



USA Staffing

Reporting & Analytics

Cognos Consumer Training

Created by the OPM Federal Staffing Center

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Sections

- Introduction
- Data Overview
- Applicant Flow Data (AFD)
- Cognos Practice
- Standard Reports Overview
- Reporting Best Practices



Instructor Introductions





Participant Introductions

- Name
- Role
- Experience with USA Staffing or Cognos
- Desired outcome for the course





Links & Shortcuts

URL Stage Access: <https://stage.usastaffing.gov>

URL Production Access: <https://usastaffing.gov>

Clear Browser History

Ctrl + Shift + Delete

(From within browser)

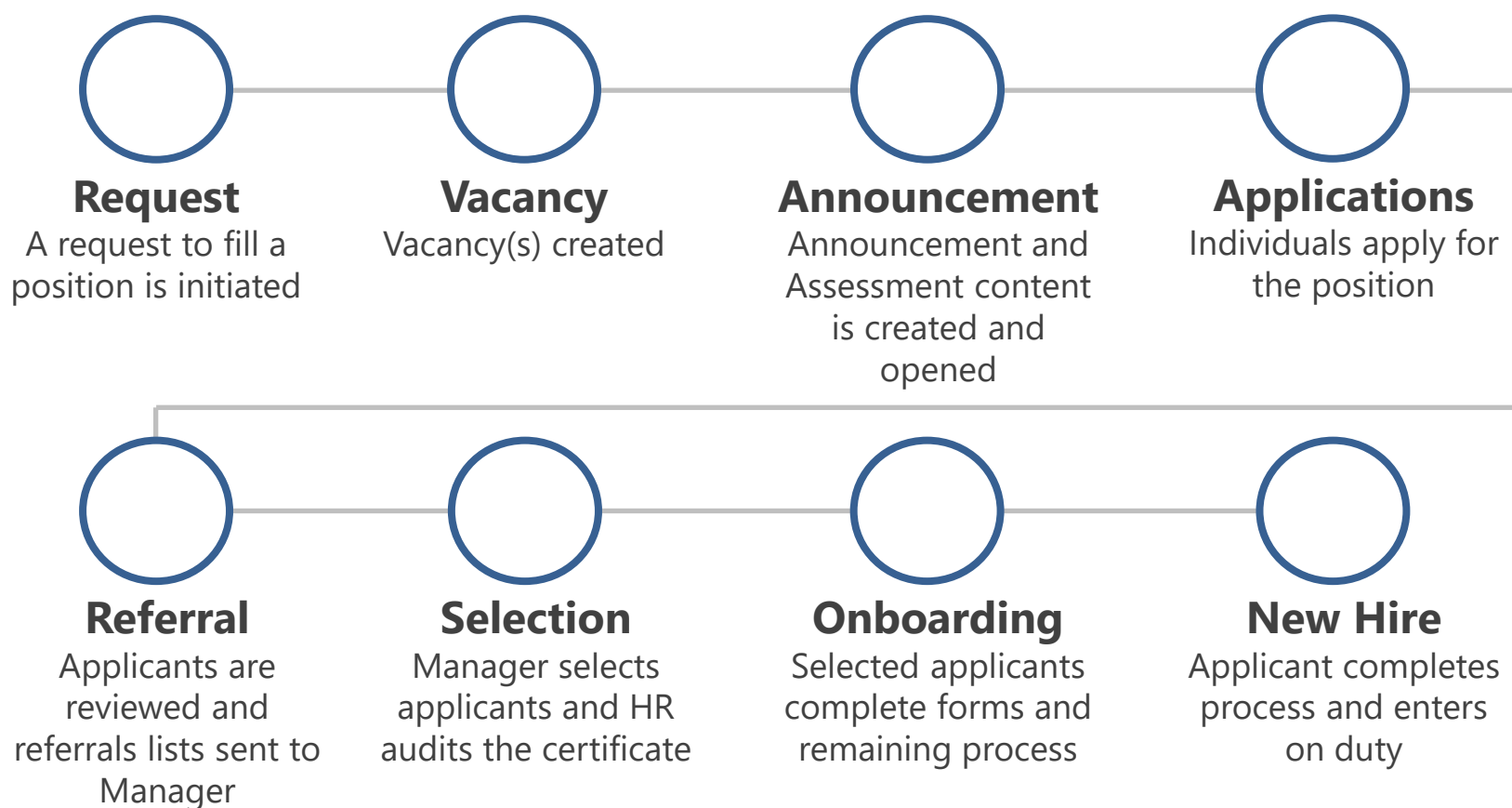


USA Staffing Data Structure



Overview of the Staffing Process

USA Staffing is the U.S. Office of Personnel Management's talent acquisition system; it is organized around the staffing process





USA Staffing Data Packages

Package Name	Description	Update Frequency	Other Notes
Applicant Flow Data Analytics	Demographic data voluntarily disclosed by applicants. Includes gender, race, ethnicity and disability status.	Daily	PII not included; only data for vacancies where announcement is closed and all certs audited
Hiring Data Warehouse	New data model to report on all USA Staffing transactions. Optimized for fast performance	Every 6 to 10 hours (3x per day)	Covers nearly all subject areas. Try this package first when building a report
Staffing Administration	Administrative content on Cognos Users, Organization info, and Position Descriptions	Real-time	
User License	Data model to track User Licenses and Accounts	Every 8 to 10 hours (3x per day)	
Staffing Reports	Data model covering all USA Staffing subject areas	Real-time	Comprehensive USA Staffing data package. A good alternative if a data item isn't available in the Hiring Data Warehouse
Time to Hire	Standardized, pre-calculated metrics for time to hire reporting, including milestones in the hiring process	Every 8 to 10 hours (3x per day)	All time to hire reporting should be done through this package



Data Package Structure

Data packages are separated into distinct namespaces; each namespace is designed to capture all data needed for analysis on a specific topic

The screenshot shows the 'Insertable objects' pane in the USA Staffing application. The tree structure is as follows:

- Namespace: Hiring Data Warehouse
 - Folder: Presentation View
 - Folder: Announcements
 - Folder: Applicants
 - Folder: Applications
 - Folder: Assessment Packages
 - Folder: Certificates
 - Folder: Certificate Filter Information
 - Folder: Certificate Information
 - Query Subject: Certificate
 - Query Item: Certificate Applicants
 - abc Certificate Applicant Address City
 - abc Certificate Applicant Address Country
 - abc Certificate Applicant Address Line 1
 - abc Certificate Applicant Address Line 2
 - abc Certificate Applicant Address Line 3

Red arrows and boxes on the left side of the image point to these levels: 'Namespace' points to 'Hiring Data Warehouse', 'Folder' points to 'Presentation View', 'Query Subject' points to 'Certificate Applicants', and 'Query Item' points to 'abc Certificate Applicant Address Line 1'.

- **Namespaces divide data into analytical areas** to ensure links between data elements are optimized for reporting
- **Folders** are used to organize query subjects
- **New query subjects and items are regularly added** to namespaces to ensure users can build reports in one namespace at a time
- **Query items from more than one namespace cannot be added to the same report object**



Cognos Package Outline Report

The **Cognos Package Outline report** provides the location, description, and data type for each data item in the each data package available in Cognos

Cognos Package Outline Report						
Model Name	Namespace	Folder	Query Subject	Query Item	Description	Data Type
Staffing Reports	Applications	Announcement Detail	Announcement	Announcement Close Date	The calendar date that an announcement is closed.	date
				Announcement Control Number	The USAJOBS provided control number.	int64
				Announcement External Contact Name	The first and last name, email address and phone number of the point of contact responsible for answering questions about the announcement outside the organization.	characterLength16
				Announcement Internal Contact Name	The first and last name, email address and phone number of the point of contact responsible for answering questions about the announcement inside the organization.	characterLength16
				Announcement Is Released	Flag indicating if the Announcement is currently released.	characterLength16
				Announcement Last Update Date/Time	The timestamp of the last time the announcement was modified.	dateTime
				Announcement Maximum Salary	Maximum salary associated with the position being posted to USAJOBS.	decimal
				Announcement Minimum Salary	Minimum salary associated with the position being posted to USAJOBS.	decimal
				Announcement Not To Exceed	Description of the appointment type, superficially the special duration.	characterLength16
				Announcement Number	Identification number assigned to the job announcement by the TAS (also known as Requisition Number for some vendors).	characterLength16

Team Content > USA Staffing Packages and Folders > **Cognos Package Outline Report**



Cognos Reports List

The **Cognos Reports List** provides the location, title, and description for each report a user has access to, including standard reports and custom reports for offices and organizations to which they have permissions.

Cognos Reports List			
Package	Name	Description	Path
Applicant Flow Data Analytics	Vacancy Application Detail Report	The Vacancy Application Detail Report displays application demographic responses and hiring milestone data at the application level.	USA Staffing Packages and Folders > Applicant Flow Data > Applicant Flow Data Analytics > Vacancy Application Detail Report
	Vacancy Number Summary Report	The Vacancy Application Detail Report displays application demographic responses and hiring milestone data at the application level.	USA Staffing Packages and Folders > Applicant Flow Data > Applicant Flow Data Analytics > Vacancy Number Summary Report
	Vacancy Office Summary Report	The Vacancy Office Summary Report displays application demographic responses and hiring milestone data summarized by Office	USA Staffing Packages and Folders > Applicant Flow Data > Applicant Flow Data Analytics > Vacancy Office Summary Report
	Vacancy Organization Summary Report	The Vacancy Organization Summary Report displays application demographic responses and hiring milestone data summarized by Organization	USA Staffing Packages and Folders > Applicant Flow Data > Applicant Flow Data Analytics > Vacancy Organization Summary Report
Data Dictionary	Cognos Package Outline Report	The Cognos Package Outline Report provides a list of all data fields with descriptions and datatype for each Cognos package	USA Staffing Packages and Folders > Cognos Package Outline Report
Interim Upgrade AFD	Interim MD-715 A7 Report		USA Staffing Packages and Folders > Applicant Flow Data > Interim Upgrade AFD > Interim MD-715 A7 Report
Staffing Administration	Cognos Report Author List	Lists basic user information for all Report Authors for a given Organization/Office.	USA Staffing Packages and Folders > Staffing Administration > Cognos Report Author List
	Customer List by Office Report	The Customer List by Office Report displays the list of customers associated with each office.	USA Staffing Packages and Folders > Staffing Administration > Customer List by Office Report
Staffing Analytics	All Stage User Accounts		USA Staffing Packages and Folders > VA > Office Shared > VA HQ Program Office > Users > All Stage User Accounts

