

USAJOBS

Edge Integration Guide



USAJOBS

USAJOBS \$5000 / year

Recruiting Job Posting

Josie Fendler

Fall 2019 Student Honors Legal Program

Overview

Open & closing dates: 08/01/2019 to 09/30/2019

Pay scale & grade: GS-05

Appointment type: Internship

Locations

- Los Angeles, CA
- San Francisco, CA
- Washington, DC

Duties

Summary

This position will be assigned to work with EIC staff members on projects and assignments that cover a broad range of the EIC mission's work. EIC staff members are responsible for working with officials and regulators to handle complex, multi-faceted issues. For information about the opportunities and the work that comes in an specific division/office within the EIC, please visit the EIC website.

Vendor Integration Pricing Setup Getting Started

USAJOBS connects job seekers with federal employment opportunities across the United States and around the world. As the Federal Government's official employment site, USAJOBS provides resources to help the right people find the right jobs.

TABLE OF CONTENTS

INTRODUCTION	3
PREREQUISITES	3
EXCEPTIONS	3
PREREQUISITE SETUP	4
EDGE SETUP	5
POST JOBS TO USAJOBS	7
UPDATE POSTED JOBS TO USAJOBS	8
CANCEL POSTED JOBS TO USAJOBS	9
REVIEWING RESULTS	9
APPENDIX	10
A. CODE VALUES FOR USAJOBS FIELDS	10
B. SECURITY PERMISSIONS	13
C. STANDARD FIELDS	16

VERSION HISTORY

VERSION	DATE	AUTHOR	DESCRIPTION
1.0	7/9/2019	Cornerstone University	Original version
2.0	8/12/2019	Cornerstone University	Updates and addition of Appendix C
3.0	9/14/2019	Cornerstone University	Included Update Posted Jobs and Cancel Posted Jobs sections

WELCOME TO USAJOBS

Cornerstone's USAJOBS Integration provides federal agencies the ability to integrate their Cornerstone Recruiting portal with USAJOBS, the Federal Government's official employment site. With this integration, you can post new requisitions created in Cornerstone to USAJOBS. When this integration is enabled, Cornerstone runs an hourly sync to post new jobs from your portal to USAJOBS.



PREREQUISITES

- Cornerstone Recruiting
- Client must be a U.S. Government Federal Agency

EXCEPTIONS

1. This integration does NOT support sending applications from USAJOBS to Cornerstone Recruiting.

PREREQUISITE SETUP

1. USAJOBS requires several fields to be sent to their system from Cornerstone that are not standard fields in Cornerstone. You will need to configure these fields as custom requisition fields in Cornerstone. Review the [USAJOBS Data Dictionary](#) document for a list of these fields.
 - a. You will notice that this document lists several non-required fields as well. You can choose to configure these additional fields if you believe your organization needs the data in these fields to be sent from Cornerstone to USAJOBS.
 - b. For fields marked as required in the [USAJOBS Data Dictionary](#) document, you must configure them as required fields under **Requisition and Applicant Preferences** (Admin > Tools > Recruiting > Requisition and Applicant Preferences > Requisition Custom Fields section).
 - c. USAJOBS requires that certain fields contain only specific values. Cornerstone recommends that you configure such fields as custom drop down fields. Note that the options in the drop down fields must use the code value and not the display value. You will need to educate your recruiters to use the right codes for each one of the fields while creating a job requisition. Please see [Appendix A - Code Values for USAJOBS Fields](#) for a list of accepted code values for each one of these fields.
2. You must designate a Career Site for job postings that should be sent to USAJOBS. We suggest you create a distinct Career Site for USAJOBS.

EDGE SETUP

1. To enable this integration, please submit a GPS case. Within your case, include the portal name in which you would like this enabled for.
2. Navigate to the **Edge Marketplace** (Admin > Tools > Edge > Marketplace).
3. Click on **Configure Now** next to **USAJOBS Integration**.

The screenshot shows the 'Edge | Integration Center' interface. At the top, there is a navigation bar with a hamburger menu icon, the text 'Edge | Integration Center', and a user profile icon labeled 'Cornerstone Admir'. Below this, there is a breadcrumb trail: 'Back' (with a left arrow), 'USAJOBS', and 'Patch'. The main content area has three tabs: 'Settings' (selected), 'Transaction History', and 'Getting Started'. A message reads: 'Please fill in the fields below to configure your integration.' Below this is a 'Setup Instructions' button. The form fields are: 'Client ID' (with a masked value), 'Client Secret' (with a masked value), 'Username' (pre-filled with 'edge-usajobsintegration'), 'Corp Name', 'Email Notification Recipients *', and 'Career Site Name *'. A 'Field Mapping' section contains a table with columns 'Cornerstone Field Name', 'USAJOBS Field Name', and 'Remove'. There are two empty input fields in the first two columns and a 'Remove' button in the third. At the bottom right of the form is a green button labeled '+ Add New Field Mapping'.

