



USA Staffing

USA Staffing Reporting & Analytics

Reporting and Analytics Workgroup Meeting

January 19, 2021

Created by the OPM Federal Staffing Center

OFFICIAL USE NOTICE: This material is intended exclusively for use by USA Staffing Customers and is not to be distributed without approval from the USA Staffing Program Office. This communication may contain information that is proprietary, privileged, confidential or otherwise legally exempt from disclosure. If you have received this presentation in error, please notify the USA Staffing Program Office immediately and delete all copies of the material.



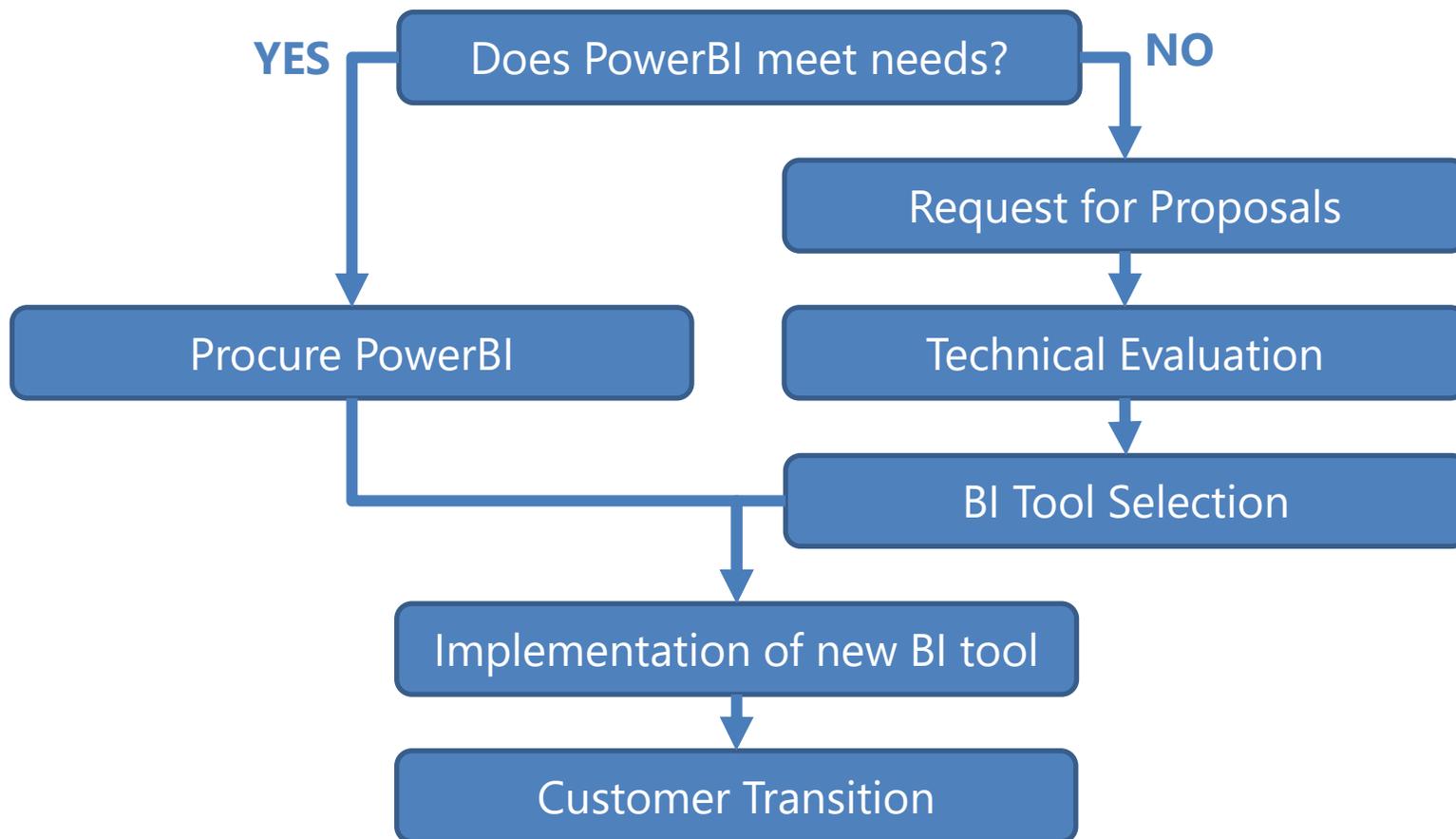
Agenda

- **Program Updates**
 - BI Tool Evaluation Update
 - Cognos Performance Metrics
 - Foresee Survey Metrics
 - Cognos Training Program
 - Retiring New Hire (End of Day)
- **Modifications to Reports and Data Models**
 - Reports
 - Data Models
- **Cognos Tip**
 - #1: Hiring Data Warehouse Data Relationships
 - #2 (if time allows): Certificate Metrics
- **Open Demo and Q&A**



BI Tool Evaluation Update

We are currently conducting an evaluation of PowerBI to determine if it meets USA Staffing Reporting needs.





Cognos Performance Metrics



YTD Average Runtime
32.9 Seconds

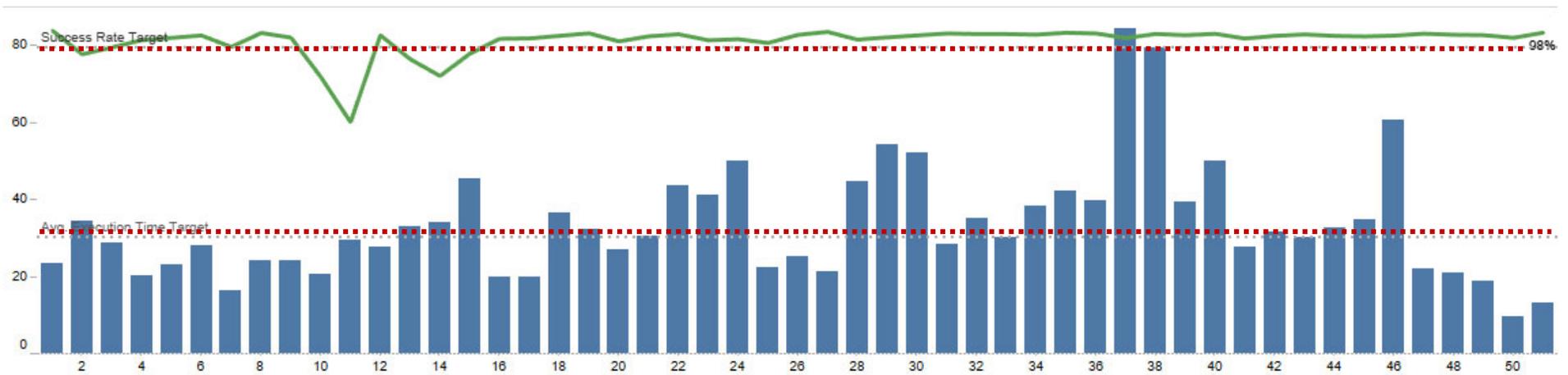
Target: 30 Seconds
2019 Run Time: 45 Seconds



