

## New Hire Training Exercise 3: Accessing USA Staffing Onboard as the New Hire

Now that you have completed the online portion of training for New Hire, it is time to log into the Training environment of USA Staffing to practice what you have learned. Use this step-by-step guide to help you practice this lesson. Retain your notes to assist you with other lessons.

You can access the entire practice training series on the USA Staffing Training Resources page at: [https://help.usastaffing.gov/ResourceCenter/index.php/USA\\_Staffing\\_Training\\_Resources](https://help.usastaffing.gov/ResourceCenter/index.php/USA_Staffing_Training_Resources).

This practice exercise will walk you through accessing the USA Staffing Onboard system as the new hire. Since you will be taking these steps as the new hire, you will need to do the following before you begin:

- Complete New Hires Practice Exercises 1 or 2 to create a new hire record.
- Assign tasks to the new hire record.
- Send the Tentative Job Offer email notification to the new hire.
- Be sure you have access to the e-mail account for the new hire selected from the certificate or the manual record.
- Have access to the login.gov (for USAJOBS) account for the new hire. You will need to create a login.gov account if the new hire does not have an existing account.

New Hire Name: \_\_\_\_\_

1. Check the email account you have created for the new hire to access the **Tentative Offer** email. Click the unique access link in the email.



Image 1: The Tentative Offer e-mail received by the new hire.

2. After clicking on the unique link, you will be directed to the Tentative Job Offer response page.
3. Click **Accept**.
4. Click the **Continue** button on the Tentative Job Offer response page.

## Tentative Job Offer

To continue the onboarding process, the Office of Personnel Management needs you to complete additional actions in order to determine your suitability for the following position:

**Position Title:** Business Analyst

**Pay Plan:** GS

**Series:** 0201

**Grade:** 7

**Duty Location:** Kitsap County, Washington, United States

**Salary:** \$50,000 Per Year

After reviewing the details of the offer you received in the email sent to [murph.erickson@gmail.com](mailto:murph.erickson@gmail.com), please indicate your acceptance of the conditions of employment by electronically providing your response to the offer below. For questions regarding your offer, select the *Request to be Contacted* option below or directly contact the Human Resources point of contact identified in your offer.

**I, Murphy Erickson:**

**Accept**

**Decline**

**Request to be Contacted**

To continue the process, click Continue below. You will be prompted to log in to USAJOBS using Login.gov, and then you will be able to complete onboarding tasks.

Continue

Image 2: Tentative Job Offer Response page.

5. After clicking the **Continue** button, you will be directed to the login.gov page for USAJOBS. As the new hire, click the **Sign In** button and follow the system prompts to access your account.

If you do not have a login.gov account, click the **Continue** button. You will need to create an account to access your Onboard account.

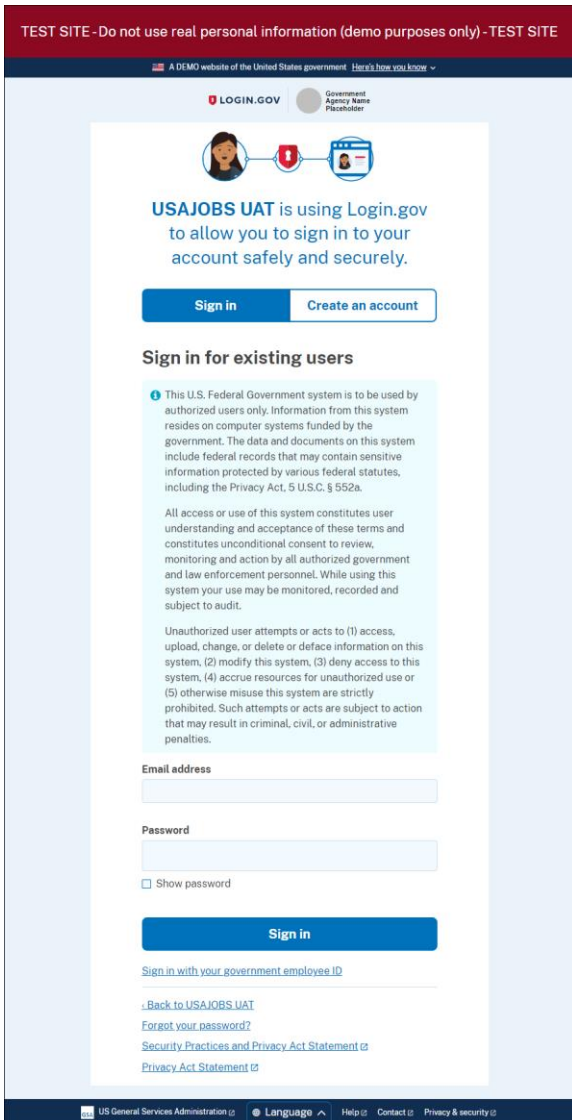


Image 3: Login.gov page for USAJOBS.