Team Content > USA Staffing Packages and Folders > **Cognos Reports List**

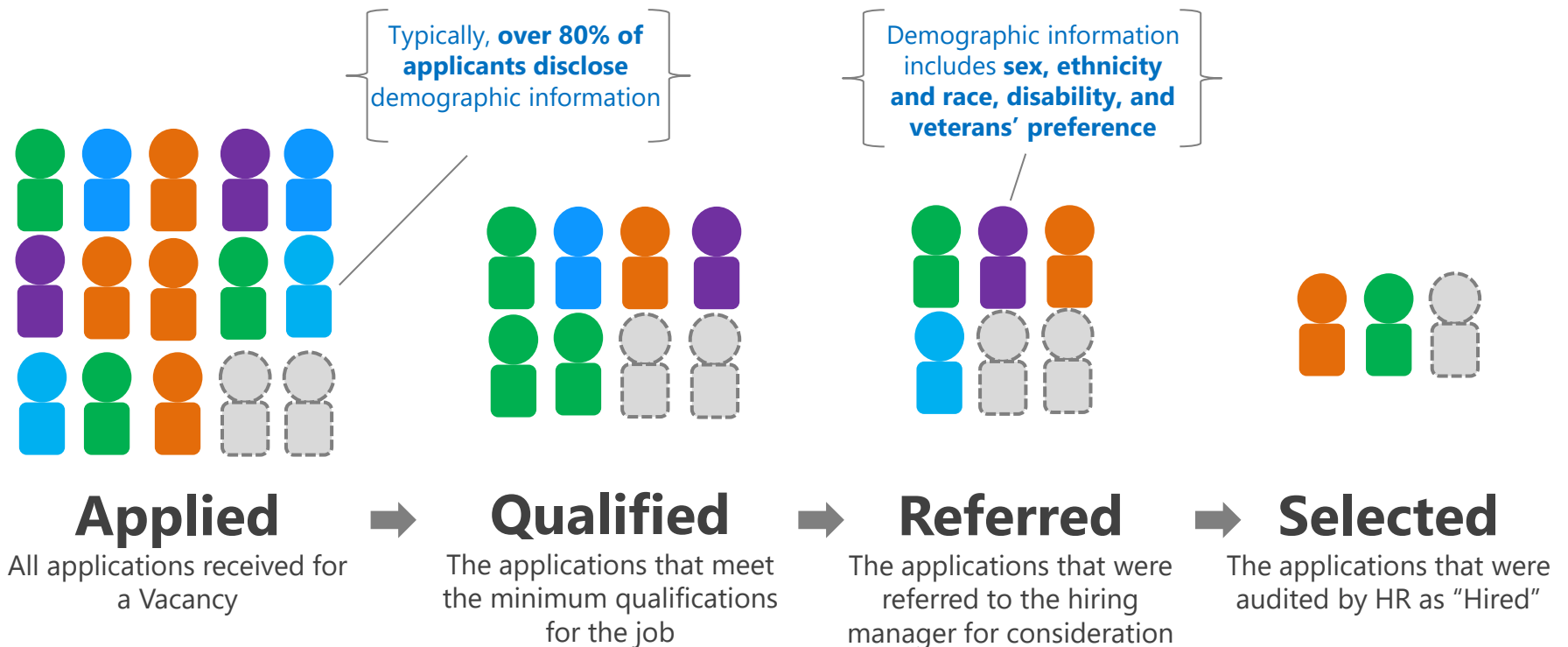


Overview of Applicant Flow Data



What is Applicant Flow Data?

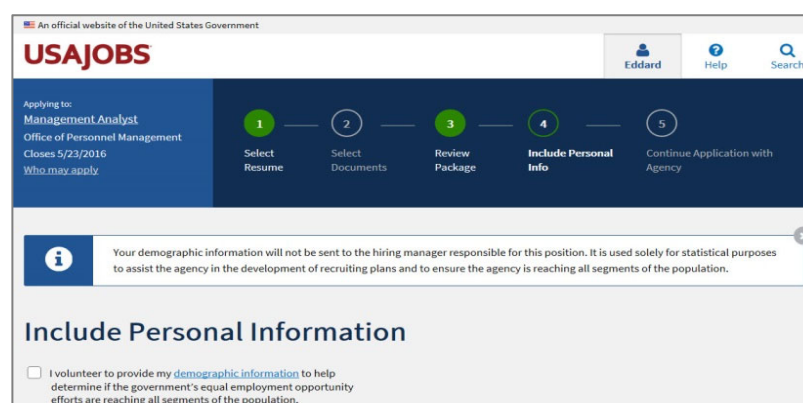
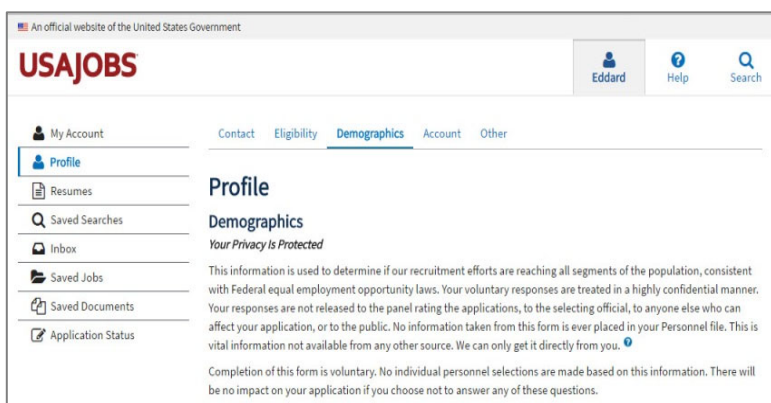
Demographic information is voluntarily collected from job seekers in the USAJOBS profile and combined with milestones in the hiring process in USA Staffing





How is Applicant Flow Data Collected?

Demographic information from **the job seeker's USAJOBS Profile is included when they submit a job application**



USAJOBS Profile

Job seekers provide responses to demographic questions when they build a USAJOBS profile. The USAJOBS profile can be updated at any time by the applicant.



Job Applications

Applicants opt to include the demographic information from their USAJOBS profile to individual job applications. Applicants can opt in or out for each job application.



How is Applicant Flow Data Collected?

Sex and Ethnicity/Race and National Origin

USAJOBS Eddard Help Search

My Account Contact Eligibility **Demographics** Account Other

Profile Resumes Saved Searches Inbox Saved Jobs Saved Documents Application Status

Profile

Demographics

Your Privacy Is Protected

This information is used to determine if our recruitment efforts are reaching all segments of the population, consistent with Federal equal employment opportunity laws. Your voluntary responses are treated in a highly confidential manner. Your responses are not released to the panel rating the applications, to the selecting official, to anyone else who can affect your application, or to the public. No information taken from this form is ever placed in your Personnel file. This is vital information not available from any other source. We can only get it directly from you.

Completion of this form is voluntary. No individual personnel selections are made based on this information. There will be no impact on your application if you choose not to answer any of these questions.

I wish to decline to respond to the demographic questions.

1. Sex:
 Male Female

2. Ethnicity:
 Hispanic or Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race
 Not Hispanic or Latino

3. Race (Check all that apply):
 American Indian or Alaska Native - a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.
 Asian - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
 Black or African American - a person having origins in any of the black racial groups of Africa.
 Native Hawaiian or Other Pacific Islander - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.
 White - a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Disability

4. Disability/Serious Health Condition:
 The next questions address disability and serious health conditions. Your responses will ensure that our outreach and recruitment policies are reaching a wide range of individuals with physical or mental conditions. Consider your answers without the use of medication and aids (except eyeglasses) or the help of another person.

A. Do you have any of the following?

Check all boxes that apply to you:

- Deaf or serious difficulty hearing
- Blind or serious difficulty seeing even when wearing glasses
- Missing an arm, leg, hand, or foot
- Paralysis: Partial or complete paralysis (any cause)
- Significant Disfigurement: for example, severe disfigurements caused by burns, wounds, accidents, or congenital disorders
- Significant Mobility Impairment: for example, uses a wheelchair, scooter, walker or uses a leg brace to walk
- Significant Psychiatric Disorder: for example, bipolar disorder, schizophrenia, PTSD, or major depression
- Intellectual Disability (formerly described as mental retardation)
- Developmental Disability: for example, cerebral palsy or autism spectrum disorder
- Traumatic Brain Injury
- Dwarfism
- Epilepsy or other seizure disorder
- Other disability or serious health condition: for example, diabetes, cancer, cardiovascular disease, anxiety disorder, or HIV infection; a learning disability, a speech impairment, or a hearing impairment

If you did not select one of the options above, please indicate whether:

- None of the conditions listed above apply to me.
- I do not wish to answer questions regarding disability/health conditions.

If you have indicated that you have one of the above conditions, you may be eligible to apply under Schedule A Hiring Authority. For more information, please see <http://www.opm.gov/policy-data-oversight/disability-employment/hiring/#url=Schedule-A-Hiring-Authority>.
[Paperwork Reduction and Privacy Act Statement](#)

Source Form:

https://www.eeoc.gov/sites/default/files/migrated_files/federal/2017-approved-Applicant-Form.pdf



How is Applicant Flow Data Collected?

Veterans' Preference

3. Are you a Veteran of the U.S. Armed Forces or are you eligible for "derived" preference?

Yes No

- Do you claim Veterans' Preference?
 - No, I do not claim Veterans' Preference
 - 0-point Sole Survivorship Preference (SSP)
 - 5-point preference based on active duty in the U.S. Armed Forces (TP)
 - 10-point preference based on a compensable service connected disability of at least 10% but less than 30% (CP)
 - 10-point preference based on a compensable service connected disability of 30% or more (CPS)
 - 10-point preference for non-compensable disability or Purple Heart (XP)
 - 10-point preference based on widow/widower or mother of a deceased veteran, or spouse or mother of a disabled veteran (XP)

Definitions

- Job seekers **claim veterans' preference** in their USAJOBS profile and upload supporting documentation
- HR professionals **adjudicate veterans' preference** by verifying documentation during the hiring process

Veterans' Preference Guidance: <https://www.opm.gov/policy-data-oversight/veterans-employment-initiative/vet-guide/#2Types>



Guidelines for Use of Applicant Flow Data

USAJOBS Profile

Purpose and Routine Uses for Demographic Information

We are requesting demographic information under the authority of 5 U.S.C. §§ 1302, 3301, 3304, 7201; 42 U.S.C. § 2000e-16; 29 U.S.C. § 791. Providing your demographic information is voluntary, and there are no adverse effects if you choose not to provide it. Demographic information will be used to determine if our recruitment efforts are reaching all segments of the population, consistent with Federal equal employment opportunity laws. Possible routine uses of the information collected includes releasing information to the following:

- 1. to the Equal Employment Opportunity Commission (EEOC), for use in the examination of an agency's compliance with affirmative action plan instructions and the Uniform Guidelines on Employee Selection Procedures, or other requirements imposed on agencies under EEOC authorities in connection with agency EEO programs;
- 2. to the Merit Systems Protection Board or the Office of the Special Counsel in connection with the processing of appeals, special studies relating to the civil service and other merit systems in the executive branch, investigations into allegations of prohibited personnel practices, and such other functions; e.g., as prescribed in 5 U.S.C. chapter 12, or as authorized by law;
- 3. by OPM or employing agency maintaining the records to locate individuals for personnel research or survey response and in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related workforce studies;

- 4. to a Federal agency for use in its Federal Equal Opportunity Recruitment Program to the extent that the information is relevant and necessary to the agency's efforts in identifying possible sources for minority recruitment;
- 5. to Congressional office in response to an inquiry made by the individual whose record is requested;
- 6. to another Federal agency, to a court, or a party in litigation before a court or in an administrative proceeding being conducted by a Federal agency, when the Government is party to a judicial or administrative proceeding;
- 7. to the U.S. Department of Justice, or in a proceeding before a court, adjudicative body or other administrative body before which OPM is authorized to appear;
- 8. to disclose, in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administrative proceeding;
- 9. to contractors, grantees, or volunteers performing or working on a contract, service, grant cooperative agreement, or job for the Federal Government.

Your voluntary responses are treated in a highly confidential manner. Your responses are not released to the panel rating the applications, to the selecting official, or to anyone else who can affect your application. This is vital information not available from any other source. No individual personnel selections are made based on this information. No information taken from this form is ever placed in your Personnel file.

...to the Equal Employment Opportunity Commission **for use in the examination of an agency's compliance with EEOC requirements**

...in the production of **summary descriptive statistics and analytical studies**

...to a Federal agency for use in its **Federal Equal Opportunity Recruitment Program**



Guidelines for Use of Applicant Flow Data

Applicant Flow Data **may** be used for:

- A. Aggregate human capital reporting
- B. Determining rates of demographic representation in recruitment efforts
- C. Determining rates of demographic representation in hiring or merit promotion selections
- D. Determining rates of qualifications among demographic groups
- E. Evaluating the effectiveness of recruitment in reaching targeted demographic groups

Applicant Flow Data **may not** be used for:

- A. Influencing the decision to close or extend job announcements
- B. Influencing the decision to cancel recruitment actions
- C. Influencing the decision to use or not use a referral list of applicants
- D. Influencing selection decisions
- E. Identifying the race, ethnicity, or gender of specific named employees

Rules of Behavior:

[https://help.usastaffing.gov/ResourceCenter/images/c/cf/Applicant Flow Data Access SOP 10-25-19.pdf](https://help.usastaffing.gov/ResourceCenter/images/c/cf/Applicant_Flow_Data_Access_SOP_10-25-19.pdf)



Guidelines for Use of Applicant Flow Data

USA Staffing has implemented a number of **safeguards to prevent the misuse** of Applicant Flow Data.

