

## Agency Transition FAQs

### **OPM will transition to USAJOBS 3.0 October 6 -12.**

#### **What is the USAJOBS transition?**

USAJOBS is moving from our current system to a new USAJOBS 3.0 platform October 6-12, 2011. This planned system transition ensures all the data will be extracted from the old system, scanned and cleaned for viruses and moved to the new USAJOBS 3.0 structure, preserving the applicant resumes, seeker profiles and agency job postings.

#### **Will the search and apply functions be available on USAJOBS during the transition, October 6-12?**

No, during this time, jobs seekers will not be able to conduct searches, apply for jobs, or receive application status updates. Also, recruiters will not be able to post any new job opportunity announcements (JOAs) to USAJOBS.

#### **Can agencies work in their Talent Acquisition Systems during the USAJOBS transition period?**

Agencies should verify with their Talent Acquisition Systems (TAS), which functionalities, if any, will be available to them during the transition period. Some agency TAS's plan to be available during some portion of the transition period to accept new postings and status updates. Any work performed in the TAS will be held for release to the new USAJOBS 3.0 until the transition is complete.

#### **Why will the USAJOBS "search and apply" functions be "offline" during transition?**

This planned system transition will allow for the accurate and efficient transfer of all data, ensure the environment is secure, validate the transitioned data, and permit final testing by agencies and their Talent Acquisition Systems.

#### **Why did OPM choose the October 6-12, 2011 as the USAJOBS transition period?**

Through our continued collaboration efforts, agency partners recommended the shift to take advantage of the extended Columbus Day holiday weekend and during a low-peak time. Scheduling the transition over a weekend and a holiday when Federal offices are closed reduces the impact to job seekers and agencies alike.

#### **Are agencies allowed to keep JOAs open during the transition period?**

OPM strongly encourages agencies to close all announcements no later than October 5, 2011. However, agencies do have the option to keep JOAs open during the USAJOBS transition period even though applicants will not be able to submit applications via USAJOBS during this time. OPM highly recommends, however, that agencies clearly articulate in such JOAs the planned system transition of USAJOBS.

#### **If agencies decide to keep JOAs open over the transition, will potential applicants be allowed to apply directly through an agency TAS?**

OPM is recommending agencies direct their TASs to suspend applicant access to their systems during the USAJOBS transition period as well.

#### **What should the closing date be for JOAs left open during the transition period?**

For JOAs left open during the transition, agencies must extend the closing date to accommodate the planned system transition of USAJOBS. Agencies must extend any job announcement which is impacted

by the transition by the number of days the JOA was impacted by the transition (e.g., if the open period of a JOA is scheduled to close 2 days into the transition period, the agency must extend the open period of that JOA by 2 days once the transition is complete and USAJOBS is back on-line. As another example, if a JOA posted before the transition, but closes after the transition is completed, the agency must extend the JOA by the total number of days of the transition period – in this case 7 days) .

**What should the closing date be for JOAs NOT open over the transition period?**

Agencies must close their JOAs **by October 5<sup>th</sup>** to allow applicant data to be transmitted completely from USAJOBS to the Talent Acquisition Systems (TASs).

**Is there guidance about open and closing dates for JOAs posted following the transition period?**

New JOAs should open **NO EARLIER THAN October 12** and the closing date should be in accordance with the public notice requirement in the Delegated Examining Operations Handbook (DEOH), and the agency’s application receipt procedures for competitive positions and its Merit Promotion plan for internal positions. We encourage agencies to prepare JOAs to open on October 12 to ensure there is an adequate supply of opportunities available for seekers to search.

**Can agencies repost or reopen previously posted JOAs?**

OPM does not recommend agencies reopen or repost any JOAs previously posted in USAJOBS 2.0. Instead agencies should copy and amend the original JOA to ensure the data elements and valid values align with those in the new USAJOBS.

**Will my agency be able to accept applications for any jobs during the transition?**

Yes, but only for jobs which do not require public notice AND which have not been posted on USAJOBS and are still open during the transition period (e.g., excepted service positions which your agency typically fills without public notice). Agencies should follow their usual recruitment practices for these positions.

**Where can job seekers find additional information on the USAJOBS transition?**

Now, job seekers can visit [USAJOBS.gov](http://USAJOBS.gov) for information on preparing themselves for the new USAJOBS and during the transition, daily activity status updates will be available.