



USA Staffing[®]
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USA Staffing Reporting & Analytics

Applicant Flow Data Workgroup Meeting

February 27, 2018



OPM HR SOLUTIONS
by government, for government

U.S. Office of Personnel Management
1900 E Street, NW, Washington, DC 20415

Agenda

How to use USA Staffing Applicant Flow Data (Legacy and Upgrade) to complete the MD-715 A7 and B7 tables for FY 2017

- USA Staffing Versions
- Cognos Reports
- AFD for the A7 and B7 Tables
 - Running the Cognos Reports
 - Modify Legacy Data
 - Add Upgrade Data
 - Develop the A7 and B7 Tables



USA Staffing Versions

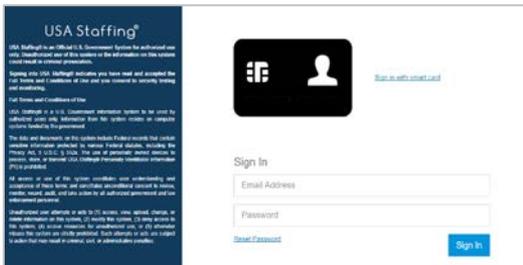


Legacy and Upgrade USA Staffing

Agencies are currently using two different versions of USA Staffing; AFD is available in each version

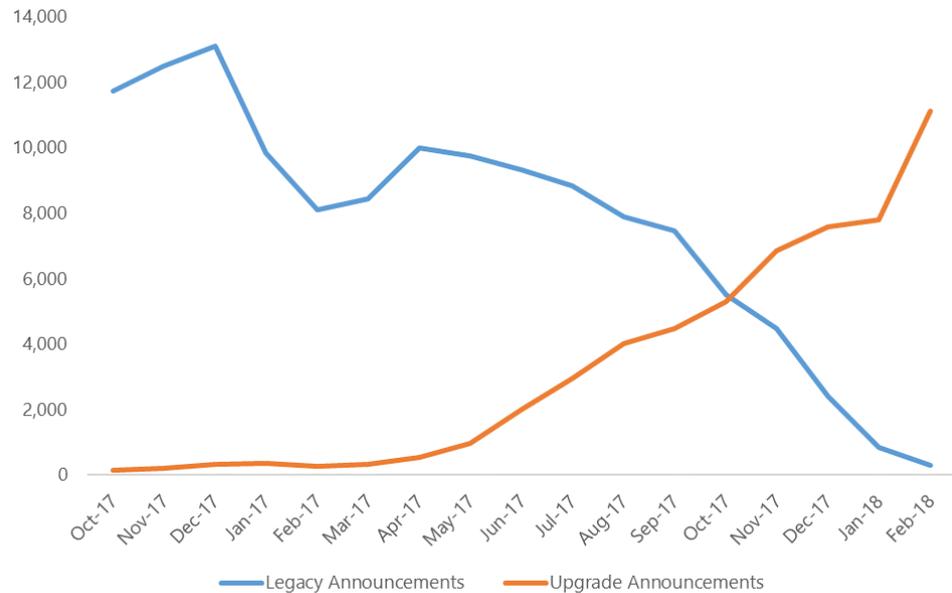


USA Staffing Legacy



USA Staffing Upgrade

Legacy vs Upgrade Announcements Opened*



*Based on the number of open announcements on the first Monday of each month

Upgrade or Legacy?

Depending on which version was used by your agency in FY 2017, **you may have to gather data from both Upgrade and Legacy AFD**

- AFD will reside with whichever system was utilized to post the vacancy announcement. For example, if the vacancy was posted through Legacy USA Staffing, it will only be available through Legacy AFD
- Agencies which posted vacancy announcements in both versions of USA Staffing during the time period will need to gather AFD from both Legacy and Upgrade
- The same vacancy cannot exist in both versions of USA Staffing (Legacy and Upgrade), so no need to worry about duplicate vacancies when combining Legacy and Upgrade data

Cognos Reports



MD-715 A7 (Legacy)

- Summary data formatted to complete the A7 table
- Based on Application Processed Date (the date the individual submitted the application)

Table A7: APPLICANTS AND HIRES FOR MAJOR OCCUPATIONS by Race/Ethnicity and Sex

Employment Tenure	TOTAL WORKFORCE			RACE/ETHNICITY															
				Hispanic or Latino		Non-Hispanic or Latino													
						White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races			
All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female			
Job Title/Series: 0343																			
	Total Received	#	232																
	Voluntarily Identified	#	134	71	63	12	10	17	10	31	39	4	1	0	0	1	1	6	2
	Voluntarily Identified	%	134	52.99%	47.01%	8.96%	7.46%	12.69%	7.46%	23.13%	29.10%	2.99%	0.75%	0.00%	0.00%	0.75%	0.75%	4.48%	1.49%
	Qualified of those Identified	#	131	68	63	12	10	16	10	29	39	4	1	0	0	1	1	6	2
	Qualified of those Identified	%	131	51.91%	48.09%	9.16%	7.63%	12.21%	7.63%	22.14%	29.77%	3.05%	0.76%	0.00%	0.00%	0.76%	0.76%	4.58%	1.53%
	CLF																		
Job Title/Series: 0343																			
	Total Received	#	486																
	Voluntarily Identified	#	304	160	144	24	17	72	54	50	56	8	12	0	1	1	2	5	2
	Voluntarily Identified	%	304	52.63%	47.37%	7.89%	5.59%	23.68%	17.76%	16.45%	18.42%	2.63%	3.95%	0.00%	0.33%	0.33%	0.66%	1.64%	0.66%
	Qualified of those Identified	#	295	153	142	23	17	70	53	48	55	6	12	0	1	1	2	5	2
	Qualified of those Identified	%	295	51.86%	48.14%	7.80%	5.76%	23.73%	17.97%	16.27%	18.64%	2.03%	4.07%	0.00%	0.34%	0.34%	0.68%	1.69%	0.68%
	CLF																		

USA Staffing Legacy: Team Content – Applicant Flow Data (AFD) – Applicant Flow Data (AFD)



MD-715 Detail Report (Legacy)

MD-715 Detail Report with Grade (Legacy)

The screenshot displays the USA Staffing MD-715 Detail Report interface. The main table lists applicant data with columns for Organization Name, Office Name, Customer Name, Vacancy ID, Close Date, Date Entered Status, Date Generated, Pay Plan, Series, Position Title, Open to Public?, Open M/P?, Internal M/P?, Total Applications by VacancyID, Total Qualified by VacancyID, Qualified?, Referred?, Selected?, Applicant Flow Unique ID, and RNO Category. An inset window titled 'MD-715 Detail Report' provides a detailed view of disability data for selected applicants, including columns for RNO Category, Disability Codes, Targeted Disability?, and various medical conditions such as Deaf or Serious Difficulty Hearing, Blind or Serious Difficulty Seeing, Missing Extremities, Total Paralysis, Significant Psychiatric Disability, Intellectual Disability, Dwarfism, and Epilepsy or Other Seizure Disorders.