YTD Success Rate

96%

Target: 95%
2019 Run Time: 93.8%

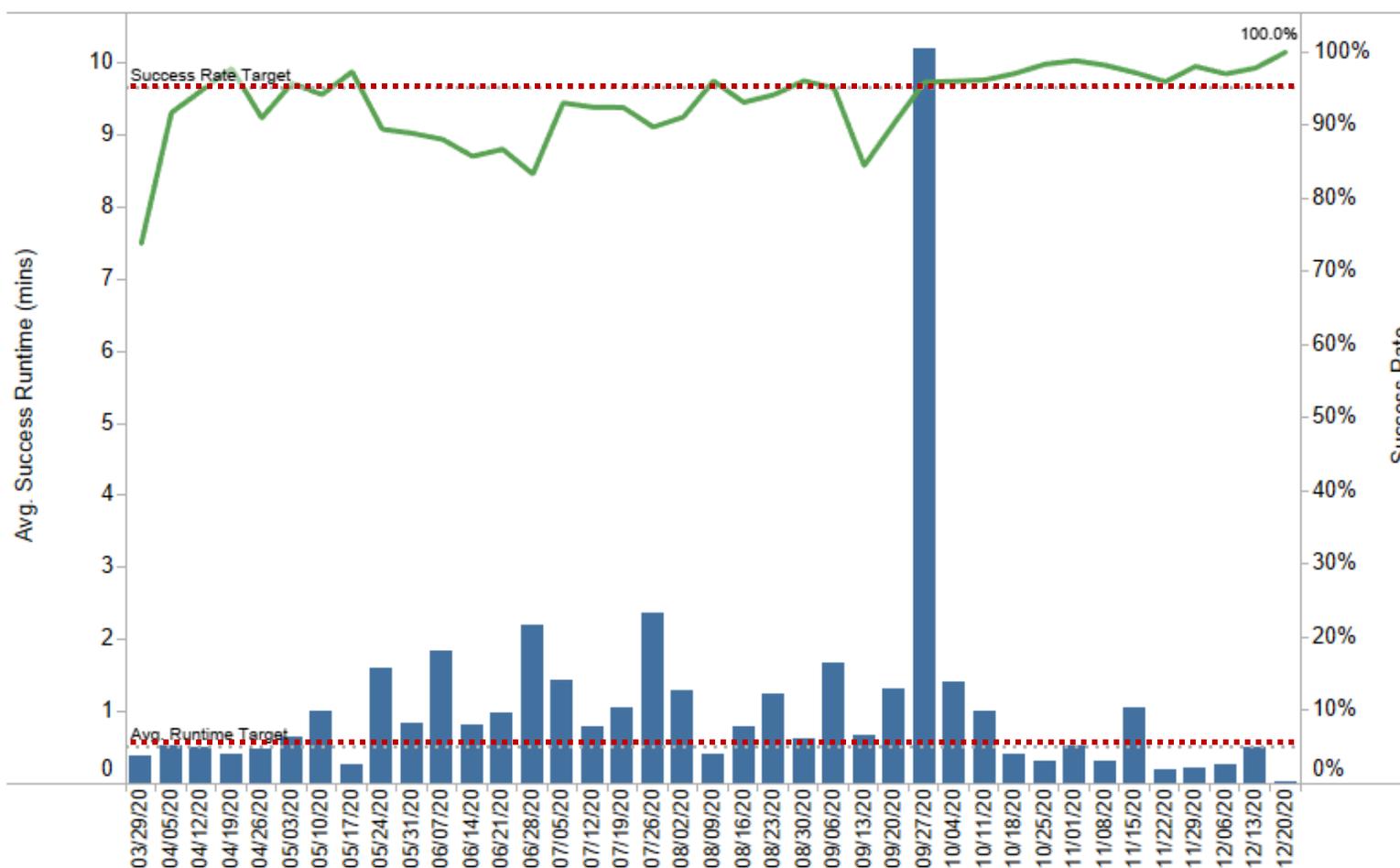




HDW Standard Report Performance

YTD Average Runtime
0.90 Minutes

YTD Success Rate
94%





HDW Standard Report Metrics

Report Name	Report Runs	Avg Success Rate	Avg Runtime (mins)
Applicant List Report	1,764	93.4%	0.56
Announcement Status Report	1,404	96.2%	0.28
Vacancy Overview Report	1,148	94.6%	0.78
Announcement Status Dashboard	1,127	94.4%	0.40
Applicant Dashboard	1,071	88.0%	1.12
Staffing Process Tracking Report	1,031	93.9%	0.60
Certificate Status Report	907	93.7%	0.82
Certificate Status Dashboard	767	94.8%	0.65
USA Hire Tracking Report	733	95.4%	0.59
Certificate Activity Report	683	90.1%	0.81
Vacancy Overview Dashboard	633	93.0%	1.24
Request Overview Report	598	92.8%	1.61
Application History Report	570	91.2%	0.97
Certificate Activity Dashboard	506	90.7%	0.82
Areas of Waste Report	518	91.9%	0.92
Referrals by Certificate Report	467	100.0%	0.05
Request Overview Dashboard	325	93.5%	12.35
Delegated Examining Audit Report	296	96.6%	0.54
Request Vacancy Information	207	98.6%	0.16
Assessment, Items, and Competency Usage ..	166	91.5%	0.24
Assessment Content Report	149	94.6%	0.05



Foresee Survey



A **survey** is available in Cognos to **collect feedback** on your experience and **measure the effectiveness** of the interface.

What is your overall level of satisfaction with Cognos reporting today?



What types of reports did you use today? (Select all that apply)

<input type="checkbox"/> Standard reports
<input type="checkbox"/> Custom reports developed by the USA Staffing Program Office
<input type="checkbox"/> Custom reports developed by someone in my organization or office
<input type="checkbox"/> Custom reports that I developed

Additional comments?

<input type="radio"/> a. General Feedback
<input type="radio"/> b. Technical Issue
<input type="radio"/> c. Compliment
<input type="radio"/> d. Suggestion for Improvement

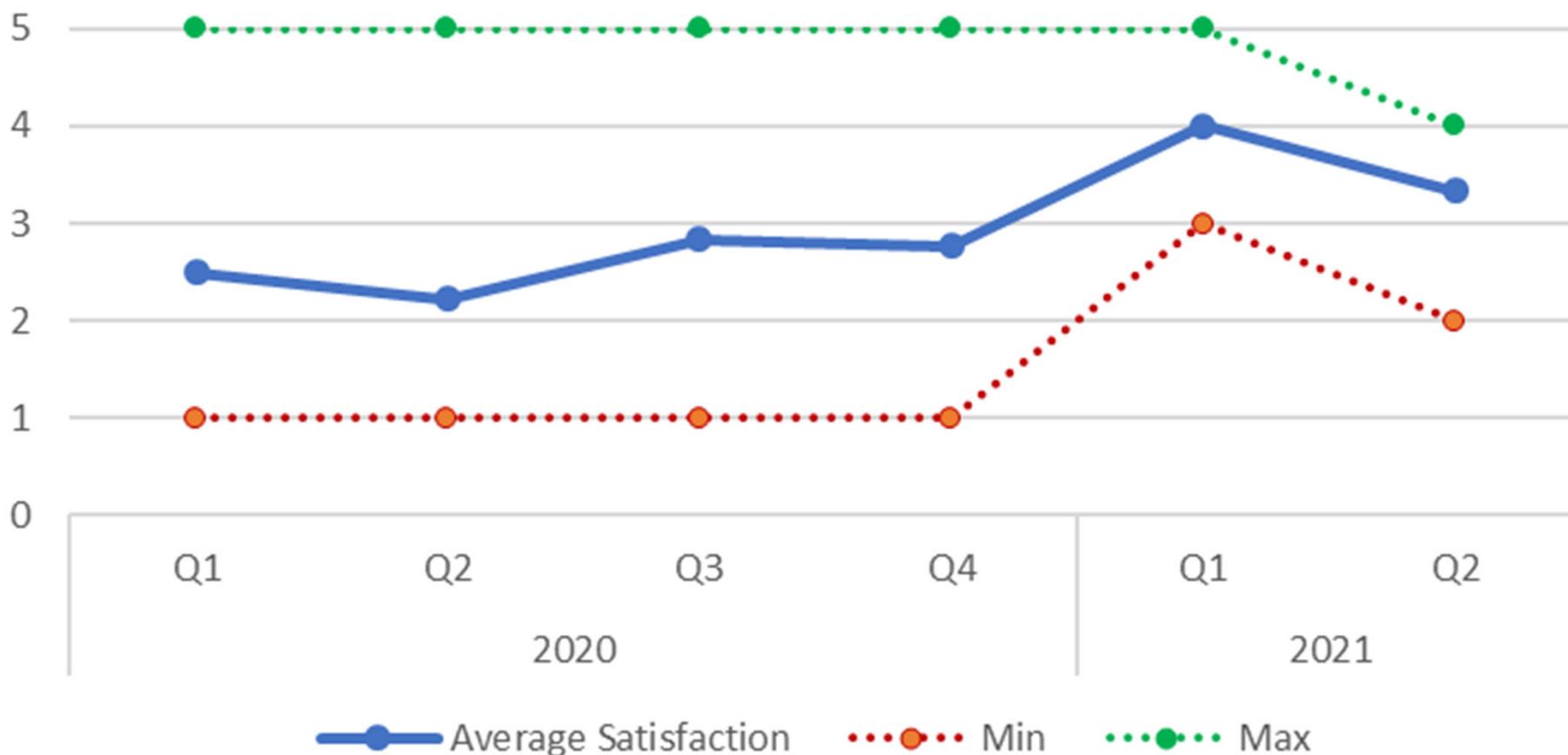
We need and value your *anonymous* feedback!



Overall Satisfaction

What is your overall level of satisfaction with Cognos reporting today?

Overall Average = 2.72 (▲ 0.10) N = 47

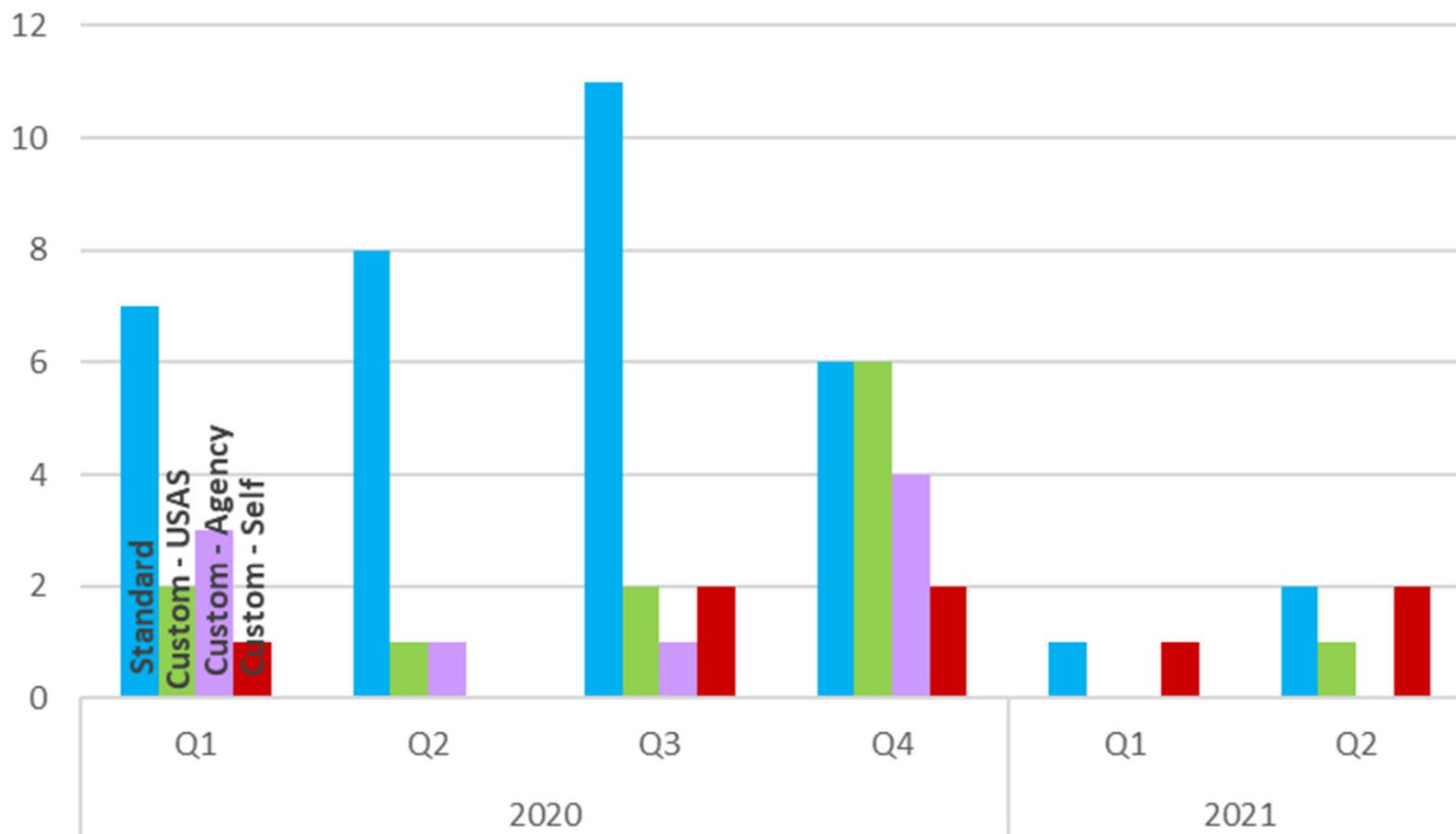




Type(s) of Reports

What types of reports did you use today? (Select all that apply)

Most respondents (74.5%) are using standard reports

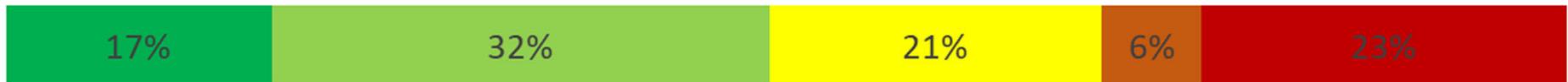




Navigation

I was able to easily navigate the folder structure to find the report(s) I needed.

