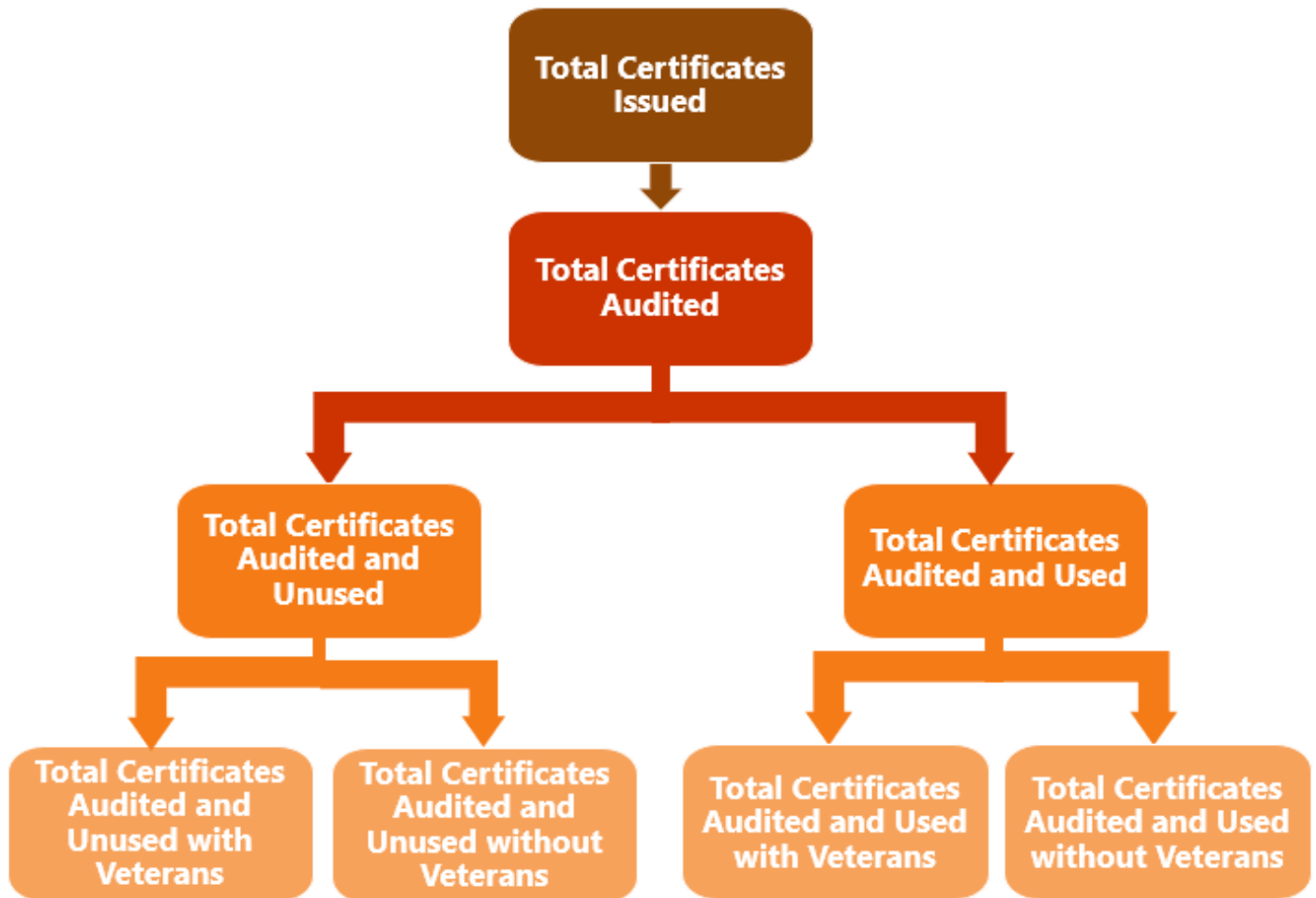




Applicant Flow Data Warehouse Vacancy Metrics for Certificates

What are Vacancy Metrics for Certificates?

