Job Announcement Express (JAX): What's New?

As of April 17th, 2014 the following functionality is available:

System Updates

- **Updates to Job Announcement Express Search Capabilities**

  New Job Announcement Express search capabilities include the following:

  Search Screen Changes:
  1. Job Announcement Express search results are now sortable
  2. Users have the ability to modify the number of search results displayed per page
  3. Users have the ability to print all Job Announcement document PDFs in addition to printing each individual PDF (Job Analysis, Job Questionnaire & Category Rating)

- **Updates to Job Analysis Capabilities**

  Users now have the ability to view Factor 1 language (Knowledge of the Position) from their associated PD Express PD on the Duty / KSA screen of the Job Analysis in JAX. This information can be used to help develop / validate the position's KSAs in JAX.

- **Updates to Job Questionnaire Capabilities**

  New Job Questionnaire capabilities include the following:

  Qualifications Screen Changes:
  1. Increase the size of the Qualification Statement field on the Qualification screen
  2. Add spell check to the Qualification Statement field on the Qualification screen

  KSA Screen Changes:
  1. Allow users to add multiple Task Statements to their Job Questionnaire at the same time
  2. Add spell check to Task Statement field on KSA screen
  3. Prevent users from being able to add the same Task Statement to any KSA in their Job Questionnaire

- **General – New System Capabilities**

  Users can now print a Job Announcement PDF from every screen of their Job Announcement

Job Announcement Express (JAX): What's New?

As of November 4th, 2013 the following functionality is available:

System Updates: JAX is available nationwide to all FWS Managers and HR Staff!

- *Ability to create new Job Announcements in JAX:*

  All Job Announcements in JAX must be associated to a Published PD in PD Express.

  Job Announcements are made up of two or three two documents (depending on whether the announcement is being advertised across all sources (Delegated Examining Unit or DEU) or inside the government only (Merit Promotion or MP or when hiring interns / recent graduates using the Pathways program). The system logically flows users of all types through the process of creating, reviewing, signing and publishing a Job Announcement.

    - All Sources (DEU): Job Analysis, Job Questionnaire, Category Rating
    - Inside Government (MP)/Pathways: Job Analysis, Job Questionnaire

- *Ability to copy existing Job Announcements in JAX:*

  JAX users have access to all of the Service's published Job Announcements in JAX.

  Although there is no restriction on viewing announcements anywhere in the Service, copying packages is limited to those packages associated to PDs the user has access to. This reduces the amount of rework required to sync the duties of the copied package with those of its associated PD.

Who's set up and using Job Announcement Express?

- *November 4th, 2013*

  All Hiring Managers and Human Capital Specialists nationwide

When will I receive training on JAX?

Job Announcement Express (JAX): What's New?

- ***The JAX Project Team will be working with each Regions Human Resources Officer (HRO) to set up dates for HR and Manager training.***

Users should attend training on Job Announcement Express (JAX) before using the system. Contact your servicing HR office to confirm JAX training dates in your Region.