

Tester Name: \_\_\_\_\_

Recruitment Activity User Acceptance Test Scripts by Scenario		
Recruitment Only (Title 5)		
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 5 - 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. Form shows additional tabs labeled, 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	Inspect General tab for proper content	General Tab	Selecting Official	Inspect all notes, field titles, hyperlinks, etc.		Mark any issues in the Comment/Feedback column				
6	Validate Resources & Documents tabs are clickable by default	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			
7	Validate Mandatory fields on General tab	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 without selecting/entering mandatory fields.			
8		General Tab	Selecting Official	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 - 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			
9	Validate Save button works properly	General Tab	Selecting Official	Click Save button at bottom of form		Error messages disappear and form saves.				
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. <b>Please write Admin Code in Test Data Column.</b>		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. <b>Write in auto-populated Organization Name in Test Data field.</b>		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	Click in the 'Organization Name' text box. Click "X" in field to clear Organization Name. (You may need to click outside of field to clear fields)		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	<b>Org Name = Center for Disease Control And Prevention</b>	Organization Name displays in text box under "Organization Name" title				

Recruitment 5 - 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
16	Inspect Administration Code field for auto-populate with Organization Name	General Tab	Selecting Official	Inspect the administration Code field. <b>Please write Admin Code in Test Data Column.</b>		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 5' from dropdown list field.	<b>Hiring Method = Title 5</b>	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	Type "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 your assigned Selecting Official from the dropdown menu	Selecting Official X	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	Type "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 your assigned CIO Admin POC from the dropdown menu	CIO Admin POC X	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	Type "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 your assigned HRO Specialist from the dropdown menu	HRO Specialist X	Selected item populates in the HRO Specialist text box				
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	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		
29				Select Yes to "Are SMEs Requested"	Yes	SME fields appear below	Validate SME information is required when 'Yes' is chosen	SMEs are required		
30	Validate mandatory fields in SME section	General Tab	Selecting Official	The following fields should be indicated as mandatory (only if Yes is selected to SMEs Requested): - Primary SME Name		Red asterisk to the upper right of the mandatory field's title	Validate mandatory field is indicated by an asterisk symbol			
31	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   Organization)	Enter the Primary SME's name	Validate dynamic auto functionality for SMEs		
32				Select name from dropdown options	"LeBron Covington   CDC"	Field captures select dropdown name				
33	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 email. The field is read-only and cannot be edited.				

Recruitment 5 - 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
34	Inspect Primary SME Organization field for auto populate functionality	General Tab	Selecting Official	Inspect Primary Organization field		Field automatically populates with selection of internal SME's organization. The field is read-only and cannot be edited.				
35	Add Alternate SME Information	General Tab	Selecting Official	Click the Add Additional SME button		Field dynamically populates with dropdown options (format: Name I Organization)	Enter the Alternate SME's name	Validate dynamic auto functionality for SMEs		
36	Add external SME	General Tab	Selecting Official	Select "No" to Internal 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			
37	Validate External SME info is not type ahead	General Tab	Selecting Official	Click in first Additional Alternate SME Name field and begin typing name (this can be anyone's 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 autoo populated with information.				
38				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				
39				Click in Organization field and type in alternate SME's organization	Type in Alternative SME's Organization	Free form text box allows for entry				
40	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		
41	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		
42				Click in field titled Justification for Not Reviewing the Hiring Options Guide, and begin typing reasoning	(Type in Justification)	Field captures justification	Providing justification for not reviewing Hiring Options guide			
43	Enter in PBMS #	General Tab	Selecting Official	Type in PBMS number into CDC PBMS Position ID # field. <b>Enter PBMS # in Test Data column.</b>		Field captures PBMS #	Enter PBMS # to validate funding is approved for the request	PBMS Funding approved		
44	Validate Save button works properly	General Tab	Selecting Official	Click the "Save" button		Request loads and saves work	Save all entries			
45	Validate Exit button works properly	General Tab	Selecting Official	Click the "Exit" button		Pop up appears reminding user to Save request or all entries will be lost.	Exiting will remove all unsaved entries in the process	Validate Exit functionality		
46				Click OK		Takes user back to main page				
47	Refresh working requests in My Work	My Work	Selecting Official	Navigate to My Work tab		My Work page appears with working requests				
48				Click the refresh icon in the top right		Page refreshes		Refresh My Work to show working requests or changes in inbox		
49	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. <b>Write the ID number at the top right-hand corner of the first page.</b>		ID number appears on the far left next to the request.	Use this eWITS 2.0 request number to follow the entire workflow.			
50	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				
51	Click Next to move onto Resources tab	Resources Tab	Selecting Official	Ensure all required resources appear for Title 5 recruitment process		The following resources should be present: - Hiring Options Guide - PBMS - PD Library - SRTS	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		
52	Check the Resources Tab for proper content, wording and format of fields	Resources Tab	Selecting Official	Inspect all notes, field titles, hyperlinks, etc.		Mark any issues in the Comment/Feedback column		Validate Resources dynamically change with Request Type and Hiring Method		
53	Click Next to move onto Documents tab	Documents Tab	Selecting Official	Validate Next button works to move forward in process		Documents Tab screen appears with option to upload documnts				

