

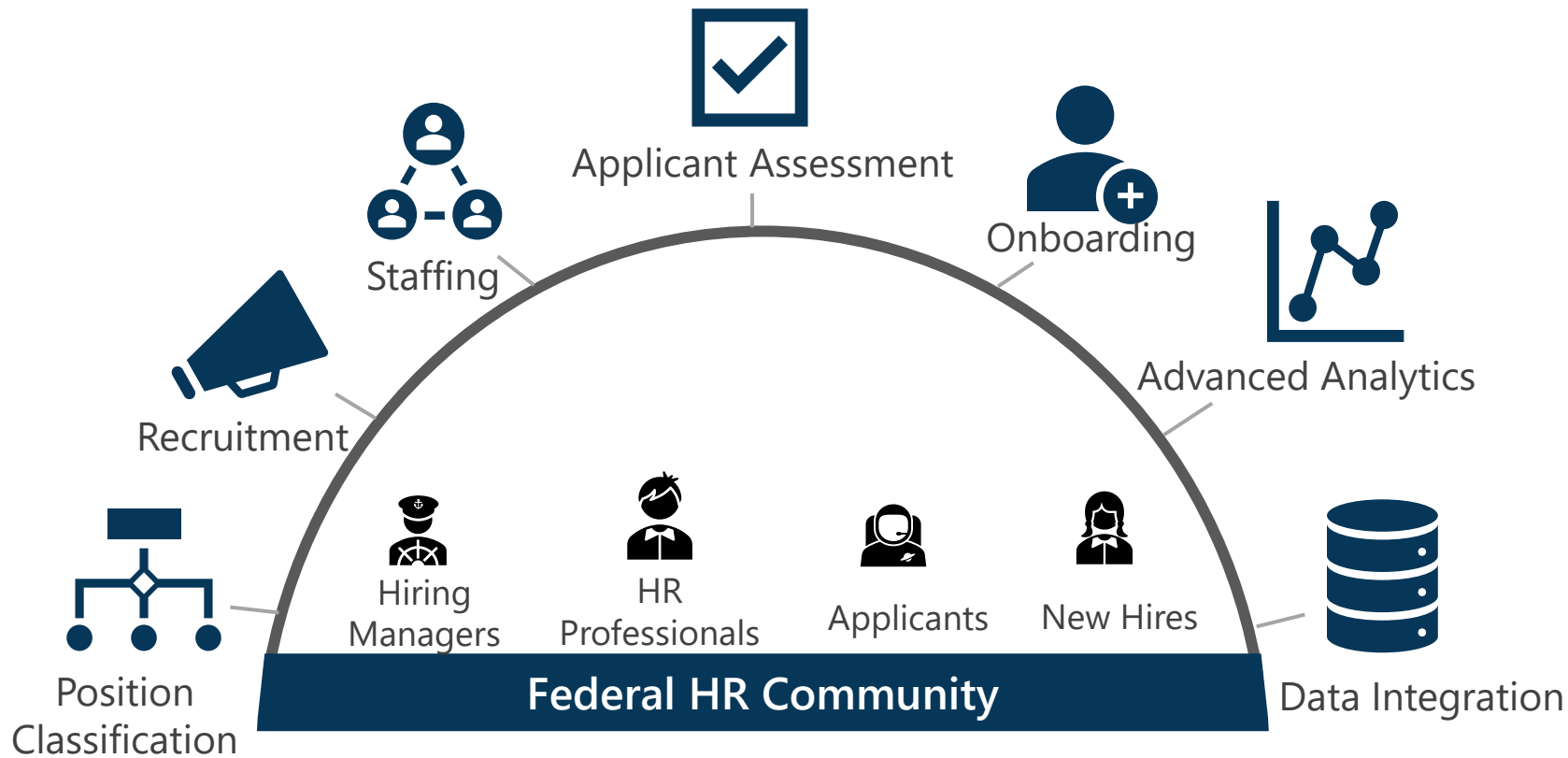


Candidate Inventory



What is USA Staffing?

