

Merit Hiring OPM Tools to Help Agencies Implement the Merit Hiring Plan August 2025



Presented by:

Bridget Dongarra, USA Staffing Program Manager

Megan Arens, USAJOBS CX Manager

Sharon Wilborn, USA Hire Customer Outreach

The Merit Hiring Learning Series

U.S. Office of Personnel Management

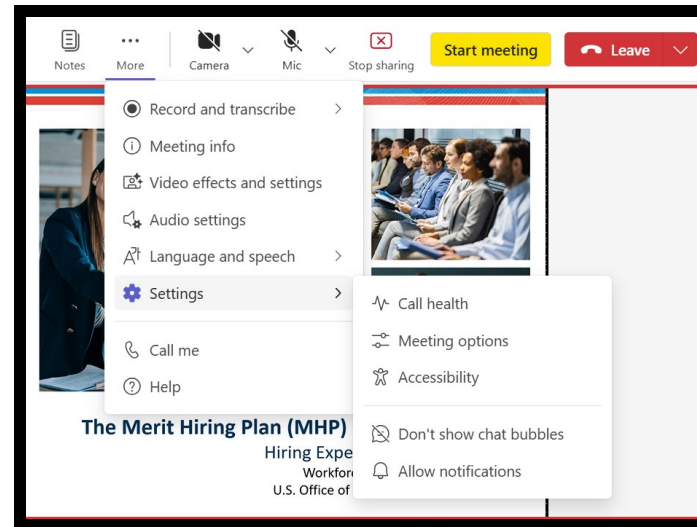
Enabling Live Captions (Closed Captioning)

A recording of this session with ASL interpreters will be posted at <https://www.opm.gov/policy-data-oversight/hiring-information/merit-hiring-plan-resources/#url=Training-Learning-Series>.

During a meeting: Go to your meeting controls (at the top of the screen) and:

1. Select "**More**"
2. Choose "**Language and speech**" to select "**Show live captions**"
3. Choose "**Settings**" and select "**Accessibility**" to toggle on the options

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Housekeeping Items

- A copy of this slide presentation is posted on [OPM's Merit Hiring Plan Resources](#) page.
- Ask questions in the Q&A, but please wait until a topic is covered so you're not posting a question that's already been answered.
- We'll respond to as many questions as we can; however, we cannot answer agency-specific or individual-specific questions.
- A recording of this webinar may be found on [OPM's Merit Hiring Plan Resources](#) page.

Merit Hiring Plan

Seven Goals of the Memo

1. **Prioritize recruitment of individuals committed to improving the efficiency of the Federal government**, passionate about the ideals of our American republic, and committed to upholding the rule of law and the United States Constitution;
2. **Prevent the hiring of individuals based on their race, sex, or religion, and prevent the hiring of individuals who are unwilling to defend the Constitution or to faithfully serve the Executive Branch**;
3. **Implement**, to the greatest extent possible, **technical and alternative assessments** as required by the Chance to Compete Act of 2024;
4. **Decrease** government-wide **time-to-hire to under 80 days**;
5. **Improve communication with candidates** to provide greater clarity regarding application status, timelines, and feedback, including regular updates on the progress of applications and explanations of hiring decisions where appropriate;
6. **Integrate modern technology to support the recruitment and selection process**, including the use of data analytics to identify trends, gaps, and opportunities in hiring, as well as leveraging digital platforms to improve candidate engagement; and
7. **Ensure Department and Agency leadership**, or their designees, **are active participants** in implementing the new processes and **throughout the full hiring process**.



The Director

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

MEMORANDUM

TO: Heads and Acting Heads of Departments and Agencies
FROM: Vince Haley, Assistant to the President for Domestic Policy
Charles Ezell, Acting Director, U.S. Office of Personnel Management
DATE: May 29, 2025
RE: Merit Hiring Plan

The American people deserve a Federal workforce dedicated to American values and efficient service. Yet, Federal hiring criteria long ago abandoned any serious need for technical skills and adherence to the Constitution. Instead, the overly complex Federal hiring system overemphasized discriminatory "equity" quotas and too often resulted in the hiring of unfit, unskilled bureaucrats. The American people, who deserve a government that works for them, have suffered.

In his January 20, 2025 Executive Order 14170, [Reforming the Federal Hiring Process and Restoring Merit to Government Service](#) ("Restoring Merit") President Trump directed that "recruitment and hiring processes" become "more efficient and focused on serving the Nation" and that hiring be based on "merit, practical skill, and dedication to our Constitution." These changes will "ensure that the Federal workforce is prepared to help achieve American greatness, and attract the talent necessary to serve our citizens effectively."

President Trump directed the Assistant to the President for Domestic Policy to "develop and send to agency heads a Federal Hiring Plan that brings to the Federal workforce only highly capable Americans dedicated to the furtherance of American ideals, values, and interests." President Trump stated that this Merit Hiring Plan must achieve seven goals:

1. Prioritize recruitment of individuals committed to improving the efficiency of the Federal government, passionate about the ideals of our American republic, and committed to upholding the rule of law and the United States Constitution;
2. Prevent the hiring of individuals based on their race, sex, or religion, and prevent the hiring of individuals who are unwilling to defend the Constitution or to faithfully serve the Executive Branch;
3. Implement, to the greatest extent possible, technical and alternative assessments as

Four Key Elements of the Memo

1. Reforming the Federal recruitment process to ensure that only the most talented, capable and patriotic Americans are hired to the Federal service
2. Implementing skills-based hiring, eliminating unnecessary degree requirements, and requiring the use of rigorous, job-related assessments to ensure candidates are selected based on their merit and competence, not their skin color or academic pedigree
3. Streamlining and improving the job application process
4. Reducing time-to-hire to under 80 days by emphasizing the use of talent pools and shared certificates and streamlining the background check process

Recruitment

Job Titles and Job Announcement Content

JOAs should use descriptive job titles, should be written in plain language and include how applicants will be assessed

Visit plainlanguage.gov for more resources on using plain language

Best Practices

- Use descriptive job titles that resonate with the job seeker rather than generic job titles
 - “IT Project Manager” is better than “Management and Program Analyst”
- Use the position description as a guide to write the job summary and duties, but don’t copy/paste it word for word (most PDs use technical language)
- Write the job summary and duties:
 - Concisely
 - Using job terms that make sense to the public
 - Not using acronyms or federal jargon
- Ask the hiring manager for feedback on the draft JOA to ensure it resonates with a job seeker

Mission Critical Occupation (MCO) Tags

Add mission critical occupation tags to job announcements

Value to agencies

When a job announcement is tagged in USA Staffing with the MCO vacancy tag, it will appear on USAJOBS in the mission-critical career field or other governmentwide portals and be reportable in USA Staffing.

