



USA Staffing

USA Staffing Reporting & Analytics

Reporting and Analytics Workgroup Meeting

October 29, 2019

Created by the OPM Federal Staffing Center

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Agenda

- **Program Updates**
- Cognos Performance Metrics

- **Modifications to Reports and Data Models**
 - Reports
 - Data Models
 - Applicant Flow Data Analytics
 - Staffing Reports

- **Cognos Tips**
 - Eliminating merged cells in Excel output



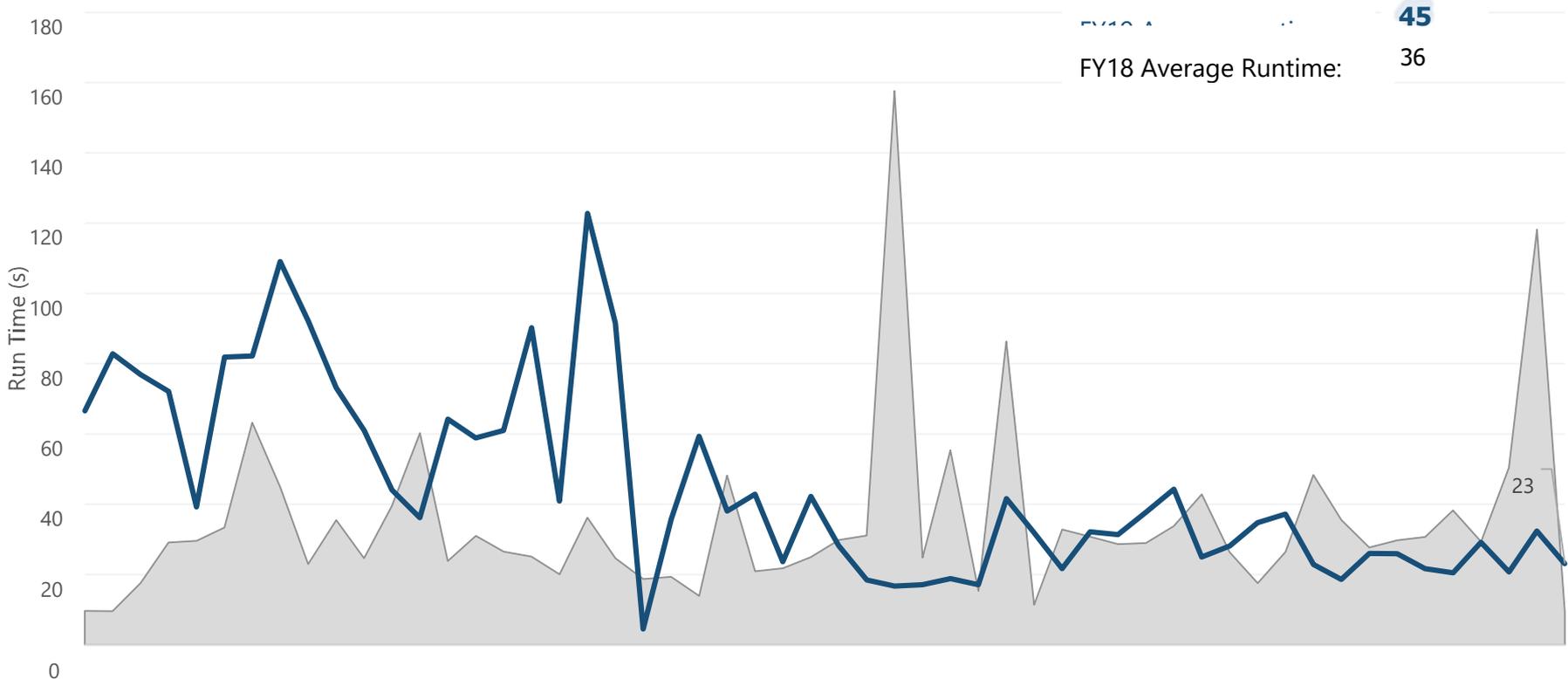
- Open Demo and Q&A

Cognos Performance Metrics



ART Became Less Volatile as FY19 Progressed; Remained on a General Downward Trend in 2019

Average Report Run Time by Week
FY 2018 FY 2019





40 41 42 43 44 45 46 47 48 49 50 51 52 53 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40

