



USA Staffing[®]
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USA Staffing Reporting & Analytics

Cognos Report Author Workgroup Meeting

August 3, 2017



OPM HR SOLUTIONS
by government, for government

U.S. Office of Personnel Management
1900 E Street, NW, Washington, DC 20415

Agenda

- **Modifications to reports/data models**
 - Staffing Administration
 - Staffing Analytics
 - Staffing Reports
 - Staffing Steady State v2 (Legacy)
- **Cognos Tips**
 - How to create a join between queries
- **Open Q&A/Demo**



Modifications to Reports/Data Models



Staffing Administration

Data on administrative content created in USA Staffing; sourced directly from the USA Staffing database (real-time)

Data Model Changes

Organization – July 22 (Production)

The Organization namespace includes information on the Organizations, Offices, and Customers built in USA Staffing. This data can be used to report on the org/office/customer structure for an agency, not on actions in USA Staffing

Public Folders > USA Staffing Packages and Folders > Staffing Administration



Staffing Reports

Real-time data sourced directly from the USA Staffing Upgrade database; optimized for basic list reporting (real-time)

New Reports

Production Activity Report – July 22 (Production)

This report displays counts of announcements, applications, certificates, selections, and new hires by organization, office, and date range

Public Folders > USA Staffing Packages and Folders > Staffing Reports > Staffing Reports > Staffing > Other

Production Activity Report by Organization

Staffing Organization(s): Office of Personnel Management, OPM Program, OPM Reimbursable, Test Staffing Office(s):

Between Apr 2, 2016 12:00 AM and Aug 2, 2017 11:59 PM

Staffing Organization	Announcements	Applications	Certificates	Selections	New Hires Arrived on Duty
Office of Personnel Management	2	58	5	2	1
OPM Program	52	136	48	33	10
OPM Reimbursable	357	1,210	472	234	136
Test Org	92	121	90	73	37
Overall - Total	503	1,525	615	342	184

Staffing Model Outline – Early Aug (Stage)

This updated report displays the data structure and definitions for all Cognos packages – Staffing Reports, Staffing Administration, Staffing Analytics, and Applicant Flow Data Analytics



Staffing Reports

Data Model Changes

New Certificate Applicant Query Subject - July 22 (Production)

- Added Applicant attributes, including email, phone number, addresses to the Certificate namespace
- **Moved Certificate Applicant ID to Certificate Applicants** from Certificate Applications (this will break custom reports that include Certificate Applicant ID)

Added External Assessment Open and Close Dates - July 22 (Production)

The date range in which an applicant can complete an External assessment (USA Hire)

[Applications].[Application Assessments].[Application Assessment Open Date]

[Applications].[Application Assessments].[Application Assessment Close Date]

New Certificate Selectee Request Query Subject - July 22 (Production)

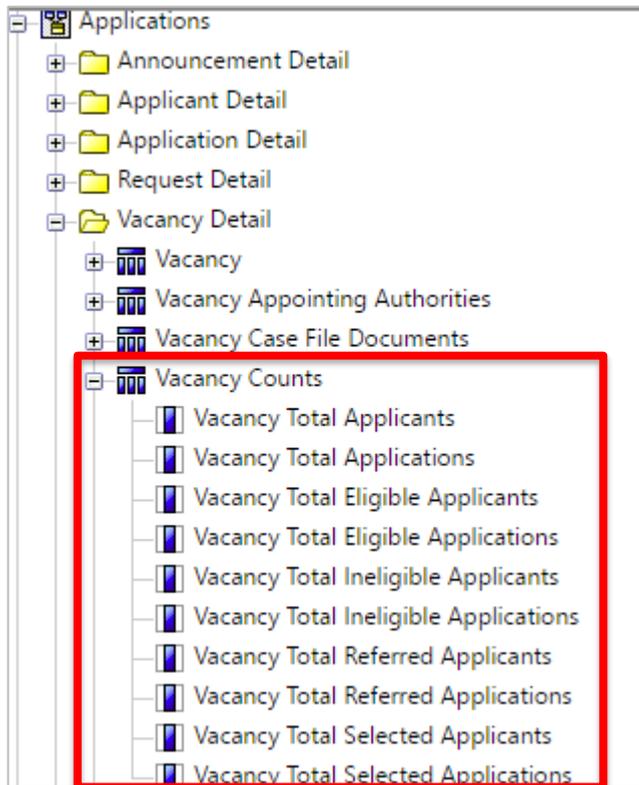
- Ties Request Number to only those applicants who were selected off of a certificate
- The Certificate Request Query Subject will return all request numbers in a vacancy for each applicant on a certificate



