USA Staffing

Applicant Flow Data Workgroup Meeting

December 8, 2020

Created by the OPM Federal Staffing Center

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Agenda

- **Report Consumer Guidance**
  - Accessing and Navigating Cognos
  - Running Reports
  - Report Subscriptions
  - Standard Applicant Flow Data Reports Overview
- **Sharing Agency Practices**
  - U.S. Securities and Exchange Commission – *Martha Hennen*
- **Open Demo and Q&A**

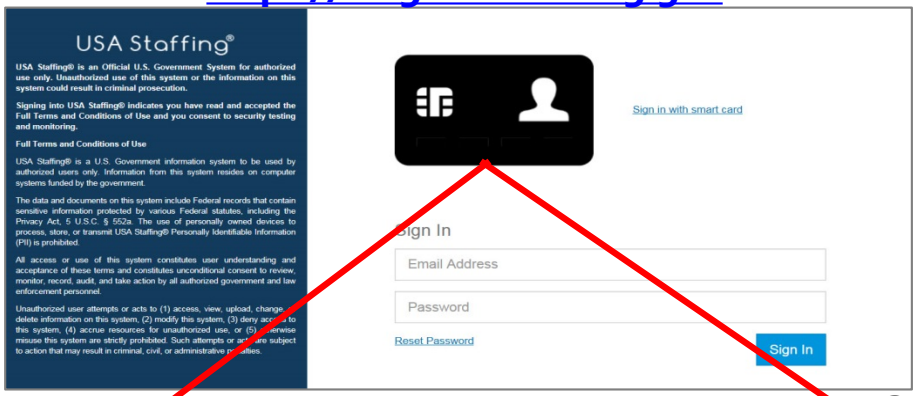
AFD Resources on the USA Staffing Resource Center:

https://help.usastaffing.gov/USASUpgResCtr/index.php/Reports_and_Analytics

Report Consumer Guidance

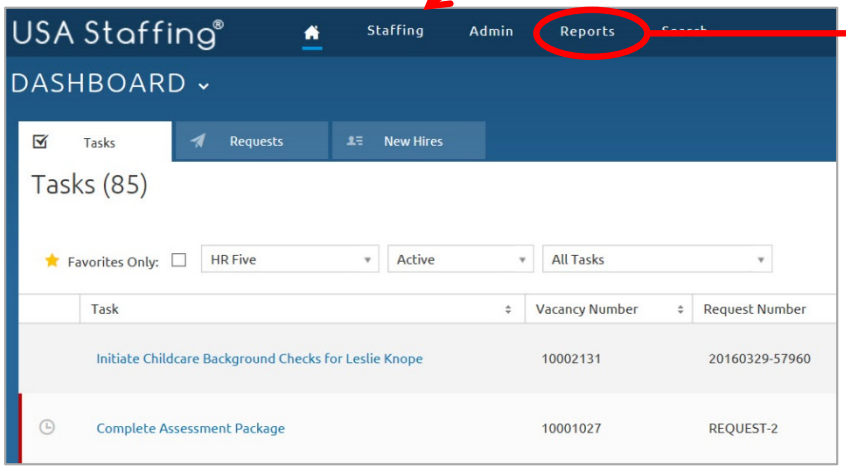
Accessing Cognos

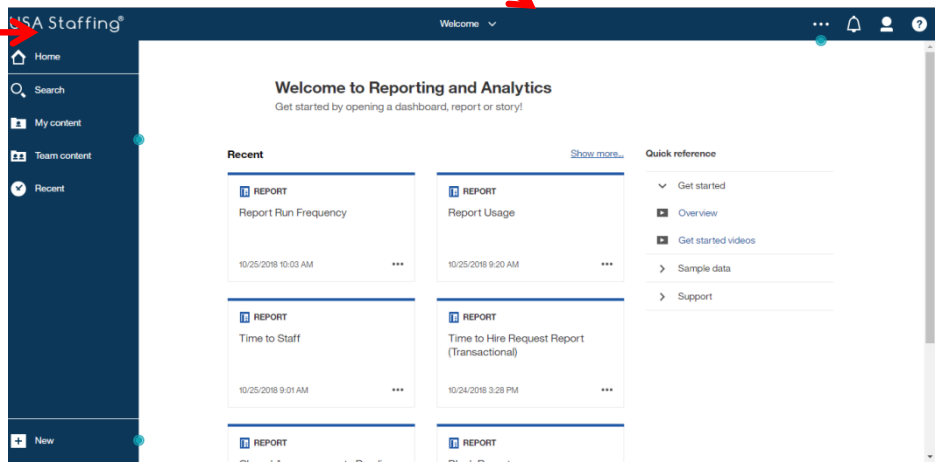
USA Staffing Login
https://stage.usastaffing.gov



