Sort Ideas

Customize

Sticky Bank

Candidate/Applicant

Navy

PO

Diagram Key

- PO Work/Technical Recap
- Candidate/Applicant
- Navy
- Existing User Story (EP)

Scrum Team 1

Job Announcement

Create Job Position

Hiring Manager identifies need for new vacancy (Open Position)

Hiring Manager receives approval to create Job Announcement

Present
- Job Description, Occupation, Occupation Series, Pay Plan, Grade, Locality, Locality Pay Area, Position Sensitivity, Position Risk, Position Control Vehicle, Position Control Vehicle Number, Position Title, Supervisory Status, Commute and Important Job Screening Factors

Hiring Manager creates and sends position details (Position, Job Position) to Command HR

Create Position, Job Position, and Recruitment Requisition Records

Sends to Command HR (potentially via Requisition Approvers, Participants, designation and conditional config for automation)

Command HR reviews and confirms position details, requests approval from authority (Update Job Position)

Command HR creates draft Job Announcement (Recruitment Requisition, Job Posting)

Job Announcement
Location: Worldwide
As an HR Specialist, I would like to be able to search and filter Job Announcements based on pure approved locations, so that I can easily find the data and present Job Announcements to hiring managers.

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Hiring Manager approves or requests updates to Job Announcement

Post Job Announcement

Job Announcement
As a Hiring Manager, I would like to be able to post a Job Announcement, so I can find the best candidates for the position.

Job posting locations:
- Worldwide
- Overseas
- Domestic

Under Consideration by Hiring Manager: Job Posting Locations

Priority Placement Program Authority makes a selection. Post-Use Authority (PUA) is used, ACTION ITEM: discuss (vs. USPS)

Applicant cut off#: vp-time (11:59) 8.3.2025

Applicant Engagement

Locate Job

Applicant/Candidate Option (Locate job from Job Board, Referral, ACTION ITEM: Confirm workflow) will be:

Applicant-individual Job Board, Job announcement via **Candidate Portal** (accessed on cart, to Hiring Manager: 8.3.2025)

confirm search criteria for locating a job (Job Board, USA Jobs?)

Create Login

Using the same login/users for all applications

Position Mgmt

confirm capability

are there specific requirements or preferences for the user login process

confirm minimal information needed to create a login (name, email,

We cycle of users/accounts - should the user exist? when is the process?

Finish Creating Profile

Applicant/Candidate Experience
As a candidate, I would like to be able to create a profile, so that I can apply for a job and save my preferences.

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Complete & Submit Application

Incomplete Application Flow: Will trigger a notification (email?) to the candidate (ay?) to inform them of the reason no complete applications. 5k tickets

Fields: (Data on Data Model) Required Field that cause an incomplete application to exist if criteria is not met (ex: Citizenship, Veteran, Disability) Required Field that is a "Conditional" field (ex: education)

Receive Application Confirmation

Monitor Status of Application

Receive and Respond to Comms

Applicant Engagement
Applicant Experience
As a candidate, I would like to receive a notification, so that I can know what I need to do next.

Respond/Participate in Preliminary Screening & Schedule Interview

Interview Management
Interview Scheduling
As a candidate, I would like to be able to record my availability for pre-established interview questions and upload it into Applicant Portal/Email.

Interview Management

Attend Interview

Receive Interview Outcome

Contingent Job Offer

Accept / Decline Job Offer

Contingent Job Offer
Contingent Job Offer
As a candidate, I want to be able to accept or reject an offer in order to let the hiring manager know that I am or am not interested in the job and exit the hiring process.

Analytics

Analytics
Candidate Experience Measurement
As a Hiring Manager, I would like the ability to report on candidate experience, so I can gain insights and make data-driven decisions for more effective recruiting campaigns for future recruitment.

Analytics
Stage Cycle Time
As a Hiring Manager, I would like to be able to track the amount of time spent in each stage of the hiring/application cycle so that I can identify bottlenecks and improve the process.

Analytics
Data Analytics
Ability to track candidate engagement, process efficiency, performance indicators.

Analytics
Government Dashboards
As a Hiring Manager, I would like to be able to access dashboards with relevant data, comprehensively, real-time and in a user-friendly format to improve the process.

Post-Pilot Day 1

Candidate Outdated

Candidate Outdated
As a candidate, I would like to be able to update my profile, so that I can be notified when a job I am interested in is closed, so I can stop the application process and ensure that candidates that are still in the process are notified or waiting for better opportunities.

Scrum Team 2

Navy DHA Career Site

as reflected in Scrum Team 1 above

Locate Job

Navy DHA Career Site Search Postings
Location: Worldwide
As a user, I want to be able to search and filter DHA Flyer jobs, so I can ensure that I can view data in a structured format based on their preferences.

Create Login

Finish Creating Profile

Navy DHA Career Site Candidate Guarantees
As a candidate, I would like to be able to create a profile and resume(s) available by Navy DHA Career Site, so I can find out, if I am a qualified candidate which for one of the vacancy so I can be considered for the vacancy.

Complete & Submit Application

Receive Application Confirmation

Monitor Status of Application

Navy DHA Career Site Available

Navy DHA Career Site
Create Navy DHA Career Site

Navy Branding Applied to Site

Navy DHA Career Site Branding
As a Navy DHA Hiring Manager, I want to be able to ensure that the branding and messaging on the Navy DHA website reflect the National Defense Strategy and Navy Cyber Recruiting branding.