Your voluntary responses are treated in a highly confidential manner. Your responses are not released to the panel rating the applications, to the selecting official, or to anyone else who can affect your application. This is vital information not available from any other source. No individual personnel selections are made based on this information. No information taken from this form is ever placed in your Personnel file.

Access

Access is not granted automatically – vetting and approval required

Availability

Data are only released after hiring actions are complete (certificates audited)

No PII

Personally-identifiable information is not included in the data provided



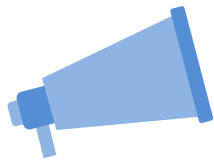
Guidelines for Use of Applicant Flow Data

AFD is made available to users only if the vacancy is inactive, defined by these two conditions:

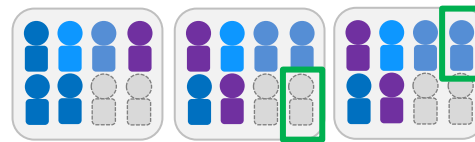
- ✓ **The announcement is not currently open**
- ✓ **All certificates for a vacancy are audited or cancelled**

If either of these conditions is not met, AFD will not be visible to users.

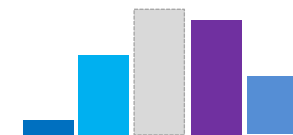
Additionally, if a previously inactive vacancy becomes active (e.g. the announcement is re-opened, an additional cert is issued, or a cert is un-audited), AFD for that vacancy will no longer be visible



- Announcement Opens
- People apply for the job
- Announcement Closes ✓



- Certificates Issued to Hiring Manager
- Hiring Manager makes Selections
- HR reviews and audits all certs ✓



- Inactive vacancies are added to the AFD dataset nightly



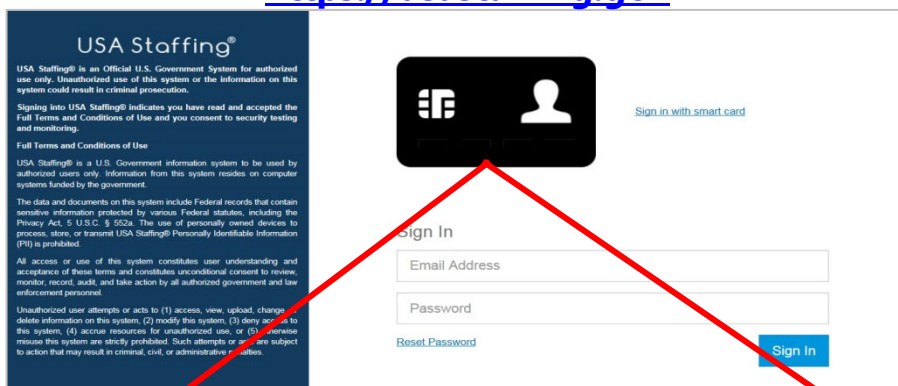
Introduction to Cognos



Accessing Cognos

USA Staffing Login

<https://usastaffing.gov>



Staffing User Access

Report Author Only Access

USA Staffing®

Staffing Admin **Reports** Search

DASHBOARD ▾

Tasks Requests New Hires

Tasks (85)

★ Favorites Only: HR Five Active All Tasks

Task	Vacancy Number	Request Number
Initiate Childcare Background Checks for Leslie Knope	10002131	20160329-57960
Complete Assessment Package	10001027	REQUEST-2

USA Staffing®

Welcome ▾

Survey

Show welcome

Hello. Welcome to Reporting and Analytics.

Unearth hidden insights with a personalized analytics experience driven by AI.



Navigating the Welcome Page

The Welcome Page allows users to **navigate and search for reporting content**

The screenshot shows the USA Staffing Welcome Page interface. On the left, four callout boxes describe navigation options: 'Search' (Search for reports and models), 'My Content' (Find your personal reports), 'Team Content' (Find shared reports), and 'New' (Report Authors can create new Reports, Dashboards, and Stories). Red arrows point from these boxes to the search icon, folder icon, and plus icon in the left sidebar. A 'Show/hide Cognos welcome' callout box points to a toggle switch in the top right corner of the page. A 'Recent' callout box at the bottom points to a list of three items: 'Task Data Self Service', 'Vacancy Dat...elf Service', and 'Country comparison'. Each item includes a 'Report' or 'Dashboard' label and a 'Last modified' timestamp.



Navigating to Standard Reports

USA Staffing®

Staffing Admin **Reports** Search

DASHBOARD ▾

Tasks Requests New Hires

Tasks (85)

Favorites Only: HR Five Active All Tasks

Task	Vacancy Number	Request Number
Initiate Childcare Background Checks for Leslie Knope	10002131	20160329-57960
Complete Assessment Package	10001027	REQUEST-2

Direct access to Cognos standard reports in the interface via single sign-on

USA Staffing®

Welcome ▾

Hello. Welcome to Reporting and Analytics.

Recent

- Applicant T... Dashbaord [Report](#)
- Announcem...ashboard [Report](#)
- Announcem...as [Report](#)

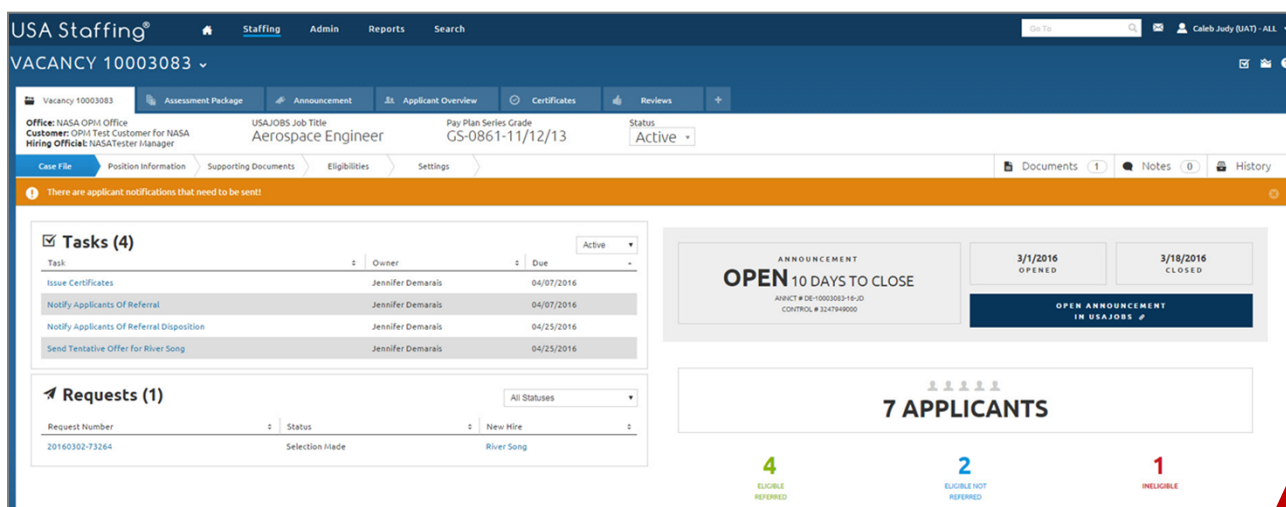
Recruitment Sources By Vacancy Report

Staffing Organization	Staffing Office	Customer Name	Vacancy Number	Announcement Number	Open Date
ASMG Internal Release	Matt's House	Clash of Clans - Fan Club Testing	10015977	ST-10015977-17-TA	02/17/2017
			10051843	ST-10051843-18-TA	10/12/2017
Infinity Regression	Cleveland Staffing Office	Bourbon Distillery	10015514	DE-10015514-17-IO	02/14/2017
OPM Program	Program Office	Account Management Branch \	10021066	DE-10021066-17-TH	03/05/2017
			10021662	IMP-10021662-17-TH	03/06/2017



Navigating to Standard Reports

Future: Access to **certain standard reports** directly from the USA Staffing interface via **report buttons** on select pages.



Report Button

Reports are filtered based on page content

Examples:

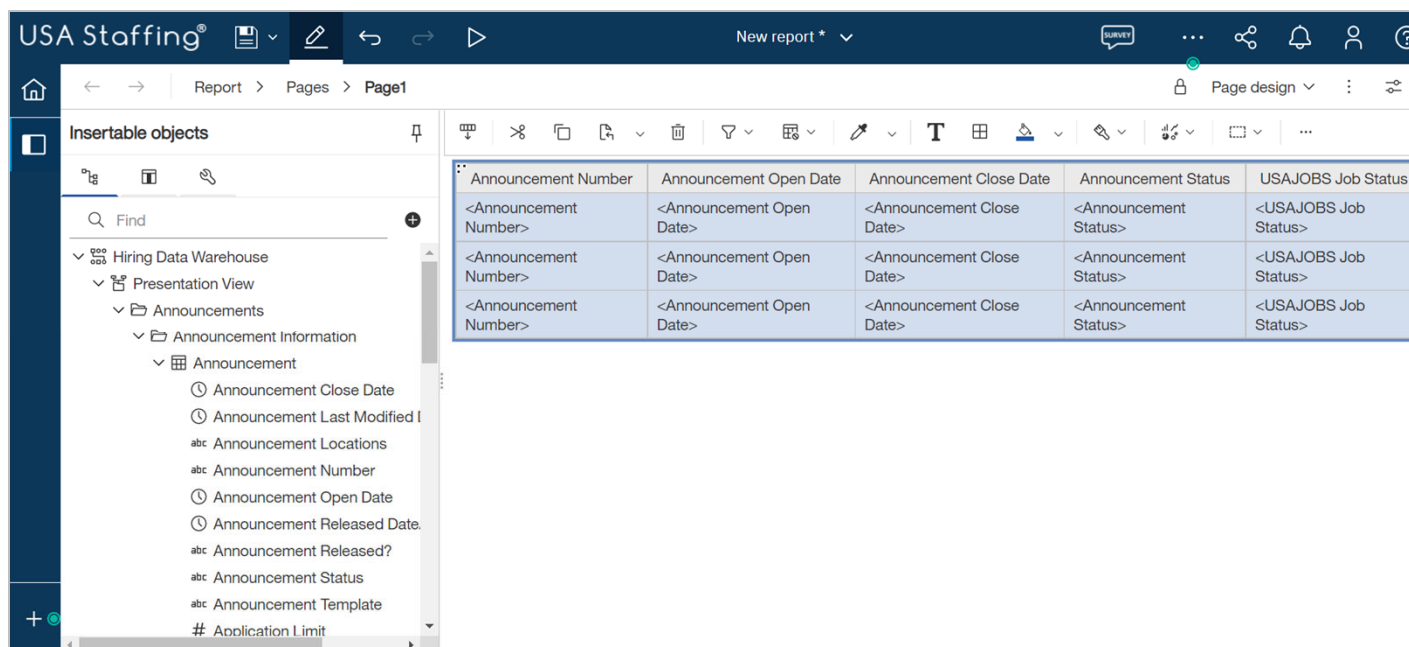
- Applicant List by Vacancy
- Vacancy Overview
- Certificate Overview
- Applicant Overview

Applicant List by Vacancy							
Organization	Office	Vacancy Number	Applicant Last Name	Applicant First Name	Applicant Middle Name	Applicant Email	Record Status Code
			Applicant	Fantastic		jsciarillo@icloud.com	AC
			Bluth	George		georgebluthtest@gmail.com	AA
			Bluth	Lucille		lucillebluthtest@gmail.com	AA
			Dan	Doctor		ddan@gmail.com	AA
			Eriksen	Marshall		marshall.eriksen.staffing@gmail.com	AC
			Hanks	Tom		jsciar1+2@gmail.com	AA