Recruitment 5 - 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
54	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				
55				Click the "Click to Browse Files" button		Pop-up opens with the ability to choose file from your desktop				
56				Select the document you want to upload and click Open		The file added should appear on the page displaying details of the Name, Document Type, Description, Size, and Process, (and option to Remove)				
57				Select the Document Type of the uploaded file and type in any additional details in the Description field. <b>Enter the Document Type in Test Data column.</b>		Selected Doc Type is captured				
58				Click Green Upload button		Progress bar progressively increases, and user is returned to Documents Tab screen. The uploaded document appears on the page.				
59	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?"				
60				Select ok		Uploaded file disappears from Documents tab list				
61	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		
62	Send request to CIO Admin POC	Documents Tab	Selecting Official	Once all fields are entered, click Send to Admin POC button at bottom of form		"Please Wait" pop up appears until sent, then user is taken back to home page.	Selecting Official can submit initial request to CIO Admin POC			
End Selecting Official activity; move to step 2										

Recruitment 5 - Step 2 (Pre-Recruitment Docs)										
Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comments
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	Cancel request	Position Tab	CIO Admin POC	Click "Cancel Request" button		Pop-up window appears with options for cancellation reasons	User cannot cancel the request without specifying a reason	Validate user must choose a cancellation reason before being able to cancel the request		
6				Move cursor over "Ok" button without filling out Cancellation reason		"Ok" Button disabled				
7	Validate Cancellation Reason is required before cancelling	Position Tab	CIO Admin POC	Click dropdown icon under "Cancellation Reason"		Dropdown list with the following two items appears:  Cancel per Component Cancel per Budget	User should be able to click the "Cancel Request" button and cancel the current form they are working on.	Validate ability to cancel a request		
8	Automatically Generate the Request Date on the Position Tab			Choose one of the items. <b>Do not click "OK"</b>		Item chosen appears in text field. OK button enabled to click.				
9				<b>Click "Cancel" button. Do not cancel the request. Do not click "OK"</b>		Cancellation Pop-up window closes and General Tab is open again with content still saved				
10	Inspect Request Date in upper ribbon	Position Tab	CIO Admin POC	Inspect Request Date Title		In the header, field displays a Request Date in the following format: mm/dd/yyyy	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 purposes. The date should be in the following format: mm/dd/yyyy	BizFlow to Automatically Generate the Request Date on the Position Tab of Recruitment Worksheet		
11	Inspect Initiator name in Upper Ribbon	Position Tab	CIO Admin POC	Inspect Initiator name		In the header, field displays the name of the user 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		
12	Check the Position Tab for proper content, wording and format of fields	Position Tab	CIO Admin POC	Click on Position tab. Inspect all notes, field titles, hyperlinks, etc.		Mark any issues in the Comment/Feedback column				

