

Advisory Board Meeting

Dec 2025



Ground Rules

Questions:

Use the Chat feature in Microsoft Teams to ask questions. The Chat will be sent after today's meeting.

Recording:

Today's meeting is recorded. A link to the recording and slides will be posted on the Resource Center.

Captions:

A copy of today's meeting transcript can be requested from your Account Manager after the meeting.

Agenda

1. Welcome
2. FY25 Overview
3. FY26 Priorities
4. Merit Hiring Plan
5. Reporting and Analytics Updates
6. Hiring Tracking and Reporting Demo
7. Events and Training





Welcome

Jennifer Minor

Acting USA Staffing Program Manager

FY 25 Overview



USERS

307,019 Hiring Manager Users

26,691 Human Resources Users

56,161 Onboarding / Reporting / AFD Users



ANNOUNCEMENTS AND APPLICATIONS

184,700 Jobs Announced

8,309,126 Applications Received

11,288 Announcements Using USA Hire



CERTS, SELECTIONS AND TRANSMISSIONS

382,004 Certificates Issued

510,265 Selections Made

1,261,063 eOPF Transmissions



OFFERS AND HIRES

415,785 Tentative Job Offers Accepted

243,818 Official Job Offers Accepted

249,393 New Hire EODs



100+
Federal Agencies
Use USA Staffing



FY26 Priorities

Jennifer Minor

Acting USA Staffing Program Manager

USA Staffing Mission

As a trusted partner, we collaborate with federal agencies to design a positive experience for hiring managers, applicants, and the HR community.

As the leader in federal hiring technology, we deliver innovative hiring solutions guided by expertise and best practices.



Development Priorities

The USA Staffing development priorities are driven by two key goals.



Support agency compliance with the Merit Hiring Plan.



Deliver a high-quality, efficient talent management product for current and potential agency partners.



Merit Hiring Plan

Jenn Reaves, USA Staffing Product Manager

Stay Engaged!

Assessment Working Group Meeting

USA Staffing will hold Assessment Working Group meetings December 9 and January 14 from 1:00 - 2:00pm ET.

In the December 9 meeting, we will demonstrate and answer questions about how to build a 'Manual' assessment. January 14th's meeting discussion topic is yet to be determined.

This working group is intended for those who create and maintain agency assessments and who have an influence on their agency's use of assessments.

Let your Account Manager know if you would like to be added to either group.

USA Hire Work Group Meeting

On December 2nd covered:

- USA Hire Standard Assessment Suite Expansion
- Early Career Talent Assessment (ECTA)
- 1801/1802 Series Assessments
- 0930 Assessment
- PATCO Expansion (coming soon!)
- Data Skills Assessment
- Competency Lookup Tool Upgrade

Watch the recording on the [USA Hire Agency Resource Center](#)

In progress

Standard USA Hire PATCO Expansion

Problem: USA Hire meets the Merit Hiring Plan requirements for a technical/alternative assessment, but not all jobs are covered by the standard offering.

Solution: Quickly expand USA Hire to fill in the gaps by leveraging the PATCO classification model, which groups job series into five categories – Professional (P), Administrative (A), Technical (T), Clerical (C), and Other (O). Agencies that use USA Hire Standard will automatically gain access at no additional cost, ensuring high-quality assessments for all recruitments.

841

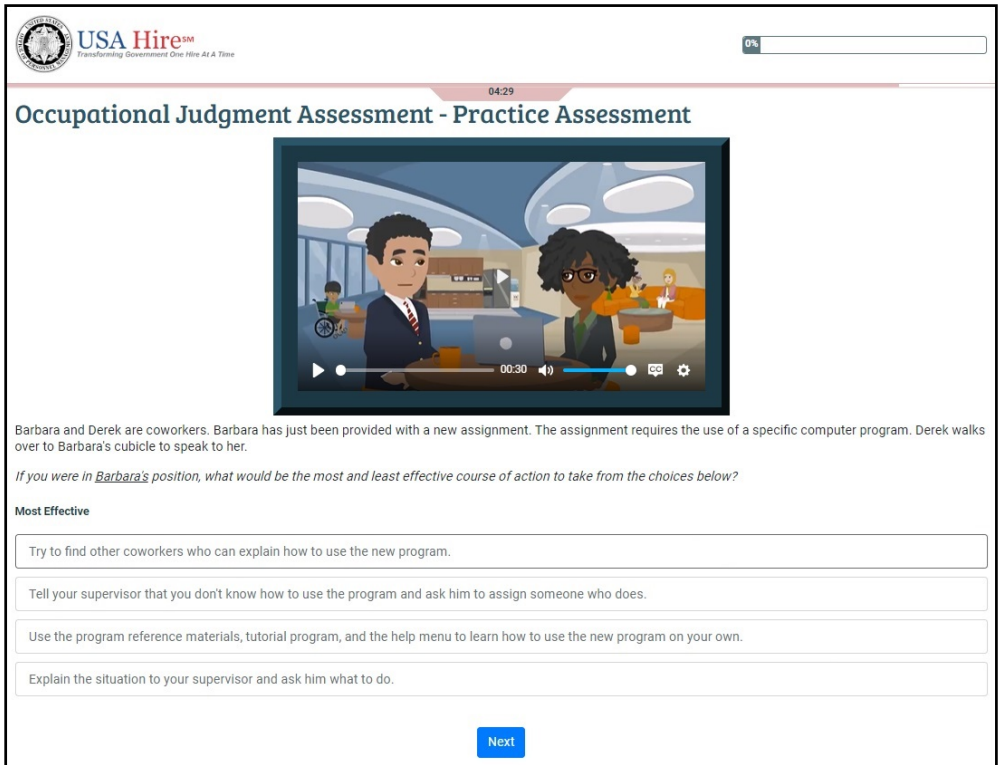
Series/Grades currently covered by Standard USA Hire

