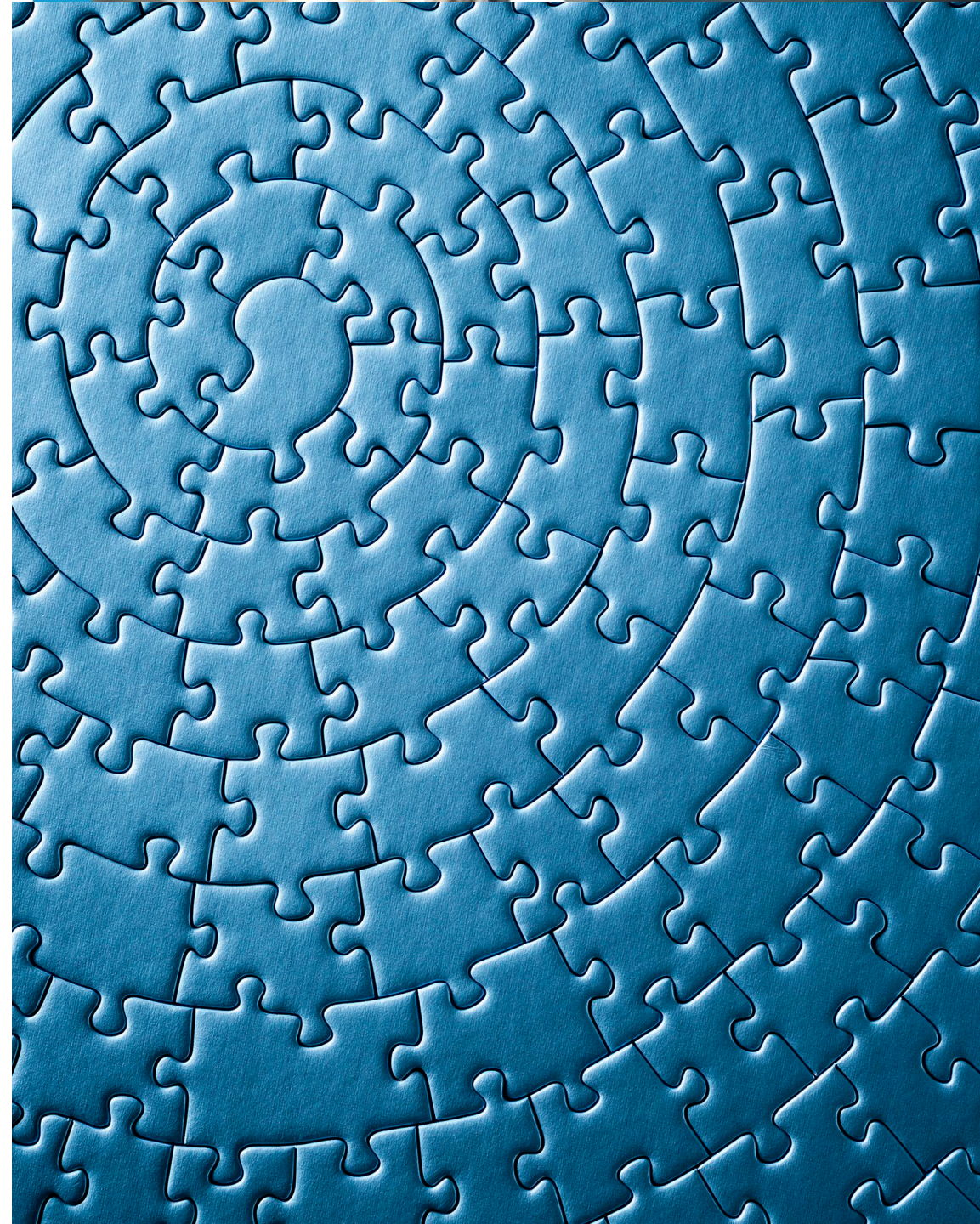


# Assessment Workgroup

February 18, 2026

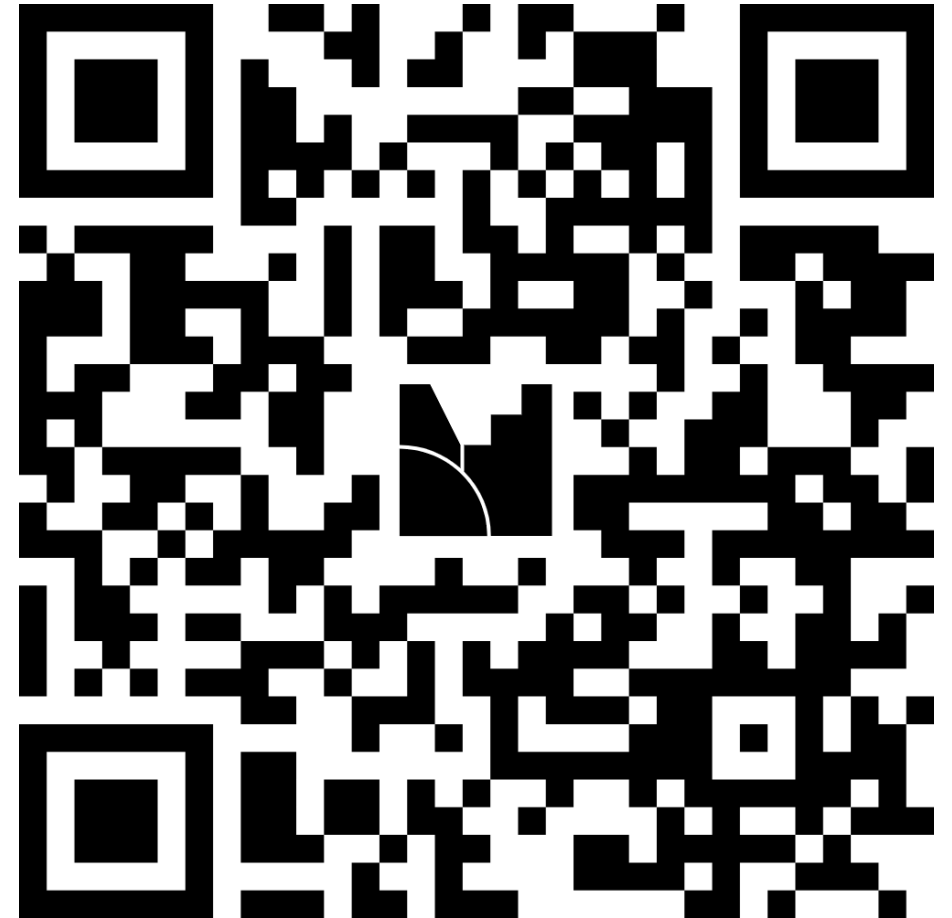


# Today's Agenda

- USA Staffing recent deployments & work in progress
- System Showcase: Structured Resume Review a.k.a. SME Evaluations a.k.a. SMEQA
- Ideas for future sessions

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

**9827 8613**



Done

# Search AP Templates by Assessment Type & Method

**Problem:** Agencies are refining their Assessment Package Templates to align with new standards, but HR Specialists can't easily separate the new/updated "correct" templates from the old "incorrect" templates.

**Solution:** Add filters for Assessment Type and Assessment Method for better discernment when searching.

Released Feb 5, 2026

The screenshot shows the 'Assessment Package Search' interface. The search criteria section includes dropdown menus for 'Template Status', 'Grade', 'Series', 'Assessment Type', and 'Assessment Method'. The 'Assessment Type' and 'Assessment Method' dropdowns are highlighted with a red box. The search results section shows a table with 4 results. The table columns are: Assessment Package Template Name, Position Title, Pay Plan, Series, Grade, Position Description Number, Specialty, Office Name, Is Complete, Is External, Last Edited, and a Preview button.

| Assessment Package Template Name          | Position Title     | Pay Plan | Series | Grade        | Position Description Number | Specialty | Office Name                  | Is Complete | Is External | Last Edited |         |
|---|--------------------|----------|--------|--------------|-----------------------------|-----------|------------------------------|-------------|-------------|-------------|---------|
| 11/14 Manual                              | Business Analyst   | GS       | 0343   | 7            | 1234-ABC                    |           | Philadelphia Services Branch | Yes         | No          | 11/14/2025  | Preview |
| JD USA Hire AQ used for rating - 4 grades | USA Hire 7/9/11/12 | GS       | 0343   | 7, 9, 11, 12 | USAH                        |           | Program Office               | Yes         | No          | 1/29/2017   | Preview |
| Michelle's Template                       | Business Analyst   | GS       | 0343   | 7            | 1234-ABC                    |           | Matt's House                 | Yes         | No          | 5/24/2023   | Preview |
| Michelle's Template (Copy)                | Business Analyst   | GS       | 0343   | 7            | 1234-ABC                    |           | Matt's House                 | Yes         | No          | 5/3/2024    | Preview |

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.

