



# USA Staffing

## Applicant Flow Data Workgroup Meeting

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September 15, 2020

*Created by the OPM Federal Staffing Center*

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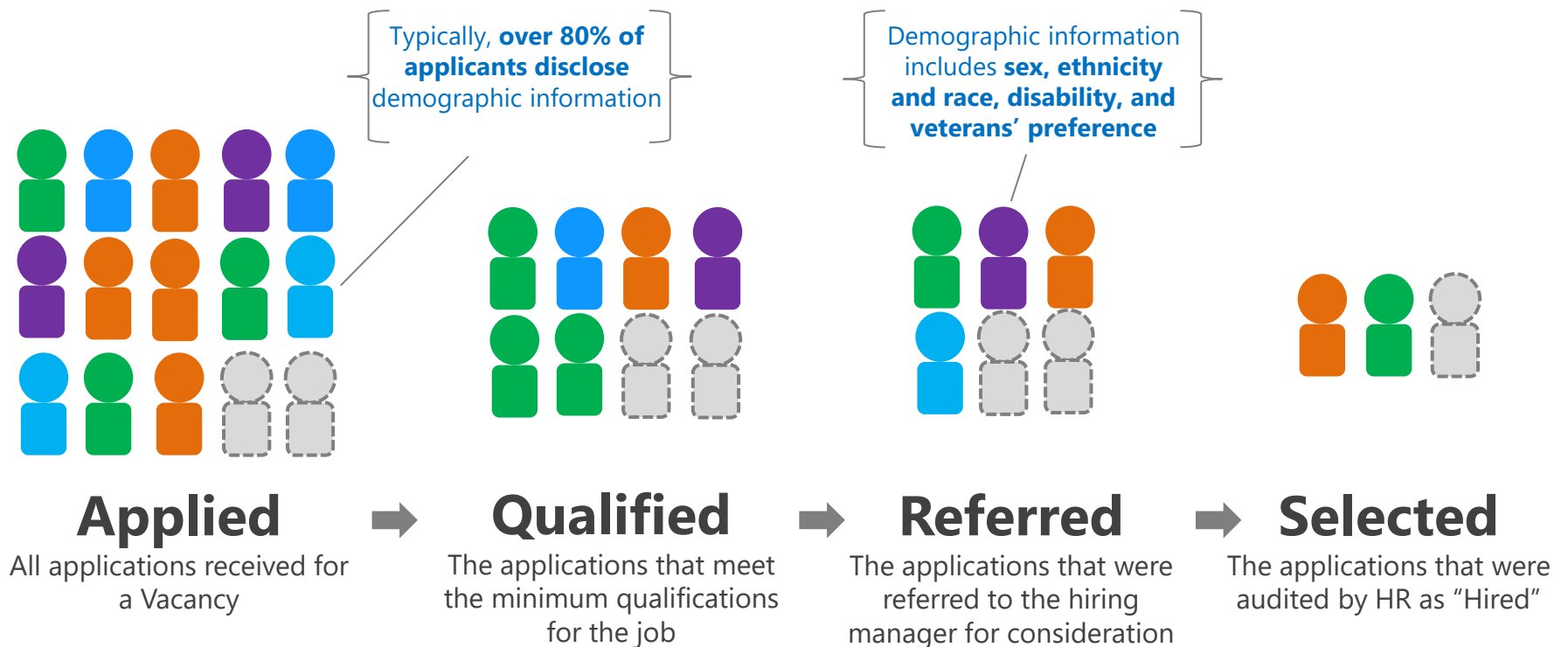
## Overview

- Refresher: AFD & Guidelines for Use
  - What is AFD?
  - How Should AFD be Used?
  - AFD Permissions Update & Data Safeguarding
- Using AFD in Analysis & MD-715 Reporting
  - MD-715 2.0 Notes
  - AFD Standard Reports
  - Demo and Q&A



# What is Applicant Flow Data?

Demographic information is voluntarily collected from job seekers in the USAJOBS profile and combined with milestones in the hiring process in USA Staffing