Vacancy Metrics for Certificates are built-in metrics to enable reporting on the number of certificates in various states based on certificate status (Issued, Selection Made, No Selection Made), audited status, and veteran referrals. These metrics are the same as those in the Workload Metrics area of the Hiring Data Warehouse.



How are Vacancy Metrics calculated?

Each metric uses defined criteria to determine the state of each certificate. The aggregation of each metric is set up to automatically summarize up to the lowest level query item included in the report.

Vacancy Metric for Certificates	Criteria
Total Issued Certificates	Count of the unique certificates issued.
Total Certificates Audited	Count of the unique certificates where the Audit Complete checkbox/toggle is enabled.
Total Certificates Audited and Unused	Count of the unique certificates where the Audit Complete checkbox/toggle is enabled and no applications have an audit code of 'Selected'.



Total Certificates Audited and Unused with Veterans	Count of the unique certificates issued where the Audit Complete checkbox/toggle is enabled, no applications have an audit code of 'Selected', and at least one veteran was referred.
Total Certificates Audited and Unused without Veterans	Count of the unique certificates issued where the Audit Complete checkbox/toggle is enabled, no applications have an audit code of 'Selected', and no veterans were referred.
Total Certificates Audited and Used	Count of the unique certificates where the Audit Complete checkbox/toggle is enabled and at least one application has an audit code of 'Selected'.
Total Certificates Audited and Used with Veterans	Count of the unique certificates issued where the Audit Complete checkbox/toggle is enabled, at least one application has an audit code of 'Selected', and at least one veteran was referred.
Total Certificates Audited and Used without Veterans	Count of the unique certificates issued where the Audit Complete checkbox/toggle is enabled, at least one application has an audit code of 'Selected', and no veterans were referred.

Metrics for veterans use claimed veterans preference to determine veteran 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 metric will be 0.

How should Vacancy Metrics for Certificates be used?

Vacancy Metrics for Certificates **can be used** with **vacancy-level** query items (i.e., query items in the Vacancy query subject).

Staffing Organization Name	Staffing Office Name	Vacancy Number	Total Certificates Issued	Total Certificates Audited	Total Certificates Audited and Unused	Total Certificates Audited and Unused with Veterans	Total Certificates Audited and Unused without Veterans	Total Certificates Audited and Used	Total Certificates Audited and Used with Veterans	Total Certificates Audited and Used without Veterans
Office of Personnel Management	OPM HR Boyers	10000031	2	2	2	0	2	0	0	0
Office of Personnel Management	OPM HR Boyers	10021976	1	1	0	0	0	1	1	0
Office of Personnel Management	OPM HR Boyers	10108303	1	1	0	0	0	1	1	0
Office of Personnel Management	OPM HR TRB	10135669	1	1	0	0	0	1	1	0

Vacancy Metrics for Certificates **can be used** with higher-level query items (e.g., Staffing Office Name, Staffing Organization Name), including but not limited to the examples provided below. When used without vacancy-level query items, metrics will automatically summarize up to the lowest level query item included in the report.

Vacancy Customer*

Staffing Organization Name	Staffing Office Name	Customer Name	Total Certificates Issued	Total Certificates Audited	Total Certificates Audited and Unused	Total Certificates Audited and Unused with Veterans	Total Certificates Audited and Unused without Veterans	Total Certificates Audited and Used	Total Certificates Audited and Used with Veterans	Total Certificates Audited and Used without Veterans
Office of Personnel Management	OPM HR Boyers	Christina - Test Customer	1	1	0	0	0	1	1	0
Office of Personnel Management	OPM HR Boyers	FIS	2	2	2	0	2	0	0	0
Office of Personnel Management	OPM HR Boyers	Internal Program Office	1	1	0	0	0	1	1	0
Office of Personnel Management	OPM HR TRB	Christina - Test Customer	1	1	0	0	0	1	1	0

