System Generated Messages to Applicants
4	Prepare the Vacancy	11	USA Hire Reports	D	Checklist — Is USA Hire Right for Your Recruitment?
5	Build the Assessment Package	12	USA Hire Attributes	E	Advanced USA Hire Functionality
6	Create the Announcement	13	For Additional Information and Questions	F	Checklist — Standard USA Hire Assessment Vacancy Review
7	Await Applications			G	Executive Assessment Announcement Template
				H	Updates to the USA Hire User Guide

[Review the USA Hire User Guide →](#)



Setting Up USA Hire in USA Staffing



Applicant Considerations



Applicant Resource Center



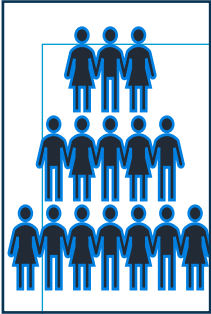
ACCESS THE APPLICANT RESOURCES

support-usahire.opm.gov/hc/en-us

Support resources and help center for applicants completing USA Hire assessments.

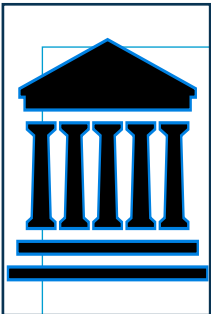
Cut Scores

Cut Scores



Public

Cut score setting defaults to enabled and can not be adjusted.



Status/Internal Merit Promotion:

Cut score setting defaults is not enabled but may be turned on manually.

Automatic score reuse applies to all USA Hire assessments, including those with cut scores.

0080 Security Administration

0201 Personnel/HR Management

0203 Personnel Clerical & Assistance

0303 Misc. Clerk & Assistance

0318 Secretary

0343 Management & Program Analyst

0501 Financial Administration & Programs

0510 Accountant

0560 Budget Analysis

0861 Aerospace Engineering

0962 Contact Representative

1102 Contract Specialist

2210 Information Technology

Cut Score Scenario: Meet Alec

CASE STUDY

Alec applied to a DoD HR Specialist, GS-201-12 (DE) and took a USA Hire assessment. He didn't meet the cut score and was ineligible — but his story wasn't over.

ALEC'S JOURNEY

1

HHS GS-0201-12 (DE) — Ineligible

Score automatically reused the next week — Alec was ineligible again.

2

DHS GS-0201-12 (MP, no cut score) — Referred!

Applied to a Merit Promotion with no cut score — eligible and referred!

3

DOE GS-0201-11 (DE) — Selected!

Applied at a lower grade — eligible, referred, and **selected!**



Cut Score Reuse Scenario

Applicant applies to a 201-12 (DE) announcement and doesn't meet the cut score. The score is automatically reused for one year from the date of the assessment and may impact future applications based on factors such as competencies assessed and if a cut score was utilized.

ELIGIBILITY ON FUTURE APPLICATIONS

1 Same series and grade: 201-12 DE and MP

GS-0201-12 (DE) — Ineligible

Same cut score applies — the reused score falls short again.

GS-0201-12 (MP, cut score) — Ineligible

Merit Promotion with a cut score — the reused score still falls short.

GS-0201-12 (MP, no cut score) — Eligible

Merit Promotion with no cut score — eligible to be referred.

2 Other grades

GS-0201-11 (DE) — Eligible or Ineligible

Applying at a different grade — outcome varies by announcement.

3 Other job series

GS-0343-12 (DE) — Eligible or Ineligible

Applying in a different series — outcome varies by announcement.

Reasonable Accommodations

Reasonable Accommodations

Reasonable Accommodations for taking the online assessments are provided on a case-by-case basis only to qualified individuals with a disability covered by the Rehabilitation Act of 1973, as amended.