Staffing User Access

Report Author Only and AFD Only Access





Navigating the Welcome Page

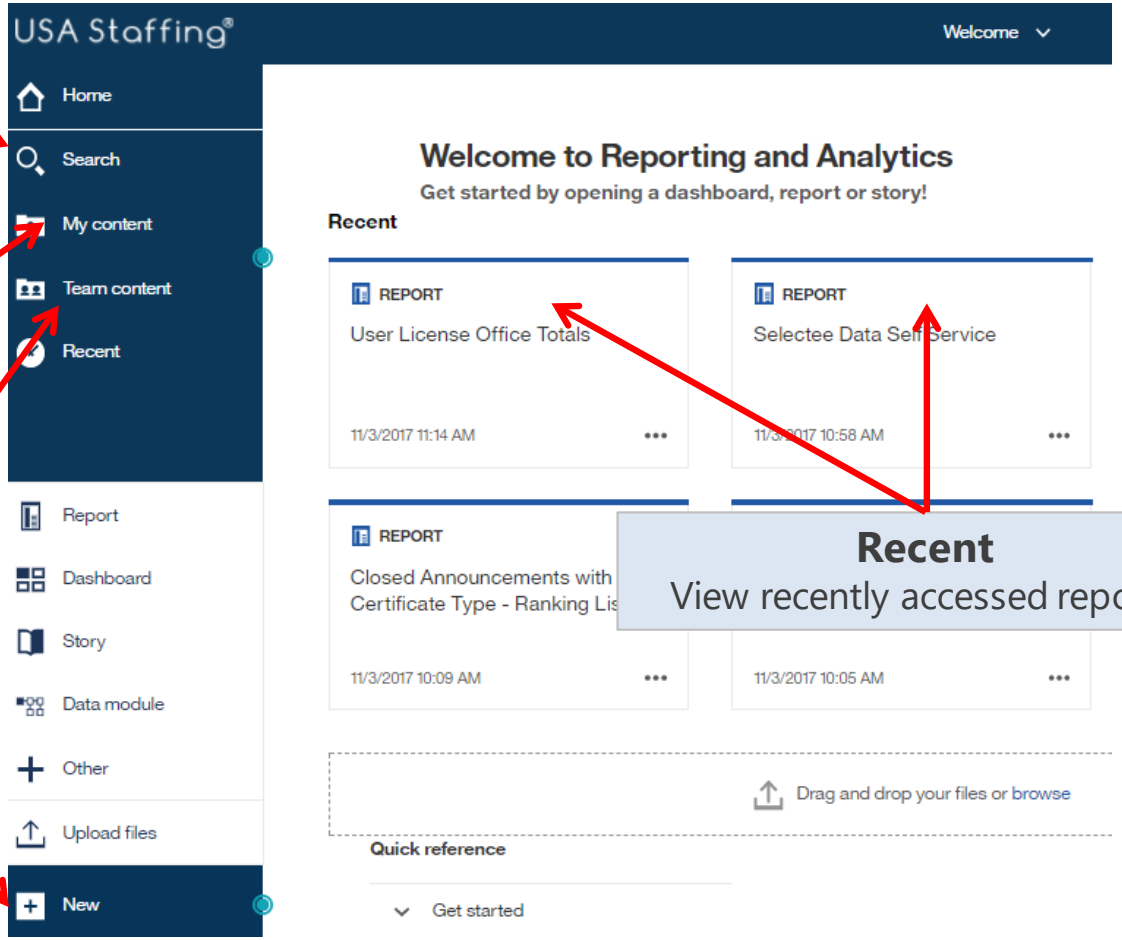
The Welcome Page allows users to **navigate and search for reporting content**

Search
Search for reports and models

My Content
Formerly "My Folders"

Team Content
Formerly "Public Folders"

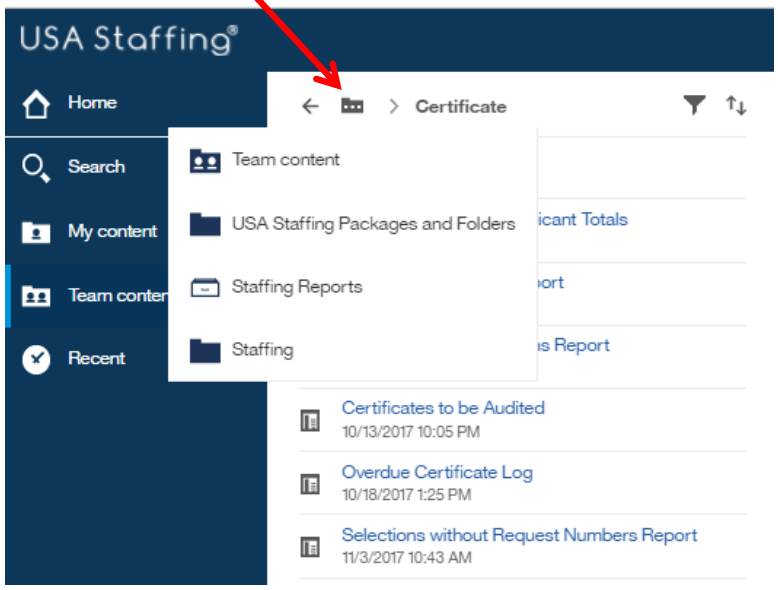
New
Report Authors can create new Reports, Dashboards, and Stories



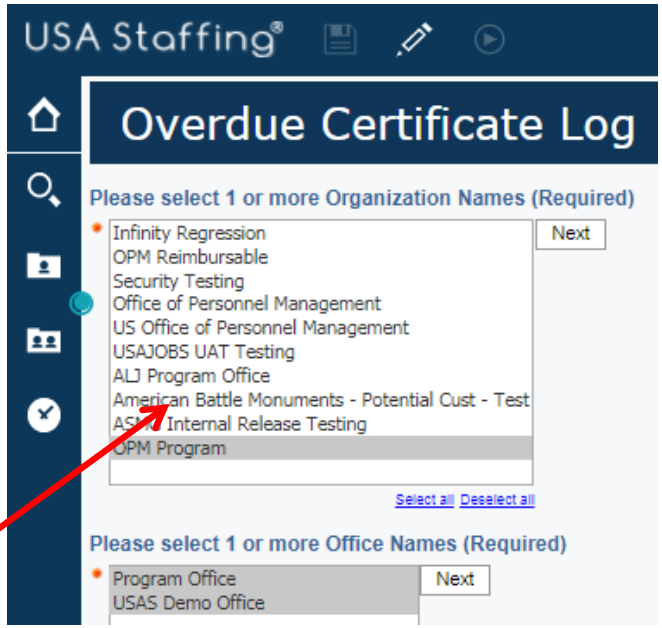
Recent
View recently accessed reports

Running an Existing Report

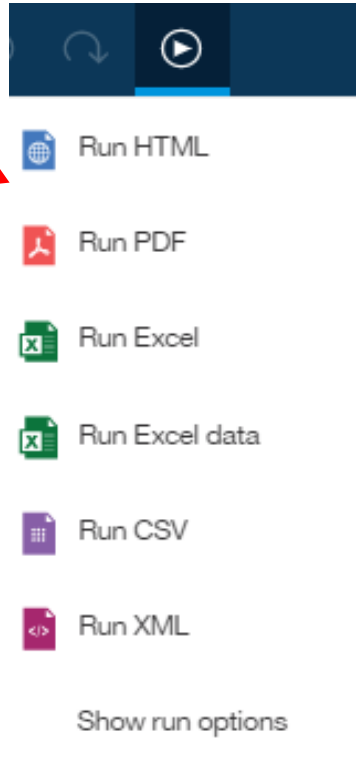
1. Locate Report
Navigate to the desired report through Team Content