Vacancy Tags

Appointing Authority

Mission Critical Occupation

✕ Cyber Security

Occupation Specialty Code

✕ 421 - Database Administrator



Filters

Mission-critical career field

[Select all](#) [Help](#)

- ☐ Cyber Security (72)
- ☐ Data Scientist (11)
- ☐ Economist (10)
- ☐ Privacy (3)
- ☐ Program/Project Management (13)
- ☐ Grants Management (6)
- ☐ STEM (661)
- ☐ Intelligence (78)

When to use MCO Tags

USA Staffing Online Help guides HR Users on when to use MCO Tags and which tag is appropriate.

When to Use MCO Tags

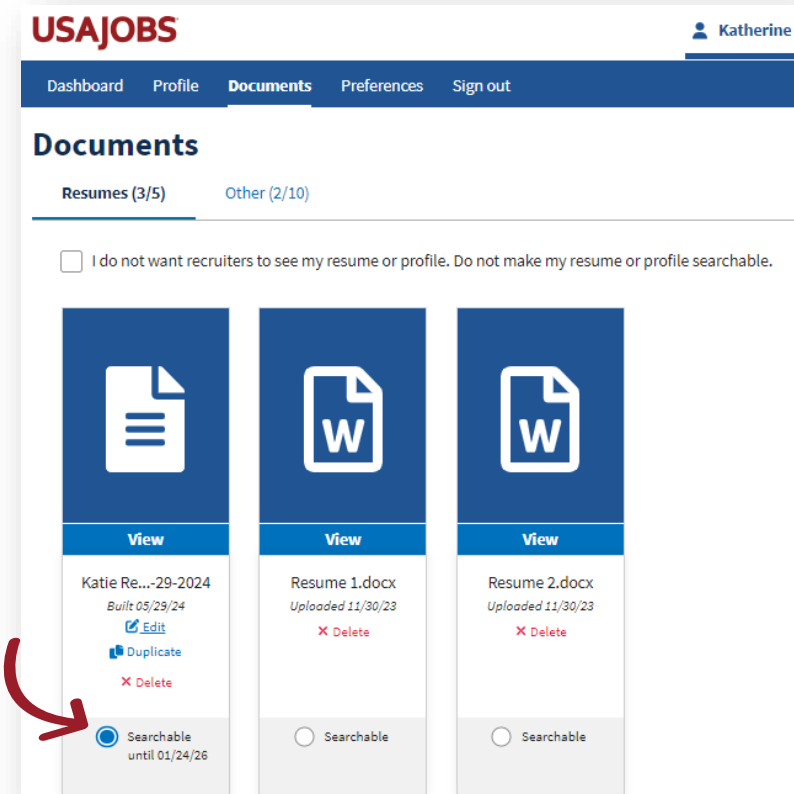
Page	MCO Tag	Custom Tag	Occupation Specialty Code	Job Series	USAJOBS page
Artificial intelligence (AI)	AI			0201 (HR Specialists who recruit AI talent) 0343 (Program Analysts and Product Managers who work on AI products) 0905 (Attorneys who support AI work) 0854 (Computer Engineer) 1515 (Operations Research) 1530 (Statistician) 1550 (Computer Scientist) 1560 (Data Scientist) 2210 (IT Specialist - Data Management) 2210 (IT Specialists - Applications Software - who work on AI products) 2210 (IT Specialists - Enterprise Architecture - who work on AI products) 2210 (IT Specialists - Systems Analysis - who work on AI products) 2210 (IT Specialists - Policy and Planning - who work on AI products) 2210 (IT Specialists - Program Manager - who work on AI products)	Artificial intelligence
Bipartisan Infrastructure Law	Infrastructure Act			All	Bipartisan Infrastructure Law
Cross-functional positions	Cyber security		211, 221, 711, 712, 631, 732, 7751, 752, 801, 802, 803, 804, 805 , 901		Cross-functional positions
Cybersecurity	Cyber security		212, 461, 511, 521, 531, 541, 611, 612, 622, 631, 652, 722, 723		Cybersecurity
Cyber effects	Cyber security		112, 121, 131, 132, 141, 321, 332, 333		Cybersecurity effects
Information technology	Cyber security		411, 421, 422, 431, 441, 451, 621, 632, 641, 651, 661, 671		Information technology
Intel	Cyber security		111, 151, 311, 312, 331		Intel
				0854 Computer Engineering 0855 Electronics Engineering 1550 Computer Science 2210 Information Technology Management DHS only below:	

Searchable Resumes on USAJOBS

- Educate applicants how to make their resumes searchable on USAJOBS
- On September 27, 2025, USAJOBS will launch a solution to uploaded resumes and the Resume Builder that will ensure all resumes are two pages or less (in compliance with the Merit Hiring Plan)

Value to Agencies

When job seekers make their resumes searchable in USAJOBS, HR specialists and hiring managers can use the Agency Talent Portal to proactively look for candidates who have the skills and experience necessary for their job



Share the video [USAJOBS: Creating a USAJOBS Profile \(youtube.com\)](#) to help your job seekers learn how to make their resume searchable

Agency Talent Portal Access

agencyportal.usajobs.gov

Value to Agencies

ATP is a platform that helps federal recruiters, HR specialists, and hiring managers discover highly-skilled talent. Further information about ATP and details on requesting an account can be found in the [ATP Help Center](#).

