

**Request for Approval under the “Generic Clearance for the Collection of  
Routine Customer Feedback” (OMB Control Number: 3206-0257)**

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**TITLE OF INFORMATION COLLECTION:**

USAJOBS and USA Staffing Joint usability testing session.

**PURPOSE:**

The purpose of the joint usability testing session between USAJOBS and USA Staffing is to gain user feedback regarding the application transition between the job portal and a talent acquisition system. Both USAJOBS and USA Staffing are interested in how easily users can move from the USAJOBS system to the USA Staffing and vice versa. Specifically, USA Staffing is interested in testing their redesigned Application Manager functionality. This user feedback will be used to improve the user experience of USAJOBS and USA Staffing.

**DESCRIPTION OF RESPONDENTS:**

The test participant pool will be a diverse group, to mirror the varied USAJOBS’ user population. The program offices have a goal of recruiting at least twenty-eight participants, with fourteen of them being non-federal users. All users will be recruited through professional and personal relationships of the program office members. Test participants will represent multiple system users including non-federal employees, federal employees, students and veterans.

**TYPE OF COLLECTION:** (Check one)

- |   |   |
|---|---|
| <input type="checkbox"/> Customer Comment Card/Complaint Form                     | <input type="checkbox"/> Customer Satisfaction Survey |
| <input checked="" type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group       |
| <input type="checkbox"/> Focus Group  | <input type="checkbox"/> Other: _____                 |

**CERTIFICATION:**

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name: Peter Toohey

To assist review, please provide answers to the following question:

**Personally Identifiable Information:**

1. Is personally identifiable information (PII) collected?  Yes  No
2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974?  Yes  No
3. If Yes, has an up-to-date System of Records Notice (SORN) been published?  Yes  No

**Gifts or Payments:**

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants?  Yes  No

The incentive will not be financial but rather a token of appreciation. Incentives will range from office snacks (gum, chocolate, trail mix, etc.) to supplies (pens, sticky pads, etc.).

**BURDEN HOURS**

Category of Respondent	No. of Respondents	Participation Time	Burden
Non-Federal employees	14	60	14
Federal employees	10	60	10
Veterans	4	60	4
Students	4	60	4
<b>Totals</b>	<b>28</b>	<b>60</b>	<b>28</b>

**FEDERAL COST:** The estimated annual cost to the Federal government is \$150

**If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:**

**The selection of your targeted respondents**

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?  
 Yes  No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

The USAJOBS and USA Staffing program offices will leverage professional and personal relationships to recruit test participants. For the non-federal participant group, OPM contractors will be leveraged to meet the fourteen-participant goal. Federal participants will be recruited through professional contacts with the many government agencies that work with USAJOBS and USA Staffing. The OPM Veteran Employment Office has offered to lend assistance in the recruitment of veteran test participants. The selection of test participants once identified will be determined by their level of experience with the federal hiring process.

## Administration of the Instrument

1. How will you collect the information? (Check all that apply)
  - Web-based or other forms of Social Media
  - Telephone
  - In-person
  - Mail
  - Other, Explain
2. Will interviewers or facilitators be used?  Yes  No

**Please make sure that all instruments, instructions, and scripts are submitted with the request.**

### **Instructions for completing Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback”**

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**TITLE OF INFORMATION COLLECTION:** Provide the name of the collection that is the subject of the request. (e.g. Comment card for soliciting feedback on xxxx)

**PURPOSE:** Provide a brief description of the purpose of this collection and how it will be used. If this is part of a larger study or effort, please include this in your explanation.

**DESCRIPTION OF RESPONDENTS:** Provide a brief description of the targeted group or groups for this collection of information. These groups must have experience with the program.

**TYPE OF COLLECTION:** Check one box. If you are requesting approval of other instruments under the generic, you must complete a form for each instrument.

**CERTIFICATION:** Please read the certification carefully. If you incorrectly certify, the collection will be returned as improperly submitted or it will be disapproved.

**Personally Identifiable Information:** Provide answers to the questions. Note: Agencies should only collect PII to the extent necessary, and they should only retain PII for the period of time that is necessary to achieve a specific objective.

**Gifts or Payments:** If you answer yes to the question, please describe the incentive and provide a justification for the amount.

#### **BURDEN HOURS:**

**Category of Respondents:** Identify who you expect the respondents to be in terms of the following categories: (1) Individuals or Households; (2) Private Sector; (3) State, local, or tribal governments; or (4) Federal Government. Only one type of respondent can be selected per row.

**No. of Respondents:** Provide an estimate of the Number of Respondents.

**Participation Time:** Provide an estimate of the amount of time (in minutes) required for a respondent to participate (e.g. fill out a survey or participate in a focus group)

**Burden:** Provide the Annual burden hours: Multiply the Number of Respondents and the Participation Time then divide by 60.

**FEDERAL COST:** Provide an estimate of the annual cost to the Federal government.

**If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:**

**The selection of your targeted respondents.** Please provide a description of how you plan to identify your potential group of respondents and how you will select them. If the answer is yes, to the first question, you may provide the sampling plan in an attachment.

**Administration of the Instrument:** Identify how the information will be collected. More than one box may be checked. Indicate whether there will be interviewers (e.g. for surveys) or facilitators (e.g., for focus groups) used.

**Submit all instruments, instructions, and scripts are submitted with the request.**

# Materials and Instruments Used in USAJOBS/USA Staffing Joint Usability Test

## **In-Person Testing Sessions:**

1. Testing Facilitator
2. Test Observers (2)
3. Laptops and mouse
4. USAJOBS UAT Environment
5. USA Staffing UAT Environment
6. Three chairs
7. Table
8. Camtasia – Screen Recording and video editing tool

## **Remote Testing Sessions:**

1. Testing Facilitator
2. Testing Observers (2)
3. Laptops and mouse
4. USAJOBS UAT Environment
5. USA Staffing UAT Environment
6. Camtasia – Screen Recording and video editing tool
7. Join.Me – Online meeting software
8. Phone – teleconference purposes