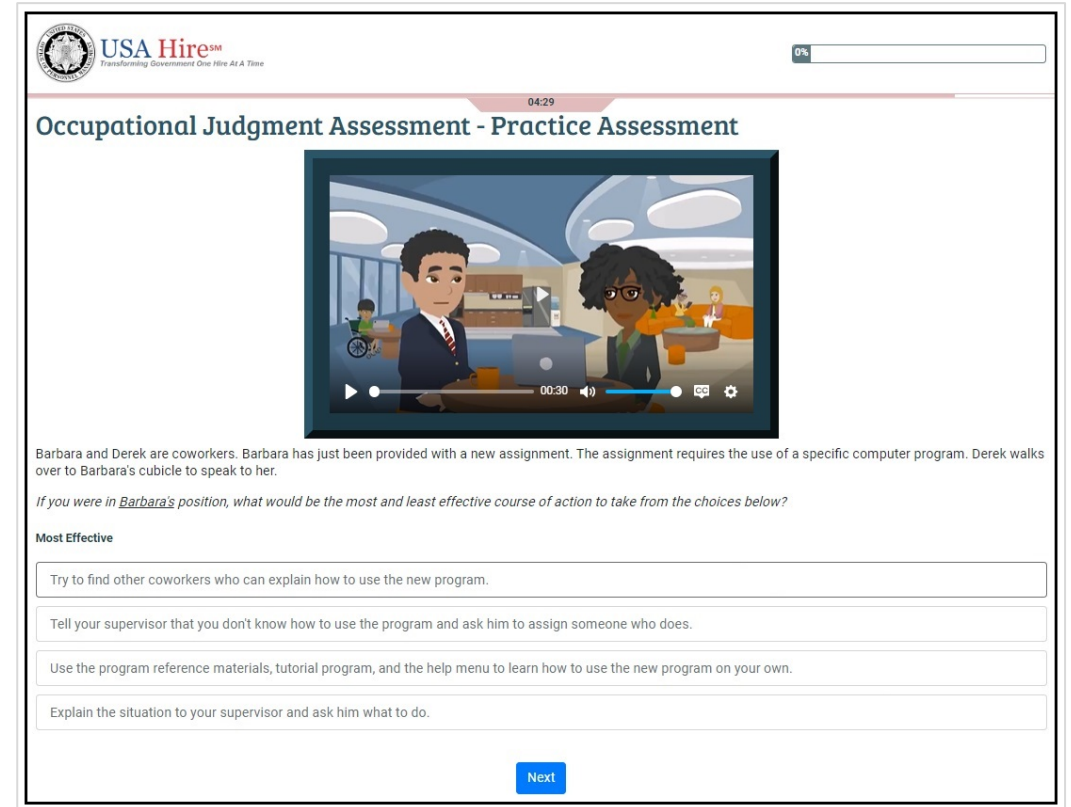
**Solution:** The [PATCO expansion](#) that will deliver 100% coverage of all General Schedule occupational series at no additional cost to agencies.

**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 asks the user to choose the most and least effective course of action for Barbara based on the video scenario. The video player shows a progress bar at 00:30. Below the video, there are four radio button options for the "Most Effective" choice. A "Next" button is located at the bottom right of the assessment area.

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

04:29

0%

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

**+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 20% 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 March 2026