- On September 27, 2025, USAJOBS will remove all searchable resumes from ATP
- ATP users may download/save resumes or export candidate contact information from campaigns before the resumes are removed
- After September 27, 2025, USAJOBS will encourage job seekers to make their new resumes searchable and ATP users can resume resume mining

- ATP Main Features
 - Resume Mining (almost 1 million resumes!)
 - Campaigns
 - Events
 - Talent Pools
 - Talent Programs
 - Talent Networks
 - Branded Search Pages
- Email the USAJOBS Help Desk at recruiter-help@usajobs.gov to get access to ATP
 - Include your name, your agency and sub-agency (if applicable)
 - **Attach an email from your supervisor approving your access to ATP** due to your status as a hiring manager, HR specialist or recruiter

Agency Talent Portal: Resume Mining

Use ATP for resume mining with an emphasis on connecting veteran applicants with suitable roles, finding qualified ICTAP candidates, recruiting for STEM career fields and connecting with high quality talent

Value to Agencies

Use keyword searches for resumes to find job seekers who meet your skills or experience needs; save job seekers on campaigns and invite them to apply to job announcements, attend job fairs or to interview and select for a non-competitive hire.

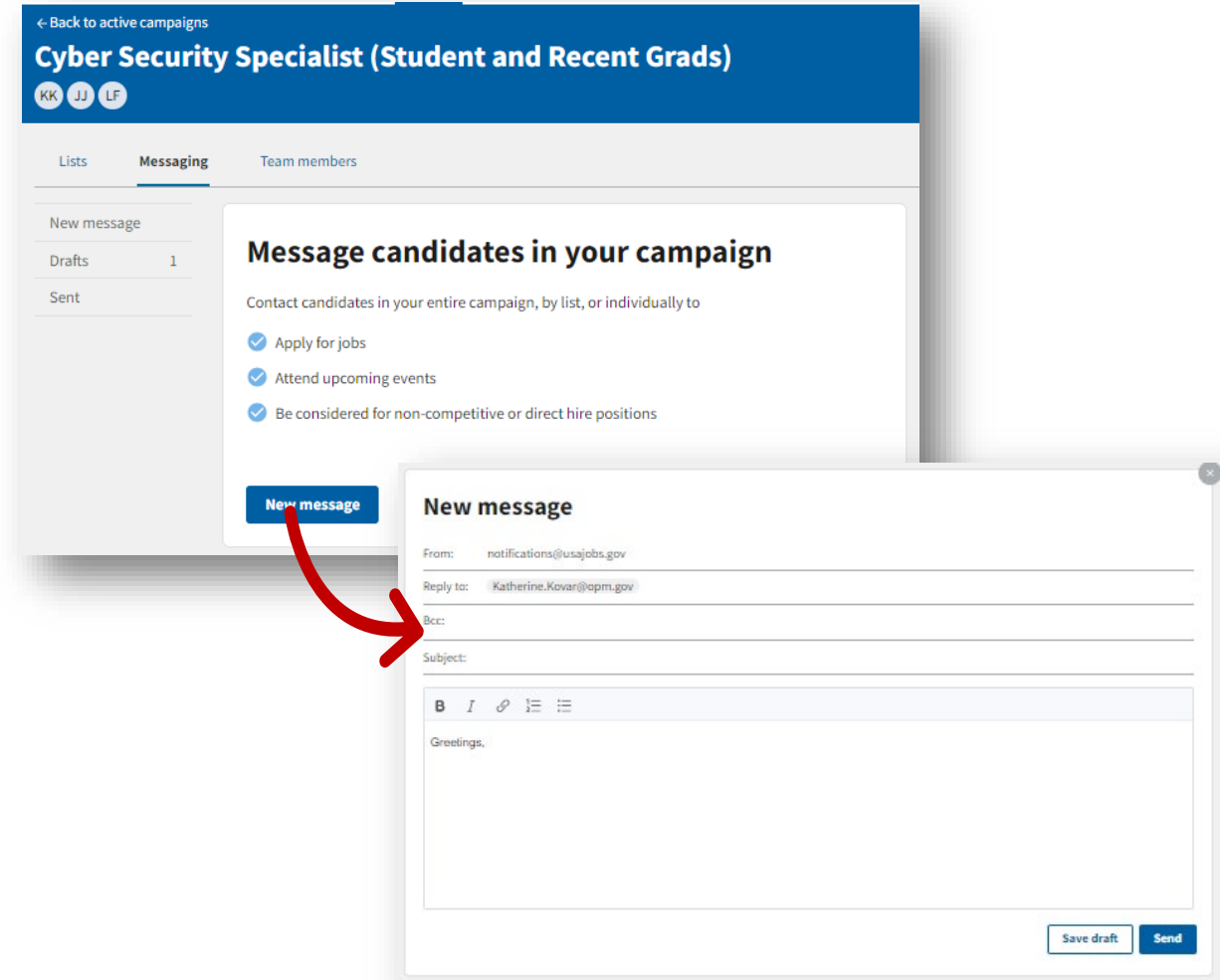
The screenshot displays the USAJOBS Agency Talent Portal interface. At the top, there's a search bar with 'IT project manager' entered under 'Keywords' and a location field. Below the search bar, it shows 'Viewing 1 - 25 of 10,000+ candidates' sorted by 'Relevance'. Three candidate cards are visible: Benita Trevino (Austin, Texas), James Whelan (Phoenix, Arizona), and Mikel Collins (Dewey, Oklahoma). A red arrow points from the 'Mikel Collins' card to a detailed view of his profile below. The profile shows his preferences (Permanent, Full-time, Oklahoma City) and a resume document titled 'PROFESSIONAL SUMMARY'. The resume text highlights his experience as a Senior-level IT Product Manager with various skills and roles at Phillips 66. To the right of the main interface, there are two side panels. The 'Filters' panel includes a 'Candidate last updated' slider and a 'Citizenship' checkbox for 'U.S. citizens'. The 'Hiring path' panel lists various categories with counts, where 'Veterans (73,415)' is highlighted with a red box. Below it, the 'CTAP/ICTAP' panel has checkboxes for 'CTAP' and 'ICTAP', both of which are also highlighted with a red box.