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

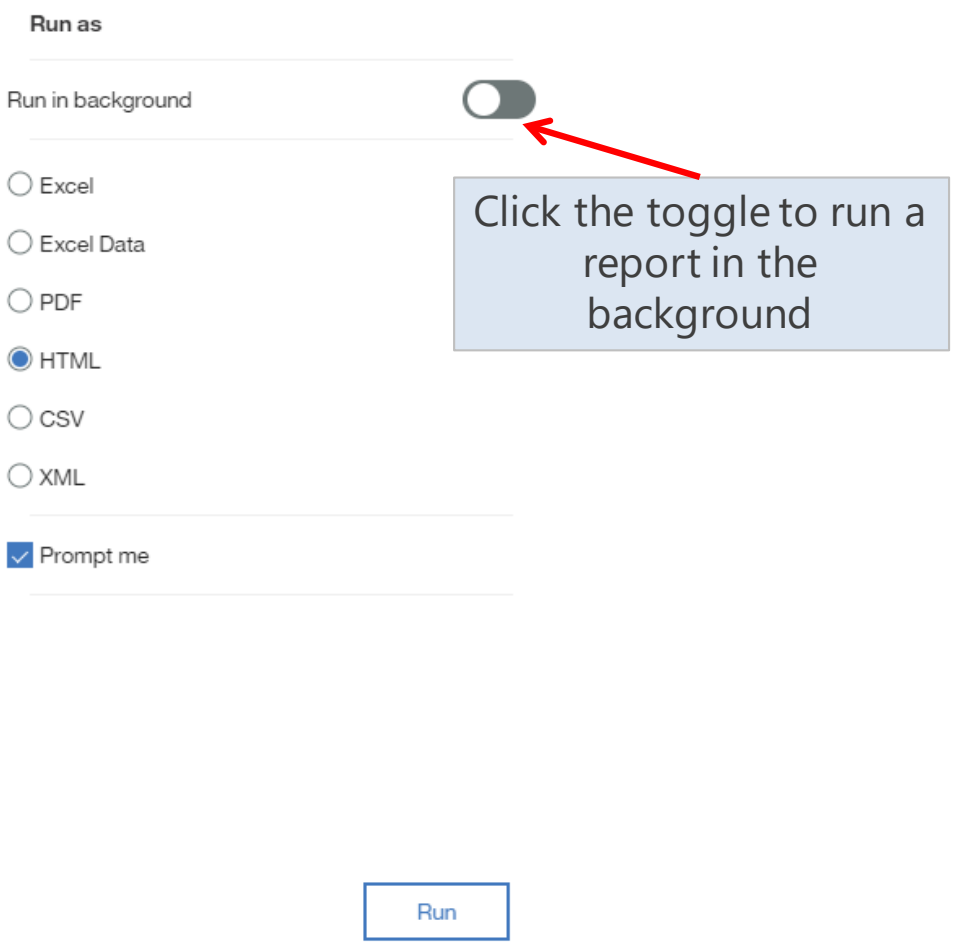
Users can run reports live or set a report to run in the background and receive a notification when the report has completed.

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

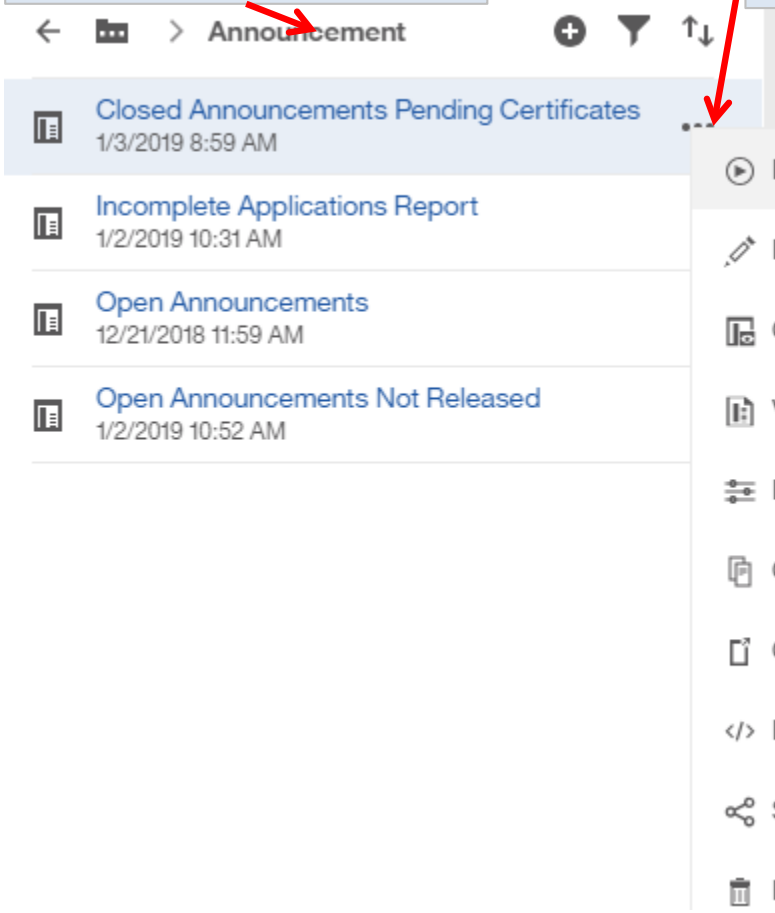
- Can be run immediately or scheduled to run at a certain time
- Allow multiple output formats to be selected for each run
- Creates a queue of reports to be run; reports may run simultaneously