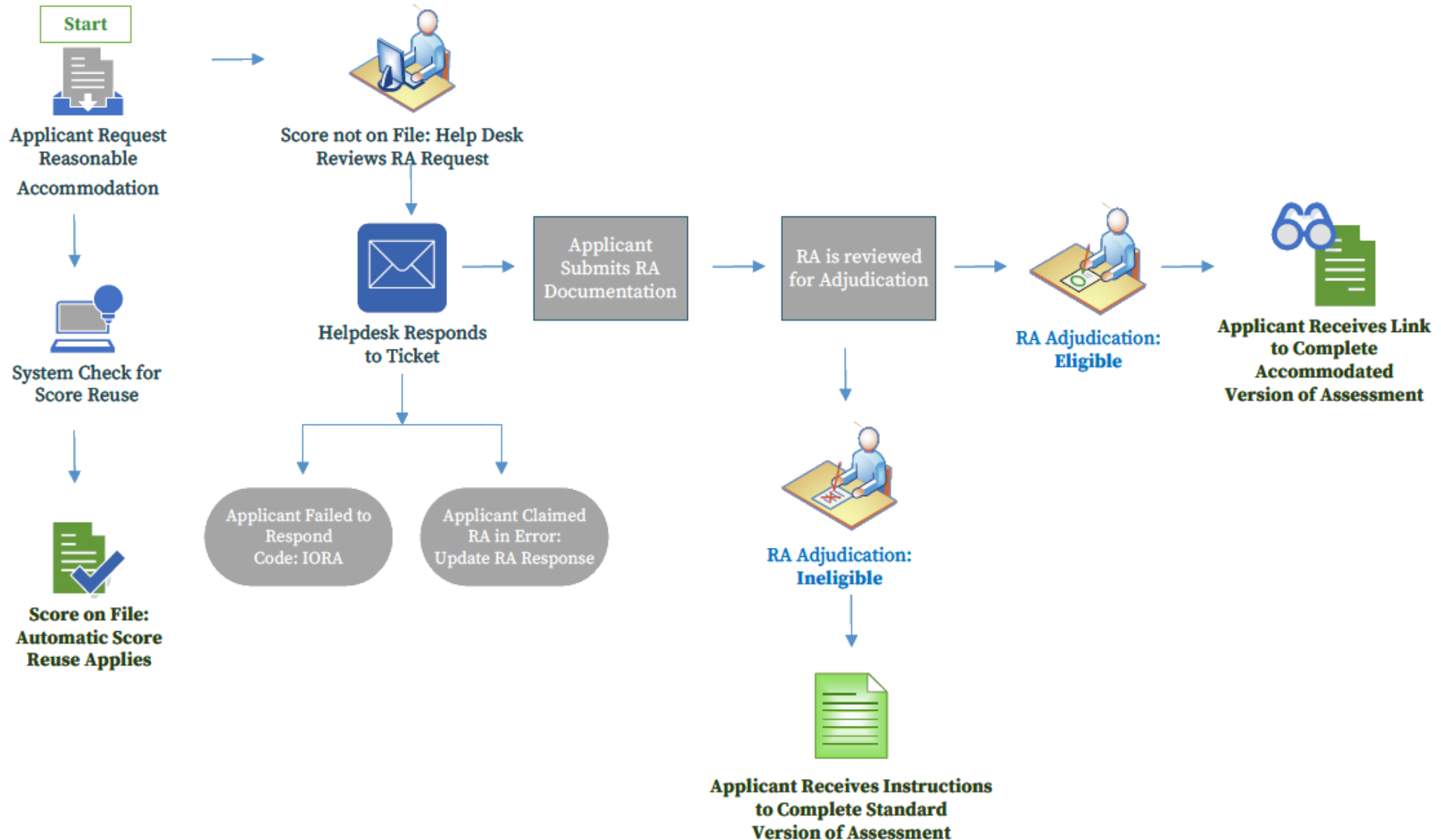
Do you have a disability (physical or mental) that you believe will interfere with completing the online assessments and require a Reasonable Accommodation?

Reasonable Accommodation

You have responded "Yes" to the question asking if you require a reasonable accommodation for the online assessments required for this position. Please note, you will need to provide documentation to substantiate this request. For more information, please see [Reasonable Accommodations for USA Hire](#).

Okay

Reasonable Accommodations Process



RA Applicant – PA Status

USA Staffing®

[Staffing](#)[Classification](#)[Recruit](#)[Admin](#)[Reports](#)[Advanced Search](#)

Go To

OPM System Admin - TEST

VACANCY 12716699

Vacancy 12716591

Assessment Package

Announcement

Applicant Overview

Reviews

Applicant: Test Applicant

Application Number
A20GY-F8RH

Test Applicant
TESTAPPLICANT@GMAIL.COM
202-000-0000

312 Test Way
San Antonio, Texas 78247
United States

USA Hire Status
Pending Completion

PA
Pending

Eligibilities and Ratings

Application

Assessments

Applicant Information

Documents 4

Notes 0

History

– Ratings

Rating Combo

Minimum Qualifications

Cert Availability

0201-G

PA - You must complete additional assessments in order to be considered for this position.

Ineligible

– Veterans' Preference

Veterans' preference information is not collected.

– Eligibilities

No eligibilities claimed.

Add

– Reasonable Accommodation

Reasonable Accommodation

The applicant's RA status can be reviewed by hovering over the eligibility status icon.

Applicant USA Hire Scores

Once the applicant completes their USA Hire assessments, the battery-level and assessment-level results become visible in their application **Rating Details**.

Rating Details for Test Applicant

0201-G

ELTE

74

Qualified

Minimum Qualification

Final Rating

Category

Assessment	Assessment MQ	Transmuted Rating	Raw Score
Min Quals AQ	ELTE		None (0 - 20)
Standard USA Hire 1715-11 (Non-Supervisory) - PF2	ELTE	74.481635	
Occupational Interaction Assessment	ELTE	72.199539	37.330357
Occupational Judgment Assessment (G2)	ELTE	70	12
Occupational Reading Assessment	ELTE	77.168202	-0.4915
Occupational Reasoning Assessment	ELTE	85.282027	0.095388

Save

Save & Close

Cancel

FAQ Quiz

KNOWLEDGE CHECK



Link: <https://www.menti.com/bl7zsimvxrhs>

Code: 9239 4193





Advanced Functionality

Late Filers

HOW TO INVITE



Click the **Invite Late Applicant** button.



USA Staffing will automatically order the assessment if they are eligible upon application completion.



Applicant will have **2 days** to complete, unless previously tested and scores are automatically reused.

The screenshot displays the 'Applicant Overview' section of a software interface. At the top, there is a navigation bar with tabs for 'Vacancy 10036857', 'Assessment Package', 'Announcement', 'Applicant Overview' (which is active), 'Reviews', and a '+' icon. Below the navigation bar, the 'Applicant Overview' title is followed by a breadcrumb trail: 'Overview' (active), 'Saved Lists', 'Stored Lists', and 'Manage Late Filers'. On the right side of the interface, there are icons for settings (gear) and history (document), with the text 'History' next to the history icon. At the bottom right, there are two buttons: 'Invite Late Applicant' (highlighted with a red rectangular box) and 'Create List'.

Using “Set Applicant Count” with USA Hire

15–20%

expected
applicant non-
completion rate

— HOW IT WORKS



Simple

No additional set-up required.



Full assessment window

Applicants keep the full assessment window even if the announcement closes early.



Don't change dates

Do not change open/close dates or assessment window dates.



STRATEGY

Set a short open period (**e.g., 2 days**) and extend as needed if timeliness is a concern.

Early JOA Closure

Steps to preserve the USA Hire assessment window

1

Assessment Start/End Dates must remain the **same as originally advertised.**

2

Manually re-adjust assessment dates to match the original assessment period.

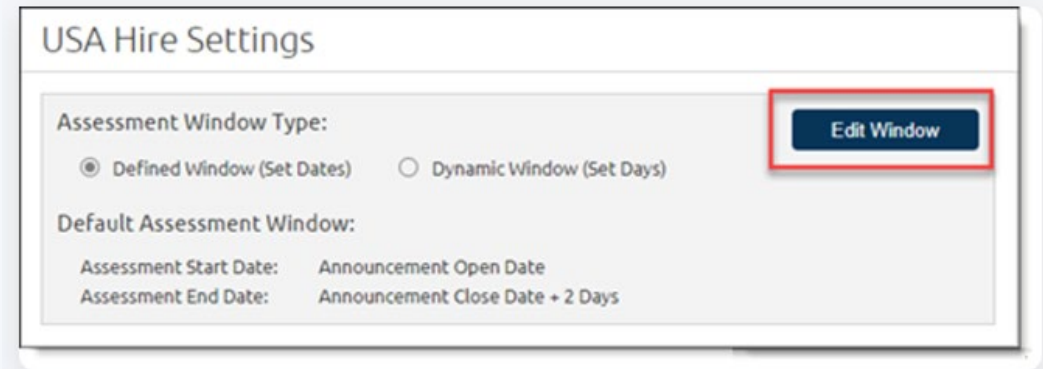
3

USA Hire Settings will now show **“Custom Assessment Window.”**

4

Then, adjust the announcement close date as needed.