OPM's Talent Acquisition System for agencies



- 89% of USAJOBS vacancies are posted through USA Staffing
- Supports Federal policies, practices, and laws for the full range of Federal hiring
- Primary interface for managers, HR professionals, applicants, and new hires interacting with the hiring process
- An evolving, customer-focused, Agile shared service



339,479
Hiring Manager Users



23,161
Human Resources Users
Paid and Unpaid



43,634
Onboarding / Reporting / AFD Users



371,292
Jobs Announced
(+26.4% SPLY)



18,948,155
Applications Received
(+64.2% SPLY)



11,695
Announcements Using USA Hire
(+22.1% SPLY)



652,479
Certificates Issued
(+16.6% SPLY)



508,477
Selections Made
(+60.5% SPLY)



1,348,970
eOPF Transmissions
(+0.1% SPLY)



542,757
Tentative Job Offers Accepted
(+25.4% SPLY)



405,385
Official Job Offers Accepted
(+24.1% SPLY)



391,198
New Hire EODs
(+9.8% SPLY)

What is Candidate Inventory?

Candidate Inventory allows hiring managers direct access to search for candidates who have already applied to jobs within their agency without the need to undergo a new recruitment. Eliminating the need to initiate a new recruitment process will improve efficiency and reduce the time to hire for Federal agencies.

Human Resources users manage their agency's Candidate Inventory by including candidates who may be considered for certain noncompetitive, excepted service, merit promotion and direct hire recruitments.

Delegated examining (i.e. Category Rating and Rule of Three) certificates should not be shared.

*Candidate Inventory *does not support* certificate or candidate sharing between agencies.

Candidate Inventory Benefits



Hiring Managers

Hiring Managers have easy access to **Pre - Qualified candidates.**



Agencies

Agencies & HR have **improved time to hire** with less effort by filling **Direct Hire & Merit Promotion** positions.



Applicants

Applicants experience efficiency in the hiring process as they **submit a single application.**



Candidate Inventory Feature Overview

Human Resources Experience

HR's Role in Governing Candidate Inventory

Agency HR teams set policy and standard procedures for the appropriate use Candidate Inventory, including:

- Which hiring authorities, sub-organizations, occupations are in scope?
- What types of certificates may be included?
- When should certificates be added to and removed from the inventory?
- What steps should occur once a manager identifies a candidate of interest?

Building your Candidate Inventory

All four requirements must be met for candidates from a recruitment to populate Candidate Inventory.

HR may disable sharing from an applicant list at any time or adjust the date range in which the candidates are shared.

Managers can see candidates across their (USA Staffing) Organization.



Building the Candidate Inventory

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

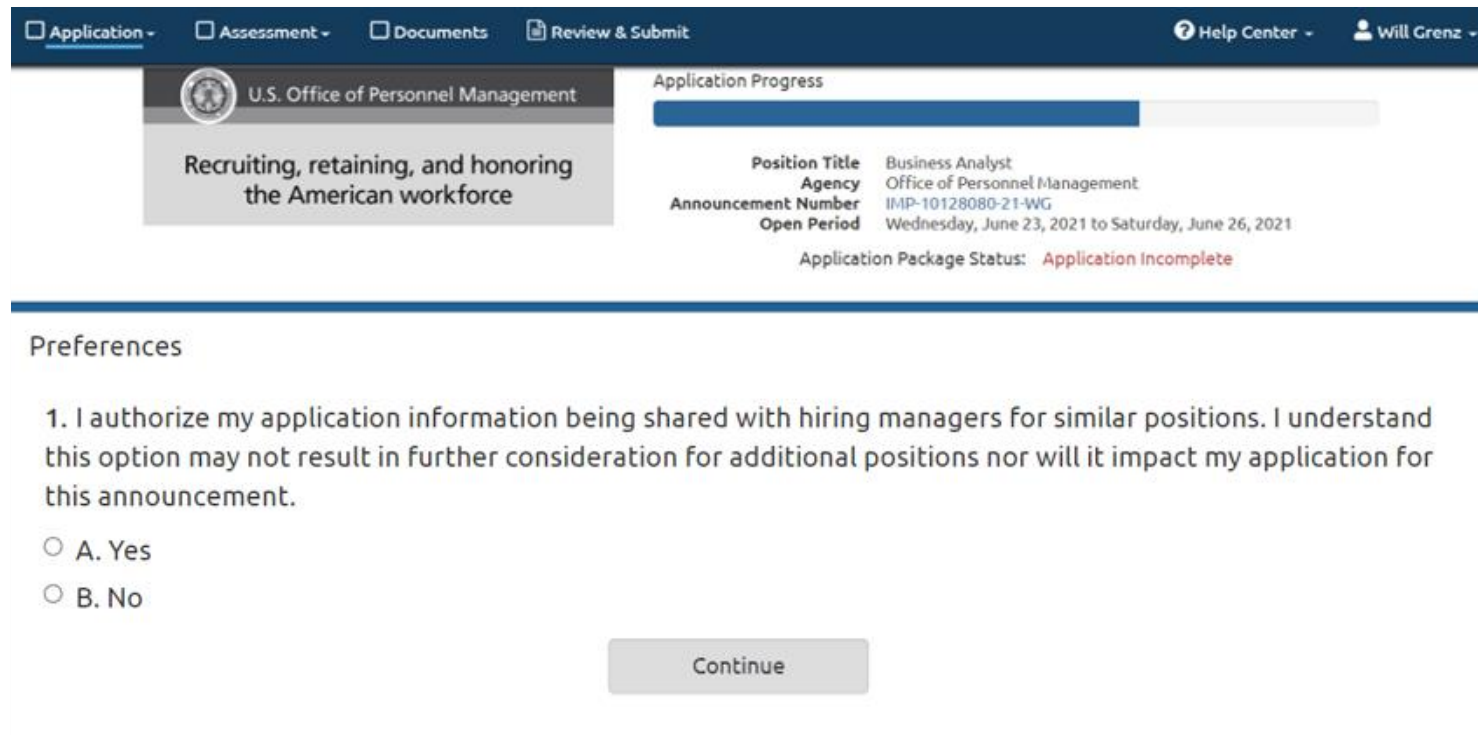
Vacancy Settings page in USA Staffing (HR)

