



Talent Acquisition
Analytics Group



USA Staffing

USA Staffing Reporting & Analytics

Hiring Data Warehouse – Assessment Reporting Job Aid





Version History

V1 – March 24, 2021

V2 – August 11, 2021

V3 – December 12, 2023

Created by OPM HR Solutions

OFFICIAL USE NOTICE: This material is intended exclusively for use by USA Staffing Customers and is not to be distributed without approval from the USA Staffing Program Office. This communication may contain information that is proprietary, privileged, confidential or otherwise legally exempt from disclosure. If you have received this presentation in error, please notify the USA Staffing Program Office immediately and delete all copies of the material.



Assessments

Assessment Reporting in HDW

Users can report on the **content** of Announcement Questionnaires and Assessment Packages in HDW, as well as **applicant scores and responses**.

The screenshot displays the HDW Assessment Reporting interface. The main view shows an Assessment Questionnaire for a Human Resources Specialist position (Assessment ID: 10746). The questionnaire contains 12 items, including a 'Select All' option and seven numbered questions. The right-hand panel provides a detailed view of the 'Announcement Questionnaire' section, which is expanded to show 'Biographic Information (13 items)', 'Eligibilities (10 items)', and 'Preferences (3 items)'. The 'Preferences' section includes three items: 'Willingness to Relocate', 'Willingness to undergo security check', and 'Secret clearance'. Each item has a question and a 'Radio Buttons - Yes/No' response option.

Assessment Information: USAJOBS Announcement Title: Human Resources Specialist, Pay Plan-Series-Grade: GS-0201-11/12, Assessment ID: 10746.

Announcement Questionnaire (12 Items):

- Select All
- Thank you for your interest in a Human Resources (HR) Specialist (Recruitment and Placement) position with the Federal government.
- 1. Select the one statement that best describes the education and/or experience that you possess that demonstrates your ability to perform HR Specialist (Recruitment and Placement) work at the GS-11 level or equivalent pay band in the Federal service. *
- 2. Do you have one year of specialized experience (equivalent to at least the GS-11 level or pay band in the Federal service) that includes performing the following duties: interpreting and applying complex personnel laws, regulations, practices, and procedures relating to recruitment and placement activities; providing HR consultant/advisory services and products in the areas of staffing, recruitment, and placement to managers, supervisors, employees, and applicants; analyzing trends and forecasting changes in workforce requirements that may impact future recruitment needs of an organization; developing or modifying organization-wide policy relating to recruitment and placement procedures; conducting job analysis, reviewing applicant qualifications, and referring eligible candidates for employment consideration; analyzing and resolving uncommon recruitment and placement issues; and participating as a lead/senior consultant at meetings/conferences regarding workforce initiatives and strategies? *
- 3. Recommend alternative course of action to accommodate the recruitment/staffing needs of a customer. *
- 4. Inform clients or managers about regulatory or policy changes, as well as the potential impact of these changes on their current procedures or programs. *
- 5. Consult with client managers and/or subject matter experts to discuss strategies for a recruitment or staffing initiative. *
- 6. Provide technical assistance to staff in resolving complex work task. *
- 7. Provide authoritative advice to managers and staff members within the organization regarding the development of policies, standards, and procedures concerning physical and personnel security areas or activities. *

Announcement Questionnaire Details:

- Biographic Information (13 items)**
- Eligibilities (10 items)**
- Preferences (3 items)**
 - Willingness to Relocate**
Are you willing to relocate for this position without relocation expenses offered?
 Radio Buttons - Yes/No
 - Willingness to undergo security check**
Are you willing to undergo a security check for this position?
 Radio Buttons - Yes/No
 - Secret clearance**
Are you willing to obtain a secret clearance?
 Radio Buttons - Yes/No

Assessment Package Data

The Assessment Packages area of HDW contains data on the **characteristics of the Assessment Package**, **content of the assessments**, and **assessment scoring information**.

- ▼ Hiring Data Warehouse
 - ▼ Presentation View
 - > Announcements
 - > Applicants
 - > Applications
 - ▼ Assessment Packages
 - ▼ Assessment Information
 - > Assessment
 - > Assessment Flags
 - > Assessment Instructions
 - > Assessment Items
 - > Assessment Methods
 - > Assessment Responses
 - > Questionnaire Assessment Methods
 - ▼ Assessment Package Information
 - > Assessment Package
 - > Assessment Package Categories
 - > Assessment Package Job Analysis Outputs
 - > Assessment Package Job Analysis Sources
 - > Assessment Package Rating Combinations
 - ▼ Assessment Scoring Information
 - > Assessment Competencies
 - > Assessment Competency Rating Combinations
 - > Assessment Item Scoring
 - > Assessment Plan
 - > Assessment Rating Settings
 - > Assessment Screen-Outs
 - > Hurdle Criteria

Data from this area of HDW will return regardless of whether an applicant has started or completed the assessment.

Assessment Package ID	Assessment Package Complete?	Assessment Package Status	Assessment Package Rating Combination	Assessment ID	Assessment Name	Assessment Type
10965	Yes	Complete	0201-11	10746	2730	Questionnaire
			0201-12	10746	2730	Questionnaire

Assessment-Related Flags

In the **Vacancies area** of HDW, data on several flags can be reported on to easily identify whether an assessment type was used to evaluate applicants and whether assessments are delivered in multiple hurdles.















