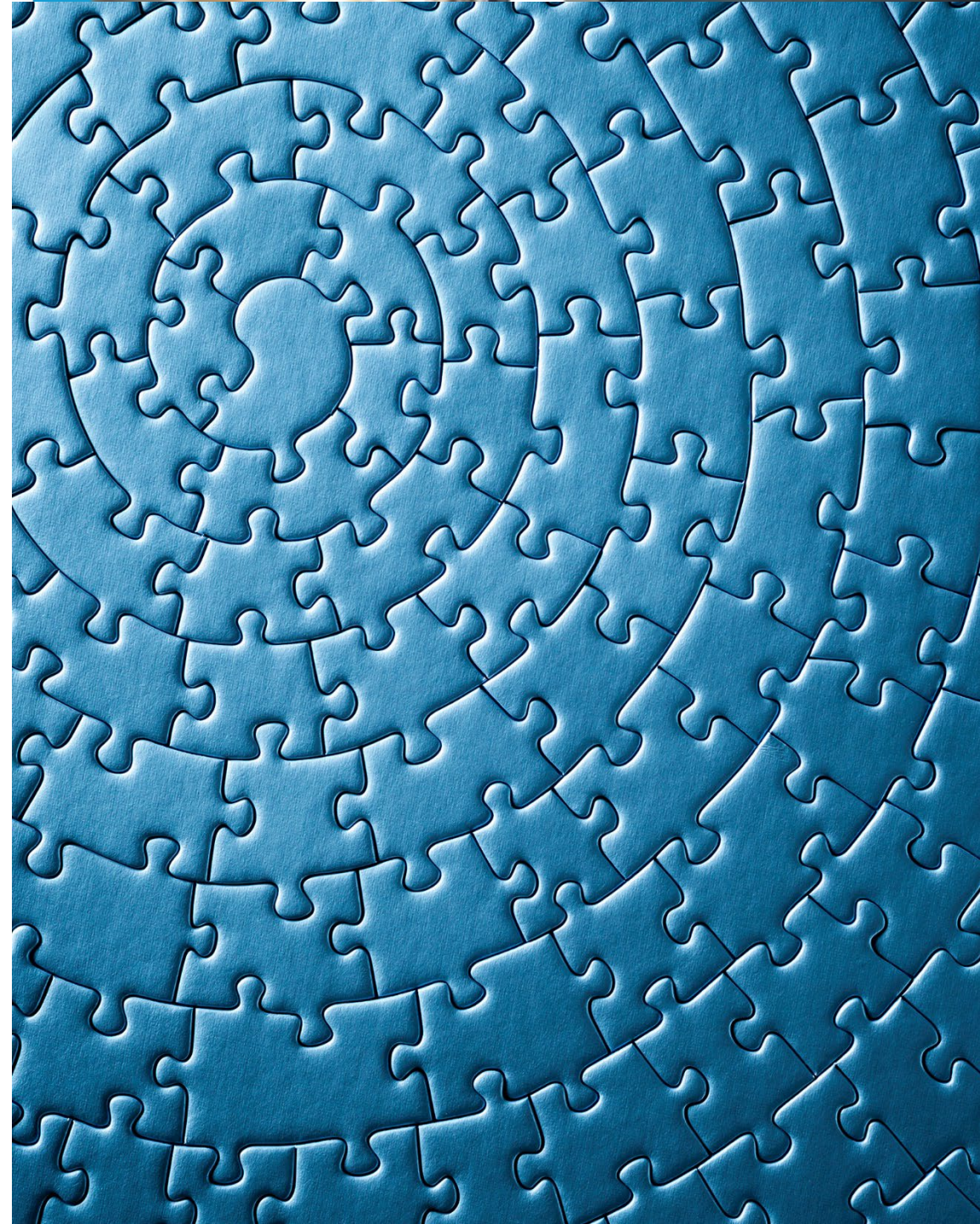


Assessment Workgroup

March 18, 2026



Today's Agenda

- Welcome & icebreaker
- Supplemental MHP Assessment
Guidance released 2/23/26
- Plans for the next meeting 4/1/26
- USA Staffing work in progress
- Accomplishment Records

Scan the QR code or go to
Menti.com and enter code

9227 5283



Supplemental Merit Hiring Plan Assessment Guidance

Contact HX@opm.gov
with questions.