Step 1: HR sets a Vacancy as Shared

- › A Vacancy-level setting in *Questionnaire Settings* enables Candidate Inventory.
- › Only HR users with appropriate permissions can choose to enable the Candidate Inventory setting.
- › HR controls which JOA will populate the Inventory to ensure alignment with appropriate use of the feature.
- › System rules are automatically applied to ensure applicant fairness and transparency.

Building the Candidate Inventory

Step 2: Applicants Opt-In/Out



The screenshot shows the 'Application Progress' section with a progress bar and the following details:

Position Title	Business Analyst
Agency	Office of Personnel Management
Announcement Number	IMP-10128080-21-WG
Open Period	Wednesday, June 23, 2021 to Saturday, June 26, 2021

Application Package Status: **Application Incomplete**

Preferences

1. I authorize my application information being shared with hiring managers for similar positions. I understand this option may not result in further consideration for additional positions nor will it impact my application for this announcement.

A. Yes

B. No

- › Enabling Candidate Inventory automatically adds a standard Opt-In/Out question to the job posting
- › An applicant would have the opportunity to answer differently if applying to multiple jobs.

USA Staffing's Online Application (Applicant)

Building the Candidate Inventory



Step 3: HR Reviews Applicants

- › HR will review candidates to ensure they meet criteria for the list's series and grade.
- › Candidates can be included on a certificate or applicant list and sent to individual Hiring Managers using current processes.

Configure Applicant Lists to be Shared

USA Staffing®

VACANCY 10064759

Certificate: 20230508-BBBH-002

Certificate Number: 20230508-BBBH-002 | Issued: 5/8/2023 18:59 EDT | Issued By: Briana Heinz | Certificate Type: Ranking List | Status: Issued | Expiration Date: 12/1/2023

INVENTORY | Cancel Certificate

Applicant List | Certificate Information

Certificate Details

Rank By: Rating (exclude Veteran Points)
Priority Order: None
Refer Method: All
Order: Name
Tie Breaker: Random Number
Applicant List Name: VRA only

Instructions

Select Instructions

0 of 5000

Display Preferences

Selected information will be visible to Hiring Managers for all applicants on the certificate.

- Final Rating
- Category Rating
- Veterans' Preference
- Eligibilities
- Assessment Questionnaire
- Announcement Questionnaire

Candidate Inventory

Include in Candidate Inventory

Applicants on this certificate will be available in Candidate Inventory based on the dates below.

Availability Start Date: 6/5/2023

Availability End Date: 10/5/2023

Reviews 0





















Review Name	Status	Reviewers	Sent	Due	Completed	Returned By
-------------	--------	-----------	------	-----	-----------	-------------

Save | Cancel

Step 4: Certificate Settings

- HR determines which applicant lists populate the Candidate Inventory – and for how long.
- HR can adjust the sharing window or disable sharing at any point.
- Start/End dates allow HR professionals to determine how long the candidates can be considered during a particular recruitment period.