- Once signed in, you will be directed to the USA Staffing Onboard Welcome Page. Review the information on the page and click **Start** to begin completing the assigned tasks.

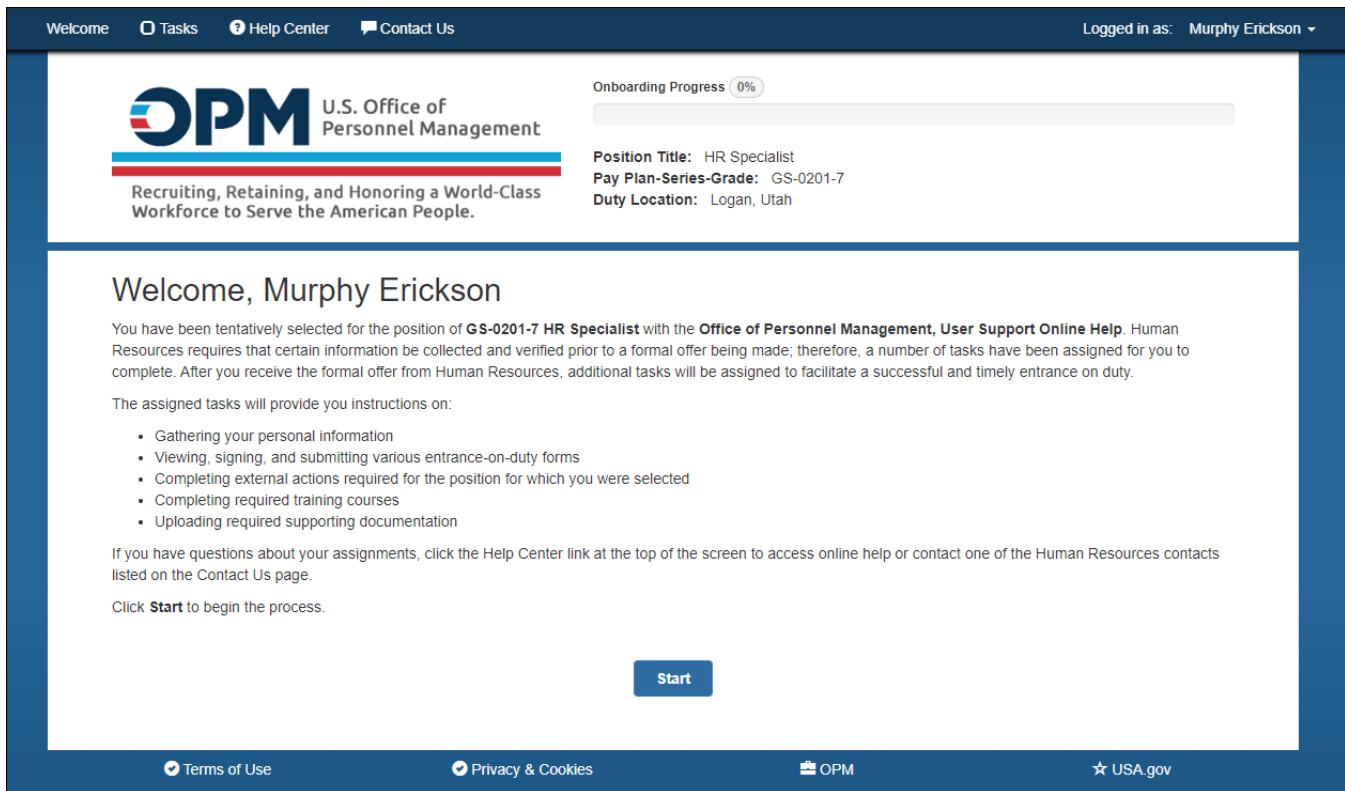


Image 4: USA Staffing Onboard Welcome page.