Week of the Calendar Year

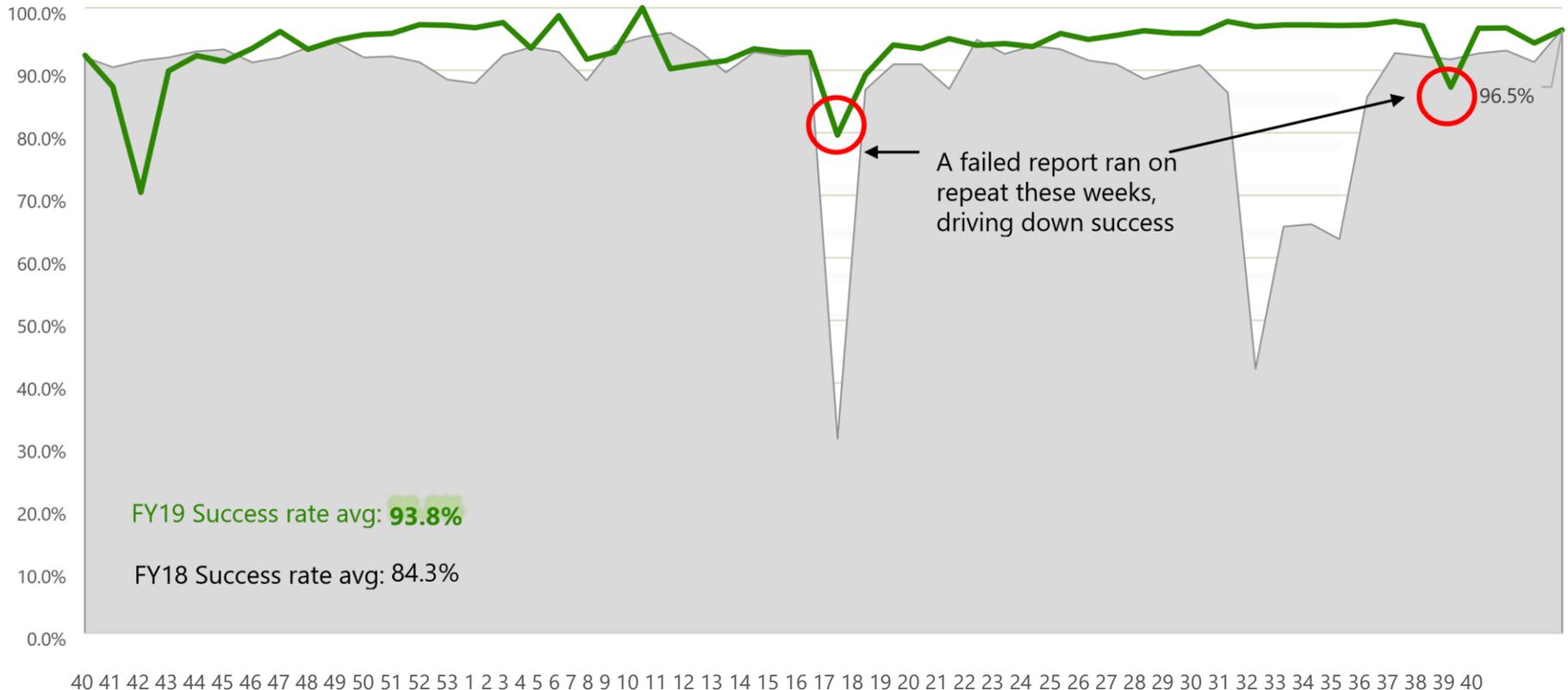
Note: Does not include Batch, DSS reports, or failed reports



Overall Successful Run % Trended Upward for FY19; Stabilizing between 96.5 and 97.5%