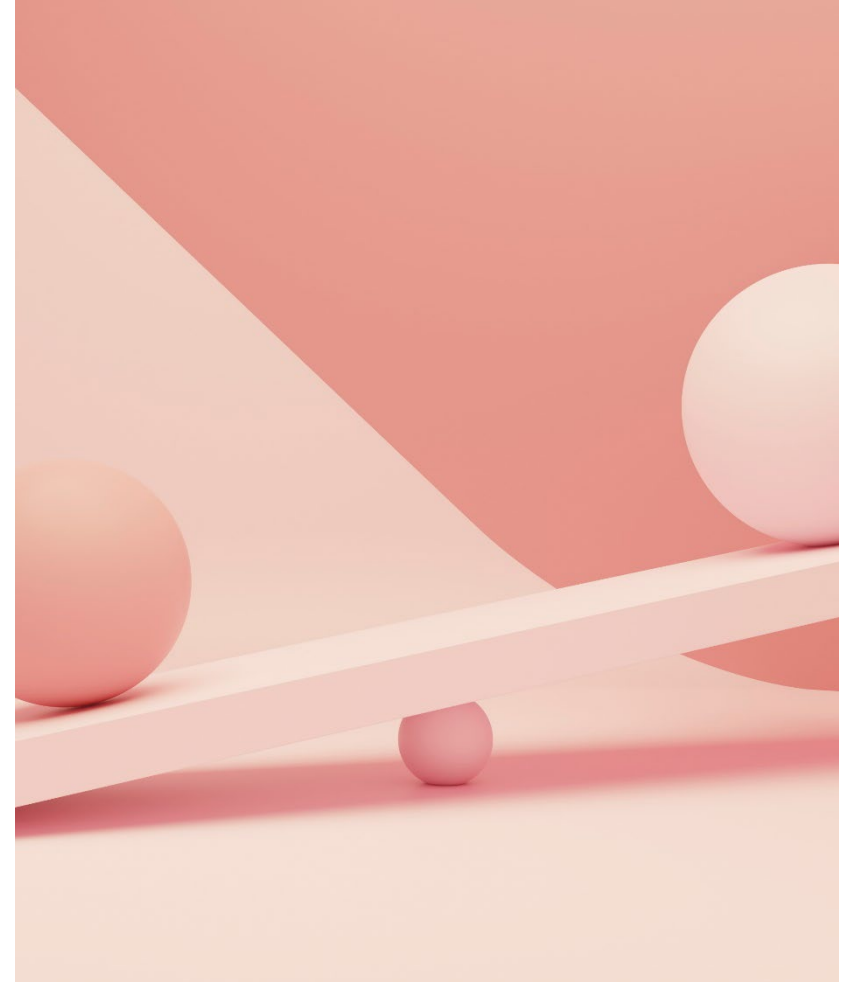


# Structured Resume Review Overview

# What Is a Structured Resume Review?

A Structured Resume Review is screen-out (pass/fail) assessment in which a trained panel of two or more subject matter experts (SMEs) follows a defined process to review an applicant's resume and come to agreement on whether the applicant has the specialized experience necessary to successfully perform the job.

USA Staffing Structured Resume Review functionality meets Merit Hiring Plan and EO 13932 requirements when used according to OPM guidance.



# Purpose of Structured Resume Review Functionality

1. **Improve screening of qualified candidates** by using a structured and systematic resume review process.
2. **Meet the requirements of Merit Hiring Plan and EO 13932** by providing customers with a valid assessment hurdle (when used in accordance with OPM guidance).
3. **Automate the structured resume review process**, reducing the overall time it takes a panel to conduct a review.
4. **Create ease of collaboration between SMEs** when conducting a Structured Resume Review, saving time and maximizing efficiency.



# EO 13932 Compliance

## What Makes a Structured Resume Review Compliant with EO 13932 in USA Staffing?

| EO Compliant  | Non-Compliant   |
|---|---|
| Two or more trained SMEs are required to evaluate resumes.  | 1 SME and/or no SME training.   |
| Justification must accompany all resume evaluations and be reviewed by an HR professional.  | Justification not required for all resume evaluations and evaluations are not reviewed by an HR professional. |
| If SME evaluations are conflicting, a 3 <sup>rd</sup> trained rater is required to review the two SME justifications and break the tie. | Tiebreaker option not applicable when using 1 SME; no training for SME breaking the tie, if applicable.       |

# Consider Using Structured Resume Review

Generally, OPM recommends Structured Resume Review only for situations meeting **all** of the following criteria:

- Highly specialized or technical jobs for which SMEs are in a better position than HR professionals to interpret experience as described in applicants' resumes.
- Higher graded positions (i.e., GS-12 and above, or equivalent).
- Positions for which there is no education substitution; the applicant can qualify based on specialized experience only.
- Smaller applicant pools or recruitments where there is control over the number of applicants moving forward (i.e., through application caps or a hurdled process) OR Larger recruitments for which multiple hurdles are being applied, multiple selections are being made and/or agencies can dedicate a larger number of SMEs.

# Inappropriate Use of Structured Resume Review

Structured Resume Reviews are designed **only for use in determining whether applicants possess the required specialized experience** to successfully perform the job.

