

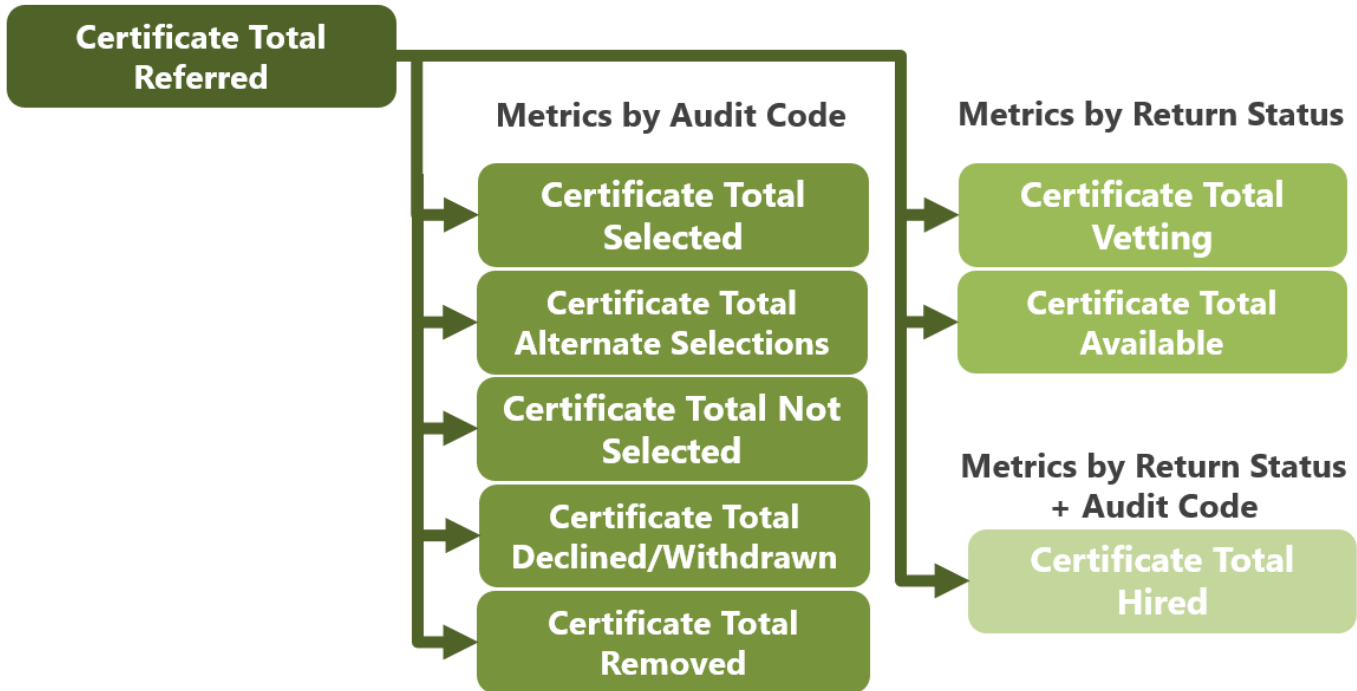


Hiring Data Warehouse Certificate Metrics

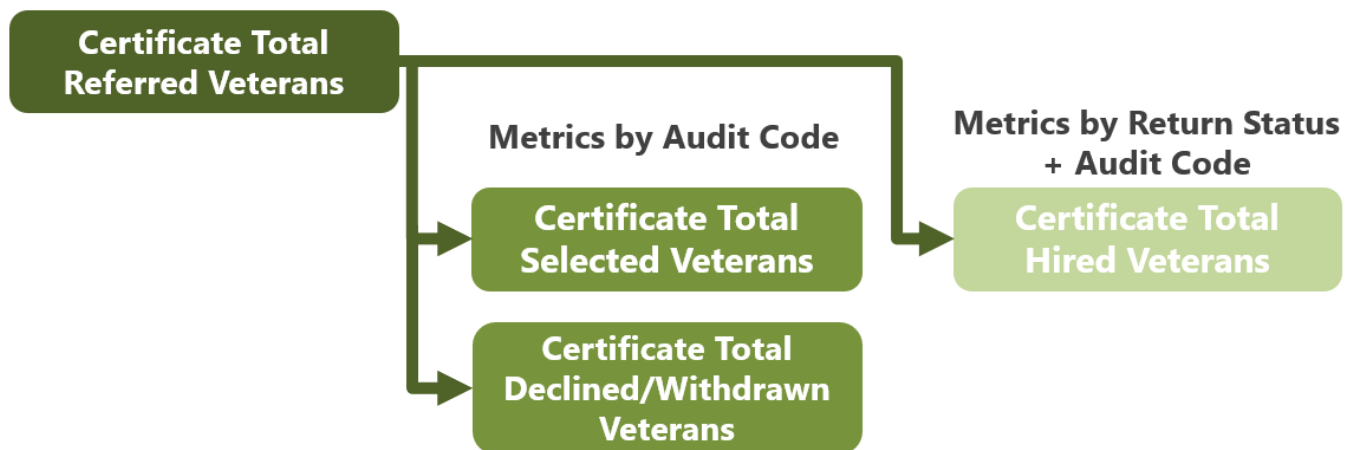
What are Certificate Metrics?

Certificate Metrics are built-in metrics to enable reporting on the total number of applications referred on a certificate and total number of unique applications in various statuses on the basis of return status, audit code, and/or veterans status.

Metrics for All Referred Applications



Metrics for Referred Veteran Applications



How are Certificate Metrics calculated?

Each metric uses defined criteria to determine the status of applications on a specific certificate. The aggregation of each metric is set up to **automatically summarize up to the lowest level query item** included in the report.

