Applicant Flow Data Warehouse
Standard Reports

What standard reports are available through the Applicant Flow Data Warehouse?

There are currently 7 standard reports available through the Applicant Flow Data Warehouse. Each report serves a different purpose to meet the diverse needs of applicant flow reporting customers. All reports are located in the following folder:

Team Content > USA Staffing Packages and Folders > Applicant Flow Data > Applicant Flow Data Warehouse

- **Applicant Flow by Vacancy:** Tabular report that provides summarized applicant responses to ethnicity/race, sex, and disability demographic questions by milestone in the staffing process (e.g., applied, qualified, referred) for specific vacancies or announcements.

- **Applicant Flow Vacancy-Level Detail:** Tabular report that provides detailed data related to applicant responses to ethnicity/race, sex, and disability demographic questions in the USAJOBS job seeker profile as well as applicant progress through the staffing process at the vacancy level (i.e., across all rating combinations). Information gathered from this report can be aggregated to respond to MD-715 reporting requirements or to complete other Applicant Flow Data analyses.

- **Applicant Flow Vacancy-Level Detail by Customer:** Tabular report that provides detailed data related to applicant responses to ethnicity/race, sex, and disability demographic questions in the USAJOBS job seeker profile as well as applicant progress through the staffing process at the vacancy level (i.e., across all rating combinations). This report also includes the identification of the customer(s) associated with each vacancy; because a vacancy can have more than one customer, the information gathered from this report *should not* be aggregated to respond to MD-715 reporting requirements because the same applicants will be included for each customer for a vacancy.

- **MD-715 A Tables – MCOs by Race, Ethnicity, and Sex:** Tabular report that provides 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).

- **MD-715 A Tables – Race, Ethnicity, and Sex by Series:** Tabular report that provides 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). This report provides data in the same format and layout as the MD-715 template, however, is limited to a single occupational series per run. Also due to "Omitted" responses, race, ethnicity, and sex responses may not add up to total applications. Finally, due to the method used to achieve the EEOC-required format, the report may require a longer runtime.

- **MD-715 B Tables – MCOs by Disability:** Tabular report that provides 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).

- **MD-715 B Tables – Disability by Series:** Tabular report that provides 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). This report provides data in the same format and layout as the MD-715 template, however, is limited to a single occupational series per run. Note that due to the method used to achieve the EEOC-required format, the report may require a longer runtime.

What prompts or filters are available when running the reports?

Most standard reports available through the Applicant Flow Data Warehouse use the same prompts but vary in terms of which prompts are required or optional. Note that no selections are required for the optional prompts and when left blank all possible values will be included in the report output. Exceptions to required and optional prompts are noted below.

- **Required Prompts**
  - Organization
  - Office
  - Application Last Submitted Date Fiscal Year
  - Vacancy Series*
  - Staffing Number*

- **Optional Prompts**
  - Customer
  - Application Last Submitted Quarter
  - Application Last Submitted Date Range*
  - Supervisory Positions
  - Vacancy Series*
  - Vacancy Grade
  - Public Announcements
  - Vacancy Number
  - Announcement Number
  - Announcement Appointment Type
  - Vacancy Appointing Authority
  - Vacancy Mission Critical Occupation
  - Hiring Path

Sample Prompt Page

* Exceptions to prompt values:

- Vacancy Series
  - The prompt is required for:
    - MD-715 A Tables – Ethnicity, Race, and Sex by Series
    - MD-715 B Tables – Disability by Series
  - The prompt is optional for:
    - Applicant Flow Vacancy-Level Detail
    - MD-715 A Tables – MCOs by Race, Ethnicity, and Sex
    - MD-715 B Tables – MCOs by Disability
- Application Last Submitted Date Range
  - The prompt is only available on the following reports (as an optional prompt):
    - Applicant Flow Vacancy Level Detail by Customer
    - Applicant Flow Vacancy Level Detail Report
    - MD-715 A Tables – MCOs by Race, Ethnicity, and Sex
    - MD-715 B Tables – MCOs by Disability

- Staffing Number (Vacancy Number or USAJOBS Control Number)
  - The prompt is required for the Applicant Flow by Vacancy report.
  - An optional prompt for vacancy number is available on all other standard AFD reports.