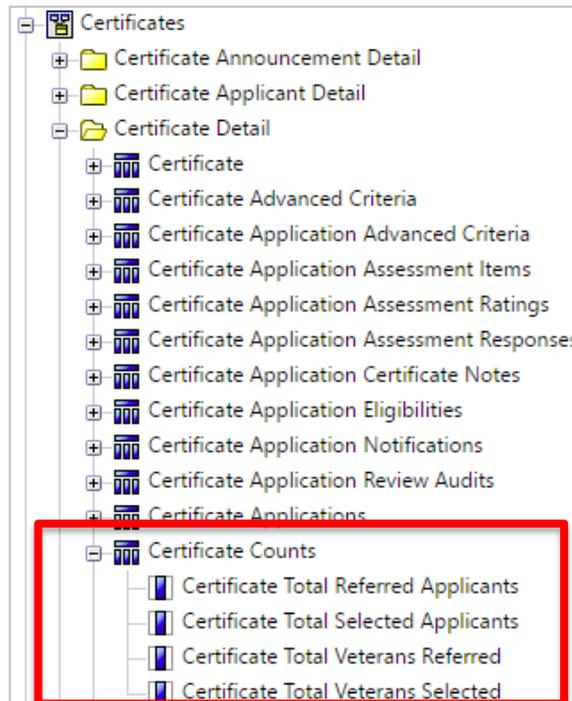
Staffing Reports

New Applicant Counts Query Subjects- July 22 (Production)

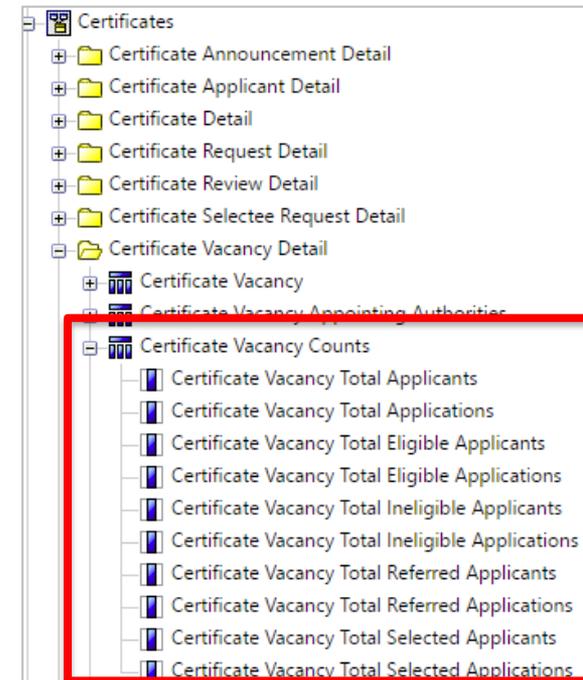
Applications Namespace Vacancy Counts



Certificates Namespace Certificate Counts



Certificates Namespace Vacancy Counts



Staffing Reports

Added Application Locations field - Early Aug (Stage)

Concatenated field of all Application Locations for which an applicant has applied
[Applications].[Application].[Application Locations]

New Certificates Announcement Questionnaire Items and Responses - Early Aug (Stage)

Items and responses to the Eligibilities, Preferences, and Screen-outs sections of the Announcement Questionnaire

Added Assessment Owner field - Early Aug (Stage)

The user responsible for the assessment
[Assessment Packages].[Assessments].[Assessment Owner]

Added Specialty and Rating Combo field - Early Aug (Stage)

Specialty and concatenated rating combination for Assessment Package Templates
[Assessment Package Templates].[Assessment Package Template].[Assessment Package Template Assessment Rating Combination]
[Assessment Package Templates].[Assessment Package Template Rating Combinations].[Assessment Package Template Assessment Rating Specialty]