An official website of the United States government [Here's how you know](#)

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Personnel Management

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In this section

Resources For

New / Prospective Employees

Federal Employees

HR Professionals

Managers

Merit Hiring Plan Resources

Overview Training & Learning Series **Assessment** Job Application Process Pooled Hiring Rule of Many

Assessment

- [Skills-Based Hiring Guidance and Competency Model for Artificial Intelligence Work](#) (April 29, 2024)
- [Federal Workforce Competency Initiative - General Competencies and Competency Models](#) (September 20, 2023)
- [Guidance on the Use of Self-Reported Assessments](#) (February 23, 2026)
- [Guidance on Use of Hiring Assessments when Utilizing Direct Hire Authority](#) (February 23, 2026)

<https://www.opm.gov/policy-data-oversight/hiring-information/merit-hiring-plan-resources>

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.

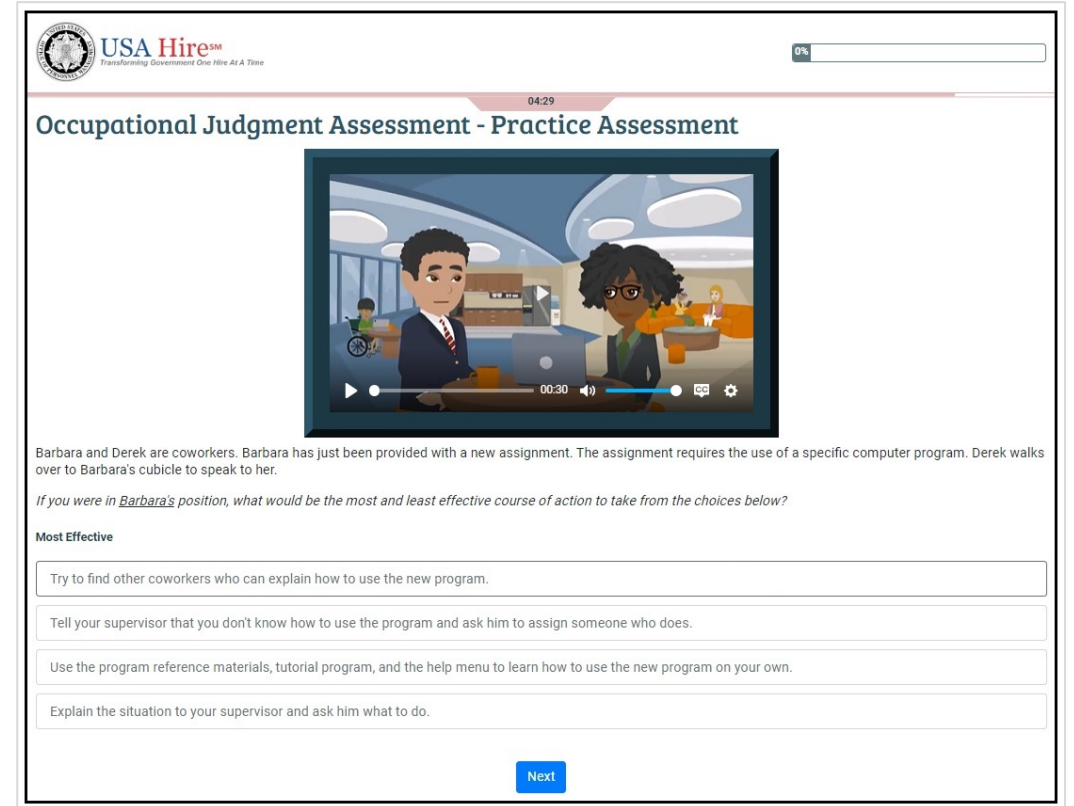
Solution: The [PATCO expansion](#) that will deliver 100% coverage of all General Schedule occupational series at no additional cost to agencies.

Wave 1: All new job series not covered by the current USA Hire Standard Assessment batteries.

Expected March 2026

Wave 2: Additional grades not currently covered by the “Classic” Standard Assessments.

Expected FY26 Q3



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 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 radio button 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 question area.