49% Positive Responses (▼ -1%)



■ a. Strongly Agree ■ b. Agree ■ c. Neither Agree Nor Disagree ■ d. Disagree ■ e. Strongly Disagree



Report Runtime

I was able to access the data I needed in a reasonable amount of time

30% Positive Responses (▲ +3%)



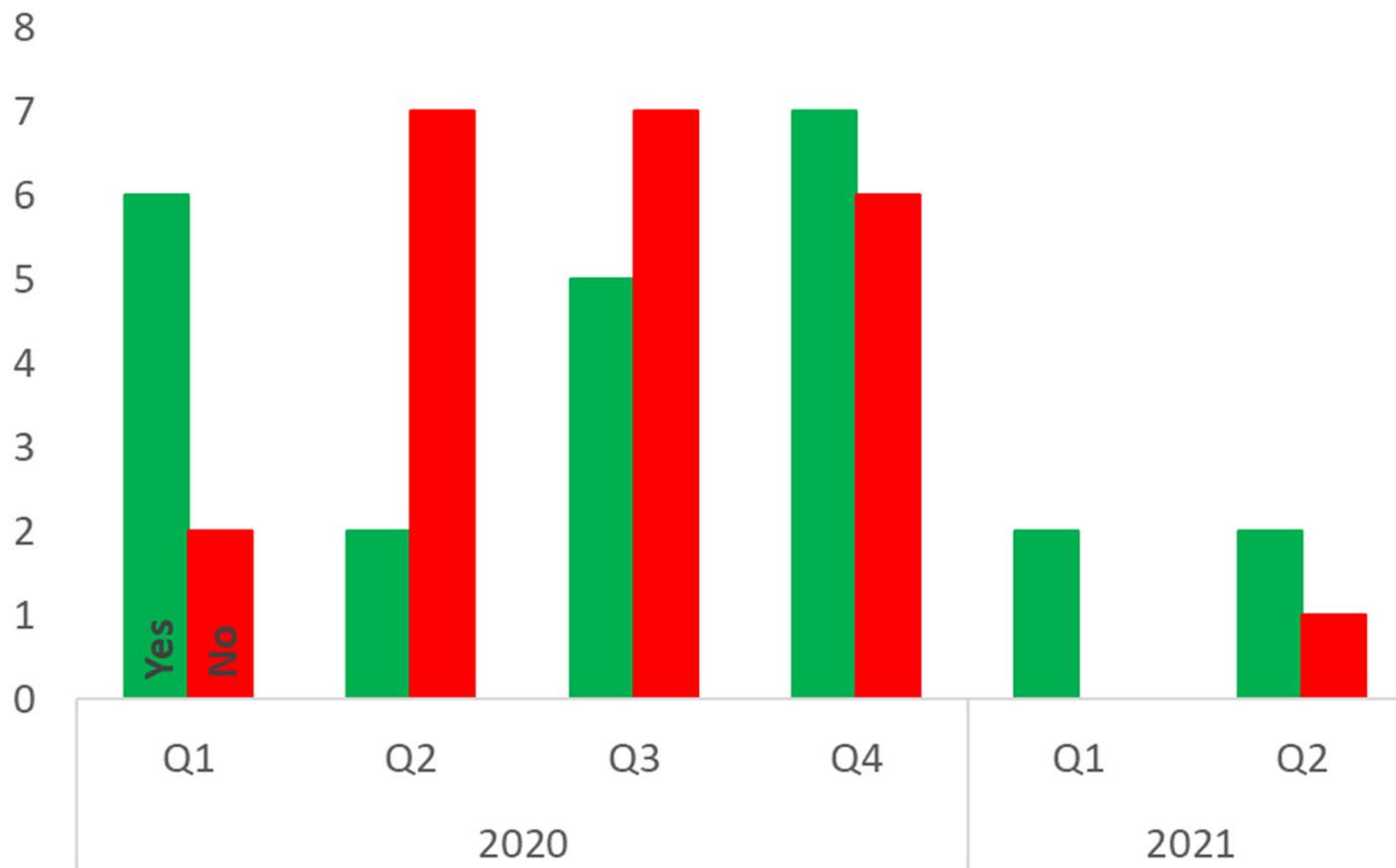
■ a. Strongly Agree ■ b. Agree ■ c. Neither Agree Nor Disagree ■ d. Disagree ■ e. Strongly Disagree



Report Training

Have you attended reports training (for report authors or report consumers) offered by the USA Staffing Program Office?

24 of 47 Respondents have attended training





Comments

Comments and suggestions from FY2021

I used the HDW package today, and you all deserve a huge pat on the back for how well it performed. It was able to deliver my report instantaneously. Big kudos on performance.

I am having a difficult time running this report. It hangs at the prompt for tenant. I'm going to try background running it.

System availability has been a definite challenge, especially the week before Christmas when Cognos went down. In addition, other system availability issues pop up randomly, like inability to log in, frozen screens, etc.



Cognos Training Program

Report Consumer Training

Report Author Training

Advanced Author Forum

Who?

- New USA Staffing reports users

- New report authors

- Experienced report authors

What?

- How to navigate to and run reports

- How to get started building reports

- Open forum for authors to ask questions

Time?

- 1/2 day

- 1 1/2 days

- 1 hour

When?

One session per month, alternating between each Report Consumer Training and Report Author Training

- The first Thursday of each month at 11:00 AM EDT

How?

Contact your USA Staffing Account Manager to sign-up.

- All report authors are welcome. Questions can be submitted in advance



Cognos Training Dates

Report Consumer Training

Report Author Training

Advanced Author Forum

Dates

Tuesday, March 9
12:30 – 4:30 PM EDT

Tuesday, May 11
12:30 – 4:30 PM EDT

Tuesday, February 16
10:00 AM – 4:00 PM EDT

+

Wednesday, February 17
10:00 AM – 3:00 PM EDT

Tuesday, April 13
10:00 AM – 4:00 PM EDT

+

Wednesday, April 14
10:00 AM – 3:00 PM EDT

Thursday, February 4
11:00 AM – 12:00 PM EDT

Thursday, March 4
11:00 AM – 12:00 PM EDT

Thursday, April 1
11:00 AM – 12:00 PM EDT

Thursday, May 6
11:00 AM – 12:00 PM EDT

How to Register

Contact your USA Staffing Account Manager.

No registration required. Questions can be submitted in advance.



Retiring New Hire (End of Day)

The New Hire (End of Day) data package was intended to supplement or replace the New Hire namespace in the Staffing Reports data package.

- ▼ New Hire (End of Day)
 - ▼ Presentation View
 - ▼ New Hires
 - ▼ New Hire Detail
 - ▶ New Hire
 - ▶ New Hire Appointing Authorities
 - ▶ New Hire Forms
 - ▶ New Hire Forms Transmissions
 - ▶ New Hire Interconnection Transmissions
 - ▶ New Hire Job Offers
 - ▶ New Hire Mission Critical Occupations
 - ▶ New Hire Notifications
 - ▶ New Hire Onboarding Benefits Contacts
 - ▶ New Hire Onboarding Documents
 - ▶ New Hire Onboarding Documents Transmissions
 - ▶ New Hire Onboarding HR Contacts
 - ▶ New Hire Onboarding Invitations
 - ▶ New Hire Onboarding Payroll Contacts
 - ▶ New Hire Phone Numbers
 - ▶ New Hire Tenant
 - ▶ New Hire Request Detail
 - ▶ New Hire Task Detail
 - ▶ New Hire Vacancy Detail

Migrate reports using New Hire (End of Day) to Hiring Data Warehouse



- ▼ Hiring Data Warehouse
 - ▼ Presentation View
 - ▶ Announcements
 - ▶ Applicants
 - ▶ Applications
 - ▶ Assessment Packages
 - ▶ Certificates
 - ▼ New Hires
 - ▼ New Hire Contacts
 - ▶ Benefits Contacts
 - ▶ HR Contacts
 - ▶ Payroll Contacts
 - ▼ New Hire Information
 - ▶ Agency and Duty Locations
 - ▶ Aliases
 - ▶ Interconnection Transmissions
 - ▶ New Hire
 - ▶ New Hire Address
 - ▶ New Hire Offices
 - ▶ New Hire Organizations
 - ▶ New Hire Phone Numbers
 - ▶ New Hire Position
 - ▼ New Hire Notifications
 - ▶ Job Offers
 - ▶ Onboarding Invitations
 - ▶ Onboarding Notifications
 - ▶ New Hire Request Information
 - ▼ Onboarding Forms and Documents
 - ▶ Forms
 - ▶ Onboarding Documents

Hiring Data Warehouse contains a vast majority of the data items in New Hire (End of Day), the New Hire (End of Day) package will be retired over the coming months.



Modifications to Reports and Data Models

Sprint 53 deployed to Production on December 13th

Sprint 54 deployed to Production on January 6th

Sprint 55 will be deployed to Production on January 20th



Reports

New/Modified Reports

Application History Report – deployed December 13th

The Application History Report was modified. This report provides tabular data listing the vacancies an applicant has applied to, including data about their progress through the selection process. The report was modified to include certificate and new hire data in the report output (when applicable). Additionally, the report prompt page was modified to update the Application Last Modified Date/Time prompt to be required and modify the Applicant Last Name and Email prompts to be Select & Search prompt types.

- Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse

Declinations Dashboard – will be deployed January 20th

The Declinations Dashboard was created. This dashboard provides key metrics as well as tabular data specific to declinations, including total number of declinations, the reason provided for declinations, and timeliness measures.

- Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse



Reports

New/Modified Reports

Delegated Examining Audit Report – deployed December 13th

The Delegated Examining Audit Report was modified. This report provides tabular data displaying Delegated Examining Unit activity, including selected applications and new hire data when applicable. The report was modified to include new hire data.

- Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse

eOPF Transmissions Report – deployed December 13th

The eOPF Transmissions Report was created. This report provides tabular data displaying onboarding documents and forms and the status of their transmission to the eOPF

- Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse



Reports

New/Modified Reports

New Hire Dashboard – will be deployed January 20th

The New Hire Dashboard was created. This dashboard displays new hire metrics as well as tabular data to provide details about new hires.

- Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse

New Hire Detail Report – deployed December 13th

The New Hire Detail Report was created. This report provides tabular data displaying 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.

- Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse

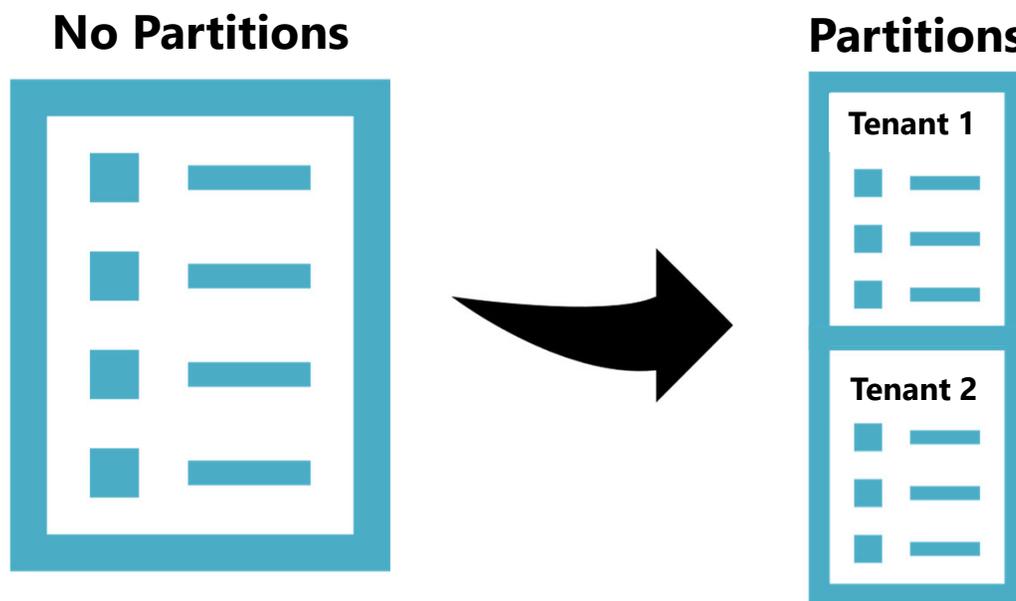


Hiring Data Warehouse

Data Model Changes

Table Partitions – deployed December 13th

All Hiring Data Warehouse (HDW) tables were updated to implement partitioning on the basis of tenant (e.g., DOD, DHS, VA, GOV). Partitioning is a process whereby tables are divided into multiple smaller parts. By dividing the tables, report queries run for a single tenant user can run faster because only data within the user’s designated tenant will have to be scanned to determine which data to return.





Hiring Data Warehouse

Data Model Changes

Announcement Hiring Paths – deployed January 6th

A new query subject and associated query items were added to enable reporting on the hiring paths for an announcement.

- Announcements folder
 - Announcement Information sub-folder
 - Hiring Paths query subject
 - [Presentation View].[Hiring Paths].[Hiring Path]
 - [Presentation View].[Hiring Paths].[Hiring Path Description]



Hiring Data Warehouse

Data Model Changes

Application Assessments – will be deployed January 20th

A new sub-folder, query subject, and associated query items were added to enable reporting on the ratings an applicant received on assessments completed as part of the selection process.

- Applications folder
 - Assessments sub-folder
 - Application Assessment Ratings query subject
 - [Presentation View].[Application Assessment Ratings].[Application Assessment Maximum Raw Score]
 - [Presentation View].[Application Assessment Ratings].[Application Assessment Name]
 - [Presentation View].[Application Assessment Ratings].[Application Assessment Rating Grade]
 - [Presentation View].[Application Assessment Ratings].[Application Assessment Rating Series]
 - [Presentation View].[Application Assessment Ratings].[Application Assessment Raw Score]
 - [Presentation View].[Application Assessment Ratings].[Application Assessment Transmuted Rating]



Hiring Data Warehouse

Data Model Changes

Application Recruitment Sources – deployed January 20th

A new query subject and associated query items were added to enable reporting on responses to the item in USAJOBS used to collect information about how the applicant heard about the job.

- Applications folder
 - Application Information sub-folder
 - Recruitment Sources query subject
 - [Presentation View].[Recruitment Sources].[Recruitment Source Comment]
 - [Presentation View].[Recruitment Sources].[Recruitment Source Item]
 - [Presentation View].[Recruitment Sources].[Recruitment Source Response]



Hiring Data Warehouse

Data Model Changes

Certificate Metrics – deployed January 6th

A new sub-folder, query subject, and associated query items were added to enable reporting with built-in metrics indicating the status of applications referred on certificates.

- Certificates folder
 - Certificate Metrics sub-folder
 - Certificate Metric query subject
 - [Presentation View].[Certificate Metric].[Certificate Total Alternate Selections]
 - [Presentation View].[Certificate Metric].[Certificate Total Available]
 - [Presentation View].[Certificate Metric].[Certificate Total Declined/Withdrawn]
 - [Presentation View].[Certificate Metric].[Certificate Total Declined/Withdrawn Veterans]
 - [Presentation View].[Certificate Metric].[Certificate Total Hired]
 - [Presentation View].[Certificate Metric].[Certificate Total Hired Veterans]
 - [Presentation View].[Certificate Metric].[Certificate Total Not Selected]
 - [Presentation View].[Certificate Metric].[Certificate Total Referred]
 - [Presentation View].[Certificate Metric].[Certificate Total Referred Veterans]
 - [Presentation View].[Certificate Metric].[Certificate Total Removed]
 - [Presentation View].[Certificate Metric].[Certificate Total Selected]
 - [Presentation View].[Certificate Metric].[Certificate Total Selected Veterans]
 - [Presentation View].[Certificate Metric].[Certificate Total Vetting]



Hiring Data Warehouse

Data Model Changes

New Hire Agency and Duty Locations – deployed December 13th

A new query subject and associated query items were added to enable reporting on the agency and duty location of the new hire.

- New Hires folder
 - New Hire Information sub-folder
 - Agency and Duty Locations query subject
 - [Presentation View].[Agency and Duty Locations].[Agency/Department Address Line 1]
 - [Presentation View].[Agency and Duty Locations].[Agency/Department Address Line 2]
 - [Presentation View].[Agency and Duty Locations].[Agency/Department Address Line 3]
 - [Presentation View].[Agency and Duty Locations].[Agency/Department City]
 - [Presentation View].[Agency and Duty Locations].[Agency/Department Country]
 - [Presentation View].[Agency and Duty Locations].[Agency/Department State]
 - [Presentation View].[Agency and Duty Locations].[Agency/Department Zip Code]
 - [Presentation View].[Agency and Duty Locations].[Duty Location City]
 - [Presentation View].[Agency and Duty Locations].[Duty Location Country]
 - [Presentation View].[Agency and Duty Locations].[Duty Location State]



Hiring Data Warehouse

Data Model Changes

New Hire Agency and Duty Locations – deployed December 13th and January 6th

A new query subject and associated query items were added to enable reporting on the agency and duty location of the new hire.

- New Hires folder
 - New Hire Information sub-folder
 - Agency and Duty Locations query subject
 - [Presentation View].[Agency and Duty Locations].[Agency/Department Address Line 1]
 - [Presentation View].[Agency and Duty Locations].[Agency/Department Address Line 2]
 - [Presentation View].[Agency and Duty Locations].[Agency/Department Address Line 3]
 - [Presentation View].[Agency and Duty Locations].[Agency/Department City]
 - [Presentation View].[Agency and Duty Locations].[Agency/Department Country]
 - [Presentation View].[Agency and Duty Locations].[Agency/Department State]
 - [Presentation View].[Agency and Duty Locations].[Agency/Department Zip Code]
 - [Presentation View].[Agency and Duty Locations].[Duty Location Address Line 1]
 - [Presentation View].[Agency and Duty Locations].[Duty Location Address Line 2]
 - [Presentation View].[Agency and Duty Locations].[Duty Location City]
 - [Presentation View].[Agency and Duty Locations].[Duty Location Country]
 - [Presentation View].[Agency and Duty Locations].[Duty Location State]



Hiring Data Warehouse

Data Model Changes

New Hire Alias – deployed January 6th

A new query subject and associated query items were added to enable reporting on other names the new hire has gone by, including maiden name.

- New Hires folder
 - New Hire Information sub-folder
 - Aliases query subject
 - [Presentation View].[Aliases].[Alias First Name]
 - [Presentation View].[Aliases].[Alias Last Name]
 - [Presentation View].[Aliases].[Alias Middle Name]
 - [Presentation View].[Aliases].[Alias Name]
 - [Presentation View].[Aliases].[Alias Suffix]
 - [Presentation View].[Aliases].[Maiden Name?]



Hiring Data Warehouse

Data Model Changes

New Hire eVerify – deployed January 6th

New query items were added to the existing New Hires query subject to enable reporting on e-Verify information.

- New Hires folder
 - New Hire Information sub-folder
 - New Hire query subject
 - [Presentation View].[New Hire].[eVerify Case Number]
 - [Presentation View].[New Hire].[eVerify?]



Hiring Data Warehouse

Data Model Changes

New Hire Interconnection Transmissions – deployed January 6th

A new query subject and associated query items were added to enable reporting on the transmission of data through the new hire interconnection.

- New Hires folder
 - New Hire Information sub-folder
 - Interconnection Transmissions query subject
 - [Presentation View].[Interconnection Transmissions].[Interconnection Endpoint Name]
 - [Presentation View].[Interconnection Transmissions].[Interconnection Transmission Date/Time]
 - [Presentation View].[Interconnection Transmissions].[Interconnection Transmission Result]
 - [Presentation View].[Interconnection Transmissions].[Interconnection Transmission Triggering Task]



Hiring Data Warehouse

Data Model Changes

New Hire Notifications – deployed January 6th

A new query subject and associated query items were added to enable reporting on all notifications sent to a new hire during the onboarding process.

- New Hires folder
 - New Hire Notifications sub-folder
 - Onboarding Notifications query subject
 - [Presentation View].[Onboarding Notifications].[Onboarding Notification Recipient]
 - [Presentation View].[Onboarding Notifications].[Onboarding Notification Sent By]
 - [Presentation View].[Onboarding Notifications].[Onboarding Notification Sent Date/Time]
 - [Presentation View].[Onboarding Notifications].[Onboarding Notification Template Name]
 - [Presentation View].[Onboarding Notifications].[Onboarding Notification Template Type]



Hiring Data Warehouse

Data Model Changes

New Hire Position – deployed December 13th

A new query subject and associated query items were added to enable reporting on details about the position of a new hire.

