

USAJOBS®

Privacy Impact Assessment

1. IT System of Electronic Collection Identification

- a. **Who is completing the initial screening assessment?**

Designated Security Officer.

- b. **Who is the IT system or electronic information collection owner?**

Associate Director,
Human Resources Products and Services.

- c. **What is the IT system or electronic information collection name?**

USAJOBS®.

- d. **Does the activity represent a new or significantly modified IT system or information collection?**

Yes.

- e. **Is this an IT system or project or an electronic information collection?**

IT System or Project.

- f. **What is the Unique Project Identifier (UPI)?**

N/A.

g. Will this system or electronic information collection use web technology?

Yes.

h. What is the purpose of the IT system or electronic information collection and why is the information being collected?

USAJOBS® is the United States Government's official source for Federal jobs and employment information. The USAJOBS® system gives OPM approved Federal agency HR specialists the ability to create and advertise government jobs, source candidates for employment consideration, and manage the recruiter hiring process through the web interface. The USAJOBS® system gives job seekers the ability to create and advertise their resumes, search government jobs and apply for a job directly through the web interface.

i. What is the IT system or electronic information collection status?

Operational.

j. Is the IT system or electronic information collection operated by OPM staff, contractor staff, or a combination of OPM and contractor staff?

Combination of OPM staff and contractor staff.

k. Where is the IT system or electronic information collection physically located?

Massachusetts.

2. Initial Screening Assessment

- a. Is an OMB mandated PIA required for this IT system or electronic information collection?**

Yes.
- b. Does the system or electronic information collection contain or collect any Personally Identifiable Information (PII)?**

Yes.
- c. Is this an IT system that collects PII on members of the public?**

Yes.
- d. Is this an electronic information collection that collects PII on members of the public?**

Yes.
- e. Is this an electronic information collection that collects PII on Federal employees?**

Yes.

3. The PIA

3.1. Nature and Source of Information to Be Collected

- a. What is the nature of the information to be collected?**

Information will be collected as required to allow applicants to create user accounts and resumes that can be used to apply

for Federal employment. Information includes names, address, social security number, telephone number, email address, citizenship, Federal employment status, veterans preference, education, work experience, salary history, personal and professional references, and additional job related training. Information is also required of Federal employees (Agency HR specialists) and selected contractors to allow them access to the system via a portal that requires password protected access to post and manage job vacancies, create supplemental questionnaires and source candidates for employment consideration on the system. Information required of HR specialists is used to validate their need for access and identity. Information includes name, agency name, email address, telephone number, supervisor name and email address, and supervisor's telephone number. Other categories of information include Government Program Office Staff and contractor system administrators and customer support staff that require access to the system to maintain the system and provide services related to user support, automation, data retrieval, system design, and enhancements. Detailed information and background checks are required.

b. What is the source of the information?

Directly from the person to whom the information pertains.

3.2. Reason for Collection of Information

a. Why is the information being collected?

Information is collected to facilitate applications for Federal employment.

b. Is there legal authority for collecting the information?

Yes.
Statues 5 USC 3327 and 5 USC 3330;
Executive Order 9397.

3.3. Intended Use of the Collected Information

a. What is the intended use of this information?

Information is collected to determine eligibility for employment and to contact individuals for employment interviews, assessments of applications. On a limited basis, information will be used for statistical reports, such as to measure usage volume and trends.

b. For major IT investments as defined in OMB Circular A-11, a high level data flow diagram must be prepared?

Yes.

3.4. Purpose and Identification of Information to be Shared

a. Does the system share Personally Identifiable Information (PII) in any form?

Yes.

Jobseekers provide resumes to agencies (online) during the job application process. Agencies may collect additional information via online questionnaires; information provided by applicant/jobseeker. Federal agencies may share information only as necessary to process job applications in accordance with applicable law and regulation.

b. Who will have access to the PII on the system?

Users, Administrators, and Contractors.

c. Is information part of a computer matching program?

No.

3.5. Opportunities Individuals Have to Decline to Provide Information or to Consent to Particular Uses of the Information

a. Is providing information voluntary?

Yes.

Privacy policies and opt-in or opt-out selections for resume search capability are included in the USAJOBS® website.

b. Are individuals informed about required or authorized uses of the information?

Yes.

Privacy Act Statement.

c. Will other uses be made of the information than those required or authorized?

No.

3.6. Security of Information

a. Has the system been authorized to process information?

Yes.

b. Is an annual review of the IT system or electronic information collection conducted as required by the Federal Information Security Management Act (FISMA)?

Yes.

c. Are security controls annually tested as required by FISMA?

Yes.

d. Are contingency plans tested annually as required by FISMA?

Yes.

e. Have personnel using the system been trained and made aware of their responsibilities for protecting the PII being collected and maintained?

Yes.

f. Are rules of behavior in place for individuals who have access to the PII on the system?

Yes.

General users, system/database, administrators, developers, etc.

3.7. System of Records as Required by the Privacy Act, 5 U.S.C. 552a

a. Are records on the system routinely retrieved by a personal identifier?

Yes.

b. Has a Privacy Act System of Records Notice (SORN) been published in the Federal Register?

Yes.

OPM/GOVT-5.

c. Does the SORN address all of the required categories of information about the system?

Yes.

Categories of records; Purpose.

- d. **Has any of the information in the SORN changed since the information was published?**

No.

- e. **Are processes in place for periodic review of Personally Identifiable Information contained in the system to ensure that it is timely, accurate, and relevant?**

No.

Maintenance of this information is the sole responsibility of the provider (Job-Seeker). Information once entered is not manipulated or altered.

4. Certification

A PIA is required and the OPM Chief Privacy Officer signed the PIA on September 15, 2005.