Organization Name	Office Name	Customer Name	Vacancy ID	Close Date	Date Entered Status	Date Generated	Pay Plan	Series	Position Title	Open to Public?	Open M/P?	Internal M/P?	Total Applications by VacancyID	Total Qualified by VacancyID	Qualified?	Referred?	Selected?	Applicant Flow Unique ID	RNO Category
										Y	Y	N	148	140	Y	N	N	DCDDEB4D10E1EECC2AEBD184792190AFC45E170A	White
										Y	Y	N	148	140	Y	Y	N	009C20841450D5D3AD34EC45D0F2ED7AD069B233	White
										Y	Y	N	148	140	Y	Y	N	E92F33E5890E5F49CA2BD61CD86985DEE15B40B6	White
													140	Y	N	N	B0B14A24ECBD75A90241AEC32ABB7237D6990EB	White	
													140	Y	N	N	B7D3319C7A49BD1AD1011E0D0568DFA0B70D7F14C	White	
													140	Y	N	N	5F61A7D88009467DE9BEB1A5632B40553E8F20C8	Black or African American	

- Application level detailed data for A7, A9, B7, and B9
- Based on Vacancy Close Date or Date Entered Status (Last Certificate Audit Date)
- Removes duplication from multiple Vacancy loads
- Separate report with Grade to minimize unnecessary duplication

USA Staffing Legacy: Team Content – Applicant Flow Data (AFD) – Applicant Flow Data (AFD)



Interim MD-715 A7 Report (Upgrade)

- Summary data structured to complete the A7 table
- Based on Application Processed Date (the date the individual submitted the application) or Vacancy Close Date

USA Staffing® Interim MD-715

Series: 0201

Sex	RNO Category	Total Applications	Qualified Applications	Referred Applications	Selected Applications
Female	American Indian or Alaska Native	1	1	1	0
	Two or More Races	3	3	0	0
	American Indian or Alaska Native	6	6	4	2
Male	Asian	5	5	4	1
	Black or African American	3	3	3	0
	Hispanic or Latino	11	11	8	4
	Two or More Races	8	8	2	0
	White	7	6	5	1
NP	Omitted	303	252	178	92

USA Staffing Upgrade: Team Content – USA Staffing Packages and Folders – Applicant Flow Data – Interim Upgrade AFD – Interim MD-715 A7 Report

Upgrade Interim AFD MD-715 Detail Report (Upgrade)

USA Staffing® Upgrade Interim AFD MD-715 Detail Report																				
Vacancy Staffing Organization	Vacancy Staffing Office	Vacancy Customer Name	Vacancy Number	Series	Announcement Number	Announcement Control Number	Announcement Close Date	Application Last Submitted Date	Qualified Indicator	Referred Indicator	Selected Indicator	Sex	Hispanic	Native	Asian	Black	Hawaiian	White	RNO Category	
							11/21/2016	11/07/2016	Yes	Yes	No	NP	NP	N	N	N	N	N	Omitted	
							11/21/2016	11/14/2016	Yes	Yes	No	Female	N	N	N	N	N	Y	White	
Upgrade Interim AFD MD-715 Detail Report																				
Disability Indicator	Disability Codes	01-Deaf or Serious Difficulty Hearing?	02-Blind or Serious Difficulty Seeing?	03-Missing Extremities?	04-Total Paralysis?	07-Significant Psychiatric Disability?	08-Intellectual Disability?	11-Dwarfism?	12-Epilepsy or Other Seizure Disorders?	Targeted Disability?	Disability?	No Disability or Not Identified?								
Y	13, 37	0	0	0	0	0	0	0	0	0	1	0	No	Male	N	N	N	Y	N	Black or African American
N	99	0	0	0	0	0	0	0	0	0	0	1	No	Male	NP	N	N	N	N	Omitted
N		0	0	0	0	0	0	0	0	0	0	1	No	NP	NP	N	N	N	N	Omitted
N	99	0	0	0	0	0	0	0	0	0	0	1	No	NP	NP	N	N	N	N	Omitted
N		0	0	0	0	0	0	0	0	0	0	1								

- Application level detailed data for A7 and B7

Contact Caleb Judy (caleb.judy@opm.gov) if you would like access to this report

AFD for the A7 and B7 Tables



Analysis strategy

Our goal is to create a dataset that includes both Legacy and Upgrade data to respond to the MD-715 A7 and B7 tables

- Cognos** — 1. Run the MD-715 Detail Report (Legacy) and Upgrade Interim AFD MD-715 Detail Report (Upgrade) for FY 2017
- Excel** — 2. Modify Legacy data to account for business rules
3. Combine Legacy and Upgrade data in a denormalized structure for analysis
4. Develop the A7 and B7 tables

Denormalized Table Example

Environment	Phase	Series	Category	Count of Applicant Flow Unique ID
Legacy	Applied	0081	Disability	16
Legacy	Applied	0343	Disability	9
Legacy	Applied	0201	Disability	3
Legacy	Applied	2210	Disability	5
Upgrade	Applied	0081	Disability	1
Upgrade	Applied	0343	Disability	5
Upgrade	Applied	0201	Disability	1
Upgrade	Applied	2210	Disability	9

Once the data is in this structure, users can easily aggregate data into the A7 and B7 report using Excel PivotTables



Running the Cognos Reports



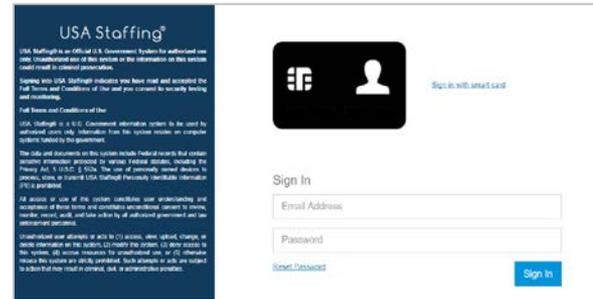
Run the Legacy and Upgrade Reports



USA Staffing Legacy
<https://usastaffing.opm.gov>

MD-715 Detail Report

Team Content – Applicant Flow Data
(AFD) – Applicant Flow Data (AFD)



USA Staffing Upgrade
<https://usastaffing.gov/>

Upgrade Interim AFD MD-715 Detail Report

Team Content – USA Staffing Packages and Folders –
Applicant Flow Data – *[Tenant Folder based on your
Organization; e.g. DOD]* – Organization Shared – *[Your
Organization]*

1. Run each report and export as Excel Data
2. Save each Excel file so that you can easily access them, titled Legacy and Upgrade as appropriate



Navigating Cognos

The Welcome Page offers users additional features to **navigate and search** for reporting content

Search

Search for reports and models

My Content

Formerly "My Folders"

Team Content

Formerly "Public Folders"

New

Report Authors can create new Reports, Dashboards, Stories, and Data Modules

The screenshot shows the IBM Cognos Analytics interface. The top navigation bar includes the IBM Cognos Analytics logo and a 'Welcome' dropdown menu. A left-hand navigation pane contains several options: Home, Search, My content, Team content, Recent, Report, Dashboard, Story, Data module, Other, Upload files, and New. Red arrows point from the callout boxes to these navigation items. The main content area displays a 'Welcome to IBM Cognos Analytics' message and a 'Recent' section with a grid of report thumbnails. A callout box labeled 'Recent' points to the 'Recent' section in the main content area.

