



USA Staffing

Applicant Flow Data Workgroup Meeting

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Agenda

- **Program Updates**
- Update from EEOC
- Review of Changes to Access of USA Staffing Applicant Flow Data
- **Modifications to Reports and Data Models**
- **Planned Enhancements**
- Additional Phases
- Request/Vacancy/Announcement Attributes
- Certificate Attributes
- Application Attributes



- **Open Demo and Q&A**

AFD Resources on the USA Staffing Resource Center:

https://help.usastaffing.gov/ResourceCenter/index.php/Reports_and_Analytics

Program Updates



Update from EEOC

- **“The FY2019 MD-715 report will collect the workforce data identified in the MD-715 Instructions 2.0. For agencies using the Excel template, we are modifying last year’s template to include the new 2.0 data. The template will collect all of the data for the 2.0 tables, but the worksheets will not follow the same structure as the 2.0 tables.”** • **“For example, the template will use three different worksheets to collect the mission-critical occupation (MCO) data for the new Table 6: worksheet 6 (MCOs with grade levels); worksheet 7 (MCO new hires); and worksheet 9 (MCO promotions). The format of the three worksheets will be identical to the applicable sections in the new Table 6. When FedSEP generates the 2.0 tables, Table 6 will combine the information from the template’s three worksheets.”**



- “The FY 2019 MD-715 report is due on February 28, 2020. We expect to release the FY 2019 Excel template in February 2020. If we encounter any delays, we will extend the deadline for submitting the FY 2019 MD-715 report.”

Changes to Data Access Capabilities

How are users granted access to AFD?

Prior State	New State
The Applicant Flow Data Only user type grants individuals with access to AFD in USA Staffing Cognos.	No changes with regard to the Applicant Flow Data Only user type.



Users with Applicant Flow Data only user accounts are only able to access AFD, and may not be granted access to staffing data.

HR users and Reports Only Users user accounts with the Applicant Flow Data Access checkbox enabled in their user profile are able to access both staffing data and AFD.

Changes to Data Access Capabilities

Transitioning to the New State

It is up to the discretion of each agency to make the determination of whether specific users have a need to access both AFD and staffing data, based on the AFD Rules of Behavior.

- *Note:* Users with multiple user types (e.g., Hiring Manager User and HR User) may be granted access to AFD. It is critical to ensure that any and



all users with access to AFD agree and adhere to the AFD Rules of Behavior.

Changes to Data Access Capabilities

What are the AFD Rules of Behavior?

All USA Staffing users are presented with and must agree to certain rules of behavior when using USA Staffing. Users with access to AFD must agree to the following business rules:

- I acknowledge that I have access to download Confidential Unclassified Information (CUI) about applicants.
- I acknowledge my responsibility to mitigate any risk of the data being used to affect staffing decisions.
- I acknowledge my responsibility that use of this data will be consistent with the 'Purpose and Routine Uses' language provided to applicants in the



USAJOBS Demographic profile. • “Your voluntary responses are treated in a highly confidential manner. Your responses are not released to the panel rating the applications, to the selecting official, or to anyone else who can affect your application. This is vital information not available from any other source. No individual personnel selections are made based on this information. No information taken from this form is ever placed in your Personnel file.”

Changes to Data Access Capabilities

What are the AFD Rules of Behavior? (continued)

- I acknowledge my responsibility that this data shall not be used for:
- Influencing the decision to close or extend job announcements
- Influencing the decision to cancel recruitment actions
- Influencing the decision to use or not use a referral list of applicants



- Influencing selection decisions
- Identifying the race, ethnicity, or gender of specific named employees • I understand that this data can be used for:
- Aggregate human capital reporting
- Determining rates of demographic representation in recruitment efforts
- Determining rates of demographic representation in hiring or merit promotion selections
- Determining rates of qualifications among demographic groups
- Evaluating the effectiveness of recruitment in reaching targeted demographic groups

Changes to Data Access Capabilities

What are the AFD Rules of Behavior? (continued)



- I agree to these rules and the appropriate safeguarding of data.
- I assume liability for misuse of data caused by sharing data with other recipients.



Modifications to the Applicant Flow Data Model



Applicant Flow Data Analytics

Data Model Changes

Announcement Appointment Type – deployed October 16th

A new query subject and associated query item was created to enable reporting on the duration of an appointment or the group of candidates eligible for appointment. •

[Applicant Flow Data Analytics].[Announcement Appointment Types].[Announcement Appointment Type]

Vacancy Supervisory Position – deployed October 16th

A new query item was added to enable reporting on whether the vacancy is for a supervisory position.

- [Applicant Flow Data Analytics].[Vacancy Detail].[Vacancy Supervisory Position]

Applicant Flow Data Analytics

Data Model Changes



Application Claimed Veterans Preference Code - deployed November 13th

Application Adjudicated Veterans Preference Code - deployed November 13th

These fields have historically been generated by parsing the first two or three characters in the associated Description fields. The values in the Description fields come from syncing our database with USAJOBS. However, USAJOBS has changed the values in the Description fields so that the embedded Codes are no longer consistently located within them, which has made these fields impossible to parse.

