#### 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)

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## 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.
  - Add a message/help text for what Highest Career Level Achieved is used for.
  - Move to Preferences (now called "Other") tab

#### Profile > Hiring Eligibility (TFS 2611)

		Advanced Se	earch >	
Profile				
1. Personal Information 2. Hiring	Eligibility 3. Preferences	<ol> <li>Demographic 5. Account</li> </ol>	Information	
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do not wish be made visible to recr	uiters.	ser (35N), or other persona	for sensitive informe	don you
The following Hiring Eligibility Questic	ns will help Federal staffer	s determine if you are eligib	le	
tor competitive or non-competitive jo	o			
1. Are you a U.S. Citizen?      Tes	U NO			
• 2. Select the statement that best	applies for your <u>Selective S</u>	Service registration status.		
<ul> <li>I am a female, and there</li> </ul>	fore I am exempt from regi	stering with the Selective S	ervice.	
<ul> <li>I am a male born on or a</li> <li>I am a male born on or a</li> </ul>	ter January 1, 1960 and I	have registered for the sele	Selective Service.	rt I have
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<ul> <li>I am a male born before</li> </ul>	lanuary 1, 1960 and there	ore I am exempt from regis	tering with the Selec	tive Service.
			_	_
<ul> <li>3. Are you a veteran of the U.S. A</li> <li>3.1 Do you claim <u>Veterans' Prefer</u></li> </ul>	nned Forces or are you elig Ince?	ione for <u>"derived" preferenc</u>	≝r 🔍 Yes 🔍 No	
<ul> <li>No, I do not claim Vetera</li> </ul>	ns' Preference		-	
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3.2 Are you a veteran who was s	eparated from the armed fo	rces under honorable cond	itions after completin	g an initial
O Yes No	and (may have been relea	and just short of 3 years)?		
3.3 If you are a Veteran of the U. For military members with a separ blank.	ation date in the near futu	icace the start and end dat re, please estimate your en	es of your military se d date or leave both	dates
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Map Contest Us Help/FAGs Provacy Act and Public Surdan Information FCIA About Us USA.cox This is a United States Office of Personnel Management website. SAUGBS is the Federal Government's official one-stop source for Federal jobs and employment information. 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)

ISAIOBS	Search Jobs 🛛 Where:
"WORKING" FOR AMERICA"	Advanced Search >
Profile	
1. Descent Information 2. Mining Elizibility, 2. Desferances	
1. Personal Information 2. Hiring Englowery 5. Preference	• 4. Demographic 5. Account mormation
PLEASE NOTE: Fields with an asterisk (*) are required fields. Do not include the following types of information in your pr	ofile or resume: classified information, as defined in Executive
Order 13526 (dated December 29, 2009); Social Security N do not wish be made visible to recruiters.	umber (SSN); or other personal or sensitive information you
	- Change Tab title to "Ot
The following questions are optional and can be used by Age preferences appropriate for their job or work environment. In	ncy officials to identify applicants with skill sets and ncluding this information will providersorvitage with additional المراجعة المراجعة المراجعة المراجعة المراجعة ال
detail on the type of position you are seeking. It will not excl be used to help increase the relevance of your search result	ude your resume from consideration. Pour responses will also varues
1. Are you willing to travel?	
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0 140	75% or Greater
If yes, what percentage of duty time will you travel? Less than 25%	
	- Question 4 - Add Highe
2. What type of work are you willing to accept?	Career Level Achieved fr
Permanent     Temporary	profile.
Term	
✓ Detail	- Question 5 – Are you
Presidential Management Fellows	willing to relocate? Yes/
Recent Graduates	
✓ Internships	- Move current question
Telework	6
2. What type of work schedule are you willing to accept?	0
S. what type of work schedule are you willing to accept?     Eull Time	- Update Type of work to
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Shift Work	Multiple Appointment
Intermittent	
Dob Share	Types, and Intermittent
4. Please select your desired work location(s).	- Update Work Schedule
Show locations for this region: United States	Include: Multiple Schodu
Choose State Then Locale(s)	Click buttons to add/remove
United States Alabama	United States-Virginia - All Virginia - Modity locations to ma
Alaska American Samoa	Aduanced Search leastic
A.:	<< Remove
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#### **Preferences/Other Additional Changes:**

- Locations: Modify locations to match the Advanced Search location search boxes
  - There will be a new 10 location limit
  - o Ensure location selection boxes allow for All US, Overseas, etc. options
  - 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.
  - 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)

JSAJOBS	Search Jobs	Where:	
"WORKING FOR AMERICA"	Advanced S	iearch >	<b>_</b>
Profile			
1. Personal Information 2.	Hiring Eligibility 3, Preferences 4, Demographic 5, Account	Information	
PLEASE NOTE: Fields with	an asterisk ( <b>*</b> ) are <b>required fields</b> .		
Do not include the following Order 13526 (dated Deceml do not wish be made visible	types of information in your profile or resume: classified info per 29, 2009); Social Security Number (SSN); or other person to recruiters.	rmation, as defined in Executive al or sensitive information you	
Required information			
<ul> <li>Username</li> </ul>	Use between 4 and 20 characters kwagner		
* Password	****** Change Password		
To help remer Password Que USAJOBS" acc     Password Question 1	nber and protect your password, supply some personal "hi stions and answers. Knowing this information can help you ount using our automated account resetting tool. What is the name of the city/town where you were born?	nts" by selecting three different quickly reset your "MY MOdify setting	y values under notificat gs to read:
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### 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.