+2,857

Additional Series/Grades to be covered

9%

Vacancies using USA Hire assessments today



The screenshot displays the USA Hire assessment interface. At the top, the USA Hire logo is visible with the tagline "Transforming Government One Hire At A Time". The assessment title is "Occupational Judgment Assessment - Practice Assessment". A video player shows an animated scene with two characters, Barbara and Derek, in an office setting. Below the video, a text prompt reads: "Barbara and Derek are coworkers. Barbara has just been provided with a new assignment. The assignment requires the use of a specific computer program. Derek walks over to Barbara's cubicle to speak to her. If you were in Barbara's position, what would be the most and least effective course of action to take from the choices below?". Under the heading "Most Effective", there are four text input fields with the following options: "Try to find other coworkers who can explain how to use the new program.", "Tell your supervisor that you don't know how to use the program and ask him to assign someone who does.", "Use the program reference materials, tutorial program, and the help menu to learn how to use the new program on your own.", and "Explain the situation to your supervisor and ask him what to do.". A "Next" button is located at the bottom right of the assessment area.

In progress

Change Questionnaire Defaults

Problem: Questionnaires are currently used for ‘Rating’ by default, which isn’t aligned with Merit Hiring Plan requirements. While easy to change, this setting is also easy to miss when building an assessment or importing a template.

Solution: Newly-created questionnaires will default with the ‘Rating’ toggled OFF. We’re also adding two new Assessment Method options – ‘Crediting Plan’ for merit promotion vacancies, and ‘Minimum Qualifications’ for screening qualifications. Minimum Qualifications will be the new default.

The screenshot shows the 'Create Assessment' form in the USA Staffing system. The form is for a new assessment with the title 'Assessment testing - not released'. The 'Assessment Method' dropdown is highlighted with an orange box and set to 'Minimum Qualifications'. The 'Rating' toggle is also highlighted with an orange box and is turned off. Other fields include 'Assessment Name', 'Assessment Type' (Questionnaire), 'Rating Method' (Weight-Based), and 'Scoring' (Competency-level). The 'Owner' is set to 'Jenn Reaves' and the 'Hurdle' is 'Hurdle 1: Default Stage'. The form has 'Save' and 'Cancel' buttons at the bottom right.

Rule of Many

- OPM will host a two-part discussion on the Rule of Many as part of it's Merit Hiring Learning Series
- Part I is **December 4th**
2-3:30pm ET
- Part II is **December 11th**
2-3:30pm ET
- Attendees must click [here](#) to register in advance
- **Events are recorded** and hosted [here](#)

USA Staffing® Stage Staffing Classification Recruit Admin Reports Advanced Search Go To Jenn Reaves - OPM

VACANCY 10119441

Applicant List: Applicant List 1

Applicant List Name: Applicant List 1

Certificate Type: Rule Of Many

Certificate Grade: 6

Rank By: Rating (include Veteran Points)

Priority Order: CTAP/ICTAP Well Qualified Score: 70

Refer Method: All

Order: Rating

Tie Breaker: Random Number

Applicant List (19)

Filters: San Antonio, TX 6 0201 Eligibles

	Name	Rating	Vet Pref	USA Hire Status	RSC	Documents	Eligibility	Notes
<input type="checkbox"/>	Agreste, Adrian	94	CPS	Complete	AC	3		1
<input type="checkbox"/>	Oliver, Ophelia	91	CPS	Complete	HH	3		0
<input type="checkbox"/>	Ibanez, Carmen	90	CP	Complete	AC	3		0
<input type="checkbox"/>	Garrett, Gene	100	XP	Complete	AC	3	RA	0
<input type="checkbox"/>	Sebastian, Little	92	TP	Complete	AC	3		0
<input type="checkbox"/>	Zero, PDRI	86	NV	Complete	AC	3		0
<input type="checkbox"/>	Decker, Dillon	86	NV	Complete	AC	3		0
<input type="checkbox"/>	Kuschel, Karolene	85	NV	Complete	AC	3		0

- Final rule effective Nov 7th
- New Certificate type available in USA Staffing now
- Watch the recorded Customer Sprint Review for details