Hiring path	Count
<input type="checkbox"/> Federal employees	(78,935)
<input checked="" type="checkbox"/> Veterans	(73,415)
<input type="checkbox"/> Military spouses	(10,560)
<input type="checkbox"/> National Guard and reserves	(7,765)
<input type="checkbox"/> Students	(18,034)
<input type="checkbox"/> Recent graduates	(21,008)
<input type="checkbox"/> Senior executives	(4,005)
<input type="checkbox"/> Individuals with disabilities	(17,048)
<input type="checkbox"/> Family of overseas employees	(2,977)
<input type="checkbox"/> Native Americans	(2,022)
<input type="checkbox"/> Peace Corps & AmeriCorps Vista	(1,278)
<input type="checkbox"/> Land and base management	(2,139)

CTAP/ICTAP
<input type="checkbox"/> CTAP
<input type="checkbox"/> ICTAP

Connect with Job Seekers through Messaging

- Message job seekers from a campaign:
 - Share job announcements
 - Upcoming career events your agency is hosting with a link to your agency's branded search page
 - For job seekers eligible for a non-competitive selection, collaborate with your HR team to set up an interview
- Best practices:
 - Tell job seekers who you are and which agency you work for
 - Explain why you're contacting them (applying to a job, event information, etc.)
 - Be concise and friendly so the job seeker doesn't think your message is spam



Training Courses

Train HR professionals and hiring managers



Value to Agencies

Prepared and customizable training materials ready to be delivered by consultants skilled in applying the latest rules, procedures, and flexibilities in Federal hiring

Agencies can partner with OPM's Staff Acquisition Group on a variety of fee-for-service workshops on assessments and hiring practices to include:

- Hiring Flexibilities
- Qualifications Analysis
- Strategic Conversations and Assessments
- How Hiring Managers are Improving the Federal Hiring Process

Applicant Notifications

Send timely communications to applicants about their application status

Value to Agencies

HR professionals can send touch point notifications or custom notifications to one, some, or all applicants within the vacancy with just a few clicks

TOUCHPOINT NOTIFICATIONS SENT

100%
APPLICATION
RECEIVED

0%
NOTICE
OF RESULTS

0%
NOTICE
OF REFERRAL

0%
FINAL
DISPOSITION

SEND REMAINING

SEND REMAINING

SEND REMAINING

USAJOBS JOB STATUS

Reviewing applications

MARK HIRING COMPLETE


Applicant Notification

To: lucyvanpelt.opm@gmail.com

From: usastaffingoffice@opm.gov (on behalf of Christy Dollard)

Sent: 8/5/2024 16:45 EDT

Subject: Notice of Results and Referral for Information Technology Cybersecurity Specialist, 24-CBPK-12194691



U.S. Office of
Personnel Management
Recruiting, Retaining, and Honoring a World-Class
Workforce to Serve the American People.

Dear Lucy van Pelt,

This is a record of the results and referral status for the position of Information Technology Cybersecurity Specialist with USA Staffing Demo Customer as detailed in Announcement 24-CBPK-12194691.

Eligible for the following position or positions:

- GS-2210-9: You are tentatively eligible for this series/grade combination based on your self-rating of your qualifications.
- GS-2210-11: You are tentatively eligible for this series/grade combination based on your self-rating of your qualifications.

The following is your referral status for the position or positions to which you applied:


- You have been referred to the hiring manager for position GS-2210-9 in Washington, District of Columbia
- You have been referred to the hiring manager for position GS-2210-9 in Kansas City, Missouri
- You have been referred to the hiring manager for position GS-2210-9 in Durham, North Carolina
- You have been referred to the hiring manager for position GS-2210-11 in Washington, District of Columbia
- You have been referred to the hiring manager for position GS-2210-11 in Kansas City, Missouri
- You have been referred to the hiring manager for position GS-2210-11 in Durham, North Carolina

If you have been referred to the selecting official for employment consideration, you may be contacted for an interview.

If you have any questions regarding this notice, contact Helpdesk Applicant inquiries at usashelp@gmail.com or 12345678.

Thank you for your interest in Federal employment with Demo Organization.

PLEASE DO NOT RESPOND TO THIS EMAIL MESSAGE. IT IS AUTOMATICALLY GENERATED.



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Personnel Management
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Workforce to Serve the American People.

Application Progress

Position Title: Human Resources Specialist
Agency: Office of Personnel Management
Announcement Number: DE-10177416-24-CD
Open Period: Monday, February 5, 2024 to Friday, February 9, 2024
Application Package Status: Selected

Announcement DE-10177416-24-CD was Closed on 2/9/2024

Application Information

Application Received: 2/6/2024 9:25 AM [View](#) / [Print Application](#)

Supporting Documents

Documents	Name	Status	Date Submitted
<input checked="" type="checkbox"/> Cover Letter (required)	Cover Letter	Processed	2/6/2024 9:25 EST
<input checked="" type="checkbox"/> Resume (required)	Fake Resume	Processed	2/6/2024 9:25 EST
<input checked="" type="checkbox"/> DD-214/ Statement of Service (required)	DD214	Processed	2/6/2024 9:25 EST
<input checked="" type="checkbox"/> SF-50/ Notification of Personnel Action	Fake SF-50	Processed	2/6/2024 9:25 EST

Documents submitted with your application may not be permanently retained. Please keep copies of submitted documents for your personal records.

Notifications

Date Sent	Email Subject
2/6/2024 11:38:15 AM	Notice of ResultsTP - 5-point preference based on active duty in the U.S Armed Forces
2/6/2024 9:25:35 AM	Application for Human Resources Specialist, DE-10177416-24-CD was received

Notification text may not be permanently retained. Please keep copies of all notifications sent to you for your personal records.

Application Status

Send timely communications to applicants about their application status

Human Resources Specialist

Hiring complete

Office of Personnel Management

Multiple Locations

Closed 2/9/2024

Application status
You applied on 2/6/2024.
[Track this application.](#)

Locations

- Washington, District of Columbia
- Cedar Rapids, Iowa
- Dubuque, Iowa
- Belleville, Illinois
- Champaign, Illinois

[More locations](#)