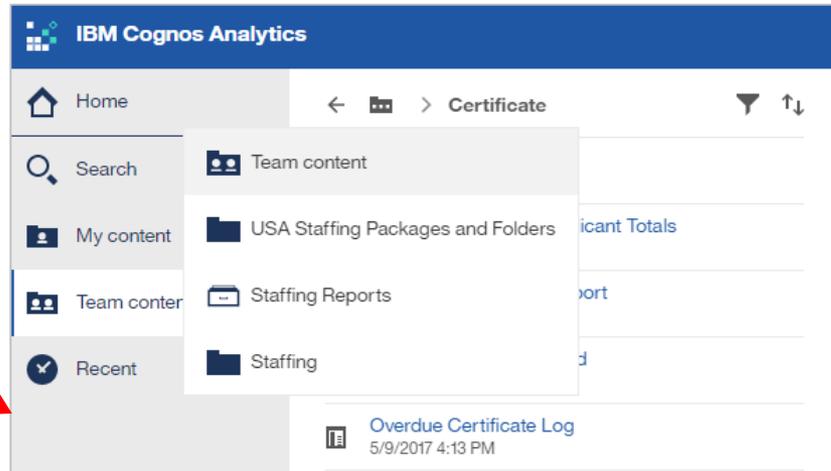
Report Title	Date
User Lookup Draft	9/30/2017 10:46 AM
Custom Ranking List by Vacancy_draft	9/30/2017 10:46 AM
Completed Task Prompt Demo	9/30/2017 10:46 AM
Assessment Data	9/30/2017 10:46 AM



Running a Report

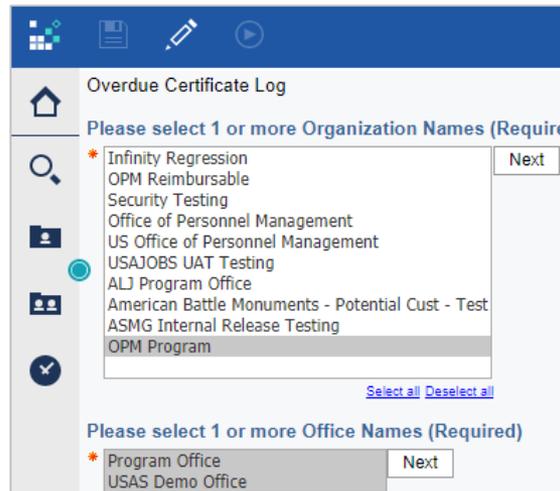
1. Locate Report

Navigate to the desired report through Team Content



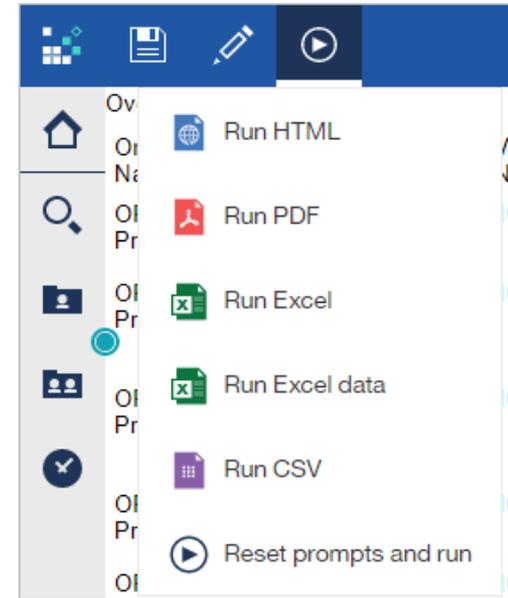
2. Run Report

Enter prompt values and run the report



3. Export Report

Reports can be run and exported as HTML, PDF, Excel, or CSV



Modify Legacy Data

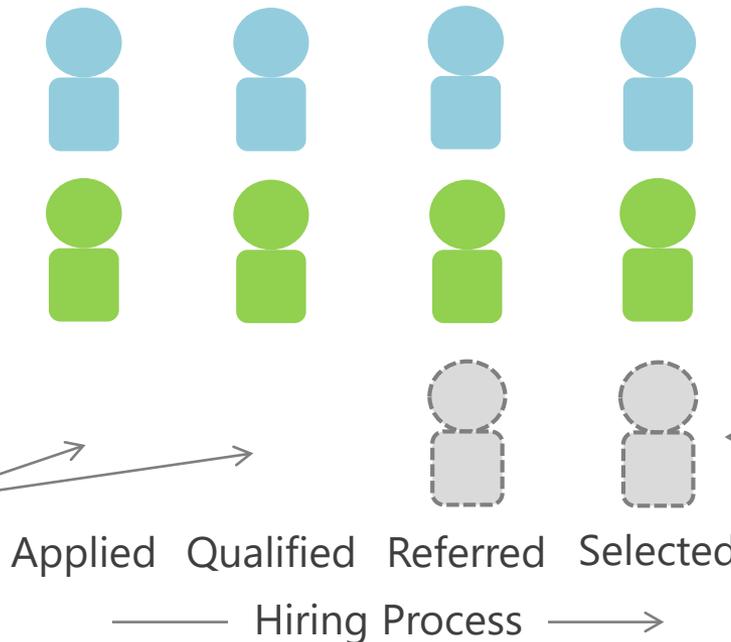


Legacy Business Rules

The Legacy dataset does not include records for all applications in a vacancy; only individuals who were referred on a certificate and/or provided demographic data will be represented by a row in the dataset