To address this issue, and to mitigate any issues from future changes outside of our control, we are hard coding in values for Codes rather than parsing the Description fields. We are also taking this opportunity to create a new code for derived XP Veterans Preference, which will enable reporting on the two different types of XP claims and adjudications. The Codes and their current associated Descriptions (which are always subject to change) are as follows:

Applicant Flow Data Analytics

Data Model Changes

Application Claimed Veterans Preference Code - deployed November 13th



Application Adjudicated Veterans Preference Code - **deployed November 13th** (continued)

Code	Value
NV	No, I do not claim Veterans' Preference
TP	5-point preference based on active duty in the U.S. Armed Forces (TP)
XP	10-point preference for non-compensable disability or Purple Heart (XP)
CP	10-point preference based on a compensable service connected disability of at least 10% but less than 30% (CP)
XPD	10 point preference based on widow/widower or parent of a deceased veteran, or spouse or parent of a disabled veteran (XP)
CPS	10-point preference based on a compensable service connected disability of 30% or more (CPS)
SSP	0-point Sole Survivorship Preference (SSP)
NP	NP - No Preference.

Since the Applicant Flow Data Analytics package is populated by loading values from the transactional database, any incorrect Codes that were loaded were not automatically changed once the transactional database was changed. An update script was run on November 26th to change these Codes to the correct values.



Applicant Flow Data Analytics

Data Model Changes

Business Logic – **expected deployment January 8th 2020**

- Application-Level Logic:
- Targeted Disability Indicator:
- OPM expanded the number of targeted disabilities from 8 to 12. Currently this Indicator field only recognizes the original 8 disabilities. Logic will be modified so that the additional 4 targeted disabilities are recognized by this field.
- Note: The OPM standard reports DO NOT use this indicator field to identify targeted disabilities, so they are unaffected by this issue.

Applicant Flow Data Analytics

Modified Report

Applicant Flow Data Detail Report – **deployed November 26th**



Includes detailed data related to applicant responses to ethnicity/race and sex demographic questions in the USAJOBS job seeker profile. Information gathered from this report can be aggregated to respond to MD-715 2.0 requirements or to complete other AFD analyses.

Several modifications were made to the report:

- The report was modified to include the new Vacancy Supervisory Position field as a column in the report.
- Prompts for Vacancy Supervisory Position and Announcement Appointment Type were added to the report.
- The Vacancy Customer Name field was removed from the report to eliminate duplicate results from being returned when a single vacancy is related to multiple customers. • Customer Name is still an available prompt
- Logic in the report was modified so that Targeted Disabilities would be correctly identified. USAJOBS had changed the Targeted Disability Response Descriptions, which caused the report to fail to properly identify Targeted Disabilities.



Applicant Flow Data Analytics

Modified Report

MD-715 "A" Tables – Mission Critical Occupations Distribution by Race, Ethnicity, and Sex – deployed October 30th

Includes summarized applicant responses to ethnicity/race and sex demographic questions in the USAJOBS job seeker profile to respond to the MD-715 requirements for the "A" Tables (Mission Critical Occupations Distribution by Race, Ethnicity, and Sex). The following modification was made to the report:

- Prompts for Vacancy Supervisory Position and Announcement Appointment Type were added to the report.

Applicant Flow Data Analytics

Modified Report

MD-715 "B" Tables – Mission Critical Occupations Distribution by Disability – deployed November 26th



Includes summarized applicant responses to disability questions in the USAJOBS job seeker profile to respond to the MD-715 requirements for the "B" Tables (Mission Critical Occupations Distribution by Disability). Two modifications were made to the report:

- Prompts for Vacancy Supervisory Position and Announcement Appointment Type were added to the report.
- Logic in the report was modified so that Targeted Disabilities would be correctly identified. USAJOBS had changed the Targeted Disability Response Descriptions, which caused the report to fail to properly identify Targeted Disabilities.

Planned Enhancements



Additional Phases

Vacancy Announcements	#	
Relevant Applicant Pool	%	
Internal Applications	#	0
	%	100%
Qualified Internal Applicants	#	0
	%	100%
Referred Applicants	#	0
	%	100%
Interviewed Applicants	#	0
	%	100%
Internal Selections	#	0
	%	100%

- Applicant Flow Data does not currently include an *Interviewed* phase
- USA Staffing is in the process of developing system functionality to track multiple hurdles of the assessment and hiring process, including an interview phase
- Once this functionality is developed, we will work on integrating this additional phase into Applicant Flow Data

- **Other phases we'd like to add to our data model include:**
- Tentative Offer
- Official Offer



- Entry on Duty

Request/Vacancy/Announcement Attributes

Planned Enhancements:

- Hiring Authorities (Vacancy Tags)
- Announcement Locations
- Announcement Work Schedules
- Announcement Hiring Paths
- Request Customers • Request Locations
- Agency CPDF Code



Certificate Attributes

Planned Enhancements:

- Certificate Number
- Certificate Type
- Certificate Issue Date
- Certificate Application Indicators • Allow user to see if an applicant was referred and/or selected from a certificate
- Certificate Filters
- Eligibility
- Veterans Preference
- Location



- Grade
- Application Date
- Certificates Audited/Unaudited

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Application Attributes

Planned Enhancements:

- Application Grade data
- Application Grade
- Applied, Qualified, Referred, and Selected Metrics by Grade
- Notification of Results (NOR) data
- Application NOR Code
- Application NOR Code Description

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- Override data
- Override?
- Qualifications Override?
- Rating Override?
- Re-Rated?
- Recruitment Source Response
- Level of Education 22

Open Demo and Q&A



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

https://help.usastaffing.gov/ResourceCenter/index.php/USA_Staffing_Upgrade_Resource_Center

Cognos Report Author Training Sessions



An overview of USA Staffing data with practical exercises in running standard reports and developing custom reports in Cognos. Contact your Account Manager if you are interested in scheduling a session for the report authors in your organization.

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