- New Hires folder
 - New Hire Information sub-folder
 - New Hire Position query subject
 - [Presentation View].[New Hire Position].[Activity/Unit]
 - [Presentation View].[New Hire Position].[Agency/Department]
 - [Presentation View].[New Hire Position].[Branch/Organization]
 - [Presentation View].[New Hire Position].[Bureau/Division]
 - [Presentation View].[New Hire Position].[New Hire Grade]
 - [Presentation View].[New Hire Position].[New Hire Pay Plan]
 - [Presentation View].[New Hire Position].[New Hire Pay Plan-Series-Grade]
 - [Presentation View].[New Hire Position].[New Hire Position Description Number]
 - [Presentation View].[New Hire Position].[New Hire Position Title]
 - [Presentation View].[New Hire Position].[New Hire Series]
 - [Presentation View].[New Hire Position].[Supervisor/Manager]



Hiring Data Warehouse

Data Model Changes

Onboarding Tasks – deployed January 6th

A new query subject and associated query items were added to enable reporting on all onboarding tasks.

- Tasks folder
 - Onboarding Tasks sub-folder
 - Comprehensive Onboarding Tasks query subject
 - [Presentation View].[Comprehensive Onboarding Tasks].[Onboarding Task Active Date]
 - [Presentation View].[Comprehensive Onboarding Tasks].[Onboarding Task Actual Days to Complete]
 - [Presentation View].[Comprehensive Onboarding Tasks].[Onboarding Task Completed Date/Time]
 - [Presentation View].[Comprehensive Onboarding Tasks].[Onboarding Task Creation Date/Time]
 - [Presentation View].[Comprehensive Onboarding Tasks].[Onboarding Task Due Date]
 - [Presentation View].[Comprehensive Onboarding Tasks].[Onboarding Task ID]
 - [Presentation View].[Comprehensive Onboarding Tasks].[Onboarding Task Last Modified Date/Time]



Hiring Data Warehouse

Data Model Changes

Onboarding Tasks (continued) – deployed January 6th

- Tasks folder
 - Onboarding Tasks sub-folder
 - Comprehensive Onboarding Tasks query subject
 - [Presentation View].[Comprehensive Onboarding Tasks].[Onboarding Task Name]
 - [Presentation View].[Comprehensive Onboarding Tasks].[Onboarding Task Owner Employee ID]
 - [Presentation View].[Comprehensive Onboarding Tasks].[Onboarding Task Owner Name]
 - [Presentation View].[Comprehensive Onboarding Tasks].[Onboarding Task Owner Type]
 - [Presentation View].[Comprehensive Onboarding Tasks].[Onboarding Task Purpose]
 - [Presentation View].[Comprehensive Onboarding Tasks].[Onboarding Task Status]
 - [Presentation View].[Comprehensive Onboarding Tasks].[Onboarding Task Target Days to Complete]
 - [Presentation View].[Comprehensive Onboarding Tasks].[Onboarding Task Type]
 - [Presentation View].[Comprehensive Onboarding Tasks].[Onboarding Task Type ID]



Hiring Data Warehouse

Data Model Changes

Staffing Tasks – deployed January 6th

A new sub-folder, query subject, and associated query items were added to enable reporting on tasks completed as part of the standard OPM 80-day workflow.

- Tasks folder
 - Staffing Tasks Tasks sub-folder
 - Staffing Task query subject
 - [Presentation View].[Staffing Task].[Audit Certificates Active Date]
 - [Presentation View].[Staffing Task].[Audit Certificates Actual Days to Complete]
 - [Presentation View].[Staffing Task].[Audit Certificates Completed Date]
 - [Presentation View].[Staffing Task].[Audit Certificates Due Date]
 - [Presentation View].[Staffing Task].[Audit Certificates Target Days to Complete]
 - [Presentation View].[Staffing Task].[Audit Certificates Task Owner Name]
 - [Presentation View].[Staffing Task].[Complete Assessment Package Active Date]
 - [Presentation View].[Staffing Task].[Complete Assessment Package Actual Days to Complete]
 - [Presentation View].[Staffing Task].[Complete Assessment Package Completed Date]
 - [Presentation View].[Staffing Task].[Complete Assessment Package Due Date]
 - [Presentation View].[Staffing Task].[Complete Assessment Package Target Days to Complete]
 - [Presentation View].[Staffing Task].[Complete Assessment Package Task Owner Name]



Hiring Data Warehouse

Data Model Changes

Staffing Tasks (continued) – deployed January 6th

- Tasks folder
 - Staffing Tasks sub-folder
 - Staffing Task query subject
 - [Presentation View].[Staffing Task].[Issue Certificates Active Date]
 - [Presentation View].[Staffing Task].[Issue Certificates Actual Days to Complete]
 - [Presentation View].[Staffing Task].[Issue Certificates Completed Date]
 - [Presentation View].[Staffing Task].[Issue Certificates Due Date]
 - [Presentation View].[Staffing Task].[Issue Certificates Target Days to Complete]
 - [Presentation View].[Staffing Task].[Issue Certificates Task Owner Name]
 - [Presentation View].[Staffing Task].[Make and Return Selections Active Date]
 - [Presentation View].[Staffing Task].[Make and Return Selections Actual Days to Complete]
 - [Presentation View].[Staffing Task].[Make and Return Selections Completed Date]
 - [Presentation View].[Staffing Task].[Make and Return Selections Due Date]
 - [Presentation View].[Staffing Task].[Make and Return Selections Target Days to Complete]
 - [Presentation View].[Staffing Task].[Make and Return Selections Task Owner Name]



Hiring Data Warehouse

Data Model Changes

Staffing Tasks (continued) – deployed January 6th

- Tasks folder
 - Staffing Tasks sub-folder
 - Staffing Task query subject
 - [Presentation View].[Staffing Task].[Notify Applicants of Referral Active Date]
 - [Presentation View].[Staffing Task].[Notify Applicants of Referral Actual Days to Complete]
 - [Presentation View].[Staffing Task].[Notify Applicants of Referral Completed Date]
 - [Presentation View].[Staffing Task].[Notify Applicants of Referral Due Date]
 - [Presentation View].[Staffing Task].[Notify Applicants of Referral Target Days to Complete]
 - [Presentation View].[Staffing Task].[Notify Applicants of Referral Task Owner Name]
 - [Presentation View].[Staffing Task].[Notify Applicants of Referral Disposition Active Date]
 - [Presentation View].[Staffing Task].[Notify Applicants of Referral Disposition Actual Days to Complete]
 - [Presentation View].[Staffing Task].[Notify Applicants of Referral Disposition Completed Date]
 - [Presentation View].[Staffing Task].[Notify Applicants of Referral Disposition Due Date]
 - [Presentation View].[Staffing Task].[Notify Applicants of Referral Disposition Target Days to Complete]
 - [Presentation View].[Staffing Task].[Notify Applicants of Referral Disposition Task Owner Name]



Hiring Data Warehouse

Data Model Changes

Staffing Tasks (continued) – deployed January 6th

- Tasks folder
 - Staffing Tasks sub-folder
 - Staffing Task query subject
 - [Presentation View].[Staffing Task].[Release Announcement Active Date]
 - [Presentation View].[Staffing Task].[Release Announcement Actual Days to Complete]
 - [Presentation View].[Staffing Task].[Release Announcement Completed Date]
 - [Presentation View].[Staffing Task].[Release Announcement Due Date]
 - [Presentation View].[Staffing Task].[Release Announcement Target Days to Complete]
 - [Presentation View].[Staffing Task].[Release Announcement Task Owner Name]
 - [Presentation View].[Staffing Task].[Review Applicants Active Date]
 - [Presentation View].[Staffing Task].[Review Applicants Actual Days to Complete]
 - [Presentation View].[Staffing Task].[Review Applicants Completed Date]
 - [Presentation View].[Staffing Task].[Review Applicants Due Date]
 - [Presentation View].[Staffing Task].[Review Applicants Target Days to Complete]
 - [Presentation View].[Staffing Task].[Review Applicants Task Owner Name]



Hiring Data Warehouse

Data Model Changes

Staffing Tasks (continued) – deployed January 6th

- Tasks folder
 - Staffing Tasks sub-folder
 - Staffing Task query subject
 - [Presentation View].[Staffing Task].[Send Certificates Active Date]
 - [Presentation View].[Staffing Task].[Send Certificates Actual Days to Complete]
 - [Presentation View].[Staffing Task].[Send Certificates Completed Date]
 - [Presentation View].[Staffing Task].[Send Certificates Due Date]
 - [Presentation View].[Staffing Task].[Send Certificates Target Days to Complete]
 - [Presentation View].[Staffing Task].[Send Certificates Task Owner Name]



Cognos Tip

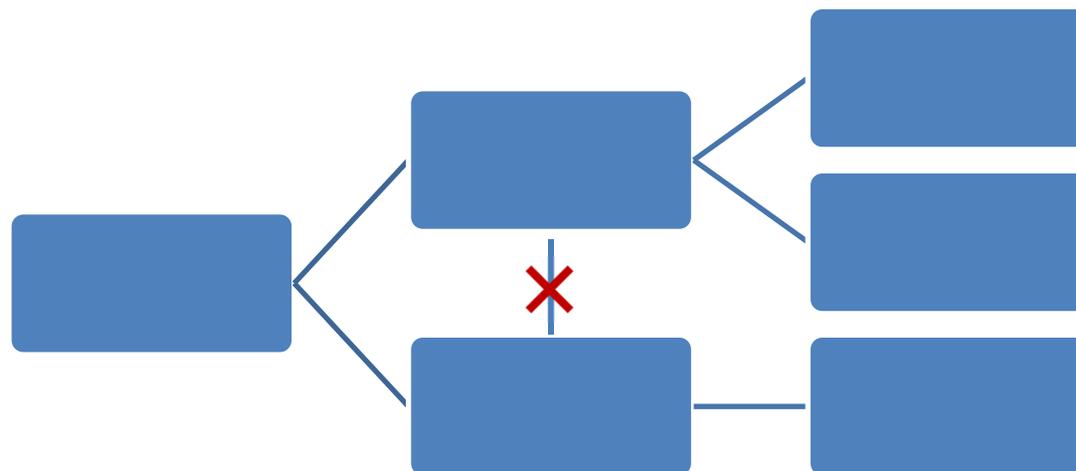
#1: Hiring Data Warehouse Data Relationships



