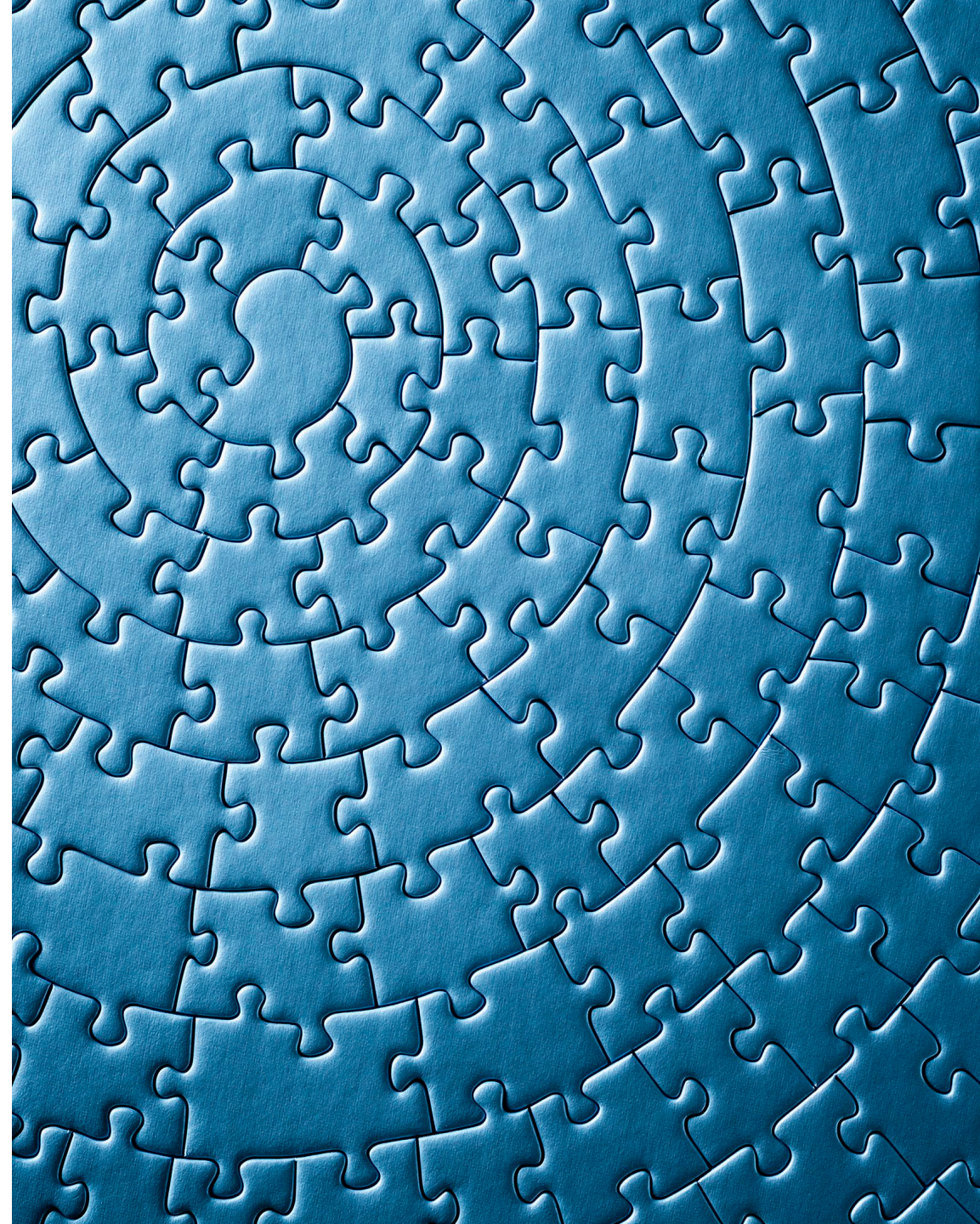


# Assessment Workgroup

January 14, 2026



# Today's Agenda

- USA Staffing recent deployments & work in progress
- Manual Assessment Minutiae
- Panel Reviews
- Tip of the Month
- Next Meeting: Feb 14