Vacancy Staffing Office

Staffing Organization Name	Staffing Office Name	Total Certificates Issued	Total Certificates Audited	Total Certificates Audited and Unused	Total Certificates Audited and Unused with Veterans	Total Certificates Audited and Unused without Veterans	Total Certificates Audited and Used	Total Certificates Audited and Used with Veterans	Total Certificates Audited and Used without Veterans
Office of Personnel Management	OPM HR Boyers	4	4	2	0	2	2	2	0
Office of Personnel Management	OPM HR TRB	1	1	0	0	0	1	1	0

Vacancy Staffing Organization

Staffing Organization Name	Total Certificates Issued	Total Certificates Audited	Total Certificates Audited and Unused	Total Certificates Audited and Unused with Veterans	Total Certificates Audited and Unused without Veterans	Total Certificates Audited and Used	Total Certificates Audited and Used with Veterans	Total Certificates Audited and Used without Veterans
Office of Personnel Management	5	5	2	0	2	3	3	0

Appointing Authority*

Staffing Organization Name	Staffing Office Name	Vacancy Number	Appointing Authority	Total Certificates Issued	Total Certificates Audited	Total Certificates Audited and Unused	Total Certificates Audited and Unused with Veterans	Total Certificates Audited and Unused without Veterans	Total Certificates Audited and Used	Total Certificates Audited and Used with Veterans	Total Certificates Audited and Used without Veterans
Office of Personnel Management	OPM HR TRB	10135669	Excepted Service	1	1	0	0	0	1	1	0
OPM Program	Program Office	10002319	Excepted Service	2	2	1	1	0	1	1	0
OPM Program	Program Office	10002454	Excepted Service	1	1	0	0	0	1	1	0
OPM Program	Program Office	10002454	Hybrid Title 38	1	1	0	0	0	1	1	0

Mission Critical Occupations*

Staffing Organization Name	Staffing Office Name	Vacancy Number	Mission Critical Occupation	Total Certificates Issued	Total Certificates Audited	Total Certificates Audited and Unused	Total Certificates Audited and Unused with Veterans	Total Certificates Audited and Unused without Veterans	Total Certificates Audited and Used	Total Certificates Audited and Used with Veterans	Total Certificates Audited and Used without Veterans
OPM Program	Program Office	10000034	Infrastructure Act	1	1	0	0	0	1	1	0
OPM Reimbursable	Kansas City Services Branch	10023478	Cyber Security	2	2	1	1	0	1	1	0
OPM Reimbursable	Philadelphia Services Branch	10022220	Cyber Security	2	2	1	1	0	1	1	0

Vacancy Metric Dates

Vacancy Number	Announcement Closed Fiscal Year	Announcement Closed Fiscal Quarter	Announcement Closed Fiscal Month	Announcement Closed Calendar Year	Announcement Closed Calendar Month Number	Announcement Closed Calendar Month	Total Certificates Issued	Total Certificates Audited	Total Certificates Audited and Unused	Total Certificates Audited and Used
10000031	2018	Q3	9	2018	6	June	2	2	2	0
10000034	2015	Q1	2	2014	11	November	1	1	0	1
10000044	2014	Q4	10	2014	7	July	1	1	0	1
10000050	2014	Q4	10	2014	7	July	1	1	0	1
10000054	2014	Q4	10	2014	7	July	1	1	0	1
10000074	2015	Q1	1	2014	10	October	1	1	0	1
10000156	2017	Q4	10	2017	7	July	1	1	0	1

*When adding query items, always consider if the relationship between the query item and vacancy is one-to-one, one-to-many, or many-to-many. **If the relationship is not one-to-one, metrics may be inflated or repeated** (e.g., if there is more than one Vacancy Customer for a single vacancy).