**How would you like to
stay informed about
our releases?**

go to

www.menti.com

and enter the code

9647 4062

Or scan the QR code from
your phone

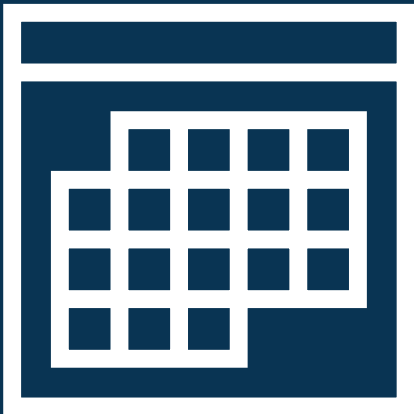




Reporting and Analytics Updates

Joyce Wentz, Data Product Development Branch Manager

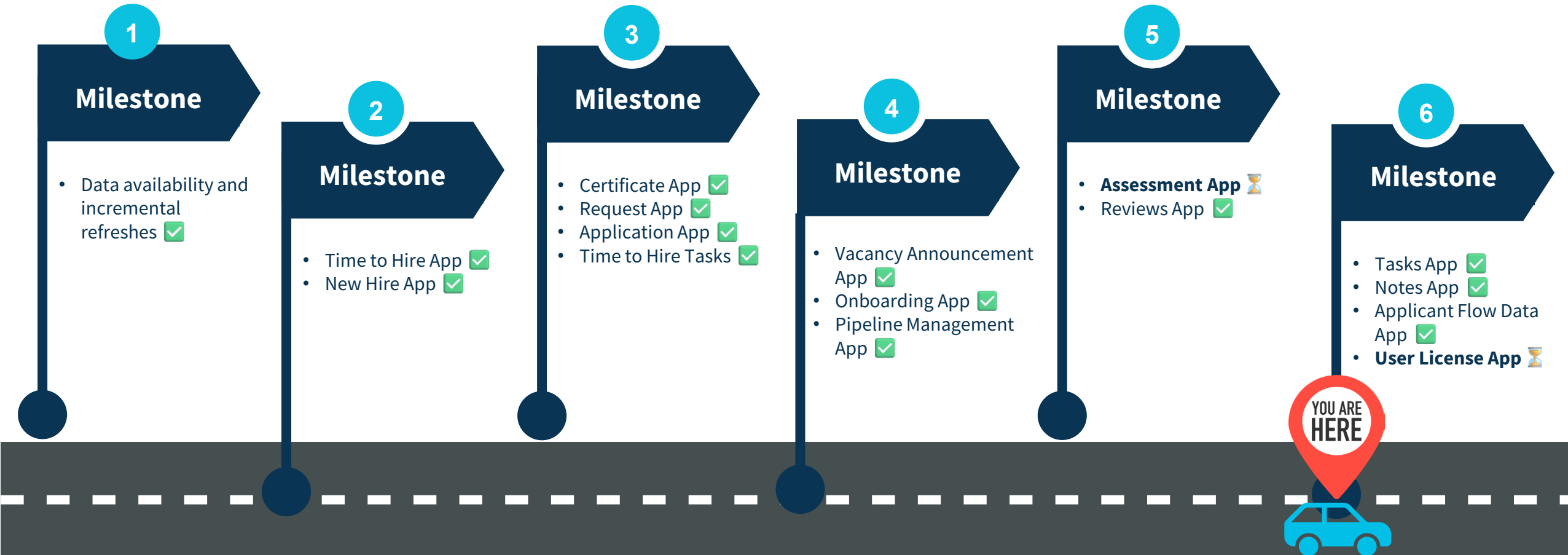
Cognos Retirement Date 12/31/2025



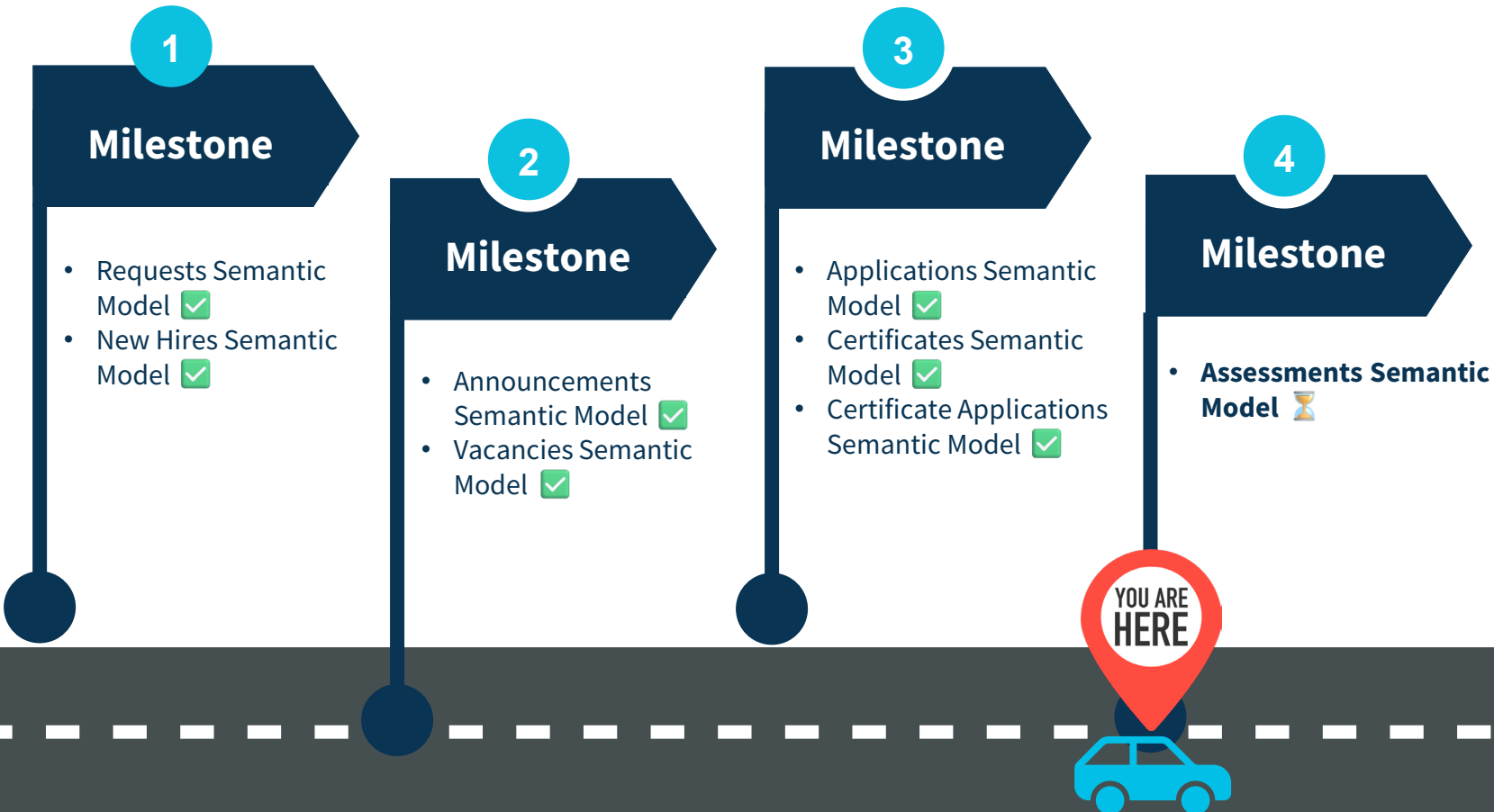
- All customer agencies must fully transition from Cognos to Power BI by December 31, 2025.
- Prioritize transitioning reports critical to supporting key functions and mandated reporting.
- Document report specifications using the Copy Report XML and/or Show Generated SQL/MDX functions in Cognos.