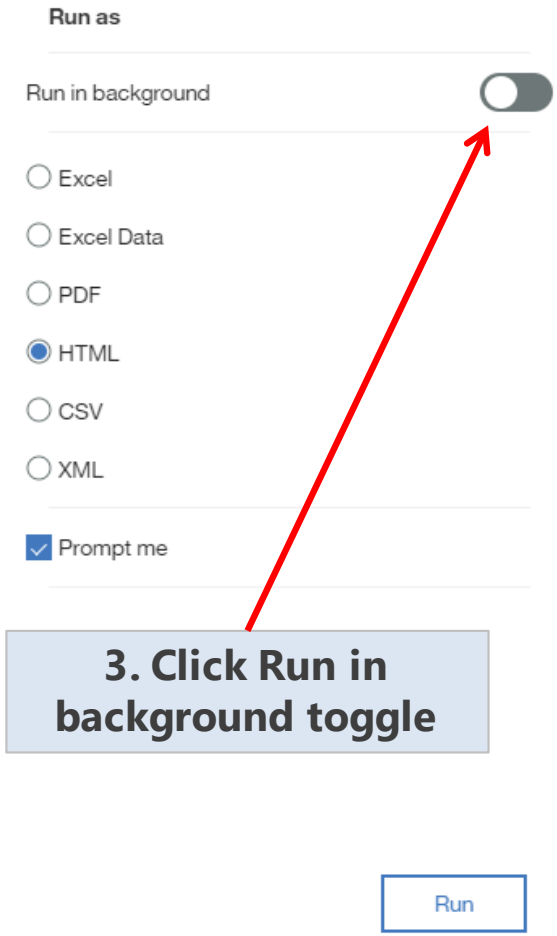


Running a Report in the Background

1. Locate Report
Navigate to the desired report through Team Content

2. Click the … and select Run as

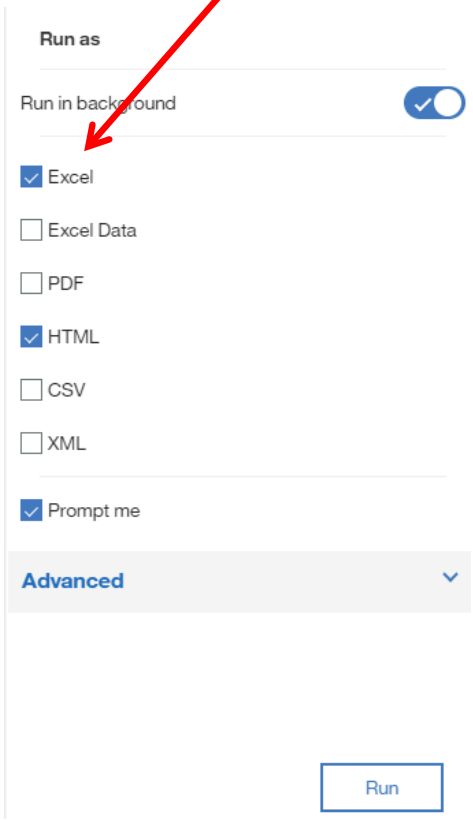




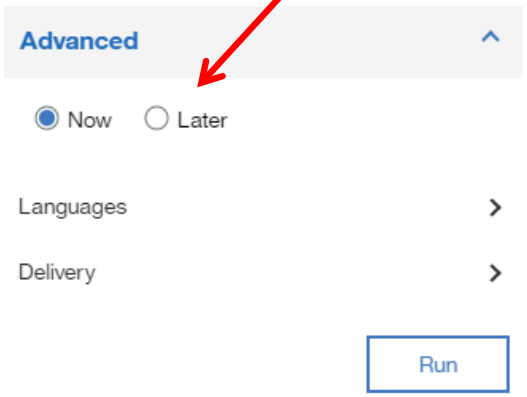
3. Click Run in background toggle

Running a Report in the Background

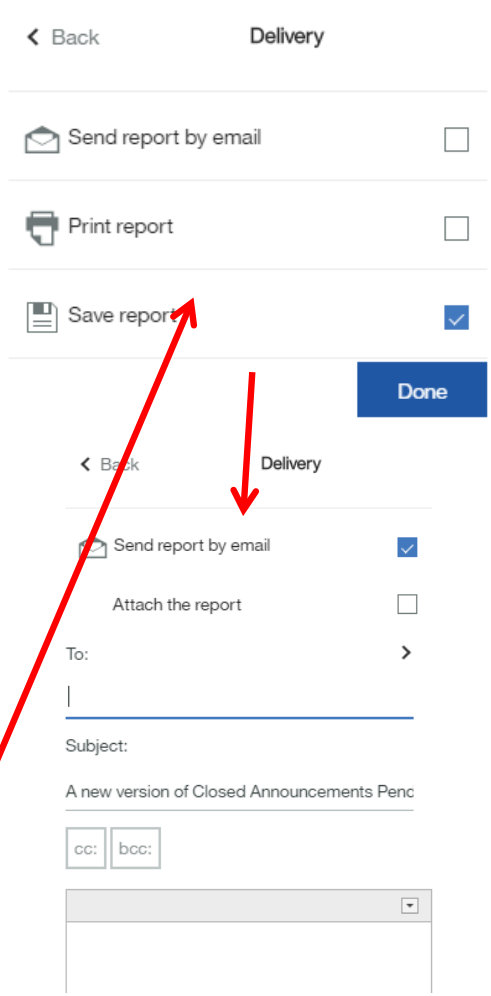
4. Select report output(s)