+2,857 Additional Series/Grades to be covered

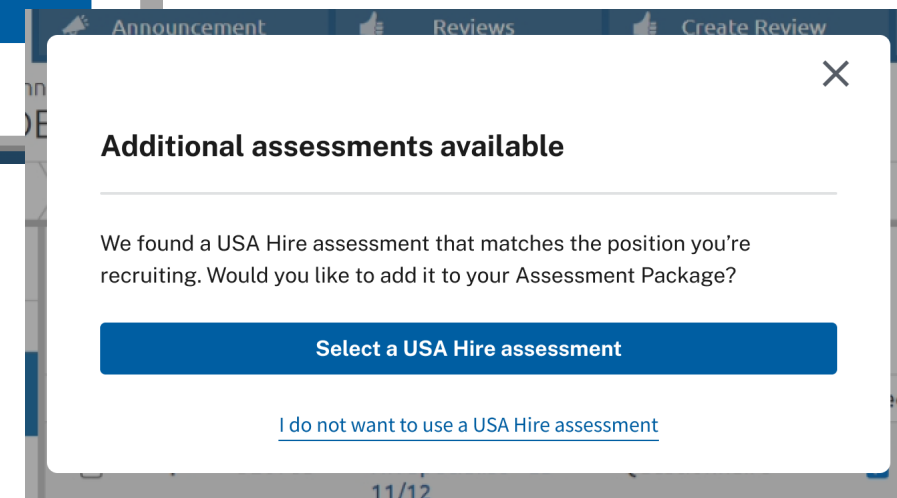
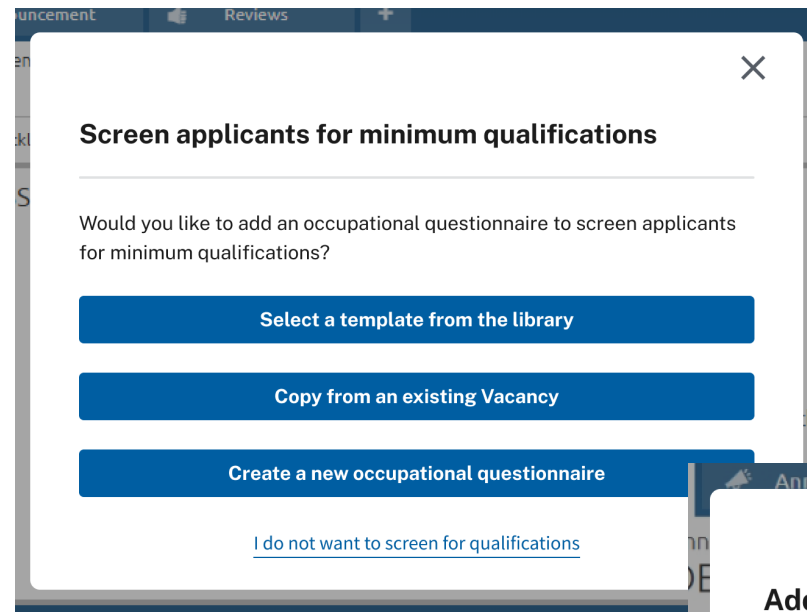
In progress

Assessment Decision Tool

Problem: The Merit Hiring Plan requires agencies use at least one technical or alternative assessment, but most recruitments fall short of this standard. The USA Hire expansion will help, but agencies only use USA Hire 24% of the time it's available.

Solution: Guide HR specialists into making better decisions by presenting options in a tiered approach that favors the easiest to use options first. When USA Hire assessments are available, USA Staffing will present that as a top recommendation.

Expected April 2, 2026



Assessment Package Search



Search criteria:

Add Criteria

Clear Form

Show Results

Results: (13)

