**OPM Merit Hiring Learning Series**

# USA Hire Standard Assessments

**September 2025**

Created by the Office of Personnel Management, USA Hire Program Office

# Enabling Live Captions (Closed Captioning)

A recording of this session with ASL interpreters will be posted at https://www.opm.gov/policy-data-oversight/hiring-information/merit-hiring-plan-resources/#url=Training-Learning-Series.

**During a meeting:** Go to your meeting controls (at the top of the screen) and:

1. Select "**More**"
2. Choose "**Language and speech**" to select "**Show live captions**"
3. Choose "**Settings**" and select "**Accessibility**" to toggle on the options

To stop using live captions, select "**Hide live captions**" under "**Language and speech**"
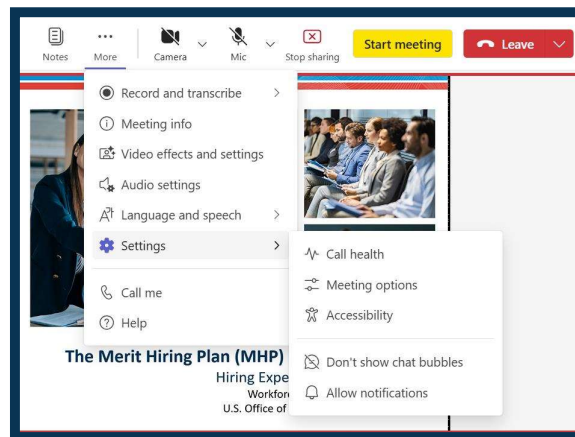
# Meeting Tips

- A copy of this slide presentation will be posted on OPM's Merit Hiring Plan Resources page.

- Ask questions in the Q&A, but please wait until a topic is covered so you're not posting a question that's already been answered.

- We'll respond to as many questions as we can; however, we cannot answer agency-specific or individual-specific questions.

- A recording of this webinar may be found on OPM's Merit Hiring Plan Resources page.

**Agenda**

- Assessments and the Chance to Compete Act/Merit Hiring Plan
- USA Hire Standard Assessments
- Early Career Talent Assessment

## USA Hire and the Chance to Compete Act, EO 14170 assessment requirements



"An examining agency shall preference the use of a technical assessment, to the maximum extent practicable, to assess the job-related skills, abilities, knowledge, and competencies of an applicant for a position in the competitive service."

## USA Hire:

- Measures job-related competencies

- Is based on comprehensive job analysis

- **Does not rely on an applicant's self-evaluation.**

- Uses professionally developed, **reliable, and valid government-wide assessments** that can be used off-the-shelf.

- **Offers assessments for:**
  a) Occupational specific non-supervisory positions
  b) Supervisory and Management positions
  c) Executive positions
  d) Writing ability
  e) Program/project management
  f) Custom assessments tailored for unique agency needs
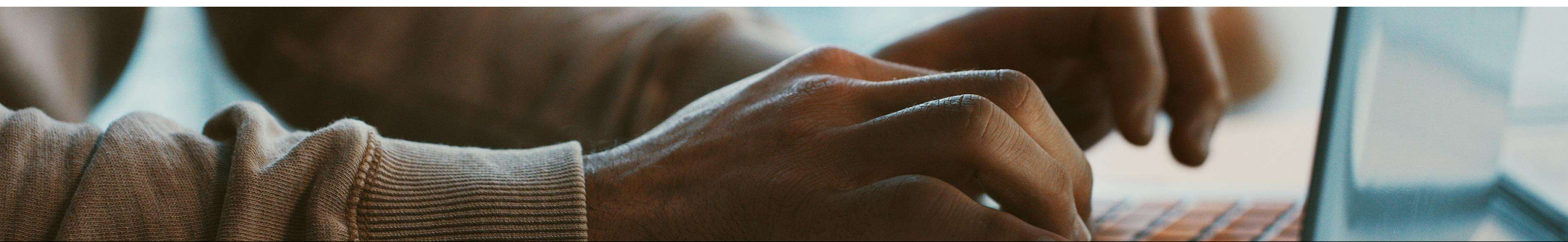
# Technical Assessment Definition

Technical Assessment definition (Section 2.a.9): A position-specific tool that is relevant to the position for which the tool is developed that –