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

**9874 6513**



Done

# 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 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 page title is 'VACANCY 10198837'. The breadcrumb trail includes 'Assessment Information', 'Competencies', 'Assessment Questionnaire', 'Screen-Out Criteria', 'Rating Criteria', 'Passing Score Criteria', 'Test Plan', and 'Checklist'. The 'Assessment Information' section is active, showing fields for 'Assessment Name', 'Assessment Type' (set to 'Questionnaire'), 'Assessment Method' (set to 'Minimum Qualifications'), 'Assessment Includes' (with checkboxes for 'Quality Ranking Factor' and 'Selective Factor'), 'Rating Method' (set to 'Weight-Based'), 'Scoring' (set to 'Competency-level'), 'Owner' (set to 'Jenn Reaves'), and 'Hurdle' (set to 'Hurdle 1: Default Stage'). The 'Rating' toggle is currently turned off, and the 'Assessment Method' dropdown is highlighted with a green box. The 'Save' and 'Cancel' buttons are visible at the bottom right.

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

USA Hire<sup>SM</sup>  
Transforming Government One Hire At A Time

04:29

Occupational Judgment Assessment - Practice Assessment

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?

Most Effective

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.

Explain the situation to your supervisor and ask him what to do.

Next

# **USA Staffing<sup>®</sup> Assessment Decision Tool**

Driving HR towards high-quality assessment strategies  
and discouraging the use of self-report assessments

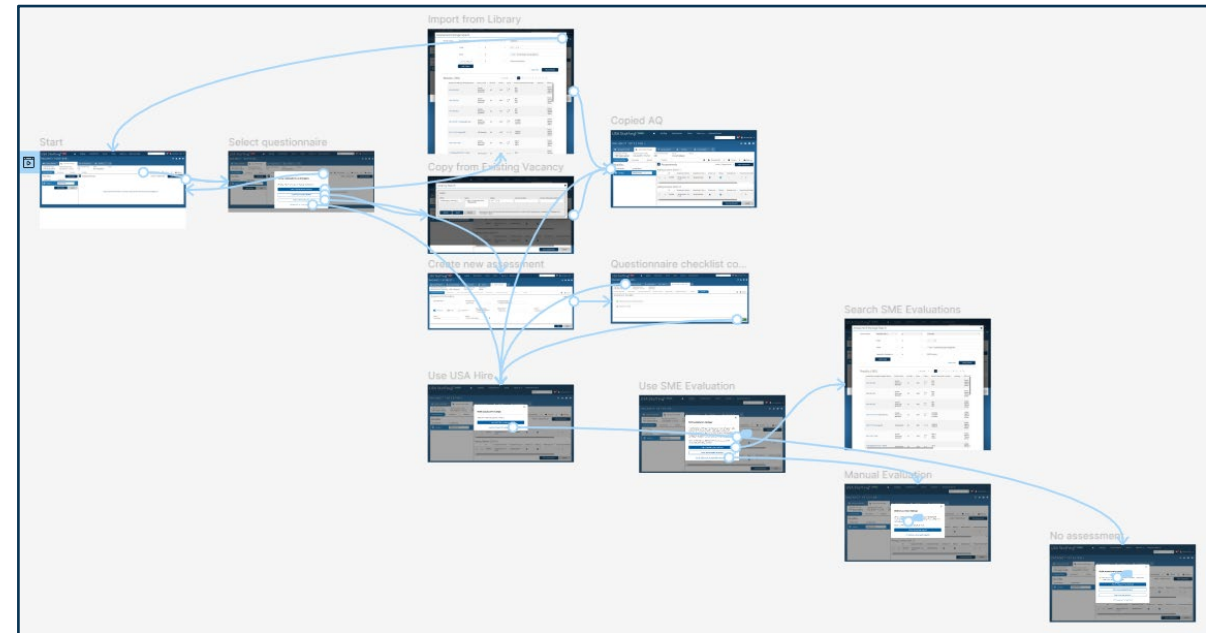
**Problem:** The Merit hiring plan requires agencies use at least one technical or alternative assessment, but most recruitments fall short of this standard. The USA Hire expansion will help, but agencies only use USA Hire 20% of the time it's available.

## Proposed Solution:

Guide HR specialists into making better decisions by presenting options in a tiered approach that favors the easiest to use options first.