5. Set Advanced Options
Run the report immediately or at a specific time and choose Delivery options

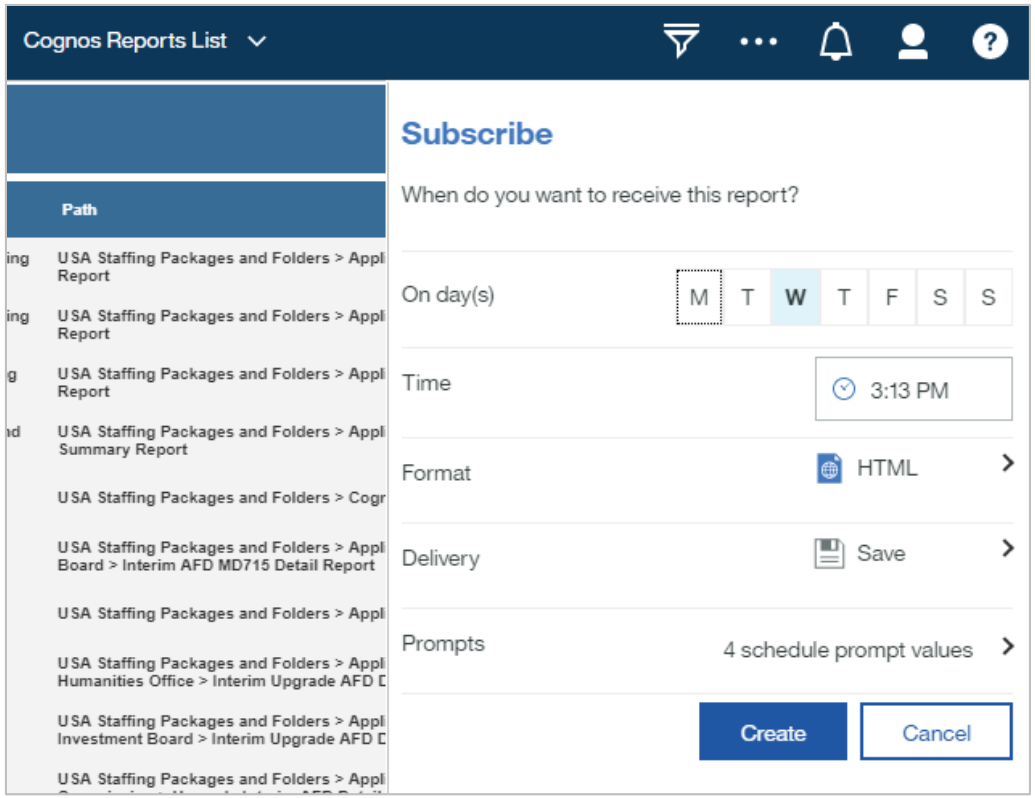


6. Set Delivery method(s) and click "Done"
If the report includes prompts, they will be presented



Report Subscriptions

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

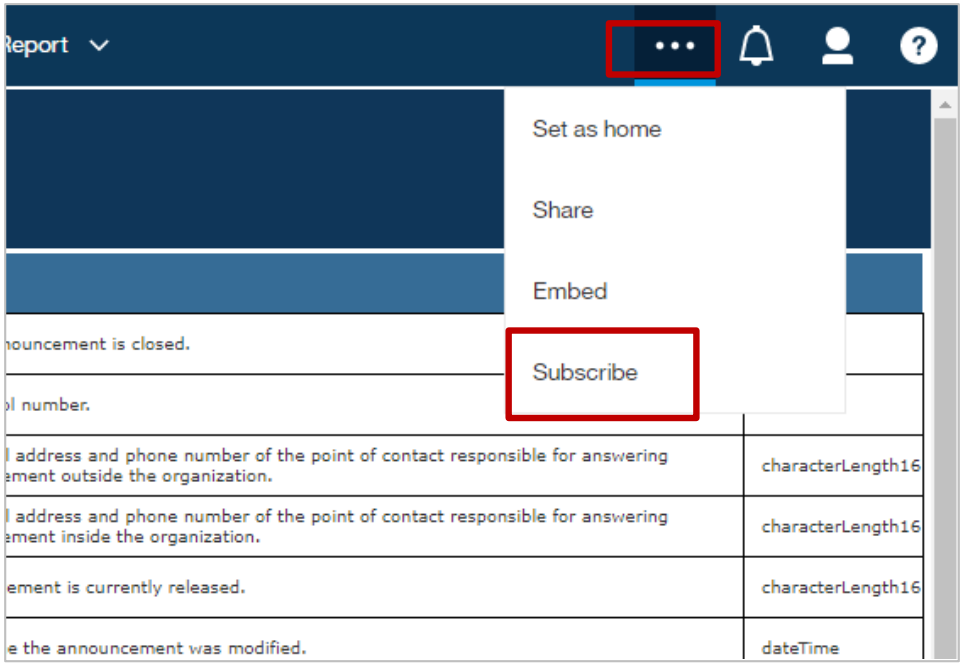


- Report subscriptions save report output in your My Content
- Users first have to run the report before subscribing; Cognos saves the parameter values
- After a report is scheduled, users are notified each time the report is run

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.

