



CIVILIAN PERSONNEL BULLETIN

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USA STAFFING UPGRADE **USA Staffing will soon have a new look and feel!**

The USA Staffing (USAS) tool is being upgraded. As users of USAS, both Human Resources Specialists (HR) and Hiring Managers (HM) will communicate using the tools in the USAS Upgrade. This will increase transparency and capture activity normally occurring through e-mail communication.

All users will have a Dashboard reflecting active actions and real-time status, access to a user friendly Online Help from any page, and a History feature to track who has accessed and changed recruitment information. The new features of USAS Upgrade include:

1. Vacancy Announcements, assessment questionnaires, and referral lists will be received by the hiring managers as item 'Reviews' within the new Upgrade system.
2. Managers can make changes to the Vacancy Announcement directly on the draft Vacancy Announcement and assessment questionnaires in USAS versus email exchange.
3. Vacancy Announcements are reviewed on one page with the ability to either Approve, Approve with changes, Reject, or Hold Vacancy Announcements and Assessment Questionnaires for a later review.
4. Ability to upload documents and add notes to Assessments and Announcements for other reviewers or HR Users to see or add notes regarding a specific applicant.
5. View applicant documents, assessments, and responses to eligibility questionnaires, send notifications, view or add notes, flag applicants of interests/follow-up, and document selections all from one page.

For additional information, please contact your servicing CPAC specialist at 845-938-3943.

//SIGNED//
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