USA Staffing
Reporting and Analytics Release Notes

Stage Release Date: August 11, 2021
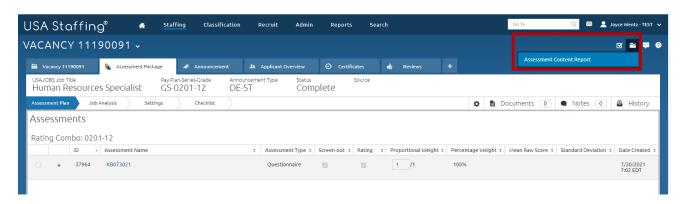
Production Release Date: August 18, 2021

Reporting and Analytics

Reports

- **Application Overview Report:** The Application Overview Report was created. This report provides tabular data detailing applicant and application information, including eligibilities, ratings, notes, referrals, notifications, and assessment responses.
  - Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse > Application

- **Assessment Content Report:** The Assessment Content Report was modified. This report provides information about the content of an assessment package, including assessments, competency data, item information, and rating criteria. The report was updated to include a page/tab showing the rating criteria for questionnaires built in USA Staffing, to include item proportional weights and response option base and weighted values. In addition to being accessible by navigating to the report within Cognos, report buttons were added to the USA Staffing interface on the Assessment Package and Assessment tabs within a vacancy. By clicking the report button and selecting the Assessment Content Report, a new tab will open, and the vacancy and assessment information will be pre-populated into the report prompt page. Finally, the report setting for grouping was updated to not group cells when exporting to Excel. This will allow easier sorting and analysis of the data in Excel.
  - Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse > Assessment

- **Certificate Status Dashboard:** The Certificate Status Dashboard was modified. This report provides visualizations and tabular data displaying the status of issued certificates, including metrics identifying the number of certificates issued, audited and unaudited, unaudited certificates by days since issued, and certificate review status. The report was modified to replace the existing visualizations and metrics to focus more on audited and unaudited certificates, including timeliness metrics for certificate audits. The pages with tabular data were also updated to include USAJOBS Job Status and Vacancy Pay Plan-Series-Grade. Finally, the report setting for grouping was updated to not group cells when exporting to Excel. This will allow easier sorting and analysis of the data in Excel.
  - Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse > Certificate

- **Certificate Status Report:** The Certificate Status Report was modified. This report provides tabular data displaying the status of issued certificates, including separate tabs/pages by audited status, certificate reviews, and certificates with and without selections. The report was modified to include columns for USAJOBS Job Status and Vacancy Pay Plan-Series-Grade. Finally, the report setting for grouping was updated to not group cells when exporting to Excel. This will allow easier sorting and analysis of the data in Excel.
  - Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse > Certificate