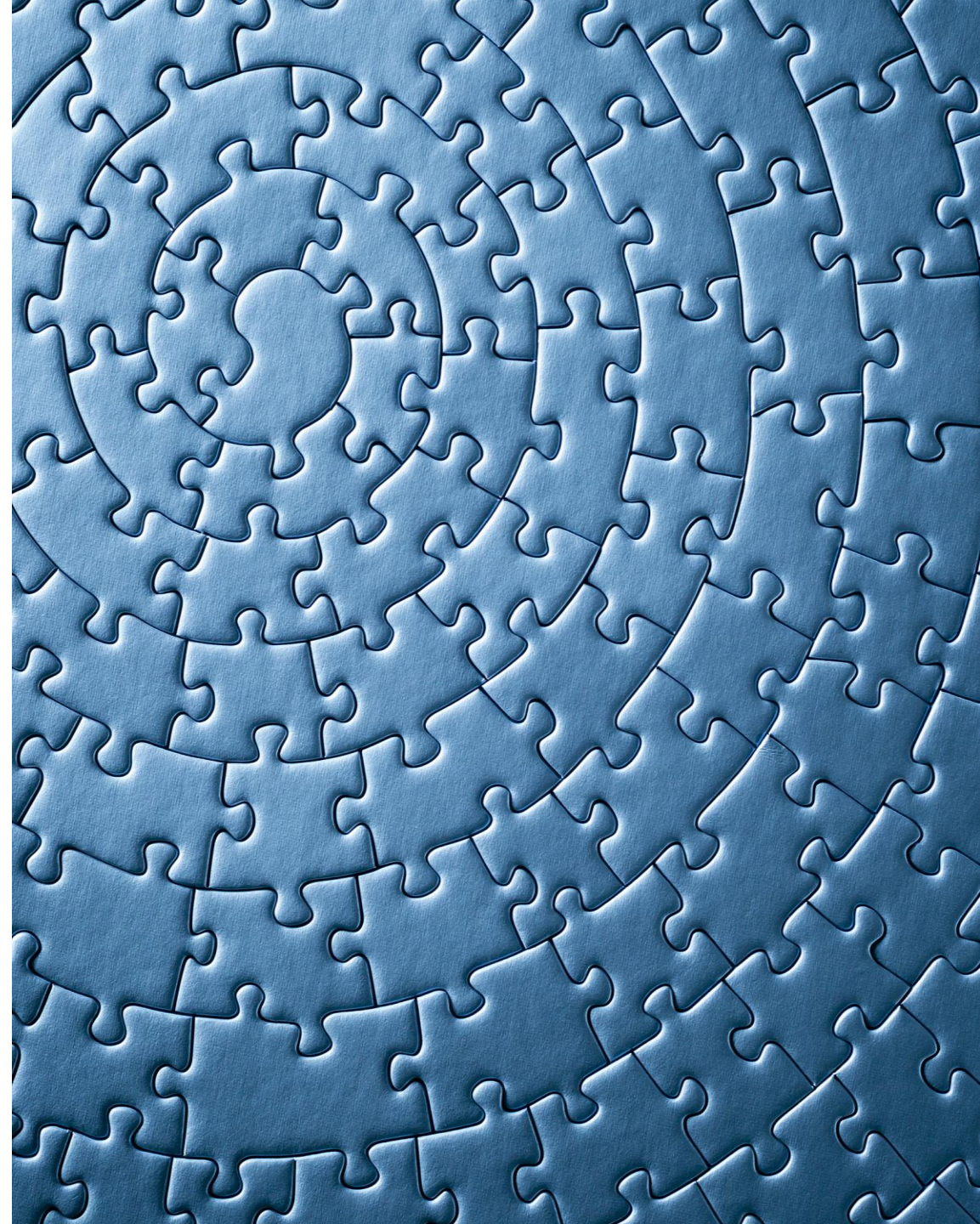


Assessment Workgroup

December 9, 2025



Today's Agenda

- USA Staffing work in progress
- Manual Assessment demo
- USA Hire Work Group recap

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

9575 6155



Assessments and the Merit Hiring Plan



Goal

Every hiring process across the competitive service, or that is otherwise subject to competitive hiring processes **must** include at least one technical or alternative assessment before issuance of the certificate. (MHP p. 7)

- The Chance to Compete Act requires agencies to “incorporate skills-based and competency-based technical assessments” into the Federal Hiring Process.
- As of September 30, 2025, self-assessments may not be used for rating and ranking. Self-assessments may only be used for minimum qualification and eligibility determinations (other than seasonal work or positions graded GS-01 through GS-04, or with express permission from OPM).

What you said you need from us:

Priority 1 – Multiple Hurdles & Manual Assessments

- How to implement/manage multiple hurdles.
- Walk-throughs for manual assessments.
- Examples of second hurdle assessments (structured resume reviews, interviews, job knowledge tests).

Priority 2 – USA Hire & Assessment Alternatives

- Updates on USA Hire integration with new merit hiring policy.
- New USA Hire assessments.
- Examples of multi-grade and licensure-specific assessments.
- How USA Hire fits with other assessment tools.

