**OPM**

# Analytics & Automation

The Office of Personnel Management (OPM) supports agencies in improving the federal hiring experience by offering a full range of resources to support agency hiring activities and improve the applicant, hiring manager, and HR community experience. Many services are at no cost to agencies. Some are offered on a fee-for-service basis via an Interagency Agreement.



## Analytics

OPM offers a range of reporting and analytics capabilities to help agencies make data-driven hiring decisions.

### Planning Stage Activities

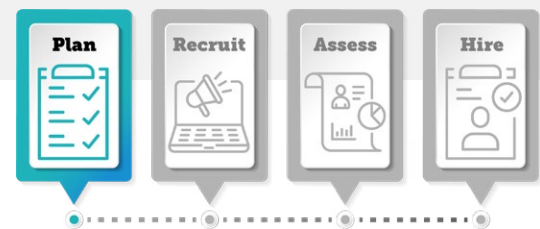**OPM ACTIVITY:**
**Applicant Flow Data**

**BENEFIT FOR AGENCIES:**
Analyze applicant demographics and identify barriers in the hiring process. Contact your talent acquisition system administrators.

**OPM ACTIVITY:**
**Hiring Assessment & Selection Outcome Data**

**BENEFIT FOR AGENCIES:**
Track usage of assessments and selection outcomes and compare metrics across occupations and agencies. Complete details here

**OPM ACTIVITY:**
**OPM Data Portal**

**BENEFIT FOR AGENCIES:**
Public-facing dashboards, including the OPM Federal Employee Viewpoint Survey (FEVS), Cyber Workforce, PMA Metric: Hiring Manager Satisfaction, and Hiring and Assessment Selection Outcome dashboards—are live at OPM's new enterprise data portal. Complete details here

# Automation

OPM continues expanding capabilities in USAJOBS®, USA Staffing®, and USA Hire℠ to provide hiring managers and HR professionals better visibility and transparency over individual hiring processes, more opportunities to engage directly in the qualification process, and the ability to make selections from available certificates across the federal government.

## Recruiting Stage Activities

**USAJOBS**
The federal government's career portal and strategic recruitment resource offers streamlined, customizable recruiting capabilities for agencies that promote a positive applicant experience.

**OPM ACTIVITY:**
**Agency Talent Portal**
A one-stop shop for recruiting and outreach activities

**BENEFIT FOR AGENCIES:**
- Use the Résumé Mining feature to search for resumes and invite applicants to apply.
- Create a hiring campaign linked to specific job opportunities.
- Advertise career fairs, information sessions, and hiring events on the Events section of the USAJOBS website.
- Use Talent Pools for shared certificates and cross-government hiring actions to organize applicants and view résumés of candidates already assessed and available for immediate selection from an active applicant list/certificate of eligibles.
- Use Talent Programs to view candidates from specific government announcements who have been verified as meeting eligibility and qualification requirements and are available for selection. The Intern Talent Program includes Pathways interns available for conversion at any agency.

The Agency Talent Portal (ATP) is available to federal HR specialists, recruiters and hiring managers. For access, send an email request.

Access ATP

Learn more about ATP by visiting the help center.

**OPM ACTIVITY:**
**Agency Branded Career Sites**
Showcase your agency's employment brand

**BENEFIT FOR AGENCIES:**
USAJOBS offers multiple options for creating agency-specific, branded career sites on the USAJOBS platform—from a simple branded search page (available to agencies with unlimited USAJOBS posting) to enhanced single and multiagency career sites (fee for service).

To learn more about how to create a free branded search page for your agency, visit this link.

**OPM ACTIVITY:**
**Custom Job Announcements**
For targeted recruiting when public notice is not required

**BENEFIT FOR AGENCIES:**
- Agencies can use USAJOBS custom job announcements for jobs that do not require traditional public notice and where the hiring agency would like to customize their recruitment sources.
- These job postings are stored in USAJOBS but do not appear in USAJOBS searches. Agencies receive a unique URL to share with a targeted talent pool.
- Applicants can apply via an agency's Talent Acquisition System and track the status of their application within USAJOBS.
- Agencies can access Applicant Flow Data to gain insights into hiring trends and meet reporting requirements.