Staffing Reports

Added Application Last Submitted Date field - Early Aug (Stage)

Included Application Last Submitted Date/Time to the Certificates namespace
[Certificates].[Certificate Applications].[Certificate Application Last Submitted Date/Time]

New Task Query Subjects in Certificates Namespace - Early Aug (Stage)

New Hire Tasks connected to Selectees

- [-] Certificate Selectee Request Tasks
 - [+] Initiate Background Investigation/Security Clearance Active Date
 - [+] Initiate Background Investigation/Security Clearance Actual Days
 - [+] Initiate Background Investigation/Security Clearance Complete Date
 - [+] Initiate Background Investigation/Security Clearance Target Days to Complete
 - [+] Initiate Background Investigation/Security Clearance Task Owner
 - [+] New Hire Arrival Verified Active Date
 - [+] New Hire Arrival Verified Actual Days
 - [+] New Hire Arrival Verified Complete Date
 - [+] New Hire Arrival Verified Target Days to Complete
 - [+] New Hire Arrival Verified Task Owner
 - [+] Receive Background Investigation/Security Clearance Results Active Date
 - [+] Receive Background Investigation/Security Clearance Results Actual Days
 - [+] Receive Background Investigation/Security Clearance Results Complete Date
 - [+] Receive Background Investigation/Security Clearance Results Target Days to Complete
 - [+] Receive Background Investigation/Security Clearance Results Task Owner
 - [+] Send Official Offer Active Date
 - [+] Send Official Offer Actual Days
 - [+] Send Official Offer Complete Date
 - [+] Send Official Offer Target Days to Complete

Vacancy Tasks related to the referral process

- [-] Certificate Request Vacancy Tasks
 - [+] Audit Certificates Active Date
 - [+] Audit Certificates Actual Days
 - [+] Audit Certificates Complete Date
 - [+] Audit Certificates Target Days to Complete
 - [+] Audit Certificates Task Owner
 - [+] Issue Certificates Active Date
 - [+] Issue Certificates Actual Days
 - [+] Issue Certificates Complete Date
 - [+] Issue Certificates Target Days to Complete
 - [+] Issue Certificates Task Owner
 - [+] Make and Return Selections Active Date
 - [+] Make and Return Selections Actual Days
 - [+] Make and Return Selections Complete Date
 - [+] Make and Return Selections Target Days to Complete
 - [+] Make and Return Selections Task Owner
 - [+] Send Certificates Active Date
 - [+] Send Certificates Actual Days
 - [+] Send Certificates Complete Date
 - [+] Send Certificates Target Days to Complete
 - [+] Send Certificates Task Owner



Staffing Analytics

Data sourced from the Recruitment Data Warehouse; optimized for metrics and trend reporting (nightly load)

Data Model Changes

Added Employee ID to User License Model – July 22 (Production)

[User Licenses].[User Accounts].[Account User Employee ID]



Staffing Steady State v2 (Legacy)

Real-time data sourced directly from the USA Staffing Legacy database

New Reports

VINs to be Purged Report– July 22 (Production)

This report lists Vacancy, Announcement and Certificate information for all VINs with an Archive Date less than or equal to report execution date

Public Folders > Staffing Packages and Folders > Staffing Steady State v2 > Vacancy



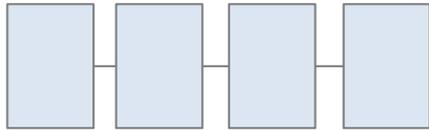
Cognos Tips

How to create a join between queries



Joins

Queries bring together information from different database tables into one dataset