HDW Goal: Ease of Use for Report Builders

All data contained within the HDW is structured within a single namespace, **however certain query subjects cannot or should not be used together.**

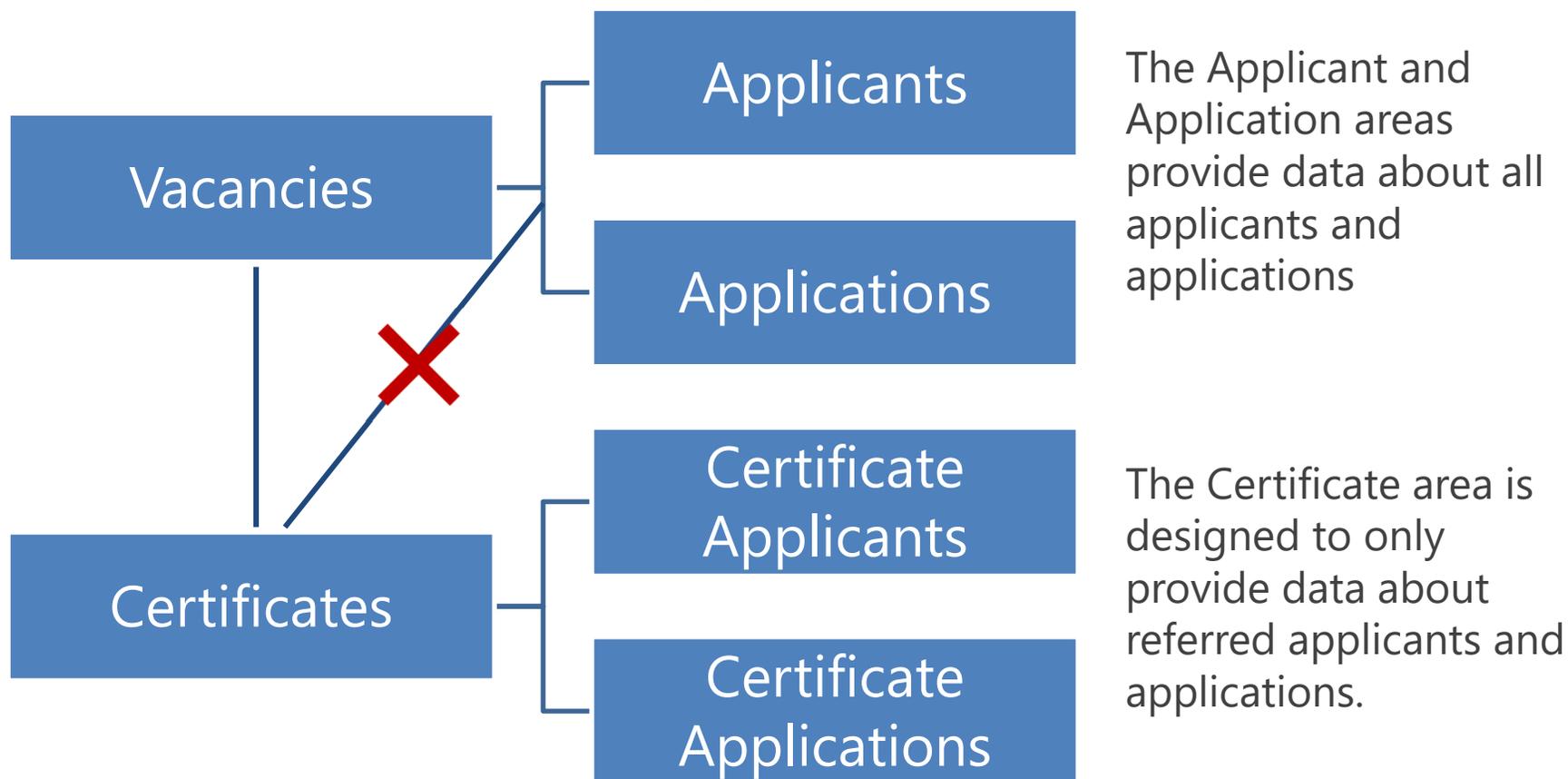
- Due to certain features or flexibilities of the USA Staffing system, it is not always possible to establish relationships between all query subjects.



This job aid will **identify the query subjects that cannot be used in the same report query** and will discuss possible alternatives or solutions should data from these non-compatible query subjects be needed in a single report.



Applicant and Application Query Subjects + Certificate Query Subjects

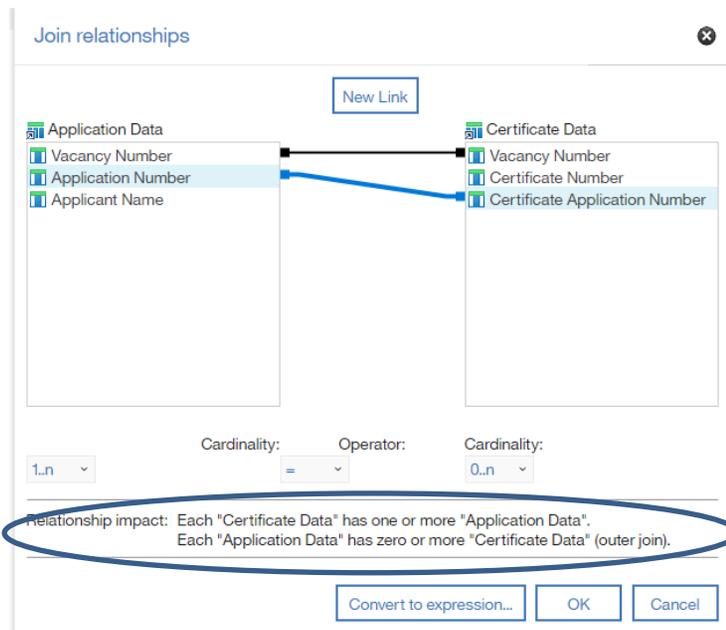


The Certificate area includes query subjects to provide data about referred applicants and applications; use these instead of data from the Applicant and Application areas.



Applicant and Application Query Subjects + Certificate Query Subjects

- If you need to create a report that includes data about all applicants AND referred applicants:
 - Create a query with data from the Applicant and/or Application area
 - Create a query with data from the Certificate area
 - Join the two queries using a common identifier (e.g., Vacancy Number, Applicant ID, Application Number) and identifying the nature of the relationship between the areas (all Certificate Applications have Application data; not all Applications have Certificate data)



Join relationships

New Link

Application Data

- Vacancy Number
- Application Number
- Applicant Name

Certificate Data

- Vacancy Number
- Certificate Number
- Certificate Application Number

Cardinality: 1..n Operator: = Cardinality: 0..n

Relationship impact: Each "Certificate Data" has one or more "Application Data". Each "Application Data" has zero or more "Certificate Data" (outer join).

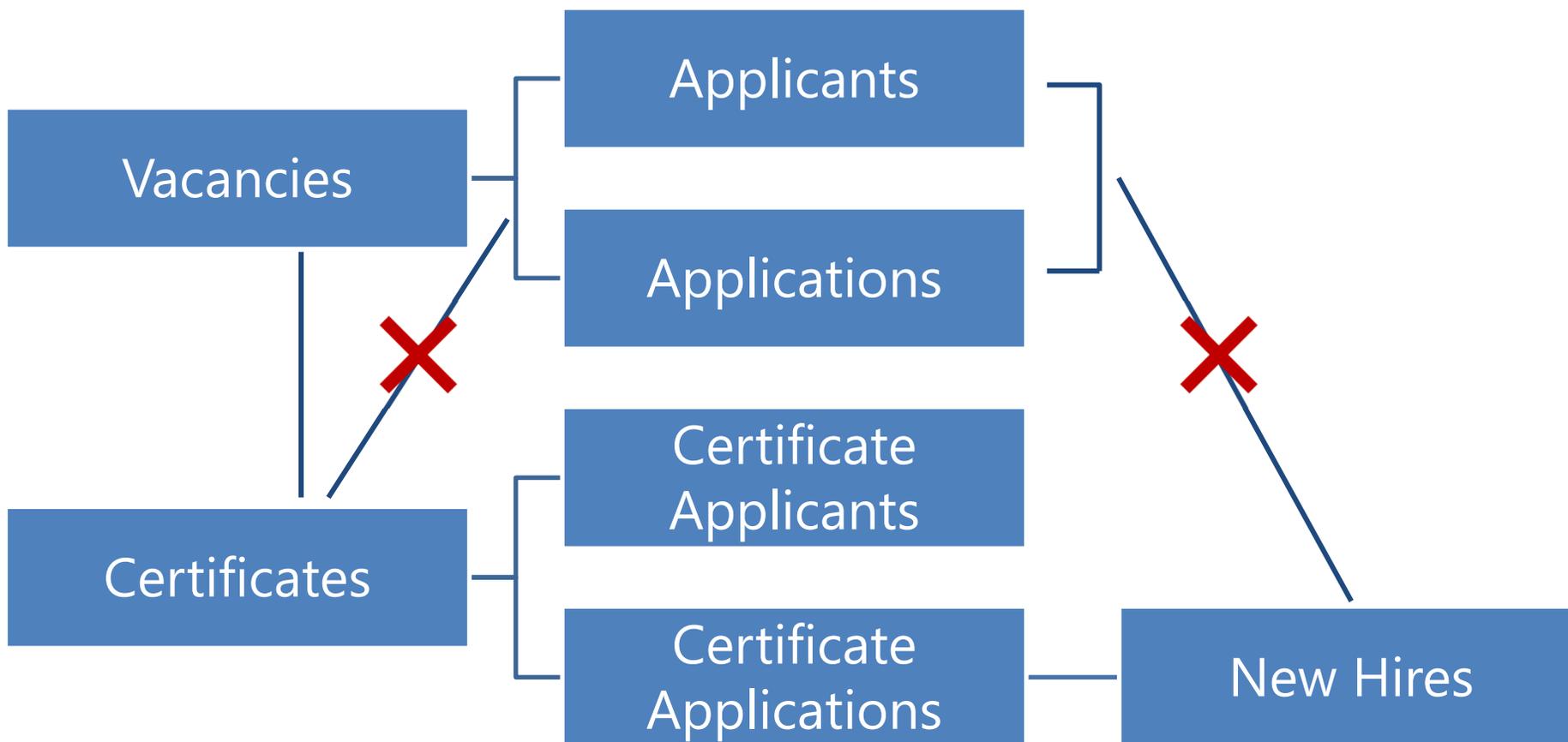
Convert to expression... OK Cancel

Vacancy Number	Application Number	Applicant Name	Certificate Number	Certificate Application Number
10000055	A2OXW-PEYU	Evers, Mary		
10000055	A3124-8242	Krause, Jonah		
10000055	A9374-9907	Timmons, Clare		
10000055	A9632-9301	Glatt, David	20151027-NW-001	A9632-9301
10000055	AQLT5-SP76	Holmes, Paul	20151027-NW-001	AQLT5-SP76
10000055	A5280-0949	Pruett, Aria	20151027-NW-001	A5280-0949
10000055	A9632-9301	Glatt, David	20160825-NW-001	A9632-9301
10000055	AQLT5-SP76	Holmes, Paul	20160825-NW-001	AQLT5-SP76
10000055	A5280-0949	Pruett, Aria	20160825-NW-001	A5280-0949

Non-referred applicants/applications will not have an associated Certificate Number or Certificate Application Number.



