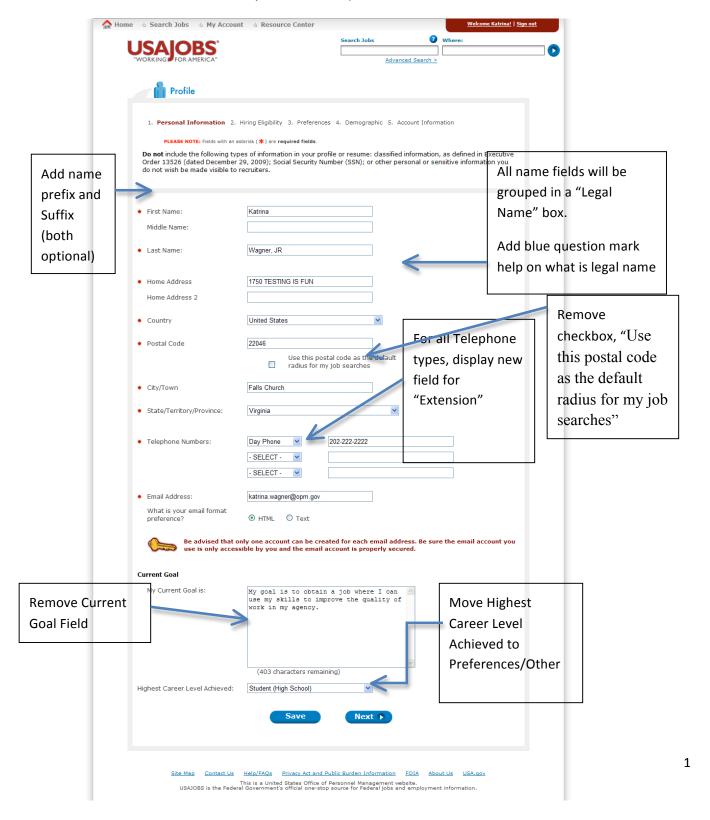
USAJOBS 3.0 Profile Screen Shots - PRA (as of 8/5/13)

Major changes recommended for an upcoming release are referred to in call outs on each screen shot. Minor changes are outlined in bullets following each screen shot. "TFS" refers to the Team Foundation Server system used to track requirements and is for internal reference only.

Profile > Personal Information (TFS 2605, 3026)

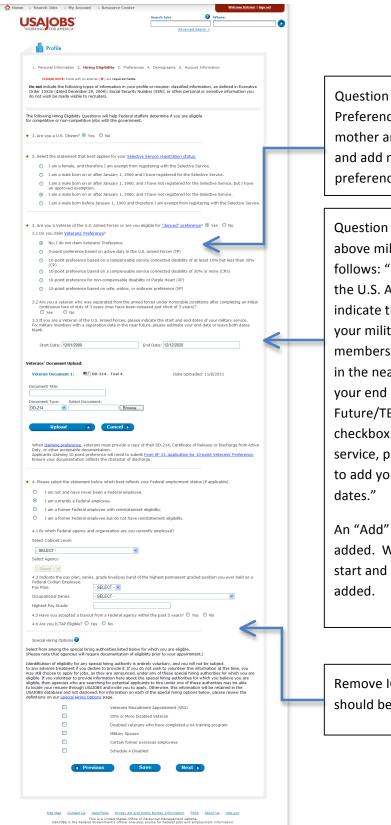


The following minor changes should be made to the Profile > Personal Information page:

- Rename page from "Personal Info" to "Contact Information"
- Left justify this note on all pages: Please Note: Fields with an asterisk (*) are required fields.
- Home Address:
 - Change label to just "Address 1". The user can enter whatever they want mailing/home, etc..
 - Business Reason: Mailing Address would be useful in the event the job seeker uses PO Box to receive official communications
- Home Address 2 Same as above; change label to just "Address 2:"
- State: Default should be -- Select -- and require a valid value other than select on Save.
- Remove checkbox that reads, "Use this postal code as the default radius for my job searches". This will replaced by new methods to auto populate on the Advanced Search feature in USAJOBS.
- Postal Code -
 - New edits if country is US: (NOTE: Applies to Profile, Resume Work Experience, and Education)
 - Make sure zip code is valid against reference location table
 - Add APO, FPO, DPO zip codes to reference location (should not be seen in JOA or advanced search)
 - Require at least 5 numbers be entered (although must allow for more in case seeker is entering plus 4). If country is not equal to US, this edit should not exist.
 - If user enters more than 5, auto lookup should ignore anything past the first 5 to auto populate city/town and state.
 - If there are multiple values in the auto populate for a zip code, prompt the user with all options and have user select the correct one. Present a pop up dialog box with valid values.
- Telephone Numbers 1/2/3:
 - Modify the error message for formatting to read, "Phone numbers must contain only numbers and any of the following characters..." (removing additional "phone number" reference in message that is duplicative"