4. Configure the integration on the **Settings** page.
 - a. Career Site Name:** This is the name of the career site where your recruiters will post new jobs that are eligible to be posted to USAJOBS. Ensure the value you enter here exactly matches the name of the career site configured in your portal.
 - b. Email Notification Recipients:** This is a comma separated list of email addresses for recipients who should be notified by Cornerstone when each hourly sync runs. The email is sent when each sync completes. The email contains the following information:
 - Email subject: {Portal Name} USAJOBS Integration Executed
 - In the email body:
 1. Total Number of Records
 2. Number of Successful Records
 3. Number of Error
 - Excel attachment with error description for each requisition

- c. Field Mapping:** This table allows you to map your standard and custom Cornerstone fields with USAJOBS fields. While posting jobs in USAJOBS, Cornerstone will only send the fields you include in this mapping table.
- i. To add a new mapping, click on **+ Add New Field Mapping**.
 - ii. Select the USAJOBS field name under the **USAJOBS Field Name** column. This should be a valid value from the Data Element Name column noted within [USAJOBS Data Dictionary](#) document.
 - iii. Enter the corresponding configured field name in your Cornerstone portal under the **Cornerstone Field Name** column.
 1. This value can be the custom field name.
 2. This value can also be a standard field value. See [Appendix C](#) for a list of standard fields.
- d. Click on **Save Settings** which will take you to the **Manage Integrations** page.
- e. Search for **USAJOBS Integration** and enable the integration by turning on the toggle switch.
Culiamque fuemquit rei etrum re, fue consulegerus ma, Catam suppl. manum ori sulus in temusqua L. Sere es derem tat vist poricupio hacis noruntia quam. Viderem, sende rei per hilius esimuntrum tam ut vis, conoste noc, etium, cor habefex serisserfex movit.
- f. Serum hae consimortia re essu et L. Popubliemus nortus sa in sultum rei se tem nit, nihilinatae nox nostric occultis? Virnilicaest porbeme mo host iam quam Romaximissim sus in telibustuis. Dectur pridieniti fecterces hosterox supiorum am quam ego es deffrehenat virissa cons factum adeperviu in se cus fue cestriptes vis ma, sus? Do, utem inte atius cae mandaciam et faces? Opciondiem ocauretis re caet it rei tere quit, quam nequium tem in dium lici con vis larem vit.
- g. Ne in vernique cre conem ocastatuam, quod intinatu quam intuam, que morum, criorum ta vissedo, post vat, te, ur licis, peribem pari, qua nenatussed fue factorum per ut L. Sulica venit, ur locae ia molum Romne confece rfecrit viventi, furnihi liissa publico habulic iesteri pro, tum nonsusq uervisterum hus confec rem etrestem iu clute ius sed rei pos egit. Serfit intelutum ventemu ripsend estraet quos esit ad contiu es vivivicon de coent.
- h. Los, fatius et; in hos hos estra vis forum oc, nihilici se re pat.
- i. Ere nos imus cupienat vivigilicam ia moveni pl. Tum interes, dem anum, aut vit; nit.
- j. Ribem intende atqueres huis huidem dessentin vis, ocatque mo hae ne catquas praet; ine que terem patuit.
- k. Non re pra? Palicaet ori pulis, commo efec orudam egit voctus. Simmore confenatra adhus vis, quas oraeto iae mei con publicit, urei se, esus. Opiorbem nonsilium in a cotam nox sertum ia reo perfer us.

POST JOBS TO USAJOBS

To post a job to USAJOBS, a recruiter must create a requisition in Cornerstone Recruiting and post the job to the designated career site.

1. Navigate to the **Manage Requisitions** page (typically under Recruit > Manage Requisitions).
2. Within the Options menu, select **Add Requisition**.
3. Complete the required fields, including the information on the Create Requisition, Job Ad, Application Workflow, and Applicant Review pages.
4. When you had added all the required information, click on **Submit and Manage Posting** in the Applicant Review page.
5. In the Career Sites section, select the checkbox next to the designated career site. This is the same career site configured in the Career Site Name field in Edge.
6. Enter today's date as the **Effective Date**. Enter a desired **End Date**.
 - a. It's important that you enter today's date as the Effective Date - the integration's hourly sync picks up any jobs posted today. If you have a future dated Effective Date, the requisition will be picked up during the day it's effective.
7. Select **Post**.