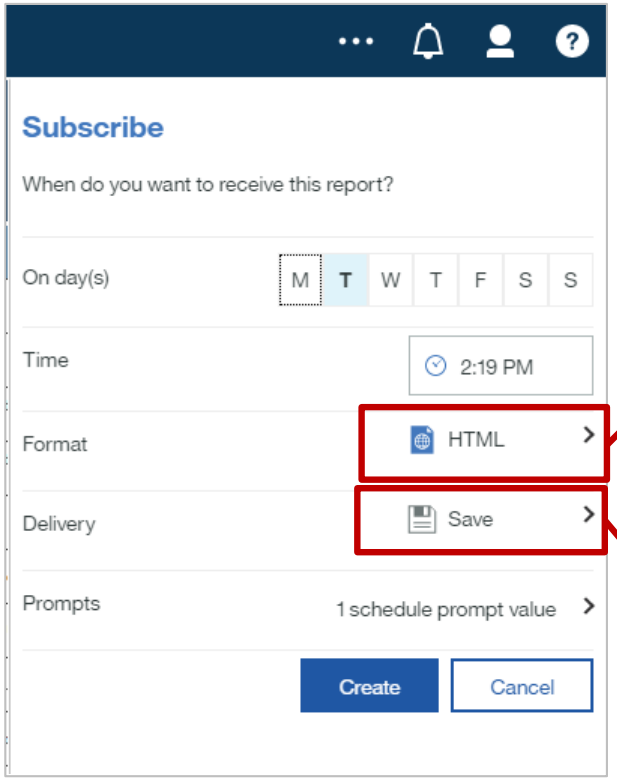
Report Subscriptions

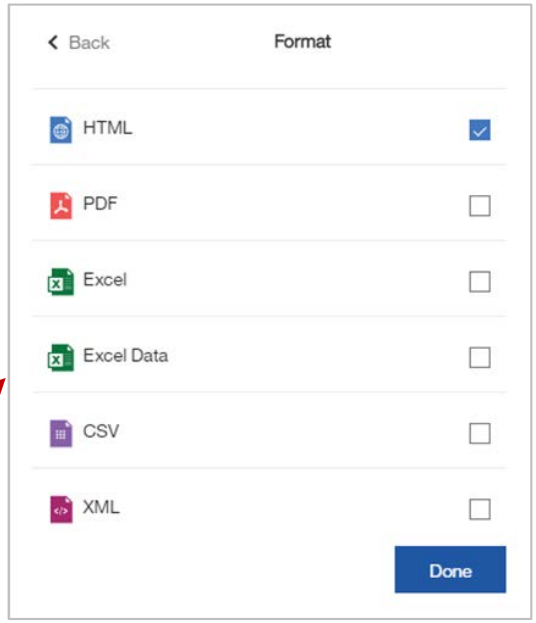
Cognos allows users to **subscribe to any report** to have report **output delivered** at specified intervals

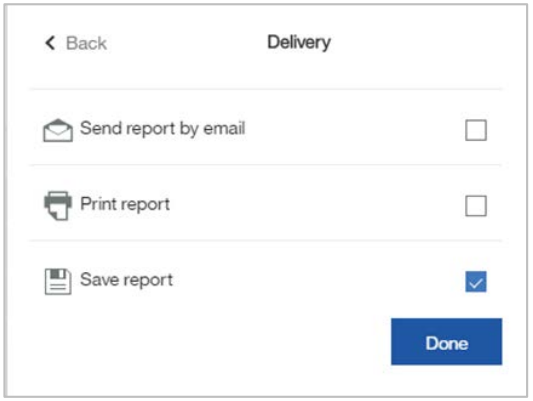


- To subscribe to a report, first run the report.
- If the report has prompts the prompt values you select will be remembered in your subscription and used every time the report is run.
- From the report output click on the ellipsis, then click on Subscribe.

Report Subscriptions



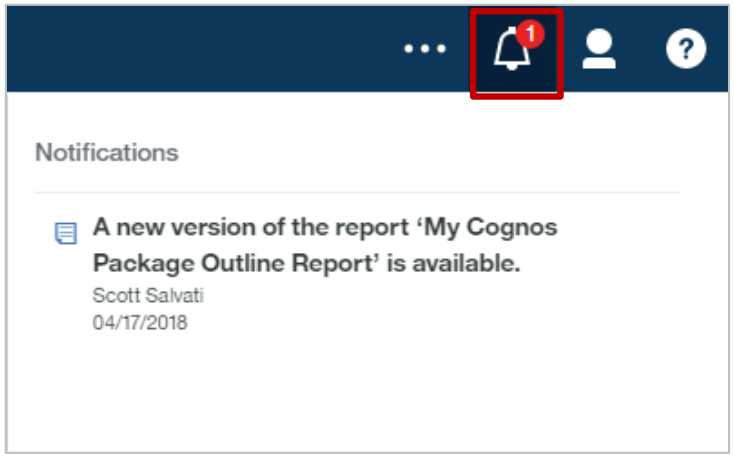


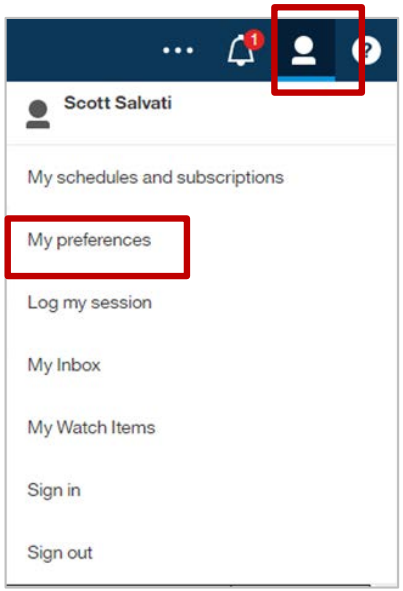


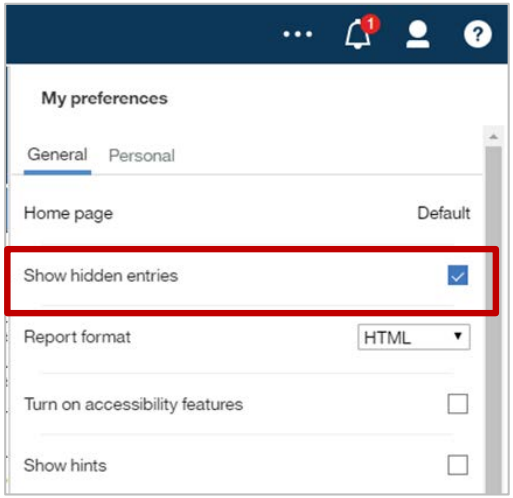
Users are unable to send reports via email due to current security settings

- 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.