Examples

- Asian, Female
- Intellectual Disability
- No Info Provided



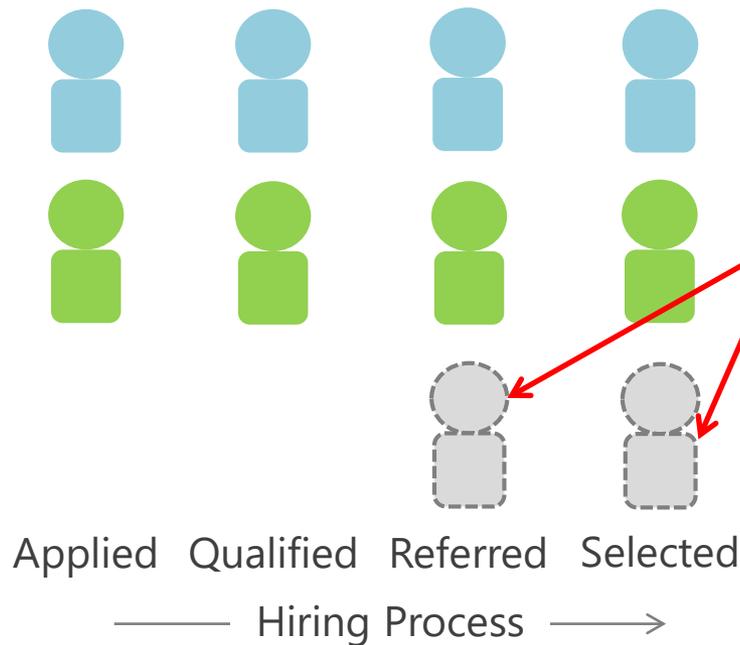
Individuals who did not provide demographic info and only made it to the applied or qualified phase **will not be in the dataset**

Individuals who did not provide demographic info but were referred or selected **will be in the dataset**



Counting Missing Application Records

Non-Disclosed and Non-Referred applications can be counted by using the Total Applications and Total Qualified fields



However, users should not simply count all rows in the dataset for a vacancy and subtract that from the Total Applications value for the vacancy

Non-Disclosed Referred and Selected applications are in the dataset and will result in duplicate counting

Rather than counting rows in the dataset to determine the total Non-Disclosed population, users should subtract the number of applications which disclosed demographic information from the Total Applications value for the vacancy

Example: **12** Total Applications
— **8** Applications with demog. info

 4 Non-Disclosed Applications (2 of which were at least referred and thus in the dataset)



Total Applications and Total Qualified

Determine Total Applications and Total Qualified by Vacancy and Series

1. Copy all of the data from the Excel sheet for the Legacy report and paste it in a new sheet in the same Excel document. Title the sheet "Total Apps and Quals"
2. In the Total Apps and Quals sheet, delete all columns except for Vacancy ID, Series, Total Applications by VacancyID, and Total Qualified by VacancyID
3. Select all four columns and in the top toolbar, click Data and select Remove Duplicates
4. Click the Select All option and click OK

	A	B	C
1	Vacancy ID	Series	Total Applications by VacancyID
2	ABC1232	0343	782
3	ABC1232	0343	782
4	ABC1232	0343	782
5	ABC1232	0343	782
6	ABC1232	0343	782
7	ABC1232	0343	782
8	ABC1232	0343	782
9	ABC1232	0343	782
10	ABC1232	0343	782
11	ABC1232	0343	782
12	ABC1232	0343	782
13	ABC1232	0343	782
14	ABC1232	0343	782
15	ABC1232	0343	782
16	ABC1232	0343	782
17	ABC1232	0343	782
18	ABC1232	0343	782
19	ABC1232	0343	782
20	ABC1232	0343	782

Total Applications/Qualified by Vacancy ID will repeat for every application for the vacancy with a record in the dataset

The Remove Duplicates function removes all of the extra rows for each vacancy; now, a vacancy will only have one row of data

	A	B	C
1	Vacancy ID	Series	Total Applications by VacancyID
2	ABC1232	0343	782
3	DSG2134	0201	895
4	WDSF1234	2210	37
5	WES2342	2210	58
6	ESDS4533	0343	149
7	SFSD1213	0201	175
8	DRFF3234	2210	29
9	GDHF1334	0201	33
10	CDER53456	2210	60
11	HUIR3522	0343	23
12	GDFDD335	0343	157
13	RDFH3435	2210	22
14	VCFG5434	0201	19
15	HVBCR343	0343	111



Totals by Series

Aggregate Totals by Series using a PivotTable

5. Highlight the dataset, click Insert in the top toolbar and select PivotTable
6. In the Create PivotTable dialog box, check the Table/Range to ensure the dataset is appropriately selected.
7. By default, the PivotTable will be inserted into a new sheet. Click OK.

Highlight the dataset

	A	B	C	D	E	F	G	H	I	J	K
1	Vacancy ID	Series	Total Applications by VacancyID	Total Qualified by VacancyID							
2	151642	0343	782	548							
3	128911	2210	37	6							
4	150915	0201	58	28							
5	102345	0301	149	123							
6	109528	2210	175	114							
7	339066	2210	29	25							
8	56543	0343	33	17							
9	344029	0343	60	46							
10	197724	0343	23	9							
11	44313	0201	157	103							
12	246868	0343	22	10							
13	41329	0201	19	12							
14	330360	2210	111	83							
15	179311	0301	12	8							
16	324630	0301	120	112							
17	147881	2210	224	197							
18	305729	0301	10	3							
19	30992	0343	37	9							
20	57625	2210	8	1							
21	95541	2210	94	88							
22	30656	2210	75	64							
23	342642	0201	124	86							
24	278870	0201	82	32							
25	105567	2210	130	56							
26											

Create PivotTable

Choose the data that you want to analyze

Select a table or range

Table/Range: Total Apps and Quals!\$A\$1:\$D\$25

Use an external data source

Choose where you want the PivotTable report to be placed

New Worksheet

Existing Worksheet

Location:

Choose whether you want to analyze multiple tables

Add this data to the Data Model

OK Cancel

Verify the Table/Range and Worksheet location



PivotTable Overview

PivotTables allow users to aggregate data quickly and with minimal manual manipulation

Pivot Table Fields:

Displays columns (fields) in the dataset that can be used to aggregate and/or describe data

Filters: Allows users to filter the content in the PivotTable

Rows: Fields represented as rows in the PivotTable

PivotTable Fields

Choose fields to add to report:

Search

Vacancy ID
 Series
 Total Applications by VacancyID
 Total Qualified by VacancyID

MORE TABLES...

Drag fields between areas below:

FILTERS

COLUMNS

ROWS

VALUES

Defer Layout Update UPDATE

PivotTable

Row Labels	Sum of Total Applications by VacancyID	Sum of Total Qualified by VacancyID
2210	883	634
0201	440	261
0301	291	246
0343	957	639
Grand Total	2571	1780

Columns: Fields represented as columns in the PivotTable; populated by aggregate fields when added in Values

Values: Aggregate fields in the PivotTable



Totals by Series...

8. Rename the new sheet, "TotalAppsPivot"
9. Click and drag the Series Field into the Rows area
10. Click and drag the Total Applications by VacancyID and Total Qualified by VacancyID fields into the Values area. The aggregation should default to Sum

Row Labels	Sum of Total Applications by VacancyID	Sum of Total Qualified by VacancyID
2210	883	634
0201	440	261
0301	291	246
0343	957	639
Grand Total	2571	1780

11. Copy and Paste (Values) the PivotTable next to the dataset in the Total Apps and Quals sheet

PivotTable Fields

Choose fields to add to report:

Search

Vacancy ID
 Series
 Total Applications by VacancyID
 Total Qualified by VacancyID

MORE TABLES...