# Guidelines for Use of Applicant Flow Data

## Applicant Flow Data **may** be used for:

- A. Aggregate human capital reporting
- B. Determining rates of demographic representation in recruitment efforts
- C. Determining rates of demographic representation in hiring or merit promotion selections
- D. Determining rates of qualifications among demographic groups
- E. Evaluating the effectiveness of recruitment in reaching targeted demographic groups

## Applicant Flow Data **may not** be used for:

- A. Influencing the decision to close or extend job announcements
- B. Influencing the decision to cancel recruitment actions
- C. Influencing the decision to use or not use a referral list of applicants
- D. Influencing selection decisions
- E. Identifying the race, ethnicity, or gender of specific named employees

### Rules of Behavior:

[https://help.usastaffing.gov/ResourceCenter/images/c/cf/Applicant Flow Data Access SOP 10-25-19.pdf](https://help.usastaffing.gov/ResourceCenter/images/c/cf/Applicant_Flow_Data_Access_SOP_10-25-19.pdf)



# Guidelines for Use of Applicant Flow Data

USA Staffing has implemented a number of **safeguards to prevent the misuse** of Applicant Flow Data.

Your voluntary responses are treated in a highly confidential manner. Your responses are not released to the panel rating the applications, to the selecting official, or to anyone else who can affect your application. This is vital information not available from any other source. No individual personnel selections are made based on this information. No information taken from this form is ever placed in your Personnel file.

## Access

Users do not automatically receive access to AFD

## Availability

Data are only released after hiring actions are complete (certificates audited)

## No PII

Personally-identifiable information is not included in the data provided



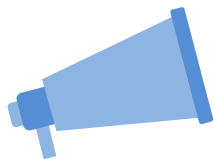
# Guidelines for Use of Applicant Flow Data

AFD is made available to users only if the vacancy is inactive, defined by these two conditions:

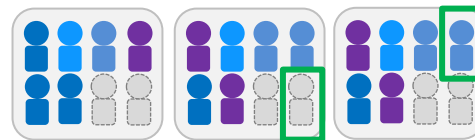
- ✓ **The announcement is not currently open**
- ✓ **All certificates for a vacancy are audited or cancelled**

If either of these conditions is not met, AFD will not be visible to users.

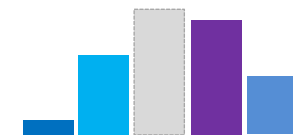
Additionally, if a previously inactive vacancy becomes active (e.g. the announcement is re-opened, an additional cert is issued, or a cert is un-audited), AFD for that vacancy will no longer be visible



- Announcement Opens
- People apply for the job
- Announcement Closes ✓



- Certificates Issued to Hiring Manager
- Hiring Manager makes Selections
- HR reviews and audits all certs ✓



- Inactive vacancies are added to the AFD dataset nightly



# Safeguarding Applicant Flow Data

- **Staffing Account Holders** **may** now be provisioned for **Applicant Flow Data Access** as well.
- This previously was not an option in an effort to prevent the user's ability to map AFD back to applicant PII.
- This new access comes with a **responsibility to safeguard the data** from misuse.
- **Examples of Safeguarding Best Practices:**
  - Do not provide AFD for a single New Hire.
  - Do not provide AFD for a 'group' which could be easily mapped to staffing data (consider size and attributes).
  - Aggregate/summarize AFD to produce rates, trends and other high-level metrics.



# MD-715 2.0 Notes





# MD-715 – New Disability Codes

## F. The New Disability Codes

Additionally, in 2016, OPM updated its SF-256 form to reflect the current definitional language with respect to the disability community. In FY 2017, EEOC modified the “B” workforce data tables to account for the new codes in the SF-256 form. Agencies should ensure that their personnel data collection systems capture the new codes.

Unlike the applicant flow data, the SF-256 form currently collects only one type of disability per employee. To ensure consistency with the demographic and applicant flow data, EEOC will coordinate with OPM to ensure that the SF-256 form allows for multiple types of disabilities. For agencies that can collect multiple types of disabilities per employee in their demographic data, they should include that information in the B tables. EEOC will no longer require the types of targeted disabilities to equal the total number of employees with targeted disabilities.