Work Schedule
Full-time - Permanent

Series & Grade
GS-0201-11

Job announcement number
DE-10177416-24-CD

Salary Range
\$64,957.00 to \$102,166.00 per year

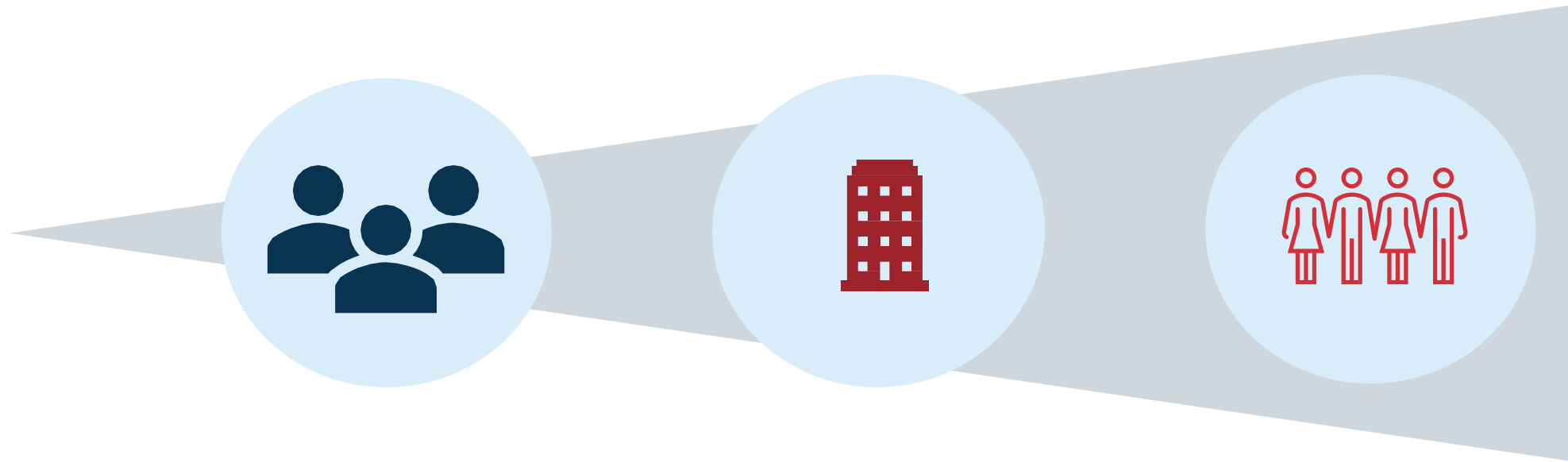
[Full job announcement](#) [Archive](#) [Help](#)

Value to Agencies

Applicants can view the status of their application in their USAJOBS account and track their application in USA Staffing Application Manager.

Pooled Hiring

Pooled Hiring Capabilities



Candidate Inventory

Platform: USA Staffing

Scope: Within an agency (USAS organization)

Use Case: Source candidates from existing internal certificates

Talent Pools

Platform: USAJOBS Agency

Talent Portal Scope:

Government-wide **Use Case:**
Share Cross-Gov or Competitive Service Act certificates between agencies

Talent Programs

Platform: USAJOBS Agency

Talent Portal Scope:

Government-wide **Use Case:**
share a curated group of vetted candidates who have applied to federal programs and may be eligible for conversion through other recruitment tools

Cross-Government Certificate Sharing

Use pooled hiring to increase hiring efficiencies

Value to Agencies

Cross Gov hiring allows agencies to streamline the hiring process by finding qualified talent without having to recruit, post jobs and examine applicants

- OPM leverages government-wide subject matter expertise and robust assessment processes to produce certificates with high quality candidates and shares the competitive certificate(s) issued under DE procedures with other agencies
- Connect with OPM's Hiring Experience Group at HX@opm.gov or the Cross-Government Hiring Group at CrossGovHiring@opm.gov for guidance and assistance in getting started with pooled hiring

Use Talent Pools to Increase Hiring Efficiencies

Use pooled hiring to increase hiring efficiencies via hiring actions from:

- Competitive Service Act
- OPM-led Cross Government

Value to Agencies

A Talent Pool provides hiring managers with a platform to view candidates who are qualified, on an active certificate and available for selection across government

Find and recruit talent interested in federal jobs



Branded search

Create a branded search page for your hiring needs. You can tailor the USAJOBS search feature by choosing and predefining the search filters to help job seekers find your open jobs.



Resume search

Search over one million resumes to find potential job candidates. Resumes display in ATP when a job seeker makes their USAJOBS profile and resume searchable by recruiters. Profile and resumes remain searchable for 18 months and can be updated or removed by the job seeker.



Talent search

Share and find talent with our talent pools and program candidates that may be qualified for and meet your hiring needs.



Campaigns

Create campaigns and custom lists to message, review them with hiring managers, HR specialists, or recruiters.



Events

Post career-related events like job fairs, resume writing seminars, and more.

Welcome Megan

Create new talent pool View CGA requests

You have:

58

TOTAL POOLS
SHARED

6

TOTAL CANDIDATES
SELECTED

Action items

You have 26 requests pending approval.

Agencies-at-a-glance

Pools shared	
Department of Health and Human Services	16
National Science Foundation	8
Office of Personnel Management	5
Department of Housing and Urban Development	3

[View more](#)

[View archived pools](#)

[View other shared talent pools from your agency](#)

CGA pools							
CGA pools I created		Available CGA pools		Copied CGA pools		Available CGA pools	
Talent pool title	Job announcement	Series	GS grade or equivalent	Location	Certificate issue date	Certificate expiration	Created date
Contract Specialist, GS-1102-09 (In-Person)	793207500	1102	GS-9	Negotiable	7/1/2024	6/30/2025	7/8/2024
Contract Specialist, GS-1102-09 (Remote)	793207500	1102	GS-9	Remote	7/1/2024	6/30/2025	7/8/2024
Contract Specialist, GS-1102-07 (In-Person)	793207500	1102	GS-7	Negotiable	7/1/2024	6/30/2025	7/8/2024
Contract Specialist, GS-1102-07 (Remote)	793207500	1102	GS-7	Remote	7/1/2024	6/30/2025	7/8/2024
IT Product Manager	724595100	2210	GS-13	Negotiable	6/12/2024	11/5/2024	6/21/2024



U.S. Office of
Personnel Management

How to use Talent Pools

Find your agency's Talent Pool Manager or Shared Cert Coordinator by emailing Recruiter-Help@usajobs.gov

1. Log into ATP and click “Talent Search”
2. Select “Search Talent Pools”
3. View available Competitive Service Act (CSA) and Cross Government Actions (CGA) pools
4. Contact your agency's shared cert coordinator to share the talent pool with you
5. Review candidate resumes
6. Contact your shared cert coordinator about asking a candidate to complete any hiring assessments

Agency Talent Portal: Talent Programs

Use Talent Programs to easily streamline hiring of early career talent

Value to Agencies

Source early career talent fast and easy; the Pathways Intern and Pathways Recent Graduate Talent Programs include Pathways Interns and Recent Grads (respectively) who have met performance requirements but cannot convert at their agency due to a budget or operational reason

Pathways intern talent program

[My agency view](#) > All available interns

Available interns

This is a list of Pathways interns who are available for agencies to convert.