Drag fields between areas below:

FILTERS

COLUMNS
Σ Values

ROWS
Series

VALUES
Sum of Total Applications by...
Sum of Total Qualified by Va...

Defer Layout Update

UPDATE



Total Non-Disclosed for A7

Determine Total Non-Disclosed by Series by subtracting Total Disclosed from Total Applications/Qualified

1. Select all data in the main dataset and Insert a new PivotTable to a new sheet. Title the new sheet "TotalDisclosed"
2. Click and drag the following fields in the Filters area: Qualified?, Gender, and RNO Category
3. Click and drag the Series field into the Row area
4. Click and drag the Applicant Flow Unique ID field into the Values area. Make sure the aggregation is set to Count

PivotTable Fields

Choose fields to add to report: [Settings]

Search [Search]

- Organization Name
- Office Name
- Customer Name
- Vacancy ID
- Close Date
- Date Entered Status
- Date Generated
- Pay Plan
- Series
- Position Title

Drag fields between areas below:

FILTERS	COLUMNS
Qualified? [v]	
Gender [v]	
RNO Category [v]	

ROWS	VALUES
Series [v]	Count of Applicant Flow Uni... [v]



Total Non-Disclosed A7...

Calculating Total Disclosed for A7 purposes requires considering all of three scenarios: RNO and Sex disclosed, only Sex disclosed, and only RNO disclosed

5. Each scenario will require its own PivotTable. The process will need to be repeated for Total Applications and Total Qualified

6. RNO and Sex disclosed

- On the PivotTable, click the down arrow for the Gender Filter. Click Select Multiple Items. De-select *NP* (Not Provided). Click OK
- Click the down arrow for the RNO Category Filter. Click Select Multiple Items. De-select *Omitted*. Click OK
- Copy the PivotTable and Paste Values in the Total Apps and Quals sheet. Label the table "Total Apps RNO and Sex Disclosed"
- Click the down arrow for the Qualified? Filter. Click on the *Y*. Copy the PivotTable and Paste Values in the Total Apps and Quals sheet as "Total Quals RNO and Sex Disclosed".



Total Non-Disclosed A7...

7. Only Sex disclosed

- Click the down arrow for the RNO Category Filter. Click the *(All)* button twice to de-select all options. Select *Omitted*. Click OK.
- Copy the PivotTable and Paste Values in the Total Apps and Quals sheet. Paste the data below and in the same columns as the Applications RNO and Sex table
- Repeat for Qualified by selecting *Y* in the Qualified? Filter. Paste the data below and in the same columns as the Qualified RNO and Sex table

8. Only RNO disclosed

- Click the down arrow for the RNO Category Filter. Click the *(All)* button to select all. De-select *Omitted*. Click OK.
- Click the down arrow for the Gender Filter. Click the *(All)* button twice to de-select all options. Select *NP*. Click OK. Copy the PivotTable and Paste Values in the Total Apps and Quals sheet. Paste the data below and in the same columns as the Applications RNO and Sex table
- Repeat for Qualified by selecting *Y* in the Qualified? Filter. Paste the data below and in the same columns as the Qualified RNO and Sex table

9. On the Total Apps and Quals sheet, rename the columns for the Total Apps RNO and Sex Disclosed dataset to Series and Total Apps, where appropriate. Repeat for the Qualified dataset



Total Non-Disclosed A7...

9. On the Total Apps and Quals sheet, select all of the Total Apps RNO and Sex Disclosed data (make sure the data is clean from copying and pasting). Insert a new PivotTable
10. In the Create PivotTable pop-up, click Existing Worksheet. For the location, click where you want the table to appear in the sheet. Click OK.
11. Click and drag the Series field to the Rows area. Click and drag the App Count field to the Values area. Repeat for the Qualified dataset.
12. Subtract Total Disclosed for each series from Total Applications for each series, resulting in the total number of Not Disclosed applications by series

Series	Total Applications	Total Disclosed	Not Disclosed
0081	815	544	271
0343	186	122	64
0501	75	54	21
0510	430	287	143



Denormalized Structure

Begin compiling the data structure that will be used for A7/B7 reporting

Environment	Phase	Series	Category	Applications
Legacy	Applied	0081	NP-Omitted	538
Legacy	Applied	0343	NP-Omitted	119
Legacy	Applied	0501	NP-Omitted	54
Legacy	Applied	0510	NP-Omitted	285
Legacy	Qualified	0081	NP-Omitted	66
Legacy	Qualified	0343	NP-Omitted	39
Legacy	Qualified	0501	NP-Omitted	24
Legacy	Qualified	0510	NP-Omitted	24
Legacy	Applied	0081	M-Hispanic	68
Legacy	Applied	0343	M-Hispanic	43
Legacy	Applied	0501	M-Hispanic	23
Legacy	Applied	0510	M-Hispanic	123



Environment	(All)		
Sum of Applications	Column Labels		
Row Labels	Applied	Qualified	Grand Total
0081	606	66	672
M-Hispanic	68		68
NP-Omitted	538	66	604
0343	162	39	201
M-Hispanic	43		43
NP-Omitted	119	39	158
0501	77	24	101
M-Hispanic	23		23
NP-Omitted	54	24	78
0510	408	24	432
M-Hispanic	123		123
NP-Omitted	285	24	309
Grand Total	1253	153	1406

The structure will include the following items:

- Environment: Legacy or Upgrade
- Phase: Applied, Qualified, Referred, or Selected
- Category: Sex + RNO Category (A7) or Disability
- Applications: Count of Records



A7 Data Structure

1. In the main dataset, use the CONCATENATE function to combine the Series, Gender, and RNO Category fields into one column
 - Insert a new column near the RNO Category column. Title the column "Series-Sex-RNO Category"
 - In row 2 of the new column, type the following formula
=concatenate(
 - Click in row 2 of the Series Column
 - Add the following to the CONCATENATE function *,"-"*,
 - Click in row 2 of the Gender Column
 - Add the following to the CONCATENATE function *,"-"*,
 - Click in row 2 of the RNO Category Column and close the CONCATENATE function with a *)* and hit Enter
 - Click in row 2 of the new CONCATENATE column and double-click on the small square in the bottom right corner of the cell to fill the formula down to the bottom of the sheet
2. Select the entire dataset and insert a PivotTable into a new sheet

The CONCATENATE function combines two or more strings. Users can define how to delimit (separate) each string so that they can be easily separated in the future. In this example, we are separating each column with a hyphen so that we can split them apart later



Series-Sex-RNO Category
0081-M-Black or African American



A7 Data Structure...