Assessment Package Template Name	Position Title	Pay Plan	Series	Grade	Position Description Number	Specialty	Office Name	Is Complete	Is External	Last Edited	
201-11/12/13 ARS QWERTR	Human Resources Specialist	GS	0201	11, 12, 13	123		Philadelphia Services Branch	Yes	No	8/22/2019	Preview
20190325-CG-0001	HR Specialist	GS	0201	13	0201-13-CEG		Philadelphia Services Branch	Yes	No	3/25/2019	Preview
20230925-CG-0001	HR	GS	0201	13	123		Philadelphia Services Branch	Yes	No	9/25/2023	Preview
Casye	HR Specialist	GS	0201	11, 12, 13	0201		Philadelphia Services Branch	Yes	No	1/23/2017	Preview
Casye Test July	Human Resources Specialist	GS	0201	13	GS-0201		Philadelphia Services Branch	Yes	No	7/14/2016	Preview
Casye's Test Template	Human Resources Specialist	GS	0201	12, 13	123	Classification Recruitment	San Antonio Services Branch	Yes	No	2/11/2016	Preview

Accomplishment Records

What is an Accomplishment Record?

A structured assessment tool that asks candidates to provide **detailed written descriptions** of their past achievements that demonstrate specific skills or competencies required for the job.

These responses are then **scored by Subject Matter Experts (SMEs)** against **standardized scoring rubrics**. These scores can be combined with other assessments (like USA Hire or a structured interview) to get a more complete picture of a candidate's capabilities.

 <https://www.opm.gov/policy-data-oversight/assessment-and-selection/other-assessment-methods/accomplishment-records/>

When to consider an Accomplishment Record

- **For roles requiring high levels of specialized expertise or technical competence**
Past accomplishments can be an effective assessment of technical competencies that are not measured via standard USA Hire
- **When assessing competencies that are best demonstrated through past performance**
For example: leadership, project management, innovation, or resilience
- **When you want a fair and standardized comparison of candidates**
All candidates respond to the same prompts, and trained assessors score them using clear criteria
- **When interviews or tests alone may not capture the depth of experience**
ARs allow candidates to present detailed evidence that might not surface in a short interview
- **When remote or asynchronous assessment is needed**
ARs can be completed and scored without requiring candidates to be physically present

Sample Accomplishment Record format

Application Progress

Application

Assessment

Documents

Review & Submit

Help Center

Jenn Reaves

OPM U.S. Office of Personnel Management

Recruiting, Retaining, and Honoring a World-Class Workforce to Serve the American People.

Position Title	HR Specialist
Agency	Office of Personnel Management
Announcement Number	JR-DEST-26-10202729-GS
Open Period	Tuesday, March 17, 2026 to Tuesday, March 31, 2026

Application Package Status: Application Incomplete

* = Required

For this next stage of the application process you are being asked to complete an Accomplishment Record. An Accomplishment Record is a written narrative describing one or more of your past achievements that demonstrate your capability in a competency deemed necessary for successful performance in this job.

How to write each Accomplishment

1. Use **CCAR (Challenge - Context - Action - Result)** in one flowing narrative (do not label sections)
 - o **Challenge:** What was the problem or goal?
 - o **Context:** Who/what was the environment? (clients, teams, budget limits, etc.)
 - o **Action:** What did you specifically do?
 - o **Result:** Concrete outcomes/impact (include metrics where possible).
2. **Show your individual contribution** - be explicit about your role and level of responsibility.
3. **Keep it focused and factual** so reviewers can evaluate your proficiency.
4. **Length & Format:** Maximum **3,000 characters per competency**. Include **start and end dates** (month & year, e.g., *June 2009 - November 2009*)
5. **Source:** Examples may be from work, community, academic, or other contexts.
6. **Multiple submissions:** You may submit more than one accomplishment per competency if space allows - **each** must be a complete, standalone CCAR narrative. **Do not cross-reference** other narratives.
7. **Acronyms:** Spell out acronyms on first use.

* 1. Provide an example of how you improved a hiring process (e.g., reduced bottlenecks, reduced processing time or errors, introduced innovation, etc.). What was the outcome and impact to the organization?