All criteria must be met for an applicant to be included in Candidate Inventory:

	Step 1: Vacancy Setting Enabled	Step 2: Applicant Agrees to be Shared	Step 3: HR Reviews Applicant	Step 4: Applicant on Shared Applicant List	Outcome
Applicant 1					Not shared
Applicant 2					Not shared
Applicant 3					Not shared
Applicant 4					Not shared
Applicant 5					Shared



Candidate Inventory Overview

Hiring Manager Experience

Hiring Manager Experience

Managers will navigate to Candidate Inventory from the navigation bar on the dashboard

The screenshot displays the USA Staffing dashboard. The top navigation bar includes links for Dashboard, Request to Fill Position, Candidate Inventory (highlighted with a yellow box), Help, Alerts, and the user profile for William Grenz. Below the navigation bar, a welcome message reads "Welcome William! You have ...". Three summary cards are shown: "ASSIGNMENTS" with 3 total (1 Past Due, 2 Due Soon), "POSITIONS BEING FILLED" with 5 total (3 Incomplete, 2 Selection Made), and "POSITION DESCRIPTIONS" with 10 total (0 In Draft, 10 Published). The "Positions Being Filled" section features a "Sort By: Request Number" dropdown and a row of filter buttons: Submit Request, Evaluate Applicants, Request Approval, Announce Job, and Process Hire, along with Change and Reset options. A search bar is also present. The main content area shows a hiring process flow for a "Management Analyst" position, with steps: Submit Request, Request Approval, Announce Job, Evaluate Applicants, and Process Hire. The first four steps are completed with green checkmarks, while the fifth is in progress. A "View Activity" link is provided. To the right, a "SELECTED APPLICANT" section lists Levi Grenz with contact information and a "View Resume" link.

Search

Managers are guided to select criteria that will focus search results on the right job series, grade, and location.

On-page instructions orient managers to this new process and provide context on what they can expect next

Hiring Manager Experience

USA Staffing®

[← Back to Candidate Inventory Home](#)

Find Candidates

To fill a position, you can search, save, and prioritize candidates meeting your criteria.

[Browse Candidates](#)

[Saved Candidates](#)

Tell us about the position you'd like to fill.

What is the occupational series of your position?

2210 - Information Technology Management

What is the position's pay plan?

GS

What is the position's grade?

12

What duty location would you like to search for?

Sabetha, Kansas

Submit search

Review Results

If candidates match the manager's search criteria, the results will show on candidate cards.

Candidate cards will allow managers to access applicant's documents and take further actions to save candidate on boards or notify HR of interest to hire.

Hiring Manager Experience

The screenshot displays the 'Find Candidates' page in the USA Staffing system. The top navigation bar includes 'USA Staffing®', 'Dashboard', 'Request to Fill Position', 'Candidate Inventory', 'Help', 'Alerts' (with a notification badge for 16), and 'Bri Heinz'. A 'Back to Candidate Inventory Home' link is located below the navigation. The main heading is 'Find Candidates', followed by a sub-heading: 'To fill a position, you can search, save, and prioritize candidates meeting your criteria.' Below this, there are tabs for 'New Search' and 'Search Results'. The 'Search available candidates' section features four dropdown filters: 'Occupational Series' (2210 - Information Technology Management), 'Pay Plan' (GS), 'Grade' (13), and 'Duty Location' (San Antonio, Texas). A blue 'Submit search' button is positioned below the filters. At the bottom right of the search area, there are 'Sort By' (Date Updated) and 'Sort Direction' (Ascending) dropdowns. The results section shows 'Showing: 1 - 18 of 18' and displays three candidate cards. Each card includes the candidate's name, 'Last Applied' and 'Available Until' dates, a 'QUALIFIED FOR JOB ANNOUNCEMENT' status, and a job title description. A 'Saved' button is visible at the bottom of each card.

USA Staffing®

Dashboard Request to Fill Position Candidate Inventory Help Alerts 16 Bri Heinz

← Back to Candidate Inventory Home

Find Candidates

To fill a position, you can search, save, and prioritize candidates meeting your criteria.