Recruitment 5 - Step 2 (Pre-Recruitment Docs)										
Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comments
13	Check the Position Tab for the following mandatory distinctions	Position Tab	CIO Admin POC	The following fields should be indicated as mandatory: - Job Requisition Number - Classified Position Title - Pay Plan - Series - Grade - Promotion Potential - Position Sensitivity - Position Is - Common Accounting Number (CAN) - Backfill/Vice - Number of Vacancies - Open and Continuous - Type of Appointment - Area of Consideration - 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		
14	Validate unable to proceed without entering mandatory fields	Position Tab	CIO Admin POC	Click Next button. (you may need to click Save button to remove error messages)		Unable to proceed without selection or entry in mandatory fields. Mandatory fields present error messages and route user to the top of the page.	Unable to proceed without entering mandatory fields			
15	Enter Job Requisition Number in field	Position Tab	CIO Admin POC	Click in Job Requisition Number field and type in JR #. <b>Write the JR # in the Test Data column.</b>		Characters appear in text box. No error displayed				
16	Enter Classified Position Title	Position Tab	CIO Admin POC	Click text box under title "Classified Position Title". Type characters into text field. <b>Write the Classified Position Title in the Test Data column.</b>		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.		
17	Add multiple Position Titles	Position Tab	CIO Admin POC	Click Add Position Title button		Entered position title moves next to the textbox	Ability to add multiple position titles for a JR	Validate Add Position Title button works correctly		
18				Click in field and begin typing a different position title. <b>Write in additional Position Title in the Test Data column.</b>		Field captures free-form entry with no errors				
19	Validate ability to clear previously entered Position Title	Position Tab	CIO Admin POC	Click red X next to the first Position Title entered previously		Position title clears from entries				
20	Option to enter Functional Position Title	Position Tab	CIO Admin POC	Click text box under title "Functional Position Title". Type characters into text field. <b>Write the Functional Position Title in the Test Data column.</b>		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.			
21	Validate Pay Plan type ahead functionality	Position Tab	CIO Admin POC	Click text field below "Pay Plan" Title and begin typing pay plan	Type "G"	Type ahead functionality populates dropdown field of pay plans	User should be able to view Pay Plan options from a Dropdown list field	Validate Pay Plan dropdown functionality		
22	Select Pay Plan for the position	Position Tab	CIO Admin POC	Select GS from the Pay Plan dropdown list	<b>Pay Plan = GS</b>	Selected item populates Pay Plan field (2 numerical values)		Validate Grade field is only displayed with certain Pay Plan selections		
23	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 options from a dropdown list field	Verify type ahead functionality for entries for Series		
24				Select an item from the Series dropdown list. <b>Write the Series in the Test Data Column</b>		Item populates in Series textbox in proper format (4 digit numerical #)				
25	Select Grade	Position Tab	CIO Admin POC	Click into the "Grade" field and select 13.	<b>Grade = 13</b>	Item displays in Grade field				