Report Subscriptions

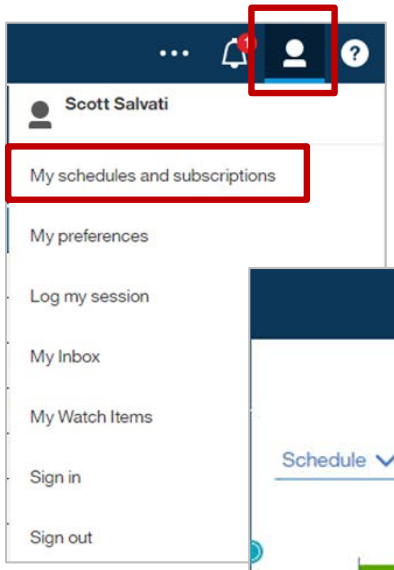




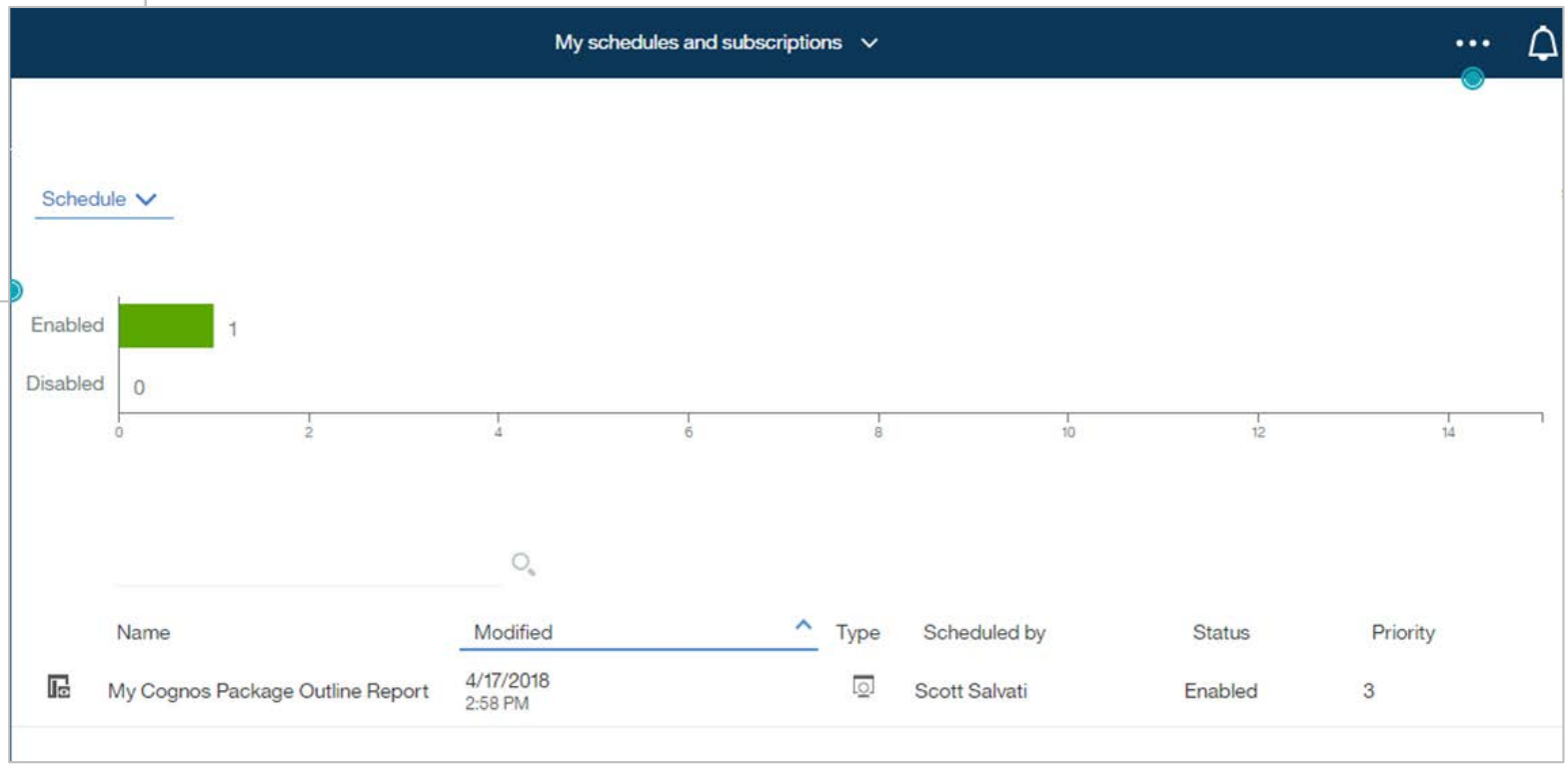


- You will receive a notification in Cognos when the report you subscribed to runs.
- Click on the bell icon to see the notification
- Subscribed reports are stored in a hidden "Subscriptions" folder in My Content
- To display the hidden folder, click on the user icon, select My Preferences, and check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



Standard Applicant Flow Data Reports Overview

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).