IN THE SYSTEM



The screenshot displays the 'USA Hire Settings' interface. Under the 'Assessment Window Type:' section, the 'Defined Window (Set Dates)' option is selected. To the right of this section, a blue 'Edit Window' button is highlighted with a red rectangular border. Below this, the 'Default Assessment Window:' section shows two rows of date settings: 'Assessment Start Date: Announcement Open Date' and 'Assessment End Date: Announcement Close Date + 2 Days'.

Select **Edit Window** in USA Hire Settings to re-adjust the assessment dates.

Extending a JOA Open Period

KEY TAKEAWAY

Extending a JOA open period **automatically extends** the USA Hire assessment window.



When individual ordering may apply

Individual ordering should be used **rarely**.

CORRECTING AN ERROR

1

Screen-Out Error Fix



First-time order after correcting a screen-out error.

2

Duplicate Notification



Resend the USA Hire notification to the applicant.

EXTENUATING CIRCUMSTANCES

3

Window Extension



Extend window due to extenuating circumstances.

4

New Assessment Order



Grant another completion attempt due to extenuating circumstances.

Cancelling a JOA

 **When** the USA Hire assessment window is **still active** and applicants are still completing assessments:

1 EDIT DATES

Edit the assessment window end date to the cancellation date plus **2 days**. This updates applicants' assessment windows to the new date.

 **Cancellation date + 2 days**



2 NOTIFY APPLICANTS

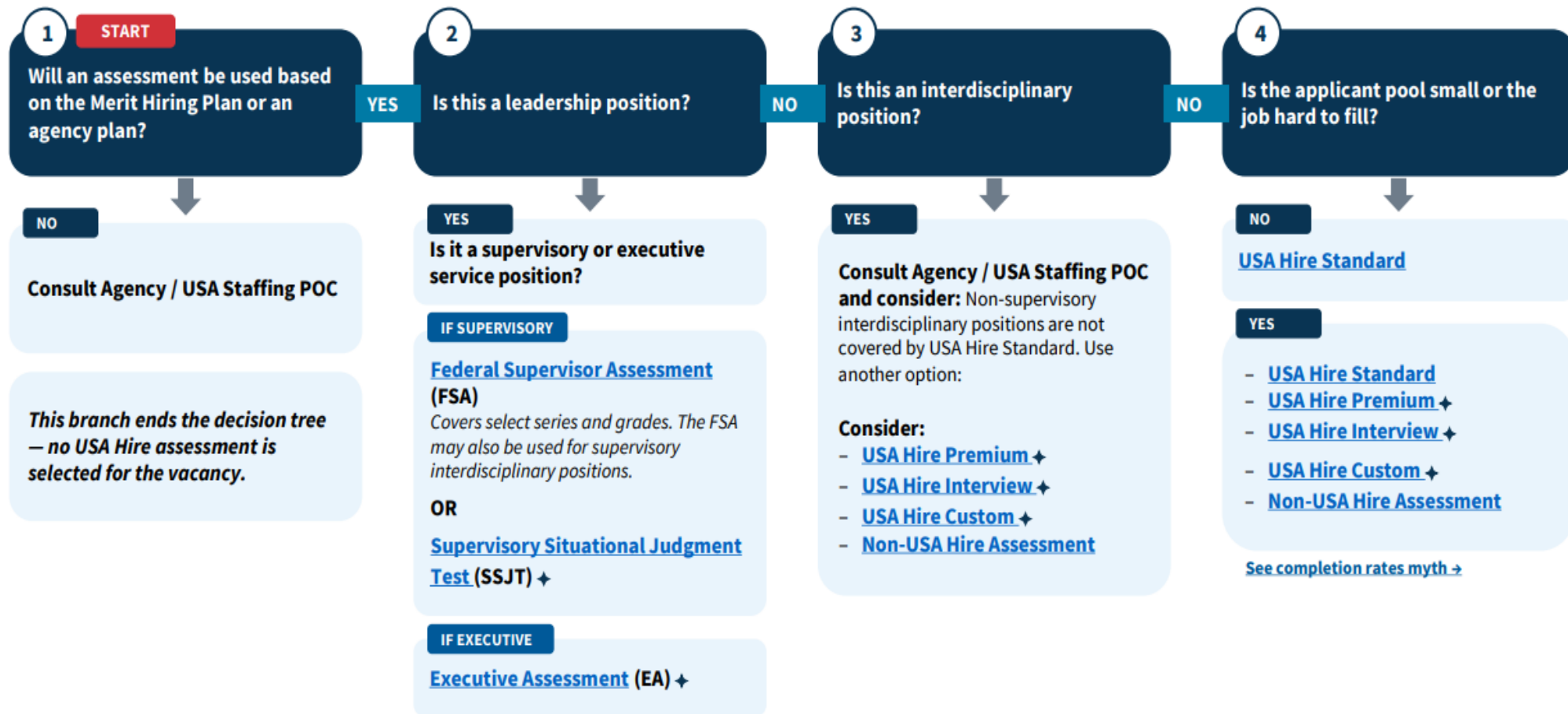
Send a **custom notification** to applicants that the vacancy has been cancelled and they are no longer required to complete the assessments.