Recruitment 5 - Step 2 (Pre-Recruitment Docs)										
Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comments
26				Click Add Grade button to select additional grades		Grade 13 moves below field and Dropdown presents grade options (13 is no longer a choice)				
27				Select Grade 14 from Grade field and click Add Grade.	Grade = 14	14 is added below as a selected Grade				
28	Validate deletion of Grade	Position Tab	CIO Admin POC	Click red X next to Grade 14		14 disappears				
29	Select Additional Grade in field	Position Tab	CIO Admin POC	Select 12 from Grade dropdown (do not click Add Grade button)	Grade = 12	12 appears in Grade field and is captured along with Grade 13 for this request				
30	Select Promotion Potential field	Position Tab	CIO Admin POC	Click Promotion Potential field and select Yes		Full Performance Level field appears to the right and is required	Select whether promotion potential for this position	Select whether promotion potential for this position		
31	Inspect Full Performance Level field label		CIO Admin POC	Inspect Full Performance Level field label		Red asterisk to the upper right of the title	If Full Performance Level text field visible, validate mandatory field is indicated by an asterisk symbol	Full Performance Level Mandatory Field Distinction		
32	Verify FPL field dynamically changes with selection		CIO Admin POC	Delete all previous entered grades and select Grade 13 from dropdown. Inspect FPL dropdown		FPL Dropdown displays: 13-15	If they select multiple grades, the FPL would be the highest grade up to 12	Validate FPL logic based on selection in Grade field		
33				Select Grade 14 from Grades field		FPL Dropdown displays: 14-15				
34				Select Grade 15 from Grades field		FPL Dropdown displays: 15				
35				Select Grade 7 from Grades field		FPL Dropdown displays: 7-15				
36				Select Grades 7,8,9 from Grades field		FPL Dropdown displays: 9-15				
37				Select Grade 8 from Grades field		FPL Dropdown displays: 8-15				
38				Select Grade 9 from Grades field		FPL Dropdown displays: 9-15				
39				Select Grade 10 from Grades field		FPL Dropdown displays: 10-15				
40				Delete previous grades and select 3 Grades. Write Grades in the Test Data Column		Grades appear in selection.				
41				Write selected FPL in Test Data column		FPL dynamically changes with Grade selection				
42	Select Position Sensitivity field	Position Tab	CIO Admin POC	Select the Position Sensitivity field and inspect the dropdown options		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		
43				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				
44	Select Position Is	Position Tab	CIO Admin POC	Click within the Position Is field		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		
45				Select item from dropdown list field. Write the selected Position Is in the Test Data column		Position Is chosen populates textbox				



Recruitment 5 - Step 2 (Pre-Recruitment Docs)										
Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comments
46	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		
47				Delete previous entry and type in a 7-digit CAN # beginning with 9. <b>Write the CAN # in the Test Data column</b>						
48	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		
49				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		
50	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		
51				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				
52				Type in reason for no backfill into Reason field		Reason is captured in field				
53	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		
54				Select Atlanta, GA from dropdown options	Duty Station = Atlanta, GA	Duty station is populated with Atlanta, GA				
55	Validate ability to add multiple duty stations	Position Tab	CIO Admin POC	Click Add Duty Station button		Atlanta, GA move out of the textbox with a red "X" next to it	Ability to add multiple duty stations for one JR			
56				Begin typing a different duty station		Type ahead functionality prepopulates dropdown options				
57				Select second duty station from dropdown list. <b>Write Duty Station in Test Data column.</b>		Field captures additional duty station				
58				Click Add Duty Station button		New duty station appears next to Atlanta, GA				
59	Validate ability to delete a selected duty station	Position Tab	CIO Admin POC	Click red X next to Atlanta, GA		Atlanta, GA disappears from selected duty stations	User can delete selected duty stations from list			
60	Enter number of vacancies	Position Tab	CIO Admin POC	Select text box below "Number of Vacancies" field. Enter numeric number. <b>Write the No. of Vacancies in the Test Data column</b>		Numeric number appears in text box	Enter the number of vacancies for the JR	Check the field labeled "Number of Vacancies"		