Custom Reporting

Ability to **modify existing reports and develop custom reports** based on USA Staffing data models



Cognos Report Elements:

- List
- Crosstab
- Charts
- Visualizations

Output to:

- PDF
- Excel
- Excel Data
- HTML
- CSV
- XML



Cognos Reports List

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Interim Upgrade AFD	Interim MD-715 A7 Report		USA Staffing Packages and Folders > Applicant Flow Data > Interim Upgrade AFD > Interim MD-715 A7 Report
Staffing Administration	Cognos Report Author List	Lists basic user information for all Report Authors for a given Organization/Office.	USA Staffing Packages and Folders > Staffing Administration > Cognos Report Author List
	Customer List by Office Report	The Customer List by Office Report displays the list of customers associated with each office.	USA Staffing Packages and Folders > Staffing Administration > Customer List by Office Report
Staffing Analytics	All Stage User Accounts		USA Staffing Packages and Folders > VA > Office Shared > VA HQ Program Office > Users > All Stage User Accounts

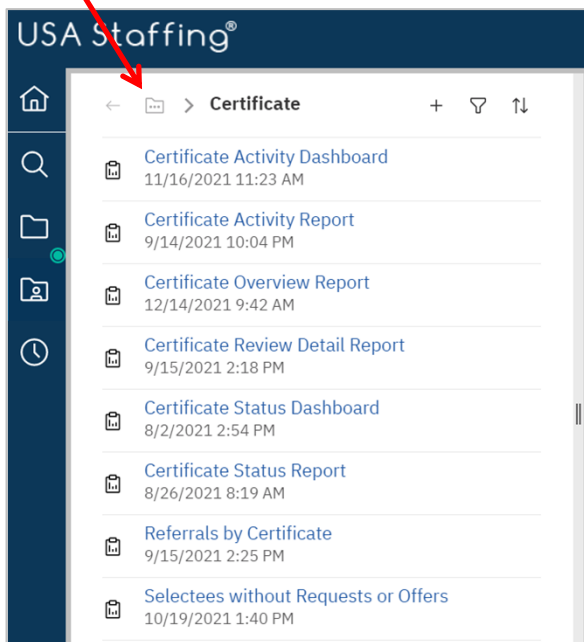
Team Content > USA Staffing Packages and Folders > **Cognos Reports List**



Running an Existing Report

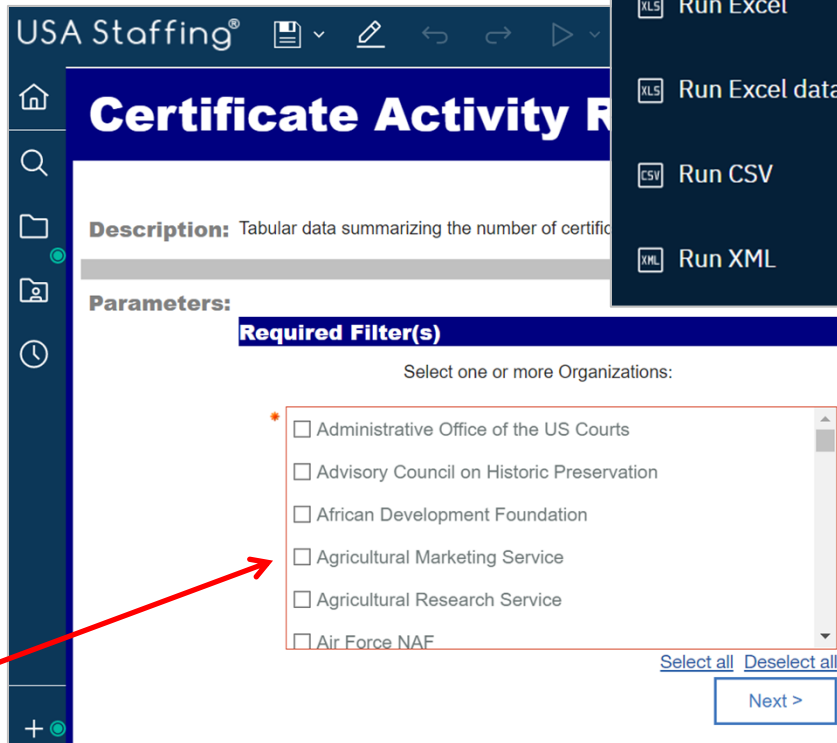
1. Locate Report

Navigate to the desired report through Team Content



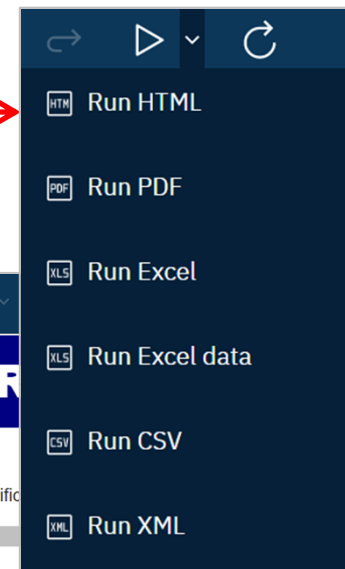
2. Run Report

Enter prompt values and run the report



3. Export Report

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





Running Reports Live vs. In the Background

Users can run reports live or set a report to run in the background and receive a notification when the report has completed.

Live Reports

- Run immediately
- Allow a single output format to be selected for each run
- Allow a single report to be run at a time

Background Reports

- Can be run immediately or scheduled to run at a certain time
- Allow multiple output formats to be selected for each run
- Creates a queue of reports to be run; reports may run simultaneously

Click the toggle to run a report in the background

The screenshot shows a configuration panel for running a report. At the top, it says "Run as". Below this are two toggle switches: "Run in background" (currently off) and "Prompt me" (currently on). A red arrow points from the text above to the "Run in background" toggle. Below the toggles, it says "You will be prompted for input before the report runs." There is a search bar labeled "Find". Below that is a "Format" section with six radio button options: HTML (selected), PDF, Excel, Excel Data, CSV, and XML. At the bottom is an "Accessibility" section.

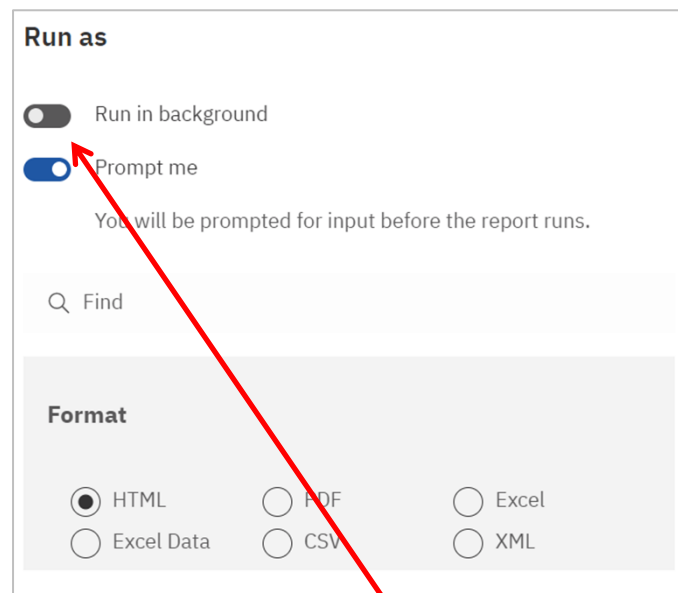
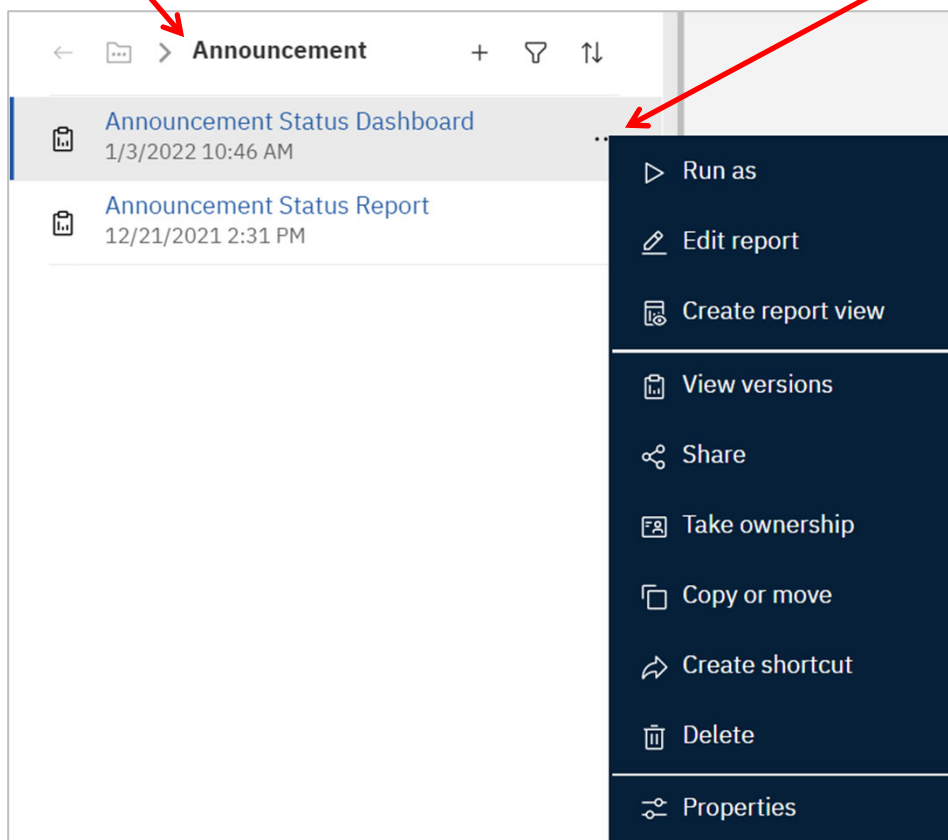


Running a Report in the Background

1. Locate Report

Navigate to the desired report through Team Content

2. Click the ... and select Run as



3. Click Run in background toggle



Running a Report in the Background

Run as

Run in background

Now

Later

Show Run history details window after you click Run

Prompt me
You will be prompted for input before the report runs.

Find

Format

HTML [Edit options](#)

Excel Data

PDF

CSV

Excel

XML

Accessibility

Enable accessibility support

4. Set Run Options
Run the report immediately or at a specific time

5. Select report format(s)

6. Set Delivery method(s)
Click "Edit details" to edit email options

Delivery

Save

Save as a report view

Name
Report view of Hiring DW Unit Testing Report

Location
[Select another location](#)

My Folders

Send report by email

No recipients

[Edit details](#)

Send report by email

To

Search for name or type in email

Cc | Bcc [Directory](#)

Subject
A new version of Report Name is available

Message

Rich text editor toolbar with icons for Bold, Italic, Underline, Strikethrough, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Undo, Redo, Styles, and Format.

Include the following with my message

Include link

Attach report output

7. Click "Run" to finish

Cancel



Report Subscriptions

Cognos allows users to **subscribe to any report** to have report **output delivered** at specified intervals

- Report subscriptions save report output in your My Content
- Users have to leave edit mode before subscribing; Cognos saves the parameter values
- After a report is scheduled, users are notified each time the report is run

The use of Subscriptions is recommended rather than Scheduling as it provides greater flexibility and minimizes the potential that report output will be saved over the report itself.



Report Subscriptions

Cognos allows users to **subscribe to any report** to have report **output delivered** at specified intervals

- To subscribe to a report, first leave edit mode.
- If the report has prompts, the prompt values you select will be remembered in your subscription and used every time the report is run.
- From the report output click on the ellipsis, then click on Subscribe.