Structured Resume Reviews and/or the associated functionality in USA Staffing are NOT appropriate for use in:

- X Determining if an applicant meets the Individual Occupational Requirements (IORs)/Basic Requirements for a position. The IOR/Basic Requirement review should be conducted by an HR professional prior to the Structured Resume Review.
- X Reviewing transcripts to determine if an applicant meets education requirements that can serve as a substitution for specialized experience.
- X Determining if an applicant meets a selective placement factor that involves a certification, license, or other requirement that involves a review of supporting documentation other than a resume.
- X Vacancies that have multiple grades, multiple series, or multiple specialties. (Note: This is a system limitation, not a conceptual one.)

# Functionality Overview

---

# Assessment Configuration

VACANCY 10063100 ▾



Vacancy 10063100

Assessment Package

Announcement

Applicant Overview

Reviews

✓ Assessment: Research Microbiologist SME Evaluation



USAJOBS Announcement Title

Research Microbiologist

Pay Plan-Series-Grade

GS-0403-13

Assessment ID

125740

Assessment Information

Competencies

SME Evaluation Items

Screen-Out Criteria

Test Plan

Checklist



History

## Assessment Information

\* = Required

Assessment Name \*

Research Microbiologist SME Evaluatio

Owner \*

Patrick Gonsalves



Screen-out



Rating

Hurdle \*

Hurdle 1: Default Hurdle

Assessment Type \*

SME Evaluation

Assessment Method \*

Structured Resume Review (EO...

Number of SME Evaluations Required \*

2

Evaluation Justification Notes  
Required \*

For All Responses

**HR users build an SME Evaluation assessment type with items designed to help SMEs verify applicant qualifications.**

# Assessment Configuration

VACANCY 10063100 ▾



- Vacancy 10063100
- Assessment Package
- Announcement
- Reviews
- ✓ Assessment: Research Microbiologist SME Evaluation +

USAJOBS Announcement Title: Research Microbiologist  
Pay Plan-Series-Grade: GS-0403-13  
Assessment ID: 125740

- Assessment Information
- Competencies
- SME Evaluation Items**
- Screen-Out Criteria
- Test Plan
- Checklist
- History

+ SME Evaluation Items (4 Items)

Add SME Evaluation Items ▾

**HR users add items specifically related to the Specialized Experience required for the position.**

Select All

- 1. \* **Microbiology**

Resume reflects at least one year of specialized experience equivalent to the GS-12 level planning microbiological field and laboratory investigations involving novel or difficult-to-identify pathogens.

- 2. \* **Serotyping**

Resume reflects at least one year of specialized experience equivalent to the GS-12 level serotyping immune-based and/or molecular assays to detect emerging threats such as viruses, bacteria, proteins and/or peptides.

- 3. \* **Encapsulation**

Resume reflects at least one year of specialized experience equivalent to the GS-12 level utilizing nanoparticle and/or microparticle production processes for encapsulation and/or characterization of encapsulated material.

- 4. \* **Aerosolization**

Resume reflects at least one year of specialized experience equivalent to the GS-12 level aerosolizing nano and/or microencapsulated material.

Save Cancel

# SME Review (HR Interface)

HR users assign SMEs to evaluate applicants against the resume review assessment criteria. The review handles assignments, tracking and automates delivery to SMEs in the same manner that current reviews function.

VACANCY 10063100 ▾



Vacancy 10063100 | Assessment Package | Announcement | Reviews | Review: Research Microbiologist SME Review +

Review Name: Research Microbiologist SME Review | Review Type: Subject Matter Expert (SME) | Status: Not Sent | Due: 3/31/2023

Review Information | **Review Assignments** | Evaluations | History

## Review Assignments

Add Reviewer

| Status | Reviewer Name     | Phone          | Email                     | Tiebreaker Only                     | Inactive                 |    |
|--------|-------------------|----------------|---------------------------|-------------------------------------|--------------------------|----|
| ✖      | Briana Heinz      | 202-000-0000   | briana.heinz@opm.gov      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 🗑️ |
| ✖      | Keith Schweitzer  | 0000000000     | keith.schweitzer2@opm.gov | <input type="checkbox"/>            | <input type="checkbox"/> | 🗑️ |
| ✖      | Patrick Gonsalves | (202) 718-8526 | patrick.gonsalves@opm.gov | <input type="checkbox"/>            | <input type="checkbox"/> | 🗑️ |

Save | Send Review

# SME Review (Hiring Manager (HM) Interface)

## Subject Matter Expert Review

Evaluate as many applicants as you can for the position below.

