



# USA Staffing Reporting and Analytics

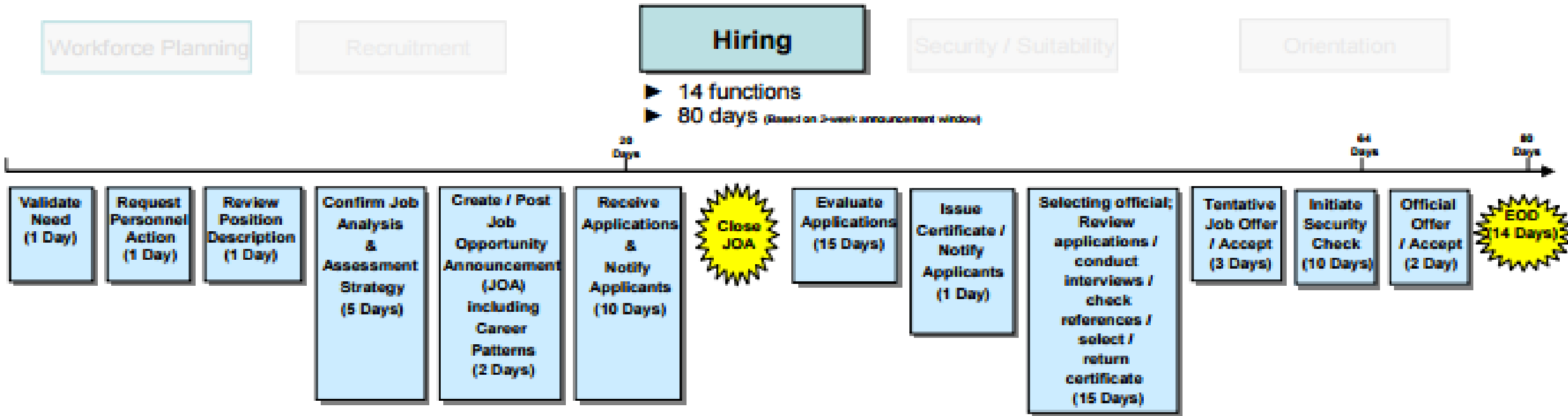
**Time to Hire Overview**  
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*FOR INTERNAL USE ONLY*



# Time to Hire

The Time to Hire package and its standard reports include **pre-calculated metrics** identifying the amount of time between milestones in the **OPM 80-Day Hiring Process Roadmap**.



## Overall Time to Hire

The number of days from when the manager validates the hiring need against agency workforce, staffing, or recruitment plans (Hiring Need Validated Date) to the date the new hire enters on duty (Confirm EOD Date)

## Hiring Phases and Milestones

Agencies can monitor hiring phases and milestones through standard or agency-specific workflows and tasks to identify potential bottlenecks in the process.



# Data Collection and Preparation

Time to Hire reporting has been automated to **improve the efficiency of data collection, strengthen data accuracy, and reduce the reporting burden.**

- As HR staff perform actions within USA Staffing, time to hire data is automatically collected and analyzed within the Time to Hire data warehouse.
- The Time to Hire Data warehouse enables reporting on milestones identified in the OPM 80-Day Hiring Model as well as agency-specific hiring processes.
- Automated data collection and analysis is reliant on the use of workflows and tasks:
  - Identification of steps in the staffing process
  - Track activation date, completion date, and task owner (e.g., HR User, Hiring Manager, New Hire)
  - Document expected time to complete each milestone
- Visit the USA Staffing Resource Center for guidance and templates for creating workflows and tasks: <https://help.usastaffing.gov/ResourceCenter/index.php/Resources>



# Populating Time to Hire Data

**Overall time to hire is automatically calculated** for all requests. Data on **hiring phases and milestones** is only **available if workflows and tasks are set up** appropriately.

## 1. USA Staffing Workflows

- A workflow is a bundle of tasks that can be assigned at the same time and includes established due dates for each task.
- Tasks are assignments that must be completed by an HR User, Hiring Manager, Onboarding User, and/or New Hire in order to complete the staffing process.
- Agencies can use system-wide or create custom workflows and/or tasks.

