

## USAJOBS Transition Guidance for Agencies and Vendor Partners

### The Transition to USAJOBS 3.0 is Almost Here!

**When:** OPM will transition to its latest iteration of USAJOBS, **USAJOBS 3.0, October 6 -12.**

**How:** Using a planned system transition **October 6-12, 2011**, OPM will extract over 5 billion rows of data from the old system (USAJOBS 2.0), conduct virus scans, and other data cleaning routines and then convert the data to the new structure (USAJOBS 3.0). This transition period ensures the environment is secure, allows for agency and vendor partners to test connectivity to the new system, and preserves applicant resumes, account profiles and agency job postings, which is essential to the successful implementation of USAJOBS. (See attached Transition Timeline for details)

#### What to expect during the transition:

- Daily transition activity status updates and general employment information on USAJOBS.gov.
- The USAJOBS search and apply functions will be “offline,” which means no searches can be conducted and no applications can be submitted via USAJOBS.
- Some agency Talent Acquisition Systems (TAS) plan to be available for some of the transition period to accept new postings and status updates. Agencies should verify with their TAS, which functionalities, if any, will be available to them during the transition period.

#### Agency actions required to ensure a successful transition:

- Job announcements should close by **October 5<sup>th</sup>**.
- No job announcements should close during the transition, **October 6-12.**
- JOAs that agencies choose to leave open during transition should have the closing date extended if the open period is significantly impacted by the planned system transition. Recommended language for inclusion in the JOAs is provided below.
- OPM does not recommend agencies reopen or repost any previously posted Job Opportunities Announcements after the transition. Instead, such JOAs should be copied and amended to take advantage of the new data elements and valid values in the new system.

#### OPM Recommended System Transition Notice for JOAs left open over the transition

The following language should be placed in JOAs open over the transition period that will be impacted by the planned system transition.

For example: A JOA required to be open for 14 calendar days, which opens on October 1, should be extended by the 7 days that USAJOBS is not available to receive applications. So, instead of closing the JOA at 11:59 pm on October 14, it should close on October 21.

**NOTICE:** The planned system transition to USAJOBS 3.0 will occur **October 6-12, 2011**. During this time, the “Apply Now” function will be off-line. The extended open period of this announcement takes into account the days USAJOBS will be unavailable. For ease in accessing your USAJOBS account following the transition, be sure to establish three secret questions in your account profile prior to **October 6th**.

**Additional resources/help:** If you need further assistance, email us at [USAJOBS3.0@opm.gov](mailto:USAJOBS3.0@opm.gov) and stay tuned for updates at <http://www.govloop.com/group/usajobsagencycollaboration>.