7. Begin by clicking the **Complete New Hire Questionnaire** task link.

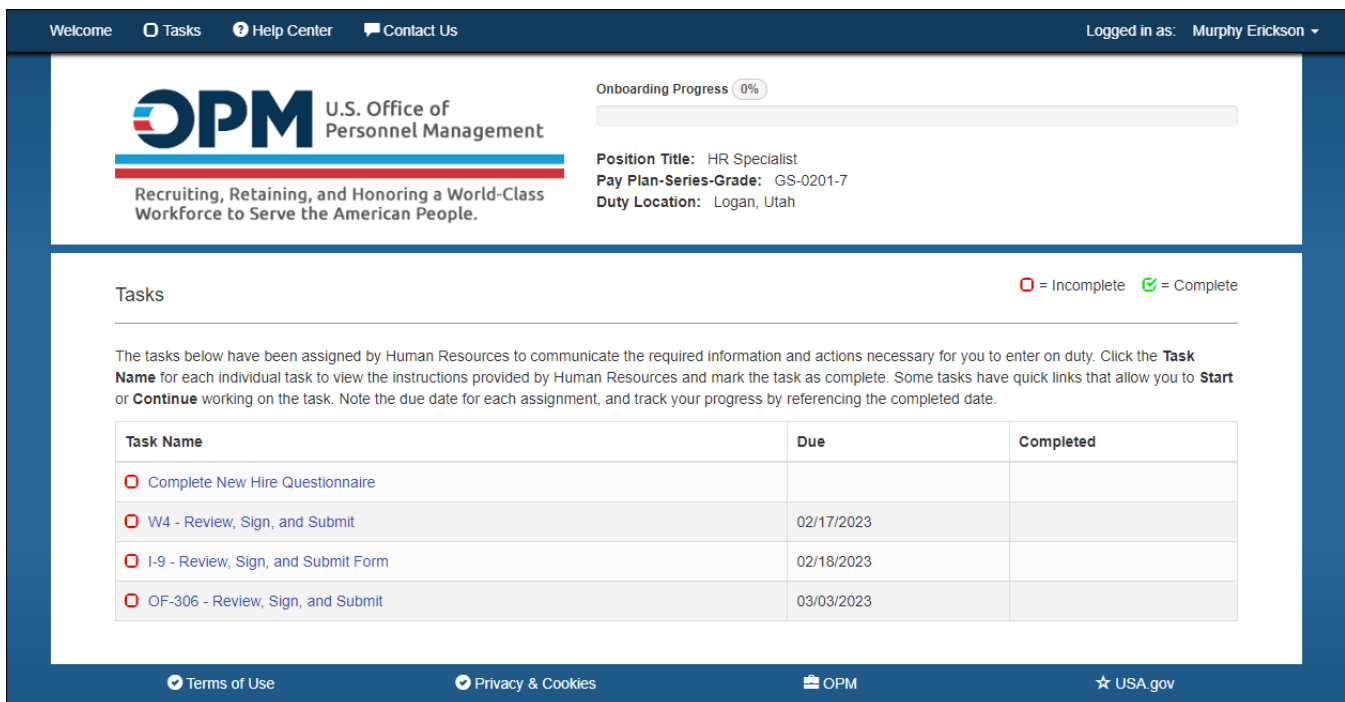


Image 5: USA Staffing Onboard Tasks page.

- After you have opened the **Complete New Hire Questionnaire** task, the Task Details page will display all questionnaires associated with data fields to be completed. The information entered in the data fields are used to automatically populate the onboarding forms assigned to the new hire.