Certificate Metric	Criteria
All Applications	
Certificate Total Referred	Count of the unique applications referred on a certificate.
Certificate Total Selected	Count of the unique applications referred on a certificate where the audit code is Selected.
Certificate Total Vetting	Count of the unique applications referred on a certificate where the return status is Vetting.
Certificate Total Hired	Count of the unique applications referred on a certificate where the audit code is Selected and return status is Hired.
Certificate Total Alternate Selections	Count of the unique applications referred on a certificate where the audit code is Alternate Selection.
Certificate Total Not Selected	Count of the unique applications referred on a certificate where the audit code is Not Selected, Selected on a Different Certificate, or Not Selected Pending Passover Approval.
Certificate Total Declined/Withdrawn	Count of the unique applications referred on a certificate where the audit code is Withdrawn from Consideration, Declined Position, Declined Salary/Grade, Declined Location, Decline Interview/Assessment, Declined During Negotiations, Accepted Another Position with Agency, or Failed to Reply.
Certificate Total Removed	Count of the unique applications referred on a certificate where the audit code is Removed from Consideration, Removed – Current Employee, Removed – Drug Test, Removed – Security, Removed – Suitability, Removed – Qualifications, or Removed – Medical.
Certificate Total Available	Count of the unique applications referred on a certificate where the return status is Available.

Certificate Metrics for veterans use claimed veterans preference to determine veterans status unless the claim has been adjudicated, in which case adjudicated preference is used. If the vacancy is not set to collect veterans preference information, each veteran-specific Certificate Metric will be 0.

Certificate Metric	Criteria
Veteran Applications	
Certificate Total Referred Veterans	Count of the unique applications referred on a certificate where veterans preference is not NV or NP.
Certificate Total Selected Veterans	Count of the unique applications referred on a certificate where veterans preference is not NV or NP and the audit code is Selected.
Certificate Total Hired Veterans	Count of the unique applications referred on a certificate where veterans preference is not NV or NP, the audit code is Selected, and the return status is Hired.
Certificate Total Declined/Withdrawn Veterans	Count of the unique applications referred on a certificate where veterans preference is not NV or NP and the audit code is Withdrawn from Consideration, Declined Position, Declined Salary/Grade, Declined Location, Decline Interview/Assessment, Declined During Negotiations, Accepted Another Position with Agency, or Failed to Reply.

How should Certificate Metrics be used?

Certificate Metrics **must be used** with the Certificate Number query item. Along with Certificate Number, metrics can be used with other certificate-level query items (i.e., other query items in the Certificate query subject).

Certificate Number	Certificate Total Referred	Certificate Total Selected	Certificate Total Vetting	Certificate Total Hired	Certificate Total Alternate Selections	Certificate Total Not Selected	Certificate Total Declined/Withdrawn	Certificate Total Removed	Certificate Total Available
20200825-AR-001	6	0	0	0	0	0	0	0	0
20200822-PH-001	4	0	0	0	0	0	0	0	0
20200819-JJS-001	1	0	0	0	0	0	0	0	0
20200818-NW-001	3	0	0	0	0	0	0	0	0
20200817-NW-001	5	1	0	1	0	0	0	0	0
20200817-JJWQ-001	2	1	0	1	0	0	0	0	0
20200814-JJWQ-002	3	0	0	0	0	0	0	0	0
20200814-JJWQ-001	3	0	0	0	0	3	0	0	3
20200807-JJWQ-001	8	1	0	1	0	0	0	0	0

Certificate Metrics **can be used** with higher-level query items (e.g., Vacancy Number, Staffing Office Name, Staffing Organization Name) and other certificate-level query items, including but not limited to the example provided below.

Vacancy Number

Vacancy Number	Certificate Number	Certificate Total Referred	Certificate Total Selected	Certificate Total Vetting	Certificate Total Hired	Certificate Total Alternate Selections	Certificate Total Not Selected	Certificate Total Declined/Withdrawn	Certificate Total Removed	Certificate Total Available
10004052	20160524-WA-001	1	1	0	1	0	0	0	0	0
10004071	20171205-WA-001	1	1	0	1	0	0	0	0	0
10005122	20160726-WA-001	2	0	0	0	0	0	0	0	0
10023470	20170328-WA-004	2	1	0	1	1	0	0	0	1
10023470	20170328-WA-005	2	0	0	0	0	0	0	0	0
10023487	20170328-WA-001	4	0	0	0	0	0	0	0	0
10023487	20170328-WA-002	2	0	0	0	0	0	0	0	0
10023487	20170328-WA-003	4	1	0	1	0	3	0	0	3
10052923	20171025-WA-001	3	0	0	0	0	0	0	0	3
10052923	20171025-WA-002	2	0	0	0	0	0	0	0	0

When adding query items, always consider if the relationship is one-to-one, one-to-many, or many-to-many with a certificate to determine if the query item is at a higher-, same-, or lower-level. Inclusion of query items at a lower level than certificate will result in multiple rows for the same certificate.

How shouldn't Certificate Metrics be used?

Excluding Certificate Number

If used without Certificate Number, each metric will automatically summarize based on the lowest level query item included. Depending on the lowest level query item used, this may result in inflated or inaccurate data. For example, because a single applicant can be referred on multiple certificates, summing the Certificate Total Referred up to the vacancy-level may result in a number that is greater than the number of unique applicants referred on all certificates for the vacancy.

Vacancy Number	Total Referred Applications	Certificate Total Referred
10085139	9	32

Vacancy Number	Certificate Number	Certificate Total Referred
10085139	20190524-WA-001	8
10085139	20190521-WA-001	4
10085139	20190521-WA-004	3
10085139	20190521-WA-002	5
10085139	20190701-WA-001	2
10085139	20190521-WA-005	5
10085139	20190521-WA-003	5