Applicant and Application Query Subjects + New Hire Query Subjects



The New Hire area is designed to only provide data about selected applications and **can** be used with data from the Certificate area, so if data about referred applicants/applications is needed, use Certificate Applicants and/or Certificate Applications.



Applicant and Application Query Subjects + New Hire Query Subjects

If data about all applicants/applications is needed, follow the same steps as you would to join the Applicant and/or Application area with the Certificate area, including New Hire data in the same query as Certificate data.

Join relationships

New Link

Application Data

- Vacancy Number
- Application Number
- Applicant Name

Certificate and New Hire Data

- Vacancy Number
- Certificate Number
- Certificate Application Number
- New Hire Number
- New Hire Name

Cardinality: 1.n Operator: = Cardinality: 0.n

Relationship impact: Each "Certificate and New Hire Data" has one or more "Application Data". Each "Application Data" has zero or more "Certificate and New Hire Data" (outer join).

Convert to expression... OK Cancel

Vacancy Number	Application Number	Applicant Name	Certificate Number	Certificate Application Number	New Hire Number
10000087	ALARB-E3VS	Aarone, Aubrey D	20141107-NW-001	ALARB-E3VS	
10000087	ANIX-2W2L	Adamsway, Adam	20141107-NW-001	ANIX-2W2L	
10000087	A3HV8-9J9S	Birdy, Kevin	20141107-NW-001	A3HV8-9J9S	
10000087	AROYE-EBPA	Dayle, Christopher	20141107-NW-001	AROYE-EBPA	
10000087	AOVAL-VYCP	Eastly, Michael	20141107-NW-001	AOVAL-VYCP	
10000087	AD51X-OSLR	Gator, Gaylin	20141107-NW-001	AD51X-OSLR	
10000087	AKFRX-O1PV	Mason, Duke	20141107-NW-001	AKFRX-O1PV	
10000087	ARIJY-2EHX	Satterly, Jacob	20141107-NW-001	ARIJY-2EHX	
10000087	A9DXE-QGOF	Thornton, Lily	20141107-NW-001	A9DXE-QGOF	
10000087	AICUV-5M4K	Watson, Catlynn	20141107-NW-001	AICUV-5M4K	
10000087	AI4DX-1XG8	Ziglar, Zachary A	20141107-NW-001	AI4DX-1XG8	
10000087	ALARB-E3VS	Aarone, Aubrey D	20150415-NW-001	ALARB-E3VS	HS1KO-LTOL
10000087	A3HV8-9J9S	Birdy, Kevin	20150415-NW-001	A3HV8-9J9S	
10000087	AROYE-EBPA	Dayle, Christopher	20150415-NW-001	AROYE-EBPA	H9D1P-WMSL
10000087	AOVAL-VYCP	Eastly, Michael	20150415-NW-001	AOVAL-VYCP	
10000087	A3HV8-9J9S	Birdy, Kevin	20150423-NW-001	A3HV8-9J9S	HOCL4-CXEF
10000087	AROYE-EBPA	Dayle, Christopher	20150423-NW-001	AROYE-EBPA	

- Non-referred applicants/applications will not have an associated Certificate Number or Certificate Application Number.
- Non-selected applicants/applications will not have a New Hire Number.



Request Query Subjects + New Hire Query Subjects

The query subjects from the Requests and New Hires areas **can be used** together, however **only New Vacancy and Additional Selection request types** will appear, and **only new hires with an assigned request number** will return.



Use the **New Hire Requests query subject** in the New Hires area to include **all request types** as well as **new hires with and without an assigned a request number**.



Request Query Subjects + New Hire Query Subjects

The New Hire Request Information currently only contains the New Hire Request query subject. If additional data is needed about requests (e.g., Request Locations, Request Position Descriptions), a join can be created with the Request area.

- Create a query with data from the New Hire area (including New Hire Request data)
- Create a query with data from the Request area
- Join the two queries using a common identifier (i.e., Request Number) and identifying the nature of the relationship between the areas (not all Requests have New Hire data; not all New Hires have Request data)

- New Hires without an assigned request will not have request data from either area
- Requests not assigned to a new hire will not have New Hire or New Hire Request data

	New Hire Request Number	New Hire Request Type	New Hire Number	New Hire Name	Request Number	Request Location Description	Request Position Description Number	Request Position Description Title
Conv	BKC-20160506-81025	New Vacancy	HHGR2-PGNQ	Mike Lyons	BKC-20160506-81025	Albany, NY United States	9SOH111	Safety and Occupational Health Manager
	BKC-20160506-81025	New Vacancy	HHGR2-PGNQ	Mike Lyons	BKC-20160506-81025	Boston, MA United States	9SOH111	Safety and Occupational Health Manager
	BKC-20160506-81025	New Vacancy	HHGR2-PGNQ	Mike Lyons	BKC-20160506-81025	Cleveland, OH United States	9SOH111	Safety and Occupational Health Manager
	BKC-20160506-81025	New Vacancy	HHGR2-PGNQ	Mike Lyons	BKC-20160506-81025	South Bend, IN United States	9SOH111	Safety and Occupational Health Manager
	BKC-20170217-93362-0001	Additional Selection	H4N5S-T46B	David Keetton	BKC-20170217-93362-0001	Wright-Patterson AFB, OH United States	9PA111	Public Affairs Officer
	BLM00PEXAMPLE	Onboard New Hire	HTU06-PGLP	BLM One	BLM00PEXAMPLE	Alexandria, VA United States	12345 PD	Example BLM Position



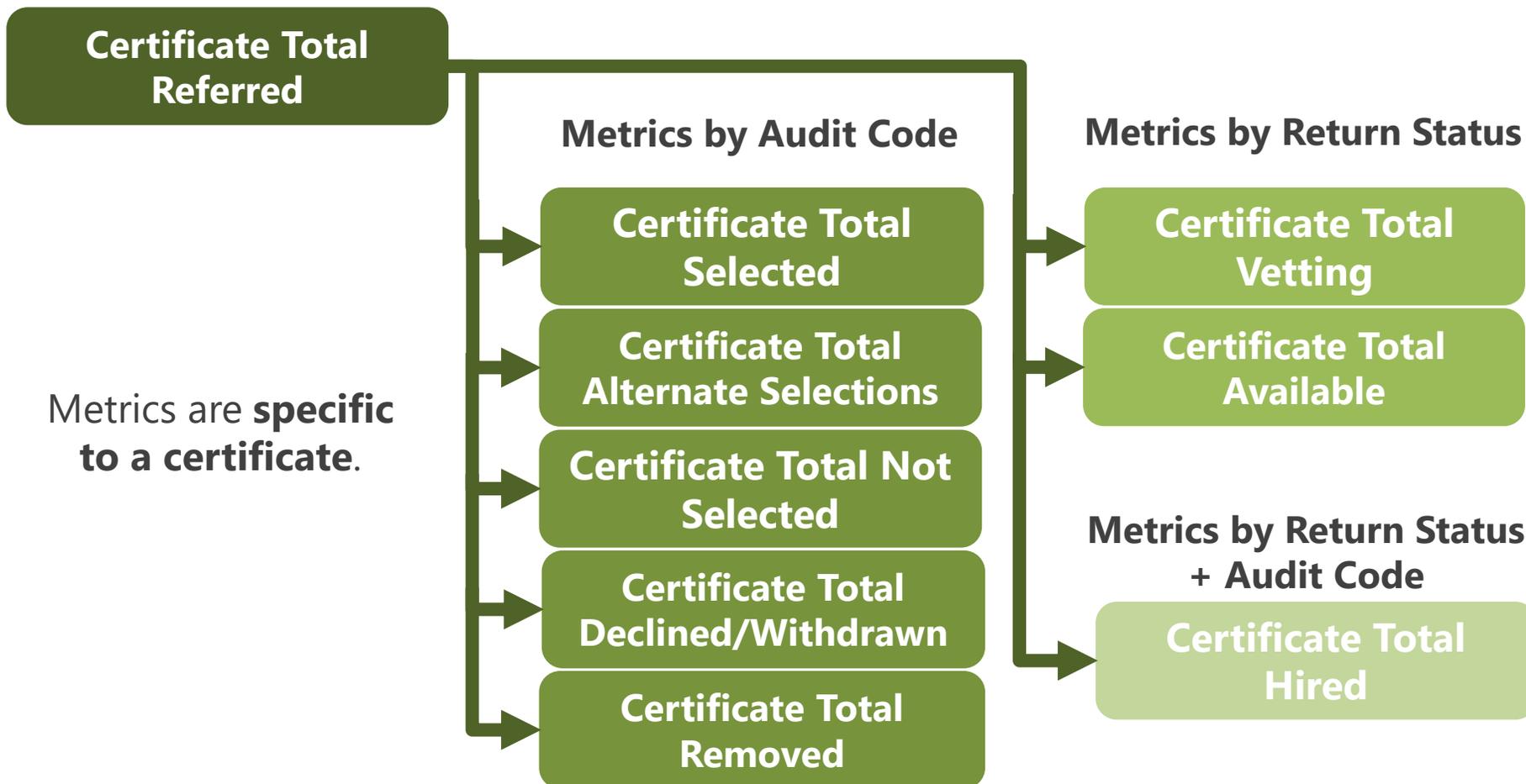
Cognos Tip

#2: Certificate Metrics



Certificate Metrics

Metrics to enable reporting on the **total number of applications referred** and **total number of unique applications in various statuses** on the basis of return status, audit code, and/or veterans status.





Certificate Metrics

Each metric uses **defined criteria** to determine the **status of applications** on a **specific** certificate.

