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Reporting and Analytics Release Notes

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OPM HR SOLUTIONS
by government, for government

U.S. Office of Personnel Management
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Hiring Data Warehouse

- Applicants folder
 - Panel Review Information sub-folder: a new sub-folder, query subjects, and query items were added to enable reporting on panel reviews, panel reviewers, and assignments for panel reviewers.
 - Panel Reviews query subject
 - 'Panel Review Auto Recall Date': The date the panel review is set to automatically recalled from the reviewer(s).
 - 'Panel Review Creation Date/Time': The date/time the panel review was created.
 - 'Panel Review Due Date': The date the panel review is due for completion by the reviewer(s).
 - 'Panel Review Instructions': The instructions for the panel review entered by the HR user.
 - 'Panel Review Last Updated Date/Time': The date/time the panel review was last updated.
 - 'Panel Review Name': The name of the panel review entered by the user.
 - 'Panel Review Owner': The first and last name of the owner of the panel review as designated when the review is created.'
 - 'Panel Review Recall Date/Time': The date/time the panel review was recalled from the reviewer.
 - 'Panel Review Recall Reason': The reason the panel review was recalled, as entered by the HR user.
 - 'Panel Review Returned By Name': The name (first name last name) of the person who returned the panel review.
 - 'Panel Review Returned Date/Time': The date/time the panel review was returned/completed by the reviewer.
 - 'Panel Review Sent Date/Time': The date/time the panel review was sent to the reviewer(s).
 - 'Panel Review Status': The current status of the panel review (e.g., Not Sent, Active, Auto Recalled, HR Recalled, Returned).
 - Panel Reviewers query subject
 - 'Panel Reviewer Email': The email address of a panel reviewer.
 - 'Panel Reviewer Name': The first and last name of a panel reviewer.
 - 'Panel Reviewer Phone Number': The phone number of a panel reviewer.
 - 'Panel Reviewer Return to HR?': Flag indicating if a reviewer has the permissions to return a panel review to HR.
 - 'Panel Reviewer Status': The status of the reviewer's completion of panel review assignments.
 - 'Panel Reviewer Title': The user type(s) of a panel reviewer.
 - Panel Reviewer Assignments query subject
 - 'Panel Reviewer Assignment': The name of the stored list for review by a reviewer.
 - 'Panel Reviewer Assignment Completion Date/Time': The date/time a panel review assignment was completed by a reviewer.
 - 'Panel Reviewer Assignment Permissions': The capabilities of a reviewer on a panel review assignment (e.g., view only, edit/override scores).
 - 'Panel Reviewer Status': The approval status (e.g., Incomplete, Complete) marked by a reviewer on a panel review assignment.

- New Hires folder
 - New Hire Request Information
 - New Hire Request query subject: new query items were added to enable reporting on additional details about request customers.
 - ‘New Hire Request Customer Agency Reference Code’: An organizational ID that can be used to match a customer with a corresponding organizational code in an interconnected system.
 - ‘New Hire Request Customer Department Code’: The government wide code used to uniquely identify the federal entity of the customer.
 - ‘Request Customer Department Name’: The name associated with the government wide code used to uniquely identify the federal entity of the customer.
 - ‘New Hire Request Customer eOPF Instance’: Identifies where onboarding documents should sent in eOPF for a customer.
 - ‘New Hire Request Customer Fax Number’: The fax number of the hiring entity on whose behalf a job is posted.
- Requests folder
 - Request Information sub-folder
 - Request query subject: new query items were added to enable reporting on additional details about request customers.
 - ‘Request Customer Agency Reference Code’: An organizational ID that can be used to match a customer with a corresponding organizational code in an interconnected system.
 - ‘Request Customer Department Code’: The government wide code used to uniquely identify the federal entity of the customer.
 - ‘Request Customer Department Name’: The name associated with the government wide code used to uniquely identify the federal entity of the customer.
 - ‘Request Customer eOPF Instance’: Identifies where onboarding documents should sent in eOPF for a customer.
 - ‘Request Customer Fax Number’: The fax number of the hiring entity on whose behalf a job is posted.
 - ‘Request Customer ID’: The unique identifying number associated with a customer.
- Vacancies folder
 - Vacancy Information sub-folder
 - Customers query subject: new query items were added to enable reporting on additional details about vacancy customers.
 - ‘Vacancy Customer Agency Reference Code’: The internal code used as a unique identifier for agencies utilizing request processing interconnections.
 - ‘Vacancy Customer Department Code’: The code for the CPDF organization associated with the vacancy’s customer.
 - ‘Vacancy Customer Department Name’: The name of the CPDF organization associated with the vacancy’s customer.
 - ‘Vacancy Customer eOPF Instance’: Identifies where onboarding documents should be sent in eOPF for a customer.
 - ‘Vacancy Customer ID’: The unique identifying number associated with a customer.

Reports

- **Announcement Status Dashboard:** The Announcement Status Dashboard was modified. This report provides visualizations and tabular data showing the status of announcements to support HR user workload management. The report was modified to include columns for USAJOBS Job Status, concatenated

announcement locations, and promotion potential on pages that include tabular data. Additionally, an optional prompt was added to enable filtering on whether the default benefits text was used in the announcements. Finally, a new visualization on the Dashboard page was added to show the number of announcements by USAJOBS Job Status.

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- **Announcement Status Report:** The Announcement Status Report was modified. This report provides tabular data showing the status of announcements to support HR user workload management. The report was modified to include columns for USAJOBS Job Status, concatenated announcement locations, and promotion potential. Additionally, an optional prompt was added to enable filtering on whether the default benefits text was used in the announcements.

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- **Assessment Items and Applicant Responses Report:** The Assessment Items and Applicant Responses report was modified. This report provides tabular data displaying vacancy and assessment information, a list of applicants, and applicant responses to assessment questions. The report was modified to ensure that all responses to multiple choice – multiple select items are included in the report output. Additionally, an optional prompt for application location was added. Due to these changes, this report should only be run using Excel output to ensure applicant responses are appropriately aligned with assessment items.

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- **Certificate Activity Report:** The Certificate Activity Report was modified. This report displays tabular data summarizing the number of certificates issued, certificates audited, and selections made. The data is provided by vacancy, year, month, organization, and office. The report was modified to include metrics identifying the total number of certificates on reviews that were returned and the total number of certificates on reviews that have not been returned. Additionally, the optional prompts for series and grade were updated to be based on the certificate filter series and certificate filter grade rather than the vacancy series and vacancy grade, respectively.

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- **Referrals by Certificate Report:** The Referrals by Certificate Report was modified. This report displays details about one or more certificates, to include details about referred applications. The report was modified to include columns for filters used to create the certificate, including filters for series, grade, and location.

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