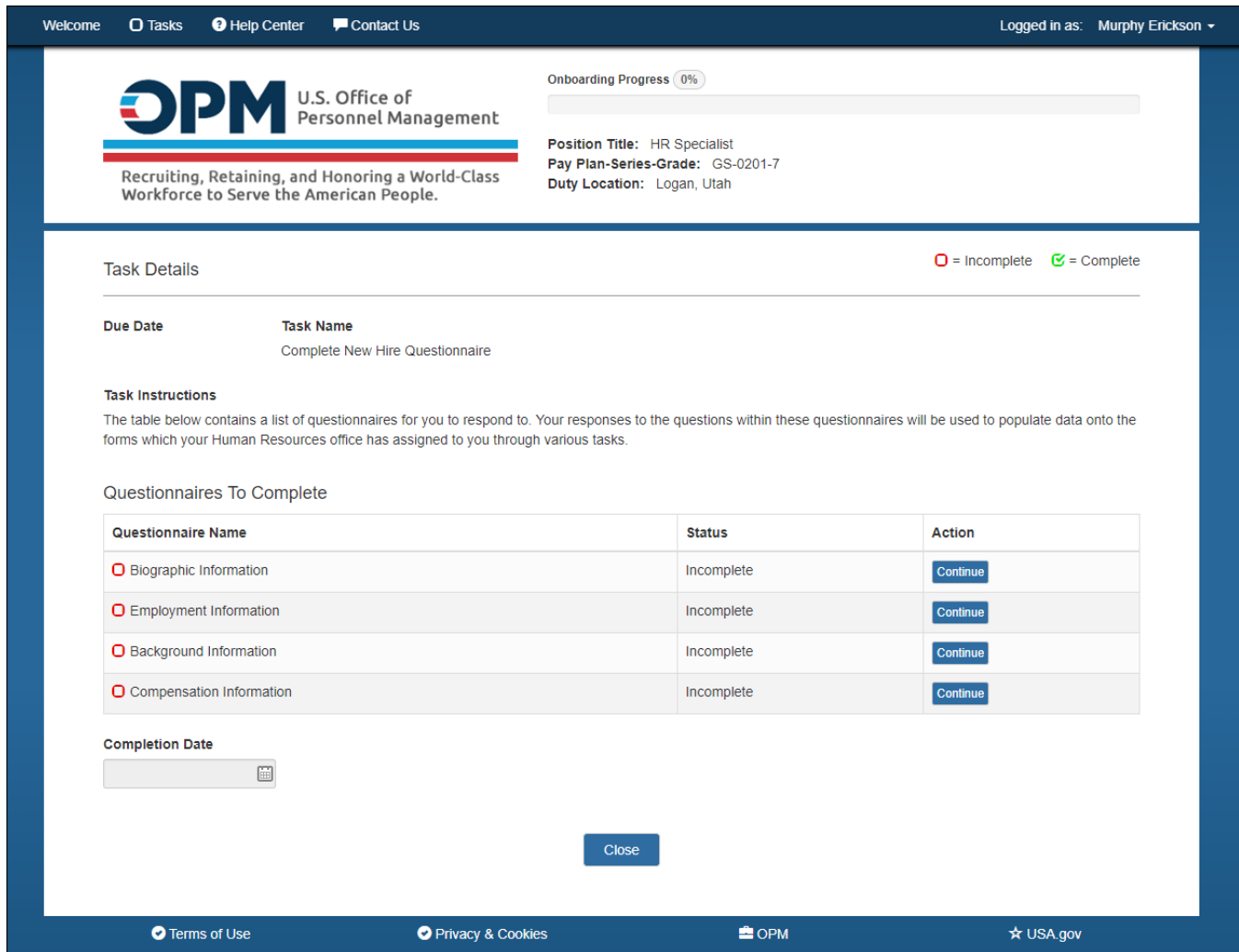



Image 6: USA Staffing Onboard Tasks Details page.

- After you have completed all questionnaires within the **Complete New Hire Questionnaire** task, click on the next task listed to begin reviewing the details for the task.

Welcome [Tasks](#) [Help Center](#) [Contact Us](#) Logged in as: [Murphy Erickson](#)



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Workforce to Serve the American People.

Onboarding Progress 100%

**Position Title:** HR Specialist  
**Pay Plan-Series-Grade:** GS-0201-7  
**Duty Location:** Logan, Utah

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Task Details

□ = Incomplete ✓ = Complete

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**Due Date**

**Task Name**  
Complete New Hire Questionnaire

**Task Instructions**  
The table below contains a list of questionnaires for you to respond to. Your responses to the questions within these questionnaires will be used to populate data onto the forms which your Human Resources office has assigned to you through various tasks.