Certificate Metric	Criteria
Certificate Total Referred	Count of the unique applications referred on a certificate.
Certificate Total Selected	Count of the unique applications referred on a certificate where the audit code is Selected.
Certificate Total Vetting	Count of the unique applications referred on a certificate where the return status is Vetting.
Certificate Total Hired	Count of the unique applications referred on a certificate where the audit code is Selected and return status is Hired.
Certificate Total Alternate Selections	Count of the unique applications referred on a certificate where the audit code is Alternate Selection.
Certificate Total Not Selected	Count of the unique applications referred on a certificate where the audit code is Not Selected, Selected on a Different Certificate, or Not Selected Pending Passover Approval.



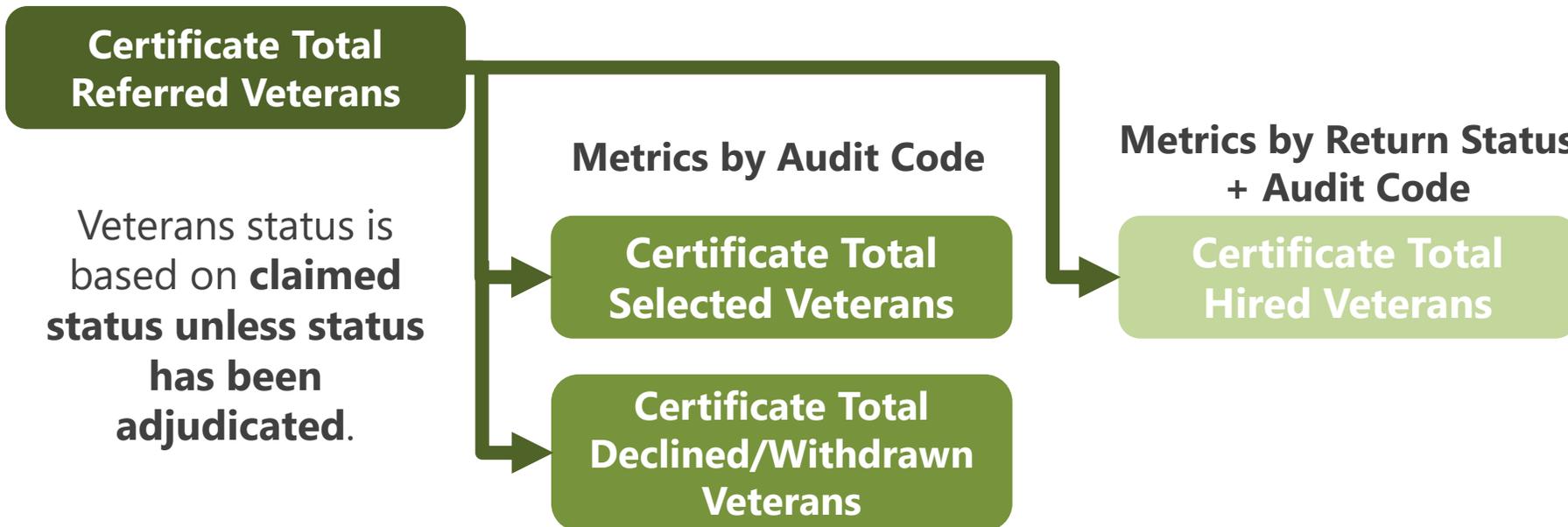
Certificate Metrics

Certificate Metric	Criteria
Certificate Total Declined/Withdrawn	Count of the unique applications referred on a certificate where the audit code is Withdrawn from Consideration, Declined Position, Declined Salary/Grade, Declined Location, Decline Interview/Assessment, Declined During Negotiations, Accepted Another Position with Agency, or Failed to Reply.
Certificate Total Removed	Count of the unique applications referred on a certificate where the audit code is Removed from Consideration, Removed – Current Employee, Removed – Drug Test, Removed – Security, Removed – Suitability, Removed – Qualifications, or Removed – Medical.
Certificate Total Available	Count of the unique applications referred on a certificate where the return status is Available.



Certificate Metrics for Veterans

Metrics to enable reporting on the **total number of veteran applications referred** and **total number of unique applications in various statuses** on the basis of return status and/or audit code.



If the vacancy is not set to collect veterans preference information, each metric will be 0.



Certificate Metrics for Veterans

Each metric uses **defined criteria** to determine the **status of veteran applications** on a **specific** certificate.

Certificate Metric	Criteria
Certificate Total Referred Veterans	Count of the unique applications referred on a certificate where veterans preference is not NV or NP.
Certificate Total Selected Veterans	Count of the unique applications referred on a certificate where veterans preference is not NV or NP and the audit code is Selected.
Certificate Total Hired Veterans	Count of the unique applications referred on a certificate where veterans preference is not NV or NP, the audit code is Selected, and the return status is Hired.
Certificate Total Declined/ Withdrawn Veterans	Count of the unique applications referred on a certificate where veterans preference is not NV or NP and the audit code is Withdrawn from Consideration, Declined Position, Declined Salary/Grade, Declined Location, Decline Interview/Assessment, Declined During Negotiations, Accepted Another Position with Agency, or Failed to Reply.

For all metrics, if veterans preference has not been adjudicated, claimed preference is used. If veterans preference has been adjudicated, adjudicated preference is used. If the vacancy is not set to collect veterans preference, these metrics will be 0.



Certificate Metrics

Certificate Metrics **must be used** with the Certificate Number query item and **can be used** with other certificate-level query items (i.e., other query items in the Certificate query subject).

Certificate Number	Certificate Total Referred	Certificate Total Selected	Certificate Total Vetting	Certificate Total Hired	Certificate Total Alternate Selections	Certificate Total Not Selected	Certificate Total Declined/Withdrawn	Certificate Total Removed	Certificate Total Available
20200825-AR-001	6	0	0	0	0	0	0	0	0
20200822-PH-001	4	0	0	0	0	0	0	0	0
20200819-JJJS-001	1	0	0	0	0	0	0	0	0
20200818-NW-001	3	0	0	0	0	0	0	0	0
20200817-NW-001	5	1	0	1	0	0	0	0	0
20200817-JJWQ-001	2	1	0	1	0	0	0	0	0
20200814-JJWQ-002	3	0	0	0	0	0	0	0	0
20200814-JJWQ-001	3	0	0	0	0	3	0	0	3
20200807-JJWQ-001	8	1	0	1	0	0	0	0	0
20200807-JJJS-002	1	0	0	0	0	0	0	0	0
20200807-JJJS-001	43	43	42	1	0	0	0	0	0
20200807-DS-001	1	1	0	0	0	0	0	0	0
20200806-JJWQ-005	2	0	0	0	0	2	0	0	2
20200806-JJWQ-004	2	0	0	0	0	2	0	0	2
20200806-JJWQ-003	2	1	0	1	0	1	0	0	1
20200806-JJWQ-002	2	0	0	0	1	0	0	0	1
20200806-JJWQ-001	2	0	0	0	0	0	0	0	0
20200731-PH-002	1	1	0	1	0	0	0	0	0
20200731-PH-001	5	5	5	0	0	0	0	0	0
20200731-NW-001	5	1	0	1	0	4	0	0	4

*If used without Certificate Number, each metric will automatically summarize based on the lowest level included. Depending on the lowest level query item used, this may result in inflated or inaccurate data.



Certificate Metrics

Certificate Metrics **can be used** with higher-level query items (e.g., Vacancy Number, Staffing Office Name, Staffing Organization Name).

Staffing Office Name	Vacancy Number	Certificate Number	Certificate Total Referred	Certificate Total Selected	Certificate Total Vetting	Certificate Total Hired	Certificate Total Alternate Selections	Certificate Total Not Selected	Certificate Total Declined/Withdrawn	Certificate Total Removed	Certificate Total Available
Washington Services Branch	10004052	20160524-WA-001	1	1	0	1	0	0	0	0	0
Washington Services Branch	10004071	20171205-WA-001	1	1	0	1	0	0	0	0	0
Washington Services Branch	10005122	20160726-WA-001	2	0	0	0	0	0	0	0	0
Washington Services Branch	10023470	20170328-WA-004	2	1	0	1	1	0	0	0	1
Washington Services Branch	10023470	20170328-WA-005	2	0	0	0	0	0	0	0	0
Washington Services Branch	10023487	20170328-WA-001	4	0	0	0	0	0	0	0	0
Washington Services Branch	10023487	20170328-WA-002	2	0	0	0	0	0	0	0	0
Washington Services Branch	10023487	20170328-WA-003	4	1	0	1	0	3	0	0	3
Washington Services Branch	10052923	20171025-WA-001	3	0	0	0	0	0	0	0	3
Washington Services Branch	10052923	20171025-WA-002	2	0	0	0	0	0	0	0	0
Washington Services Branch	10061945	20180315-WA-001	3	1	0	1	0	0	0	0	0
Washington Services Branch	10064936	20180613-WA-001	9	0	0	0	0	0	0	0	0
Washington Services Branch	10076802	20181127-WA-001	4	1	0	1	0	0	0	0	0
Washington Services Branch	10079379	20190114-WA-001	9	1	0	0	0	8	0	0	0
Washington Services Branch	10079379	20190114-WA-002	8	2	0	0	0	0	1	0	0
Washington Services Branch	10083468	20190409-WA-001	3	1	0	1	0	2	0	0	2
Washington Services Branch	10084153	20190625-WA-001	20	1	0	1	0	0	0	0	0
Washington Services Branch	10085139	20190521-WA-001	4	1	0	1	0	3	0	0	3
Washington Services Branch	10085139	20190521-WA-002	5	1	0	0	1	3	0	0	0
Washington Services Branch	10085139	20190521-WA-003	5	0	0	0	0	0	0	0	0

*When adding query items, always consider if the relationship is one-to-one, one-to-many, or many-to-many with a certificate to determine if the query item is at a higher, same, or lower level. If the relationship is not one-to-one, metrics may be inflated or repeated.



Open Demo and Q&A



Resources and Contacts

IBM Cognos Analytics User Guide

The official IBM user guide for Reporting via Cognos Analytics:

https://www.ibm.com/support/knowledgecenter/SSEP7J_11.0.0/com.ibm.swg.ba.cognos.ug_cr_rptstd.doc/ug_cr_rptstd.pdf?view=kc

USA Staffing Resource Center

Under the Reports and Analytics section, you'll find presentations from previous workgroup sessions and other resources:

https://help.usastaffing.gov/ResourceCenter/index.php?title=USA_Staffing_Resource_Center

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. If you are unable to submit a HelpDesk ticket, please contact us at

USASTaffingData@opm.gov