The integration will pick up your job in the next hourly sync and post it in USAJOBS. Note that during each sync, Cornerstone retrieves any requisitions with a Career Site Effective Date of today. The sync will not pick up any back dated Career Site postings.

UPDATE POSTED JOBS TO USAJOBS

If a job requisition has been already posted to USAJOBS and is currently within its effective and expiration date, you may trigger the job requisition to **Update** from CSOD to USAJOBS.

1. Navigate to the **Manage Requisitions** page (typically under Recruit > Manage Requisitions).
2. Locate your requisition number and select **Edit**.
3. Update any fields in which you would like reflected within USAJOBS.
4. When you had added all the required information, click on **Submit at the bottom of the Edit Requisition page**.

The integration will pick up your job in the next hourly sync and post it in USAJOBS. Note that during each sync, Cornerstone retrieves any requisitions with a last modified date of today.

1. If you would like to update the effective date and expiration date of the posting, please first update these dates by Navigating to Manage Requisition page and select Edit Posting
2. Once you have updated the dates, select Post.
3. Navigate to the **Manage Requisitions** page (typically under Recruit > Manage Requisitions).
4. Locate your requisition number and select **Edit**.
5. Update any fields in which you would like reflected within USAJOBS.
6. When you had added all the required information, click on **Submit at the bottom of the Edit Requisition page**.

The integration will pick up your job in the next hourly sync and update it in USAJOBS.

CANCEL POSTED JOBS TO USAJOBS

If a job requisition has been already posted to USAJOBS and is currently within its effective and expiration date, you may trigger the job requisition to **Cancel** from CSOD to USAJOBS.

1. Navigate to the **Manage Requisitions** page (typically under Recruit > Manage Requisitions).
2. Locate your requisition number and select **Edit**.
3. Scroll to the bottom of the requisition and locate **Status**. Select **Cancelled**.
4. Click on **Submit at the bottom of the Edit Requisition page**.

The integration will pick up your job in the next hourly sync and cancel it in USAJOBS

REVIEWING RESULTS

If you configured an email address in the **Email Notification Recipients** field under Edge, the recipients will get an email when the sync completes. For those requisitions that have successfully posted, you can view them in <https://www.usajobs.gov> by searching for your position or uat.usajobs.gov if you are using a stage portal.

For the requisitions that did not post successfully, please review the error log attached to the email notification and address the errors in your job requisition. Once you fix the errors, re-post the job to the career site with an Effective Date of today.

APPENDIX

A. CODE VALUES FOR USAJOBS FIELDS

The table below provides links to USAJOBS web pages that list the accepted code values for certain commonly used fields. The pages list the code values in a name-value pair in JSON format. For example, for the **Travel Percentage** field, USAJOBS provides the following:

Code Values
<pre>{ "CodeList":[{ "ValidValue":[{ "Code":"0", "Value":"Not required", "LastModified":"2017-09-01T06:02:02.65", "IsDisabled":"No" }, { "Code":"1", "Value":"Occasional travel", "LastModified":"2018-07-27T06:13:07.72", "IsDisabled":"No" }, { "Code":"2", "Value":"25% or less", "LastModified":"2018-07-27T06:13:07.72", "IsDisabled":"No" }, { "Code":"3", "Value":"50% or greater", "LastModified":"2018-06-01T06:05:31.48", "IsDisabled":"Yes" }] }] }</pre>

Code Values (Continued)

```

{
  "Code": "5",
  "Value": "50% or less",
  "LastModified": "2018-07-27T06:13:07.72",
  "IsDisabled": "No"
},
{
  "Code": "7",
  "Value": "75% or less",
  "LastModified": "2018-07-27T06:13:07.723",
  "IsDisabled": "No"
},
{
  "Code": "8",
  "Value": "76% or greater",
  "LastModified": "2018-07-27T06:13:07.723",
  "IsDisabled": "No"
}
],
"id": "TravelPercentage"
}
],
"DateGenerated": "2019-05-22T00:45:06.6845894-04:00"
}

```

In this case, you must configure a custom requisition field that is a drop down. Let's say you call the field as 'USAJOBS - Travel Percentage'. The list of options you will configure in this field should be 0, 1, 2, 3, 5, 7, and 8. Note that you should not configure the corresponding values (Not required, Occasional, 25% or less, etc.). You will need to train your recruiters or provide relevant reference material to your recruiters to ensure they select the right value in the field while creating the job requisition.

