

# Assessment Work Group Q&A

## October 2025

### General Questions

1. When you reference structured interviews pre-certification, are you saying prior to issuing the certificate of eligibles, or is it after quals, but prior to selection?
  - a. To meet the Merit Hiring Plan requirement, the structured interview would need to be administered prior to issuing the certificate of eligibles.
2. Do we lose historical data if we click the Unpublish button [on Assessment Package Templates]?
  - a. No, you won't lose historical data if you unpublish a template. It's up to you if you want to edit existing template or make a copy and edit the copy.
3. Can we keep the Accuracy Statement in our assessments?
  - a. Accuracy statements are typically yes/no screen-out questions that are appropriate to use in a screenout-only questionnaire, so you can continue using them if it's in your agency policy to collect them in the assessment.
4. Is the idea to create a template for each occupational series and grade level?
  - a. That's up to your agency. Some agencies find it efficient to build Assessment Package (AP) Templates up front to save their HR Specialists time when filling the recruitment. You may decide to pre-build them for the most commonly filled positions, or only those that have standard/shared position descriptions. It's up to you. This demo shows you how to edit an AP Template to remove the rating items and criteria, but the same process would be used to edit an Assessment Package within a vacancy.
5. Is there a report that would tell us which Assessment template packages have the Rating toggled on?
  - a. The Rating toggle is not directly reportable, but the HDW does have a "Rating?" item in Cognos that indicates whether an assessment contains rating criteria. We recommend using this while Cognos remains available, and we will work on additional options in Power BI. This option can be found in: HDW > Assessment Packages > Assessment Information > Assessment.

6. Do we need to remove competencies from our questionnaire?
  - a. No. USA Staffing will allow you to delete items and toggle off 'Rating,' but retain competencies within your questionnaire. The AP Checklist will display a recommendation that "Assessment contains Competencies used for rating but is not used for rating" but it will not prevent you from completing the Assessment Package and releasing the JOA.
7. I wasn't sure what to put for the 'Assessment Method' for a couple of recent announcements, so I left the method as 'Training and Experience', even though it will be a Structured Interview. Will that be an issue?
  - a. There's not a hard-and-fast rule for which assessment method to use. We recommend selecting 'Other' for Min Quals assessments to distinguish them from what was done prior to MHP guidance. We're considering adding additional assessment method options for questionnaires to allow you to better distinguish from what was done previously. Structured Interviews have a distinct assessment method within the 'Manual' assessment type. We can cover this topic in a future workgroup meeting!
8. On the Assessment Information tab, does the 'Scoring' field need to be 'Competency-level?'
  - a. If the questionnaire is not used for 'Rating,' then the 'Scoring' dropdown can be disregarded. That field is only relevant when the assessment is used to calculate a score, so you can leave that field as it defaults for screenout-only assessment.