Near-term Roadmap – MVP 1 – Paginated Reports



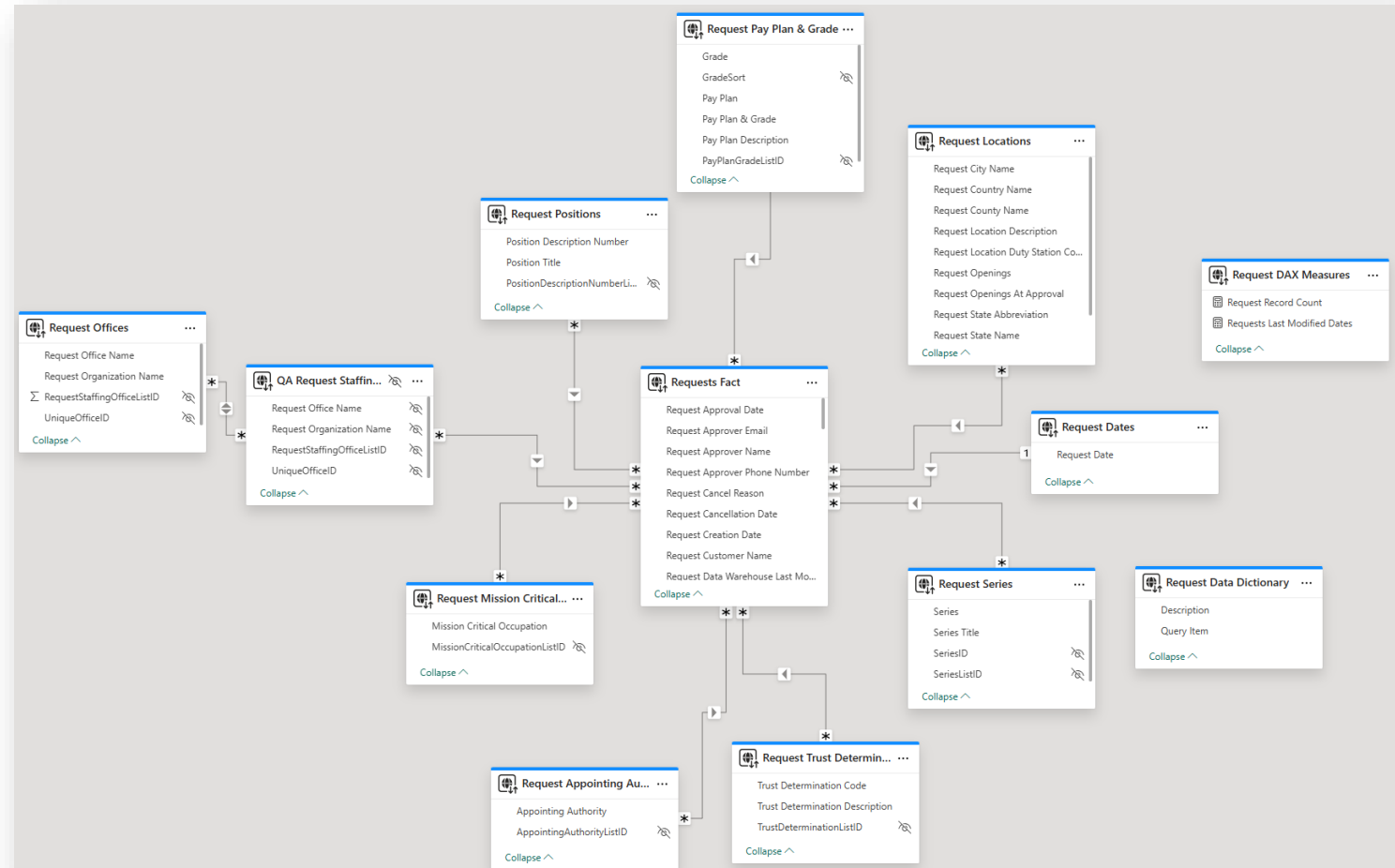
Near-term Roadmap – MVP 1.5 – Standalone Semantic Models