### Research Microbiologist (0403-GS-13)

Completed: 1 In Progress: 1

#### Details

- Research Microbiologist SME Review
- To be completed by July 29, 2024
- 5 Subject Matter Experts (SME)
- 1 Tiebreaker-Only SMEs

### Liam E. Heinz

Time remaining to complete the evaluation: 3 hours and 56 minutes

Submit Evaluation

Recuse Yourself

### Evaluation Criteria

#### 1. Microbiology

Resume reflects at least one year of specialized experience equivalent to the GS-12 level planning microbiological field and laboratory investigations involving novel or difficult-to-identify pathogens.

- Resume reflects this experience
- Resume does not reflect this experience

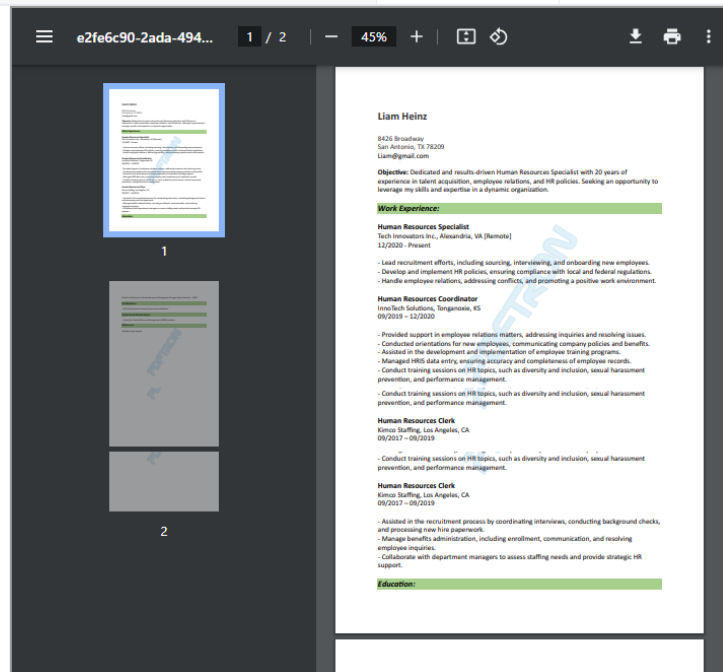
Evaluation Justification

#### 2. Serotyping

Resume reflects at least one year of specialized experience equivalent to the GS-12 level serotyping immune-based and/or molecular assays to detect emerging threats such as viruses, bacteria, proteins and/or peptides.

- Resume reflects this experience
- Resume does not reflect this experience

Evaluation Justification



The HM interface allows for SMEs to review applicant resumes, provide ratings, and justify their evaluation with notes. SMEs are automatically provided the next applicant to review and can recuse themselves if needed.

# HR Quality Assurance

USA Staffing® Staffing Classification Admin Reports Search New AdvancedSearch Go To Briana Heinz - OPM

VACANCY 10063100

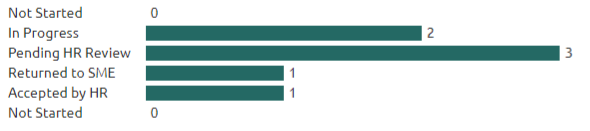
Vacancy 10063100 Assessment Package Announcement Applicant Overview Reviews Review: Research Microbiologist SME Review

Review Name: Research Microbiologist SME Review  
Review Type: Subject Matter Expert (SME)  
Status: Active  
Due: 7/29/2024

Review Information Review Assignments Evaluations

### SME Evaluations

#### Evaluation Progress



#### Overview

6 SME Evaluations  
1 Tiebreaker Evaluations

Applicant: All Applicants Evaluation Status: Pending HR Review Evaluated By: All Evaluators

Showing 1-3 of 3

| Applicant Name | Evaluation Date | Evaluated By | Evaluation Status |
|----------------|-----------------|--------------|-------------------|
|----------------|-----------------|--------------|-------------------|

