

USA Staffing[®]


Stage Release Notes

Release 25.07

May 1, 2025

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Completed System Functionality

The USA Staffing Release Notes provide an overview of the most recent functionality deployed to the USA Staffing Stage and Production environments. The  icon designates the completion of a feature previously defined in the Program Roadmap. To learn more about upcoming features and the release schedule for the USA Staffing Stage and Production environments, please visit the [USA Staffing Resource Center](#).

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Staffing Functionality

Dashboard

Requests

✔ Enhanced user experience and usability by replacing static filter menu on the Requests dashboard with dynamic filter side drawer and relocating the *Create Request* button.

- Filter Drawer opens automatically when first accessing the dashboard until filters are applied. Once filters are applied, the drawer remains closed until the *Filters* button is clicked.
- Filters are retained and automatically applied when navigating to/from the dashboard within the same session.
- Filter options Include:
 - Single and multi-select available for:
 - Status
 - Request Office
 - Customer
 - Requester
 - Request Process Owner
 - Request Type
 - Series
 - Single-select available for the following *Date Milestones*:
 - Create Date
 - Submit Date
 - Approve Date
- Also, users may filter results by *Request Number* or *Position Title* keywords and/or *Favorites*.

Vacancies

Added pagination to the Vacancies dashboard for improved performance. Users will have the option to see 50, 100, or 200 results per page.

Enabled filter results sorting on the following columns:

- Hiring Complete
- Vacancy Number - Numeric
- USAJOBS Job Title - Alphanumeric
- Status - Alphabetical by State (i.e. Active)
- Announcement - Alphanumeric
- Internal Contact Email - Alphanumeric and certain special characters “@” and ”.”
- Favorite

Note: Sorting selected is retained throughout login session.

New Hires

Added the ability to search for a new hire by *First Name* and *Last Name*, in any order to enable users to easily find the precise new hire record on the dashboard.

Vacancy

✔ Made the following changes to the *Linked Requests – Awaiting Approval* page under Vacancy to provide HR specialists more flexibility in managing requests before approving them:

- Added the ability to mass edit requests before approving them from within a Vacancy.
- Added sorting functionality to the Awaiting Approval list.

Announcement

Added a *History* entry for the Hiring Freeze Announcement Confirmation Reason, including the *Selected Reason*, name of the user who made confirmed the reason to proceed, and date/time of confirmation.

Certificates

Added a green *Immediate Onboarding* indicator below a selectee's name when a Hiring Manager has returned an individual selection and requested immediate onboarding of an applicant. This indicator is only present when the applicant has been flagged for immediate onboarding by the Hiring Manager and an HR User needs to take action to start the onboarding process.

Added an *Onboarding Process* filter to the Certificates Selections page, which allows users to filter selectees by the following statuses:

- All Onboarding Processes – All selections regardless of *Return Status* or *New Hire Record Status*.
- Standard Onboarding Process – All selections not flagged for immediate onboarding by a Hiring Manager regardless of *Return Status* or *New Hire Record Status*.
- Immediate Onboarding Process – Only selections flagged for immediate onboarding by a Hiring Manager, which require action by an HR User to start the onboarding process and create a New Hire record.

Reviews

Updated email notifications for *Individual Selections* returned to HR to include all Hiring Manager reviewers and Review Followers. The email content has also been refined to provide clearer context about the action taken and what to expect next.

New Hire

The following forms have been updated in USA Staffing:

- DISA Drug
- I-9
- OCHR-EOD 12
- SF 2823
- TSP-1

Hiring Manager Functionality

No updates.

Administrative Functionality

Classification

Added the ability for HR users to document the *Security Clearance Required* on the Position Settings page within a Position Description. The field will have a default value of *Not Required* and may be updated for all Position Descriptions in *Draft* status. The following values are available, which align with this field in requests and vacancies:

- Not Required
- Confidential
- Secret
- Top Secret
- Sensitive Compartmented Information
- Q Access Authorization
- L Access Authorization
- Other

USA Hire Functionality

No updates.

Reporting and Analytics

Reporting and analytics enhancements can be reviewed on the Release Notes page of the [USA Staffing Data Resource Center](#).