A. Allows for the demonstration of job-related skills, abilities, knowledge, and competencies;

B. Is based upon a job analysis; and

C. Does not solely include or principally rely upon a self assessment from an automated examination.

USA Hire assessments meet the Chance to Compete Act's definition of technical assessment.
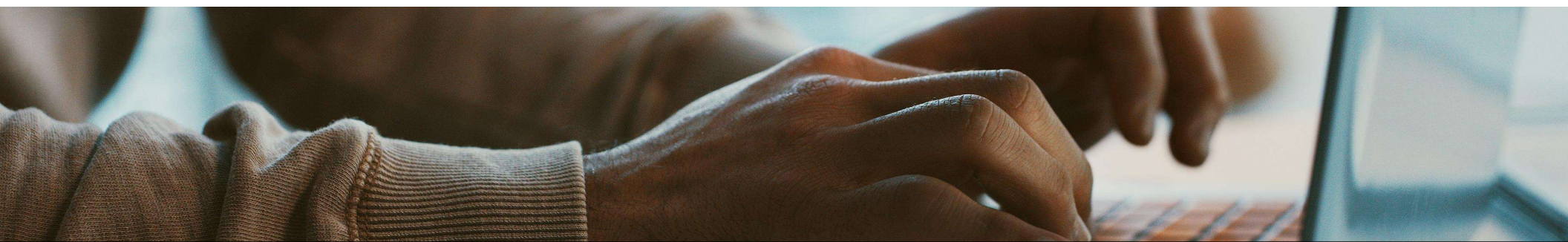
# Four Key Elements of the Merit Hiring Plan

1. Reforming the Federal recruitment process to ensure that only the most talented, capable and patriotic Americans are hired to the Federal service.

2. Implementing skills-based hiring, eliminating unnecessary degree requirements, and requiring the use of rigorous, job-related assessments to ensure candidates are selected based on their merit and competence, not their skin color or academic pedigree

3. Streamlining and improving the job application process

4. Reducing time-to-hire to under 80 days by emphasizing the use of talent pools and shared certificates and streamlining the background check process.

**USA Hire is fully integrated with USA Staffing and may be used in combination with other assessments.**

## Standard

- 135 Job Series
- Non-Supervisory
- General competencies
- Off-the-shelf
- Specific to series/grade

Includes Early Career Talent Assessment for xx99 series.

- Mobile-first design
- Covers grades 3-11

## Premium

- **Leadership**
  - Federal Supervisor Assessment
  - Supervisory Situational Judgment Test
  - Executive Assessment
- **Critical Skills**
  - Writing
  - Program/Project Management
  - Data Skills (*coming soon!*)
- **1801/1802 Job Series**

## Custom

- Agency-specific
- Mission critical
- New content

## USA Hire Interview

- Conduct virtual structured interviews
- Raters' notes, rating, and consensus recorded on the platform
- Applicant self-scheduling available

## Agency Resource Center:

https://resourcecenter-usahire.opm.gov/hc/en-us

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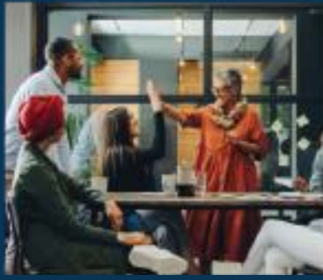- Applicant self-scheduling available

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# USA Hire Standard Assessments

Practice Assessments: https://resourcecenter-usahire.opm.gov/hc/en-us/articles/32465821655700-Practice-Assessments

**Applicant Resource Center:**

https://support-usahire.opm.gov/hc/en-us

# Pricing

- **USA Staffing customer agencies may purchase unlimited access to the USA Hire Standard Assessments**

- **Agencies pay a flat fee to use USA Hire Standard Assessments based on volume of USA Staffing Licenses**

# Typical USA Hire Process

*USA Hire can help to find the best and brightest applicants for referral

Applicants submit application:

1. Resume

2. Other documents

3. Answer Minimum Qualification (MQ) Questions

Applicants who self-report meeting MQs receive USA Hire battery link

Applicants complete USA Hire Assessments

USA Staffing automatically calculates applicant final scores when assessment window closes

HR verifies MQs and other screen outs to refer applicants, as applicable.*

# USA Standard Assessments

Note: Assessments used and competencies measured depend on the job series and grade.

## Interaction

- Accountability
- Attention to Detail
- Customer Service
- Flexibility
- Influencing/Negotiating
- Integrity/Honesty
- Interpersonal Skills
- Learning
- Self-Management
- Stress Tolerance
- Teamwork

## Judgment

- Decision making

## Mathematical Reasoning

- Arithmetic
- Mathematical reasoning

## Reading

- Reading

## Reasoning

- Reasoning

**USA Hire Key Features Include:**

CAT Engines –
Assessment item pool

Branching Role Play

Cut Scores – Minimum
proficiency level

Proctored or Un-proctored
Testing

Reasonable Accommodation

## Cut Score Job Series

| | |
|---|---|
| **0080** Security Administration | **0501** Financial Administration & Programs |
| **0201** Personnel/HR Management | **0510** Accountant |
| **0203** Personnel Clerical & Assistance | **0560** Budget Analysis |
| **0303** Misc. Clerk & Assistance | **0861** Aerospace Engineering |
| **0318** Secretary | **0962** Contact Representative |
| **0343** Management & Program Analyst | **1102** Contract Specialist |
| | **2210** Information Technology |