Walter Sobchak 03/13/2023 09:45 PM Patrick A. Gonsalves Pending HR Review

| Evaluation Criteria | Determination                   | Justification  |
|---------------------|---------------------------------|--|
| 1. Microbiology     | Resume reflects this experience | Resume reflects at least one year of specialized experience equivalent to the GS-12 level planning microbiological field and laboratory investigations involving novel or difficult-to-identify pathogens.                     |
| 2. Serotyping       | Resume reflects this experience | Resume reflects at least one year of specialized experience equivalent to the GS-12 level serotyping immune-based and/or molecular assays to detect emerging threats such as viruses, bacteria, proteins and/or peptides.      |
| 3. Encapsulation    | Resume reflects this experience | Resume reflects at least one year of specialized experience equivalent to the GS-12 level utilizing nanoparticle and/or microparticle production processes for encapsulation and/or characterization of encapsulated material. |
| 4. Aerosolization   | Resume reflects this experience | Resume reflects at least one year of specialized experience equivalent to the GS-12 level aerosolizing nano and/or microencapsulated material.   |

Accept Return to SME

### Return to SME Reason

Enter a message for the Subject Matter Expert explaining why their justification needs amendment and click "Send". Text entered in this field will be sent to the Subject Matter Expert and saved and added to the review.

Send Cancel

**HR users can review SME evaluations and justifications, and may accept/return SME evaluations as appropriate.**

# Applicant Record

USA Staffing will incorporate the SME Review results into each applicant's record. HR users can review the results along with all other information about the application, assessments, notifications and referral.

The screenshot displays the USA Staffing Applicant Record for Donny Kerabatsos. The interface includes a top navigation bar with options like Staffing, Classification, Admin, Reports, Search, and New AdvancedSearch. The main header shows the Vacancy ID (10063100) and the Applicant Name (Donny Kerabatsos). Below this, there are tabs for various sections: Vacancy 10063100, Assessment Package, Announcement, Applicant Overview, Reviews, and Review: Research Microbiologist SME Review. The current view is the SME Evaluations section, which contains four items. The first item is a Research Microbiologist SME Evaluation with three sub-sections: Microbiology, Serotyping, and Encapsulation. Each sub-section includes a description of the required experience and two radio button options: 'Resume reflects this experience' and 'Resume does not reflect this experience'.

USA Staffing®

VACANCY 10063100

Application Number: AZW8D-9YWI

Donny Kerabatsos

PGONSALVESOPM+2@GMAIL.COM

2027188526

222 8th AVE NW

Arden Hills, Minnesota 55112

United States

Application Number: AZW8D-9YWI

Donny Kerabatsos

PGONSALVESOPM+2@GMAIL.COM

2027188526

222 8th AVE NW

Arden Hills, Minnesota 55112

United States

Eligibilities and Ratings

Application

Assessments

SME Evaluations

Applicant Information

Documents (2)

Notes (0)

History

- SME Evaluations (4 Items)

- Research Microbiologist SME Evaluation (4)

1. - Microbiology

Resume reflects at least one year of specialized experience equivalent to the GS-12 level planning microbiological field and laboratory investigations involving novel or difficult-to-identify pathogens.

Resume reflects this experience

Resume does not reflect this experience

2. - Serotyping

Resume reflects at least one year of specialized experience equivalent to the GS-12 level serotyping immune-based and/or molecular assays to detect emerging threats such as viruses, bacteria, proteins and/or peptides.

Resume reflects this experience

Resume does not reflect this experience

3. - Encapsulation

Resume reflects at least one year of specialized experience equivalent to the GS-12 level utilizing nanoparticle and/or microparticle production processes for encapsulation and/or characterization of encapsulated material.

Resume reflects this experience

Resume does not reflect this experience

# Resources

Visit

<https://help.usastaffing.gov/ResourceCenter/index.php/Resources>

to access our Structured Resume Review resources, including:

## Structured Resume Review

Structured Resume Review Marketing Materials

Structured Resume Review Resources

Structured Resume Review Demonstrations

Structured Resume Review Training Information

### Frequently Asked Questions

*The frequently asked questions below are intended to assist agencies and Human Resources (HR) users in gaining a better understanding of the Structured Resume Review functionality in the USA Staffing system (USAS). If you have additional questions that are not addressed in this section, please review our other resources on the Advisory Board Resource Center, or contact your USA Staffing Account Manager.*

Structured Resume Review Resources

Subject Matter Experts (SMEs)

Executive Order (EO) 13932 Compliance

Vacancy and Assessment Considerations

HR Action – Prior to Sending SME Review

[See all 9 articles](#)

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

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