- ▼ Hiring Data Warehouse
 - ▼ Presentation View
 - > Announcements
 - > Applicants
 - ▼ Vacancies
 - > Incomplete Application Information
 - > JOA Review Information
 - ▼ Vacancy Information
 - > Appointing Authorities
 - ▼ Vacancy
 - abc ACWA Position?

- abc Manual Assessment Used?
- abc Multiple Hurdles?
- abc No Assessment Used?
- abc Questionnaire Used?
- abc SME Evaluation Used?
- abc USA Hire Used?

These query items return 'Yes' if one or more assessments of that type was used, and 'No' if not.

Assessment Scores and Responses

When reporting on **applicant assessment scores and responses** to assessment items, use data from the **Applications** area of HDW.

- ▼  Hiring Data Warehouse
 - ▼  Presentation View
 - >  Announcements
 - >  Applicants
 - ▼  Applications
 - >  Announcement Questionnaire
 - >  Application Information
 - >  Application Metrics
 - ▼  Assessments
 - >  Application Assessment Items and Responses
 - >  Application Assessment Ratings
 - >  Application Battery Ratings
 - >  Application Competency Ratings
 - >  Application Hurdle Ratings

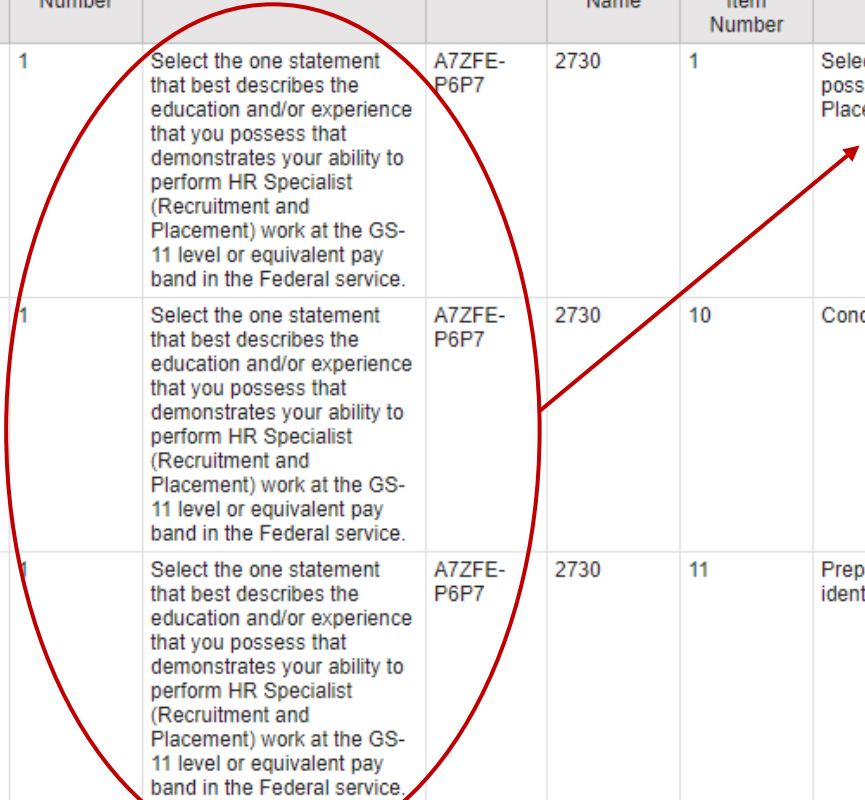
This area of HDW will only return data for assessments an applicant has completed.

Application Assessment Ratings provides assessment-level applicant scores. Application Assessment Items and Responses provides the content of the item and the response provided by the applicant. Characteristics of the assessment (e.g., assessment name) are also available.

Assessment Scores and Responses

Data from the Assessment Packages and Applications areas **should not** be included in the same query because **data will repeat**.

Assessment Name	Assessment Item Number	Assessment Item Text	Application Number	Application Assessment Name	Application Assessment Item Number	Application Assessment Item Text
2730	1	Select the one statement that best describes the education and/or experience that you possess that demonstrates your ability to perform HR Specialist (Recruitment and Placement) work at the GS-11 level or equivalent pay band in the Federal service.	A7ZFE-P6P7	2730	1	Select the one statement that best describes the education and/or experience that you possess that demonstrates your ability to perform HR Specialist (Recruitment and Placement) work at the GS-11 level or equivalent pay band in the Federal service.
2730	1	Select the one statement that best describes the education and/or experience that you possess that demonstrates your ability to perform HR Specialist (Recruitment and Placement) work at the GS-11 level or equivalent pay band in the Federal service.	A7ZFE-P6P7	2730	10	Conduct special studies in areas requiring added management attention
2730	1	Select the one statement that best describes the education and/or experience that you possess that demonstrates your ability to perform HR Specialist (Recruitment and Placement) work at the GS-11 level or equivalent pay band in the Federal service.	A7ZFE-P6P7	2730	11	Prepare and conduct special studies when needed to determine impact on the AF or identify program areas needing special emphasis





SME Evaluations

Subject Matter Expert (SME) Review Characteristics

When reporting on the characteristics of **SME reviews**, use data from the **Applications area** of HDW.

