

# OCHR FactSheet

USA Hire Assessments

*Issued: February 2015*

## Operation Hiring Solutions

This Fact Sheet:

- Introduces USA Hire and how it works
- Identifies the benefits of USA Hire
- Details positions covered by USA Hire

### Background

Identifying quality candidates is key to the Department of the Navy's (DON) hiring efforts. **USA Hire** is an online assessment approach developed by Office of Personnel Management (OPM) personnel psychologists to help managers evaluate candidates and identify people with the right skills. **USA Hire** can be used as a standalone assessment or in conjunction with job-specific USA Staffing assessment questionnaires. USA Hire includes assessments to evaluate both skilled trades and white collar workers.

### Benefits and Features of USA Hire

- Provides hiring managers and activity representatives with a higher quality applicant pool by validating competencies that are a better predictor of employee job performance
- Evaluates hard-to-measure competencies difficult to capture in a resume or interview, to include accountability, teamwork, attention to detail and reasoning
- Reduces potential inflation of applicant responses to USA Staffing assessment questions

### Available USA Hire – Standard Assessments

Standard Assessments (for which DON has unlimited pre-paid access during FY15) include wide range of job series. Full covered listing is available at:

[http://help.usastaffing.gov/USASTaffing/images/e/e5/USA\\_Hire\\_Standard\\_Assessments\\_Overview\\_8\\_29\\_2014.pdf](http://help.usastaffing.gov/USASTaffing/images/e/e5/USA_Hire_Standard_Assessments_Overview_8_29_2014.pdf)

DoD/DON also has very limited pre-paid access to the following USA Hire For DoD Assessments:

DoD Project Management	DoD Wage Grade
0201 HR Spec (13/14)	3502 Laborer (WG 1/2/3)
0301 Misc. Admin (12/13)	2805 Electrician (3/5)
0343 Mgmt Prog (12/13)	3806 Sheet Metal (3/5)
0346 Logistics Mgmt. (12/13)	5210 Rigger (3/5)
0801 General Engr (12/13)	4749 Maintenance (3/5)
1101 Gen Business (12/13)	5334 Marine Machinery (3/5)
2210 IT Spec (12/13/14)	5803 Heavy Mobile Equip (3/5)

### DoD Intelligence Analyst

Non-Supervisory GS-0132 (GS 05-14)

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## Frequently Asked Questions

**Q. What does a USA Hire assessment look like?**

A. You can see sample questions at <https://usahire.opm.gov/assess/default/sample/Sample.action>.

**Q. Is there a cost to my activity for using USA Hire?**

A. No, DON has unlimited access to USA Hire Standard Assessments for FY15.

**Q. I heard you can use USA Hire for all hiring.**

A. At this time, DON is using USA Hire only for vacancies not covered under bargaining agreements.

**Q. Can we use USA Hire for vacancies filled under Merit Promotion?**

A. USA Hire may only be used for those activities where there are no collective bargaining requirements. DON is reviewing collective bargaining requirements for impact and notification requirements.

**Q. What competencies are covered?**

A. Competencies covered include accountability, teamwork, attention to detail & reasoning and many more. Contact your OCHR Operations Center professionals for supported competencies.

**Q. I'm a hiring manager. Why should I use USA Hire?**

A. The assessment helps managers evaluate and identify the people who possess core competencies that can be difficult to assess during an interview, such as reading, analytics, logical reasoning, math and writing. This is particularly useful in entry-level recruitment when applicants do not have a lot of experience.

**Q. How did USA Hire determine the competencies?**

A. Managers and subject matter experts across the federal government identified the core competencies.

**Q. I like specific questions about my job opening. Can I still use USA Hire?**

A. Yes. For non-entry level positions, USA Hire should be used in conjunction with USA Staffing assessment questionnaire that asks specific questions about your job competencies.

**Q. How does USA Hire work?**

A. Applicants answer a series of cognitive questions and respond to work scenarios. The resulting scores flow into USA Staffing to help identify the the best qualified applicants.

## USA Hire User Feedback

Initial feedback from applicants and hiring managers using the USA Hire assessments has been positive. Applicants find it easy to navigate and apply to vacancy announcements on USAJOBS.

Applicants also:

- Receive an email link to the USA Hire assessment if they meet minimum qualifications
- Complete the assessment – the scores then flow into USA Staffing
- Re-use their scores to apply to other positions

## Where to Find Additional Information

Information on using USA Hire for an upcoming vacancy is available by contacting your servicing OCHR Operations Center. Additional information regarding USA Hire is at

[http://help.usastaffing.gov/USASTaffing/index.php/USA\\_Hire\\_Resource\\_Center](http://help.usastaffing.gov/USASTaffing/index.php/USA_Hire_Resource_Center).

This website offers:

- Frequently asked questions for HR professionals and hiring managers
- Training job aid for USA sStaffing users
- Sample USA Hire questions

## Still Need Assistance?

Email [DONhrFAQ@navy.mil](mailto:DONhrFAQ@navy.mil)