Recruitment 5 - Step 2 (Pre-Recruitment Docs)										
Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comments
61	Validate dropdown options for Type of Appointment field	Position Tab	CIO Admin POC	Select the text box under the field labeled "Type of Appointment"		Dropdown list field of the following items: - Permanent - Temporary - Term - Temp Promotion	Validate the field labeled "Type of Appointment" with the drop down functionality including the options below. Permanent Temp Promotion Temp Term	Validate the field labeled "Type of Appointment" with the dropdown functionality		
62	Select Type of Appointment	Position Tab	CIO Admin POC	Select "Permanent" from the Type of Appointment dropdown list field		Permanent populates Type of Appointment field	Validate the field labeled "Not to Exceed (NTE) " only displays if the "Type of Appointment" selected is not Permanent	Validate the field labeled "Not to Exceed (NTE) "		
63				Select "Temporary Promotion"		Field labeled "Not to Exceed (NTE)" appears to the right				
64				Select "Temporary"		Field labeled "Not to Exceed (NTE)" remains visible				
65				Select "Term"		Field labeled "Not to Exceed (NTE)" remains visible				
66				Select Calendar icon next to the "Not to Exceed (NTE) field" and select date in the <b>past</b>		error message is present prohibiting past date selection				
67				Select Calendar icon next to the "Not to Exceed (NTE) field" and select date in the <b>future</b>		Date is populated into field (format: DD/MM/YYYY)				
68	Validate Areas of Consideration MP and DE can be combined	Postion Tab	CIO Admin POC	Select MP - Merit Promotion from Area of Consideration tab		Type field presents options: - Internal CIO - Internal OPDIV/STAFF Division-wide - Internal HHS - Internal Government-wide	Validate MP - Merit Promotion Type dropdowns			
69				Select an option from the MP Type dropdowns and select "Add Additional AOC" button		Additional Area of Consideration dropdown appears below	Ability to add DE with MP and vice versa, but no Pathways			
70				Click dropdown of Area of Consideration (Additional) field		MP-Merit Promotion is greyed-out to select and Pathways disappears an option.				
71				select DE - Delegated Examining		DE - Delegated Examining appears in the field, and type field displays with one option - External to all US Citizens				
72	Validate delete button on Area of Consideration section	Postion Tab	CIO Admin POC	Select Delete button next to DE - Delegated Examining		This field disappears				
73	Validate Pathways option on Areas of Consideration rules	Postion Tab	CIO Admin POC	Select Area of Consideration dropdown and select Pathways		Pathways populates field, and Type dropdowns change to: - Intern (NTE) - Intern (Indefinite) - Recent Graduate - Presidential Management Fellow (PMF)  Ability to Add Additional AOC button disappears				
74				Select an option from Pathways Type field		Field is populated with selected dropdown	Validate Pathways can only be selected by itself			
75	Validate Open and Continuous options	Postion Tab	CIO Admin POC	Click Open and Continuous dropdown		Options include Yes or No				

Recruitment 5 - Step 2 (Pre-Recruitment Docs)										
Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comments
76	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.				
77				Select "No" under Open and Continuous dropdown		No populates field. # of Calendar Days to Advertise field appears as mandatory.				
78	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. <b>Write in No. of Calendar Days in Test Data Column</b>		Numeric values 1-30 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		
79	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"		
80	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		
81				Delete 40 from Hours per Week schedule and type in value between 16 and 32. <b>Write in Hours per Week in Test Data column.</b>		Hours per week field captures value with no error				
82	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		
83				Delete 16 from Hours per Week schedule and type in value between 32 and 40. <b>Write in Hours per Week in Test Data column.</b>		Hours per week field captures value with no error				
84	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		
85	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		
86	Check the Conditions of Emp Tab for proper content, wording and format of fields	Conditions of Emp Tab	HR Liaison	Inspect all notes, field titles, hyperlinks, etc.		Mark any issues in the Comment/Feedback column				
87	Check default selections on Conditions of Emp Tab	Conditions of Emp Tab	CIO Admin POC	Inspect the Conditions of Emp Tab		All Questions and validations are marked as No by default	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		
88	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		
89				Inspect License Information field label		Red asterisk to the upper right of the label				
90				Type 141 characters into text box		Character cut-off functionality occurs after 140 characters have been entered				
91	Select Travel Required	Conditions of Emp Tab	CIO Admin POC	Select Yes under the Travel Required? Field		Text boxes labeled "Domestic Travel Percentage" and "International Travel Percentage" appear with red asterik, notating mandatory	Travel : Percentage Box will appear if travel box is checked	Check "Travel Percentage" box appears when Travel is chosen in "Conditions of Employment" field		