Percentage of Successful Report Runs by Week

FY 2018 FY 2019





Week of Calendar Year

ART Spiked to 51s at Wk42; Otherwise Remained in the Mid-20s for October

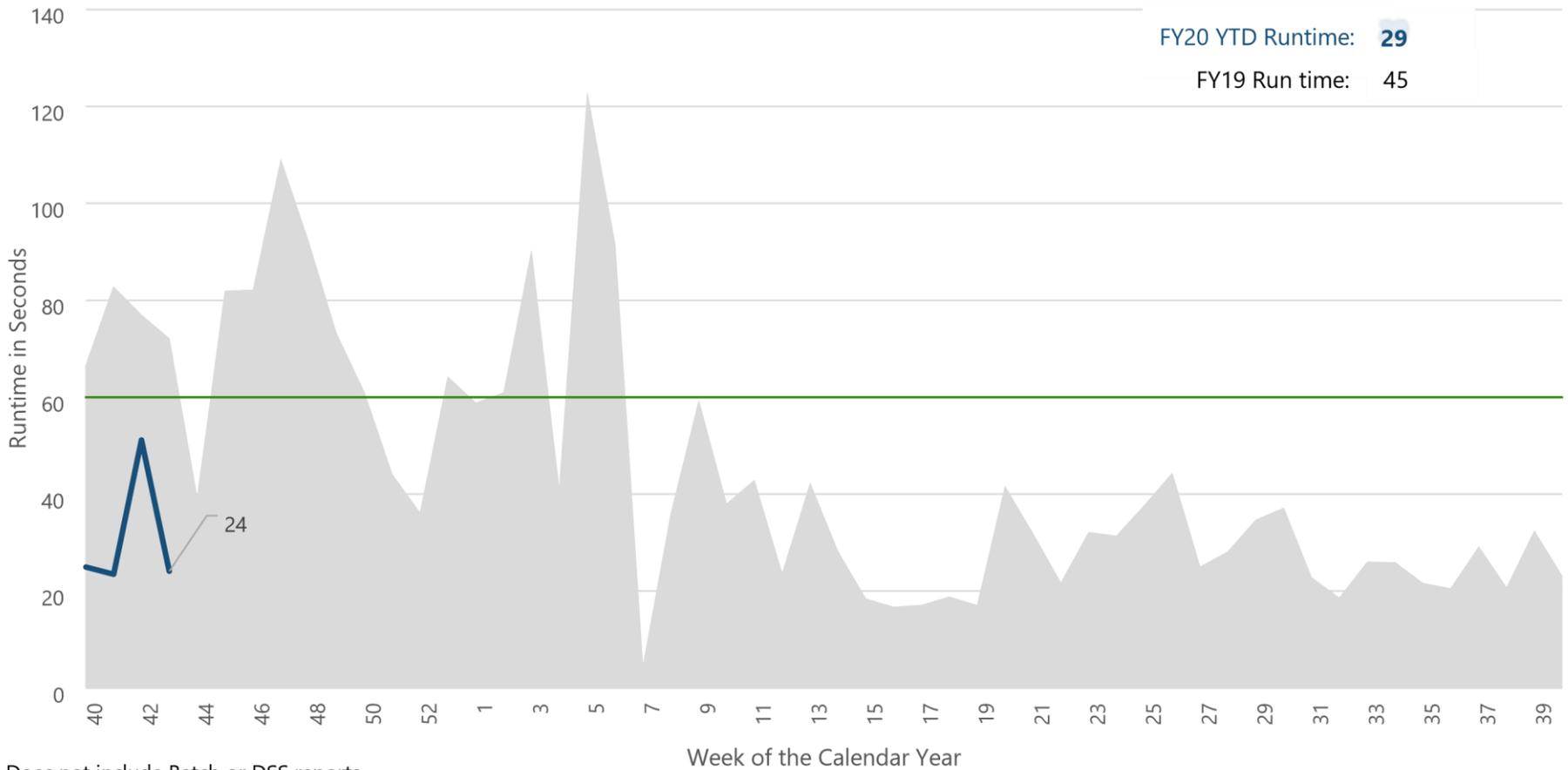
Average Report Runtime by Week



FY 2019 FY 2020 Target

FY20 YTD Runtime: **29**

FY19 Run time: 45

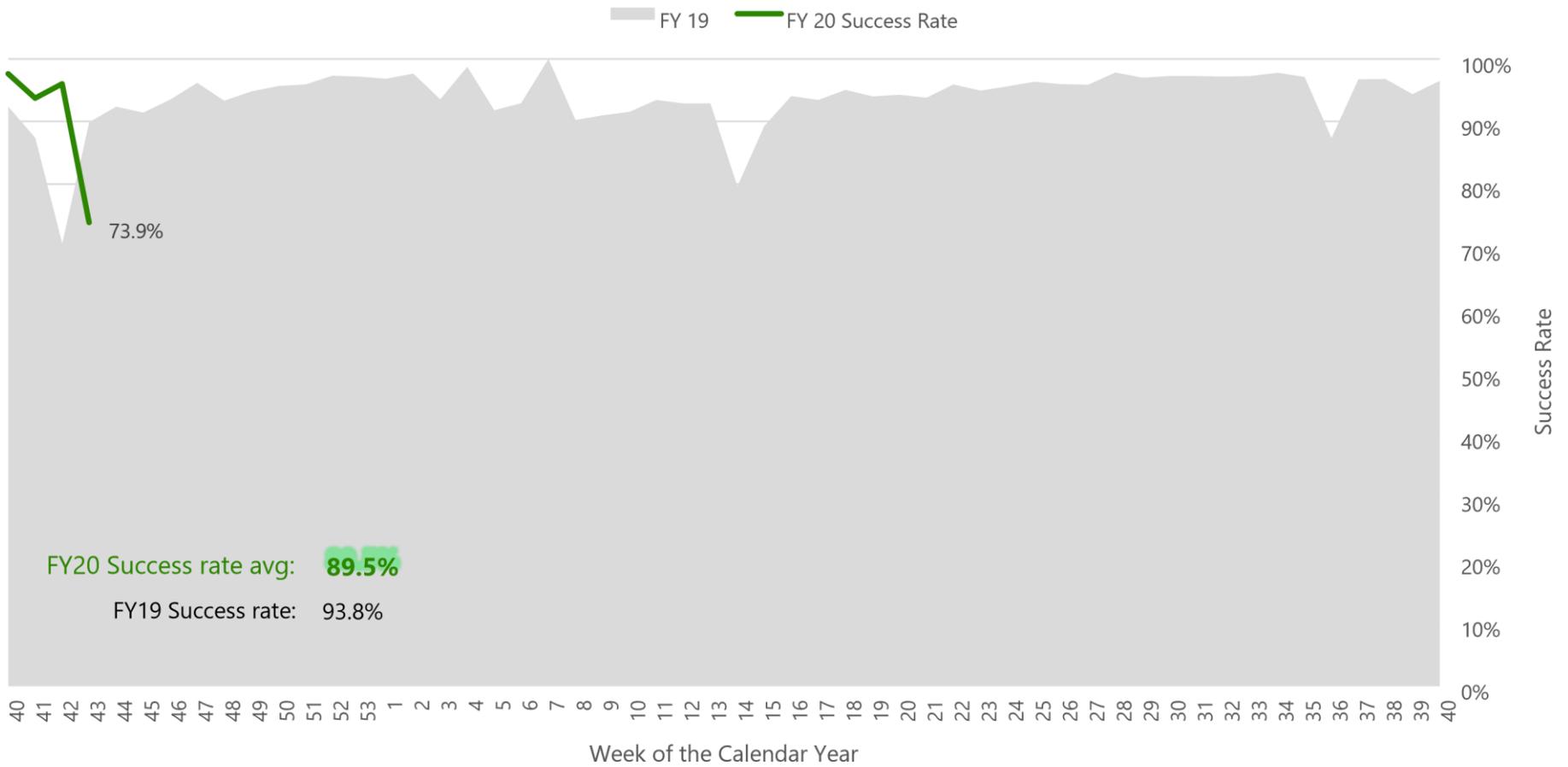


Note: Does not include Batch or DSS reports



Successful Run% Held Around 95% into FY20; Server Issues Drove Down Wk43 Success Rate

Percentage of Successful Report Runs by Week





Modifications to Reports and Data Models

Sprint 24 deployed to Production on October 2nd

Sprint 25 deployed to Production on October 16th Sprint

26 will be deployed to Production on October 30th



Reports

New/Modified Reports Applicant Scores by Assessment Report – deployed

October 2nd

The report displays information for a particular vacancy, including a list of applicants and their ratings, to help gain greater understanding of ratings for applicants. The report prompt page was modified to use cascading based off of vacancy number to enable users to select from a list of options. The report output was modified to include name suffix as a column.

Team Content > USA Staffing Packages and Folders > Staffing Reports > Staffing > Assessment

USA Hire Assessment Completion Tracking Report – deployed October 2nd

The USA Hire Assessment Completion Tracking report was created. The report displays the date that applicants for a vacancy completed the USA Hire assessments (or if not yet completed, the completed date remains null).

Team Content > USA Staffing Packages and Folders > Staffing Reports > Staffing > USA Hire



Reports

New/Modified Reports

Areas of Waste Report – deployed October 16th

The report displays information to identify potential waste from cancelled vacancies, certificates without selection, recalled reviews, etc. The report was modified to update how the Total Certificates Without Selections field is calculated.