- ▼ Hiring Data Warehouse
 - ▼ Presentation View
 - > Announcements
 - > Applicants
 - ▼ Applications
 - > Announcement Questionnaire
 - > Application Information
 - > Application Metrics
 - > Assessments
 - ▼ SME Review Information
 - > SME Reviewers
 - ▼ SME Reviews
 - 🕒 SME Review Creation Date/Time
 - 🕒 SME Review Due Date
 - 🕒 SME Review Last Updated Date/Time
 - 🏷️ SME Review Name
 - 🏷️ SME Review Owner
 - 🕒 SME Review Recall Date/Time
 - 🏷️ SME Review Recall Reason
 - 🏷️ SME Review Returned By Name
 - 🕒 SME Review Returned Date/Time
 - 🕒 SME Review Sent Date/Time
 - 🏷️ SME Review Status

This query subject provides information about the SME reviews themselves, including the status of the reviews.

The screenshot shows a web interface for reviewing an SME review. At the top, there are tabs for 'Vacancy 10060037', 'Assessment Package', 'Announcement', 'Applicant Overview', and 'Certificates'. Below these, a summary row displays: 'Review Name: SME Eval', 'Review Type: Subject Matter Expert (SME)', 'Status: Auto Recalled', and 'Due: 9/30/2022'. A navigation bar includes 'Review Information' (selected), 'Review Assignments', and 'Evaluations'. The main section, titled 'Review Information', contains several fields: 'Review Name' (SME Eval), 'Assessment' (a dropdown menu), 'Owner' (Maria Ahmad), and 'Due Date' (9/30/2022).

SME Review Name	SME Review Owner	SME Review Status	SME Review Recall Date/Time	SME Review Creation Date/Time	SME Review Due Date	SME Review Last Updated Date/Time
SME Review - Supervisory Attorney Advisor	Arizaga, Sara	HR Recalled	08/21/2023 04:28:26.267 PM	08/18/2023 09:30:09.913 AM	08/22/2023	08/21/2023 04:28:26.493 PM
SME Review	Hyman, Kana	Active		09/07/2023 03:45:36.390 PM	10/18/2023	10/12/2023 03:22:01.637 PM
Economist GS-15 SME Review	Pollacci, Lori	Active		10/10/2023 03:53:46.880 PM	10/17/2023	10/10/2023 04:31:32.893 PM
SME Review, GS-0160-14, FHR-113854	Frasca, John	HR Recalled	10/11/2023 02:08:08.683 PM	09/29/2023 12:01:49.753 PM	10/20/2023	10/11/2023 02:08:09.103 PM
SME Review	Arizaga, Sara	Not Sent		08/28/2023 02:47:38.070 PM	08/31/2023	08/28/2023 02:47:38.070 PM
Structured Resume Review (E.O compliant)	Rawson, Chance	Returned		08/21/2023 03:01:32.373 PM	09/14/2023	09/22/2023 08:48:25.187 AM

Subject Matter Expert (SME) Reviewer Information

When reporting on the **characteristics** of the **SME reviewers**, use data from the **Applications area** of HDW.

- ▼ Hiring Data Warehouse
 - ▼ Presentation View
 - > Announcements
 - > Applicants
 - ▼ Applications
 - > Announcement Questionnaire
 - > Application Information
 - > Application Metrics
 - > Assessments
 - ▼ SME Review Information
 - ▼ SME Reviewers
 - abc SME Reviewer Email
 - abc SME Reviewer Inactive?
 - abc SME Reviewer Name
 - abc SME Reviewer Phone Number
 - abc SME Reviewer Tiebreaker Only?
 - abc SME Reviewer Title

This query subject provides information about the reviewers who are functioning as SMEs, and not about the reviews themselves.

SME Reviewer Title	SME Reviewer Tiebreaker Only?	SME Reviewer Inactive?
Hiring Manager User	No	No
Hiring Manager User	No	No
Hiring Manager User, Human Resources User	Yes	Yes
Hiring Manager User, Human Resources User, Onboarding User	No	Yes
Hiring Manager User	No	No

Vacancy 10060037 | Assessment Package | Announcement | Applicant Overview | Certificates | Reviews | Review: SME Eval

Review Name: SME Eval | Review Type: Subject Matter Expert (SME) | Status: Auto Recalled | Due: 9/30/2022












Review Information | Review Assignments | Evaluations

Review Assignments

Reviewer Name	Phone	Email	Tiebreaker Only	Inactive
Automated Abernathy	555-555-5555	automatedstaffingtest-5@gmail.com	<input type="checkbox"/>	<input type="checkbox"/>
Automated Abney	555-555-5555	automatedstaffingtest-6@gmail.com	<input type="checkbox"/>	<input type="checkbox"/>
Leviticus Flory-Hefelump	(202) 422-9042	levi.flory@opm.gov	<input type="checkbox"/>	<input type="checkbox"/>

Subject Matter Expert (SME) Evaluation Content

When reporting on the **content** of SME evaluations used for an application, use data from the **Assessment Packages** within the HDW.

- ✓  Hiring Data Warehouse
 - ✓  Presentation View
 - >  Announcements
 - >  Applicants
 - >  Applications
 - ✓  Assessment Packages
 - ✓  Assessment Information
 - >  Assessment
 - >  Assessment Flags
 - >  Assessment Instructions
 - ✓  Assessment Items
 - abc Assessment Item Header
 - # Assessment Item ID
 - abc Assessment Item Number
 - abc Assessment Item Rating Scale
 - abc Assessment Item Required?
 - abc Assessment Item Response Type
 - abc Assessment Item Text
 - abc Assessment Item Used for Screen-Out?
 - abc Linked Competency

To check if an SME Evaluation requires justification and to see how many SME evaluators are required per applicant, use the SME Evaluation Justification Required and SME Evaluators query items located in Assessment Packages > Assessment Information > Assessment.















SME Evaluation Justification Required
For All Responses
Only for Disqualifying Responses
For All Responses

SME Evaluators
2
2
1

This query subject previously only included questionnaire assessment data but has been expanded to include SME-related information.

Subject Matter Expert (SME) Evaluation Outcomes

When reporting on SME evaluation **outcomes**, use data from the **Applications** area of HDW.

- ✓  Hiring Data Warehouse
 - ✓  Presentation View
 - >  Announcements
 - >  Applicants
 - ✓  Applications
 - >  Announcement Questionnaire
 - >  Application Information
 - >  Application Metrics
 - ✓  Assessments
 - >  Application Assessment Items and Responses
 - >  Application Assessment Ratings
 - >  Application Battery Ratings
 - >  Application Competency Ratings
 - >  Application Hurdle Ratings

This area of HDW will only return data for applicant SME evaluations that evaluators have completed and come to consensus on.

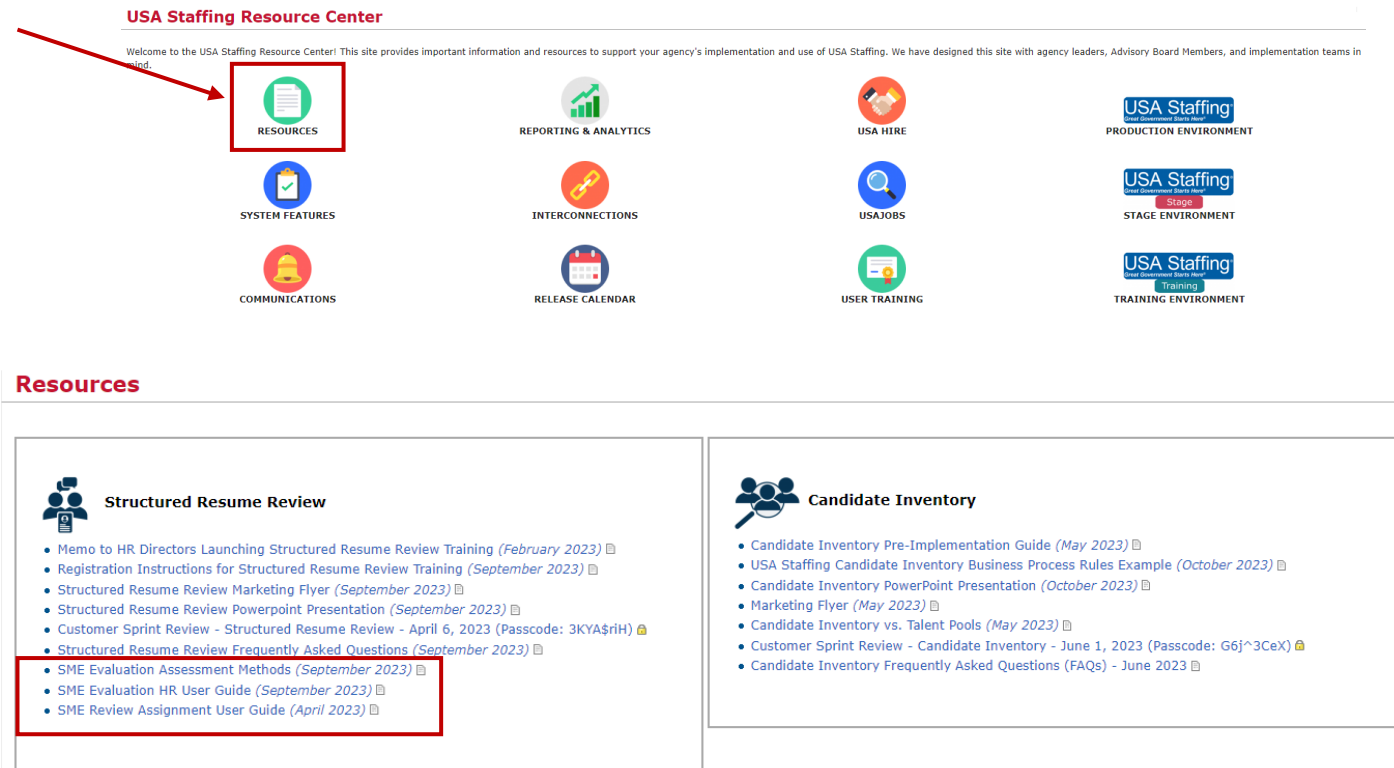
For SME evaluations, the scores and responses reflected in these query items show the final consensus rating by the evaluators, and not responses given by the applicant. This is different than when pulling data on other types of assessments which does provide applicant responses.

