USAJOBS Integration Checklist

The regular exchange of data through defined interfaces between USAJOBS and the Talent Acquisition System (TAS) constitutes an interconnection. These systems exchange data with USAJOBS through the USAJOBS Integration Services (UIS)/Staffing Integration Framework (SIF). The following conditions must be met to authorize, establish, and maintain a secure interconnection with the USAJOBS Production environment:

For items 1 – 2, contact Dan.Thibodeau@opm.gov

1. TAS functionality meets "standard" user requirements: accepts all formats of documents and resumes, provides email notifications to applicants, provides job status, and includes key integration points (see table on page 2).

2. Provide a demo to the USAJOBS program office on TAS functionality in UAT to demonstrate that all "standard" user requirements are met (see checklist item 1).

For items 3 – 5, contact Delasi.Acolatse@opm.gov

3. Completed a Security Assessment and Authorization (SA&A)/Certification and Accreditation (C&A) under the direction of the Agency or another Federal entity in compliance with Federal Information System Management Act (FISMA) law.

4. The completed SA&A/C&A process resulted in the issuance of an Authorization to Operate (ATO) issued by an Authorizing Official (AO)/Designated Approving Authority (DAA) within the Agency or another federal entity. The ATO authorizes the TAS to collect, process, store, or transmit information. The highest categorization of information permitted to pass through the interconnection is Sensitive but Unclassified. The ATO is current and available for review by OPM.

5. An Interconnection Security Agreement (ISA) outlining technical details of the interconnection and security requirements for interconnection has been established between the TAS and OPM. Requirements outlined in the ISA are met by both parties. The ISA remains in effect for three (3) years after the effective date, after which it will expire without further action. This agreement will be reviewed at least annually or whenever a significant change occurs to ensure that security controls are operating properly and providing appropriate levels of protection.

TAS Key integration points:

Integration Point	Expected Functionality
Job Opportunity Announcement (JOA) Processing	Agencies: • Must have the ability to post JOAs to USAJOBS. • Must have the ability to edit JOAs. • Must have the ability to cancel JOAs. • Must have the ability to receive the control number from USAJOBS. USAJOBS: • Must have the ability to receive JOAs from agencies/TAS. • Must have the ability to PUSH the control number to agencies/TAS.

Candidate Profile and Resume (Pre-Application Data)	Agencies:
	
	• Shall allow applicants to pass from USAJOBS to the agency TAS without additional challenges for a separate username and password.
	• Shall have the ability to PULL:
	    o Applicants' resumes from USAJOBS (resume builder and uploaded).
	    o Applicants' profile information from USAJOBS.
	    o Standardized government-wide data from USAJOBS to enhance their in-house data repositories. API code lists and a Code List Tutorial can be found on the USAJOBS Developer Site.
	• Must keep demographic data separate from applicant VIEW for all system users. Demographic data should only be viewable based on aggregated data by the JOA.
	
	USAJOBS:
	
	• Must keep demographic data viewable only to the individual applicant user.

Candidate Document Management	Agencies shall have the ability to PULL all uploaded documents from USAJOBS.

Job Status	Agencies: • Must have the ability to PUSH job statuses to USAJOBS. • Are responsible for timely updates of the job statuses in the TAS. USAJOBS: • Must have the ability to receive job statuses from agencies/TAS.

Additional resources can be found on the [USAJOBS Developer Site](#).

System Enhancements:

The USAJOBS Program Office gives developers of talent acquisition solutions six months to make any required changes to the SIF to incorporate and allow for timing for these changes in their system.

Certification and Signature:

I certify that the TAS we're intending to integrate with USAJOBS meets the requirements listed in this Integration Checklist.