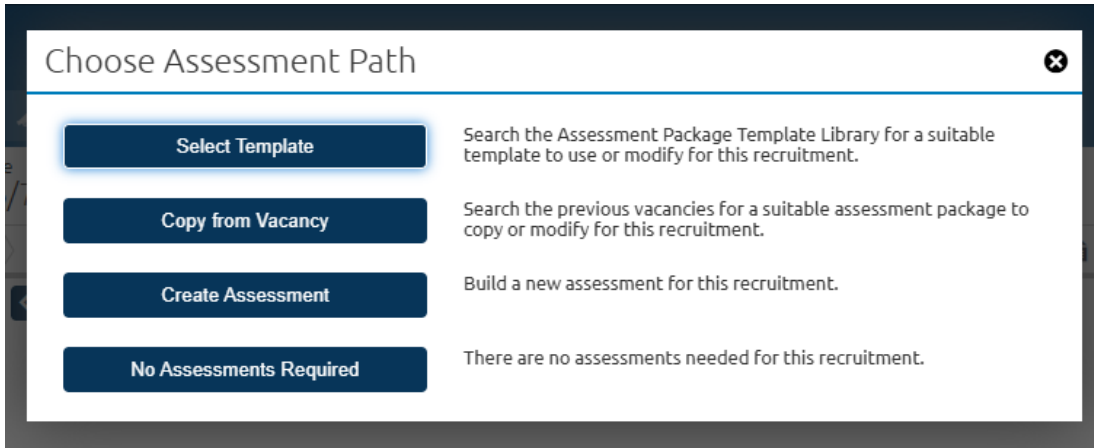
When USA Hire assessments are available, USA Staffing will present that as a top recommendation.

If USA Hire is not available or the HR specialist opts not to use it, they'll be presented with alternatives and resources outlining the pros and cons of Structured Resume Reviews or a manual assessment, which holds scores for an assessment administered outside the system (e.g., a structured interview).



# Current State

relies on HR to know what they need and discourages deviating from what they've done in the past



# Future State

guides HR through options based on what is most likely to be the right choice but ultimately leaves that choice up to them



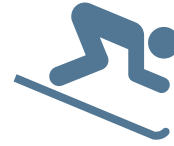
# Benefits to this approach



Empowers HR with knowledge about their options and the choice to select what works best for their recruitment



Doesn't rely on complex business logic to determine when to lock things down or present choices



Builds on existing system functionality for seamless user adoption and shorter development time



Easy to expand as new assessment options become available

# Through this feature, USA Staffing will

- ✓ Drive the use of self-report questionnaires *only* for minimum qualifications by changing system defaults (released 1/8/26)
  - Deliver an additional 2,857 USA Hire assessments through the PATCO expansion
  - Encourage USA Hire when there is an assessment available that matches the Series/Grade being hired
- ✓ Allow HR to see all USA Hire options – Standard, Custom, or Premium - and select the one that works for their position
  - Encourage the use of high-quality assessments when only a self-report questionnaire is used, regardless of the agency, occupation or area of consideration

HR Specialists are first encouraged to build a minimum qualifications questionnaire to screen for minimum qualifications. USA Staffing requires that this step be completed prior to adding USA Hire assessments. The methods for doing this – importing a template, copying from an existing vacancy, or starting from scratch – are the same options that exist today.

The screenshot displays the USA Staffing web application interface. At the top, the navigation bar includes 'USA Staffing' with a 'Stage' indicator, and menu items for 'Staffing', 'Classification', 'Recruit', 'Admin', 'Reports', and 'Advanced Search'. A search bar and user profile 'Jenn Reaves - OPM' are also visible. The main content area is titled 'VACANCY 10201508' and shows details for 'HR Specialist' with pay plan 'GS-0201-11/12'. A modal dialog is open in the center, titled 'Screen applicants for minimum qualifications'. The dialog asks, 'Would you like to add an occupational questionnaire to screen applicants for minimum qualifications?' and provides three blue buttons: 'Import a template from the library', 'Copy from an existing Vacancy', and 'Create a new occupational questionnaire'. A link at the bottom of the dialog reads 'I do not want to screen for qualifications'. The background interface shows a 'Hurdles' section with a table containing one entry: 'Hurdle 1' with the name 'Default Hurdle'. Other interface elements include 'Assessment Package', 'Announcement', 'Reviews', 'Documents', 'Notes', and 'History'.

