Tester Name: _____

Recruitment Activity User Acceptance Test Scripts by Scenario		
Recruitment Only (Title 42)		
Change Control:		*v1. 05/08/2018*
Users: Selecting Official, CIO Admin POC, HRO Specialist		
Scenario #	*Persona*	*Description*
Step 1	Selecting Official	Selecting Official initiates new job request
Step 2	CIO Admin POC	CIO Admin POC reviews recruit action, completes Pre-Recruitment checklist, sends Pre-Recruitment Docs
		Holds pre-recruitment consultation meeting offline
		CIO Admin POC re-enters request, enters date of pre-recruitment meeting, and uploads Job Analysis/Workbook
		Submits finalized Pre-Recruitment checklist to HR
Step 3	HRO Specialist	HRO Specialist receives finalized checklist, enters PPP/PCP information, submit request
		Enters JR information in USA Staffing
		Monitors recruitment request in eWITS 2.0
Notes		

Recruitment 42 - Step 1 (Initial Request)

Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comment/Feedback
**Open eWITS 2.0 and login as Selecting Official**									
1	Validate Selecting Official can create a New Recruitment Request	Home Screen	Selecting Official	Log-in as Selecting Official	Selecting Official Log-in Credentials	Home Screen Appears	Create Job Request	Validate Selecting Official can create a New Recruitment Request		
2				Click Start New Tab		Start New Tab Opens; Recruitment row present				
3				Click "Start" in Recruitment row		Request opens beginning on the General Tab and has additional tabs labeled General, Resources, and Documents				
4	Validate top ribbon for proper information	General Tab	Selecting Official	Inspect the Top Bar Banner after starting a new Recruitment request		Top Bar Banner to display the information in the listed order: 1. Request Number: (Blank) 2. Request Date: mm/dd/yyyy 3. Request Type:(Blank) 4. Initiator: Selecting Official Username 5. Current Status: (Blank)	Top bar banner to display the information in the listed order (left to right): 1. Request Number: 2. Request Date: mm/dd/yyyy 3. Request Type: 4. Initiator: 5. Current Status:	Validate Top Bar Banner displays relevant information on the General Tab		
5	Check the General Tab Request Office Information section for fields with mandatory distinctions	General Tab	Selecting Official	Do not enter in any fields or make selections. Click Next button at bottom of form.		Unable to proceed. Errors presented on mandatory fields and lists missing required fields at the top.	Unable to proceed wtihout selecting/entering mandatory fields.			
6				The following fields should be indicated as mandatory on General Tab: - Administration Code - Organization Name - Hiring Method - Selecting Official & Email - CIO Admin POC & Email - HRO Specialist & Email - SMEs Required? - Staffing Need Validated? & Justification - Hiring Options Guide Reviewed & Justification - Has this request been approved by HHS? & Justification - PBMS ID #		Instructions at the top of the screen indicate asterick * indicates required fields. Red asterisk to the upper right of the mandatory field's title.	Validate mandatory field is indicated by an asterisk symbol			
7	Validate Save button works properly	General Tab	Selecting Official	Click Save button at bottom of form		Error messages disappear and form saves.				
8	Check the General Tab for proper content, wording and format of fields	General Tab	Selecting Official	Inspect all notes, field titles, hyperlinks, etc.		Mark any issues in the Comment/Feedback column				
9	Validate Resources and Documents tabs are clickable prior to entering in any information	General Tab	Selecting Official	Inspect Resources & Documents tab to ensure they can be clicked/accessed before entering any information		Resources and Documents tabs appear	Resources and Documents tabs are set to default for all users			

Recruitment 42 - Step 1 (Initial Request)

Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comment/Feedback
10	Enter Administration Code	General Tab	Selecting Official	Click in the "Administration Code" text box and begin typing Administration Code	Type "hc"	Administration Codes display in the format (Admin code- Organization Name)	Validate the field labeled "Administration Code" has auto-complete functionality listing the current codes. User can enter Administration Code or Organization Name	Validate administration Code field has auto-complete functionality		
11				Click on an Administration Code from items suggested below text box		Administration Code displays in text box under "Administration Code" title.				
12	Inspect Organization Name field for auto-populate	General Tab	Selecting Official	Inspect the Organization Name field		The Organization Name based on to the Admin code auto-populates in the textbox below "Organization Name"	"Organization Name" auto-populates with the selection of administration Admin code	Check Organization Name auto populates based on selection of administration Code		
13	Validate Organization Name also auto populates Administration Code	General Tab	Selecting Official	Delete previous Organization Name. Click on the 'Organization Name' text box		administration Code and Organization Name are cleared out. Text field contains cursor for typing characters	If the user chooses to enter the Organization Name instead of the administration Code, validate the field labeled "Organization Name" has auto-complete functionality listing the current codes	Validate Organization Name field has auto-complete functionality listing the Organization Name		
14				Begin typing Organization Name	Type "ce"	Organization Names display in the format (Organization Name - Admin code)				
15				Click on an Organization Name from items suggested below text box	**Org Name = Center for Disease Control And Prevention**	Organization Name displays in text box under "Organization Name" title				
16	Inspect Administration Code field for auto-populate with Organization Name	General Tab	Selecting Official	Inspect the administration Code field. **Please write Admin Code in Test Data Column**		The Administration Code linked to the Organization Name auto-populates in the textbox below "Administration Code"		Check Administration Code auto populates based on selection of Organization Name		
17	Select Hiring Method	General Tab	Selecting Official	Click on "Hiring Method" dropdown list field		When request type "Hiring Method" is selected then in the Request Type field you have the following options: - Title 5 - Title 42 - SES/SL/ST	When request type "Hiring Method" is selected then in the Request Type field you have the following options: Title 5 Title 42 SES/SL/ST	Verify the Hiring Method dropdown options for when 'Hiring Method' is selected		
18				Select 'Title 42' from dropdown list field.	**Hiring Method = Title 42**	Selected item populates in the Hiring Method textbox				
19	Enter Selecting Official name	General Tab	Selecting Official	Click the field titled Selecting Official and begin typing name	"Se"	Field dynamically populates with dropdown options	Entering in the Selecting Official's name for this request	Validate Selecting Official field has auto-populate dynamic functionality		
20				Select an item from the dropdown menu	Selecting Official #	Selected item populates in the Selecting Official text box				
21	Inspect Selecting Official email address autopopulates	General Tab	Selecting Official	Inspect the field Email adjacent to Selecting Official		The first Email field populates based on chosen Selecting Official and is read-only	"Email" field auto populate based on the name of the selected person	First Email field populates based on selection of Selecting Official		
22	Enter CIO Admin POC name	General Tab	Selecting Official	Click the CIO Admin POC field and begin typing name	"CI"	Dropdown list of items dynamically displays CIO Admin POCs	Entering in the CIO Admin's name for this request	Validate CIO Admin POC field has auto-populate dynamic functionality		
23				Select an item from the dropdown menu	CIO Admin #	Selected item populates in the CIO Admin POC text box				
24	Inspect CIO admin POC email address autopopulates	General Tab	Selecting Official	Inspect the field adjacent to the CIO Admin POC		The first Email field populates based on chosen CIO Admin POC and is read-only	"Email" field auto populate based on the name of the selected person	First Email field populates based on selection of CIO Admin POC		
25	Enter HRO Specialist name	General Tab	Selecting Official	Click the HRO Specialist field and begin typing name	"HR"	Dropdown list of items dynamically displays HRO Specialist	Entering in the HRO Specialist's name for this request	Validate HRO Specialist field has auto-populate dynamic functionality		
26				Select an item from the dropdown menu	HRO Specialist #	Selected item populates in the HRO Specialist text box				

Recruitment 42 - Step 1 (Initial Request)

Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comment/Feedback
27	Inspect HRO Specialist email address autopopulates	General Tab	Selecting Official	Inspect the field adjacent to the HRO Specialist		The first Email field populates based on chosen HRO Specialist and is read-only	"Email" field auto populate based on the name of the selected person	First Email field populates based on selection of HRO Specialist		
28	Validate Search Committee Chair only appears for Title 42 requests	General Tab	Selecting Official	Under SME Information section, validate Field for Search Committee Chair is present with email address and organization		Field is present under SME section.	Ability to identify Search Committee Chair (internal or external) for Title 42 recruitments			
29	Validate dynamic dropdowns for internal SMEs	General Tab	Selecting Official	Click in field Titled Search Committee Chair and begin typing POCs name.	"Ed"	Field dynamically populates dropdown options.	Validate type ahead functionality for Search Committee Chair			
30				Select Search Committee Chair's name from dropdown options.	"Edith Tudae Torboh | CDC"	POC's name populates field, and email and organization fields auto populate. These two fields become read-only.				
31	Select if SMEs will be required	General Tab	Selecting Official	Select No to 'Are SMEs Requested'	No	No SME information present	Validate SME information is unavailable when not required	SMEs are not required		
32				Select Yes to "Are SMEs Requested"	Yes	SME fields appear below	Validate SME information is required when 'Yes' is chosen	SMEs are required		
33	Enter Primary SME's name	General Tab	Selecting Official	Click in Primary SME Name field and begin typing name	Type "Le"	Field dynamically populates with dropdown options (format: Name l Organization)	Enter the Primary SME's name	Validate dynamic auto functionality for SMEs		
34				Select name from dropdown options	"LeBron Covington l CDC"	Field captures select dropdown name				
35	Inspect Primary SME Email address for auto populate functionality	General Tab	Selecting Official	Inspect Primary Email field		Field automatically populates with selection of internal SME's name. The field is read-only and cannot be edited.				
36	Add Alternate SME Information	General Tab	Selecting Official	Click in Add Additional SME button		Field dynamically populates with dropdown options (format: Name l Organization)	Enter the Alternate SME's name	Validate dynamic auto functionality for SMEs		
37	Add external SME	General Tab	Selecting Official	Select "No" to Interal SME? For the first Additional alternative SME field		No is captured in field	External SMEs do not include type-ahead functionality, but instead allow the user to type in all fields			
38	Validate External SME infor is not type ahead	General Tab	Selecting Official	Click in first Additional Alternate SME Name field and begin typing name (this can be any name)	Type in Alternate SME Name	No type ahead functionality is present for external SMEs. Typed SME name is captured in Name field with no errors. Email and organization are not autopopulated with information.				
39				Click in Email field and type in alternate SME's email address	Type in Alternate SME's email address	Free form text box allows for entry				
40				Click in Organization field and type in alternate SME's organization	Type in Alternative SME's Organization	Free form text box allows for entry				
41	Select if Staffing Need has been Validated	General Tab	Selecting Official	Select Yes to "Staffing Need Validated?	Yes	Justification field disappears	Select if Staffing Need has been validated	Staffing Need Validated		
42	Select if Hiring Options Guide has been reviewed	General Tab	Selecting Official	Select No to Hiring Options Guide Reviewed?	No	Justification for Not Reviewing the Hiring Options Guide field appears and is mandatory.	Select if Hiring Options Guide has been reviewed	Justification reviewed for No to validation questions		
43				Click in field titled Justification for Not Reviewing the Hiring Options Guide, and begin typing reasoning		Field captures justification	Providing justification for not reviewing Hiring Options guide			
44	Select if HHS approval has been received	General Tab	Selecting Official	Select Yes to "Has this request been approved by HHS?"	Yes	Justification field disappears	Select if HHS approval has been received	HHS Approval		
45	Enter in PBMS #	General Tab	Selecting Official	Type in PBMS number into CDC PBMS Position ID # field		Field captures PBMS #	Enter PBMS number to confirm funding	PBMS Funding approved		
46	Validate Save button works properly	General Tab	Selecting Official	Click the "Save" button		Request loads and saves work	Save all entries			