New Search Search Results

Search available candidates

Occupational Series: 2210 - Information Technology Management

Pay Plan: GS

Grade: 13

Duty Location: San Antonio, Texas

Submit search

Showing: 1 - 18 of 18

Sort By: Date Updated

Sort Direction: Ascending

Name	Last Applied	Available Until	Qualification
Jayden Jimenez	04/18/2023	05/18/2026	QUALIFIED FOR JOB ANNOUNCEMENT Advanced Tester and no similar positions...
Levi Flory	04/18/2023	05/18/2026	QUALIFIED FOR JOB ANNOUNCEMENT Advanced Tester and no similar positions...
Bianca Bostina-Bratu	04/18/2023	05/18/2026	QUALIFIED FOR JOB ANNOUNCEMENT Advanced Tester and no similar positions...

Review Resumes

Hiring Managers review resumes and other documents for relevant skills and experience.

Relevant candidate information such as name, contact information, and last updated application date remain easily accessible.

Hiring Manager Experience

The screenshot displays the USA Staffing web application interface. At the top, the navigation bar includes the USA Staffing logo and links for Dashboard, Request to Fill Position, Candidate Inventory, Help, Alerts (with a notification badge for 16), and a user profile for Bri Heinz. Below the navigation bar, a breadcrumb trail shows 'Back to Candidate Inventory Home'. The main content area features a header for 'Kona Acres' with 'Share', 'Contact', and 'Save' buttons. A dropdown menu indicates the application is for an 'Advanced Tester' position. A 'Send email to HR' button is available, along with a 'Ready to hire candidate?' status indicator. Key details include: 'Last Updated on: April 18, 2023', 'Available to hire until: November 10, 2028', and 'Located in: Bremerton, Washington'. A 'See job announcement' link is also present. The 'Application Documents' section lists a 'RESUME' document titled 'Builder Resume.pdf'. A preview of the resume is shown, containing the following information:

Kona Acres
PO Box 000
Bremerton, WA 98312 US
Day Phone: 555-555-5555
Email: acres.kona.2018@gmail.com

Work Experience:
OPM
1235 E Street
Washington, DC 90000 United States
03/2018 - Present
Salary: 0.00 USD Bi-weekly
Hours per week: 40
HR Specialist
I work the help desk; answer questions.

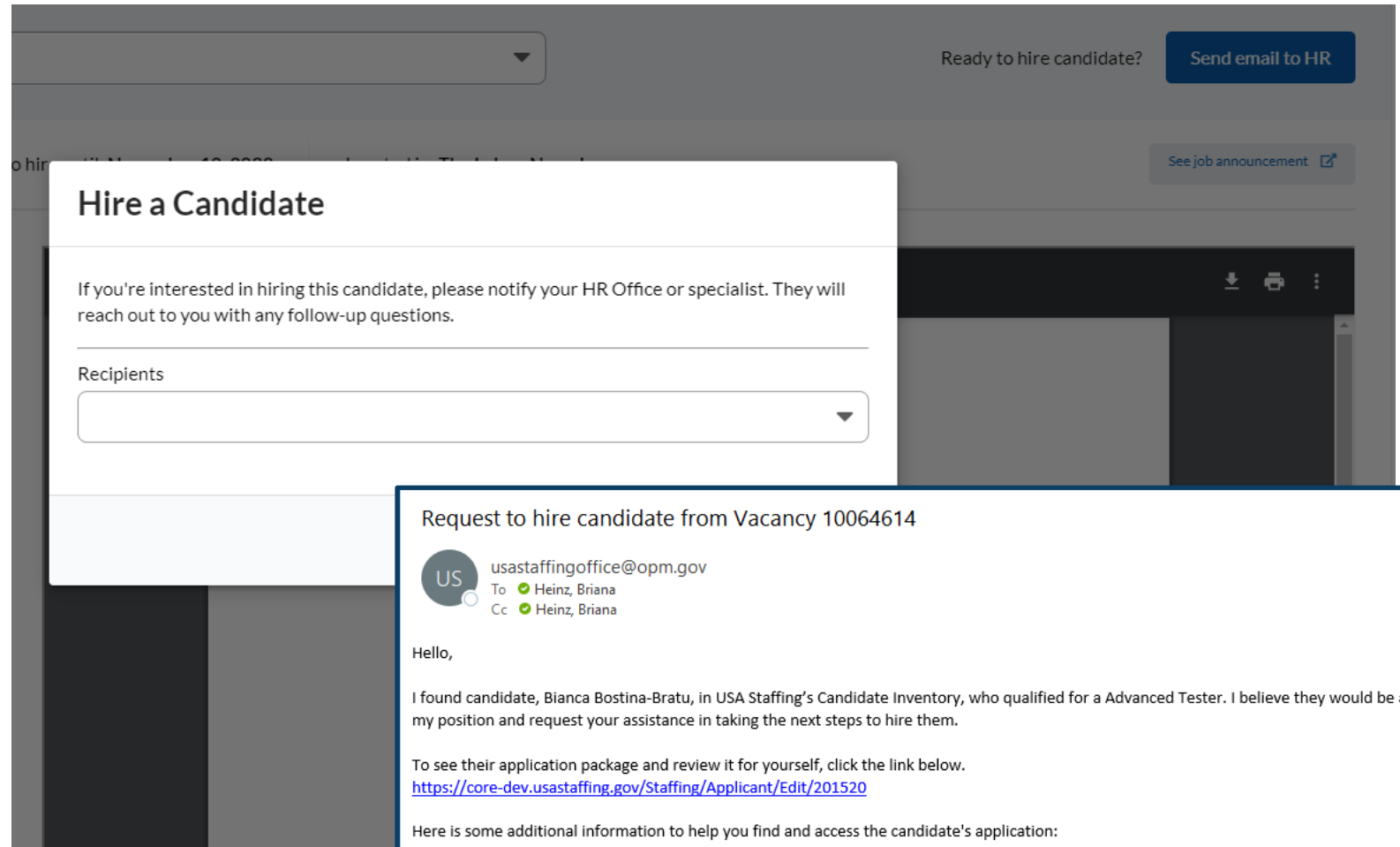
Education:
WSU Pullman, WA United States
Bachelor's degree