**Questionnaires To Complete**

Questionnaire Name	Status	Action
<span style="color: green;">✓</span> Biographic Information	Complete	<a href="#">Update</a>
<span style="color: green;">✓</span> Employment Information	Complete	<a href="#">Update</a>
<span style="color: green;">✓</span> Background Information	Complete	<a href="#">Update</a>
<span style="color: green;">✓</span> Compensation Information	Complete	<a href="#">Update</a>

**Completion Date**  
03/01/2023

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Image 7: USA Staffing Onboard Tasks page displaying the Complete New Hire Questionnaire task as Completed.

10. Click on the form name to begin reviewing the populated form.

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Workforce to Serve the American People.

Onboarding Progress 25%

**Position Title:** HR Specialist  
**Pay Plan-Series-Grade:** GS-0201-7  
**Duty Location:** Logan, Utah

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Task Details

❑ = Incomplete ✅ = Complete

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**Task Name**  
OF-306 - Review, Sign, and Submit

**Instructions**  
The OF-306 form is used by the security officer to determine your suitability for the position based on the information provided on the form. Please review the form below to ensure your responses populated correctly and are accurate. When all information is accurate, sign and submit the form, as the applicant, to return it to Human Resources.

Upon completion of the suitability review, the form will be returned to you, so that you can sign the form as the Appointee on the day you start or within 3 days prior to your start date.

NOTE: This task will remain active while Human Resources is performing the suitability review, after the Applicant signature is applied. After you apply the Appointee signature, the task will be completed.

Form Name	Next Action
<span style="color: red;">❑</span> OF 306: Declaration of Federal Employment	Review, Sign, and Submit Form to HR before First Day

**Completion Date**

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Image 8: USA Staffing Onboard Tasks Details page displaying the instructions for a form.

- Once you have reviewed the accuracy of the information provided on the form, sign and submit the form. Then, proceed with reviewing, signing and submitting all other assigned forms and ensure that you have completed all other tasks. (Note: If you receive a message that you cannot sign a form until the start date, log into USA Staffing as a HR User, open the record, and complete the **Verify New Hire Arrived for First Day of Duty** task).

