



# USA Staffing

## Reporting and Analytics Workgroup April 4, 2023

*We will start at approximately 1:03 to allow time for people to sign in*

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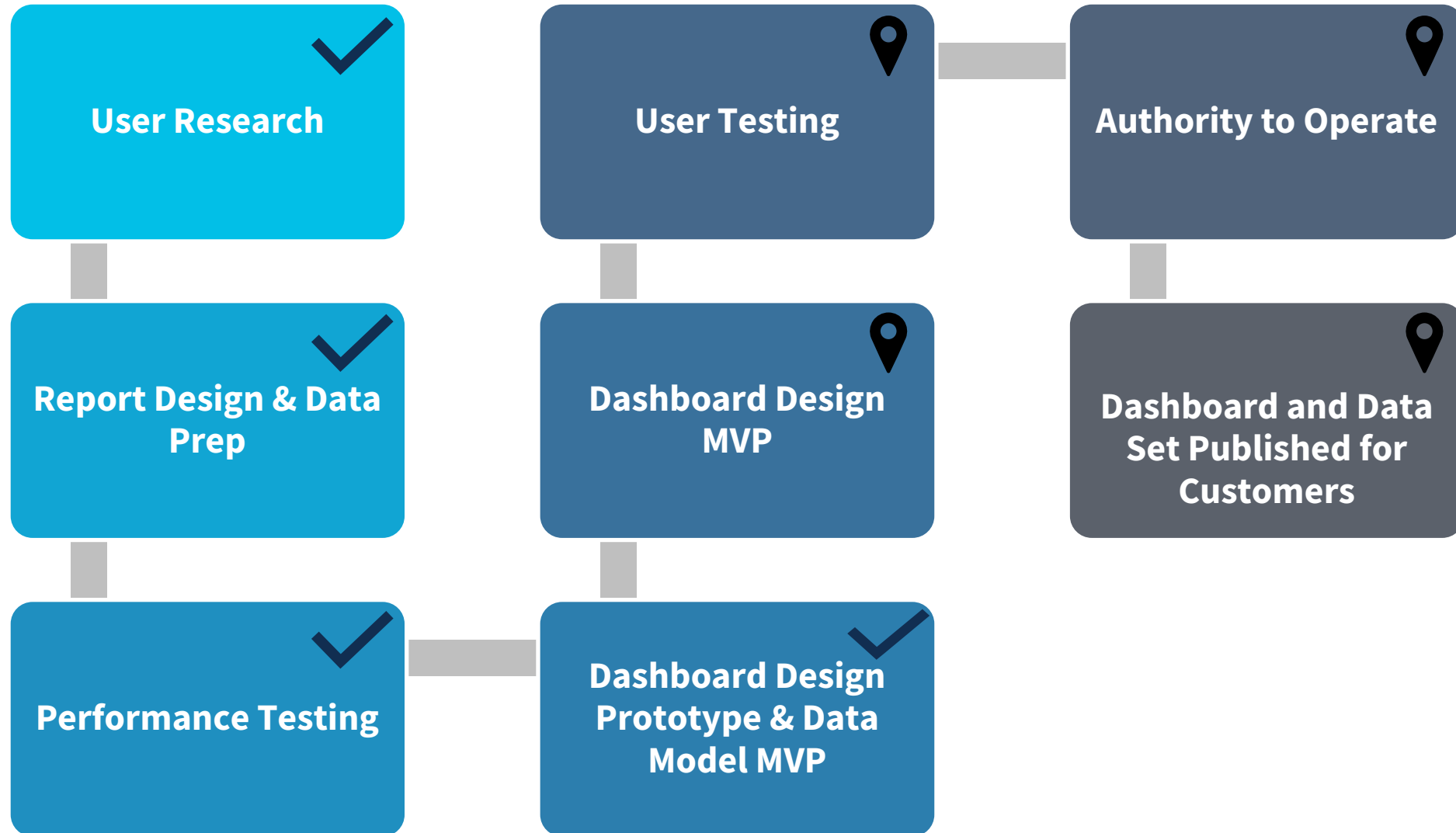
# Agenda

- 1 Power BI Update**
- 2 Cognos Performance Metrics**
- 3 Cognos Training Program**
- 4 Modifications to Reports and Data Models**
- 5 API Updates**
- 6 Cognos Tip**
- 7 Open Demonstration and Q&A**

# Power BI Update

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# Power BI Implementation Milestones



# User Testing and Release



## Next Steps

## What we have completed

- Power BI agency access testing with users at 136 Staffing Organizations (as set up in USAS)
- Successful cross cloud collaboration configuration and production tenant testing with DOJ
- Completed updates to User License (UL) visuals adding drill through for user details
- Conducted initial Power BI Report Consumer training for Account Managers

## Next Steps

- Power BI agency access testing for the remaining ~40 Staffing Organizations
- Cross cloud collaboration configuration with remaining GCC High and Azure GOV tenants
- Complete data pipeline work to allow regular UL data refreshes
- Collect user feedback via session with Account Managers
- Release User License Power BI app and job aid to onboarded customers and collect feedback
- Release Power BI Pro license job aid to assist in decision-making

# Power BI Pro Licenses



- **Power BI Pro** is an individual per-user license that allows users to publish content to share with other users in the Power BI Service
- In order to control program costs and accommodate training and support needs, Cognos Report Authors will not automatically be converted to Power BI Pro users
- To assist in the decision-making process, we will be releasing a job aid to help identify which reporting users will likely need a Pro license
- At a later date, Account Managers will facilitate submitting a list of reporting users who will require Power BI Pro licenses