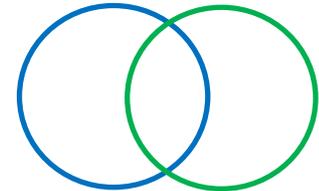
Tables

In a relational database, data items are organized in distinct tables



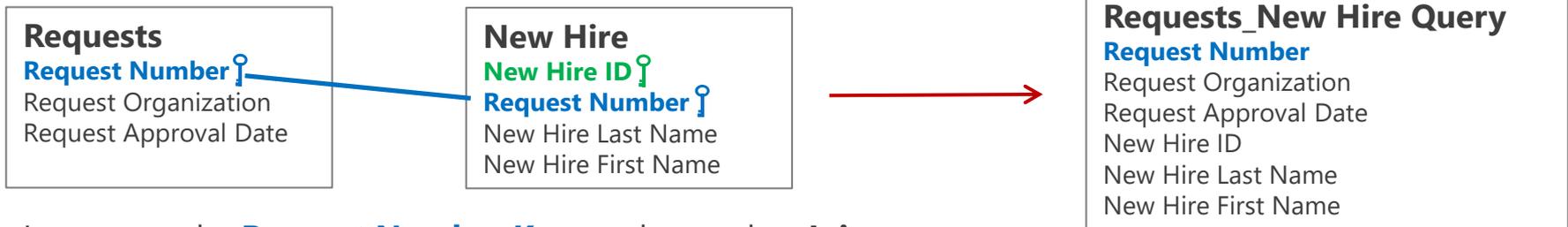
Keys

Keys are unique data items that can be used to connect tables to retrieve common data items



Joins

Statements used to combine data from different tables into one consolidated dataset



In a query, the **Request Number Key** can be used to **Join** the Requests and New Hire Tables.

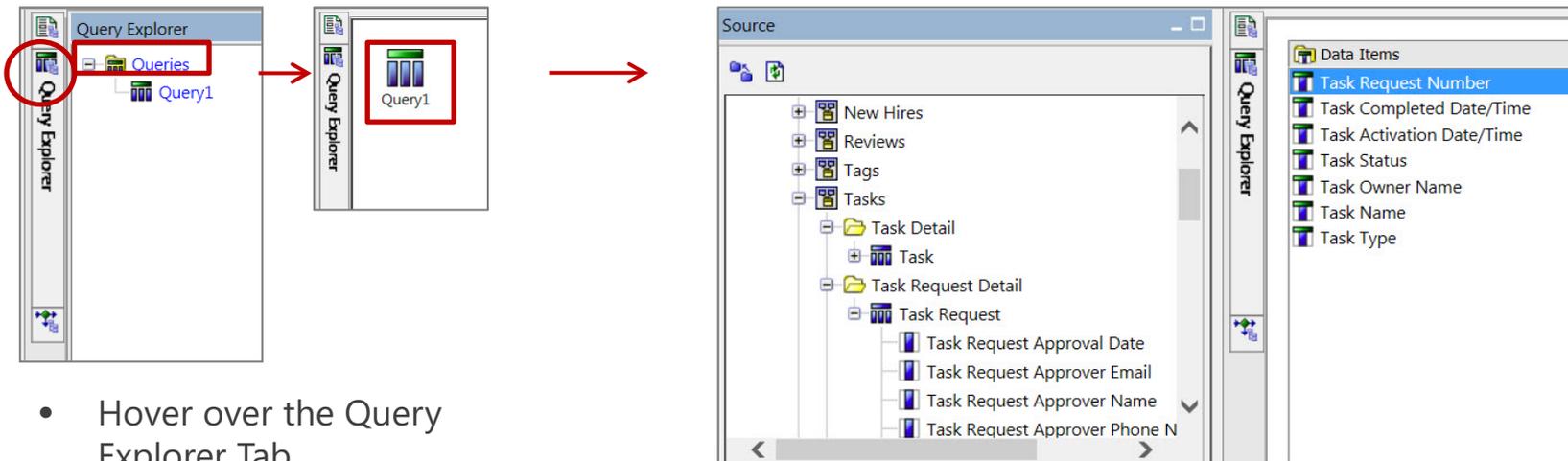
Inner Join – Will only return data when Request Number exists in both tables

Left Outer Join – Will return all Request data even if matching Request Number doesn't exist in the New Hire table

As a result of the Join, data items from both tables can be combined into one dataset

Joining Queries

Joins are required when using data items from different Namespaces in the same report item