Workflow Name  
OPM 80-day

Workflow Properties **Workflow Activities**

Activities 9

	Task Name	Task Rules	Purpose	Owned By
<input type="checkbox"/>	Complete Assessment Package	1	Staffing	Human Resources
<input type="checkbox"/>	Release Announcement	1	Staffing	Human Resources
<input type="checkbox"/>	Review Applicants	1	Staffing	Human Resources
<input type="checkbox"/>	Issue Certificates	1	Staffing	Human Resources
<input type="checkbox"/>	Send Certificates	1	Staffing	Human Resources
<input type="checkbox"/>	Notify Applicants Of Referral	1	Staffing	Human Resources
<input type="checkbox"/>	Make And Return Selections	1	Staffing	Hiring Manager
<input type="checkbox"/>	Audit Certificates	1	Staffing	Human Resources
<input type="checkbox"/>	Notify Applicants Of Referral Disposition	1	Staffing	Human Resources



# Populating Time to Hire Data

## 2. Initiate a Request and Assign a Workflow

- The Hiring Need Validation date, specified for the request, is the starting point for Time to Hire reporting
  - The date is either:
    - Identified by the HR User when creating the request
    - Collected from an agency via an interconnection
    - Calculated as 2 days prior to the Request Approval Date (system-generated)
- Workflow assignment is required to create a vacancy

Request 20141006-11867

Request Number: 20141006-11867    Customer: Office of the Chief Financial Officer    Request Type: New Vacancy    Status: Incomplete

Request Information    Location Information    **Staffing Approach**

Documents 0    Notes 0    History

### Vacancy to be Created 1

Vacancy Type	Office	USAJOBS Announcement Type	Workflow	Rating Combination
<input type="checkbox"/> Case Exam	NARA	<input checked="" type="checkbox"/> Public (U.S. Citizens and Non-Citizens) <input checked="" type="checkbox"/> Status (Federal/Veteran/Other Eligible) <input type="checkbox"/> Internal Merit Promotion	OPM 80-day	<input checked="" type="checkbox"/> 0201-9(Classification) <input checked="" type="checkbox"/> 0201-11(Classification) <input checked="" type="checkbox"/> 0201-9(Employee Relations) <input checked="" type="checkbox"/> 0201-11(Employee Relations)



# Populating Time to Hire Data

## 3. Complete Tasks

- As HR Users and Hiring Managers work through the staffing process, tasks are completed and Time to Hire data is automatically populated.

### Tasks (17)

Task	Owner	Due Date
Notify Applicants Of Referral Disposition	Kristi Balant	12/24/2022
Audit Certificates	Kristi Balant	12/24/2022
Schedule Drug Test for Monica Pierce	Kristi Balant	12/25/2022
Complete Assessment Package	Kristi Balant	12/26/2022
Release Announcement	Kristi Balant	12/28/2022
Make And Return Selections	Kristi Balant	01/05/2023
Review Applicants	Kristi Balant	01/05/2023



Request Number	Hiring Need Validation Date	Hiring Need Validated to Request Approval	Request Approval to Announcement Open	Announcement Open to Close	Announcement Close to Certificate Issued	Certificate Issued to Certificate Returned
18MAR6ECW4YN01X123115	03/01/2018	1	10	4	4	6
18MAR6ECW4YN01X123117	03/01/2018	1	10	7	2	6
18MAR6ECW4YN01X123119	03/01/2018	1	10	3	1	4



# Populating Time to Hire Data

## 4. New Hire Enters on Duty

- When the new hire successfully completes onboarding tasks and enters on duty, HR Users and/or Onboarding Users complete the Confirm Entry on Duty task, which completes time to hire measurement for the request.

Tasks 8 Assign Workflow Add Task

All Statuses ▼ Human Resources ▼

<input type="checkbox"/>	Task Name	Owner	Status	Due	Completed Date
<input type="checkbox"/>	Set Document Type for New Hire Documents	Marius Acklin	Complete		03/05/2021
<input type="checkbox"/>	Send Tentative Offer	Marius Acklin	Complete	03/06/2021	03/05/2021
<input type="checkbox"/>	Send Official Offer	Marius Acklin	Complete	03/06/2021	03/05/2021
<input type="checkbox"/>	Receive Tentative Offer Response	Marius Acklin	Complete	03/07/2021	03/05/2021
<input type="checkbox"/>	Receive Official Offer Response	Marius Acklin	Complete	03/07/2021	03/05/2021
<input type="checkbox"/>	Verify the New Hire Arrived for their First Day of Duty	Marius Acklin	Complete	03/25/2021	03/05/2021
<input type="checkbox"/>	Transmit Documents to eOPF	Marius Acklin	Complete	06/03/2021	06/14/2021
<input type="checkbox"/>	Transmit Forms to eOPF	Marius Acklin	Complete	06/03/2021	06/14/2021



# Time to Hire Reporting

The **Time to Hire data warehouse** includes **detailed data** as well as **standardized, pre-calculated metrics** for time to hire reporting.