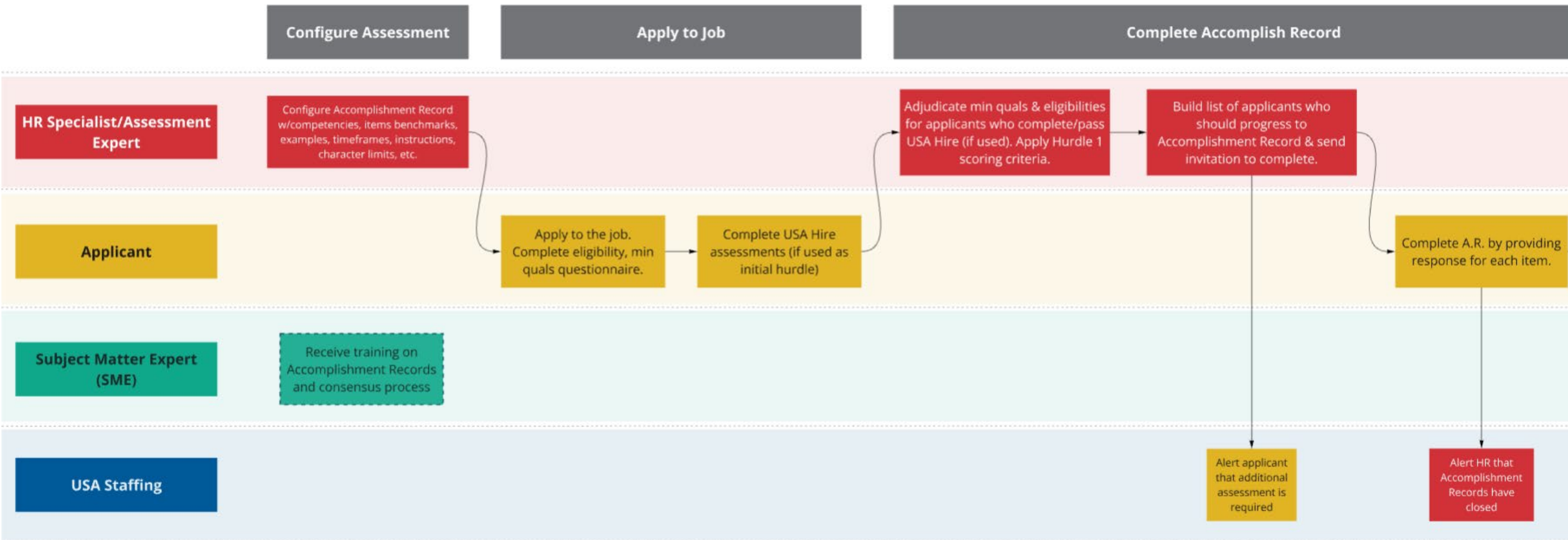
* 1a. Please provide the following information for someone who can verify the response you provided.

- Full name
- Daytime telephone number
- Email address
- Relationship to you (e.g., supervisor, co-worker, instructor)
- **Do not** use a spouse, close relative, or someone who is presently your direct subordinate. Verifier must be reachable within a reasonable time. **Failure to provide this information will remove you from consideration.**