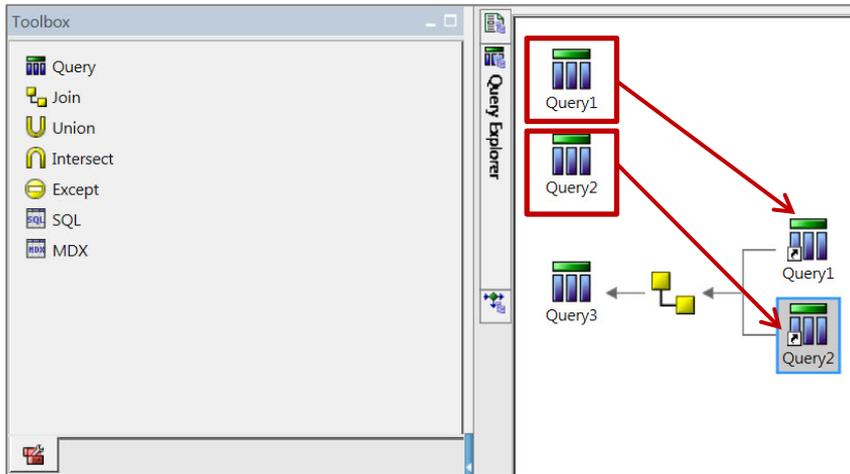


- Hover over the Query Explorer Tab
- Click on Queries
- Double-click on Query1

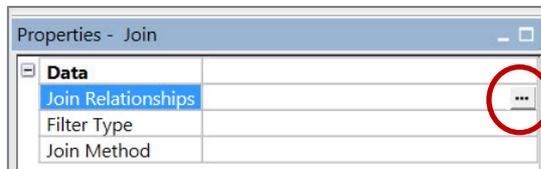
- Drag and drop the data fields you would like to see in a report from one Namespace
- Include the key you will use to join the queries
- Hover over the Query Explorer Tab and Click on Queries
- Add another Query from the Toolbox
- Drag and drop the data fields you would like in the report from the other Namespace
- Include the same key you used in the first query

Joins are not required in when using data items in the same Namespace – it is preferable to not attempt to join queries in Cognos. **Please contact USA Staffing if you identify a data item needed in a Namespace**

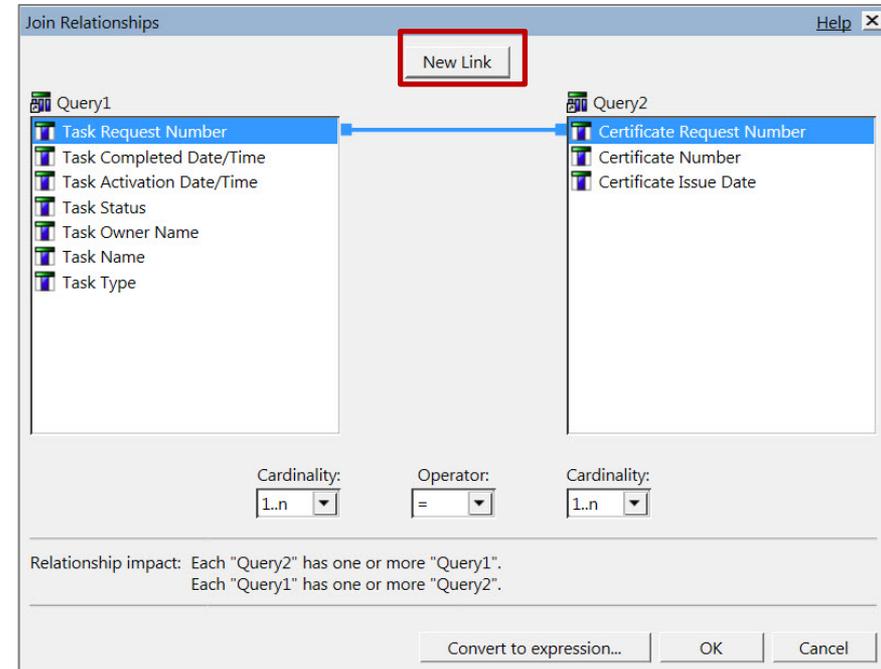
Joining Queries



- Add a Join from the Toolbox
- Drag and drop Query1 and Query2 into the spaces to the right of the Join