- Data is updated ~3 times per day
- A library of reports is available to all reporting users. Reports are designed to provide high level metrics and/or detailed data, as well as to respond to mandatory time to hire reporting requirements.

A screenshot of the USA Staffing reporting interface. The top navigation bar is dark blue with the "USA Staffing" logo. Below it is a sidebar with navigation options: Home, Search, My content, Team content, and Recent. The main content area shows a breadcrumb trail: "USA Staffing Packages and Folders > Time to Hire". Below the breadcrumb, there is a list of reports, each with a document icon, a title, and a timestamp:

- MCO Staffing Resource Chart (5/17/2022 1:44 PM)
- Time to Hire Detail Report (7/27/2022 1:57 PM)
- Time to Hire Summary Report (Completed Requests) (11/13/2020 12:11 PM)



# Time to Hire



## MCO Staffing Resource Chart

Displays time to hire in the format required by OPM for annual time to hire reporting.

### Mission Critical Occupation (MCO) Staffing Resource Chart

Organization One

Mission Critical Occupations and Series	(T2H-1) Total Number of Hires (Oct 1, 2020 - Sep 30, 2021)	(T2H-2) Average number of calendar days per hire from manager's hiring need validation to when Tentative Offer was accepted (Oct 1, 2020 - Sep 30, 2021)	(T2H-3) Average number of calendar days per hire from manager's hiring need validation to Entry on Duty (Oct 1, 2020 - Sep 30, 2021)	(T2H-4) Average number of calendar days per hire from when the JOA closed to when Tentative Offer was accepted (Oct 1, 2020 - Sep 30, 2021)
<b>All Hires</b>	60	25.8	109.6	349.5
<b>Government-wide MCOs</b>				
0201 - Human Resources Management	29	47.0	148.5	425.8
2210 - Information Technology Management (includes cyber)	1	2.0	2.0	
Cybersecurity (all occupations, including 2210)				
<b>Agency or Sub Agency Specific MCOs and Any Additional Occupations or Commonly Filled Positions</b>				
0006 - Correctional Institution Administration	1		1703.0	
0011 - Bond Sales Promotion	1		-8.0	
0017 - Explosives Safety Series	7	6.5	5.9	
0018 - Safety and Occupational Health Management	1	2.0	-1.0	
0062 - Clothing Design	1	2.0	2.0	
0199 - Social Science Student Trainee	1		2.0	
0260 - Equal Employment Opportunity	1	2.0	2.0	
0301 - Miscellaneous Administration And Program	9	10.5	27.2	
0302 - Messenger	1	2.0	2.0	0.0
0343 - Management And Program Analysis	3	11.3	116.7	
0704 - Animal Health Technician	1		2.0	
3705 - Non-Destructive Testing	3	2.0	-23.3	-141.0
<b>SES Leadership</b>				

