

USA Staffing® Working Groups

Connect, learn, and shape the future of technology alongside others in the USA Staffing community.



Play a key role by joining a working group

Working groups allow for open communication between the USA Staffing Program Office and agency customers regarding system functionality, performance, enhancements, development priorities, and related services.

When you join a working group, you have the opportunity to:

- View demonstrations on proposed new features and provide feedback through surveys and questions
- Develop a greater understanding of the “Why” behind new functionality to help your agency decide if a new feature is right for you
- Understand how other agencies use USA Staffing to accomplish their missions

Interested in joining a working group?

Contact your USA Staffing Account Manager.

Advisory Board

Learn about program office announcements, product initiatives and roadmap, updates from related programs such as USA Hire™ and USAJOBS®, and relevant OPM information. Receive emails communicating program and system announcements including system release information, upcoming events, and system downtime.

Intended Audience: USA Staffing Program Managers or other Agency-level users that are part of the implementation, decision and guidance processes

Meeting Frequency: Quarterly

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Assessment Working Group

Learn more about assessment best practices, discuss upcoming system changes relating to assessments, and provide feedback regarding upcoming assessment enhancements. Members of this working group are responsible for disseminating guidance on assessment creation to appropriate agency contacts.

Intended Audience: Agency assessment developers, super-users, and/or office administrators

Meeting Frequency: Ad hoc

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Classification Working Group

Join fellow users of the Classification functionality in USA Staffing together to learn about current development activities and upcoming features. Engage in focused discussions on specific Classification topics and receive answers to your USA Staffing Classification-related questions. In addition, each meeting will include a demonstration of recently-released Classification/Position Description functionality and time to gather input on upcoming changes/improvements to this area of the system.

Intended Audience: Classifiers or HR Specialists who work with position descriptions, those who have influence on agency business process decisions particularly as they relate to the Classification/Position Description Library area, have the responsibility for implementing classification, or those that need to track the impact on Staffing (e.g. Program Manager)

Meeting Frequency: Ad hoc

Customer Sprint Review

Learn more about new features included in the recent Stage Release Notes. Each review includes a time for Q & A, and time permitting, a review of common help desk issues.

Intended Audience: Advanced users (super-users and office administrators) of USA Staffing, and those who have an influence on agency business process and change management decisions

Meeting Frequency: Monthly following the scheduled stage release

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Direct Hire Working Group

Join fellow USA Staffing customer agencies to share best practices and to discuss and prioritize potential enhancements related to direct and expedited hiring procedures.

Intended Audience: HR professionals supporting high volume and/or direct hire recruitments

Meeting Frequency: Ad hoc

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Interconnections Working Group

Join fellow USA Staffing customer agencies to learn about current and upcoming interconnection development and activities.

Intended Audience: Office administrators and technical POCs for interconnections (RPI, NHI, Data APIs, and Task Update APIs)

Meeting Frequency: Ad hoc

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Onboarding Working Group

Join fellow users of the Onboarding functionality in USA Staffing together to learn about current development activities and upcoming features. Participate in focused discussions on specific Onboarding topics, and receive answers to your USA Staffing Onboarding-related questions.

Intended Audience: Agency-level decision makers and/or individuals responsible for overseeing agency onboarding (e.g. responsible for establishing business processes, creating & maintaining workflows, creating & maintaining NH tasks, etc.)

Meeting Frequency: Quarterly

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Purging Working Group

Agency points of contact for the purging process share agency specific needs and requirements to help tailor the purging process accordingly. Discuss how to track the progress of the purge within your agency and ensure all necessary information is accurately reported, and hear about ways to help your agency adhere to relevant regulations and guidelines.

Intended Audience: Agency representatives who are familiar with internal agency policy on records retention and can speak to data that should be retained or purged in USA Staffing

Meeting Frequency: Ad hoc



Data-Specific Working Groups

The following working groups are led by the USA Staffing data and reporting teams. Utilize this time to speak with the subject matters about your agency's reporting and data needs.

Reporting Consumer Forum

Leverage the opportunity to ask outstanding questions or request demonstrations in Cognos or Power BI to access and use existing reports. Meeting information, including the link to log in to the forum, is sent 1-2 weeks in advance of each forum. Questions or requests for demonstrations may be sent to USAStaffingData@opm.gov.

Intended Audience: Participants must meet **at least one** of the following criteria:

- Completed the virtual Cognos Consumer Training
- Completed Power BI Consumer Training (virtual or instructor-led)
- Received the forwarded forum invitation from a USA Staffing Advisory Board member

Meeting Frequency: Third Thursday of each month at 11:00 AM ET

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Reporting Author Forum

Leverage the opportunity to ask questions about report-building techniques in Cognos and Power BI. Information, including the link to log in to the forum, is sent 1-2 weeks in advance of each forum. Questions may be sent to USAStaffingData@opm.gov in advance of the forum.

Intended Audience: Participants must meet **at least one** of the following criteria:

- Hold author permissions in the production environment of USA Staffing Cognos
- Hold a Pro license in the production environment of USA Staffing Power BI
- Completed Power BI Report Author Training (virtual or instructor-led)

Meeting Frequency: First Thursday of each month at 11:00 AM ET

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Reporting and Analytics Working Group

Review newly-developed or updated reports, as well as changes to data models and USA Staffing Data APIs. During the meeting, the USA Staffing Reporting team will provide training on specific reporting features and answer any USA Staffing data-related questions. Meeting information is sent to all members of the working group.

Intended Audience: Individuals involved or interested in USA Staffing reporting and analytics, including authors and consumers

Meeting Frequency: Every 6 weeks on Tuesday afternoons starting at 1:00 PM ET

Related Working Groups

These working groups are led by their respective program administrators and subject matter experts.

USA Hire Working Group

Discuss topics related to USA Hire assessments, updates related to USA Hire, best practices, and information about upcoming enhancements or new assessments.

Intended Audience: Primary agency USA Hire POCs and USA Hire users who can disseminate USA Hire information in their agency

Meeting Frequency: Quarterly

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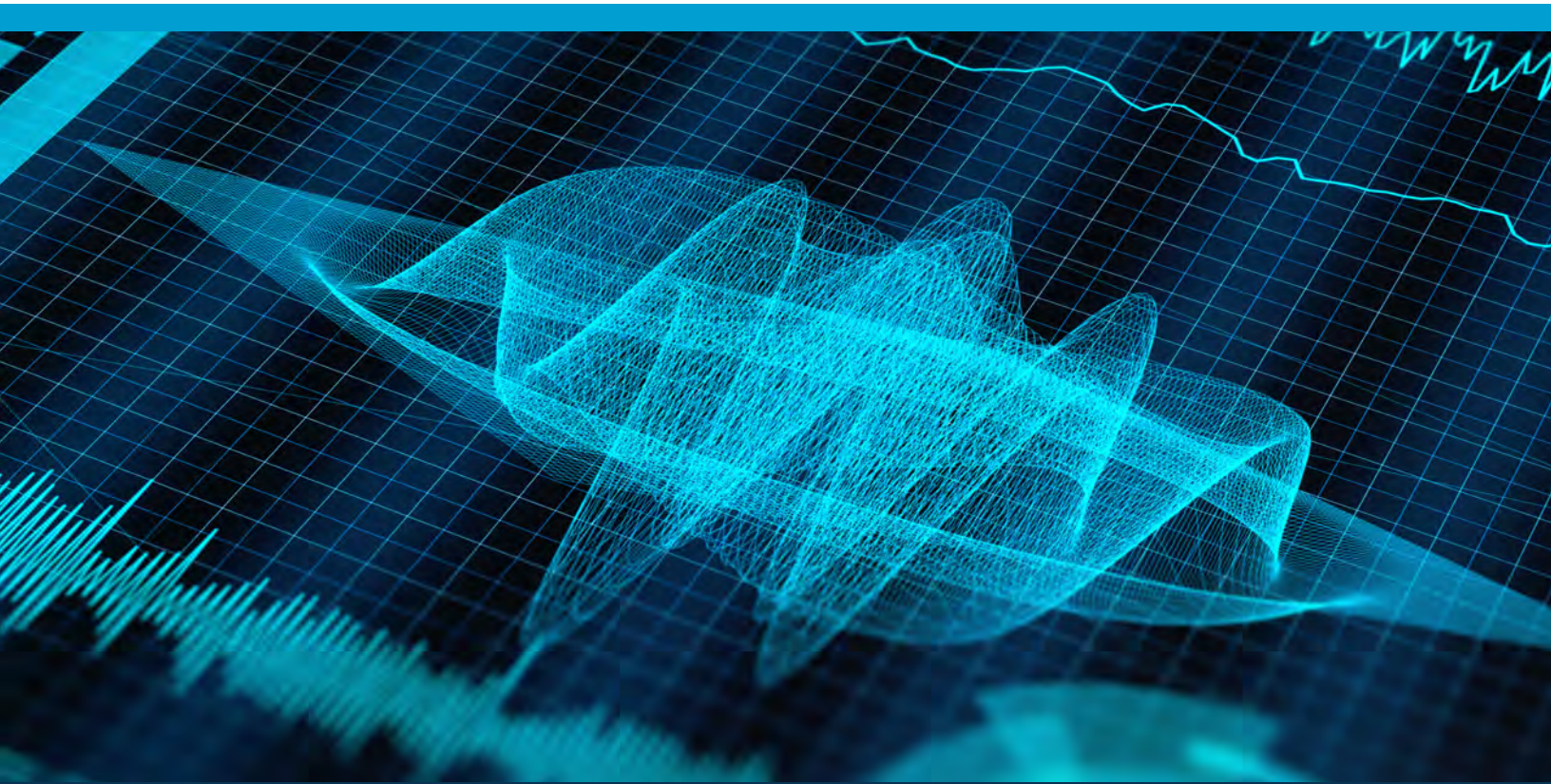
USAJOBS Communications (Comms) Forum

Engage in a collaborative space where the federal HR community can receive information on USAJOBS and Agency Talent Portal (ATP) changes and future enhancements and share feedback on their current experience in using USAJOBS and ATP.

Encourage your agency representative to subscribe to the USAJOBS Comms Forum. They can email USAJOBSEngagement@opm.gov. Your agency representative can also inform other colleagues from their agency to subscribe to the Comms forum.

Intended Audience: Federal HR community and talent acquisition system representatives

Meeting Frequency: Bi-monthly



Interested in joining a working group?

Contact your USA Staffing Account Manager.