[Team Content](#) > [USA Staffing Packages and Folders](#) > [Staffing Reports](#) > [Staffing](#) > [Other](#)

MD-715 “A” Tables Report – will be deployed October 30th

The report 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 report was modified to include optional prompts for Vacancy Supervisory Position and Announcement Appointment Type.



Team Content > USA Staffing Packages and Folders > Applicant Flow Data > Applicant Flow Data Analytics

Reports

New/Modified Reports

MD-715 “B” Tables Report – will be deployed October 30th

The report 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). The report was modified to include optional prompts for Vacancy Supervisory Position and Announcement Appointment Type.

Team Content > USA Staffing Packages and Folders > Applicant Flow Data > Applicant Flow Data Analytics

Applicant Flow Data Detail Report – will be deployed October 30th

The report 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. The report was modified to include the new Vacancy Supervisory Position as a column in the report output. The report was also modified to include optional prompts for Vacancy Supervisory Position and Announcement Appointment Type.

Team Content > USA Staffing Packages and Folders > Applicant Flow Data > Applicant Flow Data Analytics

Applicant Flow Data Analytics

Data Model Changes Announcement Appointment Type – **deployed October 16th**

A new query subject and field were added to enable reporting on the duration of an appointment (e.g. Permanent, Temporary, Seasonal) or the group of candidates eligible for appointment (e.g. ICTAP, Internship, PMF). The Announcement Appointment Type field enables users to differentiate between temporary and permanent positions for updated EEOC reporting requirements.

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



Vacancy Supervisory Position – deployed October 16th

A new query subject was added to enable reporting on whether the vacancy is for a supervisory position. The Vacancy Supervisory Position field enables users to differentiate between supervisory and non-supervisory positions for updated EEOC reporting requirements.

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

Staffing Reports

Data Model Changes Production Statistics by Fiscal Year – will be deployed October 30th

A new view/query subject was added to enable reporting on production statistics by fiscal year. The existing view uses a weekly summary, and it's possible that weeks would break across fiscal years, making it impossible to get results for October 1st – September 30th. The new view will look specifically at what happened in that date range for any given fiscal year.

- [Production Statistics].[Production Statistics by Fiscal Year].[Organization Name]



- [Production Statistics].[Production Statistics by Fiscal Year].[Office Name]
- [Production Statistics].[Production Statistics by Fiscal Year].[Fiscal Year]
- [Production Statistics].[Production Statistics by Fiscal Year].[Application Count]
- [Production Statistics].[Production Statistics by Fiscal Year].[Announcements Opened Count]
- [Production Statistics].[Production Statistics by Fiscal Year].[Certificates Issued Count]
- [Production Statistics].[Production Statistics by Fiscal Year].[Selections Made Count]
- [Production Statistics].[Production Statistics by Fiscal Year].[Entry on Duty Count]

Staffing Reports

Data Model Changes

Business Logic – will be deployed October 30th

Recent changes in the USA Staffing interface now enable users to cancel certificates. In association with this new functionality, the business logic that determines whether or not an application appears in the Certificates namespace is being updated. The new logic will no



longer show applications that appear **only** on one or more cancelled certificates. This will ensure that counts of referred applications don't include applications found only on cancelled certificates.

Cognos Tips

Eliminating Merged Cells in Excel Output



Eliminating Merged Cells in Excel Output

Some fields with lots of characters, like Assessment Responses, can run so long that they wrap around into a second row, preventing actions like sorting and making data

difficult to work with in pivot tables



Eliminating Merged Cells in Excel Output



Merged Rows Demo (2).xlsx - Excel

Application Assessment Questions and Answers

	A	B	C	D	E	F	G
1	Application Assessment Questions and Answers						
2	Vacancy Number	Applicant Last Name	Applicant First Name	Application Series	Application Grade	Question1	Response1
3	10065553	Peyton	Ray	0401	14	Experience	I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
4	10065553	Applicant	Second				
5	10065553	Excelsa	Peter	0401	14	Experience	I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to or train them in doing this task because of my expertise.
6	10065553	Applicant	Test	0401	14	Experience	I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to or train them in doing this task because of my expertise.
7							
8							
9	10065553	Tabor	Abby	0401	14	Experience	I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to or train them in doing this task because of my expertise.
10	10065553	Thompson	Tessa	0401	14	Experience	I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to or train them in doing this task because of my expertise.
11	10065553	Thompson	Tessa	0401	14	Experience	I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
12	10065553	Weiss	Tony				
13							
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19							
20							
21							
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36							