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# Time to Hire



## Time to Hire Detail Report

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

Time to Hire Detail Report - New Vacancy Request Type

Staffing Organization Name	Staffing Office Name	Request Number	Request Type	Vacancy Number	Announcement Number	New Hire Name	New Hire Number	New Hire Creation Date	New Hire Veterans Preference Status	New Hire Customer Name	New Hire Pay Plan	New Hire Series	New Hire Grade	Hiring Need Validation Date	Request Personnel Action Date	Request Approval Date	JOA Review Sent Date	JOA Review Returned Date	Announcement Open Date	Announcement Close Date
Demo Organization	USA Staffing Demo Office	20210827-38589	New Vacancy	11218712	21-CBPK-11218712-PG	Lebowski, Jeffrey	HMDES-UK2J	08/27/2021	CPS - 10-point Preference based on Compensable Service-connected Disability of 30 percent or more	Agency Customer A	GS	0340	12	08/25/2021	Aug 26, 2021	08/27/2021			08/27/2021	08/31/2021
Demo Organization	USA Staffing Demo Office	OJP-DEMO	New Vacancy	11015778	OJP-Demo-11015778	San Diego, Carmen	HP40J-PK9P	01/29/2021		USA Staffing Demo Customer	GS	0201	11	01/20/2021	Jan 21, 2021	01/21/2021			01/21/2021	01/21/2021
Organization One	Office A	07302021-PROD-TESTING	New Vacancy	11190092	11190092-DE-PG-21	Lebowski, Jeffrey	H848P-SL2M	07/30/2021		Customer 1 - Linked to Office A	GS	0704	12	07/28/2021	Jul 29, 2021	07/30/2021			07/30/2021	08/06/2021
Organization One	Office A	20200821-94318	New Vacancy	10896400	IMP-20-10896400	Agreste, Adrian	HY1INV-1ST7	08/21/2020		Customer 1 - Linked to Office A	GS	0201	9	08/12/2020	Aug 13, 2020	08/21/2020	08/21/2020	08/21/2020	08/21/2020	08/24/2020
Organization One	Office A	20210604-49284	New Vacancy	11137515	21-11137515-DE-OBA	Chap, Kay	H6LO4-89DG	06/04/2021	NV - No Preference	Customer 1 - Linked to Office A	GS	0017	7	06/02/2021	Jun 3, 2021	06/04/2021			06/04/2021	06/30/2021

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# Time to Hire



## Time to Hire Summary Report (Completed Requests)

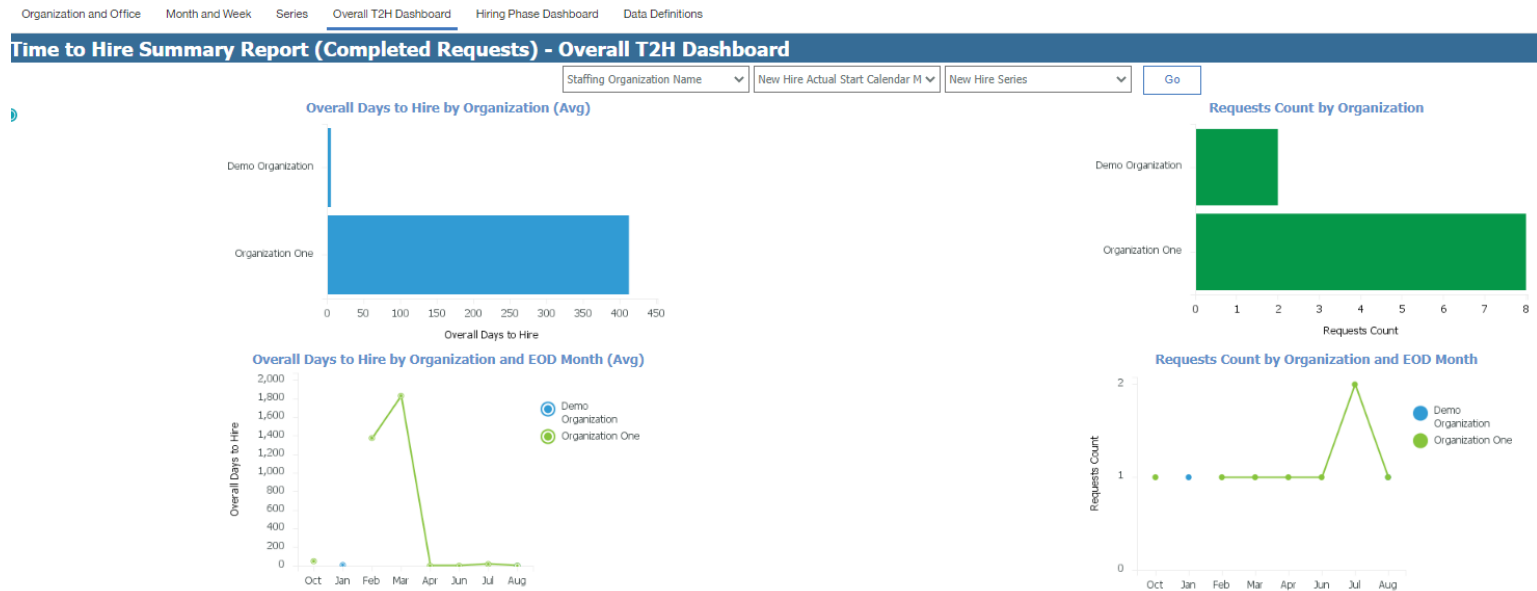
Report displaying summary level data on the milestones of the hiring process and the overall time to hire.