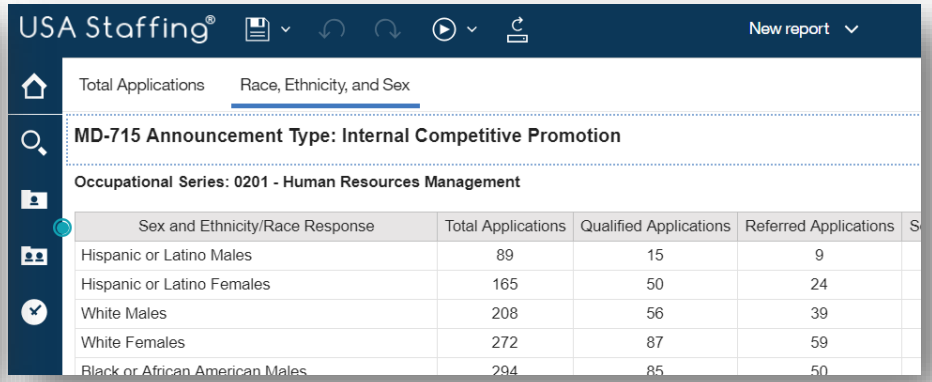
USA Staffing® New report

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**


USA Staffing® New report

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)

Optional Prompts:

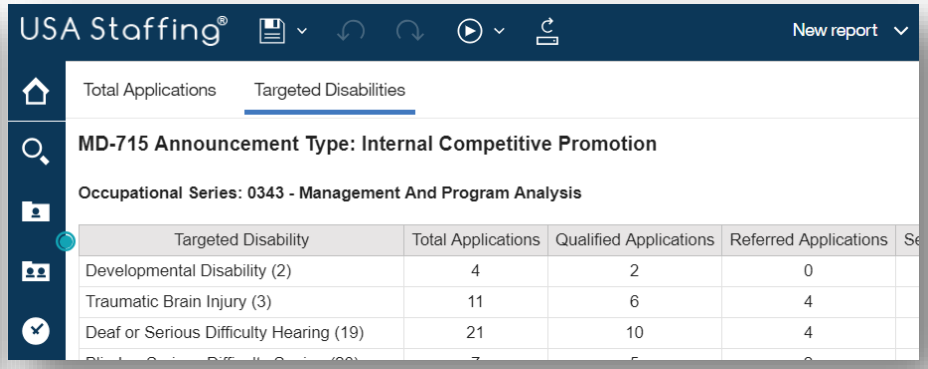
- Customer Name(s)
- Occupational Series
- Grade(s)
- Announcement Appointment Type(s)
- Supervisory Position
- Announcement Type(s)
- Vacancy Number(s)
- Application Submitted Date Range

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	Se
Developmental Disability (2)	4	2	0	
Traumatic Brain Injury (3)	11	6	4	
Deaf or Serious Difficulty Hearing (19)	21	10	4	

Required Prompts:

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

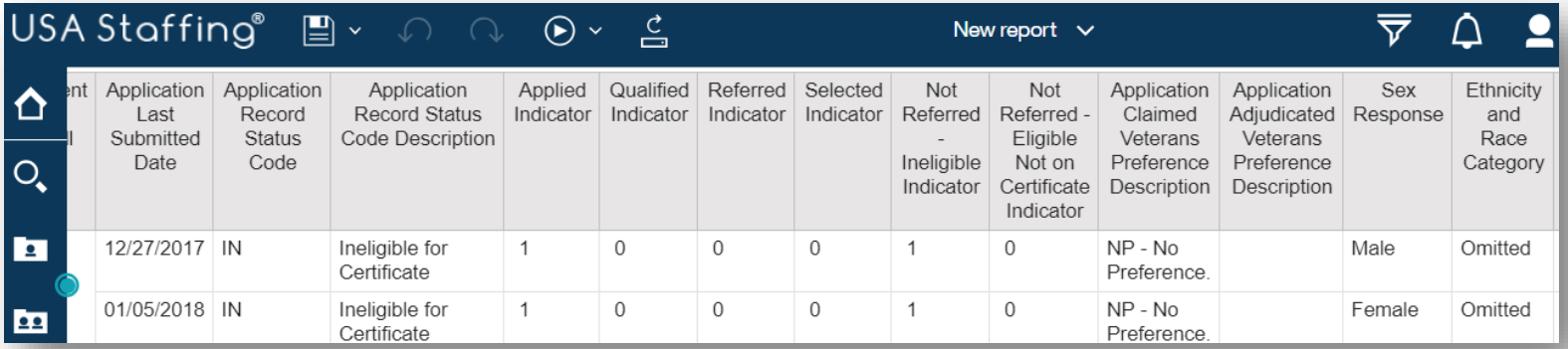
Optional Prompts:

- Customer Name(s)
- Occupational Series
- Grade(s)
- Announcement Appointment Type(s)
- Supervisory Position
- Announcement Type(s)
- Vacancy Number(s)
- Application Submitted Date Range

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 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)
- Fiscal Year(s)

Optional Prompts:

- Customer Name(s)
- Occupational Series
- Grade(s)
- Announcement Appointment Type(s)
- Supervisory Position
- Announcement Type(s)
- Vacancy Number(s)
- Announcement Number(s)
- Application Submitted Date Range

Sharing Agency Practices

Martha Hennen
U.S. Securities and Exchange Commission

Open Demo and Q&A

Resources

USA Staffing Cognos AFD User Guide

Includes the Rules of Behavior, descriptions of data elements, and instructions for accessing AFD through Cognos
https://help.usastaffing.gov/ResourceCenter/images/c/cf/Applicant_Flow_Data_Access_SOP_10-25-19.pdf

Cognos Training Program

Virtual training sessions are offered monthly, alternating between Report Consumer and Report Author training. Contact your USA Staffing Account Manager for upcoming dates and to register for trainings.

Advanced Author Forum

An opportunity for report authors to pose questions or get assistance working through issues in report development. Questions may be submitted in advance. No registration is necessary. Contact your USA Staffing Account Manager to get details for virtual meetings held on the first Thursday of each month from 11:00 AM EDT to 12:00 PM EDT.

Contact: **USA Staffing Talent Analytics Branch**
USAStaffingData@opm.gov