Page1

Ready 100%



Eliminating Merged Cells in Excel Output

Start with a report that contains long fields, such as Assessment Responses, causing cells to wrap and span multiple rows in Excel

1. Click on the *Properties* Icon to open the *Properties* pane.
2. Click on the column body of ALL fields that contain wrapped content that causes output to span multiple rows. You can Ctrl+click or Shift+click to highlight multiple rows at once.
3. In the *Properties* pane, scroll (if necessary) to the *Font & Text* section, click on the blank box next to *White space*, and select *No wrap* from the dropdown.



Source: Data items

- Staffing Reports
 - Presentation View

Application Assessment Questions and Answers

Vacancy Number	Applicant Last Name	Applicant First Name	Application Series	Application Grade	Question1	Response1	Question2	Response2
<Vacancy Number>	<Applicant Last Name>	<Applicant First Name>	<Application Series>	<Application Grade>	<Question1>	<Response1>	<Question2>	<Response2>
<Vacancy Number>	<Applicant Last Name>	<Applicant First Name>	<Application Series>	<Application Grade>	<Question1>	<Response1>	<Question2>	<Response2>
<Vacancy Number>	<Applicant Last Name>	<Applicant First Name>	<Application Series>	<Application Grade>	<Question1>	<Response1>	<Question2>	<Response2>



Step 1



USA Staffing® Merged Rows Demo - in progress

Application Assessment Questions and Answers

Vacancy Number	Applicant Last Name	Applicant First Name	Application Series	Application Grade	Question1	Response1	Question2	Response2
<Vacancy Number>	<Applicant Last Name>	<Applicant First Name>	<Application Series>	<Application Grade>	<Question 1>	<Response1>	<Question 2>	<Response2>
<Vacancy Number>	<Applicant Last Name>	<Applicant First Name>	<Application Series>	<Application Grade>	<Question 1>	<Response1>	<Question 2>	<Response2>
<Vacancy Number>	<Applicant Last Name>	<Applicant First Name>	<Application Series>	<Application Grade>	<Question 1>	<Response1>	<Question 2>	<Response2>

Source: Data items

- Staffing Reports
 - Presentation View

List column body

Additional styles

DATA

Data format

BOX

Border

Padding

Box type

COLOR & BACKGROUND

Background effects

Background color

Foreground color

FONT & TEXT

Font

Horizontal alignment Left

Vertical alignment

White space

POSITIONING

Size & overflow

MISCELLANEOUS

Classes List column body meas...



Step 2



Application Assessment Questions and Answers

Vacancy Number	Applicant Last Name	Applicant First Name	Application Series	Application Grade	Question1	Response1	Question2	Response2
<Vacancy Number>	<Applicant Last Name>	<Applicant First Name>	<Application Series>	<Application Grade>	<Question1>	<Response1>	<Question2>	<Response2>
<Vacancy Number>	<Applicant Last Name>	<Applicant First Name>	<Application Series>	<Application Grade>	<Question1>	<Response1>	<Question2>	<Response2>
<Vacancy Number>	<Applicant Last Name>	<Applicant First Name>	<Application Series>	<Application Grade>	<Question1>	<Response1>	<Question2>	<Response2>

List column body

CONDITIONAL

Conditional styles

DATA

Data format

BOX

Border

Padding

Box type

COLOR & BACKGROUND

Background effects

Background color

Foreground color

FONT & TEXT

Font

Horizontal alignment

Left

Vertical alignment

White space

No wrap

POSITIONING

(Default)

Normal

No wrap

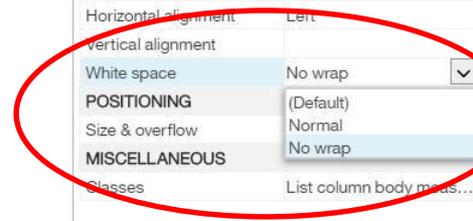
MISCELLANEOUS

Classes

List column body meas...

White space

Specifies how to handle the white space inside the object and whether text in the object is wrapped or appears all on one line. The term white space refers





Step 3



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