Events Management

Locate Hiring Event

Events Management
Events Management
As a Web1, I would like the ability to search for the events that are relevant to my interests and location, so that I can attend and/or register to learn more about Navy Civilian careers.

Sign Up for Event Communications/ Opt-In

Receive Pre-Event Communication

Attend Event

- Check-In
- Navy DHA Navy DHA Career Site
- Navy Recruiters
- Private Resume Reviews, Hiring Managers, Entire Email
- Begin Security Clearance

Receive Post-Event Communication

Create Campaigns

Events Management
Create Campaign
As a Marketing user, I would like to create Campaigns for specific events and audiences, to allow management of the campaign and reporting on the campaign results, to provide insights on the most effective campaigns.

Target Outreach

Events Management
Target Outreach
As a marketing user, I would like the ability to target segment potential applicants so that Outreach Emails is more targeted and effective.

Identify Hiring Needs

Request & Confirm to Hold Hiring Event

Events Management
Request Event
As a Hiring Manager (civilian or community user), I would like the ability to request a hiring event, so I can submit a request for approval, so that DHA can have a record of all requests for hiring events and capture the outcomes and results for metrics.

Confirm Event Details

Events Management
Events - Logistics
As a Hiring Manager (civilian or community user), I would like the ability to capture the logistics associated with an event so that the Events Management team can easily referenced and utilize the details.

Schedule & Post Event

Applicant Engagement
Publish Event
As a marketing, national or community user, I would like the ability to publish the events (people or groups) so that the events can be approved, so that prospects can find and attend upcoming events.

Send Event-related Communication to Attendees

Hold Event

Events Management
Event Hosting
As a Hiring Manager (civilian or community user), I would like the ability to host virtual recruitment events so that we maximize the number of attendees (candidates) we get from each event.

Events Management
Event Hosting
As a Hiring Manager (civilian or community user), I would like the ability to send attendees a link to a virtual meeting, so that they can access information on mobile devices or laptops, so that it is convenient for the candidates.

Reporting & KPIs

Send Post-Event Communication to Attendees

Lead Engagement

Locate & Complete Contact Form

Lead Engagement
Weaponize
Ability for a lead to fill out a form, so that they can connect the Career Site and request a personal conversation about a job or career, so that they can find out more about working for the DOH.

Contact Form

Engage with Recruiter

Initiate Contact

Access Navy DHA Career Site Profile/Preferences

Lead Engagement
Lead Engagement
As a lead, I want to be able to define the areas of interest and preferences, so that I can get the latest updates and notifications from recruitment teams.

Opt in for Desired Communications

Lead Engagement
Lead Engagement
As a lead, I want to be able to define the areas of interest and preferences, so that I can get the latest updates and notifications from recruitment teams.

System Retains Opt In Preferences

Receive and Review Communications

Send Communications

Lead Engagement
Lead Engagement Campaign
As a Marketing user, I want a system to calculate an engagement score for prospects, I want to identify those leads that are more likely to convert to applicants, so that I can provide more personalized communications.

Knowledge Management

Access FAQs

Knowledge Management
Knowledge Management
As a prospect (unknown) or candidate (lead or applicant), I want to see FAQ's relevant to a career with DOH to increase interest in working with DOH.

Create & Manage FAQs

Knowledge Management
FAQ Management - Admin
As an OCHR user, I would like to be able to create and manage knowledge articles.

Candidate Matching

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As a hiring manager, I would like to be able to search for candidate profiles and resumes (i.e. work experience, education, certifications, etc.) so that I can find potential candidates and engage them via the Resumes Tagging.

Candidate Matching
As a hiring manager, I would like to be able to search for candidate to open job postings so that I can find potential candidates for the Command.

Cross Functional Support

DevOps Setup

Testing Strategy

External Site Integrations

External Site Integrations
Apply Now Job Board
As a Hiring Manager, I want to Navy Civilian website from Job Board where DHA, a Job Board where DHA, a Job Board where DHA, a user has posted a job, so that candidates can apply to the page where I can begin the application process.

External Site Integrations
External Site Integrations
As a Hiring Manager, I want to auto-publish job postings from Salesforce to external sites so that I can increase awareness.

Training Materials Developed

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As a New Leader, I may want assistance with and access to training, so that training is scheduled in a timely manner, so that I can of high quality and my team can be ready to set up for success.

Training Materials Developed
Training Materials Developed
Admin Training
Provide administrator training and documentation/resource guide, so that it is in person, and computer based.

Audit, Import, Export Data

Audit, Import, Export Data
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Admin Tools
As a Final User, I want/need to have actual security demand and data, so that I can understand the number of users and the number of fit all vacancies.

Audit, Import, Export Data
Audit, Import, Export Data
Admin Tools
As a Final User, I want to be able to see the number of candidates requests offer response and the number of requests and frequency so that we can all understand the number of requests by supply and the response to candidates.

Audit, Import, Export Data
Audit, Import, Export Data
Admin Tools
Historic Tracking
As a business user, I want to comply with the audit requirements and track who access and use

Audit, Import, Export Data
Audit, Import, Export Data
Admin Tools
Data Warehouse and Performance Reporting
As a Data Warehouse Administrator, I want to be able to access data in Salesforce and load it into the Jupiter data warehouse so that I can create performance reporting