AREA OF REFERENCE	URL
Travel Percentage	https://data.usajobs.gov/api/codelist/TravelPercentages
Use Code	https://data.usajobs.gov/api/codelist/UseCodes
Position Offering Type	https://data.usajobs.gov/api/codelist/PositionOfferingTypes
Position Schedule Type	https://data.usajobs.gov/api/codelist/PositionScheduleTypes
Who May Apply	https://data.usajobs.gov/api/codelist/WhoMayApply

AREA OF REFERENCE	URL
Remuneration Rate Interval Code	https://data.usajobs.gov/api/codelist/RemunerationRateIntervalCodes
Agency Role Code	https://data.usajobs.gov/api/codelist/AgencyRoleCode
Channel Code	https://data.usajobs.gov/api/codelist/ChannelCodes
Security Clearance	https://data.usajobs.gov/api/codelist/SecurityClearances
Key Standard Requirements	https://data.usajobs.gov/api/codelist/KeyStandardRequirements
Required Standard Documents	https://data.usajobs.gov/api/codelist/RequiredStandardDocuments
Mission Critical Code	https://data.usajobs.gov/api/codelist/MissionCriticalCodes
Service Type	https://data.usajobs.gov/api/codelist/ServiceType
Occupational Series Code	https://data.usajobs.gov/api/codelist/OccupationalSeries
Pay Plan Table	https://data.usajobs.gov/api/codelist/PayPlans
Country Code	https://data.usajobs.gov/api/codelist/Countries
Country Sub Division (Preferred Locations)	https://data.usajobs.gov/api/codelist/CountrySubdivisions
Location Codes – 9 Character Duty Station	https://data.usajobs.gov/api/codelist/GeoLocCodes
Zip Code	https://data.usajobs.gov/api/codelist/PostalCodes
Agency Sub Element	https://data.usajobs.gov/api/codelist/AgencySubElements
Posting Channel ID and Agency Pages	https://data.usajobs.gov/api/codelist/PostingChannels

For a list of code values for additional fields, please download the [Enumeration List](#) file. This zip file contains several XML files containing the code values. You will need to unzip this file to view the XML files.

B. SECURITY PERMISSIONS

PERMISSION NAME	PERMISSION DESCRIPTION	CATEGORY
Requisition: Manage	Grants ability to access and manage all requisitions regardless of ownership (constraints permitting). This permission also grants read-only access to the Applicant Review tab when creating or editing a job requisition. This permission can be constrained by OU, User's OU, and Grade.	Recruiting
Requisition: Owner	<p>Enables owner to access requisitions and applicants for requisitions for which they are an owner. This permission also grants read-only access to video interviews that are completed by applicants via HireVue. For portals with Referral Suite enabled, this permission also enables requisition owners to edit the referral source on the Applicant Profile page. This permission cannot be constrained.</p> <p>Note: <i>This is a dynamically assigned permission that is not available in Security Role Administration. If the user is removed as an owner, the permission is revoked for the associated requisition. This permission cannot be manually assigned. Also, if a user has both the permission necessary to manage requisitions and be a requisition owner, the constraints of the Requisition: Manage permission overrule those of the Requisition: Owner permission. For requisition owners that do not also have permission to manage requisitions, only certain fields are editable when editing a requisition.</i></p>	Recruiting

Requisition: Reviewer	<p>Enables reviewer to access requisitions and applicants for requisitions for which they are a reviewer. This permission cannot be constrained.</p> <p>Note: This is a dynamically assigned permission that is not available in Security Role Administration. Once a requisition is in a Closed or Cancelled status or if the user is removed as a reviewer, the permission is revoked for the associated requisition. This permission cannot be manually assigned.</p> <p>Note: If an applicant reviewer is removed as a reviewer via the Applicant Profile page, the Requisition: Reviewer permission is revoked for the associated requisition. However, if the reviewer was also added as a reviewer via the General tab when creating, editing, or copying the requisition, the reviewer still appears on the In Review panel as a duplicate reviewer and retains access to the requisition and applicants from the Requisition: Reviewer permission. See Applicant Profile Page Overview for more information about duplicate reviewer instances.</p>	Recruiting
Requisition: Interviewer	<p>Grants ability to access and view past and future interviews and record interviewee recommendations. This permission cannot be constrained.</p> <p>Note: This is a dynamically assigned permission that is not available in Security Role Administration. Once a user is scheduled as an interviewer for an applicant, the user will always have permission to view the interview details on the Interview Manager page. Users with this permission can do the following:</p> <ul style="list-style-type: none"> • Access the Interview Manager page. • View the resume and cover letter for applicants for whom they are an interviewer. • View the applicant profile for applicants for whom they are an interviewer. • View the interview guide for the requisition for which they are listed as an interviewer. • Recommend that an applicant be advanced or not advanced. 	Recruiting