 **Via USA Staffing custom notification**

 If the assessment window has **already passed**, the vacancy can be cancelled without any further USA Hire action.



Assessment Strategy



+ Premium & Custom — available through a separate agreement



Measuring technical skills? USA Hire Core assessments cover general competencies only — [review technical or alternative assessment options.](#)



Considering multi-hurdle assessments? You may pair multiple USA Hire or other assessments — [see the USA Staffing Multiple-Hurdles Guide.](#)

USA Hire Decision Tree

Know When Using USA Hire Assessments are Effective



Differences for Hiring Managers

Preparing the Announcement

- No Review of USA Hire Questions
- No additional documentation needed for USA Hire usage
- Measure general competencies with USA Hire
- Measure technical competencies with other assessments

Receiving the Certificate

- Fewer applicants referred
- Higher quality of referred applicants
- Decrease in time to referral
- Decrease in time to hire

Hiring Manager Resources



Standard USA Hire Assessments

Available Series & Grades -
Standard Assessments



FSA Available Series & Grades

Federal Supervisor Assessment
Series & Grades



USA Hire Decision Tree

Step-by-step guidance for
assessment selection



USA Hire Practice Assessments

Familiarize applicants with
the assessment experience



Videos

- ▶ [How Federal Managers Make Better Hires with USA Hire](#)
- ▶ [What is USA Hire?](#)



WHAT TO EXPECT

Adjusting to Changes

- This is new — there will be questions. Ask them!
- You have new resources to find answers to all those questions
- Adjust to new processes, like waiting until the assessment window closes to conduct a quals review.
- Remember the "Why" of USA Hire — helping agencies make better quality hiring decisions.
- Change takes time.

YOUR READINESS CHECKLIST

Getting Started with USA Hire Assessments



PERSONAL PREPARATION

1 of 4 complete



Complete USA Hire Training

DONE

2

Complete Training Practice Exercise

3

Read the USA Hire User Guide

4

Read Agency Assessment Guidance, if available (e.g. policy)



SYSTEM PREPARATION

1

Up-to-date USA Hire Announcement Template(s)

2

Up-to-date USA Hire Application Received Template

3

New agencies: 5 JOA reviews

Questions?

We're here for you.

Contact your designated OPM point of contact at any stage of implementation.

USA Staffing Account Manager

Your primary point of contact

USA Hire Program Office

USAHire@opm.gov | opm.gov/usahire

Thank You

Please take a moment to complete a short survey to provide your feedback on today's session:

<https://surveys.opm.gov/se/5B55584E6A1492FF>