The screenshot shows the USA Staffing interface. At the top, there is a navigation bar with the USA Staffing logo, a document icon, an edit icon (highlighted with a red box), and a refresh icon. The main content area displays a table with the following data:

Staffing Office Name	Announcement Open Days
API Test Office A	
API Test Office D	368
Braavos	327.33333333
Default Settings Test Office	6
Dorne	123.4
Fixing Office	14.5
Myr	92.4
Office Alpha	30.65957447

On the right side of the table, there is a dropdown menu (highlighted with a red box) containing the following options: "Set as home" and "Subscribe" (highlighted with a red box). A red arrow points from the ellipsis icon in the top navigation bar to the dropdown menu.



Report Subscriptions

Survey

Subscribe

When do you want to receive this report?

Repeat on: M T **W** T F S S

Time: 7:07 AM

Format: **HTML**

Delivery: **Save**

Prompts: 1 schedule prompt value

Create Cancel

Format

HTM HTML

PDF PDF

XLS Excel

XLS Excel Data

CSV CSV

XML XML

Done

Delivery

Send report by email

Print report

Save to cloud

Save report

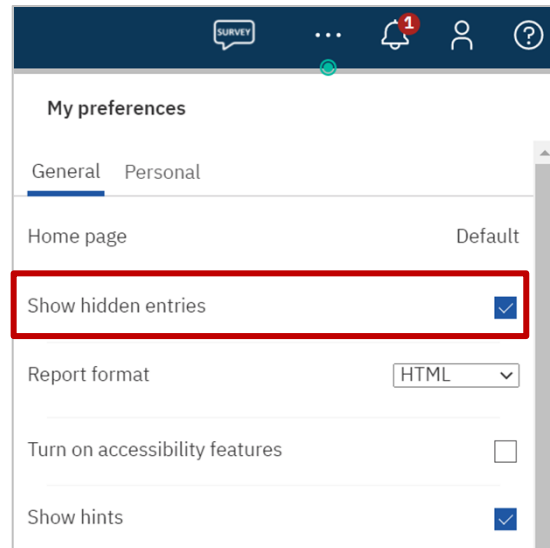
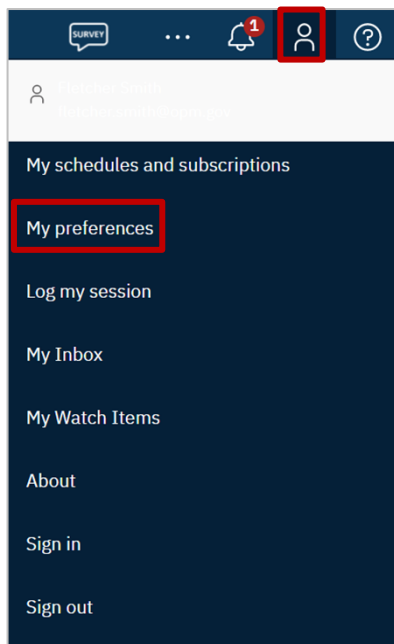
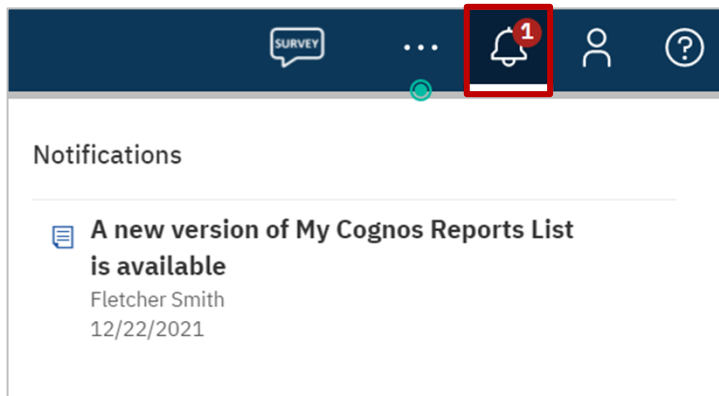
Done

- A menu pops up allowing you to pick which day(s) of the week to run the report and what time to run it.
- If you choose Format you can pick one or more report output format(s)
- If you choose Delivery you can choose how to receive the report results
- Prompts will allow you to view the prompt values the report will run with, but you can't change them.

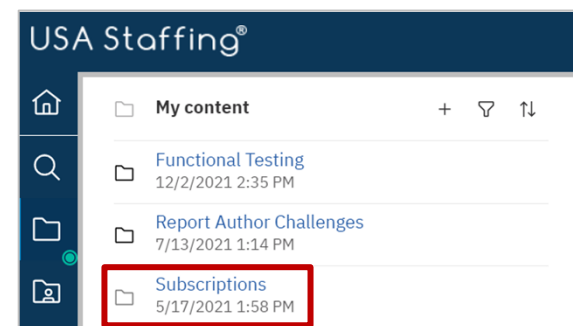
Users are unable to send reports via email due to current security settings



Report Subscriptions



- You will receive a notification in Cognos when the report you subscribed to runs.
- Click on the bell icon to see the notification
- Subscribed reports are stored in a hidden "Subscriptions" folder in My Content
- To display the hidden folder, click on the user icon, select My Preferences, and check the Show hidden entries option





Report Subscriptions

- To manage subscriptions, click on My schedules and subscriptions from the User icon
- Users can view Upcoming, Current, and Past subscriptions

Survey ... [1] [User Icon] [Help Icon]

Fletcher Smith
fletcher.smith@opm.gov

My schedules and subscriptions

My preferences

Log my session

My Inbox

My Watch Items

About

Sign in

Sign out

Schedule ▾ All

Enabled 1

Disabled 0

<input type="checkbox"/>	Name	Modified	Type	Scheduled by	Status	Priority
<input type="checkbox"/>	> My Cognos Reports List	5/17/2021 1:58 PM		Fletcher Smith	Enabled	3



Standard Reports Overview



Summary Reports



Production Statistics Report

Team content > USA Staffing Packages and Folders > Staffing Reports > Staffing

This report provides data related to the most common production statistics (applications, announcements, certificates, selections, tentative offers, official offers, and entry on duty). It contains multiple tabs which display these data in different contexts including visualizations.

Organization Name	Office Name	Application Count	Announcements Opened Count	Certificates Issued Count	Selections Made Count	Entry on Duty Count
Office of Personnel Management	OPM HR Boyers	26	7	3	1	1
	OPM HR Macon	4	1	1	1	
	OPM HR TRB	33	1	6		
Office of Personnel Management - Total		63	9	10	2	1
Overall - Total		63	9	10	2	1

Announcements by Month Chart Certificates by Month Chart Selections by Week Chart Tentative Offers Accepted by Month Chart Official Offers Accepted by Month Chart EODs by Month Chart

Required Prompts:

- Organization Name(s)
- Fiscal Year(s)

Query Items:

- Organization Name
- Office Name
- Application Count
- Announcements Opened Count
- Certificates Issued Count
- Selections Made Count
- Entry on Duty Count



Time to Hire Summary Report

Team content > USA Staffing Packages and Folders > Time to Hire

Summary Report displaying summary level data on the milestones of the hiring process and the overall time to hire.

Organization and Office | Month and Week | Series | Overall T2H Dashboard | Hiring Phase Dashboard | Data Definitions

Time to Hire Summary Report (Completed Requests) - Organization and Office

Staffing Organization Name	Staffing Office Name	Requests Count	Overall Days to Hire (Hiring Need Validated Date)	Request Approval to JOA Review Sent	JOA Review Sent to JOA Review Returned	JOA Review Returned to Announcement Open	Announcement Open to Close	Announcement Close to Certificate Issued	Certificate Issued to Certificate Returned	Certificate Returned to Certificate Audited	Certificate Audited to Tentative Offer Sent	Tentative Offer Sent to Official Offer Sent	Official Offer Sent to Entry on Duty
OPM Reimbursable	Kansas City Services Branch	2	21.0				0.0	3.5	0.0	3.5	-3.5	0.0	15.5
	Philadelphia Services Branch	1	13.0				19.0	-19.0			11.0	0.0	0.0
OPM Reimbursable Summary		3	18.3				6.3	-4.0	0.0	3.5	1.3	0.0	10.3
2017 Summary		3	18.3				6.3	-4.0	0.0	3.5	1.3	0.0	10.3

Notes: Negatives may occur when milestone dates occur more than once (e.g. certificates re-audited).

Required Prompts:

- Organization Name(s)
- Fiscal Year(s)

Query Items:

- Staffing Organization Name
- Staffing Office Name
- Requests Count
- Overall Days to Hire (Hiring Need Validated Date)
- Request Approval to JOA Review Sent
- JOA Review Sent to JOA Review Returned
- JOA Review Returned to Announcement Open
- Announcement Open to Close
- Announcement Close to Certificate Issued
- Certificate Issued to Certificate Returned
- Certificate Returned to Certificate Audited
- Certificate Audited to Tentative Offer Sent
- Tentative Offer Sent to Official Offer Sent
- Official Offer Sent to Entry on Duty (EOD)



Areas of Waste Report

Team content > USA Staffing Packages and Folders > Hiring Data Warehouse

Tabular data including summary metrics to identify potential waste from cancelled vacancies and certificates, unreleased vacancies, certificates without selections, certificate reviews that were recalled, and certificate reviews that are overdue.

← Metrics Vacancies Not Released Vacancies Released without Applications Vacancies Cancelled Certificates Cancelled Certificates without Selections Certificate Reviews Returned Certificate Reviews Recalled Certificate Reviews Overdue Data Definition

Areas of Waste

Organizations: OPM Reimbursable
Offices: Kansas City Services Branch, Mid-Atlantic Services Branch, Philadelphia Services Branch, San Antonio Services Branch, San Francisco Services Branch, Washington Services Branch
Vacancy Creation Date Range: Between Jan 1, 2020 and Jul 28, 2020

Staffing Organization Name	Staffing Office Name	Vacancies Created	Vacancies Not Released	Vacancies Released without Applications	Vacancies Cancelled	Certificates Issued	Certificates Cancelled	Certificates without Selections	Certificate Reviews Created	Certificate Reviews Recalled	Certificate Reviews Returned	Certificate Reviews Overdue
OPM Reimbursable	Kansas City Services Branch	73	28	11	0	47	1	27	13	0	6	10
	Mid-Atlantic Services Branch	5	5	0	0	0	0	0	0	0	0	0
	Philadelphia Services Branch	108	35	21	2	54	0	14	28	12	17	0

Required Prompts:

- Organization Name(s)
- Office Name(s)
- Vacancy Creation Date Range

Query Items: *Summary Tab**

- Staffing Organization Name
- Staffing Office Name
- Vacancies Created (count)
- Vacancies Not Released (count)
- Vacancies Released without Applications (count)
- Vacancies Cancelled (count)
- Certificates Issued (count)
- Certificates Cancelled (count)
- Certificates without Selections (count)
- Certificate Reviews Created (count)
- Certificate Reviews Recalled (count)
- Certificate Reviews Returned (count)
- Certificate Reviews Overdue (count)

Additional query items are included in the tabular data which provide the details behind the summary metrics found on the Metrics tab. The Data Dictionary tab provides a list of these additional query items.



Staffing Process Tracking Report

Team content > USA Staffing Packages and Folders > Hiring Data Warehouse

Tabular report displaying request, vacancy, announcement, and certificate numbers as well as milestone dates in the staffing process for New Vacancy and Additional Selection requests.