Keywords **Location** **Search** Sort by

☒ Current ☐ Desired

Michael Bonomo [Contact agency about this intern](#)

Available for 95 days until 10/22/2024

Rocky Point, North Carolina Bachelor's degree / Human Resource Management

Last updated: 6/12/2024 GS 0399-5

Theresa Bender [Contact agency about this intern](#)

Available for 103 days until 10/30/2024

Shoreham, New York Doctorate degree / Aerospace Engineering

Last updated: 2/1/2021 GS 0861-11

Alexander Stephens [Contact agency about this intern](#)

Available for 107 days until 11/3/2024

Vienna, Virginia Master's degree / Public and International Affairs

Last updated: 6/21/2024 GS 1199-5

Anthony Granados [Contact agency about this intern](#)

Available for 109 days until 11/5/2024

Filters

Education

☐ Technical or occupational certificate

☐ Associate's degree

☐ Bachelor's degree

☐ Master's degree

☐ Doctorate degree

☐ Professional degree (e.g. MD, JD, DDS)

Series

Highest grade (GS only)

GS 1	GS 2	GS 3	GS 4	GS 5
GS 6	GS 7	GS 8	GS 9	GS 10
GS 11	GS 12	GS 13	GS 14	GS 15

[Clear all filters](#)

How to use Talent Programs

Do you have an intern or recent graduate who needs help converting to another agency?

- Contact your agency's Pathways Program Officer (PPO)
- The PPO will invite the intern or recent graduate to join the Talent Program

Are you interested in hiring an early career candidate from the Talent Programs?

1. Log into ATP and click "Talent Search"
2. Select "Search Talent Programs"
3. View the candidates' resumes
4. Via ATP, contact the candidate's agency if you're interested in interviewing the candidate
5. Interview the candidate

USA Staffing's Candidate Inventory

HR can use Candidate Inventory to meet agency-specific hiring needs from previous certificates

Hiring Managers can search for, review, and curate a list of candidates for similar positions across an organization or in making non-competitive hires outside of the normal job announcement process based on their agency-specific position criteria (i.e., series, grade, location)

Value to Agencies

Candidate Inventory allows Human Resources and Hiring Managers within a single USA Staffing organization direct access to available candidates **without the need to undergo a new recruitment**



Candidate Inventory

Provides Hiring Managers direct access to **an inventory of qualified and eligible candidates.**

HR manages the inventory by including candidates from certain non-competitive, excepted service, and some merit promotion recruitments for a specified period.

Improve applicant time to hire and benefits through access to more opportunities within the agency to which they have applied.



U.S. Office of
Personnel Management

A screenshot of the 'Browse Candidates' web application. The interface includes a header with 'Browse Candidates' and 'Saved Candidates' tabs. Below is a search section with filters for 'Occupational Series' (0201 - Human Resources Management), 'Pay Plan' (GS), 'Grade' (11), and 'Duty Location' (Kansas City, Kansas). There are also toggle switches for 'Saved candidates', 'Hidden candidates', and 'Sent to HR', all currently set to 'NO'. An 'Apply Filters' button is present. The results section shows 'Showing results 1-24 of 32' and a 'Sort By' dropdown set to 'Date updated (oldest)'. Three candidate cards are visible: Jane Smith (Updated 08/24/2023, Available Until 10/26/2024), Mateo Mateo (Updated 08/24/2023, Available Until 05/31/2023), and James A. Fraser (Updated 08/24/2023, Available Until 05/31/2023). Each card indicates they are 'QUALIFIED FOR JOB ANNOUNCEMENT' and includes a 'Saved' button. Below these are partial views of Robert I. Smith, Maria I. Smith, and Jayden Jimenez. A 'Learn more' link is visible in the top right corner.

For more information, see the [Candidate Inventory page](#) on our Resource Center

Examining Applicants

Multiple Hurdle Assessments

Create, update, and utilize skills-based and multi-hurdle assessments

Value to Agencies

Narrow your search on finding the best candidate by using multiple hurdle assessments; USA Staffing includes flexible options for multiple or progressive hurdles

The screenshot displays the USAJOBS Assessment Plan interface for the job title "Information Technology Cybersecurity Specialist" (Pay Plan-Series-Grade: GS-2210-9/11, Announcement Type: DE, Status: Complete, Source:). The interface includes tabs for Assessment Plan, Hurdle Criteria, Job Analysis, Settings, and Checklist. The Hurdle Criteria tab is active, showing a list of hurdles. Hurdle 1 is selected and named "AQ and USA Hire". Hurdle 2 is named "Structured Interview".

The Assessments section shows two rating combos: 2210-9 and 2210-11. Each rating combo has a table of assessments.

ID	Assessment Name	Assessment Type	Screen-out	Rating	Passing Score	Cut Score	Proportional
+	Standard USA Hire 2210-09 (Non-Supervisory) - PF2	External	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	1 / 1
73399	ITSpecCyber-DEMO	Questionnaire	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

ID	Assessment Name	Assessment Type	Screen-out	Rating	Passing Score	Cut Score	Proportional
+	Standard USA Hire 2210-11 (Non-Supervisory) - PF2	External	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	1 / 1
73399	ITSpecCyber-DEMO	Questionnaire	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

USA Hire Skills-Based and Multiple Hurdle Assessments

Leverage off-the-shelf or custom online assessments at scale to efficiently assess high volumes of applicants

Value to Agencies

Narrow your search on finding the best candidate by using online, quality skills-based assessments

- OPM's USA Hire skills-based assessments are fully integrated with USA Staffing and may be combined with a secondary assessment to measure competencies critical for the job

Standard

- 135 Job Series
- Non-Supervisory
- General competencies
- Off-the-shelf
- Specific to series/grade