- Add a help question mark icon that explains:
 - For U.S. phone numbers please use the format (xxx) xxx-xxxx
 - For International Phone numbers please include country code (insert format text)
 - Add an extension box for all telephone numbers after the number field (SIF)
- Format Preference: Change the "What is your email format preference? HTML/Text" to be consistent with account create. Should now read, "What is your email format preference? Some email providers block HTML messages. Select "Text" to ensure your emails go through." Also add a question mark help icon that links to: https://help.usajobs.gov/index.php/Which_email_type_should_I_select%3F
- Highest Career Level Achieved:
 - o Reorder the dropdown. Student (high school) appears out of order.
 - o Add a message/help text for what Highest Career Level Achieved is used for.
 - o Move to Preferences (now called "Other") tab

Profile > Hiring Eligibility (TFS 2611)



Question 3.1 – Veterans' Preference will be updated with mother and spouse language and add new sole survivorship preference in a separate PRA.

Question 3.3 – Modify the text above military service dates as follows: "If you are a Veteran of the U.S. Armed Forces, please indicate the start and end dates of your military service. For military members with a separation date in the near future, please estimate your end OR select the Future/TBD Release Date checkbox. If you have a break in service, please click <this button> to add your additional service dates."

An "Add" button/link will be added. When selected, additional start and end date rows will be added.

Remove ICTAP question – this should be application specific

The following additional changes should be made to the Profile > Hiring Eligibility pages.

- 1) Remove header that reads, "Do not include the following types of information in your profile..." from ALL profile pages.
- 2) Instructions: The following Hiring Eligibility Questions will help Federal staffers determine if you are eligible for competitive or non-competitive jobs with the government.
- Add help links to explain competitive/non competitive (existing help pages)
- 2) Question 3 Are you a Veteran of the U.S. Armed Forces or are you eligible for "derived" preference?
- Modify derived preference link to jump directly to derived preference definition. Currently goes to top of the page and user has to find definition
- 3) Question 3.1 Do you claim Veterans' Preference?

NOTE: Question 3.1 will be updated via a separate PRA to include Sole Survivorship preference and mother preference.

4) Question 3.2 - Are you a veteran who was separated from the armed forces under honorable conditions after completing an initial continuous tour of duty of at least 3 years (may have been released just short of 3 years) (VEOA)?

Changes for question 3.2:

- Add VEOA at the end of this in parenthesis and the help text should spell out and indicate to the applicant that they are VEOA if they answer this
- Add "at least" prior to 3 years. Job seekers who have more than 3 years were confused.

Military Service Dates:

- Add a new checkbox behind each set of military service start and end dates that is called "Future/TBD Release Date".
- If the Future/TBD date is checked, the end date will be grayed out.
- If the Future/TBD date is not checked, the end date should be a required field.
- The text above these fields will now read, "If you are a Veteran of the U.S. Armed Forces, please indicate the start and end dates of your military service. For military members with a separation date in the near future, please estimate your end OR select the Future/TBD Release Date checkbox. If you have a break in service, please click <this button> to add your additional service dates"

Veterans' Document Upload Section Changes:

- Move instructions "When claiming preference, veterans must provide a..." to the top of the Veterans' document upload section directly under the title.
- Veteran Document upload instructions will be updated as part of a separate ongoing PRA.
- Add help text beside document type field to explain each document. This same help text should display on the job application when a seeker selects documents to upload. (Existing ticket for release 3.7.1 the help text has been created already, need a condensed page to only show Veteran's documents, need to add question mark help icon)
- Modify text to read, "Add what types of documents are accepted on this page. Should not
 have to wait to get error message. Field validation should be consistent and indicate
 when you're typing what characters are not allowed
- Document Title allow special characters (currently can't do special characters other than hyphens and apostrophes); Make consistent with resume page; Should have standard language every place where we have a document of what characters aren't allowed and what types of docs can be uploaded. Business Reason: Several colleges and businesses have valid "&" in their name. Example "William & Mary" is the formal school name. AT&T is the formal business name.
- Allow for the seeker to view and delete the saved veteran documents from this page. Functionality should be the same as the Document Saved page.
- Add a new bullet: size limitation
- Make "Other" the last item in the dropdown. Alphabetize any items in the dropdown but have "other" be last. Display the existing value of Veteran Other in the dropdown on this page and the main document upload page.
- Add a secondary iFrame on the page
- 5) Special Hiring Options Section Changes:
 - Move Title to be left justified
 - There is a wide white space between the text boxes and the text related to the check box. Remove extra space
- 6) Question 4 Changes:

Question 4: Wherever it says "Federal employee" reword to "Federal Civilian Employee"

- Option 1 should now read: I am not and have never been a Federal Civilian Employee.
- Option 2 should now read: I am currently a Federal Civilian Employee.

- Option 3 should now read: I am a former Federal Civilian employee with reinstatement eligibility.
- Option 4 should now read: I am a former Federal Civilian employee but do not have reinstatement eligibility.

Add a help question mark link to Question 4 to read:

- Question 4 focuses on current and former employees of the Executive, Legislative, and Judicial Branches, independent agencies and employees under other merit systems. Individuals may have been employed on career, career-conditional, excepted service, term, temporary; time limited appointments, and non-status appointments.

Question 4 does not apply to Federal contractors or members of the armed services, unless an individual has been employed on a Federal appointment.

- Reinstatement explanation add to help question mark http://www.usajobs.gov/ResourceCenter/Index/Interactive/ReinstatementEligibility#icc
- Add question mark help to explain each response in question 4

Question 4.3 - Indicate the pay plan, series, grade level/pay band, and promotion potential of the highest graded position you ever held or currently hold as a Federal Employee. (Question does not apply to members of the armed forces covered under Title 10.)

Pay Plan

Occupational Series

Highest Pay Grade

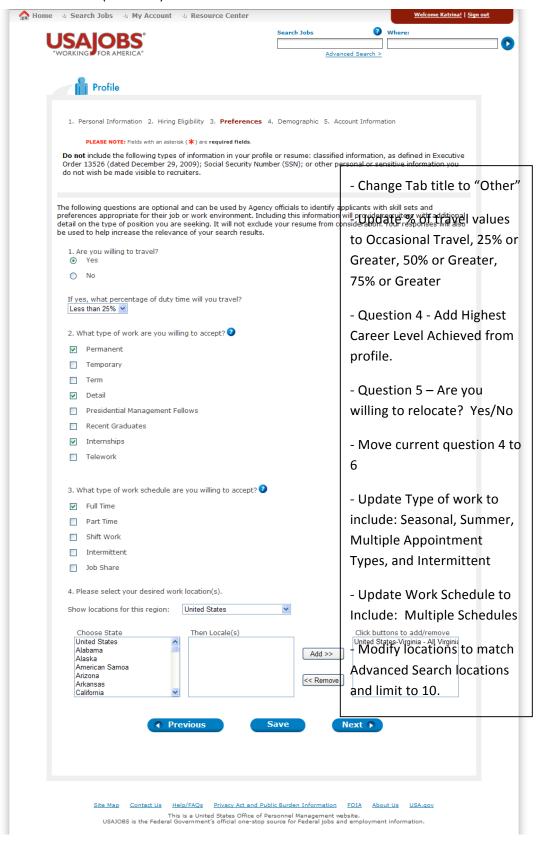
Pay Plan:

Pay Plan – Show "Code – Description" in dropdown

Question "Are you a current Federal employee serving under a <u>Veterans' Recruitment Appointment</u> (<u>VRA</u>)? – VRA" – Add help text bubble to further define and provide additional information on qualifying medals.

Question 4.6 – **Delete question for ICTAP**. Should be done at the TAS level.

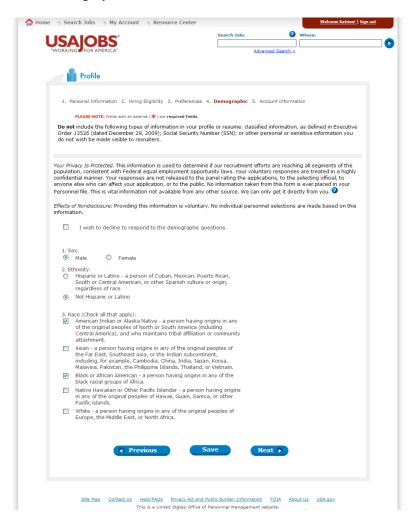
Profile > Preferences: (TFS 2617)



Preferences/Other Additional Changes:

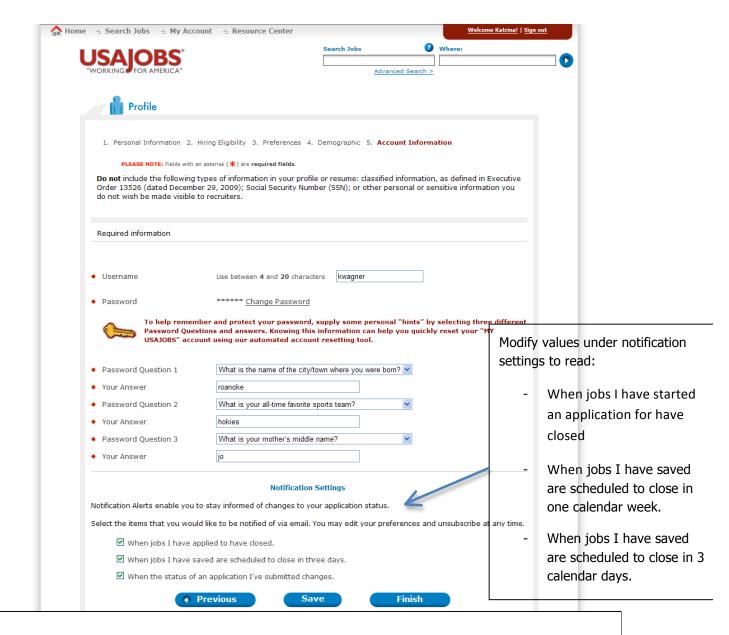
- Locations: Modify locations to match the Advanced Search location search boxes
 - o There will be a new 10 location limit
 - o Ensure location selection boxes allow for All US, Overseas, etc. options
 - o For seekers who have existing locations selected greater than 10:
 - send an inbox notification.
 - If the seeker goes to the page, display a pop up on the page that indicates they must make a change to less than 10 and values have changes.
 - o For seekers who have locations that no longer exist, send an inbox notification

Profile > Demographic



- Left justify "Please note", and removing "Do not include the following..." message.
- OMB 3046-0046 is currently undergoing Paperwork Reduction Act approval to add disability data to the collection form. Once this form receives final approval, USAJOBS will be updated to reflect the new disability information (new question 4)

Profile > Account Information: (TFS 614)



The following User Interface changes should be made to the Profile:

- Use actual Tabs at the top and bottom of the pages because it is not evident to users that the numbered areas are new tabs. Highlight the tab the user is on.
- Redesign as appropriate with changes to the look and feel—navigation on top and bottom of all pages
- Pushbuttons at the bottom should include a Cancel link that will prompt with a "are you sure you wish to cancel without saving" y/n
- Add a Checkmark underneath each tab to signify completion. Should be updated when data is saved down o Tab completed once all required fields are entered.
- Where possible, make the page to be more left to right so you don't have to scroll down as much.
- On all pages:
 - Left justify the "Fields with an *" message on the top of every page.
 - Remove the "Do Not include the following..." message at the top of every profile page. Business Reason: There are no fields that would allow entry of the personal information listed.
 - No colons should be listed after field labels
 - All drop downs should have a default value of -- Select -- but required fields should require a value other than select. For consistency ensure that all selects use that format.