Staffing Organization Name	Staffing Office Name	Request Customer Name	Request Number	Requester Name	Requester Email	Approver Name	Approver Email	Request Type	Request Status	Request Creation Date/Time	Request Last Modified Date/Time	Request Submission Date/Time	Approval Date/Time	Vacancy Number	Vacancy Pay Plan-Series-Grade	Vacancy Job Title	Vacancy Status	Vacancy Type
OPM Reimbursable	Kansas City Services	A Salah's Test Customer	20190918-59804	Robinson, Dana	dana.robinson@opm.gov	HR, Test	usastesthr@opm.gov	New Vacancy	Active Recruitment	09/18/2019 08:10:56.937 AM	09/18/2019 08:11:21.163 AM		09/18/2019 08:11:23.160 AM	10091690	GS-0201-5	HR Manager	Active	Cas Exa

Required Prompts:

- Organization Name(s)
- Office Name(s)
- Staffing Date Range*
 - Request Creation
 - Request Approval
 - Announcement. Open
 - Announcement Close
 - Certificate Issue Date
 - Cert. Initial Audit
 - Cert. Final Audit

Query Items:

- Announcement Close Date
- Announcement Last Modified D/T
- Announcement Number
- Announcement Open Date
- Announcement Released D/T
- Announcement Released?
- Announcement Status
- Approval Date/Time
- Approver Email
- Approver Name
- Certificate Amended?
- Certificate Audited By
- Certificate Audited?
- Certificate Cancelled?
- Certificate Final Audit Complete D/T
- Certificate Initial Audit Complete D/T
- Certificate Issue Date/Time
- Certificate Issuer
- Certificate Last Modified Date/Time
- Certificate Number
- Certificate Refer Method
- Certificate Status
- Certificate Type
- External Contact Email
- External Contact Name
- Internal Contact Email
- Internal Contact Name
- Request Creation Date/Time
- Request Last Modified Date/Time
- Request Number
- Request Status
- Request Submission D/T
- Request Type
- Requester Email
- Requester Name
- Staffing Office Name
- Staffing Organization Name
- USAJOBS Control Number
- Vacancy Announcement Types
- Vacancy Creation Date
- Vacancy Job Title
- Vacancy Last Modified D/T
- Vacancy Number
- Vacancy Pay Plan-Series-Grade
- Vacancy Status
- Vacancy Type



MD-715 "A" Tables

Team content > USA Staffing Packages and Folders > Applicant Flow Data > Applicant Flow Data Analytics

This report includes summarized applicant responses to ethnicity/race and sex demographic questions in the USAJOBS job seeker profile to respond to the MD-715 requirements for the "A" Tables (Mission Critical Occupations Distribution by Race, Ethnicity, and Sex).

Total Applications		Race, Ethnicity, and Sex		
MD-715 Announcement Type: Internal Competitive Promotion				
Occupational Series: 0201 - Human Resources Management				
Sex Response	Total Applications	Qualified Applications	Referred Applications	Selected Applications
Male	659	172	108	5
Female	1,381	461	285	7
Omitted	523	176	134	8
Total Applications	2,563	809	527	20

Total Applications		Race, Ethnicity, and Sex		
MD-715 Announcement Type: Internal Competitive Promotion				
Occupational Series: 0201 - Human Resources Management				
Sex and Ethnicity/Race Response	Total Applications	Qualified Applications	Referred Applications	S
Hispanic or Latino Males	89	15	9	
Hispanic or Latino Females	165	50	24	
White Males	208	56	39	
White Females	272	87	59	
Black or African American Males	294	85	50	

Required Prompts:

- Organization Name(s)
- Office Name(s)
- Fiscal Year(s)

Query Items:

- Announcement Type (slider)
- Sex Response (slider)
- Sex and Ethnicity/Race Response (slider)
- Total Applications (count)
- Qualified Applications (count)
- Referred Applications (counts)
- Selected Applications (count)



MD-715 "B" Tables

Team content > USA Staffing Packages and Folders > Applicant Flow Data > Applicant Flow Data Analytics

This report includes summarized applicant responses to disability questions in the USAJOBS job seeker profile to respond to the MD-715 requirements for the "B" Tables (Mission Critical Occupations Distribution by Disability).

Total Disability	Total Applications	Qualified Applications	Referred Applications	Selected Applications
No Disability (05)	1,202	584	364	9
Not Identified (01)	1,260	648	450	15
Disability (02-03, 06-99)	268	151	69	2
Total Applications	2,730	1,383	883	26

Targeted Disability	Total Applications	Qualified Applications	Referred Applications	Selected Applications
Developmental Disability (2)	4	2	0	
Traumatic Brain Injury (3)	11	6	4	
Deaf or Serious Difficulty Hearing (19)	21	10	4	
Blind or Serious Difficulty Seeing (08)	7	5	0	

Required Prompts:

- Organization Name(s)
- Office Name(s)
- Fiscal Year(s)

Query Items:

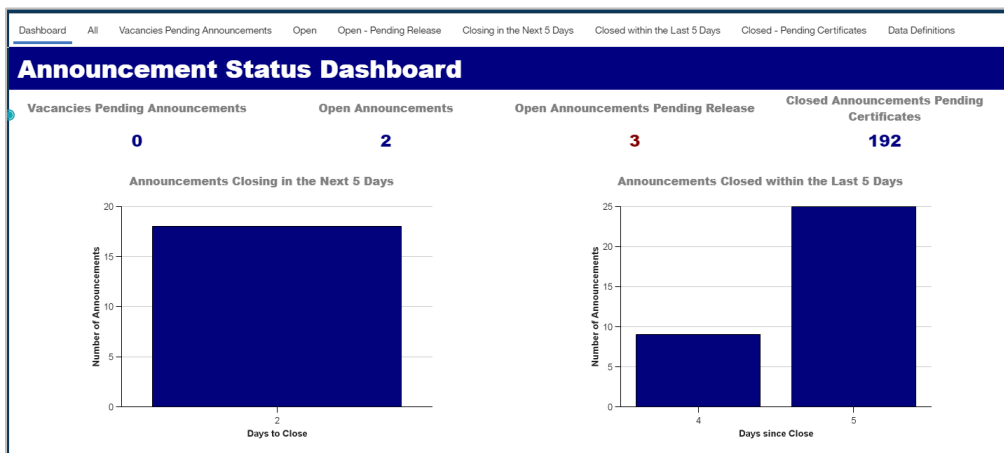
- Announcement Type (slider)
- Disability (slider)
- Targeted Disability (slider)
- Total Applications (count)
- Qualified Applications (count)
- Referred Applications (counts)
- Selected Applications



Announcement Status Dashboard

Team content > USA Staffing Packages and Folders > Hiring Data Warehouse

Dashboard and tabular data showing the status of announcements to support HR user workload management.



Staffing Organization Name	Staffing Office Name	Vacancy Customer Name	Announcement Number	Announcement Status	Announcement Released?	Vacancy Number	Vacancy Job Title
Veteran's Health Administration	VA Federal Healthcare Center	NORTH CHICAGO IL - P1577 - S556	IMP-10095403-20-ME	Removed	No	10095403	HR SPECIALIST

Vacancy Announcement Types	Announcement Open Date	Announcement Close Date	Internal Contact Name	Internal Contact Email	External Contact Name	External Contact Email
IP	11/29/2019	12/06/2019	Moore, Kiphanie	Kiphanie.Moore@va.gov	Moore, Kiphanie	Kiphanie.Moore@va.gov

Required Prompts:

- Organization Name(s)
- Office Name(s)
- Announcement Close Date Range

Query Items:

- Vacancies Pending Announcement (count)
- Open Announcements (count)
- Open Announcements Pending Release (count)
- Closed Announcements Pending Certificates (count)
- Announcements Closing in the Next 5 Days (bar graph)
- Announcements Closed Within the Last 5 Days (bar graph)

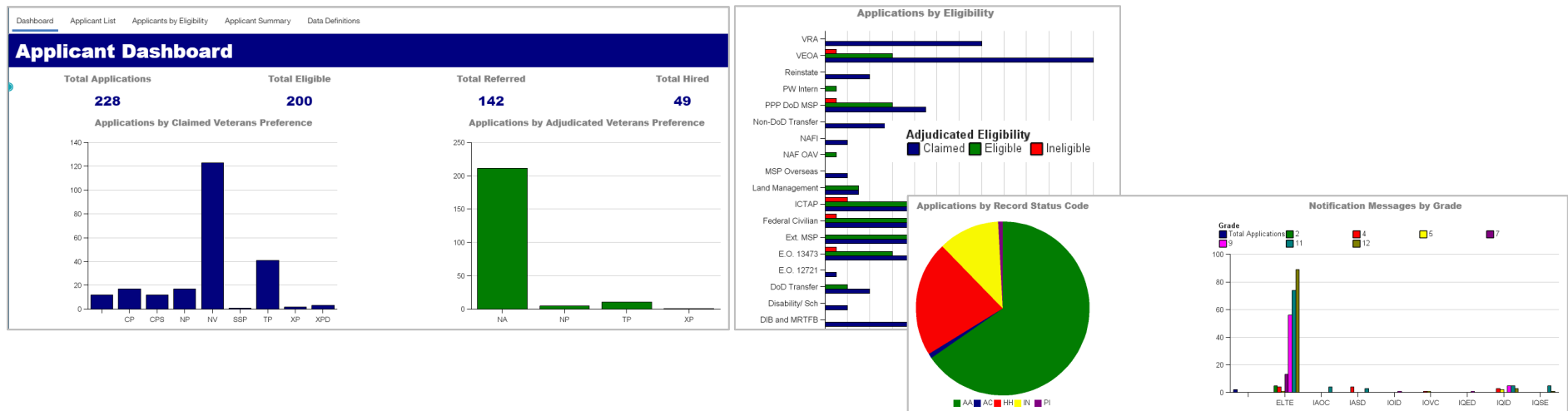
Additional query items are included in the tabular data which provide the details behind the summary metrics found on the Dashboard tab. The Data Dictionary tab provides a list of these additional query items.



Applicant Dashboard

Team content > USA Staffing Packages and Folders > Hiring Data Warehouse

Dashboard and tabular data showing total applicants by eligibility and veterans preference for one or more vacancies.



Required Prompts:

- Organization Name(s)
- Office Name(s)
- Announcement Open Date Range

Query Items:

- Applications by Record Status Code (pie chart)
- Notification Messages by Grade (bar graph)
- Applications by Claimed Veterans Preference (bar graph)
- Applications by Adjudicated Veterans Preference (bar graph)
- Applications by Eligibility (bar graph)
- Total Application (count)
- Total Eligible (count)
- Total Referred (count)
- Total Hired (count)

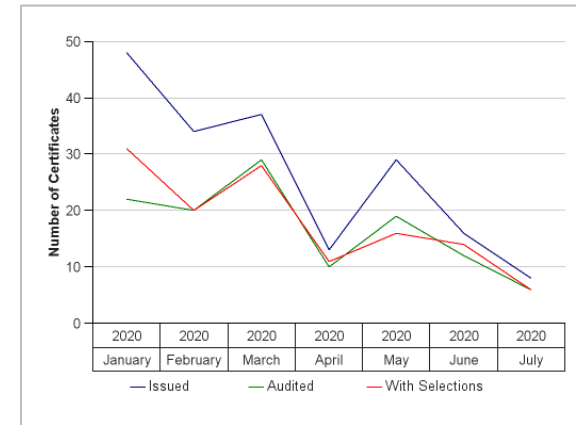
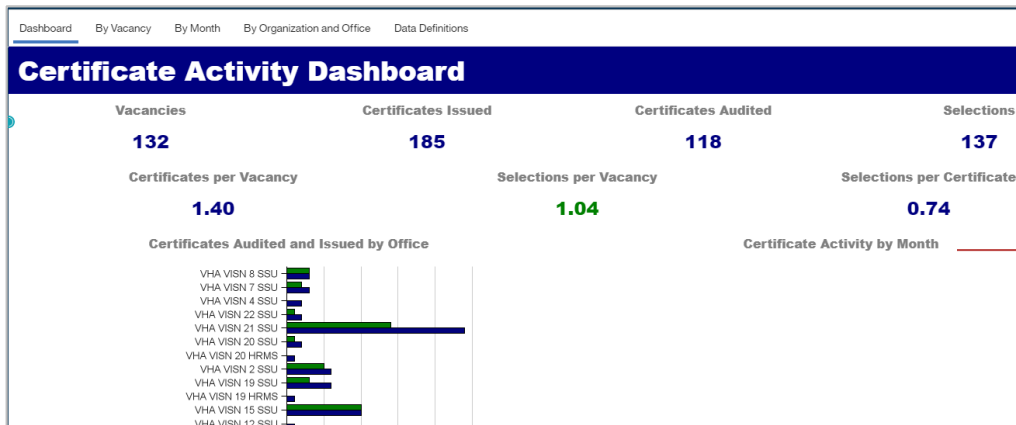
Additional query items are included in the tabular data which provide the details behind the summary metrics found on the Dashboard tab. The Data Dictionary tab provides a list of these additional query items.