Standalone Semantic Models

- Semantic models without an associated report
- More robust than semantic models underlying paginated reports
- Designed to support custom report development



USA Staffing Data Resource Center

- Cognos to Power BI Transition
 - Cognos to Power BI Report Transition Details
 - Staffing Reports Crosswalk – HDW and Power BI



Training & Resource Material

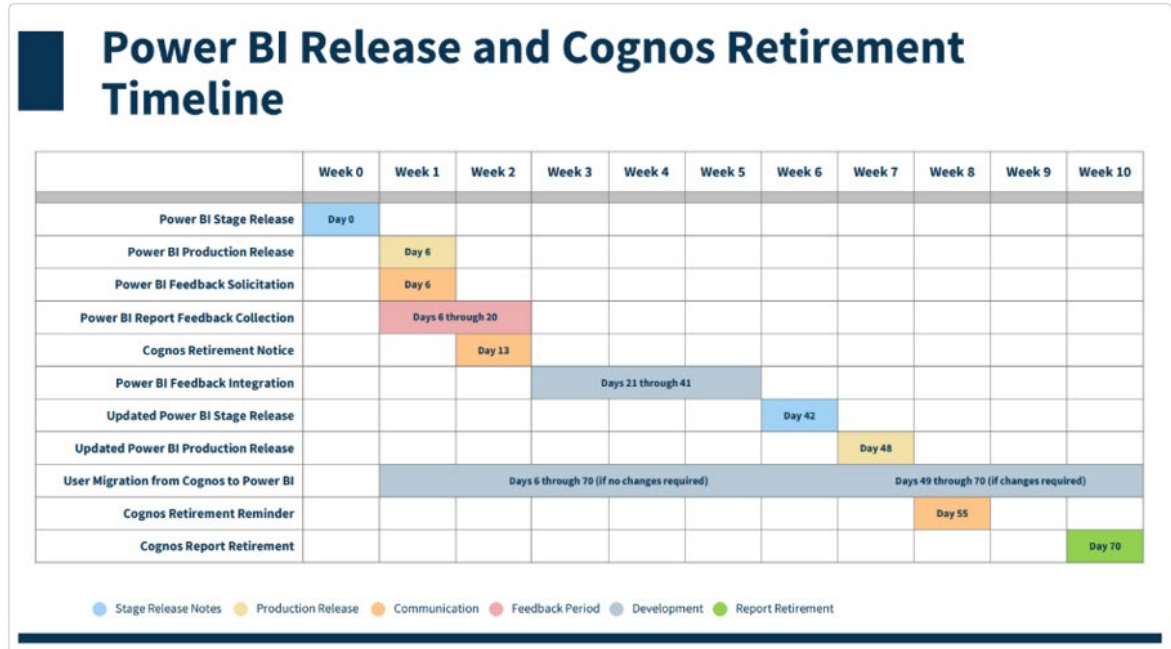
Training material for the USA Staffing business intelligence platforms, Power BI and Cognos. Learn about available virtual and instructor-led training offerings supported by the USA Staffing data teams.

Navigation

- Cognos to Power BI Transition**
 - Overview
 - Frequently Asked Questions
- Cognos
- Power BI
- Workgroups

Cognos to Power BI Transition Overview

USA Staffing® is transitioning to the use of Power BI as the business intelligence tool used to access USA Staffing data and reports. As part of this transition, the current business intelligence tool, Cognos Analytics, will be retired in incremental steps. The initial implementation of Power BI and full retirement of Cognos is set to be completed by the time the current Cognos Analytics licensing agreement expires at the end of 2025.



<https://drc-usadata.opm.gov/>



OPM Consolidated Monthly Master Data Request

Data Due the 10th of Each Month

Data call spans six major areas:

1. Merit Hiring
2. Ratings & Awards
3. Performance Management
4. Return to Office
5. Headcount
6. Agenda-Driving



Agency Information

Agency Contact Information	Info.	Notes
Agency Name		
Agency Point of Contact (POC)		
POC email		
POC phone number		
Report submission date		

Instructions

General:

- Ensure that reporting data aggregates your entire Agency including all subcomponents, including your Agency's inspector general's office.
- Any reference to "prior month" is relative to the submission date: i.e. a requested September submission date would mean that "prior month" refers to August.
- Ensure that all tabs are populated (including the Headcount tab).
- OPM reserves the right to add, subtract, or modify any data request fields in future versions of this request sheet.

Relation to Other OPM Tracking Methods:

- Please note that the Headcount tab is identical to the historic weekly report that your Agency has been providing to OPM; therefore, there is no need to submit this data separately.
- This report replaces and supersedes all other OPM requests for return to office data. All future return to office data requests will come only through this master data request.
- Please continue to submit your ARRP data and DRP data through the standard monthly request sheets. These will continue to be collected separately absent further notice.
- Please continue to submit progress reports of Agency compliance with OPM guidance memos through separate channels to OPM unless otherwise directed.