Contact HR

Managers may send candidate information back to their HR representatives.

HR will make the final decision based on agency policy for what the next steps should be.

Hiring Manager Experience



Request to hire candidate from Vacancy 10064614

 usastaffingoffice@opm.gov
To  Heinz, Briana
Cc  Heinz, Briana

Hello,

I found candidate, Bianca Bostina-Bratu, in USA Staffing's Candidate Inventory, who qualified for a Advanced Tester. I believe they would be a great fit for my position and request your assistance in taking the next steps to hire them.

To see their application package and review it for yourself, click the link below.

<https://core-dev.usastaffing.gov/Staffing/Applicant/Edit/201520>

Here is some additional information to help you find and access the candidate's application:

Vacancy: 10064614

Regards,

Bri Heinz



Candidate Inventory Resources

Implementation Materials now Available

<https://resourcecenter.usastaffing.gov/hc/en-us/sections/32525668267284-Candidate-Inventory>

What is Candidate Inventory?

Candidate Inventory is an innovative tool within USA Staffing that allows hiring managers direct access to available candidates without the need to undergo a new recruitment. Hiring managers can search for, review, and curate a list of candidates based on specific position criteria (i.e., series, grade, location) within their organization and engage HR to hire them.

Candidate Inventory allows hiring managers within a single USA Staffing Organization (i.e., Navy is an Organization within Department of Defense and Small Business Administration is its own Organization) to source candidates available on active certificates of eligibles. It supports agencies in reusing certificates of eligibles for similar positions across an organization or making non-competitive hires outside of the normal job announcement process. Candidates available in Candidate Inventory will require verification of qualifications and eligibility before receiving an appointment to a position not associated with the original certificate of eligibles.

How to Use this Guide

This guide is being published before the feature is available for use in USA Staffing so your agency can begin making decisions about how it will complement your current hiring processes.

It is recommended that your agency:

1. Form a team to consider how to implement Candidate Inventory. This team should have the appropriate knowledge of your agency's hiring processes and hiring authorities used.
2. Define and produce guidance for HR Specialist and Hiring Managers to follow when using Candidate Inventory.

Pre-Implementation Guide

Purpose

The purpose of this document is to provide a starting point for agencies to consider when developing USA Staffing (USAS) Candidate Inventory (CI) processes and procedures within their agency. We recommend you use this example in conjunction with the [Candidate Inventory Pre-Implementation Guide](#). These examples are not all inclusive and only include the most common guidance that should be considered. We recommend you consult with your agency policy personnel when developing agency-specific CI guidance.

System Process Example

Vacancy Eligibility Example

This Vacancy Eligibility example is not all inclusive and only includes the most common guidance that should be considered. We recommend you consult with your agency policy personnel when developing agency-specific CI guidance.