USA Staffing® Stage

Staffing Classification Recruit Admin Reports Advanced Search

Go To Jenn Reaves - OPM

VACANCY 10201508

Vacancy 10201508 Assessment Package Announcement Reviews

USAJOBS Job Title HR Specialist Pay Plan-Series-Grade GS-0201-11/12 Announcement DE

Assessment Plan Job Analysis Settings Check

Hurdles New Hurdle

Hurdle Order	Hurdle Name
Hurdle 1	Default Hurdle

Save Hurdles Cancel

Screen applicants for minimum qualifications

Would you like to add an occupational questionnaire to screen applicants for minimum qualifications?

Import a template from the library

Copy from an existing Vacancy

Create a new occupational questionnaire

[I do not want to screen for qualifications](#)

Hurdle 1: Default Hurdle New Assessment

Documents 0 Notes 0 History

this Assessment Package yet.

Users who opt to start from scratch will be taken to a blank assessment. The 'Minimum Qualifications' Assessment Method is new as of 1/8/26, as is the default setting to use questionnaires for Screen-out only.

USA Staffing® Stage

Staffing Classification Recruit Admin Reports Advanced Search

VACANCY 10198837

Vacancy 10198837 Assessment Package Announcement Reviews Create Assessment

USAJOBS Announcement Title: Assessment testing - not released Pay Plan-Series-Grade: GS-0201-8 Assessment ID: New

Assessment Information Competencies Assessment Questionnaire Screen-Out Criteria Rating Criteria Passing Score Criteria Test Plan Checklist History

### Assessment Information \* = Required

Assessment Name \*

Assessment Type \*

Assessment Method \*

Screen-out  Rating  Passing Score

Assessment Includes:  
 Quality Ranking Factor  
 Selective Factor

Rating Method \*

Scoring \*

Owner \*

Hurdle \*

Save Cancel

Users who opt to select a template from the library will be taken to search results with parameters pre-populated to match their position. (Existing functionality)

Assessment Package Search

Search criteria: Template Status Is Published

Grade Is 11 12

Series Is 0201 - Human Resources Management

Add Criteria

Clear Form Show Results

Results: (71) 1 - 25 of 71

Assessment Package Template Name	Position Title	Pay Plan	Series	Grade	Position Description Number	Specialty	Office Name	Is Complete	Is I
11/14	Human Resources Specialist	G5	0201	11	20161123		Philadelphia Services Branch	Yes	
201-11/12/13 ARS QWERTR	Human Resources Specialist	G5	0201	11, 12, 13	123		Philadelphia Services Branch	Yes	
20160126-CG-0002 (Copy)	Human Resources Specialist	G5	0201	12	123	Classification Recruitment	Mid-Atlantic Services Branch	Yes	

Copying from a vacancy will open the existing vacancy search. (Existing functionality)

Vacancy Search

Filters

Office: Program Office

Series: 0201 - Human Resources Management

Grades: 11 12

Vacancy Number

Position Description Number

Search Reset Cancel

Note: Search results will exclude Vacancies that are expired or contain ACWA Assessments or Assessment Packages in an "Incomplete" status.

After completing the minimum qualifications questionnaire, users will be prompted to add a USA Hire assessment if one matches the series/grade they're recruiting.

The screenshot displays the USA Staffing web application interface. At the top, the navigation bar includes the USA Staffing logo, a 'Training' button, and menu items for 'Staffing', 'Classification', 'Admin', 'Reports', and 'Advanced Search'. A search bar and user profile for 'Victoria Clark' are also visible. The main content area is titled 'VACANCY 10155108' and shows details for a 'HR Specialist' position with a 'Pay Plan-Series-Grade' of 'GS-0201-11/12'. A modal window is open in the center, titled 'Additional assessments available', with the text: 'We found a USA Hire assessment that matches the position you're recruiting. Would you like to add it to your Assessment Package?'. The modal contains a blue button labeled 'Select USA Hire assessment' and a link that says 'I do not want to use a USA Hire assessment'. The background interface shows a 'Hurdles' section with a table containing one row: 'Hurdle 1' with 'Default Hurdle' as the name. Below this, there is a 'Rating Combo: 0201-12' and a table with columns for 'ID', 'Assessment Name', 'Assessment Type', 'Screen-out', 'Rating', 'Passing Score', and 'Proportional Weight'.

If they say yes, they'll be taken to search results with parameters pre-populated to match their position and filtered to only display USA Hire assessments. If multiple USA Hire assessments are available that match their position, they'll be able to choose the one that fits best. (Existing functionality)

Assessment Package Search

Search criteria:

- Template Status: Published
- Grade: x 11 x 12
- Series: x 0201 - Human Resources Management
- Is External: Yes

[Add Criteria](#) [Clear Form](#) [Show Results](#)

Results: (6)

Assessment Package Template Name	Position Title	Pay Plan	Series	Grade	Position Description Number	Specialty	Office Name	Is Complete	Is External	Last Ed
Custom USA Hire 0201-11 (OPM / Standard + Writing Assessment)		G5	0201	11			OPM USA Hire Office	Yes	Yes	8/9/20
Custom USA Hire 0201-12 (OPM / Standard + Writing Assessment)		G5	0201	12			OPM USA Hire Office	Yes	Yes	8/9/20
Premium USA Hire 0201-11 (Federal Supervisor Assessment)		G5	0201	11			OPM USA Hire Office	Yes	Yes	6/12/2
Premium USA Hire 0201-12 (Federal Supervisor Assessment)		G5	0201	12			OPM USA Hire Office	Yes	Yes	6/12/2
Standard USA Hire 0201-11 (Non-Supervisory) - PF2		G5	0201	11			Office A	Yes	Yes	6/12/2
Standard USA Hire 0201-12 (Non-Supervisory) - PF2		G5	0201	12			Office A	Yes	Yes	6/12/2

# Manual Assessment Minutiae

# Manual Assessment Permissions

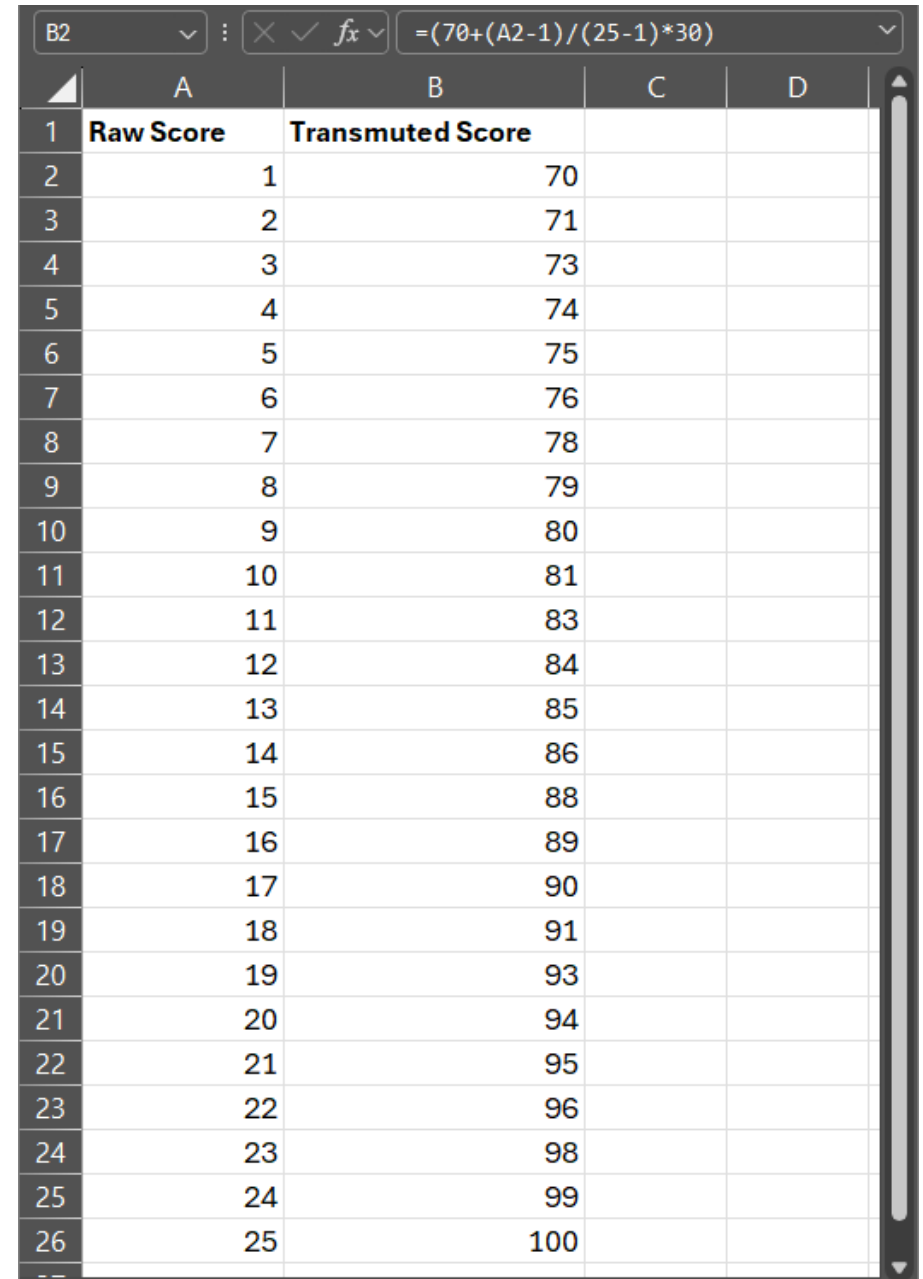
- View Manual Assessment - Enables users to view content within a Manual Assessment.
- Create/Edit Manual Assessments - Enables users to create or edit Manual Assessments.
- Create/Edit Assessments that standardize scores - Enables users to create Manual Assessments where scores are standardized using vacancy level mean and standard deviation values.
- Create/Edit Assessments that standardize w/custom values - Enables users to create Manual Assessments where scores are standardized using custom mean and standard deviation values.
- Apply Passing Score to Assessments - Allows users to enable the Passing Score setting and set a minimum passing score for an assessment.