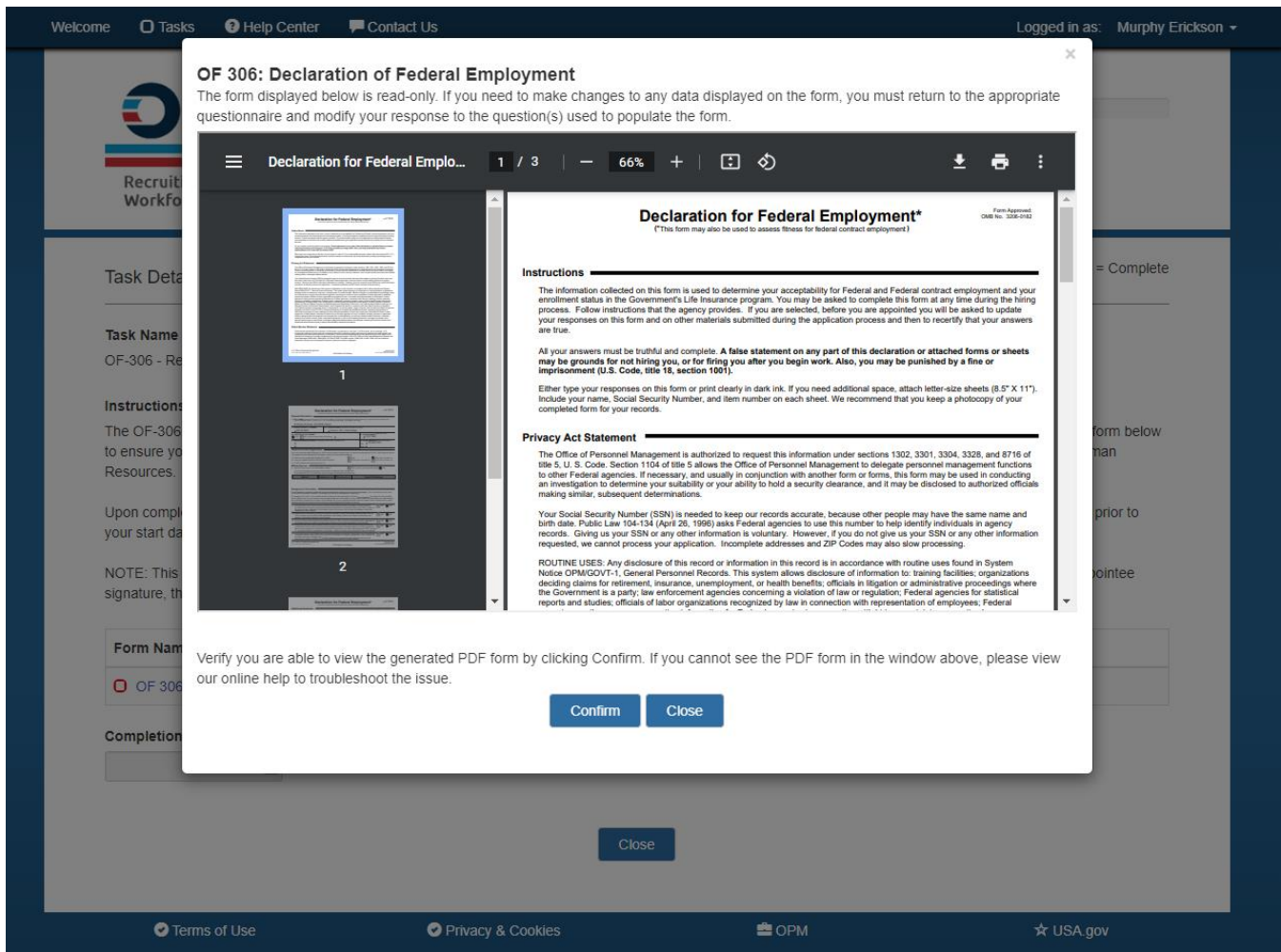


Image 9: USA Staffing Onboard PDF form display page.

- After you have completed all of the assigned tasks, the **Congratulations!** message will display indicating you have completed the onboarding process in USA Staffing as the new hire. Click **Close** on the message and this Task Details page to return to the main Tasks page.