Vacancy announcements may have CI enabled when the position meets one of the following requirements:

- Frequently Recruited Vacancies;
- Difficult to fill;
- Mission Critical Occupation (MCO);
- Staffing Shortage; or
- Has an approved Direct Hire Authority (DHA) [Insert specific approved DHAs, if applicable]

Vacancy and Certificate Ineligibility Example

This Vacancy and Certificate Ineligibility example is not all inclusive and only includes the most common guidance that should be considered. We recommend you consult with your agency policy personnel when developing agency-specific CI guidance.

The following vacancy announcements and certificate types are not eligible for inclusion in CI:

- Delegated Examining Unit (DEU);
- Certificate types that require veterans' preference considerations, such as Category Rating and Rule of Three; and
- Some DHAs [Insert specific DHAs, if applicable.]

NEW: Business Process Rules Example



Marketing Flyer

Candidate Inventory Frequently Asked Questions

Frequently Asked Questions

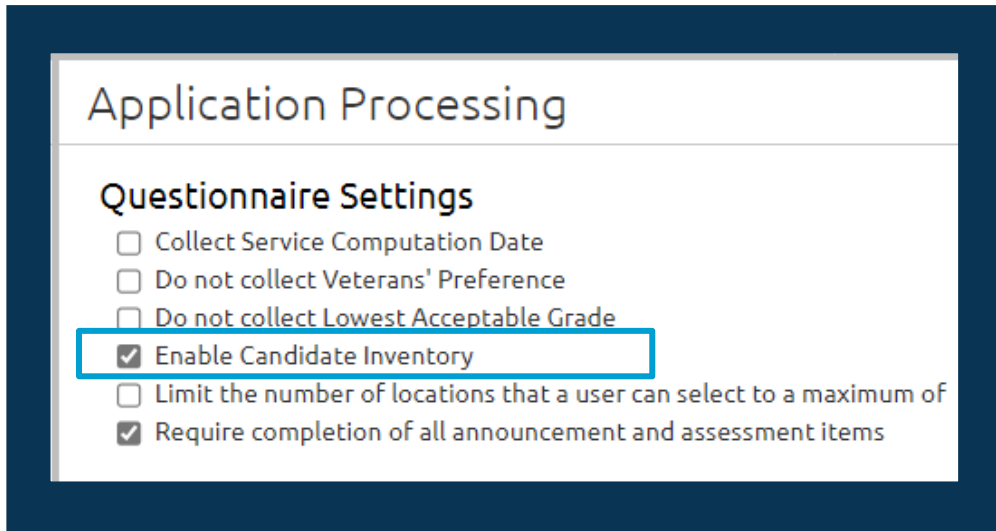


Briefing Slides



Demonstration Recording

Reporting Capabilities for Candidate Inventory



Application Processing

Questionnaire Settings

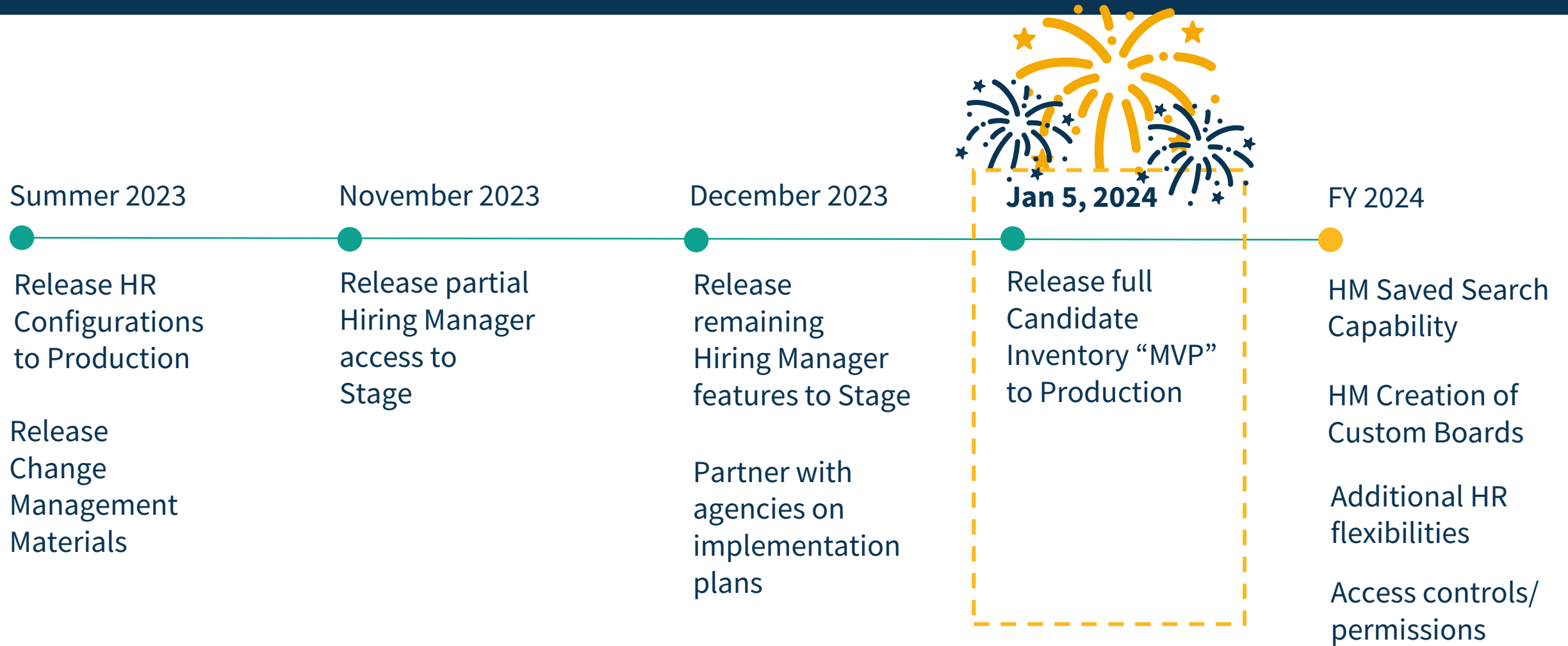
- Collect Service Computation Date
- Do not collect Veterans' Preference
- Do not collect Lowest Acceptable Grade
- Enable Candidate Inventory
- Limit the number of locations that a user can select to a maximum of
- Require completion of all announcement and assessment items