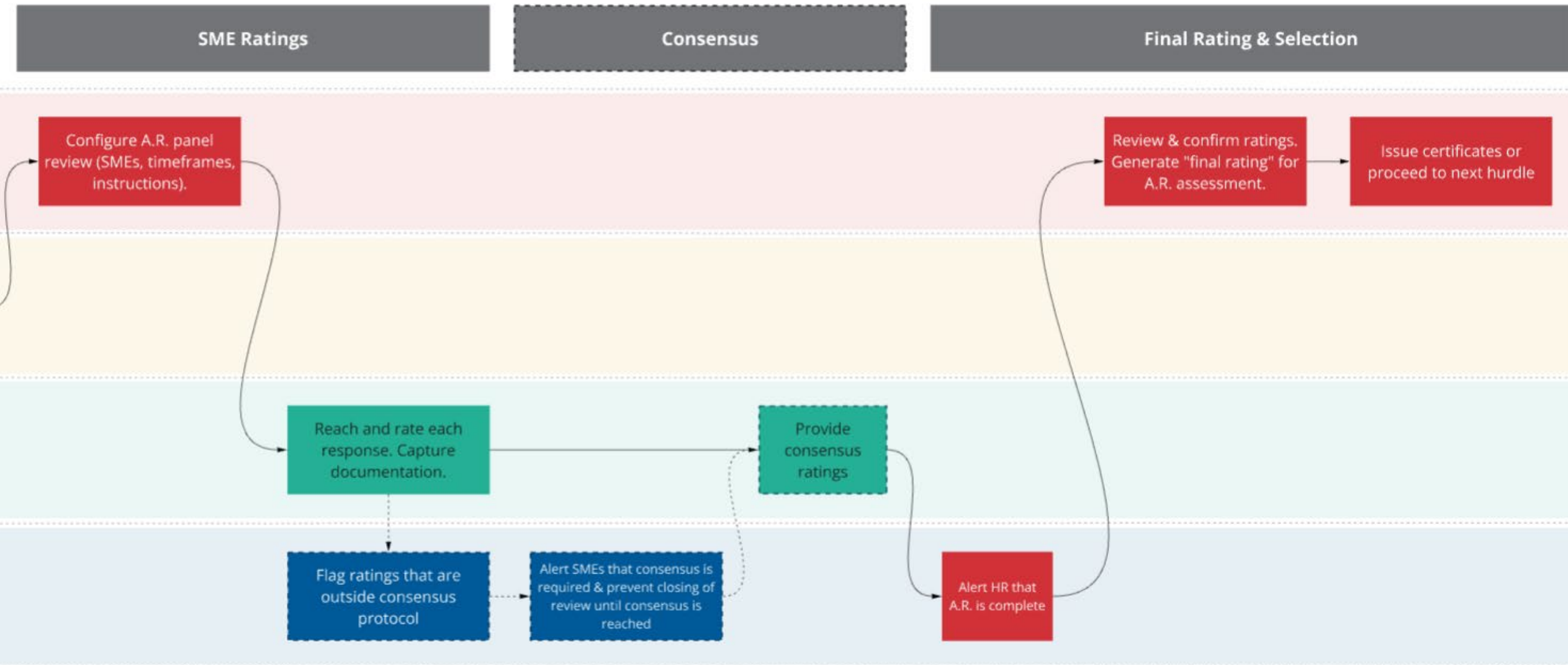
* 2. Share an accomplishment where you conducted a position classification or desk audit. What was the outcome and impact on the organization?

Review Sample Accomplishment Record Process

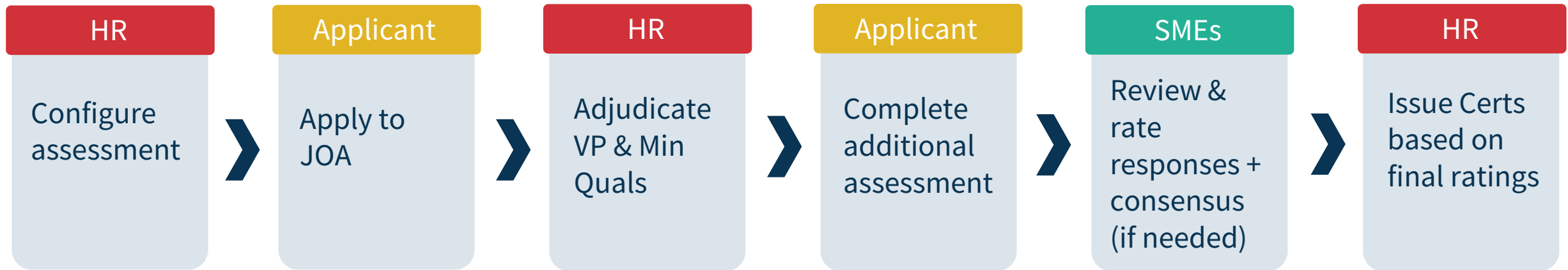
Potential A.R. Process (Part 1)



Potential A.R. Process (Part 1)



Might this process be used for other assessment types?



Other assessments that *might* fit the mold

- **Job Knowledge Test:** Measures knowledges, skills, or competencies through questions or scenarios in which specific technical facts, rules, or knowledge must be applied to be successful.
- **Work Sample:** Measures knowledges, skills, abilities, or competencies by having candidates demonstrate their proficiency in performing a sample of job requirements.
- **Writing Sample:** This can be conducted by the Hiring Manager or an SME. This exercise should require certification that the candidate is using their own words (not a consultant or AI), and that the sample has not been edited or drafted by someone else. (Agencies may consider using platforms with proctoring functionality for this exercise.)

Next Meeting
April 1
1-2 PM ET

Contact your
USA Staffing Account
Manager to be included in
the next Work Group
Meeting