# Cognos Performance Metrics

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# FY23



# All Reports



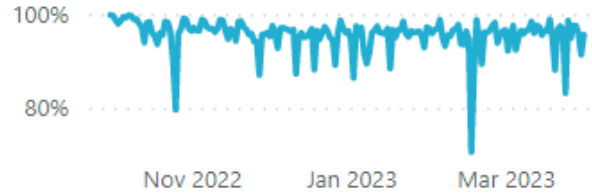
Cognos Total Runs

## 1,909,047



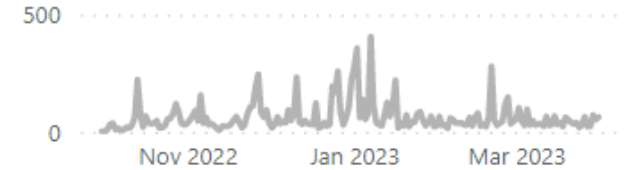
Avg. Success Rate

## 96.48%

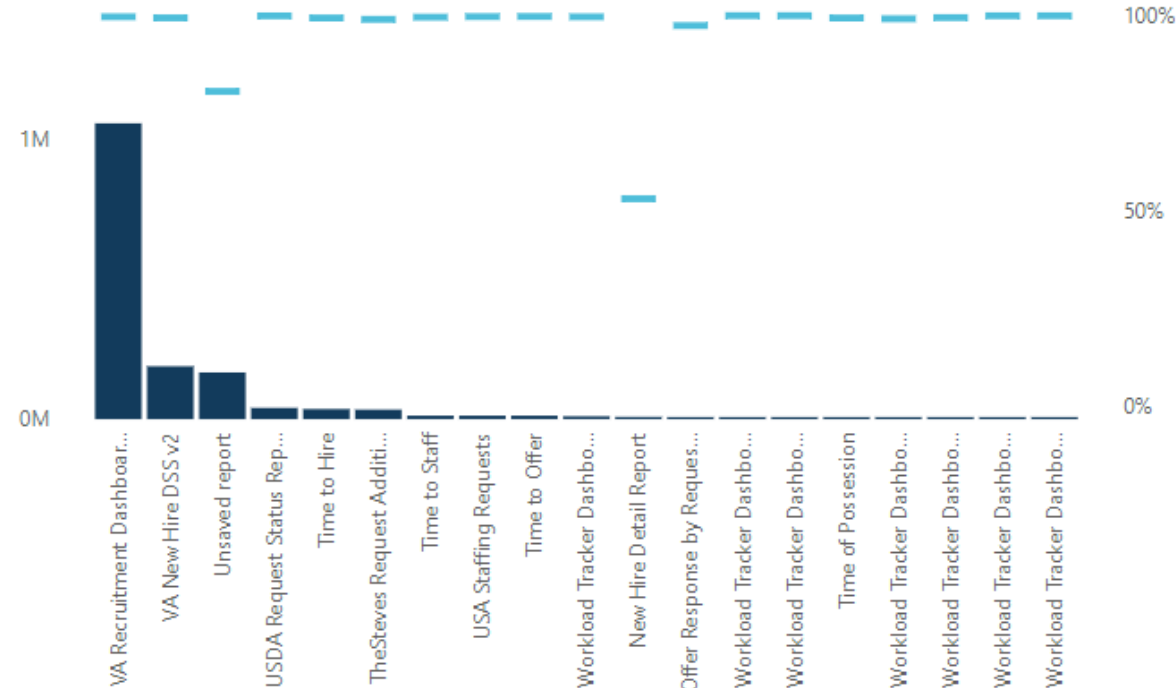


Avg. Runtime (Sec)

## 42.53



Cognos Total Runs and Cognos Success Rate



Report name	Cognos Total Runs	Cognos Success Rate	Avg Runtime
VA Recruitment Dashboard DSS v1	1,054,365	99.68%	6.27
VA New Hire DSS v2	188,519	99.41%	4.79
Unsaved report	166,473	80.60%	11.94
USDA Request Status Report - Certificate V3	40,172	99.92%	30.52
Time to Hire	36,052	99.38%	20.29
TheSteves Request Additional Information Report	34,027	99.03%	2.21
Time to Staff	12,286	99.58%	7.87
USA Staffing Requests	12,284	99.72%	2.16
Time to Offer	12,277	99.76%	2.37
Workload Tracker Dashboard - Qualification Analysis Phase	10,092	99.67%	8.67
New Hire Detail Report	8,013	53.14%	319.88
Offer Response by Request Number	6,818	97.43%	3.12
Workload Tracker Dashboard - RequestsAnnouncementsCerts	5,986	99.98%	9.73
Workload Tracker Dashboard - NewHireCertSelections	5,979	99.98%	7.30
Time of Possession	4,448	99.37%	83.04
Workload Tracker Dashboard - Interviews and	4,058	99.19%	9.55
<b>Total</b>	<b>1,909,047</b>	<b>96.48%</b>	<b>42.53</b>



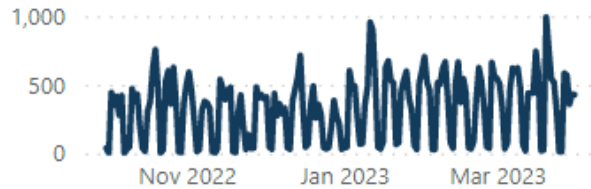
FY23



## HDW Reports

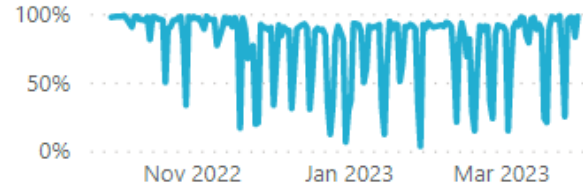
HDW Total Runs

59,843



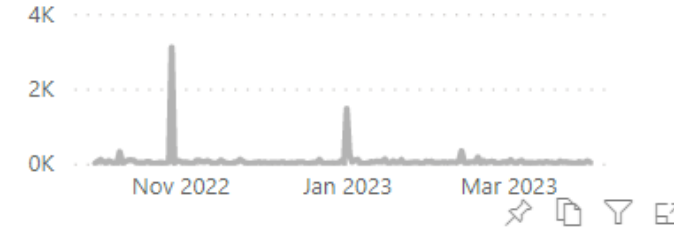
Avg. Success Rate

90.33%

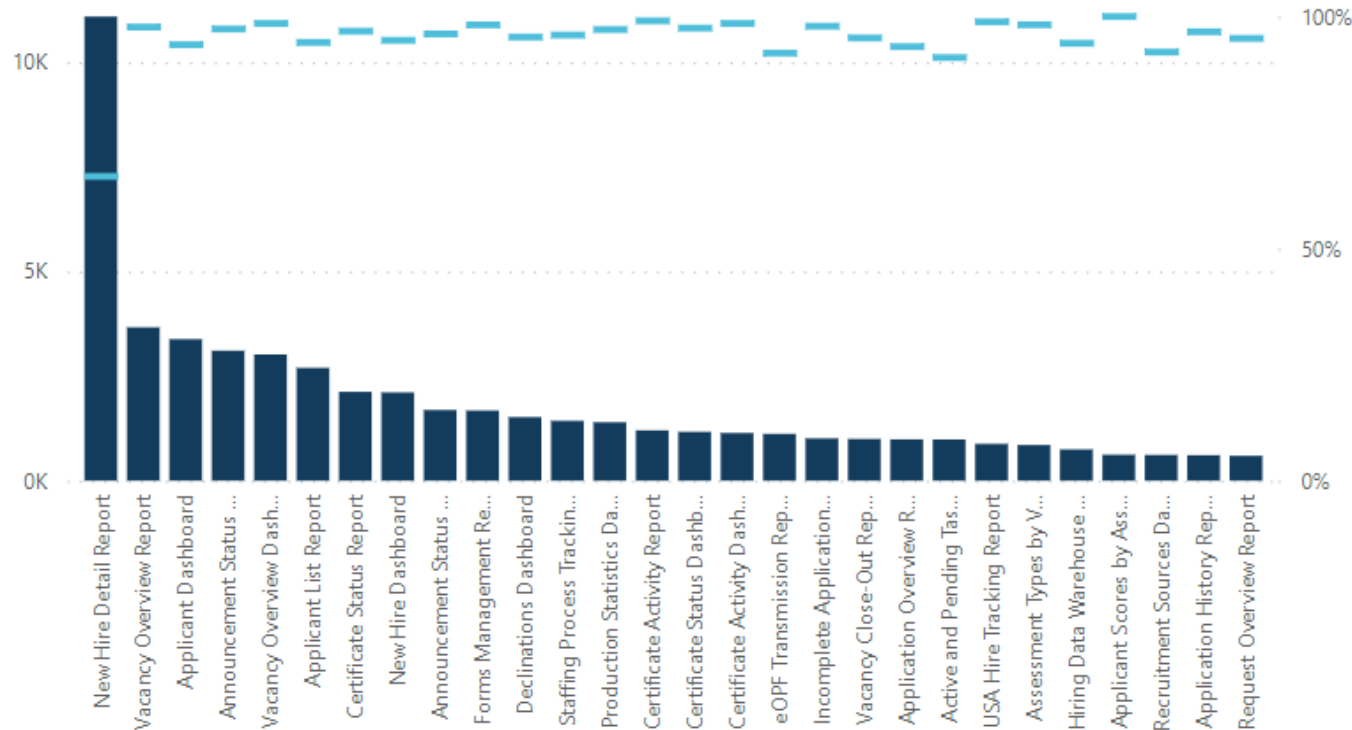


Avg. Runtime (Sec)

39.14



## HDW Total Runs and HDW Success Rate



Report name	HDW Total Runs	HDW Success Rate	Avg Runtime
New Hire Detail Report	11,090	65.55%	58.49
Vacancy Overview Report	3,664	97.73%	7.84
Applicant Dashboard	3,381	93.94%	52.05
Announcement Status Report	3,106	97.33%	7.11
Vacancy Overview Dashboard	3,016	98.51%	5.13
Applicant List Report	2,695	94.43%	47.14
Certificate Status Report	2,122	96.84%	34.78
New Hire Dashboard	2,108	94.88%	68.40
Announcement Status Dashboard	1,689	96.27%	9.88
Forms Management Report	1,676	98.21%	2.27
Declinations Dashboard	1,518	95.59%	88.64
Staffing Process Tracking Report	1,430	96.01%	54.94
Production Statistics Dashboard	1,395	97.20%	50.65
Certificate Activity Report	1,202	99.08%	3.88
Certificate Status Dashboard	1,167	97.51%	69.15
Certificate Activity Dashboard	1,139	98.51%	4.87
eOPF Transmission Report	1,118	92.13%	48.33
Incomplete Applications Report	1,010	97.92%	3.30
Vacancy Close-Out Report	997	95.39%	109.59
<b>Total</b>	<b>59,843</b>	<b>90.33%</b>	<b>39.14</b>

Data Source: USAJOBS

Data Through: March 2023



# New Hire Detail Report Troubleshooting

The New Hire Detail Report has been consistently falling short of our performance goals, so the Reporting team took a deep dive to identify opportunities for improvement.

## Reports Using New Hire (End of Day)

- 28 custom reports titled “New Hire Detail Report” use the retired “New Hire (End of Day)” data package.
- These reports were disabled to prevent future use. They will be deleted in ~60 days.

## Database Indexing

- Determined that the report takes longer when using the Projected Start Date or Request Creation Date to filter data.
- Database Administrators (DBAs) will be analyzing report queries and adding indices to help improve performance.

## Subscriptions

- 6 subscriptions to custom reports titled “New Hire Detail Report” use the retired “New Hire (End of Day)” data package.
- These subscriptions were disabled.

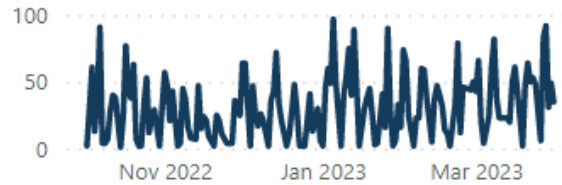
# FY23



# Time to Hire

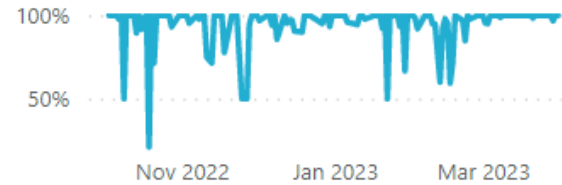
Cognos Total Runs

5,027



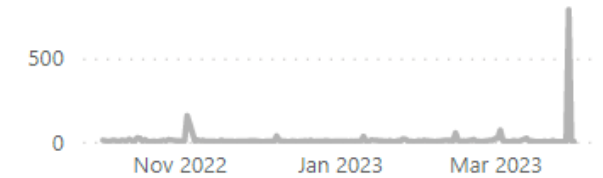
Avg. Success Rate

96.48%



Avg. Runtime (Sec)

12.48



Cognos Total Runs and Cognos Success Rate



Report name	Cognos Total Runs	Cognos Success Rate	Avg Runtime
Time to Hire Detail Report	3,600	96.83%	4.84
Time to Hire Summary Report (Completed Requests)	1,181	95.26%	38.00
MCO Staffing Resource Chart	246	97.15%	3.77
Total	5,027	96.48%	12.48

# FY23



# User License

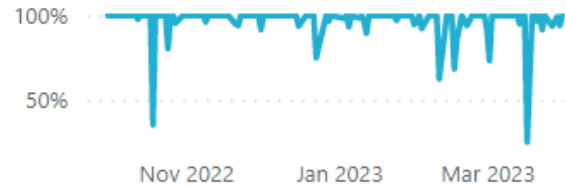
Cognos Total Runs

3,313



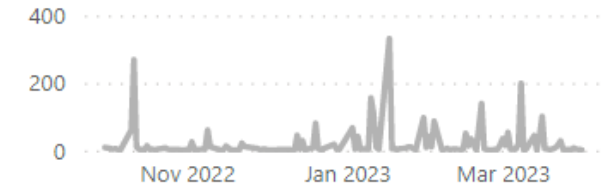
Avg. Success Rate

96.41%

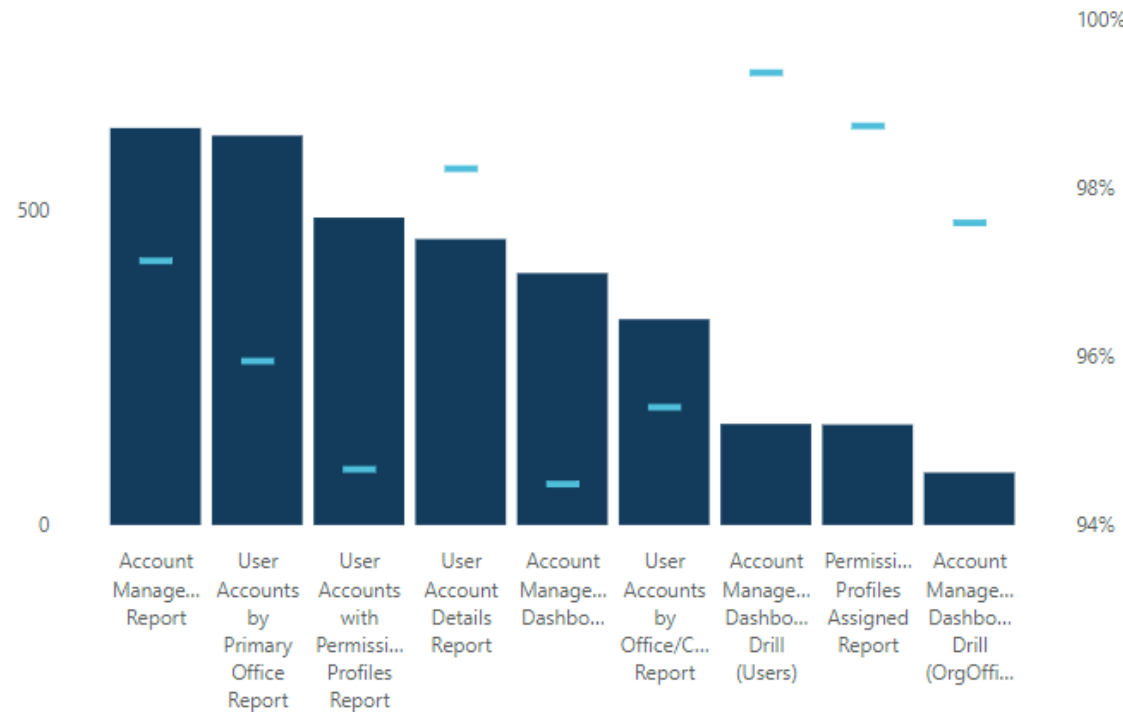


Avg. Runtime (Sec)

22.83



Cognos Total Runs and Cognos Success Rate



Report name	Cognos Total Runs	Cognos Success Rate	Avg Runtime
Account Management Report	629	97.14%	48.09
User Accounts by Primary Office Report	617	95.95%	3.84
User Accounts with Permission Profiles Report	487	94.66%	29.78
User Account Details Report	453	98.23%	19.97
Account Management Dashboard	399	94.49%	14.70
User Accounts by Office/Customer Report	326	95.40%	18.19
Account Management Dashboard Drill (Users)	160	99.38%	6.96
Permission Profiles Assigned Report	159	98.74%	4.97
Account Management Dashboard Drill (OrgOffice)	83	97.59%	68.64
<b>Total</b>	<b>3,313</b>	<b>96.41%</b>	<b>22.83</b>

# Cognos Training Program

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# Online Cognos Consumer Training



**Now Available!**

- New online training follows the format of the live, instructor-led training
- Includes:
  - Overview of USA Staffing data and Cognos
  - Running and subscribing to reports
  - Overview of popular reports
- Self-paced training takes approximately 4 hours to complete
- Pre-requisite: Human Resources, Reports Only, or Applicant Flow Data Only user account set up at least 24 hours in advance
- Links to the training are available on the Reporting and Analytics page and the User Training page of the USA Staffing Resource Center:  
<https://help.usastaffing.gov/ResourceCenter>

# Available Trainings

## Report Consumer Training

## Report Author Training

## Advanced Author Forum

### Who?

- New USA Staffing reports users

- New report authors

- Experienced report authors

### What?

- How to navigate to and run reports

- How to get started building reports

- Open forum for authors to ask questions

### Time?

- ~4 hours

- 1 ½ days

- 1 hour

### When?

- Anytime!

- One session per month (Starting in June)

- The first Thursday of each month at 11:00 AM EDT

### How?

- <https://lcms.usalearning.net/lcms/CustomExtractions/launch/1380/Course4466/Launch.html>

- Contact your USA Staffing Account Manager to sign-up.

- All report authors are welcome. Questions can be submitted in advance

# Upcoming Trainings

## Report Author Training

## Advanced Author Forum

### Dates

Wednesday, April 19  
10:00 AM – 3:00 PM EDT

+

Thursday, April 20  
10:00 AM – 3:00 PM EDT

Wednesday, June 21  
10:00 AM – 3:00 PM EDT

+

Thursday, June 22  
10:00 AM – 3:00 PM EDT

Thursday, April 6  
11:00 AM – 12:00 PM EDT

Thursday, May 4  
11:00 AM – 12:00 PM EDT

Thursday, June 1  
11:00 AM – 12:00 PM EDT

Thursday, July 6  
11:00 AM – 12:00 PM EDT

### How to Register

Contact your USA Staffing Account Manager.

No registration required. Questions can be submitted in advance.

[USASTaffingData@opm.gov](mailto:USASTaffingData@opm.gov)



# Modifications to Reports and Data Models

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*Sprint 42 deployed to Production on March 1<sup>st</sup>*

*Sprint 43 deployed to Production on March 15<sup>th</sup>*

*Sprint 44 deployed to Production on March 29<sup>th</sup>*

# New or Modified Reports



## Time to Hire Reports

### **Time to Hire Detail Report – deployed March 1<sup>st</sup>**

The Time to Hire Detail Report was modified. This report provides detail level data on the milestones of the hiring process and overall time to hire. The report was updated to include a column for the concatenated announcement types as well as a column identifying the number of days from announcement closed to tentative offer accepted.

- Team Content > USA Staffing Packages and Folders > Time to Hire

### **Time to Hire Summary Report (Completed Requests) – deployed March 1<sup>st</sup>**

The Time to Hire Summary Report (Completed Requests) was modified. This report provides summary level data on the milestones of the hiring process and the overall time to hire. The report was updated to include a column to identify the average number of days from announcement closed to tentative offer accepted.

- Team Content > USA Staffing Packages and Folders > Time to Hire

# Data Model Changes



## Applicant Flow Data Warehouse

### Application Rating Combination namespace

#### Disability – deployed March 1<sup>st</sup>

A new query subject and query items were added to enable reporting on the applicant responses to disability demographics questions.

#### Application Metrics folder

- Disability query subject
  - [Application Rating Combination].[Disability].[01 – Do Not Wish to Identify Indicator]
  - [Application Rating Combination].[Disability].[02 – Developmental Disability Indicator]
  - [Application Rating Combination].[Disability].[03 – Traumatic Brain Injury Indicator]
  - [Application Rating Combination].[Disability].[05 – No Disability Indicator]
  - [Application Rating Combination].[Disability].[06 – Disability or Other Condition Not Listed Indicator]
  - [Application Rating Combination].[Disability].[13 – Speech Impairment Indicator]
  - [Application Rating Combination].[Disability].[19 – Deaf or Serious Difficulty Hearing Indicator]
  - [Application Rating Combination].[Disability].[20 – Blind or Serious Difficulty Seeing Indicator]
  - [Application Rating Combination].[Disability].[31 – Missing Extremities Indicator]
  - [Application Rating Combination].[Disability].[40 – Significant Mobility Impairment Indicator]
  - [Application Rating Combination].[Disability].[41 – Spinal Abnormalities Indicator]
  - [Application Rating Combination].[Disability].[44 – Non-Paralytic Orthopedic Impairment Indicator]
  - [Application Rating Combination].[Disability].[51 – HIV Positive/Aids Indicator]
  - [Application Rating Combination].[Disability].[52 – Morbid Obesity Indicator]
  - [Application Rating Combination].[Disability].[59 – Nervous System Disorder Indicator]
  - [Application Rating Combination].[Disability].[60 – Partial or Complete Paralysis Indicator]
  - [Application Rating Combination].[Disability].[80 – Cardiovascular or Heart Disease Indicator]

# Data Model Changes



## Applicant Flow Data Warehouse

### Application Rating Combination namespace

#### Disability (continued)

##### Application Metrics folder

- Disability query subject
  - [Application Rating Combination].[Disability].[81 – Depression, Anxiety, or Other Psychiatric Disorder Indicator]
  - [Application Rating Combination].[Disability].[82 – Epilepsy or Other Seizure Disorders Indicator]
  - [Application Rating Combination].[Disability].[83 – Blood Diseases Indicator]
  - [Application Rating Combination].[Disability].[84 – Diabetes Indicator]
  - [Application Rating Combination].[Disability].[85 – Orthopedic Impairment Disorder Indicator]
  - [Application Rating Combination].[Disability].[86 – Pulmonary or Respiratory Conditions Indicator]
  - [Application Rating Combination].[Disability].[87 – Kidney Dysfunction Indicator]
  - [Application Rating Combination].[Disability].[88 – Cancer Indicator]
  - [Application Rating Combination].[Disability].[90 – Intellectual Disability Indicator]
  - [Application Rating Combination].[Disability].[91 – Significant Psychiatric Disorder Indicator]
  - [Application Rating Combination].[Disability].[92 – Dwarfism Indicator]
  - [Application Rating Combination].[Disability].[93 – Significant Disfigurement Indicator]
  - [Application Rating Combination].[Disability].[94 – Learning Disability or ADD/ADHD Indicator]
  - [Application Rating Combination].[Disability].[95 – Gastrointestinal Disorders Indicator]
  - [Application Rating Combination].[Disability].[96 – Autoimmune Disorder Indicator]
  - [Application Rating Combination].[Disability].[97 – Liver Disease Indicator]
  - [Application Rating Combination].[Disability].[98 – History of Alcoholism or Drug Addiction Indicator]
  - [Application Rating Combination].[Disability].[99 – Endocrine Disorder Indicator]

# Data Model Changes



## Applicant Flow Data Warehouse

### Application Rating Combination namespace

#### **Ethnicity and Race – deployed March 1<sup>st</sup>**

A new query subject and query items were added to enable reporting on the applicant responses to race and ethnicity demographics questions.

#### Application Metrics folder

- Ethnicity and Race query subject
  - [Application Rating Combination].[Ethnicity and Race].[American Indian or Alaska Native Indicator]
  - [Application Rating Combination].[Ethnicity and Race].[Asian Indicator]
  - [Application Rating Combination].[Ethnicity and Race].[Black or African American Indicator]
  - [Application Rating Combination].[Ethnicity and Race].[Hispanic or Latino Indicator]
  - [Application Rating Combination].[Ethnicity and Race].[Native Hawaiian or Other Pacific Islander Indicator]
  - [Application Rating Combination].[Ethnicity and Race].[White Indicator]

# Data Model Changes



## Applicant Flow Data Warehouse

### Application Rating Combination namespace

#### **Sex – deployed March 1<sup>st</sup>**

A new query subject and query items were added to enable reporting on the applicant responses to the sex demographics question.

#### Application Metrics folder

- Ethnicity and Race query subject
  - [Application Rating Combination].[Sex].[Female Indicator]
  - [Application Rating Combination].[Sex].[Male Indicator]

# Data Model Changes



## Applicant Flow Data Warehouse

### Application Rating Combination namespace

#### Rating Combination Metrics – deployed March 1<sup>st</sup>

A new query subject and query items were added to enable reporting on the flow of applications through the staffing process by rating combination (pay plan-series-grade-specialty).

#### Rating Combination Metrics folder

- Applicant Flow query subject
  - [Application Rating Combination].[Applicant Flow].[Entered On Duty Indicator]
  - [Application Rating Combination].[Applicant Flow].[Not Referred – Not Qualified Indicator]
  - [Application Rating Combination].[Applicant Flow].[Not Referred – Qualified Indicator]
  - [Application Rating Combination].[Applicant Flow].[Qualified Indicator]
  - [Application Rating Combination].[Applicant Flow].[Referred Indicator]
  - [Application Rating Combination].[Applicant Flow].[Selected Indicator]
  - [Application Rating Combination].[Applicant Flow].[Sent Official Offer Indicator]
  - [Application Rating Combination].[Applicant Flow].[Sent Tentative Offer Indicator]

# Data Model Changes



## Applicant Flow Data Warehouse

### Application Rating Combination and Vacancy namespaces

#### **Vacancy Assessments and Remote Job – deployed March 15<sup>th</sup>**

New query items were added to enable reporting on additional details about the assessments used for a vacancy and the vacancy remote job flag.

Application Rating Combination namespace > Vacancy Information folder

- Vacancy query subject
  - [Application Rating Combination].[Vacancy].[Multiple Hurdles?]
  - [Application Rating Combination].[Vacancy].[SME Evaluation Used?]
  - [Application Rating Combination].[Vacancy].[Vacancy Remote Job?]

Vacancy namespace > Vacancy Information folder

- Vacancy query subject
  - [Vacancy].[Vacancy].[Multiple Hurdles?]
  - [Vacancy].[Vacancy].[SME Evaluation Used?]
  - [Vacancy].[Vacancy].[Vacancy Remote Job?]



# Data Model Changes



## Applicant Flow Data Warehouse

### Vacancy namespace

#### **Application Location Label – deployed March 15<sup>th</sup>**

A new query item was added to enable reporting on the label associated with a location for which an application was submitted.

#### Application Information folder

- Application Location query subject
  - [Vacancy].[Application Location].[Application Location Label]

# Data Model Changes



## Hiring Data Warehouse

### Application Ratings – **deployed March 29<sup>th</sup>**

New query subjects and query items were added to enable application ratings at the hurdle and battery level.

Applications folder > Assessments sub-folder

- Application Battery Ratings query subject
  - [Presentation View].[Application Battery Ratings].[Application Battery Name]
  - [Presentation View].[Application Battery Ratings].[Application Battery Notification Message]
  - [Presentation View].[Application Battery Ratings].[Application Battery Notification Message Code]
  - [Presentation View].[Application Battery Ratings].[Application Battery Rating Combination]
  - [Presentation View].[Application Battery Ratings].[Application Battery Transmuted Rating]
- Application Hurdle Ratings query subject
  - [Presentation View].[Application Hurdle Ratings].[Application Float Hurdle?]
  - [Presentation View].[Application Hurdle Ratings].[Application Hurdle Augmented Rating]
  - [Presentation View].[Application Hurdle Ratings].[Application Hurdle Name]
  - [Presentation View].[Application Hurdle Ratings].[Application Hurdle Notification Message]
  - [Presentation View].[Application Hurdle Ratings].[Application Hurdle Notification Message Code]
  - [Presentation View].[Application Hurdle Ratings].[Application Hurdle Number]
  - [Presentation View].[Application Hurdle Ratings].[Application Hurdle Rating]
  - [Presentation View].[Application Hurdle Ratings].[Application Hurdle Rating Combination]
  - [Presentation View].[Application Hurdle Ratings].[Application Hurdle Status]

# Data Model Changes



## Hiring Data Warehouse

### Assessment Plan – **deployed March 29<sup>th</sup>**

A new query subject and query items was added to enable reporting on hurdles used when evaluating applicants.

Assessment Packages folder > Assessment Scoring Information sub-folder

- Assessment Plan query subject
  - [Presentation View].[Assessment Plan].[Apply Veterans's Preference Points Prior to Cutpoint?]
  - [Presentation View].[Assessment Plan].[Apply Veterans' Preference to Hurdles?]
  - [Presentation View].[Assessment Plan].[Hurdle Name]
  - [Presentation View].[Assessment Plan].[Hurdle Number]

# Data Model Changes



## Hiring Data Warehouse

### Assessment Rating Settings – **deployed March 29<sup>th</sup>**

A new query subject and query items was added to enable reporting on assessment level settings on how applicants will be rated.

Assessment Packages folder > Assessment Scoring Information sub-folder

- Assessment Rating Settings query subject
  - [Presentation View].[Assessment Rating Settings].[Assessment Max Raw Score]
  - [Presentation View].[Assessment Rating Settings].[Assessment Min Raw Score]
  - [Presentation View].[Assessment Rating Settings].[Assessment Passing Score]
  - [Presentation View].[Assessment Rating Settings].[Assessment Percentage Weight within Hurdle]
  - [Presentation View].[Assessment Rating Settings].[Assessment Proportional Weight within Hurdle]
  - [Presentation View].[Assessment Rating Settings].[Assessment Rating Combination]
  - [Presentation View].[Assessment Rating Settings].[Assessment Raw Score Range]
  - [Presentation View].[Assessment Rating Settings].[Cut Score?]
  - [Presentation View].[Assessment Rating Settings].[Manual Assessment Max Z-Score]
  - [Presentation View].[Assessment Rating Settings].[Manual Assessment Min Z-Score]

# Data Model Changes



## Hiring Data Warehouse

### Hurdle Criteria – **deployed March 29<sup>th</sup>**

A new query subject and query items was added to enable reporting on the hurdle settings used to determine whether applicants will progress in the staffing process.

Assessment Packages folder > Assessment Scoring Information sub-folder

- Hurdle Criteria query subject
  - [Presentation View].[Hurdle Criteria].[Hurdle Cutpoint Method]
  - [Presentation View].[Hurdle Criteria].[Hurdle Cutpoint Value]
  - [Presentation View].[Hurdle Criteria].[Hurdle Percentage Weight]
  - [Presentation View].[Hurdle Criteria].[Hurdle Proportional Weight]
  - [Presentation View].[Hurdle Criteria].[Hurdle Rating Combination]
  - [Presentation View].[Hurdle Criteria].[Used for Final Rating?]
  - [Presentation View].[Hurdle Criteria].[Veterans Float Hurdle?]

# Data Model Changes



## Hiring Data Warehouse

### Notes – deployed March 1<sup>st</sup> and March 15<sup>th</sup>

New query subjects and query items were added to enable reporting on notes in various areas throughout USA Staffing.

Announcements folder > Announcement Information sub-folder

- Announcement Notes query subject
  - [Presentation View].[Announcement Notes].[Announcement Note]
  - [Presentation View].[Announcement Notes].[Announcement Note Created By]
  - [Presentation View].[Announcement Notes].[Announcement Note Created By User Type]
  - [Presentation View].[Announcement Notes].[Announcement Note Date/Time]

Certificates folder > Review Information sub-folder

- Certificate Review Notes query subject
  - [Presentation View].[Certificate Review Notes].[Certificate Review Note]
  - [Presentation View].[Certificate Review Notes].[Certificate Review Note Created By]
  - [Presentation View].[Certificate Review Notes].[Certificate Review Note Created By User Type]
  - [Presentation View].[Certificate Review Notes].[Certificate Review Note Date/Time]
  - [Presentation View].[Certificate Review Notes].[Certificate Review Note Visible to Hiring Manager?]

Vacancies folder > JOA Review Information sub-folder

- JOA Review Notes query subject
  - [Presentation View].[JOA Review Notes].[JOA Review Note]
  - [Presentation View].[JOA Review Notes].[JOA Review Note Created By]
  - [Presentation View].[JOA Review Notes].[JOA Review Note Created By User Type]
  - [Presentation View].[JOA Review Notes].[JOA Review Note Date/Time]
  - [Presentation View].[JOA Review Notes].[JOA Review Note Visible to Hiring Manager?]

# Data Model Changes



## Hiring Data Warehouse

### Notes (continued)

Applicants folder > Panel Review Information sub-folder

- Panel Review Notes query subject
  - [Presentation View].[Panel Review Notes].[Panel Review Note]
  - [Presentation View].[Panel Review Notes].[Panel Review Note Created By]
  - [Presentation View].[Panel Review Notes].[Panel Review Note Created By User Type]
  - [Presentation View].[Panel Review Notes].[Panel Review Note Date/Time]
  - [Presentation View].[Panel Review Notes].[Panel Review Note Visible to Hiring Manager?]

Requests folder > Request Information sub-folder

- Request Notes query subject
  - [Presentation View].[Request Notes].[Request Note]
  - [Presentation View].[Request Notes].[Request Note Created By]
  - [Presentation View].[Request Notes].[Request Note Created By User Type]
  - [Presentation View].[Request Notes].[Request Note Date/Time]
  - [Presentation View].[Request Notes].[Request Note Visible to Hiring Manager?]

# Data Model Changes



## Hiring Data Warehouse

### Notes (continued)

Applicants folder > Applicant List Information sub-folder

- Saved List Notes query subject
  - [Presentation View].[Saved List Notes].[Saved List Note]
  - [Presentation View].[Saved List Notes].[Saved List Note Created By]
  - [Presentation View].[Saved List Notes].[Saved List Note Created By User Type]
  - [Presentation View].[Saved List Notes].[Saved List Note Date/Time]
  - [Presentation View].[Saved List Notes].[Saved List Note Visible to Hiring Manager?]
- Stored List Notes query subject
  - [Presentation View].[Stored List Notes].[Stored List Note]
  - [Presentation View].[Stored List Notes].[Stored List Note Created By]
  - [Presentation View].[Stored List Notes].[Stored List Note Created By User Type]
  - [Presentation View].[Stored List Notes].[Stored List Note Date/Time]
  - [Presentation View].[Stored List Notes].[Stored List Note Visible to Hiring Manager?]



# API Updates

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## USA Staffing Data APIs

### Records Filtered by Date

The following APIs were updated to allow users to return a filtered list of records using startDate and endDate based on dwLastModifiedDateTime.

- Announcements API – **deployed March 29<sup>th</sup>**
- Staffing Tasks API – **deployed March 15<sup>th</sup>**
- Vacancies API – **deployed March 15<sup>th</sup>**



## USA Staffing Data APIs

### **Assessments – deployed March 29<sup>th</sup>**

The Assessments API was updated to include hurdle and SME information including hurdle ID, hurdle name, the number of SME evaluations required, and whether SME evaluation justifications are required.

### **Vacancies – deployed March 29<sup>th</sup>**

The Vacancies API was updated to include new flag fields identifying whether the vacancy has multiple hurdles and whether an SME evaluation is used.

# Cognos Tip

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## Sorting and Filtering in Excel with Grouped Data

# Grouping in Cognos

The grouping function in Cognos prevents data from repeating in multiple rows. Grouping helps to make reports more visually appealing, but limits analysis capabilities in Excel.



**Not Grouped**

Staffing Organization Name	Staffing Office Name	Vacancy Customer Name
Office of Personnel Management	OPM HR Boyers	FIS-BOYERS
Office of Personnel Management	OPM HR Boyers	HR Solutions
Office of Personnel Management	OPM HR Boyers	Internal Program Office
Office of Personnel Management	OPM HR Boyers	KB Recruitments
Office of Personnel Management	OPM HR Boyers	Sample Customer
Office of Personnel Management	OPM HR Boyers	z - APO Address
Office of Personnel Management	OPM HR Macon	KB-Unique-Enable-Testing
Office of Personnel Management	OPM HR Macon	z - APO Address

**Grouped**

Staffing Organization Name	Staffing Office Name	Vacancy Customer Name
Office of Personnel Management	OPM HR Boyers	FIS-BOYERS
		HR Solutions
		Internal Program Office
		KB Recruitments
		Sample Customer
		z - APO Address
	OPM HR Macon	KB-Unique-Enable-Testing
		z - APO Address

Running a report in Excel output maintains grouping settings from Cognos. Running a report in Excel Data output strips the grouping setting to enable filtering and sorting in Excel, but only returns the first page/tab of the report.

# Report Properties Setting

Cognos has a setting that maintains grouping in HTML but removes grouping in Excel while still returning all pages/tabs.

USA Staffing®

Report > Pages > Page2

Insertable objects

Find

PINNED

- Text item
- Block
- Table

USA Staffing®

New report \*

Insertable objects

Description:

Sources:

- Hiring Data Warehouse \*

\* Indicates the default source

Parameters:

Clear parameter values

Counts:

Report Object	Count
Pages	2
Prompt Pages	0

Page Object	Count
Text item	14
List	2

Report

**RUNNING & VALIDATING**

Burst options	
Run with full interactivity	Yes

**STYLE**

Report styles reference	
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**REPORT**

Language	English (U...
Name	
Report styles version	11.6
Page break for interactive HTML	
View pages as tabs	Top left
Paginate saved HTML output	Yes
Use 1.x CSV export	No
Group repeating cells - export to Excel	
PDF page setup	
Conditional layouts	
Enable on-demand toolbar	Yes

**DATA**

Data formats	
Package-based drill through source	Yes
Dynamic filtering	Yes
Drill-down behavior	Expand

# Report Properties Setting

## Group Repeating cells – export to Excel = No

Report

**RUNNING & VALIDATING**

Burst options

Run with full interactivity Yes

**STYLE**

Report styles reference

**REPORT**

Language English (U...

Name

Report styles version 11.6

Page break for interactive HTML

View pages as tabs Top left

Pageinate saved HTML output Yes

Use 1.x CSV export No

**Group repeating cells - export to Excel** No

PDF page setup (Default)

Conditional layouts No

Enable on-demand toolbar Yes

**DATA**

Data formats

Package-based drill through source Yes

Dynamic filtering Yes

Drill-down behavior Expand

Staffing Organization Name	Staffing Office Name	Vacancy Customer Name
Office of Personnel Management	OPM HR Boyers	FIS-BOYERS
		HR Solutions
		Internal Program Office
		KB Recruitments
		Sample Customer
OPM HR Macon	KB-Unique-Enable-Testing	z - APO Address
		z - APO Address

	A	B	C
1	Staffing Organization Name	Staffing Office Name	Vacancy Customer Name
23	Office of Personnel Management	OPM HR Boyers	FIS-BOYERS
24	Office of Personnel Management	OPM HR Boyers	HR Solutions
25	Office of Personnel Management	OPM HR Boyers	Internal Program Office
26	Office of Personnel Management	OPM HR Boyers	KB Recruitments
27	Office of Personnel Management	OPM HR Boyers	Sample Customer
28	Office of Personnel Management	OPM HR Boyers	z - APO Address
29	Office of Personnel Management	OPM HR Macon	KB-Unique-Enable-Testing
30	Office of Personnel Management	OPM HR Macon	z - APO Address

# Open Demonstration and Q&A

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# USA Staffing Reporting Upcoming Events and Releases

<b>April 4</b>	Reporting and Analytics Workgroup
<b>April 6</b>	Advanced Author Forum
<b>April 19-20</b>	Cognos Report Author Training
<b>April 20</b>	Applicant Flow Data Workgroup
<b>May 4</b>	Advanced Author Forum
<b>May 9</b>	Reporting and Analytics Workgroup

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<b>April 5</b>	Reporting Stage
<b>April 12</b>	Reporting Production
<b>April 19</b>	Reporting Stage
<b>April 26</b>	Reporting Production
<b>May 5</b>	Reporting Stage
<b>May 12</b>	Reporting Production
<b>May 19</b>	Reporting Stage
<b>May 26</b>	Reporting Production

*The full USA Staffing Release Schedule and Release Notes can be found on the [USA Staffing Resource Center](#).*



## Events



## Releases

# 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/ResourceCenter/index.php?title=USA\\_Staffing\\_Resource\\_Center](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 HelpDesk ticket through USA Staffing. If you are unable to submit a HelpDesk ticket, please contact us at [USASTaffingData@opm.gov](mailto:USASTaffingData@opm.gov)