Questions/Submissions:

- Please submit your populated sheet to reports@opm.gov.
- Please send any questions to reports@opm.gov.
- Reports will be due on the **10th of each month**.


Agency Feedback

[If any of the information on this data request sheet is already being provided to OPM, please let us know here. Additionally, please let us know if there is a way we can make this data collection sheet more efficient and if our prompts can be tweaked to lower the burden of data collection at your agency.]

Merit Hiring Reporting

- Sections 1 and 2 must be completed by all agencies
- Section 3 must be completed by all agencies not using USA Staffing.

<https://drc-usadata.opm.gov/Training/Workgroups/ReportAnalytics>



U.S. Office of
Personnel Management

OPM Master Data Tracker (Tab 1: Merit Hiring)

Instructions

• Section 2 does not need to be filled out for Agencies who use USA Staffing; Section 2 is only for Agencies who use a different candidate recruiting and onboarding system.

Definitions:
 (1) "FTE" means Full-Time Headcount (32+ hours/week)
 (2) "FY" refers to the government Fiscal Year period
 (3) "Hiring Need Validation Date" means the date the selecting official or hiring manager sends the recruit request to Agency's Human Resources team

1. Merit Hiring Metrics

Metric	Notes
% of New Hires that Used a Skills-Based Assessment	
% of Hiring Actions Using Shared Certificates	
% of FTE at the Agency Under the Age of 30	
% of FTE who qualify as "Early Career" (less than 5 years' experience, Pathways, interns, students, or trainees)	

2. Strategic Hiring Committee

Strategic Hiring Committee Adoption	Notes
# of New Job Postings	
# of New Job Postings Approved by Strategic Hiring Committee	
# of Initial Job Offers	
# of Initial Job Offers Where Candidate Approved by Strategic Hiring Committee	

3. Non-USA Staffing Customers (TO BE FILLED ONLY FOR AGENCIES NOT USING USA STAFFING; See "Instructions" above)

Overall Days to Hire - PROVIDE # OF DAYS	Notes	FY24
Time From Hiring Need Validation to Initial Offer - Average		
Days between initial job offer made and employee onboards - Average		

Other Merit Hiring Plan - PROVIDE %	Notes
% of GS-5 or Above Job Postings that Include the Four Questions	
% of Applicants that Filled out the Four Questions	

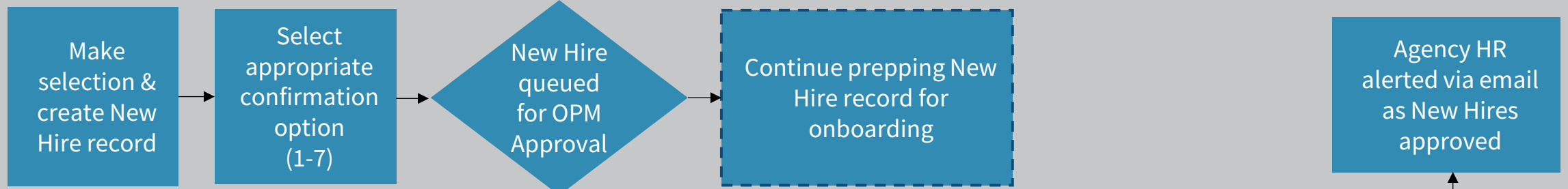


Hiring Tracking Dashboard Demo

Jenn Reaves, USA Staffing Product Manager

New Hire Approval Process Overview

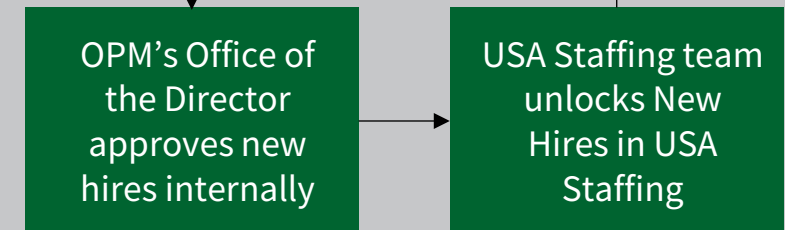
Agency HR



Agency Leadership



OPM





New Hire Approval Summary

Daily New Hire Tracker



Note: The New Hire Approval pages use a dataset limited to records where a request for approval has been submitted for a new hire. This differs from other pages in the report and direct comparisons between the two datasets may not be possible.

To use drill through functionality first click on either the Series Number and Title/CHCO Agency Name (to see all associated requests) or the section of the bar in the table (to see a specific request status for that series/agency) or a Request Status category in the legend that you are interested in. **Note that any filters applied on this page will also be applied on the drill through page and can't be cleared on that page.** Once you have made a selection click the Drill Through button to proceed to the New Hire records.