# USA Hire Completion Rate Comparison

*Data for all visualizations as of 5/14/25

### Applicant Behavior – Past 12 Months

9%

23%

68%
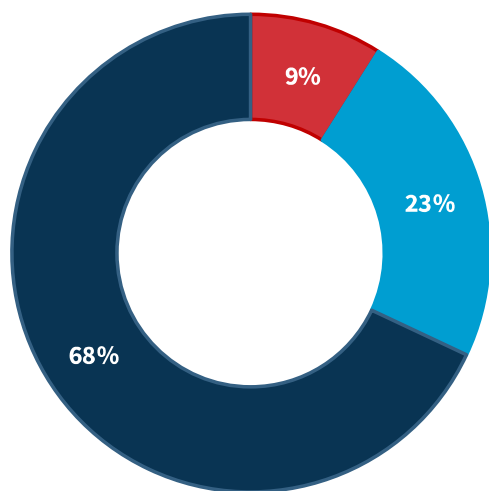
■ Did Not Start  ■ Started, Did Not Finish  ■ Completed Assessments

### Applicant Behavior – FY15

43%

4%

53%
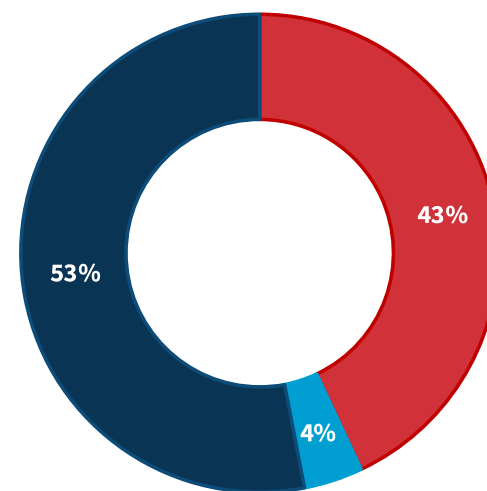
■ Did Not Start  ■ Started, Did Not Finish  ■ Completed Assessments

Recent enhancements have resulted in increased applicant participation in the testing process.
- Automatic reminder emails
- Mobile Enablement
- Immediate testing after submitting application
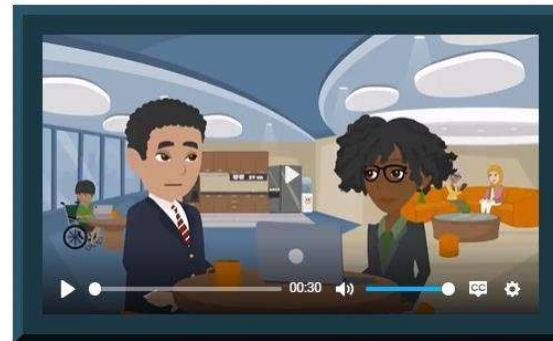
# USA Hire Standard Assessment Demo

Get **the look and feel** of USA Hire assessments with practice assessments!

# Early Career Talent Assessment (ECTA)

- Assessment will be available for all student trainee job series (XX99 – Series 0099-2299); grades 3, 4, 5, 7, 9, & 11

- Will be incorporated in the USA Hire Standard Assessments and will replace current XX99 standard assessments

- Designed for completion on a mobile device or laptop/desktop

- Includes two assessment components:

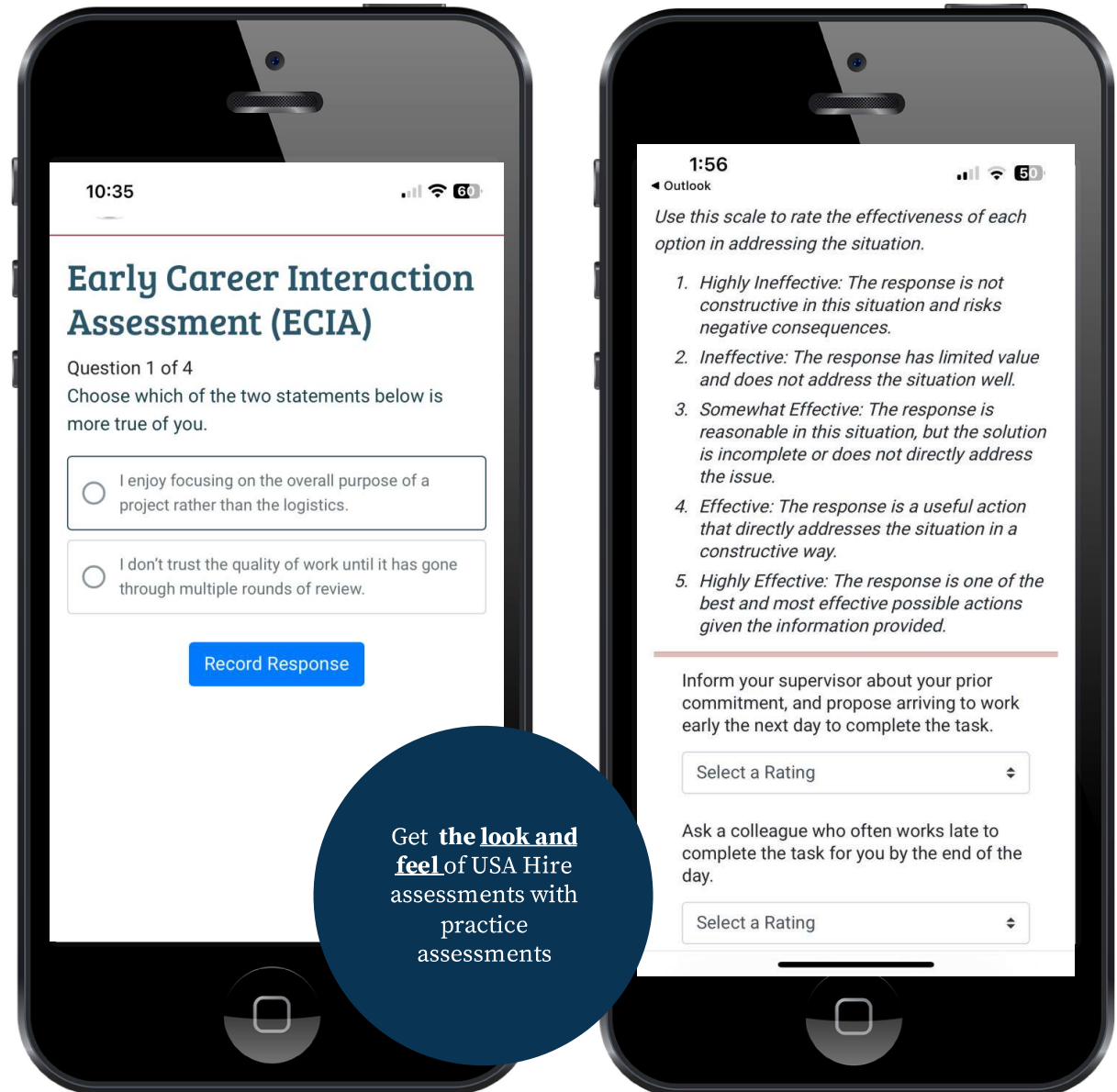| | |
|---|---|
| **Early Career Interaction Assessment** | Behavioral Index; Computer Adaptive Test (CAT)<br><br>Applicants are presented with two statements and asked to select which statement is most true for them.<br><br>Measures: Attention to Detail; Learning; Self-Management |
| **Early Career Judgment Assessment** | Situational Judgment Test (SJT)<br><br>Applicants are presented with scenarios and asked to rate the effectiveness of potential responses.<br><br>Measures: Flexibility; Interpersonal Skills; Problem Solving; Technology Application |

# ECTA Demo

## Early Career Interaction Assessment (ECIA)

Question 1 of 4
Choose which of the two statements below is more true of you.

○ I enjoy focusing on the overall purpose of a project rather than the logistics.

○ I don't trust the quality of work until it has gone through multiple rounds of review.

**Record Response**

Get **the look and feel** of USA Hire assessments with practice assessments

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*Use this scale to rate the effectiveness of each option in addressing the situation.*

1. *Highly Ineffective: The response is not constructive in this situation and risks negative consequences.*

2. *Ineffective: The response has limited value and does not address the situation well.*

3. *Somewhat Effective: The response is reasonable in this situation, but the solution is incomplete or does not directly address the issue.*

4. *Effective: The response is a useful action that directly addresses the situation in a constructive way.*

5. *Highly Effective: The response is one of the best and most effective possible actions given the information provided.*

Inform your supervisor about your prior commitment, and propose arriving to work early the next day to complete the task.

Select a Rating ⬍

Ask a colleague who often works late to complete the task for you by the end of the day.

Select a Rating ⬍

# Questions?

**Sharon Wilborn**
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Email us at: USAHire@opm.gov
or visit https://www.opm.gov/usahire

# Thank You

**Please take a moment to complete a short survey** to provide your feedback on today's session:

https://surveys.opm.gov/se/5B5534D47CE7B292



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