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	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
Demo Organization	USA Staffing Demo Office	2	9.0	5.5				2.0	1.5	0.0	0.0		0.0	0.0
Demo Organization Summary		2	9.0	5.5				2.0	1.5	0.0	0.0		0.0	0.0
Organization One	Office A	7	6.0	471.7	0.0	0.0	0.0	8.7	-10.3	9.3	-11.2	0.0	0.0	0.0
	Office B	1	6.0	2.0				4.0	-4.0			27.0		
Organization One Summary		8	6.0	413.0	0.0	0.0	0.0	8.1	-9.5	9.3	-11.2	13.5	0.0	0.0
2021 Summary		10	7.0	331.5	0.0	0.0	0.0	6.9	-7.3	8.0	-9.3	13.5	0.0	0.0

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



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# Custom Reports

Users with **report author access** have the ability to modify existing reports and develop custom reports based on USA Staffing data packages.

USA Staffing®

New report \* ▾

Source Data items

- Hiring Data Warehouse
  - Presentation View
    - Announcements
    - Applicants
    - Applications
    - Assessment Packages
    - Certificates
    - New Hires
    - Requests
    - Tasks
    - Vacancies
      - Incomplete Application Information
      - JOA Review Information
      - Vacancy Information
        - Appointing Authorities
        - Case File Documents

Staffing Organization Name	Staffing Office Name	Vacancy Number	Vacancy Pay Plan-Series-Grade	Vacancy Job Title	Application Number	Applicant Name	Applicant Email Address
<Staffing Organization Name>	<Staffing Office Name>	<Vacancy Number>	<Vacancy Pay Plan-Series-Grade>	<Vacancy Job Title>	<Application Number>	<Applicant Name>	<Applicant Email Address>
<Staffing Organization Name>	<Staffing Office Name>	<Vacancy Number>	<Vacancy Pay Plan-Series-Grade>	<Vacancy Job Title>	<Application Number>	<Applicant Name>	<Applicant Email Address>
<Staffing Organization Name>	<Staffing Office Name>	<Vacancy Number>	<Vacancy Pay Plan-Series-Grade>	<Vacancy Job Title>	<Application Number>	<Applicant Name>	<Applicant Email Address>
<Staffing Organization Name>	<Staffing Office Name>	<Vacancy Number>	<Vacancy Pay Plan-Series-Grade>	<Vacancy Job Title>	<Application Number>	<Applicant Name>	<Applicant Email Address>

### Cognos Report Elements:

- List
- Crosstab
- Charts
- Visualizations

# Reporting Resources

- **Data Dictionary**

- **Cognos Package Outline Report:** This Cognos report provides an up-to-date data dictionary for all available data packages, including the name, location, and description of all available data items.

- **Training**

- **Report Consumer Training:** Provides users with a background on how to successfully navigate Cognos to run reports. Each 4-hour session is held every other month (alternating with Report Author Training). Registration required.
- **Report Author Training:** Provides users with instructions on building custom reports and modifying existing reports in Cognos. Each 12-hour session (over 2 days) is held every other month (alternating with Report Consumer Training). Registration required.
- **Advanced Author Forum:** Provides an opportunity for authors to ask questions about some of the more advanced report-building techniques. Each hour-long session is held on the first Thursday of each month. All current report authors are invited; no registration required.

# Reporting Resources

- **Resource Center**

- **Job Aids:** Most data packages have job aids available to provide guidance on complex reporting topics.
- **Release Notes:** Published every other week, the Release Notes identify the most recent modifications to reports and data models.
- **Workgroups**
  - **Reporting and Analytics Workgroup:** Held every 6 weeks, the purpose of these meetings is to review new reports that have been developed, as well as changes to Cognos data models. During the meeting, USA Staffing provides training on specific Cognos features and answers any Cognos or USA Staffing data-related questions.
  - **Applicant Flow Data Workgroup:** Held on a quarterly basis, the purposed of these meetings is to discuss enhancements to applicant flow data and provide customer agencies with the opportunity to share best practices for reporting.

[https://help.usastaffing.gov/ResourceCenter/index.php/Reporting\\_and\\_Analytics](https://help.usastaffing.gov/ResourceCenter/index.php/Reporting_and_Analytics)