*MD-715 2.0 Section IV - EEOC*

- Applicant Flow Data is consistent with the 2016 updates to the SF-256
- The MD-715 B6 and Applicant Flow Data Detail standard reports provide disability data labeled to reflect the requirements of the “B” tables
- A crosswalk between AFD disability codes to SF-256 codes can be found on the Resource Center



# MD-715 – Permanent vs Temporary Employees

## H. Permanent vs. Temporary Employees

Tables A/B 1 have separate sections for permanent and for temporary employees. Those agencies with temporary employees must file two sets of Tables A/B 4, A/B 5, and A/B 6, one for permanent employees, and one for temporary employees. All other tables should only capture data for permanent employees. Tenure codes 1 and 2 are considered permanent employee status. Any part time, intermittent, or seasonal employee with tenure code 1 or 2 is reported as permanent.

*MD-715 2.0 Section IV - EEOC*

- The Applicant Flow Data provided by USA Staffing now includes an attribute that identifies permanent or temporary employees

## **Announcement Appointment Type**



# MD-715 – Management Occupation Category

## I. Management Occupational Category

In Tables A/B 3 and 8, the “officials and managers” occupational category has been changed to “management.” The “management” category contains new subcategories, including “executives,” “managers,” and “supervisors,” to more accurately describe the functions of these positions. Instead of using grade levels to distinguish the levels of management, Tables A/B 3 and 8 categorize management officials based on their level of responsibility and influence in the organizational hierarchy. The intention is for each subcategory of management to include individuals with equivalent levels of influence and responsibility at different agencies, even though their titles or grades may not always be the same.

Currently, agencies can identify the executives based on their hiring authority (e.g., SES); however, OPM’s Guide to Data Standards does not distinguish between managers and supervisors because both fall within the supervisory status code 2. EEOC will coordinate with OPM in establishing a process to identify managers separately from supervisors. Until that process is implemented, agencies can continue to rely upon the grade levels to distinguish between managers and supervisors. Using the GS plan, the managers would be GS-13 and GS-14, while supervisors would be GS-12 and below. Agencies with alternate pay plans should use their grades that are equivalent to the GS grades.

*MD-715 2.0 Section IV - EEOC*

- The Applicant Flow Data provided by USA Staffing now includes an attribute that identifies whether or not a position is supervisory

## Vacancy Supervisory Position



# MD-715 – Collection of Internal Competitive Promotions

## J. Collection of Internal Competitive Promotions

In tables 6, 7, and 8, agencies are required to provide applicant flow data and selection data for internal competitive promotions. Pursuant to Chapter 14 of OPM's Guide to Processing Personnel Actions ("Guide") defines a promotion as a change of an employee while continuously employed from one grade to a higher grade, or makes permanent a temporary selection. The promotions will include data for agency employees as well as employees from other federal agencies, who applied through the merit promotion process. For agencies that use USA Staffing, OPM recommends the best way to collect applicant flow data for promotions is to sort by the announcement type for merit-based promotions. As to the selections data, OPM's Guide provides that agencies should combine the results for the nature of action codes pertaining to promotions (702 and 703). In addition to the promotion codes, agencies can also utilize conversions and/or transfers if they assign federal employees to a higher grade level following a competitive selection process. For the appropriate nature of action codes and legal authorities to consider, agencies should consult Chapters 9 and 14 of OPM's Guide. EEOC will continue to coordinate with OPM in improving the process to collect demographic and applicant flow data for internal competitive promotions.

*MD-715 2.0 Section IV - EEOC*

- USA Staffing does not collect Nature of Action Codes (the codes entered into personnel systems that determine if a promotion has occurred)
- As a proxy for distinguishing between agency internal candidates, other federal candidates, and candidates from the general public, we encourage users to utilize the **Announcement Type** attribute.
- Given the MD-715 guidance here, users should include both the *Is Internal Merit Promotion* and *Is Merit Promotion* announcement types for *Internal Competitive Promotions*



# MD-715 – Interviewed Applicants Phase

<b>Vacancy Announcements</b>	#	
<b>Relevant Applicant Pool</b>	%	
<b>Internal Applications</b>	#	0
	%	100%
<b>Qualified Internal Applicants</b>	#	0
	%	100%
<b>Referred Applicants</b>	#	0
	%	100%
<b>Interviewed Applicants</b>	#	0
	%	100%
<b>Internal Selections</b>	#	0
	%	100%

- Applicant Flow Data does not currently include an *Interviewed* phase
- USA Staffing is in the process of developing system functionality to track multiple hurdles of the assessment and hiring process, including an interview phase
- Once this functionality is developed, we will work on integrating this additional phase into Applicant Flow Data



# Standard Applicant Flow Data Reports



# Applicant Flow Data (AFD)

## Users have access to 3 standard reports

Team content > USA Staffing Packages and Folders > Applicant Flow Data > Applicant Flow Data Analytics

- Applicant Flow Data Detail Report  
6/30/2020 11:11 AM

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- MD-715 "A" Tables - Mission Critical Occupations Distribution by Race, Ethnicity, and Sex  
7/23/2020 1:25 AM

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- MD-715 "B" Tables - Mis ... by Disability  
7/23/2020 1:20 AM

- **Only source** for USAS AFD
- Standard reports to support **MD-715** Reporting
- **Detail Report**
  - Flexibility
  - In-depth Analysis outside of Cognos using pivot tables
    - Barrier Analysis
    - EEO Studies



### MD-715 "A" Tables – Mission Critical Occupations Distribution by Race, Ethnicity, and Sex

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
Male	659	172
Female	1,381	461
Omitted	523	176
<b>Total Applications</b>	<b>2,563</b>	<b>809</b>

**Occupational Series: 0343 - Management And Program Analysis**

Sex Response	Total Applications	Qualified Applications
Male	922	446
Female	1,185	621
Omitted	620	316
<b>Total Applications</b>	<b>2,727</b>	<b>1,383</b>

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	Selected Applications
Hispanic or Latino Males	89	15	9	0
Hispanic or Latino Females	165	50	24	0
White Males	208	56	39	3
White Females	272	87	59	2
Black or African American Males	294	85	50	2
Black or African American Females	797	273	164	4
Asian Males	32	6	4	0
Asian Females	51	20	16	1
Native Hawaiian or Other Pacific Islander Males	2	0	0	0
Native Hawaiian or Other Pacific Islander Females	5	0	0	0
American Indian or Alaska Native Males	7	1	1	0





### MD-715 "B" Tables – Mission Critical Occupations Distribution by Disability

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).

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[Total Applications](#) [Targeted Disabilities](#)

**MD-715 Announcement Type: Internal Competitive Promotion**

Occupational Series: 0343 - Management And Program Analysis

Total Disability	Total Applications	Qualified Applications
No Disability (05)	1,202	584
Not Identified (01)	1,260	648
Disability (02-03, 06-99)	268	151
<b>Total Applications</b>	<b>2,730</b>	<b>1,383</b>

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[Total Applications](#) [Targeted Disabilities](#)

**MD-715 Announcement Type: Internal Competitive Promotion**

Occupational Series: 0343 - Management And Program Analysis

Targeted Disability	Total Applications	Qualified Applications	Referred Applications	Selected Applications
Developmental Disability (2)	4	2	0	0
Traumatic Brain Injury (3)	11	6	4	0
Deaf or Serious Difficulty Hearing (19)	21	10	4	0
Blind or Serious Difficulty Seeing (20)	7	5	2	0
Missing Extremities (31)	2	1	1	1
Significant Mobility Impairment (40)	15	11	7	1
Partial or Complete Paralysis (60)	4	3	2	1
Epilepsy or Other Seizure Disorders (82)	10	7	5	0
Intellectual Disability (90)	1	1	1	0
Significant Psychiatric Disorder (91)	49	25	13	0
Significant Disfigurement (93)	5	4	1	0



# Applicant Flow Data Detail Report

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
01/05/2018	IN	Ineligible for Certificate	1	0	0	0	1	0	NP - No Preference.		Female	Black or African American
01/04/2018	HH	Hired from a Career Certificate	1	1	1	1	0	0	NP - No Preference.		Omitted	Omitted
01/05/2018	IN	Ineligible for Certificate	1	0	0	0	1	0	NP - No Preference.		Male	Black or African American

### Job Aide for the Applicant Flow Data Detail Report with a full list of data items:

[https://help.usastaffing.gov/ResourceCenter/images/1/1d/Job\\_Aid\\_-\\_Applicant\\_Flow\\_Data\\_Detail\\_Report\\_v2\\_10-25-19.pdf](https://help.usastaffing.gov/ResourceCenter/images/1/1d/Job_Aid_-_Applicant_Flow_Data_Detail_Report_v2_10-25-19.pdf)



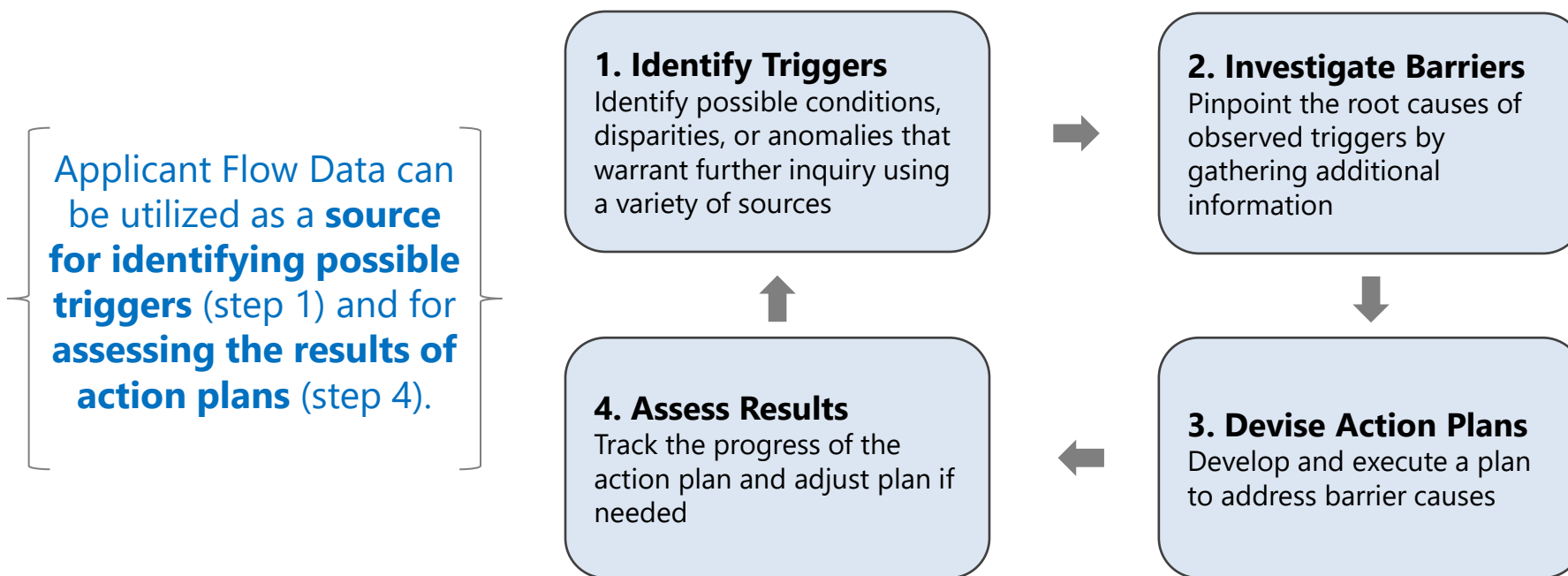
## Using AFD in Analysis & MD-715 Reporting



# Using AFD for Barrier Analysis

## Barrier Analysis

A mixed method approach **to identify policies, procedures, or practices that limit employment opportunities** for members of a particular group





# Questions/Analysis Demo



## 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](https://help.usastaffing.gov/ResourceCenter/images/c/cf/Applicant_Flow_Data_Access_SOP_10-25-19.pdf)

### Mixed Agency Quarterly Cognos Training Sessions

Training sessions are monthly, typically the last week of the month. Each training skill level rotates on a quarterly basis. Contact your USAS to request registration when classes are announced.

**Contact:** USA Staffing Talent Analytics Branch  
[Usastaffingdata@opm.gov](mailto:Usastaffingdata@opm.gov)