Recruitment 42 - Step 1 (Initial Request)

Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comment/Feedback
47	Validate Exit button works properly	General Tab	Selecting Official	Click "Exit" button		Form closes and request is saved. Click "My Work" tab to reopen request	Exit button closes and saves request	Validate the functionality of the 'Exit' Button		
48	Refresh working requests in My Work	My Work	Selecting Official	Navigate to My Work tab		My Work page appears with working requests				
49				Click the refresh icon in the top right		Page refreshes		Refresh My Work to show working requests or changes in inbox		
50	Find EWITS 2.0 ID number	My Work	Selecting Official	Inspect the My Work requests and find the ID for the Identify Staffing Need Recruitment request. **Write the ID number at the top right-hand corner of the first page.**		ID number appears on the far left next to the request.	Use this eWITS 2.0 request number to follow the entire workflow.			
51	Validate My Work page displays working requests requiring my attention	General Tab	Selecting Official	Click "Identify Staffing Need" request with Request Date field equaling today's date. (You may need to refresh page to see the request)		Opens to request to General tab with previous entries saved				
52	Click Next to move onto Resources tab	Resources Tab	Selecting Official	Make sure all mandatory fields are filled in. Click the "Next" button		Resources Tab screen appears with Title 42 resource links and descriptions.	User should be able to click the "Next" button and move to the Resources Tab when all mandatory fields have been entered	Validate the functionality of the 'Next' button		
53	Check the Resources Tab for proper content, wording and format of fields	Resources Tab	Selecting Official	Ensure all required resources appear for Title 42 recruitment process		The following resources should be present: - Hiring Options Guide - PBMS - SRTS		Validate Resources dynamically change with Request Type and Hiring Method		
54	Validate Resources links work	Resources Tab	Selecting Official	Click on each Resource link		New tab opens to correct link/webpage	User is able to open all resources links	Validate all links route user to new tab		
55	Click Next to move onto Documents tab	Documents Tab	Selecting Official	Inspect all notes, field titles, hyperlinks, etc.		Mark any issues in the Comment/Feedback column				
56	Validate ability to upload a document at this step	Documents Tab	Selecting Official	Select the "Add Document" button		Pop-up window opens with the option to drop files or select files from computer				
57				Click the "Click to Browse Files" button		Pop-up opens with the ability to choose file from your desktop		Ability to upload files at any step		
58				Double click document you want to upload then click the "Upload" button		The file added should appear on the page displaying details of the Name, Document Type, Description, Size, and Process, (and option to Remove)				
59				Select the Document Type of the uploaded file and type in any additional details in the Description field. **Enter Document Type uploaded in Test Data field)**		Selected Doc Type is captured				
60				Click Green Upload button		Progress bar progessively increases, and user is returned to Documents Tab screen. The uploaded document appears on the page.				
61	Validate ability to delete an uploaded document	Documents Tab	Selecting Official	Select Red Delete Button next to uploaded document		Pop up appears asking user "Do you want to delete this file?"		Ability to remove uploaded files		
62				Select ok		Uploaded file disappears from Documents tab list		No documents are required to be uploaded at this step. User can proceed without mandatory documents		

Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comment/Feedback
	Recruitment 42 - Step 1 (Initial Request)									
63	Save Button functionality	Documents Tab	Selecting Official	Selecting Official clicks "Save" Button		Content populated remains saved incase user decides to exit; and returns to last page	User can save worksheet without validation	Validate the functionality of the 'Save' Button		
64	Send request to CIO Admin POC	Documents Tab	Selecting Official	Once all fields are entered, click Send to CIO Admin POC button at bottom of form		"Please Wait" pop up appears until sent, then user is taken back to homepage.	Selecting Official can submit initial request to CIO Admin POC			
	End Selecting Official activity; move to step 2									

Recruitment 42 - Step 2 (Prepare Pre-Recruit Docs)

Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comment/Feedback
	Login as CIO Admin POC and select "Prepare Pre-Recruitment Documents" in My Work									
1	Validate CIO Admin POC receives auto email about initial request routed		CIO Admin POC	Check email for request auto email (see Paige for confirmation of email)	CIO Admin POC login credentials	Receive confirmation email from bizflow@bizflow.com confirming request was initiated and routed to you	CIO Admin POC is notified when a pre-recruitment action is initiated			
2	Validate CIO Admin POC can open request	My Work	CIO Admin POC	Click on Prepare Pre-Recruitment Documents in My Work		Request opens to the General tab	CIO Admin POC is able to view and open the request in My Work			
3	Validate General tab form fields are captured	General Tab	CIO Admin POC	Click on General tab. Validate all fields are completed and the data is the same from previous stakeholder		General tab is filled out and complete with SO's entries	Validate the CIO Admin POC is receiving the data entered by the Selecting Official. No fields should get lost in the routing of the request.			
4	Click Next to move onto Position tab	General Tab	CIO Admin POC	Click Next button		Position tab appears	User should be able to click the "Next" button and move to the Position Tab when all mandatory fields have been entered	Validate the functionality of the 'Next' button		
5	Check the Position Tab for proper content, wording and format of fields	Position Tab	CIO Admin POC	Click next to move to Position tab. Inspect all notes, field titles, hyperlinks, etc.		Mark any issues in the Comment/Feedback column				
6	Inspect Initiator name in Upper Ribbon	Position Tab	CIO Admin POC	Inspect Initiator name		In the header, field displays the name of the person who initiated the request	As an CIO Admin POC filling out Position Tab, I want the system to automatically record the initiator's name so that it can be used for tracking purposes. The date should be in the following format: First Name Last Name.	BizFlow to Automatically Generate the Initiator Name on the Position Tab of Pre-Recruitment Consultation Worksheet		
7	Inspect Request Date in Upper Ribbon		CIO Admin POC	Inspect Request Date Title		In the header, field displays a Request Date in the following format: mm/dd/yyyy	As an CIO Admin POC filling out Position Tab, I want the system to automatically record the current date as the Request Date upon generating the Request Number so that it can be used for tracking	BizFlow to Automatically Generate the Request Date on the Position Tab of Pre-Recruitment Consultation Worksheet		
8	Check the Position Tab for the following mandatory distinctions		CIO Admin POC	The following fields should be indicated as mandatory: - Job Requisition Number - Classified Position Title - Pay Plan - Series - Grade - Position Sensitivity - Position Is - Common Accounting Number (CAN) - Backfill/Vice - Number of Vacancies - Type of Appointment - Area of Consideration - Open and Continuous - Work Schedule		Instructions at the top of the screen indicate asterick * indicates required fields. Red asterisk to the upper right of the mandatory field's title.	Validate mandatory field is indicated by an asterisk symbol	Position Title Mandatory Field Distinction		
9				Click Next		Unable to proceed without entry in mandatory fields. Errors presented on mandatory fields and routes user to top of page.				
10	Validate Save functionality	Position Tab	CIO Admin POC	Click Save button		Error messages clear and page saves. Routes user back to form.	Saving a request will remove the error message to view all fields			
11	Enter Job Requisition Number in field	Position Tab	CIO Admin POC	Click in Job Requisition Number field and type in JR #. **Write the JR # in the Test Data column.**		Characters appear in text box. No error displayed				
12	Enter Classified Position Title	Position Tab	CIO Admin POC	Click text box under title "Classified Position Title". Type characters into text field. **Write the Classified Position Title in the Test Data column.**		Characters appear in text box. No error displayed	Validate the field labeled "Classified Position Title" allows you to enter the Position Title into the text box.	Validate the field labeled "Classified Position Title" allows you to enter the Position Title into the text box.		
13	Add multiple Position Titles	Position Tab	CIO Admin POC	Click Add Position Title button		Entered position title moves below the textbox	Ability to add multiple position titles for a JR	Validate Add Position Title button works correctly		

Recruitment 42 - Step 2 (Prepare Pre-Recruit Docs)

Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comment/Feedback
14				Click in field and begin typing a different position titile. **Write in additional Position Title in the Test Data column.**		Field captures free-form entry with no errors				
15	Validate ability to clear previously entered Position Title	Position Tab	CIO Admin POC	Click red X next to the first Position Title entered		Position title clears from entries				
16	Option to enter Functional Position Title	Position Tab	CIO Admin POC	Click text box under title "Functional Position Title". Type characters into text field. **Write the Functional Position Title in the Test Data column.**		Characters appear in text box. No error displayed	Validate the field labeled "Functional Position Title" allows you to enter the Position Title into the text box.			
17	Validate Pay Plan type ahead functionality	Position Tab	CIO Admin POC	Click field titled "Pay Plan" and begin typing Pay Plan	"R"	Type ahead functionality presents dropdown options for Pay Plans	User should be able to view Pay Plan options from a Dropdown list field	Validate Pay Plan dropdown functionality		
18	Select Pay Plan for the position	Position Tab	CIO Admin POC	Select "RF" from the Pay Plan dropdown list. **Write the Pay Plan in the Test Data Column.**	**Pay Plan = RF**	Field captures selected Pay Plan with no errors				
19	Validate Series type ahead functionality	Position Tab	CIO Admin POC	Click into Series field and begin typing series		Type ahead functionality populates dropdown field of available series	User should be able to view Series optinos from a dropdown list field	Verify type ahead functionality for entries for Series		
20				Select an item from the Series dropdown list. **Write the Series in the Test Data Column**		Item populates in Series textbox in proper format (4 digit numerical #)				
21	Validate Grade auto populates 00 for Title 42	Position Tab	CIO Admin POC	Inspect Grade field		Grade field is auto populated with "00" and unable to be changed.	Title 42 grades autopopulate to 00	Validate all Title 42 requests have a Grade of 00		
22	Select Position Sensitivity field	Position Tab	CIO Admin POC	Select the Position Sensitivity text field		Dropdown list field of items displays: 1- Nonsensitive 2- Noncritical Sensitive 3- Critical Sensitive 4- Special Sensitive 5- Public Trust/Moderate 6- Public Trust/High Risk	As a CIO Admin, I want a field labeled "Position Sensitivity" with drop down functionality so I can reduce manual data entry errors in the Position Tab.	Validate Position Sensitivity drop-down list field functionality		
23				Select an item from the dropdown list field. **Write the selected Position Sensitivity in Test Data column**		Selected item populates in the Position Sensitivity text box				
24	Select Position Is	Position Tab	CIO Admin POC	Click within the Position Is field and select dropdown		Dropdown list with the following items: - Supervisor/Manager (Code 2) - Supervisor-CSRA (Code 4) - Management Official (CSRA) (Code 5) - Work Leader (Code 6) - Team Leader (Code 7) - Neither (Code 8) - Team Lead	As a CIO Admin, I want a field labeled "Position Is" with a dropdown listing	Validate the "Position Is" Dropdown Functionality		
25				Select item from dropdown list field. **Write the selected Position Is in the Test Data column**		Position Is chosen populates textbox				
26	Enter CAN number	Position Tab	CIO Admin POC	Click into the text field "Common Accounting Number" and enter CAN # beginning with 1-8		Error states CAN # must begin with a 9 and be 7 digits long	CAN # rules require CAN Code to start with 9 and be 7 digits long	Validate the Common Accounting Number text box functionality		
27				Delete previous entry and type in a 8-digit CAN # beginning with 9. **Write the CAN # in the Test Data column**		CAN # must begin with 9 and be 7 numerical digits long				
28	Validate dropdown capability for Backfill/Vice field	Position Tab	CIO Admin POC	Select if Backfill/Vice is required dropdown		Dropdown list field with the following items: Yes No	As a CIO Admin, I want a field labeled "Vice" with a dropdown functionality allowing me to choose between two options of "Yes" or "No" in the Position Tab.	List Vice in Position Tab		
29				Select "Yes" from the Backfill/Vice field		Yes populates the Vice text field and additional open field textbox labeled "Backfill/Vice Name" appears	As a CIO Admin, I want a field labeled "Backfill/Vice Name" allowing me to freely enter the Vice name and the field is only displayed if you choose "Yes" in the VICE drop down in the Position Tab.	List Backfill/Vice name in Position Tab		
30	Inspect Backfill/Vice Name field	Position Tab	CIO Admin POC	Inspect Backfill/Vice Name field label		Red asterisk to indicate mandatory field	As a CIO Admin, I want a field labeled "Backfill/Vice Name" that is a mandatory field only if you choose "Yes" in the VICE drop down in the Position Tab.	Vice Name Mandatory if applicable		

Recruitment 42 - Step 2 (Prepare Pre-Recruit Docs)

Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comment/Feedback
31				Select "No" from the dropdown list of the Backfill/Vice field		No populates the Vice text field; "Vice Name" field disappears and "Reason" field appears	As a CIO Admin, I want a field labeled "Reason" that is a mandatory field only if you choose "No" in the VICE drop down in the Position Tab.			
32				Type in reason for no backfill into Reason field		Reason is captured in field				
33	Enter Duty Station for position	Position Tab	CIO Admin POC	Click into text field below Duty Station and begin typing "At"	Type "At"	dropdown dynamically populates with type ahead functionality	As a user filling out a pre-recruitment checklist worksheet, I want a type-ahead field labeled "Duty Station" where I can provide duty station information about my position.	Validate Duty Station text entry functionality		
34				Select Atlanta, GA from dropdown options	**Duty Station = Atlanta, GA**	Duty station is populated with Atlanta, GA				
35	Add multiple Duty Stations	Position Tab	CIO Admin POC	Click Add Duty Station button		Entered duty station moves below the textbox	Ability to add multiple duty station for a JR	Validate Add Duty Station button works correctly		
36				Click in field and begin typing a different duty station. **Write in additional duty station in the Test Data column.**		Field captures free-form entry with no errors				
37	Validate ability to clear previously entered duty station	Position Tab	CIO Admin POC	Click red X next to the first duty station entered		Position title clears from entries				
38	Enter number of vacancies	Position Tab	CIO Admin POC	Select text box below "Number of Vacancies" field. Enter numeric number. **Write the No. of Vacancies in the Test Data column**		Numeric number appears in text box	Enter the number of vacancies for the JR	Check the field labeled "Number of Vacancies"		
39	Inspect Type of Appointment field for auto populate to Indefinite	Position Tab	CIO Admin POC	Inspect "Type of Appointment" field		Type of Appointment field autopopulates to Indefinite and is read-only/cannot be changed	Validate the field labeled "Type of Appointment" is filled with Indefinite for Title 42	Validate the field labeled "Type of Appointment" is Indefinite for Title 42		
40	Inspect Areas of Consideration field for auto populate to All Sources	Postion Tab	CIO Admin POC	Inspect Area of Consideration field		Type autopopulates to All Sources		Validate Title 42 Area of Consideration is All Sources		
41	Validate Open and Continuous options	Postion Tab	CIO Admin POC	Click Open and Continuous dropdown		Options include Yes or No				
42	Validate Open and Continuous dynamic functionality with # Calendar Days to Advertise field	Postion Tab	CIO Admin POC	Select "Yes" under Open and Continuous dropdown		Yes populates field. Number of Calendar Days to Advertise field disappears.				
43				Select "No" under Open and Continuous dropdown		No populates field. # of Calendar Days to Advertise field appears as mandatory.				
44	Enter Number of Calendar Days to Advertise	Position Tab	CIO Admin POC	Click in dropdown field below "Number of Calendar Days to Advertise" field. Select numeric number. **Write in No. of Calendar Days in Test Data Column**		Numeric numbers appear in dropdown box	As a CIO Admin, I want a field labeled "Number of Calendar Days to Advertise" allowing me to select the enter the number of days in the Position Tab.	List Number of Calendar Days to Advertise in Position Tab		
45	Validate Work Schedule field dropdown capability	Position Tab	CIO Admin POC	Select field labeled "Work Schedule"		Drop down list field with the following items: - Full-Time - Part-Time	Validate the field labeled "Work Schedule" has a drop down allowing you to choose the accurate work schedule option	Validate the field labeled "Work Schedule"		
46	Validate Part Time Work Schedule Hours per Week rules	Position Tab	CIO Admin POC	Select "Part-Time" from Work Schedule dropdown list field. Enter 40 hours in Hours per week field.		Error is presented that Part Time schedules must be between 16-32 hours.	Validate the field "Hours per Week" allows entry of 16 - 32 hours if the work Schedule field is set as "Part-Time".	Check that when "Work Schedule" = Part Time, "Hours per week" displays 16-32 hours		
47				Delete 40 from Hours per Week schedule and type in value between 16 and 32. **Write in Hours per Week in Test Data column.**		Hours per week field captures value with no error				
48	Validate Full Time Work Schedule functionality	Position Tab	CIO Admin POC	Select "Full-Time" from Work Schedule dropdown list field. Enter 16 hours in the field.		Error is presented that Full Time schedules must between 32-40 hours	Validate the field labeled "Hours per Week" allows 32-40 hours as entry if the Work Schedule field is set to "Full-Time".	Check that when "Work Schedule" = Full-Time, "Hours per week" displays 40 hours		
49				Delete 16 from Hours per Week schedule and type in value between 32 and 40. **Write in Hours per Week in Test Data column.**		Hours per week field captures value with no error				
50	Validate Remarks field can only handle 500 characters	Position Tab	CIO Admin POC	Type 501 characters into the Remarks text box		Error message and character cut-off functionality occurs after 500 characters have been entered	As a CIO Admin, I want a field labeled "Remarks" that has space for 500 characters so I can enter in important comments regarding the request in the Position Tab.	Validate "Remarks" text field is located at the bottom of Position tab and has text entry		

Recruitment 42 - Step 2 (Prepare Pre-Recruit Docs)

Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comment/Feedback
51				Remove previous text from Remarks field. Type less than 500 characters		Captures text in Remarks field with no errors.				
52	Save Button functionality	Position Tab	CIO Admin POC	CIO Admin clicks "Save" Button		Content populated remains saved incase user decides to exit; and returns to last page	User can save worksheet without validation	Validate the functionality of the 'Save' Button		
53	Move to Next tab	Position Tab	CIO Admin POC	Make sure all mandatory fields are filled in on the Position Tab and click the "Next" button		Conditions of Emp Tab screen appears	User should be able to click the "Next" button and move to the position tab when all mandatory fields have been entered	Validate the functionality of the "Next" button		
54	Check the Conditions of Emp Tab for proper content, wording and format of fields	Conditions of Emp Tab	CIO Admin POC	Inspect all notes, field titles, hyperlinks, etc.		Mark any issues in the Comment/Feedback column				
55	Check default selections on Conditions of Emp Tab	Conditions of Emp Tab	CIO Admin POC	Navigate to the Conditions of Emp Tab		All Questions and validations are marked as No	On the Conditions of Emp tab, make sure all default selections are set to No to all questions	On the Conditions of Emp tab, make sure all default selections are set to No to all questions		
56	Select License Required	Conditions of Emp Tab	CIO Admin POC	Select Yes under License Required? Field		Text box labeled "License Information" appears	License : Display box will appear if License Required box is checked	Check License Required box appears when License is chosen in "Conditions of Employment" field		
57				Inspect License Information field label		Red asterisk to the upper right of the label				
58				Type 141 characters into text box		Error message and character cut-off functionality occurs after 140 characters have been entered				
59				Remove previous text and type in less than 140 characters		field captures entry with no errors				
60	Select Travel Required	Conditions of Emp Tab	CIO Admin POC	Select Yes under the Travel Required? Field		Text boxs labeled "Domestic Travel Percentage" and "International Travel Percentage" appear	Travel : Percentage Box will appear if travel box is checked	Check "Travel Percentage" box appears when Travel is chosen in "Conditions of Employment" field		
61				Inspect Travel Percentage field label		Red asterisk to the upper right of the label				
62				Type into textbox		Characters populate in Travel Percentage checkbox				
63	Select Foreign Language Required	Conditions of Emp Tab	CIO Admin POC	Select Yes under Foreign Language Required? Dropdown		Language dropdown appears to the right		If languages are required, option to select which languages from dropdown		
64				Select Language dropdown and chose language required		The language appears to the right with a checkbox next to selection				
65	Next Button functionality		CIO Admin POC	Make sure all mandatory fields are filled in on the COE Tab and click the "Next" button		Resources Tab screen appears	User should be able to click the "Next" button and move to the resources tab when all mandatory fields have been entered	Validate the functionality of the "Next" button		
66	Check the Resources Tab for proper content, wording and format of fields	Resources Tab	CIO Admin POC	Inspect all notes, field titles, hyperlinks, etc.		The following Resources should appear with working links and appropriate descriptions - SRTS - Hiring Options Guide - PBMS	Mark any issues in the Comment/Feedback column	Validate Resources dynamically change with Request Type and Hiring Method		
67	Click Next to move onto Documents tab	Resources Tab	CIO Admin POC	Validate Next button works to move forward in process		Documents Tab screen appears				
68	Inspect Documents tab	Documents Tab	CIO Admin POC	Inspect Documents Table for required documents		The required documents at this step are dependent on Title 42 Required documents are: - Position Sensitivity form - SOD		Validate documents upload in other tabs populate on the Documents Tab		
69	Validate user cannot proceed without uploading required documents	Documents Tab	CIO Admin POC	Click Send Pre-Recruit Docs Button at bottom of form		Unable to submit. Message appears "Please upload the missing required document(s)."	All required documents must be uploaded in order to submit to next step in process.			
70				Click Ok.		Message disappears and user is taken back to Documents tab.				
71	Validate ability to upload a document at this step	Documents Tab	CIO Admin POC	Select the "Add Document" button		Pop-up window opens with the option to drop files or select files from computer				
72				Click the "Click to Browse Files" button		Pop-up opens with the ability to choose file from your desktop				

Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comment/Feedback
Recruitment 42 - Step 2 (Prepare Pre-Recruit Docs)										
73				Double click document you want to upload then click the "Upload" button		The file added should appear on the page displaying details of the Name, Document Type, Description, Size, and Process, (and option to Remove)				
74				Select the Document Type of the uploaded file and type in any additional details in the Description field (**enter which Document Type you uploaded in Test Data field**)		Selected Doc Type is captured				
75				Click Green Upload button		Progress bar progessively increases, and user is returned to Documents Tab screen. The uploaded document appears on the page.				
76	Validate ability to delete an uploaded document	Documents Tab	CIO Admin POC	Select Red Delete Button next to uploaded document		Pop up appears asking user "Do you want to delete this file?"				
77				Select ok		Uploaded file disappears from Documents tab list				
78	Upload all required documents	Documents Tab	CIO Admin POC	Upload any additional document types that are required. **Enter the Document Types that were added to the Documents tab in the Test Data field.**		Documents appear on Documents Tab.	All uploaded documents appear on the Documents Tab.			
79	Save Button functionality	Documents Tab	CIO Admin POC	Selecting Official clicks "Save" Button		Content populated remains saved incase user decides to exit; and returns to last page	User can save worksheet without validation	Validate the functionality of the 'Save' Button		
80	Send request to CIO Admin POC	Documents Tab	CIO Admin POC	Once all fields are entered, click Send Pre-Recruit Meeting Docs button at bottom of form		"Please Wait" pop up appears until sent, then user is taken back to homepage.	CIO Admin can submit pre-recruitment documents to all POCs involved in pre-recruitment meeting held offline			
81	Validate POCs receive auto notification emails	Documents Tab	HRO specialist, Selecting official, CIO Admin POC, and classification specialist (if applicable)	Log into email (see Paige for confirmation of receipt of email notification)		Received auto email from BizFlow with pre-recruit documents notifying user of meeting readiness	identified POCs receive auto email from BizFlow once CIO Admin submits documents prior to pre-recruitment meeting	Send auto email notifying stakeholders of draft hiring package		
Hold pre-recruitment consultation meeting offline with identified POCs										
CIO Admin POC logs back into the application and resumes by clicking "Finalize Pre-Recruitment Checklist" on My Work										
82	Validate CIO Admin can open Finalize Pre-Recruitment Checklist on My Work tab	My Work	CIO Admin POC	Login as CIO Admin POC and click request Finalize Pre-Recruitment Checklist		Request opens to General Tab	CIO Admin POC has access the working request after the pre-recruitment meeting is held offline			
83	Validate all fields are populated with previously-entered information	General Tab	CIO Admin POC	Move through General, Position, Conditions of Emp tabs and validate all entries		Previous data is populated and correct	CIO Admin POC is able to come back into forms to edit if needed after the pre-recruit meeting.			
84	Validate CIO Admin is able to make edits on any of the tabs	General Tab	CIO Admin POC	Select "No" under SMEs Required field		SME information disappears				
85		Position Tab	CIO Admin POC	Change # Calendar Days to Advertise. **Write value in Test Data field.**		New value is captured in # Calendar Days to Advertise field				
86		Conditions of Emp Tab	CIO Admin POC	Select "No" under Travel Dropdown		Domestic and International fields disappear. Change is captured.	Ability to edit fields after pre-recruitment meeting			
87	Validate required fields on Validation Tab	Validation Tab	CIO Admin POC	Navigate to the Validation tab.		Validation Tab screen appears				
88				Inspect Validation Tab		The Pre-Recruitment Meeting Date is mandatory with red asterick				
89				Click Next		Error message appears for the Pre-Recruitment Meeting Date because it is required before proceeding				
90	Enter in pre-recruit meeting date	Validation Tab	CIO Admin POC	Select calendar icon dropdown. Choose a date when the pre-recruitment meeting with held with stakeholders offline.		Field enters date in format MM/DD/YYYY	Ability to enter in pre-recruitment meeting			
91	Validate Job Analysis/Workbook is required	Documents Tab	CIO Admin POC	Navigate to the Documents tab.		Documents tab appears with required document "Job Analysis (Workbook)" listed	Job analysis/workbook is a required document after the pre-recruitment consultation meeting	CIO Admin POC must upload the Job Analysis (Workbook) before proceeding to the next step		
92				Click Submit button at bottom of page		Unable to proceed without uploading the Job Analysis (Workbook)				

