

# OCHR FactSheet

## Assessment Package Template (APT)

Issued: 16 March 2018

### USA Staffing Upgrade

- Defines the Assessment Package Template (APT)
- Describes the benefits of using APTs
- Offers a “best practice” approach to establishing and using APTs

### Definition of the Assessment Package Template

One of the many new features included in the USA Staffing Upgrade (here forward referred to as “Upgrade”) is the Assessment Package Template (APT).

An APT is a reusable template of a complete assessment package, which includes many of the components of the assessment: job analysis, minimum qualifications, competencies, items (questions), screen-outs, and rating/scoring criteria. The APT is saved in the Upgrade’s Competency Library for future use.

### Assessment Package Template Benefits

**Quality:** APTs improve the quality of your recruitment efforts by offering you a consistent and standardized method for completed assessment packages every time it is used. It also maximizes the initial effort put into developing a quality APT, because of input provided by the OCHR Operations Center User and command stakeholders.

**Efficiency:** Using an APT speeds up the recruitment process. Starting from a template is faster than starting from scratch. It is estimated that you can save 3-5 days per recruitment.

### Establishing Assessment Package Templates

The key to gaining these benefits is by establishing effective APTs and using them consistently. APTs that that will be used by the hiring manager are beneficial and can have a positive impact on Time to Hire (T2H) metrics. Consider these best practices for establishing APTs:

1. **Position Identification:** Review hiring plans and identify positions that use the same applicant assessment criteria. Positions with several billets assigned to the same position description (PD), or those with high turnover are ideal. For example, a police officer that is used across the region or a contract specialist that is frequently filled.
2. **Recruitment Collaboration:** The OCHR Operations Center User will conduct a job analysis and create an assessment questionnaire from content in the Competency Library. Ensure the stakeholders at your command collaborate with each other and the OCHR Operations Center User during the job analysis and assessment approval process.
3. **Recruitment Evaluation:** Evaluating the assessment is critical for ensuring wise and efficient use of resources. Is the hiring manager satisfied with the quality of the certificate? Was a selection made? If not, the OCHR Operations Center User and HRO must determine if the problem was the assessment package or another factor.
4. **Establish the APT:** If the recruitment produced positive results that should be reproduced on future recruitments, the assessment package should be saved as a template (APT) to the Competency Library. Ask your OCHR Operations Center User to make this happen.
5. **Champion the APT:** Management must champion the use of the APT at the command. This includes setting expectations for using established APTs.

## Frequently Asked Questions

**Q: I had a very successful recruitment in the Upgrade six months ago. The cert was great and I made two selections. Can we make that assessment package an APT?**

A: Yes. There is no time limit for requesting an APT. If the position has not changed, the job analysis and assessment questionnaire are still valid. If other hiring managers in your organization have employees assigned to the same PD, you should coordinate the request through your management team and HRO.

**Q: If our command establishes an APT are we required to use it?**

A: No. However, unused efforts are not in the Department of the Navy's best interest. Management endorsement and supervisor buy-in are key pieces in establishing effective APTs.

**Q: Can we change an APT once it is established?**

A: Yes. If the position description changes; the job analysis and APT should be updated. The APT should also be changed if an analysis determines the APT did not produce the desired results.

**Q: Can we establish APTs for multiple grade level PDs?**

A: Yes, APTs can be established for more than one grade, such as GS-11/12.

**Q: Can we use APTs for any series and grade level?**

A: Yes. We can establish an APT for any series, grades 1- 15.

**Q: Can an APT be used for more than one position description?**

A: Yes. Multiple PDs can use the same APT if supported by the job analysis.

**Q: Can we create an APT prior to recruiting?**

A: Yes. You will need to partner with the OCHR Operations Center because the APT is comprised of library content. You may want to conduct a recruitment using the assessment package first to evaluate the outcome before turning it in to an APT.

**Q: Now that we have established an APT, how do we use it?**

A: Document your request to use the APT on the Recruit Fill Checklist or the Request for Personnel Action (RPA) notepad. The OCHR Operations Centers will also check the library for APTs when they receive the recruit/fill RPA.

## Where to Find Additional Information

Additional information regarding the USA Staffing Upgrade can be found on the DON HR website at <https://portal.secnav.navy.mil/orgs/MRA/DONHR/Recruitment/Pages/USA-Staffing-Upgrade.aspx>

## Still Need Assistance?

For additional questions on the USA Staffing Upgrade, email the DON HR FAQ box at [DONhrFAQ@navy.mil](mailto:DONhrFAQ@navy.mil).

## Send Us Your Feedback

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