- > Agencies will be able to report on **vacancies** where the Candidate Inventory has been “enabled”
- > Agencies will be able to report on **applicants who “opt-in”** to having their application on the Candidate Inventory
- > Agencies will be able to report **certificate** level information when Candidate Inventory has been enabled

Cognos Report Path:

Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse > Production Metrics > Candidate Inventory Report

Candidate Inventory Timeline



Thank you!



Questions?

Bridget Dongarra
USA Staffing Program Manager
Bridget.Dongarra@opm.gov



Pooled Hiring Feature Comparison



Candidate Inventory

Platform: USA Staffing

Scope: Within an agency

Use Case: Source candidates from existing internal certificates

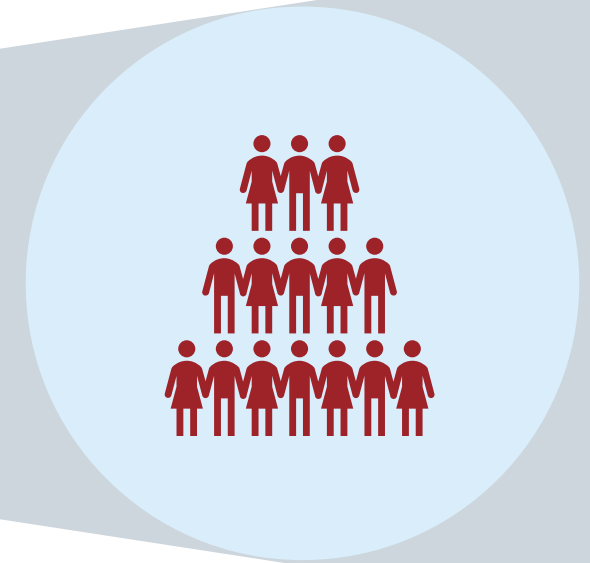


Talent Pools

Platform: USAJOBS Agency Talent Portal

Scope: Government-Wide

Use Case: Share Cross-Gov or Competitive Service Act certificates between agencies



Resume Mining

Platform: USAJOBS Agency Talent Portal

Scope: 1M+ searchable resumes on USAJOBS

Use Case: Find job seekers interested in Federal Employment

Minimally Viable Product (MVP)

- HR Configurations
- Hiring Managers search & view candidate details & documents
- Hiring Managers save candidates & track level of interest
- Hiring Managers email HR to request hire of candidate

Post-MVP

- Hiring Managers save searches
- Hiring Managers create & share custom boards
- Hiring Managers hide candidates
- Additional HR flexibilities