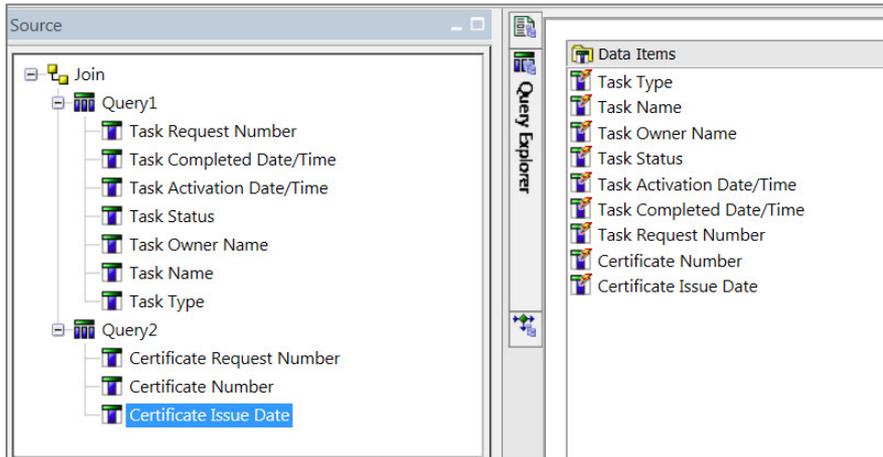


- Select the Join
- In the Properties Pane, click on the ellipses for the Join Relationships property

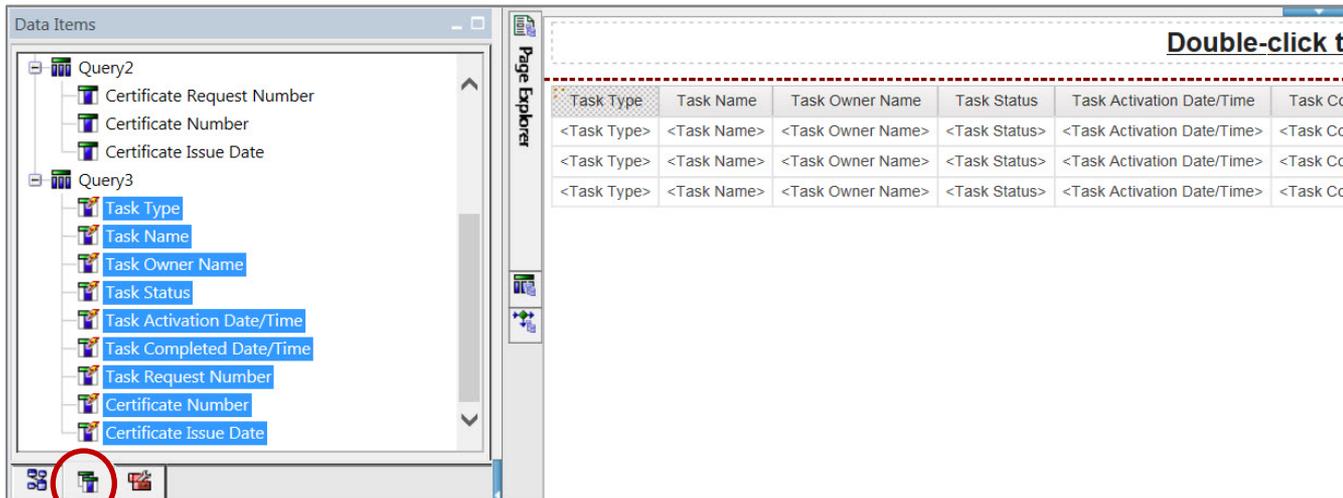


- Click on New Link
- Select the key from each query (Request Number in this example)
- The Cardinality can be set for each query to specify the type of join – the default is an inner join. Click OK.

Joining Queries



- Click on Query3 in the Query Explorer
- Populate Query3 with data items from both Query1 and Query2
- Navigate to the Report Page
- Click on the Data Items tab and drag and drop data items from Query 3 into the list
- Change the List Properties (Data->Query) to Query3 if needed



Open Q&A/Demo



Contacts

Please contact us if you have questions or need assistance

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Agency/Area of Expertise

- Department of Homeland Security and Department of Justice
- Data-Self Service Interconnections
- Department of Defense, Department of Health and Human Services, Office of Personnel Management, and Social Security Administration
- Time to Hire Reporting
- Applicant Flow Data
- Department of Veterans Affairs, Department of the Interior, and Small and Other Independent Agencies