Recruitment 42 - Step 2 (Prepare Pre-Recruit Docs)										
Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comment/Feedback
93	Upload the Job Analysis (Workbook)	Documents Tab	CIO Admin POC	Click "Add Document" button		Popup window appears with Documents table	Ability to upload the Job Analysis (Workbook) at the Finalize Pre-Recruitment Documents step			
94				Select "Click to Browse File(s)" button		User's folder pops up to select files				
95				Click on the Job Analysis/Workbook to upload and click Open		Files appears with the following information: Name, Document Type, Description, Size, Progress, and option to Remove				
96				Select Document Type to assign the document to Job Analysis (Workbook)		Job Analysis (Workbook) is selected as the document type				
97				Click green Upload button to load files		Progress bar fills. User is taken back to Documents Tab				
98	Ensure uploaded documents are downloadable	Documents Tab	CIO Admin POC	Click on title of Document (under Document Name) previously uploaded and validate the document downloads to view		New tab opens to download the document on your computer	Ability to download/view documents which have been uploaded to BizFlow			
99	Submit finalized pre-recruitment forms and documents to HR	Documents Tab	CIO Admin POC	Click Submit button at bottom of page		Form loads, sends, and takes user back to home page	Ability to submit finalized forms and documents			
End CIO Admin POC activity; move to step 3										

Recruitment (ALL) - Track USA Staffing Status

Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comment/Feedback
Login as HRO Specialist and select "Validate Recruitment" in My Work										
1	Validate HRO Specialist can enter Validate Recruitment step	Home Screen	HRO Specialist	Log-in as HRO Specialist	HRO Specialist Log-in Credentials	Home Screen Appears	Validate Recruitment with PPP/PCP information	Login as HRO Specialist		
2				Click on My Work tab		Requests requiring my attention appear in my inbox				
3				Click on Validate Recruitment request		Request opens to General Tab				
4	Validate HRO Specialist can view Validation tab	Validation Tab	HRO Specialist	Inspect upper ribbon for Validation tab		Validation is present and clickable	Validate Validation tab is present			
5				Click on the Validation Tab		Validation tab appears				
6	Inspect Pre-Recruitment Meeting date field	Validation Tab	HRO Specialist	Inspect the pre-recruitment meeting date field		Field is populated from previous step	Pre-Recruitment meeting date flows over from CIO Admin POC			
7	Validate required fields on Validation tab	Validation Tab	HRO Specialist	Click next button on bottom of page		Error message is presented on blank mandatory fields and does not allow the user to proceed. Mandatory fields: - Pre-Recruitment Meeting Date (already filled out) - Has the Priority Placement Program (PPP)/ Priority Consideration Program (PCP) been cleared?	Mandatory fields must be selected prior to proceeding	Unable to proceed without entering in mandatory fields		
8	Enter PPP/PCP Information	Validation Tab	HRO Specialist	Click dropdown under "Has the Priority Placement Program (PPP)/Priority Consideration Program (PCP) been cleared?"		Options include Yes and No				
9				Select "Yes" from dropdown	Yes	Mandatory Date Cleared field appears below				
10	Enter PPP/PCP Date cleared	Validation Tab	HRO Specialist	Select calendar icon and choose date when PPP/PCP was cleared		Field captures date in format MM/DD/YYYY	Date Cleared is a mandatory field with format MM/DD/YYYY			
11	Enter Justification for not clearing PPP/PCP	Validation Tab	HRO Specialist	Select "No" from dropdown	No	Mandatory Justification field appears below				
12				Type in Justification field		Field captures text.	Justification field is a free-form mandatory text box			
13	Validate Job Analysis (Workbook) appears and is viewable	Documents Tab	HRO Specialist	Click on Documents tab		Documents tab appears with all uploaded doument types				
14				Inspect the documents table		Job Analysis (Workbook) document type is uploaded from the CIO Admin POC	Job Analysis (workbook) should be viewable to the HRO Specialist			
15				Click on the Document Name of the Job Analysis (Workbook) document type.		File opens and is viewable				
16	Submit Validation	Documents Tab	HRO Specialist	Click Submit button		"Please wait…" appears on screen then takes the user back to home page	After HRO specialist validates the recruitment, he/she clicks submit to proceed.			
END Recruitment Process (HR submits information into USA Staffing)										