How do I determine which report to run?

Each standard report is tailored to meet specific needs. Recommendations for when to use each standard report are listed below.

I want high-level details such as how many applicants applied and were hired by vacancy.

- **Applicant Flow by Vacancy:** Use this report when summarized data for one or more specific vacancies is required for any/all demographic groups.

I want details on each applicant by vacancy.

- **Applicant Flow Vacancy-Level Detail:** Use this report when detailed data at the applicant level is required. This report will provide one row per applicant and is well suited for downloading the data for analysis in other analysis tools (e.g., Excel, SPSS, SAS, R).

- **Applicant Flow Vacancy-Level Detail by Customer:** Use this report when detailed data at the applicant level is required and analysis will focus on summarization at the customer level. This report will provide one row per applicant per customer for each vacancy and is best suited for vacancies that only have one associated customer. This report is also well suited for downloading the data for analysis in other analysis tools (e.g., Excel, SPSS, SAS, R), and analysts should understand the implications for summarizing the data when vacancies have more than one customer.

I want to complete MD-715 reporting using the same format provided by EEOC.

- **MD-715 A Tables – Race, Ethnicity, and Sex by Series:** Use this report when completing the MD-715 A tables for applicant data for one or a few occupational series. The format of this report is consistent with the format of the template MD-715 A tables provided by EEOC; however, the report **can only be run for one occupational series at a time.**
- **MD-715 B Tables – Disability by Series:** Use this report when completing the MD-715 B tables for applicant data for one or a few occupational series. The format of this report is consistent with the format of the template MD-715 B tables provided by EEOC; however, the report **can only be run for one occupational series at a time.**

I want complete MD-715 reporting on multiple occupational series at once.

- **MD-715 A Tables – MCOs by Race, Ethnicity, and Sex:** Use this report when completing the MD-715 A tables for applicant data for many occupational series. The format of the output differs from the format of the template MD-715 A tables provided by EEOC, however the report can be run for multiple occupational series at the same time.
- **MD-715 B Tables – MCOs by Disability:** Use this report when completing the MD-715 B tables for applicant data for many occupational series. The format of the output differs from the format of the template MD-715 B tables provided by EEOC, however the report can be run for multiple occupational series at the same time.

How do I know what data is being provided in the report output?

Each standard report includes a Data Definitions page. The page lists out all columns/data items included in the report output, along with a description of the data provided. Metrics are also listed on the Data Definitions page along with a description of how the metric is calculated.

Sample Data Definitions

Data Item/Metric	Description
MD-715 Announcement Type	The group(s) of job seekers who are eligible to apply for a position (The Public or Internal Competitive Promotion).
Occupational Series	Concatenated field showing the vacancy series code and vacancy series title.
Sex Response	The sex disclosed in an application.
Sex, Ethnicity, and Race Response	The combination of the sex disclosed in an application and the categorization of applicant ethnicity and race responses utilized for MD-715 reporting.
Total Applications	Metric indicating the total number of unique applications submitted.
Total Qualified Applications	Metric indicating the total number of unique applications that were qualified for at least one rating combination for the vacancy to which they were submitted.

How often is the data in the Applicant Flow Data Warehouse updated?

The Applicant Flow Data Warehouse is updated at the same frequency as the Hiring Data Warehouse. Rather than defined start times to update these data warehouses, a new "job" to refresh the data begins at the half-hour mark (i.e., X:00 or X:30) after the completion of a job. For instance, if a job completes at 8:22am, the next job will begin at 8:30am. This approach allows for data to be updated as frequently as possible and eliminates the possibility that a long-running job will result in a scheduled job being skipped (e.g., if a job is scheduled to start at 12:00pm but the job that kicked off at 4:00am is still running at 12:00pm, the 12:00pm job would be skipped to allow for the earlier job to complete).

There is no downtime associated with the jobs to update data in the AFDW. The update process is designed to provide seamless updates to the data, such that when you click "Finish" from the report prompt page to start a report, the report will automatically pull in data from the most recently completed job.