



USA Staffing Training and Information

USA Staffing System Overview

USA Staffing Areas

USA Staffing consists of three work areas:

- **Staffing.** This work area comprises five sections that allow you to create vacancies; develop assessments to evaluate applicants; craft job announcements and advertise them on USAJOBS; review applicants for qualifications; and, through the referral section, certify the best qualified candidates.
- **Reports.** This work area provides a variety of standard reports and applicant correspondence related to the “applicant status touch points.”
- **Administration.** This work area is where users with the appropriate permission profile can create and maintain user accounts, customers and contacts, announcement and assessment templates, system preferences, and default text for a variety of reports.

USA Staffing System Users

There are typically two types of personnel who use the system:

- Standard Users are primarily responsible for staffing job vacancies, performing work associated with announcing a vacancy, performing a job analysis, creating assessment tools, evaluating and referring candidates, and developing reports for the hiring officials and applicants.
- Office Administrators (OAs) perform all of the functions that Standard Users perform. In addition, OAs can set up, add, and maintain user accounts, announcement and assessment templates, and a variety of other system configuration options.

USA Staffing is fully integrated with USAJOBS. Once job announcements are created and released through USA Staffing, they are automatically posted on USAJOBS. Applicants can view the job announcements through USAJOBS, and when they click the Apply Online button they are transferred to the Application Manager site to complete the questionnaire, upload supporting documents, and submit their application package online.

Online Courses

To access the following training courses, click this link <https://staffing.golearnportal.org/>.

- *USA Staffing Pre-Training Orientation*
- *Best Practices in Assessment Questionnaire Development*
- *Multiple Answer/Multiple Response (MAMR) Item Type Training*

Training Manual

- [Part 1 - System Overview](#) 
- [Part 2 - Staffing and Reports](#) 
- [Part 3 - Administration](#) 
- [Part 4 - Appendixes](#) 

Resources

- [User Guide for Applicant Flow Data](#)  - Posted 7/14/2014
- [Onboarding Manager Resource Center](#) 
- [USA Hire Resource Center](#) 
- [PIV Login Quick Start Guide](#)  - Posted 11/18/2013
- [Posting a Detail through USA Staffing Quick Start Guide](#)  - Posted 11/04/2013
- [Cognos Consumer Users Quick Start Guide](#)  Updated 9/11/2014
- [Announcing jobs for students and recent graduates through USA Staffing: Quick Start Guide](#) 
- [SES in USA Staffing: Quick Start Guide](#) 
- [Selection Manager Quick Start Guide](#) 
- [Questions to Consider When Developing AQs](#) 
- [USA Staffing URLs](#) 
- [Implementation Guide](#) 
- [USA Staffing Resource Center](#) 