SME – Additional Information

For more information on SME evaluations and reviews, visit the Structured Resume Review area of the Resources page within the USA Staffing Resources Center.

USA Staffing Resource Center

Welcome to the USA Staffing Resource Center! This site provides important information and resources to support your agency's implementation and use of USA Staffing. We have designed this site with agency leaders, Advisory Board Members, and implementation teams in mind.



RESOURCES

REPORTING & ANALYTICS

USA HIRE

USA Staffing
PRODUCTION ENVIRONMENT

SYSTEM FEATURES

INTERCONNECTIONS

USAJOBS

USA Staffing
STAGE ENVIRONMENT

COMMUNICATIONS










RELEASE CALENDAR

USER TRAINING








USA Staffing
TRAINING ENVIRONMENT

Resources

Structured Resume Review

- Memo to HR Directors Launching Structured Resume Review Training (February 2023) 
- Registration Instructions for Structured Resume Review Training (September 2023) 
- Structured Resume Review Marketing Flyer (September 2023) 
- Structured Resume Review Powerpoint Presentation (September 2023) 
- Customer Sprint Review - Structured Resume Review - April 6, 2023 (Passcode: 3KYA\$riH) 
- **Structured Resume Review Frequently Asked Questions (September 2023) **
- SME Evaluation Assessment Methods (September 2023) 
- SME Evaluation HR User Guide (September 2023) 
- SME Review Assignment User Guide (April 2023) 

Candidate Inventory

- Candidate Inventory Pre-Implementation Guide (May 2023) 
- USA Staffing Candidate Inventory Business Process Rules Example (October 2023) 
- Candidate Inventory PowerPoint Presentation (October 2023) 
- Marketing Flyer (May 2023) 
- Candidate Inventory vs. Talent Pools (May 2023) 
- Customer Sprint Review - Candidate Inventory - June 1, 2023 (Passcode: G6j^3CeX) 
- Candidate Inventory Frequently Asked Questions (FAQs) - June 2023 

Direct link to the Resources page: <https://help.usastaffing.gov/ResourceCenter/index.php/Resources>



Competency Ratings

Competency Ratings

When reporting on **applicant competency ratings** within an assessment, use data from the **Applications area** of HDW.

- ▼ Hiring Data Warehouse
 - ▼ Presentation View
 - > Announcements
 - > Applicants
 - ▼ Applications
 - > Announcement Questionnaire
 - > Application Information
 - > Application Metrics
 - ▼ Assessments
 - > Application Assessment Items and Responses
 - > Application Assessment Ratings
 - > Application Battery Ratings
 - > Application Competency Ratings
 - > Application Hurdle Ratings

This area of HDW will return competency level scores for assessments an applicant has completed by rating combination.

Application Competency Ratings can be used in combination with data from other areas within HDW, following the same guidance provided for Applications data in the HDW Data Relationships Job Aid.

Competency Ratings

Vacancy Number	Application Number	Application Assessment Name	Application Competency Rating Series	Application Competency Rating Grade	Application Competency Name	Application Competency Raw Score	Application Competency Maximum Raw Score
10052419	AQWQV-B3RW	Program analyst test	0343	11	Arithmetic	4	4
10052419	AQWQV-B3RW	Program analyst test	0343	11	Computer Skills	4	4
10052419	AQWQV-B3RW	Program analyst test	0343	11	Decision Making	4	4
10052419	AQWQV-B3RW	Program analyst test	0343	11	Financial Management	4	4
10052419	AQWQV-B3RW	Program analyst test	0343	12	Arithmetic	4	4
10052419	AQWQV-B3RW	Program analyst test	0343	12	Computer Skills	4	4
10052419	AQWQV-B3RW	Program analyst test	0343	12	Decision Making	4	4
10052419	AQWQV-B3RW	Program analyst test	0343	12	Financial Management	4	4
10052419	AQWQV-B3RW	Program analyst test	0343	13	Arithmetic	4	4
10052419	AQWQV-B3RW	Program analyst test	0343	13	Computer Skills	4	4
10052419	AQWQV-B3RW	Program analyst test	0343	13	Decision Making	4	4
10052419	AQWQV-B3RW	Program analyst test	0343	13	Financial Management	4	4
10052419	AQWQV-B3RW	Program analyst test	0343	9	Arithmetic	4	4
10052419	AQWQV-B3RW	Program analyst test	0343	9	Computer Skills	4	4
10052419	AQWQV-B3RW	Program analyst test	0343	9	Decision Making	4	4
10052419	AQWQV-B3RW	Program analyst test	0343	9	Financial Management	4	4

When using, always include (at a minimum):

- Application Number
- Application Assessment Name
- Application Competency Rating Grade
- Application Competency Rating Series
- Application Competency Name

Competency Ratings

Data from Application Competency Ratings and Application Assessment Items and Responses **should not** be included in the same query because **data will repeat** if there is more than one assessment. The name of the assessment should be pulled from the Application Assessment Ratings query subject.

Vacancy Number	Application Number	Application Assessment	Application Assessment Name	Application Competency Rating Series	Application Competency Rating Grade	Application Competency Name	Application Competency Raw Score	Application Competency Maximum Raw Score
10000124	AJPYB-ZT1Y	TestAQwithHire	TestAQwithHire	0201	9	Customer Service	2	4
10000124	AJPYB-ZT1Y	USA Hire 0201-9: Computer Adaptive Occupational Interaction	TestAQwithHire	0201	9	Customer Service	2	4
10000124	AJPYB-ZT1Y	USA Hire 0201-9: Occupational Judgment Assessment (G2)	TestAQwithHire	0201	9	Customer Service	2	4
10000124	AJPYB-ZT1Y	USA Hire 0201-9: Occupational Reasoning Assessment	TestAQwithHire	0201	9	Customer Service	2	4
10000124	ABMRN-S9HX	TestAQwithHire	TestAQwithHire	0201	9	Customer Service	2.25	4
10000124	ABMRN-S9HX	USA Hire 0201-9: Occupational Reading	TestAQwithHire	0201	9	Customer Service	2.25	4
10000124	ABMRN-S9HX	USA Hire 0201-9: Occupational Reasoning Assessment	TestAQwithHire	0201	9	Customer Service	2.25	4
10000124	ABMRN-S9HX	USA Hire 0201-9: Computer Adaptive Occupational Interaction	TestAQwithHire	0201	9	Customer Service	2.25	4
10000124	AJPYB-ZT1Y	USA Hire 0201-9: Occupational Reading	TestAQwithHire	0201	9	Customer Service	2	4
10000124	ABMRN-S9HX	USA Hire 0201-9: Occupational Judgment Assessment (G2)	TestAQwithHire	0201	9	Customer Service	2.25	4
10000124	ABMRN-S9HX	TestAQwithHire	TestAQwithHire	0201	9	Managing Human Resources	2.5	4
10000124	AJPYB-ZT1Y	USA Hire 0201-9: Computer Adaptive Occupational Interaction	TestAQwithHire	0201	9	Managing Human Resources	3	4
10000124	ABMRN-S9HX	USA Hire 0201-9: Occupational Reasoning Assessment	TestAQwithHire	0201	9	Managing Human Resources	2.5	4
10000124	AJPYB-ZT1Y	USA Hire 0201-9: Occupational Judgment Assessment (G2)	TestAQwithHire	0201	9	Managing Human Resources	3	4
10000124	AJPYB-ZT1Y	TestAQwithHire	TestAQwithHire	0201	9	Managing Human Resources	3	4
10000124	ABMRN-S9HX	USA Hire 0201-9: Computer Adaptive Occupational Interaction	TestAQwithHire	0201	9	Managing Human Resources	2.5	4
10000124	ABMRN-S9HX	USA Hire 0201-9: Occupational Reading	TestAQwithHire	0201	9	Managing Human Resources	2.5	4
10000124	ABMRN-S9HX	USA Hire 0201-9: Occupational Judgment Assessment (G2)	TestAQwithHire	0201	9	Managing Human Resources	2.5	4
10000124	AJPYB-ZT1Y	USA Hire 0201-9: Occupational Reading	TestAQwithHire	0201	9	Managing Human Resources	3	4
10000124	AJPYB-ZT1Y	USA Hire 0201-9: Occupational Reasoning	TestAQwithHire	0201	9	Managing Human Resources	3	4



Hurdles

Hurdle Data – Assessment Plan

When reporting on **hurdle characteristics and assessment plan** settings, use data from the **Assessment Packages** area of HDW.

- ▼ Hiring Data Warehouse
 - ▼ Presentation View
 - > Announcements
 - > Applicants
 - > Applications
 - ▼ Assessment Packages
 - > Assessment Information
 - > Assessment Package Information
 - ▼ Assessment Scoring Information
 - > Assessment Competencies
 - > Assessment Competency Rating Combinations
 - > Assessment Item Scoring
 - ▼ Assessment Plan
 - # Apply Veterans' Preference Points Prior to Cutpoint?
 - # Apply Veterans' Preference to Hurdles?
 - abc Hurdle Name
 - # Hurdle Number

Assessment Plan > Hurdle Criteria > Job Analysis > **Settings** > Checklist

Hurdle Settings

Apply veterans' preference to hurdles
 Do not apply veterans' preference to hurdles

Add veterans' preference points to determine if the hurdle cutpoint is met
 "Float" eligible CP/CPS veterans to the next hurdle regardless of their score

- 0801-11
- 0801-12
- 1530-11
- 1530-12

Hurdle Name	Hurdle Number	Apply Veterans' Preference to Hurdles?
Procurement Analyst GS-1102-12 TQ	1	No
Self AQ	1	No
TQ GS-1109-12 GMA	1	No
Self-Rated	1	
SME Resume Review-KSA	2	No

Hurdle Data – Criteria

When reporting on **hurdle criteria only**, use data from the **Assessment Packages area** of HDW.

- ▼ Hiring Data Warehouse
 - ▼ Presentation View
 - > Announcements
 - > Applicants
 - > Applications
 - ▼ Assessment Packages
 - > Assessment Information
 - > Assessment Package Information
 - ▼ Assessment Scoring Information
 - > Assessment Competencies
 - > Assessment Competency Rating Combinations
 - > Assessment Item Scoring
 - > Assessment Plan
 - > Assessment Rating Settings
 - > Assessment Screen-Outs
 - ▼ Hurdle Criteria
 - abc Hurdle Cutpoint Method
 - # Hurdle Cutpoint Value
 - # Hurdle Percentage Weight
 - abc Hurdle Proportional Weight
 - abc Hurdle Rating Combination
 - abc Used for Final Rating?
 - abc Veterans Float Hurdle?

The Hurdle Criteria items provide information on the characteristics of the hurdles themselves.

Assessment Plan | **Hurdle Criteria** | Job Anal

– Hurdle Criteria

– Rating Combo: 0801/1530-11

Hurdle

Hurdle 1: Default Hurdle

Hurdle 2: New Hurdle

– Rating Combo: 0801/1530-12

Hurdle

Hurdle 1: Default Hurdle

Hurdle 2: New Hurdle

Cutpoint Method	Cutpoint Value	Used for Final Rating	Proportional Weight	Percentage Weight
Hurdle Score Cutpoint	85 (70-100)	<input type="checkbox"/>	/1	0.000%
None		<input type="checkbox"/>	1 /1	100.0%

Cutpoint Method	Cutpoint Value	Used for Final Rating	Proportional Weight	Percentage Weight
Hurdle Score Cutpoint	85 (70-100)	<input type="checkbox"/>	1 /2	50.00%
None		<input type="checkbox"/>	1 /2	50.00%

Analysis | **Settings** | Checklist

- Add veterans' preference points to determine if the hurdle cutpoint is met
- "Float" eligible CP/CPS veterans to the next hurdle regardless of their score
 - 0801-11
 - 0801-12
 - 1530-11
 - 1530-12

Data items are available to report on all aspects of hurdle criteria, including rating combination, cutpoint method, cutpoint value, percentage and proportional weights, and indicators to designate if the hurdle is used for the final rating and if veterans float.

Hurdle Rating Combination	Hurdle Cutpoint Method	Hurdle Cutpoint Value	Hurdle Percentage Weight	Hurdle Proportional Weight	Used for Final Rating?	Veterans Float Hurdle?
0601-14	Hurdle Score Cutpoint	80	75	75/100	Yes	No
0318-9	Hurdle Score Cutpoint	90	50	1/2	Yes	Yes
0561-6	Hurdle Score Cutpoint	85	50	1/2	Yes	Yes

Hurdle Data – Assessment Rating Settings

When reporting on **hurdle assessment rating settings**, use data from the **Assessment Packages area** of the Hiring Data Warehouse.

- ▼ Hiring Data Warehouse
 - ▼ Presentation View
 - > Announcements
 - > Applicants
 - > Applications
 - ▼ Assessment Packages
 - > Assessment Information
 - > Assessment Package Information
 - ▼ Assessment Scoring Information
 - > Assessment Competencies
 - > Assessment Competency Rating Combinations
 - > Assessment Item Scoring
 - > Assessment Plan
 - ▼ Assessment Rating Settings
 - # Assessment Max Raw Score
 - # Assessment Min Raw Score
 - # Assessment Passing Score
 - # Assessment Percentage Weight within Hurdle
 - abc Assessment Proportional Weight within Hurdle

Assessment Percentage Weight within Hurdle	Assessment Proportional Weight within Hurdle
16.7	0.167/1
25	0.25/1
50	1/2
16.7	13.36/80
20	20/100
100	2/2
33.4	0.334/1

Hurdle Data – Applicant List Filters

When reporting on **hurdle filters** used to create **applicant lists**, use data from the **Applicants area** of HDW.

- ▼ Hiring Data Warehouse
 - ▼ Presentation View
 - > Announcements
 - ▼ Applicants
 - > Applicant Information
 - ▼ Applicant List Information
 - > Applicant List
 - > Applicant List Actions Filters
 - > Applicant List Applicants
 - > Applicant List Assessment Filters
 - > Applicant List Category Rating Filters
 - > Applicant List Certification Status Filters
 - > Applicant List Eligibility Filters
 - > Applicant List Filters
 - > Applicant List Grade Filters
 - ▼ Applicant List Hurdle Filters
 - # Applicant List Hurdle Filter Cutpoint
 - abc Applicant List Hurdle Filter Hurdle
 - abc Applicant List Hurdle Filter Hurdle Status
 - abc Applicant List Hurdle Filter Name
 - abc Applicant List Hurdle Filter Rating Combination
 - abc Applicant List Hurdle Filter Type

The Applicant List Hurdle Filters items can be combined with other applicant list filter information, such as eligibility or location, to further refine report results.

Data items are available to report on hurdle-related filters used to create applicant lists, including applicant list hurdle filter name and type, the rating combination, the filter cutpoint, the specific hurdle used, and the applicant's hurdle status.

Applicant List Hurdle Filter Name	Applicant List Hurdle Filter Type	Applicant List Hurdle Filter Rating Combination	Applicant List Hurdle Filter Hurdle	Applicant List Hurdle Filter Cutpoint	Applicant List Hurdle Filter Hurdle Status
SME SI Cutpoint	Hurdle Augmented Score	2210-13	Hurdle 1:Application Questionnaire & USA Hire Standard	85	
GS-7 90 & Up Tullulah	Hurdle Score	0561-7	Hurdle 1:Default Hurdle	90	
90	Hurdle Score	0101-11	Hurdle 1:JAX 203808	90	
GS-2210-13	Hurdle Status	2210-13	Hurdle 2:GS-2210-13 SME Resume Review		Active

Hurdle Data – Certificate Filters

When reporting on **hurdle filters** used to create **certificates**, use data from the **Certificates area** of HDW.

- ▼ Hiring Data Warehouse
 - ▼ Presentation View
 - > Announcements
 - > Applicants
 - > Applications
 - > Assessment Packages
 - ▼ Certificates
 - ▼ Certificate Filter Information
 - > Certificate Actions Filters
 - > Certificate Assessment Filters
 - > Certificate Category Rating Filters
 - > Certificate Certification Status Filters
 - > Certificate Eligibility Filters
 - > Certificate Filters
 - > Certificate Grade Filters
 - ▼ Certificate Hurdle Filters
 - # Certificate Hurdle Filter Cutpoint
 - abc Certificate Hurdle Filter Hurdle
 - abc Certificate Hurdle Filter Hurdle Status
 - abc Certificate Hurdle Filter Name
 - abc Certificate Hurdle Filter Rating Combination
 - abc Certificate Hurdle Filter Type

The Certificate Hurdle Filters items can be combined with other certificate filter information, such as eligibility or location, to further refine report results.

Data items are available to report on hurdle-related filters used to create certificates, including the certificate hurdle filter name and type, the rating combination, the cutpoint, and the specific hurdle used.










Certificate Hurdle Filter Name	Certificate Hurdle Filter Type	Certificate Hurdle Filter Rating Combination	Certificate Hurdle Filter Cutpoint	Certificate Hurdle Filter Hurdle
Best Qualified GS-13 Cutoff	Hurdle Score	0132-13	90	Hurdle 1:Default Hurdle
cutoff 95	Hurdle Score	1811-14	95	Hurdle 1:Assessment Questionnaire
Best Qualified GS-14 Cutoff	Hurdle Score	0132-14	90	Hurdle 1:Default Hurdle



Announcement Questionnaires

Announcement Questionnaire Data

When reporting on Announcement Questionnaire **content only**, use data from the **Announcements area** of HDW.

- ▼  Hiring Data Warehouse
 - ▼  Presentation View
 - ▼  Announcements
 - >  Announcement Information
 - ▼  Announcement Questionnaire Information
 - >  Announcement Items
 - >  Announcement Response Options
 - >  Announcement Screen-Out Rating Combinations
 - >  Announcement Screen-Outs

Data items are available to report on all aspects of items and responses, including Section Name, Item Header, Item Text, and response text for multiple choice items.

Section Title	Announcement Item Header	Announcement Item Text	Announcement Item Response Type	Announcement Item Required?
Preferences	Secret clearance	Are you willing to obtain a secret clearance?	Radio Buttons - Yes/No	No
Preferences	Willingness to Relocate	Are you willing to relocate for this position without relocation expenses offered?	Radio Buttons - Yes/No	Yes
Preferences	Willingness to undergo security check	Are you willing to undergo a security check for this position?	Radio Buttons - Yes/No	Yes

Announcement Questionnaire Responses

When reporting on **applicant responses to Announcement Questionnaire items**, use data from the **Applications area** of HDW.

- ▼ Hiring Data Warehouse
 - ▼ Presentation View
 - > Announcements
 - > Applicants
 - ▼ Applications
 - ▼ Announcement Questionnaire
 - ▼ Announcement Questionnaire Items and Responses
 - abc Application Announcement Item Header
 - # Application Announcement Item ID
 - abc Application Announcement Item Required?
 - abc Application Announcement Item Response Option
 - abc Application Announcement Item Response Text
 - abc Application Announcement Item Response Type
 - △ Application Announcement Item Text
 - abc Application Announcement Item Used for Screen-Out?
 - abc Application Section Title

The Announcement Questionnaire Items and Responses includes the text of the items an applicant responded to as well as the applicant's response.

Application Number	Applicant Name	Application Section Title	Application Announcement Item Header	Application Announcement Item Text	Application Announcement Item Response Text
A8SEV-2YV6	Kapowski, Kelly	Preferences	Secret clearance	Are you willing to obtain a secret clearance?	Yes
A8SEV-2YV6	Kapowski, Kelly	Preferences	Willingness to Relocate	Are you willing to relocate for this position without relocation expenses offered?	Yes
A8SEV-2YV6	Kapowski, Kelly	Preferences	Willingness to undergo security check	Are you willing to undergo a security check for this position?	Yes
ABWVU-8KEH	Decker, Dillon	Preferences	Secret clearance	Are you willing to obtain a secret clearance?	Yes
ABWVU-8KEH	Decker, Dillon	Preferences	Willingness to Relocate	Are you willing to relocate for this position without relocation expenses offered?	Yes
ABWVU-8KEH	Decker, Dillon	Preferences	Willingness to undergo security check	Are you willing to undergo a security check for this position?	No

Data from the Announcements and Applications area **should not** be included in the same query because **data will repeat** (similar to when data from the Assessment Packages and Assessments areas are used together).



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

USA Staffing Resource Center

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

https://help.usastaffing.gov/ResourceCenter/index.php?title=USA_Staffing_Resource_Center

Need Help?

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