Contact your agency's Talent Acquisition System provider to learn how to create a custom job announcement.

# Automation

## Recruiting Stage Activities (continued)

OPM ACTIVITY:

**USAJOBS Social Media**
Leverage USAJOBS Social Media

BENEFIT FOR AGENCIES:

Highlight hard-to-fill jobs and your agency's hiring events on the USAJOBS' LinkedIn page.

[Email a job highlight request](); include the position title, grade, location, high-level duties, and a link to the job announcement.

OPM ACTIVITY:

**Videos in Job Announcements**
Attract applicants and communicate your mission

BENEFIT FOR AGENCIES:

Agencies can embed multiple sources for videos within job announcements on USAJOBS. (YouTube is most frequently used.) Jobseekers can view the video without leaving the job announcement.

Visit the [USAJOBS job announcement playbook]() to learn more about embedding videos.

OPM ACTIVITY:

**USAJOBS Informational Videos**

BENEFIT FOR AGENCIES:

Visit the OPM YouTube channel to view informational videos on federal hiring best practices and navigating USAJOBS. Agencies can link the videos to their own recruitment resources.

[USAJOBS: The Gateway to Federal Jobs]()

[How to Create a USAJOBS Profile]()

[What it Means to be Eligible and Qualified]()

[Federal Application and Hiring Process]()



# Automation

## Assessment Stage Activities

OPM ACTIVITY:

**Structured SME Résumé Review Tool**
(USA Staffing feature)

BENEFIT FOR AGENCIES:

Automates structured résumé reviews in the hiring process. A free, self-paced web training is also available. [Complete details here]()

OPM ACTIVITY:

**USA Hire Standard Assessments**

BENEFIT FOR AGENCIES:

• Nonsupervisory positions

• Measurement of general competencies

• Available for 133 job series

Contact [USAHire@opm.gov]()

OPM ACTIVITY:

**USA Hire Writing Assessments**

BENEFIT FOR AGENCIES:

Applicants provide a free text response to a prompt which is then automatically scored for syntax, grammar, general writing principles, and application of logic and analysis. [Complete details here]()

OPM ACTIVITY:

**USA Hire Custom Assessments**

BENEFIT FOR AGENCIES:

Agency-specific assessments for mission critical occupations. [Complete details here]()

# Automation
## Assessment Stage Activities (continued)

OPM ACTIVITY:
**USA Hire Leadership Assessments**

BENEFIT FOR AGENCIES:
Assessments measure leadership competencies for different levels of leadership positions throughout an agency.

[Federal Supervisor Assessment](#)

[Supervisory Situational Judgment Test](#)

[Executive Assessments](#)

OPM ACTIVITY:
**USA Hire Program and Project Management Assessment**

BENEFIT FOR AGENCIES:
- Measures competencies critical for program management and project management roles.

- Ideal for use with the 0340 job series and any position where program or project management is a critical skill. [Complete details here](#)



# Automation
## Hiring Stage Activities

OPM ACTIVITY:
**Agency Talent Pools**

BENEFIT FOR AGENCIES:
Talent Pools are available shared certificates of candidates across government. These Talent Pools are certificates, issued under delegated examining procedures through the Competitive Service Act (CSA) or an OPM-run cross-government hiring action, that contain candidates who have applied to an open announcement, have been assessed, and are available for agencies' consideration.

For access, [send an email request](#).

OPM ACTIVITY:
**Candidate Inventory**
(USA Staffing feature)

BENEFIT FOR AGENCIES:
Share merit promotion and direct hire certificates within an agency.

Contact your agency's USA Staffing account manager or visit [USA Staffing](#)

OPM ACTIVITY:
**Hiring Manager Dashboard**
(USA Staffing feature)

BENEFIT FOR AGENCIES:
Hiring managers can access rich data on hiring actions via a refreshed user interface and navigation in USA Staffing.

[Video about the dashboard](#)