Certificate Activity Dashboard

Team content > USA Staffing Packages and Folders > Hiring Data Warehouse

Visualizations and tabular data summarizing the number of certificates issued, certificates audited, and selections made. The data is provided by vacancy, year, month, organization, and office.



Required Prompts:

- Organization Name(s)
- Office Name(s)
- Certificate Issued Date Range

Query Items:

- Certificates Audited (count)
- Selections (count)
- Certificates per Vacancy (avg count)
- Selections per Vacancy (avg count)
- Selections per Certificate (avg count)
- Certificates Audited and Issued by Office (bar graph)
- Certificate Activity by Month (line graph)
- Vacancies (count)
- Certificates Issued (count)

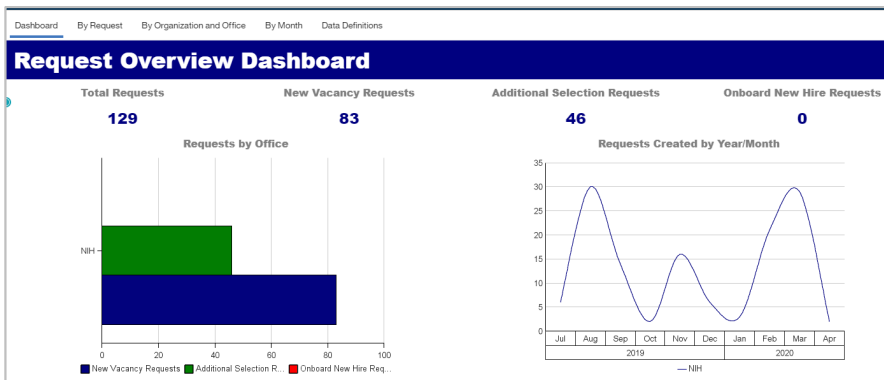
Additional query items are included in the tabular data which provide the details behind the summary metrics found on the Dashboard tab. The Data Dictionary tab provides a list of these additional query items.



Request Overview Dashboard

Team content > USA Staffing Packages and Folders > Hiring Data Warehouse

Visualizations and tabular data showing the status of requests.



Required Prompts:

- Organization Name(s)
- Office Name(s)
- Request Creation Date Range

Query Items:

- Additional Selection Requests (count)
- Onboard New Hire Requests (count)
- Requests by Office (bar graph)
- Additional Selection Requests by Task (bar graph)
- Onboard New Hire Requests by Status (bar graph)
- Requests Created by Year/Month (line graph)
- New Vacancy Requests by Status (bar graph)
- Total Requests (count)
- New Vacancy Requests (count)

Additional query items are included in the tabular data which provide the details behind the summary metrics found on the Dashboard tab. The Data Dictionary tab provides a list of these additional query items.



Detail Reports



Time to Hire Detail Report

Team content > USA Staffing Packages and Folders > Time to Hire

The Time to Hire - Detail Report displays detail level data on the milestones of the hiring process and the overall time to hire.

Staffing Organization Name	Staffing Office Name	Request Number	Request Type	Vacancy Number	Announcement Number	Hiring Need Validation Date	Request Approval Date	JOA Review Sent Date	JOA Review Returned Date	Announcement Open Date	Announcement Close Date	Certificate Issue Date	Certificate Review Returned Date	Certificate Initial Audit Date	Sent Tentative Offer Date	Tentative Offer Accepted Date	Initiate Background Investigation Security Clearance Date					
OPM Reimbursable	Kansas City Services Branch	REQ-1111TEST	New Vacancy	10006733	DE-10006733-16-JS	09/14/2016	09/16/2016			09/16/2016	09/16/2016	09/19/2016	09/19/2016	09/19/2016	09/19/2016		09/19/2016					
OPM Reimbursable	Kansas City Services Branch	REQ-2-2017	New Vacancy	10011328	DE-10011328-17-JS	01/04/2017																
OPM Reimbursable	Philadelphia Services	DANATEST1	New Vacancy	10021998	Customer B-17-10021998-IMP	03/15/2017																
							Receive Background Investigation Security Clearance Date	Sent Formal Offer Date	New Hire Actual Start Date	Hiring Need Validated to Tentative Offer Accepted	Overall Days to Hire (Hiring Need Validated Date)	Request Approval to JOA Review Sent	JOA Review Sent to JOA Review Returned	JOA Review Returned to Announcement Open	Announcement Open to Close	Announcement Close to Certificate Issued	Certificate Issued to Certificate Returned	Certificate Returned to Certificate Audited	Certificate Audited to Tentative Offer Sent	Tentative Offer Sent to Official Offer Sent	Official Offer Sent to Entry on Duty	
								09/19/2016	10/20/2016		36				0	3	0	0	0	0	0	31
								01/10/2017	01/10/2017		6				0	4	0	7	-7	0	0	

Required Prompts:

- Organization Name(s)
- Fiscal Year(s)

Query Items:

- Announcement Close Date
- Announcement Close to Cert Iss.
- Announcement Number
- Announcement Open Date
- Announcement Open to Close
- Certificate Audit to Tent. Offer Sent
- Certificate Initial Audit Date
- Certificate Issue Date
- Certificate Issued to Cert. Returned
- Certificate Returned to Cert. Audit
- Certificate Review Returned Date
- Hiring Need Validated to Tent. Offer Accepted
- Hiring Need Validation Date (HNVD)
- Initiate Background Invest. Date
- JOA Review Returned Date
- JOA Review Returned to Ann. Open
- JOA Review Sent Date
- JOA Review Sent to Returned
- New Hire Actual Start Date
- New Hire Creation Date
- New Hire Grade
- New Hire Name
- New Hire Number
- New Hire Pay Plan
- New Hire Position Title
- New Hire Projected Start Date
- New Hire Series
- New Hire Staffing Customer
- New Hire Veterans Preference Status
- Official Offer Sent to Entry on Duty
- Overall Days to Hire (HNVD)
- Receive Background Invest. Date
- Request Approval Date
- Request Approval to JOA Rvw. Sent
- Request Number
- Request Personnel Action Date
- Request Type
- Sent Formal Offer Date
- Sent Tentative Offer Date
- Staffing Office Name
- Staffing Organization Name
- Tentative Offer Accepted Date
- Tent. Offer Sent to Official Offer Sent
- Vacancy Number



Applicant Flow Data Detail Report

Team content > USA Staffing Packages and Folders > Applicant Flow Data > Applicant Flow Data Analytics

This report includes detailed data related to applicant responses to ethnicity/race and sex demographic questions in the USAJOBS job seeker profile. Information gathered from this report can be aggregated to respond to MD-715 2.0 requirements or to complete other AFD analyses.

Application ID	Application Last Submitted Date	Application Record Status Code	Application Record Status Code Description	Applied Indicator	Qualified Indicator	Referred Indicator	Selected Indicator	Not Referred - Ineligible Indicator	Not Referred - Eligible Not on Certificate Indicator	Application Claimed Veterans Preference Description	Application Adjudicated Veterans Preference Description	Sex Response	Ethnicity and Race Category
	12/27/2017	IN	Ineligible for Certificate	1	0	0	0	1	0	NP - No Preference.		Male	Omitted
	01/05/2018	IN	Ineligible for Certificate	1	0	0	0	1	0	NP - No Preference.		Female	Omitted

Required Prompts:

- Organization Name(s)
- Office Name(s)

Query Items:

- Announcement Close Date
- Vacancy Organization Name
- Vacancy Office Name
- Vacancy Number
- Vacancy Pay Plan Series Grade
- Vacancy USAJOBS Job Title
- Vacancy Supervisory Position

- MD-715 Announcement Type
- Announcement Number
- Announcement USAJOBS Control No.
- Announcement Who May Apply Name
- Announcement Who May Apply Override
- Announcement Last Released Date
- Announcement Open Date
- Announcement Close Date
- Announcement Ext. Contact Full Name
- Application Applicant Unique Identifier
- Application Last Submitted Date
- Application Record
- Ethnicity and Race Category
- Vacancy USAJOBS Ann. Type (Is Public)
- Vacancy USAJOBS Ann. Type (Is Status)
- Application Record Status Code Desc.
- Not Referred - Ineligible Indicator
- Not Referred – Elig. Not on Cert. Indicator
- Native Hawaiian/Other Pac. Islander Ind.
- Application Claimed Vet. Preference Desc.
- Application Adjudicated Veterans Pref. Des.
- American Indian or Alaska Native Indicator
- Deaf or Serious Difficulty Hearing (19)
- Blind or Serious Difficulty Seeing (20)
- Sex-Ethnicity and Race Category
- Epilepsy or Other Seizure Disorders (82)
- Significant Psychiatric Disorder (91)
- Hispanic or Latino Indicator
- Significant Disfigurement (93)
- Significant Mobility Impairment (40)
- Partial or Complete Paralysis (60)
- Black or Afr. American Indicator
- Developmental Disability (2)
- Vacancy USAJOBS Ann. Type (Is Internal Merit Promotion)
- Asian Indicator
- Status Code
- Applied Indicator
- Qualified Indicator
- Referred Indicator
- Selected Indicator
- Sex Response
- White Indicator
- Disability Indicator
- Targeted Disability
- No Disability (5)
- Not Identified (1)
- Missing Extremities (31)
- Intellectual Disability (90)
- Dwarfism (92)
- Traumatic Brain Injury (3)



Applicant List Report

Team content > USA Staffing Packages and Folders > Hiring Data Warehouse

Tabular report displaying a list of all applicants and applicants by eligibility associated with one or more vacancies.

Staffing Organization Name	Staffing Office Name	Vacancy Customer Name	Vacancy Number	Vacancy Pay Plan-Series-Grade	Vacancy Job Title	Announcement Number	Vacancy Announcement Types	Application Number	Application Status	Applicant Last Name	Applicant First Name	Applicant Middle Name	Applicant Email Address	Record Status Code
OPM Reimbursable	Kansas City Services Branch	102 Regression Test	10108764	GS-0201-9/11	Human Resources Specialist	ST-10108764-20-AW	ST	AFPHU-TARO	Not Selected	Davis Test	Delrico	R	delrico.davis@opm.gov	A

Required Prompts:

- Organization Name(s)
- Office Name(s)
- Announcement Open Date Range

Query Items:

- Adjudicated Eligibility
- Adjudication Status
- Announcement Number
- Applicant Email Address
- Applicant First Name
- Applicant Last Name
- Applicant Middle Name
- Application Final or Display Rating
- Application Grade
- Application Number
- Application Series
- Claimed Eligibility Label
- Claimed Eligibility Type
- Lowest Acceptable Grade
- Staffing Office Name
- Staffing Organization Name
- Veterans Preference Claimed
- Veterans Preference Adjudicated
- Vacancy Pay Plan-Series-Grade
- Vacancy Announcement Types
- Application Rating Notification Message
- Application Rating Notification Message Code
- Application Status
- Vacancy Job Title
- Vacancy Number
- Vacancy Customer
- Record Status Code



New Hire Detail Report

Team content > USA Staffing Packages and Folders > Hiring Data Warehouse

This report displays a list of new hires by Organization, Office, and Customer, with detailed information about the request associated with the new hire, new hire status, and completion dates of tasks included in typical onboarding workflows.