Requisition: Edit Postings	Grants ability to edit the Job Postings page for a job requisition. In addition, this permission enables users to store user-level credentialing information for job board aggregation partners on Edge. This permission cannot be constrained.	Recruiting
Edge Integrations - Manage	Grants access to the Integrations service for Edge Integrate where the administrator can configure, enable, and disable their third party integrations that are used within the Cornerstone system. This permission cannot be constrained. This is an administrator permission.	Edge
Edge Marketplace - Manage	Grants access to the Marketplace service for Edge Integrate where the administrator can browse and purchase third-party integrations that can be used to extend the Cornerstone system. This permission cannot be constrained. This is an administrator permission.	Edge

C. STANDARD FIELDS

STANDARD FIELD NAME	DESCRIPTION
Address	Primary Location on the Requisition
City	Requisition Location City
Country	<i>Requisition Location Country</i>
Line1	<i>Requisition Location Address 1</i>
Line2	<i>Requisition Location Address 2</i>
PostalCode	<i>Requisition Location Postal Code</i>
State	<i>Requisition Location State</i>
Applicant Count	<i>Applicant count for the particular Job requisition.</i>
Can Apply	<i>Boolean field that counts the number of applicants that have applied</i>
Compensation	<i>Compensation type associated with the job.</i>
Contact Phone	<i>Contact phone number.</i>
Create Date	<i>The Create Date of the Job Requisition in the user's local time.</i>
Currency	<i>Currency the job would be compensated in.</i>
Days Open	<i>Positive Integer value representing the total number of days open, calculating from the date the job requisition had a status of "Open".</i>
Requisition Language	<i>Default Requisition Language.</i>
Requisition Division	<i>Division name associated with the job requisition.</i>
Requisition Division ID	<i>Division ID associated with the job requisition</i>
EEO Category	<i>EEOCategory Like Professionals, Technicians.</i>
Employment Status	<i>Employment Status Like Full Time, Part Time.</i>
Employment Type	<i>Employment Type Like Yearly, Hourly.</i>
External Ad	<i>External Ad. Included in career site posting. Tags are not transformed to actual values.</i>
External Description	<i>Description for the purpose of posting to an external career board where the audience is people outside the organization.</i>

STANDARD FIELD NAME	DESCRIPTION
Requisition Grade	Grade name associated with the job requisition
Requisition Grade ID	Grade ID associated with the job requisition
Hiring Manager Name	<i>The Hiring Manager's First and Last Name.</i>
Ideal Qualifications	<i>Ideal Qualifications within requisition</i>
Internal Ad	<i>Internal Ad. Included in career center posting. Tags are not transformed to actual values.</i>
Internal Description	<i>Description for the purpose of posting to an internal career board where the audience is the employee base.</i>
Job Responsibilities	<i>Job Responsibilities within requisition</i>
Keywords	<i>Useful for searching job requisition.</i>
Primary Requisition Location Name	<i>Primary Location Name on requisition</i>
Primary Requisition Location ID	<i>Primary location ID associated with the Job Requisition.</i>
Minimum Qualification	<i>Minimum Qualifications within requisition</i>
Mobile Ad	<i>Posting the job requisition to an mobile.</i>
Ongoing	<i>Boolean field. On-going true means that the organization is always hiring for the job requisition.</i>
Open Date Local	<i>Date in which the job was opened</i>
Openings	<i>Number of openings available for the job</i>
Requisition Position Name	<i>Position name on the requisition</i>
Requisition Position ID	<i>Position ID on the requisition</i>
Priority	<i>Valid values. CriticalToFill / Normal/ Neutral.</i>
Priority Name	<i>Priority name set on the requisition</i>

STANDARD FIELD NAME	DESCRIPTION
Range High	High value set within range field on requisition
Range Low	Low value set within range field on requisition
Requisition ID	<i>Requisition ID. This value will be 'req' followed by the number (example: req1)</i>
Referral Bonus	<i>Amount of referral bonus, if any</i>
Requisition Template	<i>Name of requisition template</i>
Requisition Template ID	<i>ID of requisition template</i>
Requisition Status	<i>Status of requisition</i>
Target Hire Date	<i>Target hire date set within the requisition</i>
Job Title	<i>Job title set on the requisition</i>