3. Click and drag the following fields into the Filters area: Qualified?, Referred?, and Selected?
4. Click and drag the new Concat field (Series-Sex-RNO Category) into the Rows area
5. Click and drag the Applicant Flow Unique ID field into the Values area. Make sure the aggregation is set to Count

PivotTable Fields

Choose fields to add to report:

Search

- RNO Category
- Series_VIN_Total Applied
- Series_VIN_Total Qualified
- Series_Sex_RNO Category**
- Disability Codes

Drag fields between areas below:

FILTERS

- Qualified?
- Referred?
- Selected?

ROWS

- Series_Sex_RNO Category

COLUMNS

VALUES

- Count of Applicant Flow Uni...



Row Labels	Count of Applicant Flow Unique ID
0081-F-American Indian or Alaska Native	1
0081-F-Black or African American	2
0081-F-Hispanic or Latino	2
0081-F-Native Hawaiian or Other Pacific Islander	1
0081-F-Two or More Races	1
0081-F-White	11
0081-M-American Indian or Alaska Native	10
0081-M-Asian	6
0081-M-Black or African American	38
0081-M-Hispanic or Latino	59
0081-M-Native Hawaiian or Other Pacific Islander	6
0081-M-Omitted	5
0081-M-White	401
0081-NP-Omitted	24
0081-NP-White	1
0343-F-Asian	2

6. Copy and Paste (Values) the PivotTable to a new sheet. Name the sheet "MD-715 data"



A7 Data Structure...

7. Insert two new columns to the left of the concatenated column (Series-Sex-RNO Category). Title the columns Environment and Phase. Title the remaining columns Category and Applications, respectively
8. In row 2 of the Environment column, type Legacy
9. In row 2 of the Phase column, type Applied
10. Copy both cells down to the bottom of the dataset

Environment	Phase	Category	Applications
Legacy	Applied	0081-F-American Indian or Alaska Native	1
Legacy	Applied	0081-F-Black or African American	2
Legacy	Applied	0081-F-Hispanic or Latino	2
Legacy	Applied	0081-F-Native Hawaiian or Other Pacific Islander	1
Legacy	Applied	0081-F-Two or More Races	1
Legacy	Applied	0081-F-White	11
Legacy	Applied	0081-M-American Indian or Alaska Native	10
Legacy	Applied	0081-M-Asian	6
Legacy	Applied	0081-M-Black or African American	38
Legacy	Applied	0081-M-Hispanic or Latino	59
Legacy	Applied	0081-M-Native Hawaiian or Other Pacific Islander	6
Legacy	Applied	0081-M-Omitted	5
Legacy	Applied	0081-M-White	401
Legacy	Applied	0081-NP-Omitted	24
Legacy	Applied	0081-NP-White	1



A7 Data Structure...

11. Repeat the process for Qualified, Referred, and Selected by modifying the filters on the PivotTable and copying/pasting the PivotTable below the Applied result
12. For Environment, Type Legacy. For Phase, type Qualified, Referred, and Selected for each new dataset

Qualified?	Y	
Referred?	(All)	
Selected?	(All)	
Row Labels		Count of Applicant Flow Unique ID
0081-F-Black or African American		1
0081-F-Native Hawaiian or Other Pacific Islander		1
0081-F-Two or More Races		1



Environment	Phase	Category	Application
Legacy	Applied	2606-M-Hispanic or Latino	3
Legacy	Applied	2606-M-Two or More Races	1
Legacy	Applied	2606-M-White	5
Legacy	Applied	2606-NP-Omitted	4
Legacy	Applied	4749-M-American Indian or Alaska Native	1
Legacy	Applied	4749-M-Black or African American	21
Legacy	Applied	4749-M-Hispanic or Latino	5
Legacy	Applied	4749-M-White	24
Legacy	Qualified	2606-F-American Indian or Alaska Native	1
Legacy	Qualified	2606-M-American Indian or Alaska Native	1
Legacy	Qualified	2606-NP-Omitted	4
Legacy	Qualified	4749-M-American Indian or Alaska Native	1
Legacy	Qualified	4749-M-Black or African American	21
Legacy	Qualified	4749-M-Hispanic or Latino	5
Legacy	Qualified	4749-M-White	24
Legacy	Referred	2210-M-Black or African American	22
Legacy	Referred	2210-M-Hispanic or Latino	16
Legacy	Referred	2210-NP-Omitted	31
Legacy	Referred	2606-F-American Indian or Alaska Native	1
Legacy	Selected	2210-F-White	7
Legacy	Selected	2210-M-American Indian or Alaska Native	2
Legacy	Selected	2210-M-Asian	17
Legacy	Selected	2210-M-Black or African American	22



A7 Data Structure...

13. Insert three columns to the right of the Category column
14. Highlight the entire Category column. Click Data from the top toolbar and select Text to Columns

Convert Text to Columns Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

Delimited - Characters such as commas or tabs separate each field.

Fixed width - Fields are aligned in columns with spaces between each field.

Preview of selected data:

1	Row Labels
2	0081-F-American Indian or Alaska Native
3	0081-F-Black or African American
4	0081-F-Hispanic or Latino
5	0081-F-Native Hawaiian or Other Pacific Islander

Buttons: Cancel, < Back, Next >, Finish

15. Select Delimited. Click Next.

Convert Text to Columns Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

Tab

Semicolon

Comma

Space

Other: -

Treat consecutive delimiters as one

Text qualifier: -

Data preview

Row Labels		
0081	F	American Indian or Alaska Native
0081	F	Black or African American
0081	F	Hispanic or Latino
0081	F	Native Hawaiian or Other Pacific Islander

Buttons: Cancel, < Back, Next >, Finish

16. Click Other and type a hyphen -
Click Next



A7 Data Structure...

17. For the first column, select the Text Column data format. Click Finish

Convert Text to Columns Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

General

Text

Date: MDY

Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Destination: SAS1

Data preview

Text	General
Row Labels	
0081	American Indian or Alaska Native
0081	Black or African American
0081	Hispanic or Latino
0081	Native Hawaiian or Other Pacific Islander

Cancel < Back Next > Finish



A7 Data Structure...