New Hires Data Definitions

New Hire Detail Report

Organizations: Office of Personnel Management, OPM HR Solutions **Date Type:** Actual Start Date

Offices: HRS OPM Office, Office of Personnel Management HRO **Date Range:** Between Dec 1, 2021 and Jan 6, 2022

Customers: All parameter options **Vacancy Numbers:** All parameter options

New Hire Status: All parameter options **Request Type:** All parameter options

New Hire Series: All parameter options

New Hire Staffing Organization Name	New Hire Staffing Office Name	New Hire Staffing Customer	New Hire Last Name	New Hire First Name	New Hire Middle Name	New Hire Number	New Hire Creation Date	New Hire Pay Plan-Series-Grade	New Hire Position Title	New Hire Status	e-Verify Case Number	Onboarding Process Owner	Onboarding Process Owner Email	New Hire Request Number	New Hire Request Type	New Hire Last Updated Date/Time	Vacancy Number	Vacancy Job Title	Certificate Number	Certificate Application Number
Office of Personnel Management	Office of Personnel Management	CIO Federal IT Business Solutions	BAKER	PATRICIA	BATASHA	HL73M-06P8	10/07/2021	GS-2210-7	IT SPECIALIST (CUSTSPT)	Active	2021340180018AC	Moises Cartagena	moises.cartagena@opm.gov	20211007-11891	Onboard New Hire	12/15/2021 11:26:36.100 PM				

Required Prompts: Query Items:

- Organization Name(s)
- Office Name(s)
- Staffing Date Range*
 - Actual Start
 - New Hire Creation
 - Projected Start
 - Request Creation
- New Hire Staffing Organization
- New Hire Staffing Office
- New Hire Staffing Customer
- New Hire Last Name
- New Hire First Name
- New Hire Middle Name
- New Hire Number
- New Hire Creation Date
- New Hire Pay Plan-Series-Grade
- New Hire Position Title
- New Hire Status
- e-Verify Case Number
- Onboarding Process Owner
- Onboarding Process Owner Email
- New Hire Request Number
- New Hire Request Type
- New Hire Last Updated Date/Time
- Vacancy Number
- Vacancy Job Title
- Certificate Number
- Send Tentative Offer Completed Date
- Tentative Job Offer Response
- Tentative Job Offer Response Date/Time
- Receive Tentative Response Completed
- Sent Official Offer Completed Date
- Official Job Offer Response
- Official Job Offer Response Date/Time
- ...more



Other Report Topics

- Certificate Status Dashboard
- Vacancy Overview Dashboard
- Vacancy Case File Documents Audit Report
- Application Notes
- Recruitment Sources By Vacancy Report
- Certificates to be Audited
- Applicant List by Notification Message
- Assessment Content Report
- Assessment Items by Competency
- Applicant Scores by Assessment
- Workflow Detail Report
- Closed Announcements Pending Certificates
- Certificate Log with Applicant Totals
- Overdue Certificate Log
- Certificates with Selections
- Vacancy Log With Applicant Totals
- Application Assessment Q's and A's Detail Report
- DEU Announcement List with Selections
- User License Office Totals
- Application Overview Report
- Task List
- Requests Pending Announcements
- Incomplete Applications Report
- eOPF Transmission Report
- Open Announcements Not Released
- Announcement Log with Applicant Totals
- Vacancy Information For Requests
- DEU Announcement List with Selections and Effective Date of Appointment
- Applicant List By Record Status Code (RSC)
- Competencies Report

And many more!



What's New? | Release Notes

2 Week Sprint Cycles / Continuous Improvement

<https://help.usastaffing.gov/ResourceCenter/index.php/Reporting and Analytics>

Reporting and Analytics



Cognos Training Resources

- Cognos AFD Report Authors Training Presentation (October 2019)
- Cognos Consumer Quick Start Guide (December 2020)
- Cognos Training Videos
- Report Author Training for Beginners (June 2021)
- Report Author Training for Advanced Users (June 2021)



Power BI Training Resources

- *Coming Soon*



Reporting Package Resources

- HDW Application Metrics Job Aid (March 2021)
- HDW Assessment Reporting Job Aid (August 2021)
- HDW Certificate Metrics Job Aid (January 2021)
- HDW Data Relationships Job Aid (September 2021)
- HDW Vacancy Metrics Job Aid (July 2021)
- HDW Workload Metrics Job Aid (March 2021)
- Hiring Data Warehouse Data Dictionary (December 2021)
- Time to Hire Overview
- User License Data Warehouse Data Dictionary (July 2021)
- User License Data Warehouse Job Aid ((November 2021)

For more information or questions on interconnections, reporting, and analytics, please review the Interconnections, Reporting, and Analytics Fact Sheet (October 2017)



Reporting and Analytics Release Notes

- Reporting and Analytics Release Notes - December 15 2021
- Reporting and Analytics Release Notes - December 1 2021
- Reporting and Analytics Release Notes - November 17 2021

[Previous Reporting and Analytics Release Notes](#)



Reporting and Analytics Workgroup Meeting Materials

- December 21 2021
- November 9 2021
- September 28 2021

[Previous Workgroup Meeting Slides](#)



Reporting and Analytics Workgroup Meeting Recordings

- December 21 2021
- November 9 2021
- September 28 2021

[Previous Workgroup Meeting Recordings](#)

The passcode for Zoom recordings is: R&AW0rkgroup



Reporting Best Practices



Best Practices for Performance Optimization

Subscription Management – When setting up subscriptions, always establish an end date. Monitor the success of reports and cancel perpetual failures until resolution. Don't be a data hoarder – subscribe to the reports you need, with a reasonable delivery frequency.

Strategic Run Time– Schedule larger reports to run during off-peak hours.

Background Job- Use background jobs to allow you to continue working in Cognos or logout while the report runs. A notification can be set up to alert you when the report is ready.



Best Practices for Prompt Pages

Apply Filters – The scope of USAS data is vast. Running a report without filters can result in poor performance or report failure. Apply filters when running your report to query a manageable scope of data.

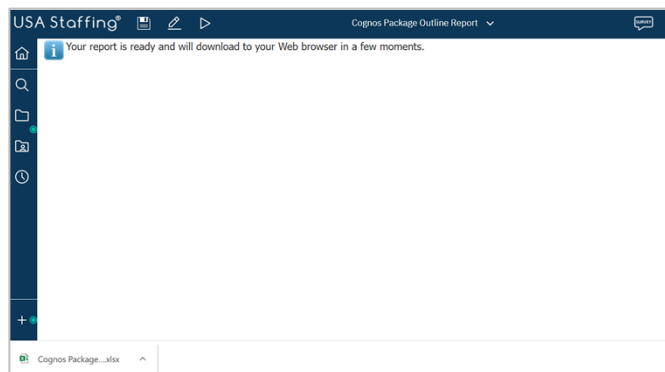
Select None v. Select All – Select None captures full scope by applying no filter, versus Select All which applies all filter values and can be resource intensive, especially when searching text fields against filter. Use Select None for best performance (unless prompt is required).

Be Patient – Cancelling your report after submitting prompt page parameters repeatedly will fill up your queue in the background, draining resources.



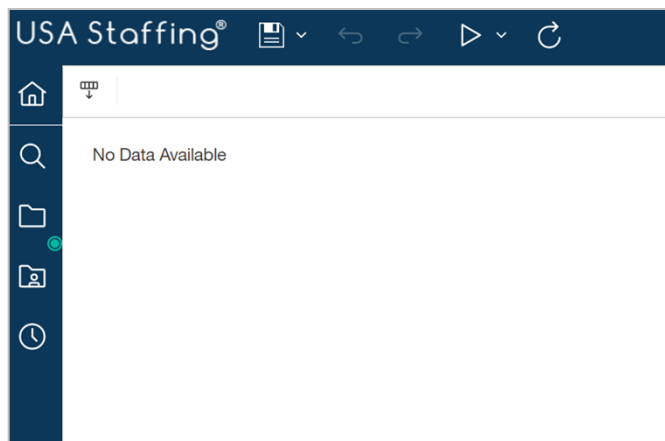
Best Practices for Reporting Issues

Make Sure it is a Legitimate Issue | False Alarm Examples



Q: Where is my download?

A: Expand the 'blank' browser window. Although it says your report is ready, it is still downloading and will be displayed in a Downloads ribbon at the bottom of the browser window when complete.



Q: My report isn't working ('No data available').

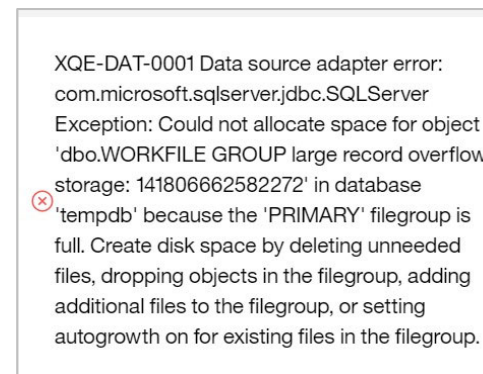
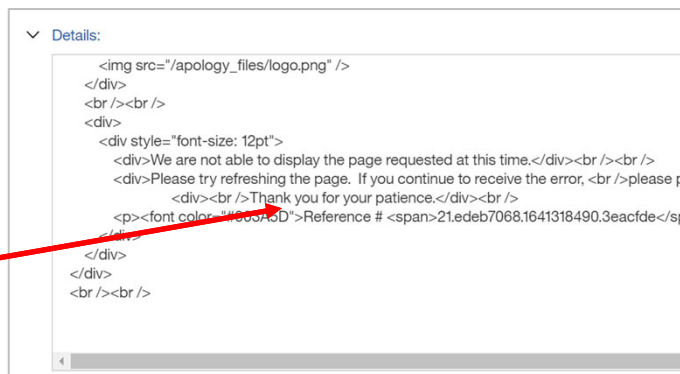
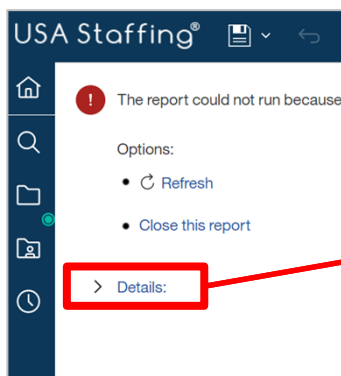
A: This report has successfully run and the filters applied result in data available because there are no records matching the filter criteria. Adjust your filters and try again..



Best Practices for Reporting Issues

Legitimate Issues will almost always include an **error message** which provides context clues for resolution. Provide the following details when reporting your issue:

- Name of the Report
- Path/Location of the Report
- Filters applied
- Approximate date/time report was run/failed
- Error message details





Name That Report



Scenario 1

Your supervisor is looking for an overview of certificate activity metrics in support of a briefing for senior leadership. Which Cognos report would you use and why?

What information would you need from your supervisor (at a minimum) to run the report?



Scenario 2

There is a concern that your office is not meeting its EEO recruitment goals. Which report would you use to measure progress?

If you don't have access to this report, how would you request it?



Scenario 3

As an onboarding process owner, a colleague has requested a report that would allow them to monitor the New Hires that are in the process of onboarding. Which report should be used for this?

Your colleague tells you they are confused by the number of New Hires not equaling the number of EODs when looking at historical data. Why might this be?



Scenario 4

My report results say there is "No Data Available". What should I do to troubleshoot this result.



Scenario 5

I changed the scope of my prompt values and still “No Data Available”. I know for a fact that a record exists in the Staffing system which should be reflected in the scope of data I am querying. What do I do next?



Scenario 6

Cognos is not performing as expected for any number of reasons. What is your first line of defense in support of troubleshooting?



Resources and Contacts

Reporting and Analytics Workgroup

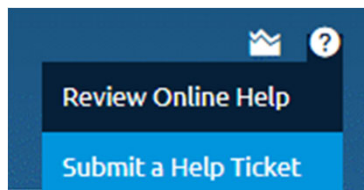
A workgroup held with all agencies every six weeks to review updates to data models and reports, demonstrate new features, and answer your report author questions

Need Help?

If you are experiencing issues accessing Cognos or need help to create or troubleshoot a report, submit a HelpDesk ticket through USA Staffing.

HR Users

Submit a ticket through USA Staffing



Report Author Only and AFD Users

Contact your internal USA Staffing Lead or Account Manager to submit a ticket on your behalf.

Still Need Help?

USASTaffingData@opm.gov