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# **USA Staffing**

## **Reporting and Analytics Release Notes**

**Stage Release Date: April 21, 2021**

**Production Release Date: April 28, 2021**

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### Hiring Data Warehouse

- New Hires folder
  - New Hire Information sub-folder
    - New Hire query subject: new query items were added to enable reporting on the concatenated appointing authority and mission critical occupation tags associated with a new hire record as well as new hire veteran's preference.
      - 'New Hire Adjudicated Veterans Preference Code': The code indicating the veteran's preference for the new hire.
      - 'New Hire Adjudicated Veterans Preference Description': The description of the adjudicated veteran's preference for the new hire.
      - 'New Hire Appointing Authorities': The concatenated appointing authority tags associated with a new hire record.
      - 'New Hire Mission Critical Occupations': The concatenated mission critical occupation tags associated with a new hire record.
    - New Hire Notes query subject: a new query subject and query items were added to enable reporting on notes associated with a new hire record.
      - 'New Hire Note': Text of the note on the new hire.
      - 'New Hire Note Created By': The name of the user that created the note on the new hire.
      - 'New Hire Note Created By User Type': The user type of the individual that created the new hire note.
      - 'New Hire Note Date/Time': The date/time the new hire note was created.
      - 'New Hire Note Visible to Hiring Manager?': Flag indicating whether the new hire note is visible to the hiring manager.
    - New Hire Position query subject: a new query item was added to enable reporting on the appointment type of the new hire's position.
      - 'New Hire Appointment Type': The type of appointment (e.g., temporary, permanent) to which a new hire is onboarded.
  - Staffing Tasks sub-folder
    - Comprehensive Staffing Tasks query subject: a new query subject and query items were added to enable reporting on tasks completed as part of the staffing process.
      - 'Staffing Task Active Date': The date a staffing task was activated (i.e., status changes from Pending to Active) based on the task rules.
      - 'Staffing Task Actual Days to Complete': The number of days between the staffing task active date and task completion date.
      - 'Staffing Task Completed Date/Time': The date/time a staffing task was completed.
      - 'Staffing Task Creation Date/Time': The date/time a staffing task was created.
      - 'Staffing Task Due Date': The date the staffing task is due based on the active date and target days to complete.
      - 'Staffing Task ID': The unique identifying number associated with a staffing task for a request.
      - 'Staffing Task Last Modified Date/Time': The date/time a staffing task was last modified.
      - 'Staffing Task Name': The name of the staffing task.
      - 'Staffing Task Owner Employee ID': The employee ID number of the individual responsible for completion of a staffing task.
- Tasks folder

- 'Staffing Task Owner Name': The name of the individual responsible for the completion of a staffing task.
- 'Staffing Task Owner Type': The user type (e.g., Human Resources, Hiring Manager, New Hire) of the individual responsible for completion of a staffing task.
- 'Staffing Task Purpose': The purpose (e.g., Staffing, Onboarding) of a staffing task.
- 'Staffing Task Status': The current status (e.g., Pending, Active, Complete) of a staffing task.
- 'Staffing Task Target Days to Complete': The number of days allowed or anticipated for completion of a staffing task.
- 'Staffing Task Type': The name of a staffing task (e.g., Complete Assessment Package, Issue Certificates).
- 'Staffing Task Type ID': The unique identifying number associated with the staffing task type.

## Reports

- **Claimed Reasonable Accommodation Report:** The Claimed Reasonable Accommodation Report was created. This report displays applicants who have claimed a reasonable accommodation eligibility and the status of the adjudication process.
  - Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse
- **Delegated Examining Workload Report:** The Delegated Examining Workload Report was created. This report provides tabular data displaying the number of announcements opened, certificates issued and audited, veterans referred and selected, and certificates used/unused for competitive announcements.
  - Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse
- **Selectees without Requests Report (now Selectees without Requests or Offers):** The Selectees without Requests Report was modified. The report originally displayed selections where a request number has not been assigned to a selectee. The report was modified to include data identifying selections where a job offer has not been sent. In coordination with this change, the report name was updated to Selectees without Requests or Offers.
  - Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse
- **Staffing Process Tracking Report:** The Staffing Process Tracking Report was modified. This report displays request, vacancy, announcement, and certificate numbers as well as milestone dates in the staffing process for New Vacancy and Additional Selection requests. The report was modified to include data on certificate reviews.
  - Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse