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# USA Staffing Reporting & Analytics

Applicant Flow Data Workgroup Meeting

December 4, 2018



**OPM HR SOLUTIONS**  
*by government, for government*

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

# Agenda

## Program Updates

- OPM Job Opportunity
- Research Opportunity - Unconscious Bias in the Hiring Process

## Upgrade USA Staffing AFD Standard Reports Review

- MD-715 "A" Tables – Mission Critical Occupations Distribution by Race, Ethnicity, and Sex
- MD-715 "B" Tables – Mission Critical Occupations Distribution by Disability
- Applicant Flow Data Detail Report

## Open Demo/Q&A

**AFD Resources on the USA Staffing Resource Center:**

<https://help.usastaffing.gov/USASUpgResCtr/index.php/Reports and Analytics>



# Program Updates



# OPM Job Opportunity

## Program Analyst (Data Analytics)

GS-0343-13

Location Negotiable Upon Selection

**Announcement Close Date: December 12, 2018**

- Analyzes and develops data/report requirements
- Builds reports and visualizations
- Conducts data analyses/research on HR topics
- Provides training to customer agencies on the use of HR data
- Serves as a Business Analyst on our data Scrum team

If interested, please apply here:

<https://www.usajobs.gov/GetJob/ViewDetails/518162000>



# Research Opportunity

## Anonymous Application Procedures Pilot Test Invitation

- Partner with the General Service Administration's Office of Evaluation Sciences and the USAJOBS and USA Staffing groups to test the effectiveness of removing identifying information (name, gender, race, address, etc.) on resumes on the hiring of diverse candidates.
  - This evaluation is designed to reduce unconscious bias and stereotyping in the hiring process.
  - Removing identifying information from resumes may improve key outcomes for applicants including callback rates for an interview and actual hiring rates or job offers.

If interested in discussing participation in a pilot program, please contact Ben Liberman at [Benjamin.Liberman@opm.gov](mailto:Benjamin.Liberman@opm.gov) or 202-905-1261



# Upgrade USA Staffing AFD Standard Reports Review



# 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).

The screenshot displays two overlapping report windows from USA Staffing. The top window shows data for Occupational Series 0201 - Human Resources Management, and the bottom window shows data for Occupational Series 0343 - Management And Program Analysis.

**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>

**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).

The top screenshot shows a summary table for the MD-715 announcement. The bottom screenshot shows a detailed breakdown of the data.

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>

  

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

# Open Q&A and Demo



# Resources and Contacts

## IBM Cognos Analytics User Guide

The official IBM user guide for Reporting via Cognos Analytics:

[https://www.ibm.com/support/knowledgecenter/SSEP7J\\_11.0.0/com.ibm.swg.ba.cognos.ug\\_cr\\_rptstd.doc/ug\\_cr\\_rptstd.pdf?view=kc](https://www.ibm.com/support/knowledgecenter/SSEP7J_11.0.0/com.ibm.swg.ba.cognos.ug_cr_rptstd.doc/ug_cr_rptstd.pdf?view=kc)

## USA Staffing Resource Center

Under the Reports and Analytics section, you'll find presentations from previous workgroup sessions and other resources:

[https://help.usastaffing.gov/USASUpgResCtr/index.php/USA\\_Staffing\\_Upgrade\\_Resource\\_Center](https://help.usastaffing.gov/USASUpgResCtr/index.php/USA_Staffing_Upgrade_Resource_Center)

## Cognos Report Author Training Sessions

An overview of USA Staffing data with practical exercises in running standard reports and developing custom reports in Cognos. Contact your Account Manager if you are interested in scheduling a session for the report authors in your organization

## Need Help?

If you are experiencing issues accessing Cognos or need help to create or troubleshoot a report, submit a HelpDesk ticket through USA Staffing. If you are unable to submit a HelpDesk ticket, please contact us at **USASTaffingData@opm.gov**