% of New Hire Requests Reviewed
91.07%

Number of New Hire Requests Pending
6

View Chart By:

Series

CHCO Agency

Drill Through

GLOBAL FILTERS Clear all slicers

CHCO Agency

All

Organization Name

Multiple selections

New Hire Status

All

New Hire Creation Date Range

1/3/2017 12/1/2025

New Hire Actual Start Date Range

4/18/2017 12/1/2025

Series and Title

All

Appointment Type

Count of Requests by Series and Status

Request Status ● Approved ● Disapproved ● Review



Export a list of New Hires queued for OPM approval

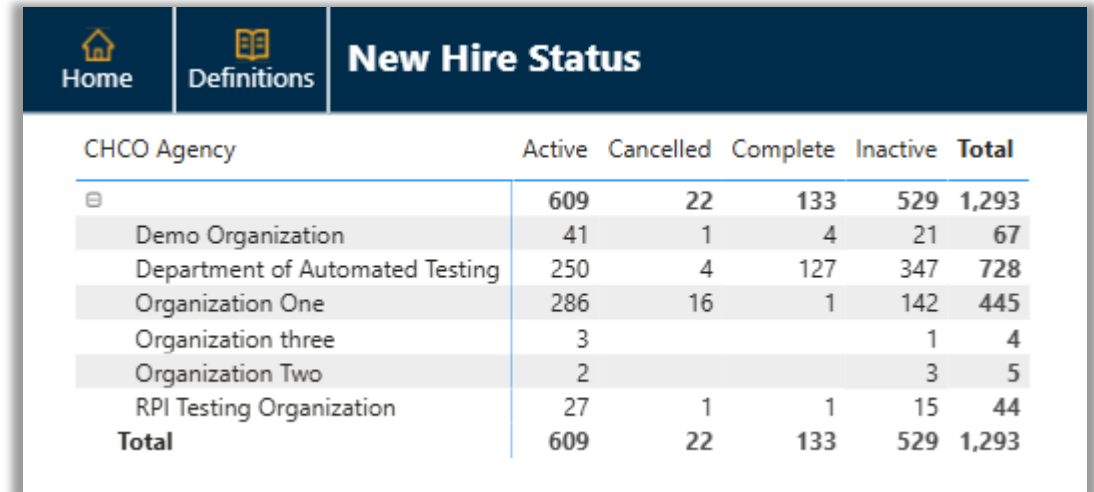
	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	V	W	X	Z
	Organization Name	Office Name	Customer Name	New Hire ID	New Hire Number	New Hire Name	New Hire Status	Position Category	Request Number	Vacancy Number	Series and Title	Position Title	Duty Location City	Duty Location State	New Hire Creation Date	New Hire Access Confirmed by User Email	New Hire Access Confirmation Reason	New Hire Access Confirmed Date	Request Status	
1																				
2	Department of Office Cha	Customer G	41790	H7UFU-Y254	Wenwu Frush	Inactive	Other		12795945	3111 - Sew Crewler	Honomu	Hawaii	9/5/2025	usastestadmini	This candidate is otherwise app	11/20/2025	Review			
3	Department of Office Alpl	Customer G	42036	HGZMZ-TH49	Betty Beach	Active	Other	20250930-82094	0301 - Mis Bug tester	Rock City	New York	9/30/2025	usastestadmini	This candidate is joining in a nc	10/30/2025	Review				
4	Department of Office Alpl	Customer G	42272	H6K47-XY5T	Kay Chap	Active	Public Saf	20251030-12827932	0006 - Cor PD Prod D	Macon	Georgia	10/30/2025	kavia.chappell@	The Office of Personnel Manage	10/30/2025	Review				
5	Department of Office Cha	Customer G	42305	HYYYG-K2LM	Crystal Aufterbec	Active	Other	20250905-12795945	3111 - Sew Crewler	Honomu	Hawaii	11/20/2025	usastestadmini	The Office of Personnel Manage	11/20/2025	Review				
6	Department of Office Alpl	Customer G	42316	H49J8-QD2D	Beach Seeker	Active	Other	20251201-53165	3111 - Sew Crewler	Honomu	Hawaii	12/1/2025	RanorexPRODO	This candidate is joining in a nc	12/1/2025	Review				
7	Department of Office Cha	Customer G	41790	H7UFU-Y254	Wenwu Frush	Inactive	Other		12795945	3111 - Sew Crewler	Honomu	Hawaii	9/5/2025	usastestadmini	This candidate is otherwise app	11/20/2025	Review			
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11	Department of Office Alpl	Customer G	42316	H49J8-QD2D	Beach Seeker	Active	Other	20251201-53165	3111 - Sew Crewler	Honomu	Hawaii	12/1/2025	RanorexPRODO	This candidate is joining in a nc	12/1/2025	Review				
12																				

Go back

New Hire Tracker

Why should my agency use this tool?

- Ensures the new hires submitted to OPM are actionable, speeding up the overall approval process
- Provides timely status updates for agency leadership
- Visibility into new hires that were *not* approved
- Includes other useful information, such as 'Status' and 'Offers Sent'



The screenshot shows a web interface with a dark blue header. On the left, there are two navigation buttons: 'Home' with a house icon and 'Definitions' with a book icon. The main title is 'New Hire Status'. Below the header is a table with columns for 'CHCO Agency', 'Active', 'Cancelled', 'Complete', 'Inactive', and 'Total'. The table lists several organizations and their hiring statistics.