Custom

- Agency-specific
- Mission critical
- New content

Premium

- **Leadership**
 - Federal Supervisor Assessment/Supervisory Situational Judgment Test
 - Executive Assessment
- **Critical Skills**
 - Writing
 - Program/Project Management
- 1801/1802 Job Series

Interview

- On-Demand
- Live

Narrative Responses

Create and link narrative response types to supplement minimum assessments

Value to Agencies

Collect direct information related to technical skills which is more useful than making inferences from resume experience

The screenshot displays the USA Staffing application interface. At the top, the navigation bar includes the USA Staffing logo, a home icon, and links for Staffing, Classification, Recruit, Admin, Reports, and Advanced Search. A search bar and user profile (OPM System Admin - TEST) are on the right. Below the navigation bar, the page title is 'VACANCY 12534737'. A secondary navigation bar contains tabs for Vacancy 12534737, Assessment Package, Announcement, Reviews, and Assessment: Prog Analyst 38567. The main content area shows the 'Assessment Questionnaire' section for VACANCY 12534737. It includes a table with columns for USAJOBS Announcement Title (HR Specialist), Pay Plan-Series-Grade (GS-0201-13), and Assessment ID (92037). Below the table, a breadcrumb trail shows the navigation path: Assessment Information > Competencies > Assessment Questionnaire > Screen-Out Criteria > Rating Criteria > Passing Score Criteria > Test Plan > Checklist. The 'Assessment Questionnaire' section is expanded, showing a list of items. The first item is '1. * Provide comprehensive classification and position management analysis for Federal Wage System jobs.' with a plus icon and a checkbox. Below this item is a sub-question '1a. * Please describe some of the specific FWS positions you have classified.' with a text input field. At the bottom right of the page, there are 'Save' and 'Cancel' buttons.

USA Staffing®

VACANCY 12534737

Assessment: Prog Analyst 38567

USAJOBS Announcement Title: HR Specialist

Pay Plan-Series-Grade: GS-0201-13

Assessment ID: 92037

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

+ Assessment Questionnaire (1 Items)

Select All

+ 1. * Provide comprehensive classification and position management analysis for Federal Wage System jobs.

1a. * Please describe some of the specific FWS positions you have classified.

Save Cancel

Structured Resume Review

Encourage hiring managers to identify subject-matter experts who can improve and support the agency qualification process of applicants

Value to Agencies

The Structured Resume Review Assessment type allows agency SMEs to evaluate resumes against specialized experience criteria and find candidates who have the necessary qualifications

The screenshot displays the 'Subject Matter Expert Review' interface on the USA Staffing platform. At the top, a navigation bar includes links for Dashboard, Request to Fill Position, Candidate Inventory, Help, Alerts, and Will Grenz. The main heading is 'Subject Matter Expert Review' with a sub-instruction: 'Evaluate as many applicants as you can for the position below.'

The primary section is for the 'Research Microbiologist (0403-GS-13)' position. It features a progress bar indicating '20 Applicants to Evaluate', with 'Completed: 7' and 'In Progress: 0'. A note states 'You've evaluated 12 applicants'. To the right, a 'Details' sidebar lists the review title 'Los Angeles Research Microbiologist SME Review', the completion deadline 'To be completed by April 14, 2023', and counts for '2 SMEs' and '1 Tiebreakers'.

The candidate profile for 'Levi William' is shown, with a 'Time remaining to complete the evaluation: 3 hours and 56 minutes'. Action buttons for 'Submit Evaluation' and 'Recuse Yourself' are present. The 'Evaluation Criteria' section is divided into two parts: 'Microbiology' and 'Aerosolization'. Each criterion requires a binary selection (Resume reflects this experience or not) and a text box for 'Evaluation Justification'.

The candidate's resume is displayed on the right. It includes contact information for Levi N. William, an objective statement, education (Bachelor's and Master's in Microbiology from Oregon State University), skills (aseptic techniques, molecular biology, etc.), experience (Lead Microbiologist, Oregon Health Sciences), and certifications (Certified Medical Laboratory Scientist 2009).

Virtual Interviewing

OPM's USA Hire Interview platform allows agencies to conduct virtual interviews, maintain records in one place, and allow applicants to self-schedule



Value to Agencies
Streamline and standardize structured interviews

Onboarding

Collaborate with Onboarding Partners

Support the expeditious onboarding of new hires, including enhancing and streamlining internal coordination across HR, personnel vetting, facility security, and any additional administrative functions and process

Manage Tasks

Documents

Forms

Documents0

Notes0

History

Tasks6

Assign Workflow

Add Task

All Statuses

Human Resources

<input type="checkbox"/>	Task Name	Owner	Status	Due	Completed Date
<input type="checkbox"/>	Complete Human Resources Questionnaire	Christy Dollard	Active		
<input type="checkbox"/>	Verify the New Hire Arrived for their First Day of Duty	Christy Dollard	Pending	08/05/2024	
<input type="checkbox"/>	Initiate Background Investigation/Security Clearance	William Grenz	Active	08/08/2024	
<input type="checkbox"/>	Send Tentative Offer	Christy Dollard	Active	08/08/2024	
<input type="checkbox"/>	Receive Tentative Offer Response	Christy Dollard	Pending	08/11/2024	
<input type="checkbox"/>	Receive Background Investigation/Security Clearance Results	Kevin Valle	Pending	09/07/2024	