Priority 3 – Best Practices & Guidance

- JOA best practices.
- Competencies vs. KSAs usage.
- Documentation for compliance with new guidelines.
- Tips for successful assessment creation.
- Example libraries/templates to reduce time-to-hire.

Priority 4 – SES & Specialized Assessments

- SES-specific assessment examples.
- Specialized occupational series templates.

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 displays the 'Create Assessment' interface in the USA Staffing system. The top navigation bar includes 'USA Staffing', 'Staffing', 'Classification', 'Recruit', 'Admin', 'Reports', and 'Advanced Search'. The current page is for 'VACANCY 10198837'. The breadcrumb trail shows: 'Vacancy 10198837' > 'Assessment Package' > 'Announcement' > 'Reviews' > 'Create Assessment'. The form fields are as follows:

- USAJOBS Announcement Title: Assessment testing - not released
- Pay Plan-Series-Grade: GS-0201-8
- Assessment ID: New
- Assessment Information: Assessment Name (empty), Assessment Type: Questionnaire, Assessment Method: Minimum Qualifications (highlighted with an orange box)
- Screening: Screen-out (checked), Rating (unchecked, highlighted with an orange box), Passing Score (unchecked)
- Assessment Includes: Quality Ranking Factor (unchecked), Selective Factor (unchecked)
- Rating Method: Weight-Based
- Scoring: Competency-level
- Owner: Jenn Reaves
- Hurdle: Hurdle 1: Default Stage

Buttons for 'Save' and 'Cancel' are located at the bottom right of the form.

System Showcase: Manual Assessment Scenario 1

Jenn Reaves

A Manual Assessment

Is a placeholder that allows HR users to document applicant scores for an assessment that occurs **after initial application and prior to certification**.

The Manual Assessment functionality allows users to import or key enter scores for assessments that are **delivered outside of USA Staffing**.

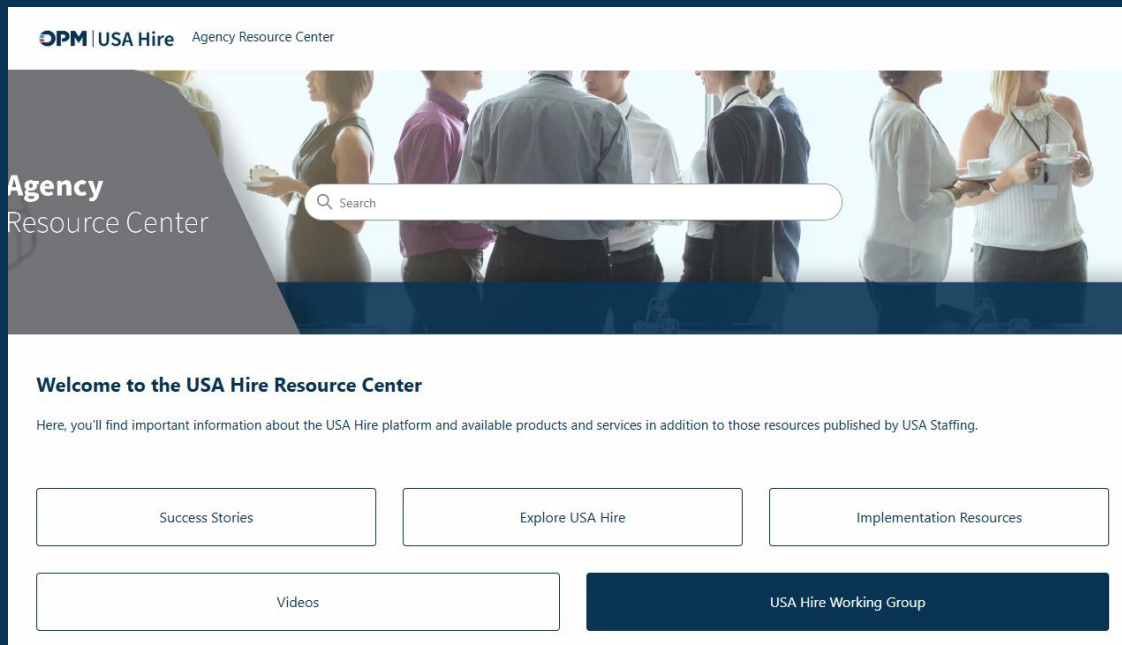
These Assessments can take a variety of forms, such as Subject Matter Expert (SME) panel ratings, structured interviews, accomplishment records, job knowledge tests, or composite scores for multiple assessments.

USA Hire Work Group & Teaser

USA Hire Work Group hosted on December 2nd

Check out the recording on the
USA Hire Agency Resource Center!

<https://resourcecenter-usahire.opm.gov/>



OPM | USA Hire Agency Resource Center

Agency Resource Center

Search

Welcome to the USA Hire Resource Center

Here, you'll find important information about the USA Hire platform and available products and services in addition to those resources published by USA Staffing.