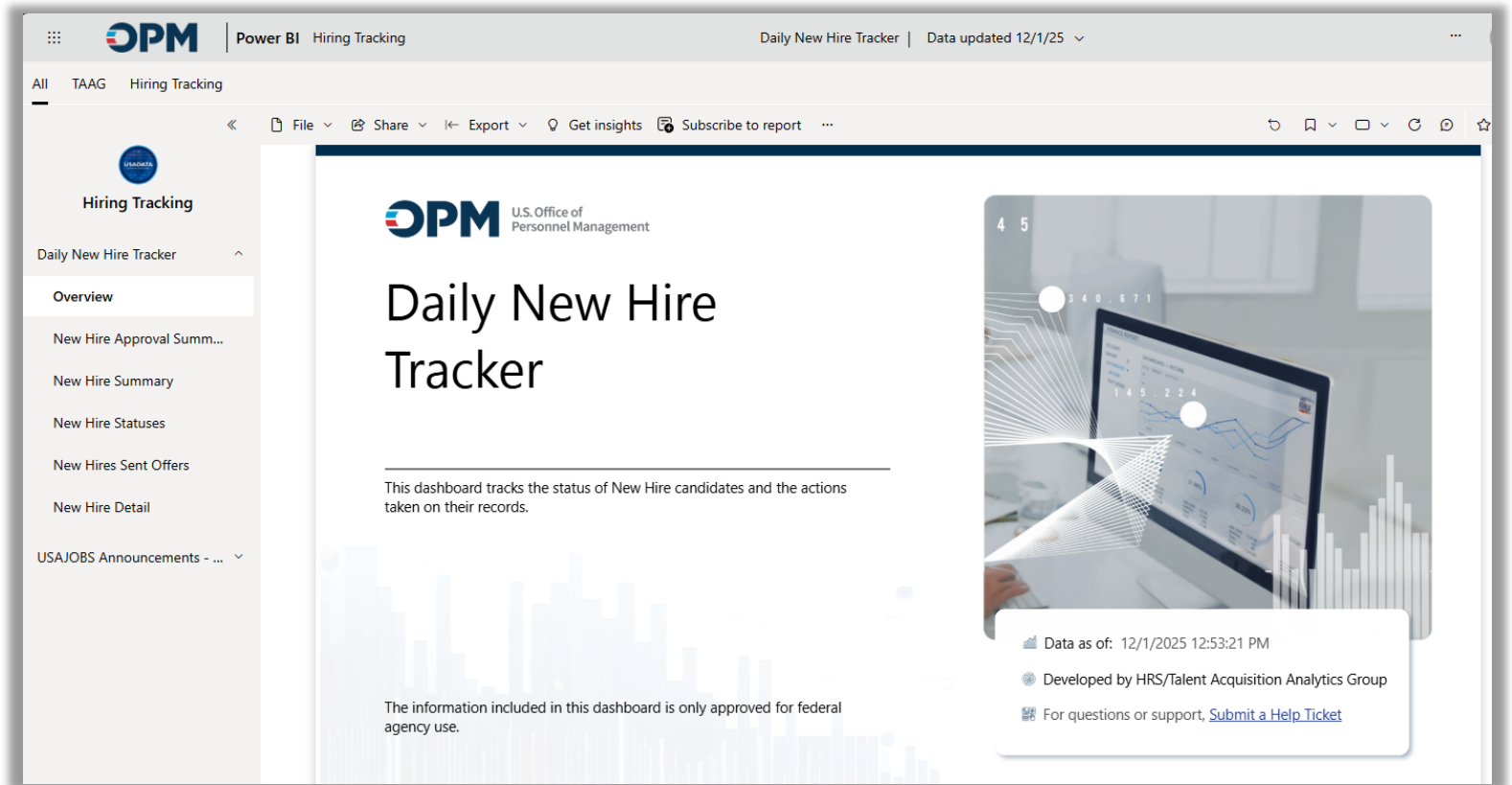
CHCO Agency	Active	Cancelled	Complete	Inactive	Total
⊖	609	22	133	529	1,293
Demo Organization	41	1	4	21	67
Department of Automated Testing	250	4	127	347	728
Organization One	286	16	1	142	445
Organization three	3			1	4
Organization Two	2			3	5
RPI Testing Organization	27	1	1	15	44
Total	609	22	133	529	1,293

Who should have access to the New Hire Tracker?

- Agency leadership with authority to make hiring decisions
- Strategic Hiring Committees and/or their designees at the department, agency, component, and/or sub-component level

New Hire Tracker – Next Steps

- If your agency is already using it, great! No action needed.
- If your agency is *not* using this to manage the list of new hires you send to OPM, **contact your Account Manager** to configure access and schedule an orientation for agency leadership.





Upcoming Events

Robyn Bachmann, USA Staffing Account Management Supervisor

Events & Training



Events

December 4	Reporting Author Forum
December 4	OPM Merit Hiring Learning Series- Rule of Many Part 1
December 9	Assessment Working Group
December 11	OPM Merit Hiring Learning Series- Rule of Many and Three Considerations
December 18	Reporting Consumer Forum
January 8	Reporting Author Forum
January 14	Assessment Working Group
January 15	Reporting Consumer Forum
January 27	Reporting and Analytics Working Group Meeting



Training

December 1-5	Virtual Mixed Agency USA Staffing Training w/Onboarding
December 9	Power BI Consumer Training
January 5-9	Virtual Mixed Agency USA Staffing Training w/Onboarding
January 14	Virtual Mixed Agency Onboarding Training
January 20	Power BI Consumer Training

**Thank you for your
active participation
in USA Staffing
Advisory Board
meetings.**