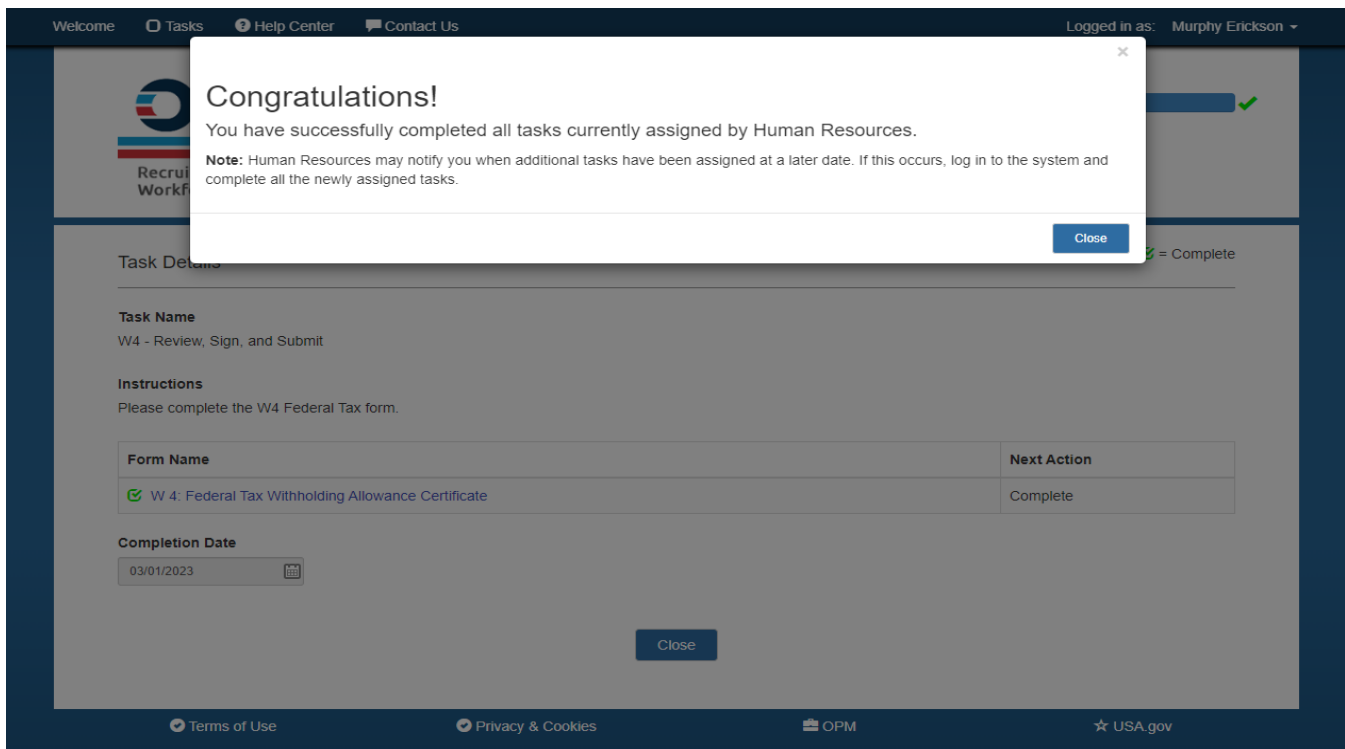


Image 10: USA Staffing Onboard Congratulations message.

13. The Tasks page will display green checkmarks next to all tasks indicating they are complete.

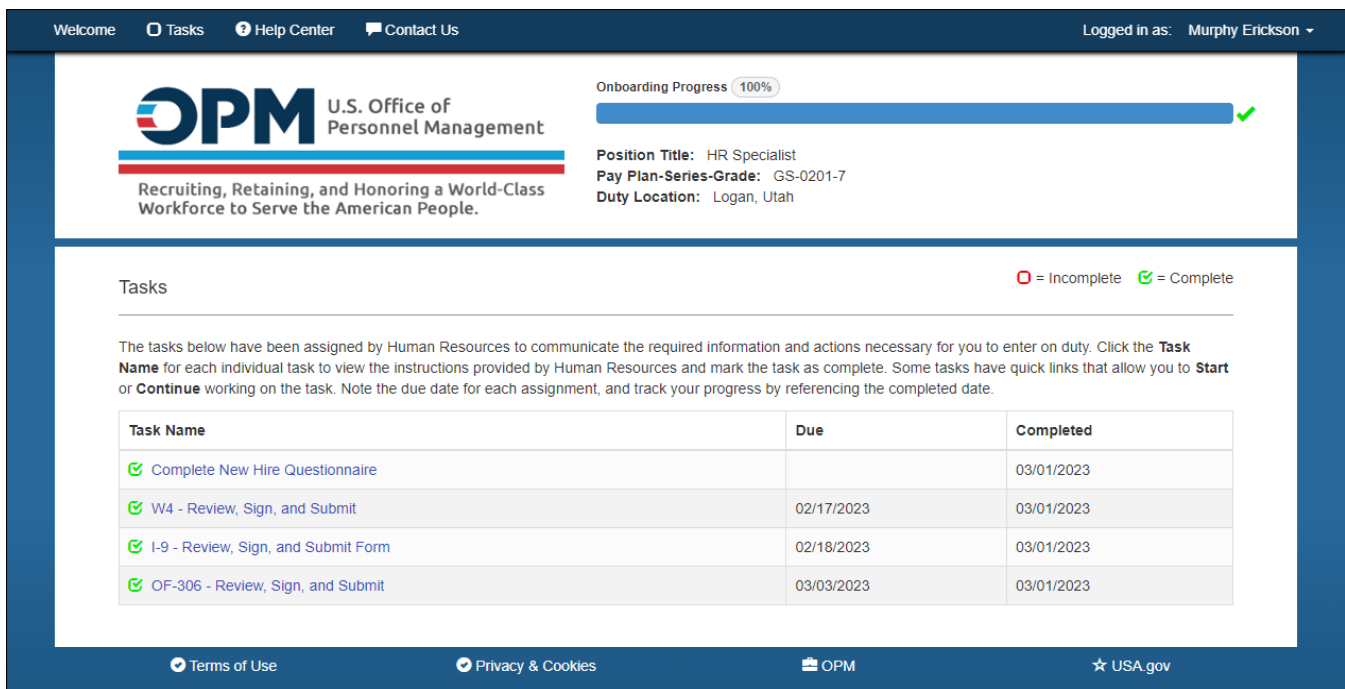


Image 11: USA Staffing Onboard Tasks page displaying all tasks as Completed. If additional Forms or Tasks are assigned to the New Hire record, the status bar will update the progress and no longer show as Complete.

**This concludes the lesson on Accessing USA Staffing Onboard as the New Hire.**