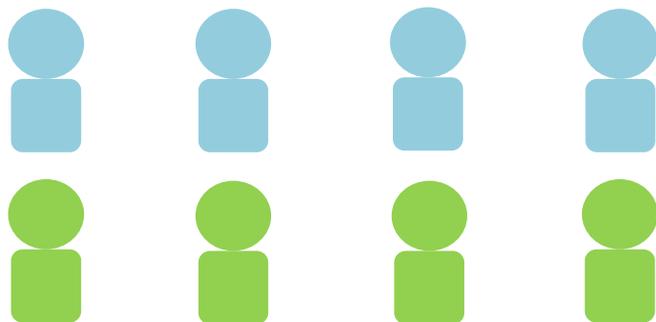
18. Add a column to the right of the RNO Category column. Concatenate Sex and RNO Category, delimited by a hyphen: =CONCATENATE(D2,"-",E2)
19. Copy and Paste Values the new concatenated field to remove the formula
20. Delete the individual Sex and RNO Category columns
21. Title the new columns Series and Category, appropriately

Environment	Phase	Series	Category	Application
Legacy	Applied	2606	M-Hispanic or Latino	3
Legacy	Applied	2606	M-Two or More Races	1
Legacy	Applied	2606	M-White	5
Legacy	Applied	2606	NP-Omitted	4
Legacy	Applied	4749	M-American Indian or Alaska Native	1
Legacy	Applied	4749	M-Black or African American	21
Legacy	Applied	4749	M-Hispanic or Latino	5
Legacy	Applied	4749	M-White	24
Legacy	Qualified	2606	F-American Indian or Alaska Native	1
Legacy	Qualified	2606	M-American Indian or Alaska Native	1
Legacy	Qualified	2606	NP-Omitted	4
Legacy	Qualified	4749	M-American Indian or Alaska Native	1
Legacy	Qualified	4749	M-Black or African American	21
Legacy	Qualified	4749	M-Hispanic or Latino	5
Legacy	Qualified	4749	M-White	24
Legacy	Referred	2210	M-Black or African American	22
Legacy	Referred	2210	M-Hispanic or Latino	16
Legacy	Referred	2210	NP-Omitted	31
Legacy	Referred	2606	F-American Indian or Alaska Native	1
Legacy	Selected	2210	F-White	7
Legacy	Selected	2210	M-American Indian or Alaska Native	2
Legacy	Selected	2210	M-Asian	17
Legacy	Selected	2210	M-Black or African American	22



Adding Applied and Qualified Non-Disclosed

Replace the partial non-disclosed records in the Applied and Qualified phase



Applied Qualified Referred Selected

———— Hiring Process —————>

Users need to add total non-disclosed for the Applied and Qualified phase, 

Series	Total Applications	Total Disclosed	Not Disclosed
0081	815	544	271
0343	186	122	64
0501	75	54	21
0510	430	287	143

Without double-counting the non-disclosed applications that made it to the referral phase

This isn't needed for the Referred or Selected phases. All applications at the referred and selected phases, regardless of their disclosure of demographic data will be represented by a record in the dataset



Adding Non-Disclosed...

1. In the MD-715 data sheet, add Filters and select Applied and Qualified from the Phase column and NP-Omitted from the Category column. Delete the rows that meet these criteria
2. Add new rows to the dataset using the NP-Omitted Category, based on the previous calculation for Applied Not-Disclosed

Series	Total Applications	Total Disclosed	Not Disclosed
0081	815	544	271
0343	186	122	64
0501	75	54	21
0510	430	287	143

Environment	Phase	Series	Category	Application
Legacy	Selected	2210	M-American Indian or Alaska Native	2
Legacy	Selected	2210	M-Asian	17
Legacy	Selected	2210	M-Black or African American	22
Legacy	Applied	0081	NP-Omitted	271
Legacy	Applied	0343	NP-Omitted	64
Legacy	Applied	0501	NP-Omitted	21
Legacy	Applied	0510	NP-Omitted	143

3. Repeat the process for the Qualified phase



Adding Total Applications for all Phases

1. Add Total Applications and Total Qualified from the previous calculations to the MD-715 data sheet, structured as – Environment: Legacy, Phase: Applied, Qualified, Referred, or Selected, Category: All
2. For Total Referred and Total Selected, run a PivotTable off of the main dataset. Use the Applicant Flow Unique ID field in the Values area. Use the Series field in the Rows area. Filter on Referred? and Selected? for each total. Repeat the process you used for Total Applications and Qualified to add these totals to the denormalized table in the MD-715 data sheet



Add Disability Data – B7

1. To generate the Total Non-Disclosed for disability, users will need to repeat the processed used for Sex/RNO Category for Disability data
2. Insert a PivotTable based on the full dataset. Add Series in the Rows area. Add Disability? in the Values area. Make sure the aggregation is set to Sum. Add Qualified?, Referred?, and Selected? to the Filters area
3. Subtract Total Disclosed for the Applied and Qualified phases from Total Applications and Total Qualified – the difference is the Total No Disability/Not Identified. Add these totals to the MD-715 data sheet, labeled, Environment: Legacy, Phase: Applied or Qualified, Category: No Disability/Not Identified



Add Disability Data...

- Transform the PivotTable results into the denormalized structure. Repeat for each Disability response and each phase

Environment	Phase	Series	Category	Application			Row Labels	Sum of Disability?	Sum of Targeted Disability?
Legacy	Applied	2606	M-Hispanic or Latino	3			0081	16	6
Legacy	Applied	2606	M-Two or More Races	1			0343	9	3
Legacy	Applied	2606	M-White	5			0501	3	2
Legacy	Applied	4749	M-American Indian or Alaska Native	1			0510	5	2
Legacy	Applied	4749	M-Black or African American	21			0560	1	0
Legacy	Applied	4749	M-Hispanic or Latino	5			0802	5	3
Legacy	Applied	4749	M-White	24			1101	9	2
Legacy	Qualified	2606	F-American Indian or Alaska Native	1			1102	5	0
Legacy	Qualified	2606	M-American Indian or Alaska Native	1			1176	6	1
Legacy	Qualified	4749	M-American Indian or Alaska Native	1			2010	2	1
Legacy	Selected	2210	M-Asian	17			2210	4	1
Legacy	Selected	2210	M-Black or African American	22			2606	1	0
Legacy	Applied	0081	NP-Omitted	271			4749	2	2
Legacy	Applied	0343	NP-Omitted	64			Grand Total	68	23
Legacy	Applied	0501	NP-Omitted	21					
Legacy	Applied	0510	NP-Omitted	143					
Legacy	Applied	0081	Disability	16					
Legacy	Applied	0343	Disability	9					
Legacy	Applied	0501	Disability	3					
Legacy	Applied	0510	Disability	5					
Legacy	Applied	0560	Disability	1					
Legacy	Applied	0802	Disability	5					
Legacy	Applied	1101	Disability	9					
Legacy	Applied	1102	Disability	5					
Legacy	Applied	1176	Disability	6					
Legacy	Applied	2010	Disability	2					
Legacy	Applied	2210	Disability	4					
Legacy	Applied	2606	Disability	1					
Legacy	Applied	4749	Disability	2					

