USA Staffing
Reporting and Analytics Release Notes

Stage Release Date: December 30, 2020

Production Release Date: January 6, 2021

Reporting and Analytics

Hiring Data Warehouse

- Announcements folder
    - Announcement Information sub-folder
        - Hiring Paths query subject: a new query subject and associated query items was added to enable reporting on the hiring paths for an announcement.
            - 'Hiring Path': The group(s) of job seekers who are eligible to apply for a position (e.g., The Public, Federal Employees – Competitive Service, Veterans).
            - 'Hiring Path Description': The description of the group(s) of job seekers who are eligible to apply for a position.
- Certificates folder
    - Certificate Information sub-folder
        - Certificate query subject: new query items were added to the existing query subject to enable reporting on certificate expiration.
            - 'Certificate Expiration Date': The date a certificate is set to expire.
            - 'Certificate Expired?': Flag indicating if the certificate is expired.
    - Certificate Metrics sub-folder: a new sub-folder, query subject, and associated query items were added to enable reporting with built-in metrics indicating the status of applications referred on certificates.
        - Certificate Metric query subject
            - 'Certificate Total Alternate Selections': Metric indicating the total number of applications on a certificate that were identified as an alternate selection by the hiring manager (Audit Code = Selected).
            - 'Certificate Total Available': Metric indicating the total number of applications on a certificate still under consideration and eligible should another certificate be issued (Return Status = Available).
            - 'Certificate Total Declined/Withdrawn': Metric indicating the total number of applications on a certificate the were withdrawn from consideration or declined (Audit Code is Withdrawn from Consideration, Declined Position, Decline Salary/Grade, Declined Location, Declined Interview/Assessment, Declined During Negotiations, Accepted Another Position with Agency, or Failed to Reply).
            - 'Certificate Total Declined/Withdrawn Veterans': Metric indicating the total number of applications on a certificate from individuals claiming veterans preference (if not yet adjudicated) or individuals that have been adjudicated as veterans, that were withdrawn from consideration or declined (i.e., Audit Code is Withdrawn from Consideration, Declined Position, Decline Salary/Grade, Declined Location, Declined Interview/Assessment, Declined During Negotiations, Accepted Another Position with Agency, or Failed to Reply). If the vacancy is not set to collect veterans preference information, this metric will be 0.
            - 'Certificate Total Hired': Metric indicating the total number of applications on a certificate that were selected by a hiring manager (i.e., Audit Code = Selected) and audited by the HR Specialist as hired (Return Status = Hired).
            - 'Certificate Total Hired Veterans': Metric indicating the total number of applications on a certificate from individuals claiming veterans preference (if not yet adjudicated) or individuals that have been adjudicated as veterans, that were selected by a hiring manager (i.e., Audit Code = Selected) and audited by the HR Specialist as hired (Return Status = Hired). If the vacancy is not set to collect veterans preference information, this metric will be 0.

- 'Certificate Total Not Selected': Metric indicating the total number of applications on a certificate that were not selected (Audit Code is Not Selected, Selected on a Different Certificate, or Not Selected Pending Passover Approval).
- 'Certificate Total Referred': Metric indicating the total number of applications referred on a certificate.
- 'Certificate Total Referred Veterans': Metric indicating the total number of applications on a certificate from individuals claiming veterans preference (if not yet adjudicated) or individuals that have been adjudicated as veterans. If the vacancy is not set to collect veterans preference information, this metric will be 0.
- 'Certificate Total Removed': Metric indicating the total number of applications on a certificate that were removed from consideration (Audit Code is Removed from Consideration, Removed – Current Employee, Removed – Drug Test, Removed – Security, Removed – Suitability, Removed – Qualifications, or Removed – Medical).
- 'Certificate Total Selected': Metric indicating the total number of applications on a certificate that were selected by a hiring manager (i.e., Audit Code = Selected).
- 'Certificate Total Selected Veterans': Metric indicating the total number of applications on a certificate from individuals claiming veterans preference (if not yet adjudicated) or individuals that have been adjudicated as veterans, that were selected by a hiring manager (i.e., Audit Code = Selected). If the vacancy is not set to collect veterans preference information, this metric will be 0.
- 'Certificate Total Vetting': Metric indicating the total number of applications on a certificate that have been tentatively selected, but must go through pre-employment processes before a formal offer can be extended (Return Status = Vetting).