Success Stories

Explore USA Hire

Implementation Resources

Videos

USA Hire Working Group

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



Early Career Talent Assessment (ECTA)

- Assessment are available for all student trainee job series (XX99 – Series 0099-2299); grades 3, 4, 5, 7, 9, & 11
- ECTA is incorporated in the USA Hire Standard Assessments and replaced the previous XX99 standard assessments
- Designed for completion on a mobile device or laptop/desktop
- Includes two assessment components:

Early Career Interaction Assessment

Behavioral Index; Computer Adaptive Test (CAT)

Applicants are presented with two statements and asked to select which statement is most true for them.

Measures: Attention to Detail; Learning; Self-Management

Early Career Judgment Assessment

Situational Judgment Test (SJT)

Applicants are presented with scenarios and asked to rate the effectiveness of potential responses.

Measures: Flexibility; Interpersonal Skills; Problem Solving; Technology Application

1801/1802 Job Series

- Previously classified as Premium Assessments
- Reclassified as Standard Assessments effective October 1, 2025
- Agencies with 1801/1802 Premium IAAs not charged for use after October 1
- Now available to all agencies as part of Standard Assessments

930 Series

- Hearing and Appeals Series covering grades 9, 11, 12
- Funded by an agency, available for all to use as part of USA Hire Standard Assessments

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?". Underneath, the question is categorized as "Most Effective" and lists four options in text boxes: "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 blue "Next" button is located at the bottom right of the assessment area.



Data Skills Assessment (DSA)

- Designed for “data” role in Federal government
 - Applicable series:
 - IT Specialist (2210); grades 7, 9, & 11
 - Management & Program Analyst (0343); 7, 9, & 11
 - Other series and grades as validated
- Measures applicants’ ability to manage, analyze, and interpret data
- Applicants are provided three data files and instructed to complete various tasks
- Applicants are told to report the results of their calculations and interpret the outcome of their analysis
 - Test questions are multiple choice or fill-in-the-blank

Work Sample/ Simulation

Places applicants in a work-like scenario (e.g., communications from a fictitious coworker)

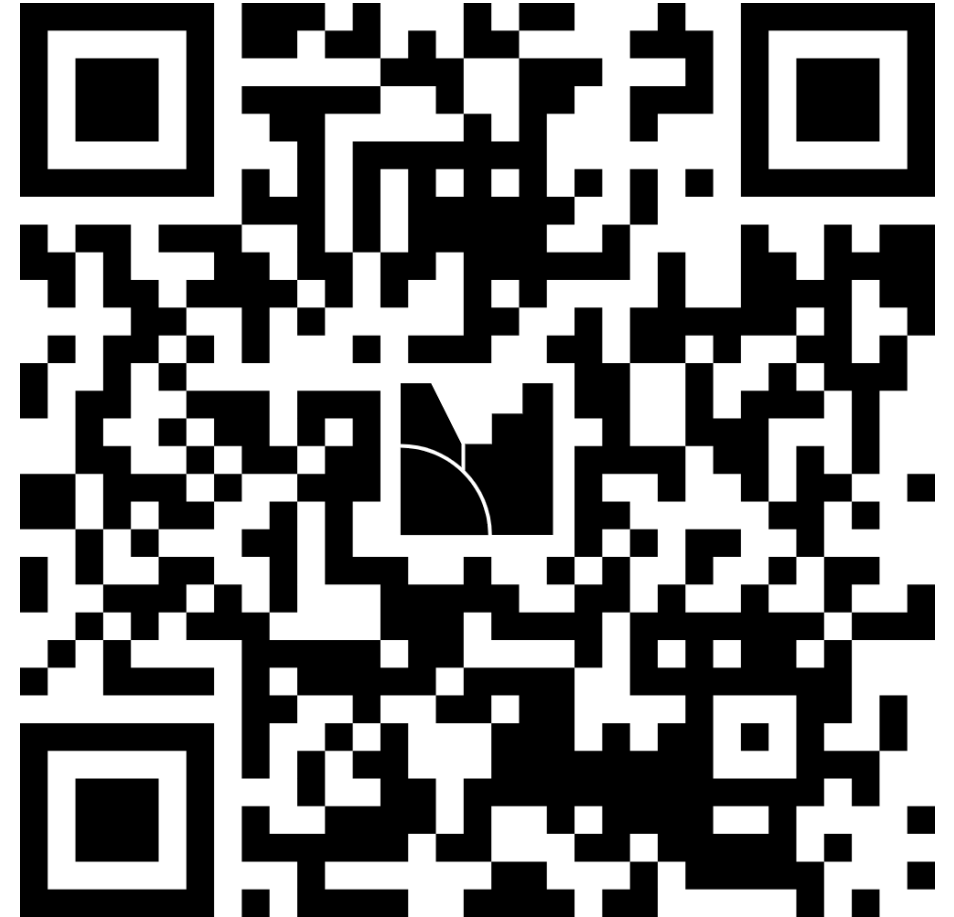
Requires applicants to demonstrate knowledge or skills by approximating job-related activities

Scan the QR code or go to

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Next Meeting:
January 14th
2-3 PM ET

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