Recruitment 5 - Step 2 (Pre-Recruitment Docs)										
Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comments
92				Type numeric value into Domestic & International Travel Fields		Characters populate in Travel Percentage fields				
93	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		
94				Select Language dropdown and chose language required		The language appears to the right with a checkbox next to selection				
95	Save Button functionality	Conditions of Emp Tab	CIO Admin POC	Selecting Official clicks "Save" Button		Content populated remains saved incase user decides to exit; and returns to first tab	User can save worksheet without validation	Validate the functionality of the 'Save' Button		
96	Proceed to Documents tab	Conditions of Emp Tab	CIO Admin POC	Make sure all mandatory fields are filled in on the Conditions of Employment Tab and click the Documents Tab at top ribbon		Documents Tab screen appears with pre-uploaded documents and option to upload documents		Validate the functionality of the "Next" button		
97	Inspect Documents tab	Documents Tab	CIO Admin POC	Inspect Documents Table for missing Title 5 required documents		Any previously uploaded documents appear in the table on the Documents Tab Required documents at this point include - Position Description - Org Chart - OF-8	I would like the documents that I upload throughout the Pre-Recruitment worksheet to appear on the Documents tab	Validate documents upload in other tabs populate on the Documents Tab		
98	Validate Required Document rules to proceed	Documents Tab	CIO Admin POC	Without uploading any documents, click Send Pre-Recruit Meeting Docs button		Error message pops up asking user to upload missing required document(s).	Unable to proceed with submission at this step if required documents are not uploaded			
99	Upload Required Documents to Documents Tab	Documents Tab	CIO Admin POC	Click "Add Document" button		Popup window appears with Documents table				
100				Select "Click to Browse File(s)" button		User's folder pops up to select files				
101				Click on file(s) to upload and click Open To upload multiple files at one time, hold down the CTRL key to select more than one file at a time		Files appears with the following information: Name, Document Type, Description, Size, Progress, and option to Remove				
102				Select Document Type to assign required doc type and type in any additional details in Description textbox. <b>Type in Document Type uploaded in Test Data column.</b>		fields appear in appropriate boxes				
103				Click green Upload button to load files		Progress bar fills. User is taken back to Documents Tab. Any additional missing required documents will be listed on the screen.				
104	Upload all required documents	Documents Tab	CIO Admin POC	Upload any additional document types that are required. <b>Enter the Document Types that were added to the Documents tab in the Test Data field.</b>		Documents appear on Documents Tab.	All uploaded documents appear on the Documents Tab.			
105	Submit hiring package to POCs for review prior to the pre-recruit meeting	Documents Tab	CIO Admin POC	Once all fields are filled out and all required documents are uploaded, click Send Pre-Recruit Meeting Docs button at bottom of screen		"Please wait" is presented on screen, and then user is taken back to My Work homepage.	Ability to submit the Pre-Recruit materials to stakeholders prior to the pre-recruit meeting that is held offline.			
106	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										

Recruitment 5 - Step 2 (Pre-Recruitment Docs)										
Row ID	Test Case Name	Tab	Role	Steps	Test Data	Expected Result	Description	Role and Scenario	Pass/Fail/Pass with Enhancement	Comments
CIO Admin POC logs back into the application and resumes by clicking "Finalize Pre-Recruitment Checklist" on My Work										
107	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.			
108	Validate required fields on Validation Tab	Validation Tab	CIO Admin POC	Navigate to the Validation tab.		Validation Tab screen appears				
109				Inspect Validation Tab		The Pre-Recruitment Meeting Date is mandatory with red asterick				
110				Click Next		Error message appears for the Pre-Recruitment Meeting Date because it is required before proceeding				
111	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			
112	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		
113				Click Submit button at bottom of page		Unable to proceed without uploading the Job Analysis (Workbook)				
114	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			
115				Select "Click to Browse File(s)" button		User's folder pops up to select files				
116				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				
117				Select Document Type to assign the document to Job Analysis (Workbook)		Job Analysis (Workbook) is selected as the document type				
118				Click green Upload button to load files		Progress bar fills. User is taken back to Documents Tab				
119	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			
120	Submit finalized pre-recruitment forms and documents	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 document 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)										