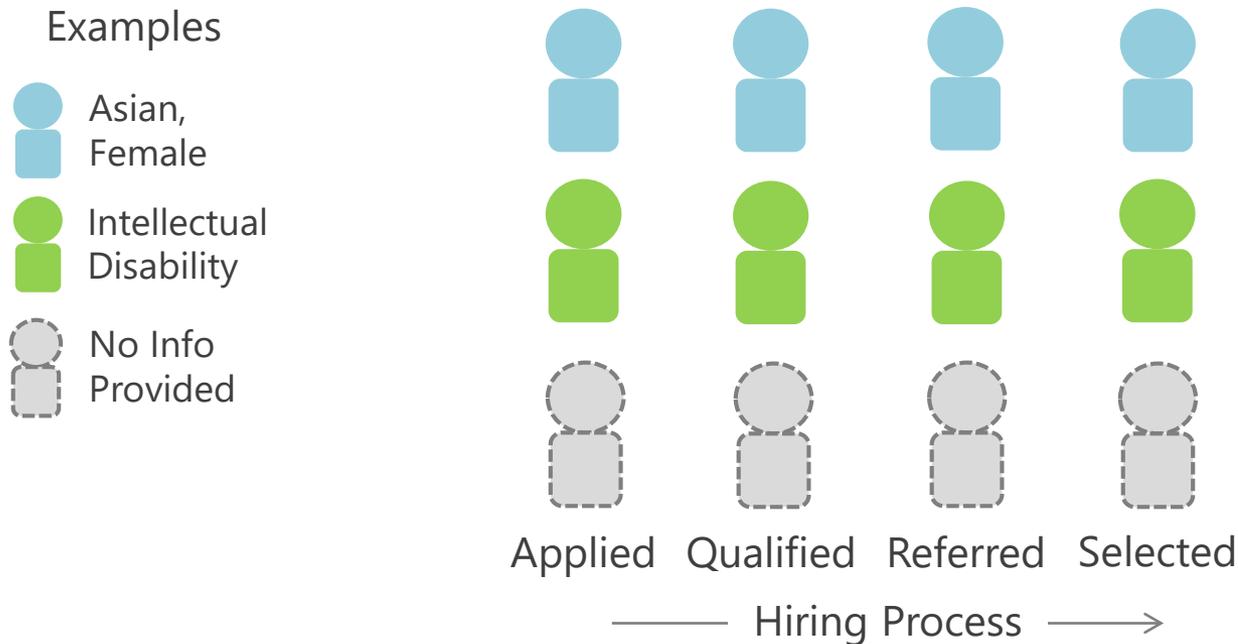


Add Upgrade Data



Upgrade Business Rules

The Upgrade dataset includes records for all applications in a vacancy



All applications for a vacancy are represented in the Upgrade dataset

As a result, no additional calculations are needed to identify the full non-disclosed population



Upgrade A7 and B7 Data

1. Follow the same process as Legacy to build PivotTables and transform data into the denormalized structure. The primary difference is that additional calculations are not needed to identify the non-disclosed population at the Applied and Qualified phases
2. The Environment for Upgrade data should be *Upgrade*. Ensure the Categories are consistent between Legacy and Upgrade (e.g. Gender is F/M/NP in Legacy, Sex is Female, Male, and Omitted in Upgrade)

Environment	Phase	Series	Category	Application
Legacy	Applied	1176	Disability	6
Legacy	Applied	2010	Disability	2
Legacy	Applied	2210	Disability	4
Legacy	Applied	2606	Disability	1
Legacy	Applied	4749	Disability	2
Upgrade	Applied	1176	Disability	8
Upgrade	Applied	2010	Disability	4
Upgrade	Applied	2210	Disability	6
Upgrade	Applied	2606	Disability	4
Upgrade	Applied	4749	Disability	8



Develop the A7 and B7 Tables



A7 Table

1. Insert a Pivot Table based on the MD-715 data sheet.
2. Add the Series and Category fields to the Rows area (Series should be first). Add the Applications field to the Values area. Add the Phase field to the Column area.
3. In the fields area, filter on the Category field to de-select any Disability-related category.

Sum of Applications		Column Labels			
Row Labels	Applied	Qualified	Referred	Selected	Grand Total
0080	4798	2770	1363	49	8980
F-American Indian or Alaska Native	9	7	2		18
F-Asian	37	23	11	1	72
F-Black or African American	787	456	218	8	1469
F-Hispanic or Latino	150	89	42	1	282
F-Native Hawaiian or Other Pacific Islander	2	1	1		4
F-Omitted	23	18	12		53
F-Two or More Races	23	15	7		45
F-White	403	256	140	5	804
M-American Indian or Alaska Native	39	20	10		69
M-Asian	105	66	24	1	196
M-Black or African American	803	446	239	7	1495
M-Hispanic or Latino	281	162	75	2	520
M-Native Hawaiian or Other Pacific Islander	7	5	2		14
M-Omitted	27	17	13		57
M-Two or More Races	43	23	6		72
M-White	1121	617	288	7	2033
NP-Asian	1				1
NP-Black or African American	1				1
NP-Hispanic or Latino	1				1
NP-Omitted	934	548	273	17	1772
NP-White	1	1			2
0081	828	572	70	7	1477
F-American Indian or Alaska Native	1				1
F-Black or African American	2	1			3
F-Hispanic or Latino	2				2
F-Native Hawaiian or Other Pacific Islander	1	1			2



B7 Table

1. Insert another Pivot Table based on the MD-715 data sheet.
2. Add the Series and Phase fields to the Rows area (Series should be first). Add the Applications field to the Values area. Add the Category field to the Column area.
3. In the fields area, filter on the Category field to de-select any Sex-RNO Category category.

Sum of Count of Applicant Flow Unique ID	Column Labels						
Row Labels	All	No Disability/Not Identified	Disability	Targeted Disability	Deaf or Serious Difficulty Hearing?	Blind or Serious Difficulty Seeing?	M
0080	8980	8568	412	171	21	11	
Applied	4798	4570	228	99	12	7	
Qualified	2770	2649	121	47	6	4	
Referred	1363	1301	62	25	3	0	
Selected	49	48	1	0	0	0	
0081	1477	1447	30	10	0	0	
Applied	828	810	18	6	0	0	
Qualified	572	562	10	3	0	0	
Referred	70	68	2	1	0	0	
Selected	7	7	0	0	0	0	
0083	1324	1306	18	4	0	0	
Applied	704	694	10	2	0	0	
Qualified	458	452	6	2	0	0	
Referred	147	145	2	0	0	0	
Selected	15	15	0	0	0	0	
0130	1937	1856	81	29	4	0	
Applied	1108	1064	44	17	2	0	
Qualified	438	419	19	6	1	0	
Referred	387	369	18	6	1	0	
Selected	4	4	0	0	0	0	
0132	617	585	32	15	1	0	
Applied	321	303	18	7	1	0	
Qualified	154	147	7	4	0	0	
Referred	140	133	7	4	0	0	
Selected	2	2	0	0	0	0	
0170	37	37	0	0	0	0	
Applied	16	16	0	0	0	0	
Qualified	10	10	0	0	0	0	
Referred	10	10	0	0	0	0	
Selected	1	1	0	0	0	0	



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