Value to Agencies

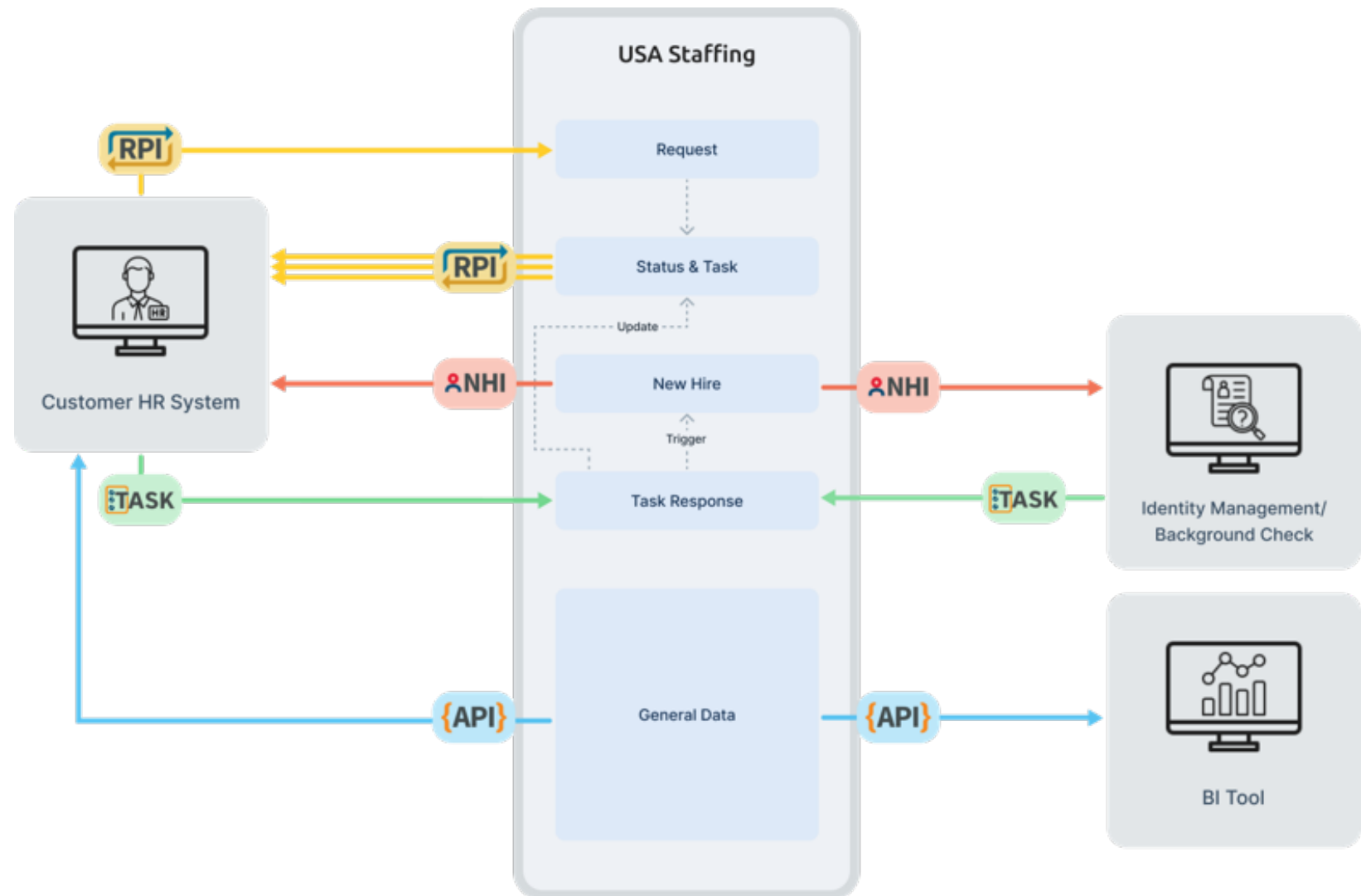
Agencies can secure PII when working with security, payroll, and other teams during the Onboarding process by creating custom permission profiles in USA Staffing and using a variety of workflows to manage each phase of the pre-employment process

USA Staffing Interconnections

USA Staffing Interconnections provide flexible and comprehensive options for integratingg USA Staffing into agencies' HR technology landscape.

Benefits include increasing hiring process standardization and automation, reducing dual data entry, streamlining hiring and improving data quality and transparency.

All interconnections are included in the license fee.



<https://developer.usastaffing.gov/Interconnections/GettingStarted>

Questions

Thank you!

For USA Staffing
USAStaffing@opm.gov

For USAJOBS
USAJOBSEngagement@opm.gov

For Staff Acquisition Group
StaffAcquisition@opm.gov

For USA Hire
USAHire@opm.gov

Resources

Online Resources for Agencies

- [Merit Hiring Resources Page](#)
 - [Merit Hiring Plan](#)
 - [Fact Sheet: OPM Launches Merit Hiring Plan to Modernize Federal Workforce and Restore Accountability](#)
 - [Guidance on Using the Four Short Essay Questions](#)
- [Executive Order 14170 - Reforming the Federal Hiring Process and Restoring Merit to Government Service](#)
- [Public Law 118-188 – Chance to Compete Act](#)
- [OPM Delegated Examining Operations Handbook](#)

Assessment Resources

- [Assessment Decision Guide](#)
- [Assessment Tools - Considerations](#)
- [Structured Interview Guide](#)
- [Federal Hiring Assessment and Selection Dashboard](#)
- Federal Workforce Competency Initiative
 - [OPM's MOSAIC Studies](#) - critical competencies and tasks employees need to perform successfully in nearly 200 Federal occupations, as well as for leadership positions.
- **Training:**
 - [Designing An Assessment Strategy: “Fundamental Concepts, Processes and Applications” and “Use of Hiring Assessments: A SME –Based Approach”](#)
 - [Structured Resume Review Training](#)

The Merit Hiring Learning Series

OPM Talent Team

The U.S. Office of Personnel Management (OPM) is pleased to provide a free, government-wide learning series to support HR professionals, Talent Team members, hiring managers, and agency leaders in effective implementation of the Merit Hiring Plan.

Must have a .gov or .mil email to register on [Eventbrite](#).



Upcoming Events - Check back at our series collection for updates!

September 15 – Pooled & Shared Hiring (including Candidate Inventory):

Overview of pooled hiring, such as the benefits, the authorities that allow pooled hiring and the OPM tools that facilitate pooled hiring.

September 16 – USAJOBS Agency Talent Portal Overview: Learn how to access and navigate the Agency Talent Portal (ATP) to use features, such as resume mining, campaigns, events, Talent Programs and Talent Pools.

Virtual events are hosted on MS Teams Townhall. Depending on your agency's network, the Teams Townhall features may not be available to you.

Thank You

Please take a moment to complete a short survey to provide your feedback on today's session:

<https://surveys.opm.gov/se/5B5534D43A9944B9>



The Merit Hiring Learning Series
Hiring Experience (HX) Group

HX@opm.gov