<input type="checkbox"/>	View Manual Assessment	Enables user to view content within a manual assessment.
<input type="checkbox"/>	Create/Edit Assessments that standardize scores	Enables users to create manual assessments where scores are standardized using vacancy level mean and standard deviation values.
<input type="checkbox"/>	Create/Edit Manual Assessments	Enables users to create or edit manual assessments.
<input type="checkbox"/>	Create/Edit Assessments that standardize w/custom values	Enables users to create manual assessments where scores are standardized using custom mean and standard deviation values.

# Transmuting Scores

Excel formula for transmuting a raw score to a transmuted (i.e., 70-100) score

$$=(70+(A6-1)/(25-1)*30)$$



	A	B	C	D
1	<b>Raw Score</b>	<b>Transmuted Score</b>		
2	1	70		
3	2	71		
4	3	73		
5	4	74		
6	5	75		
7	6	76		
8	7	78		
9	8	79		
10	9	80		
11	10	81		
12	11	83		
13	12	84		
14	13	85		
15	14	86		
16	15	88		
17	16	89		
18	17	90		
19	18	91		
20	19	93		
21	20	94		
22	21	95		
23	22	96		
24	23	98		
25	24	99		
26	25	100		

# Panel Reviews

# Tip of the month

Check your Assessment Package > Settings page for USA Hire settings

USA Staffing® Stage

Staffing Classification Recruit Admin Reports Advanced Search

VACANCY 10200421

Vacancy 10200421 Assessment Package Announcement Applicant Overview Reviews +

USAJOBS Job Title: HR Specialist (Assmt WG Demo - USAH and Manual) Pay Plan-Series-Grade: GS-0201-8 Announcement Type: DE Status: Complete Source:

Assessment Plan Hurdle Criteria Job Analysis Settings Checklist Documents 0 Notes 0 History

### Hurdle Settings

Apply veterans' preference to hurdles  Add veterans' preference points to determine if the hurdle cutpoint is met

Do not apply veterans' preference to hurdles  "Float" eligible CP/CPS veterans to the next hurdle regardless of their score

0201-8

### Categories

Final Score Cutpoint

Category Name	Final Rating Cutpoint
3	3
3	3
3	3
3	3

### Category Settings

Do not "float" eligible CP/CPS veterans when assigning Categories  Assign Categories based on Augmented Rating (Only use with Demo Projects that do not use Category Rating)

0201-8  0201-8

### USA Hire Settings

Assessment Window Type:  Defined Window (Set Dates)  Dynamic Window (Set Days) [Edit Window](#)

Default Assessment Window:

Assessment Start Date: 1/12/2026  
Assessment End Date: 1/14/2026

Current USA Hire Hold Status: **Inactive** [Hold Applicants](#)

Send USA Hire reminder notifications once announcement closes

Send custom USA Hire notifications after application submission

[Save](#) [Cancel](#)

Next Meeting:  
**February 18th**  
**2-3 PM ET**

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