- New Hires folder
  - New Hire Information sub-folder
    - Agency and Duty Locations query subject: new query items were added to the existing query subject to enable reporting on the duty location address.
      - 'Duty Location Address Line 1': The first line of the street address of the duty location of the new hire's position.
      - 'Duty Location Address Line 2': The second line of the street address of the duty location of the new hire's position.
    - Aliases query subject: a new query subject and associated query items were added to enable reporting on other names the new hire has gone by, including maiden name.
      - 'Alias First Name': The first name of the alias previously used by the new hire.
      - 'Alias Last Name': The last name of the alias previously used by the new hire.
      - 'Alias Middle Name': The middle name of the alias previously used by the new hire.
      - 'Alias Name': The full name of the alias previously used by the new hire.
      - 'Alias Suffix': The suffix (e.g., Jr., III) of the alias previously used by the new hire.
      - 'Maiden Name?': Flag indicating if an alias is the name of the new hire before marriage.
    - Interconnection Transmissions query subject: a new query subject and associated query items were added to enable reporting on the transmission of data through the new hire interconnection.
      - 'Interconnection Endpoint Name': The name of the system where data is being sent from USA Staffing through the new hire interconnection.
      - 'Interconnection Transmission Date/Time': The date/time of the status of the transmission of data through the new hire interconnection.
      - 'Interconnection Transmission Result': The status of the transmission of data through the new hire interconnection.
      - 'Interconnection Triggering Task': The task that triggered the transmission of data through the new hire interconnection.

- New Hire query subject: new query items were added to the existing query to enable reporting on e-Verify information.
  - 'eVerify Case Number': The e-Verify Case Number entered for a new hire.
  - 'eVerify?': Flag indicating if an e-Verify Case Number has been entered for a new hire.
- New Hire Notifications sub-folder
  - Onboarding Notifications query subject: a new query subject and associated query items were added to enable reporting on all notifications sent to a new hire during the onboarding process.
    - 'Onboarding Notification Recipient': The email address of the recipient of the onboarding notification.
    - 'Onboarding Notification Sent By': The name of the individual that sent an onboarding notification to a new hire.
    - 'Onboarding Notification Sent Date/Time': The date/time the onboarding notification was sent to a new hire.
    - 'Onboarding Notification Template Name': The name of the notification template sent to a new hire.
    - 'Onboarding Notification Template Type': The type of notification template sent to a new hire.
- Tasks folder
  - Onboarding Tasks sub-folder
    - Comprehensive Onboarding Tasks query subject: a new query subject and associated query items were added to enable reporting on all onboarding tasks.
      - 'Onboarding Task Active Date': The date an onboarding task was activated (i.e., status changes from Pending to Active) based on the task rules.
      - 'Onboarding Task Actual Days to Complete': The number of days between the onboarding task active date and completion date.
      - 'Onboarding Task Completed Date/Time': The date/time an onboarding task was completed.
      - 'Onboarding Task Creation Date/Time': The date/time an onboarding task was created.
      - 'Onboarding Task Due Date': The date the onboarding task is due based on active date and target days to complete.
      - 'Onboarding Task ID': The unique identifying number associated with an onboarding task for a request.
      - 'Onboarding Task Last Modified Date/Time': The date/time an onboarding task was last modified.
      - 'Onboarding Task Name': The name of the onboarding task.
      - 'Onboarding Task Owner Employee ID': The employee ID number of the individual responsible for completion of an onboarding task.
      - 'Onboarding Task Owner Name': The name of the individual responsible for completion of an onboarding task.
      - 'Onboarding Task Owner Type': The user type (e.g., Human Resources, Hiring Manager, New Hire) of the individual responsible for completion of an onboarding task.
      - 'Onboarding Task Purpose': The purpose (e.g., Staffing, Onboarding) of an onboarding task.
      - 'Onboarding Task Status': The current status (e.g., Pending, Active, Complete) of an onboarding task.
      - 'Onboarding Task Target Days to Complete': The number of days allowed or anticipated for the completion of an onboarding task.
      - 'Onboarding Task Type': The name of an onboarding task (e.g., Verify the New Hire Arrived for their First Day of Duty).
      - 'Onboarding Task Type ID': The unique identifying number associated with the onboarding task type.

- o Staffing Tasks sub-folder: a new sub-folder, query subject, and associated query items were added to enable reporting on tasks completed as part of the standard OPM 80-day workflow.
  - Staffing Task query subject
    - 'Audit Certificates Active Date': The date the audit certificates task was activated.
    - 'Audit Certificates Actual Days to Complete': The number of days between the audit certificates active date and completion date.
    - 'Audit Certificates Completed Date': The date the audit certificates task was completed.
    - 'Audit Certificates Due Date': The date the audit certificates task is due based on active date and target days to complete.
    - 'Audit Certificates Target Days to Complete': The number of days allowed or anticipated for completion of the audit certificates task.
    - 'Audit Certificates Task Owner Name': The name of the individual responsible for completion of the audit certificates task.
    - 'Complete Assessment Package Active Date': The date the complete assessment package task was activated.
    - 'Complete Assessment Package Actual Days to Complete': The number of days between the complete assessment package active date and completion date.
    - 'Complete Assessment Package Completed Date': The date the complete assessment package task was completed.
    - 'Complete Assessment Package Due Date': The date the complete assessment package task is due based on active date and target days to complete.
    - 'Complete Assessment Package Target Days to Complete': The number of days allowed or anticipated for completion of the complete assessment package task.
    - 'Complete Assessment Package Task Owner Name': The name of the individual responsible for completion of the complete assessment package task.
    - 'Issue Certificates Active Date': The date the issue certificates task was activated.
    - 'Issue Certificates Actual Days to Complete': The number of days between the issue certificates active date and completion date.
    - 'Issue Certificates Completed Date': The date the issue certificates task was completed.
    - 'Issue Certificates Due Date': The date the issue certificates task is due based on active date and target days to complete.
    - 'Issue Certificates Target Days to Complete': The number of days allowed or anticipated for completion of the issue certificates task.
    - 'Issue Certificates Task Owner Name': The name of the individual responsible for completion of the issue certificates task.
    - 'Make and Return Selections Active Date': The date the make and return selections task was activated.
    - 'Make and Return Selections Actual Days to Complete': The number of days between the make and return selections active date and completion date.
    - 'Make and Return Selections Completed Date': The date the make and return selections task was completed.
    - 'Make and Return Selections Due Date': The date the make and return selections task is due based on active date and target days to complete.
    - 'Make and Return Selections Target Days to Complete': The number of days allowed or anticipated for completion of the make and return selections task.
    - 'Make and Return Selections Task Owner Name': The name of the individual responsible for completion of the make and return selections task.
    - 'Notify Applicants of Referral Active Date': The date the notify applicants of referral task was activated.
    - 'Notify Applicants of Referral Actual Days to Complete': The number of days between the notify applicants of referral active date and completion date.

- 'Notify Applicants of Referral Completed Date': The date the notify applicants of referral task was completed.
- 'Notify Applicants of Referral Due Date': The date the notify applicants of referral task is due based on active date and target days to complete.
- 'Notify Applicants of Referral Target Days to Complete': The number of days allowed or anticipated for completion of the notify applicants of referral task.
- 'Notify Applicants of Referral Task Owner Name': The name of the individual responsible for completion of the notify applicants of referral task.
- 'Notify Applicants of Referral Disposition Active Date': The date the notify applicants of referral disposition task was activated.
- 'Notify Applicants of Referral Disposition Actual Days to Complete': The number of days between the notify applicants of referral disposition active date and completion date.
- 'Notify Applicants of Referral Disposition Completed Date': The date the notify applicants of referral disposition task was completed.
- 'Notify Applicants of Referral Disposition Due Date': The date the notify applicants of referral disposition task is due based on active date and target days to complete.
- 'Notify Applicants of Referral Disposition Target Days to Complete': The number of days allowed or anticipated for completion of the notify applicants of referral disposition task.
- 'Notify Applicants of Referral Disposition Task Owner Name': The name of the individual responsible for completion of the notify applicants of referral disposition task.
- 'Release Announcement Active Date': The date the release announcement task was activated.
- 'Release Announcement Actual Days to Complete': The number of days between the release announcement active date and completion date.
- 'Release Announcement Completed Date': The date the release announcement task was completed.
- 'Release Announcement Due Date': The date the release announcement task is due based on active date and target days to complete.
- 'Release Announcement Target Days to Complete': The number of days allowed or anticipated for completion of the release announcement task.
- 'Release Announcement Task Owner Name': The name of the individual responsible for completion of the release announcement task.
- 'Review Applicants Active Date': The date the review applicants task was activated.
- 'Review Applicants Actual Days to Complete': The number of days between the review applicants active date and completion date.
- 'Review Applicants Completed Date': The date the review applicants task was completed.
- 'Review Applicants Due Date': The date the review applicants task is due based on active date and target days to complete.
- 'Review Applicants Target Days to Complete': The number of days allowed or anticipated for completion of the review applicants task.
- 'Review Applicants Task Owner Name': The name of the individual responsible for completion of the review applicants task.
- 'Send Certificates Active Date': The date the send certificates task was activated.
- 'Send Certificates Actual Days to Complete': The number of days between the send certificates active date and completion date.
- 'Send Certificates Completed Date': The date the send certificates task was completed.
- 'Send Certificates Due Date': The date the send certificates task is due based on active date and target days to complete.

- 'Send Certificates Target Days to Complete': The number of days allowed or anticipated for completion of the send certificates task.
- 'Send Certificates Task Owner Name': The name of the individual responsible for completion of the send certificates task.