USA Staffing

Reporting and Analytics Workgroup
August 30, 2022

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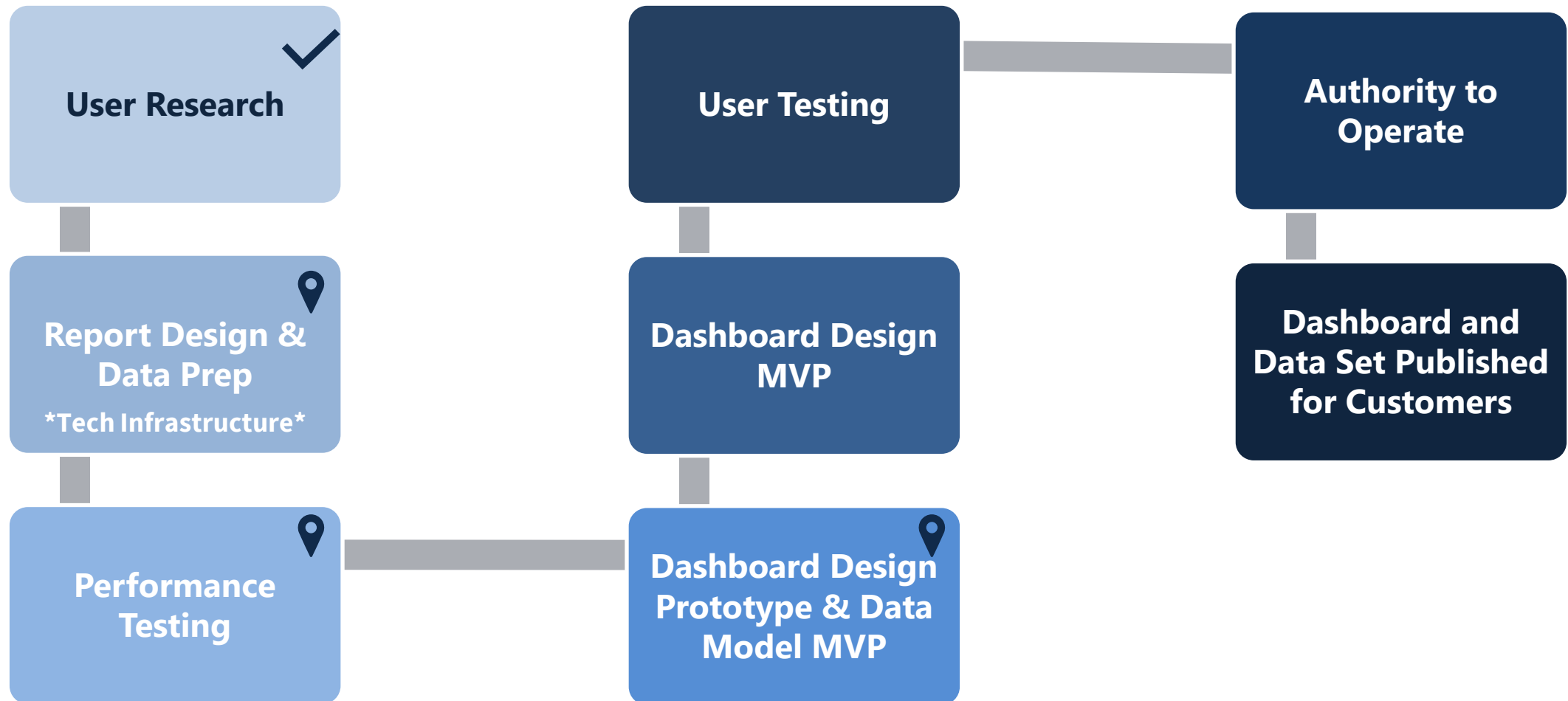
Agenda

1 **Power BI Update**

2 **Cognos Performance Metrics**

3 **Cognos Training Program**

4 **HDW Refresh Process**

5 **Modifications to Reports and Data Models**

6 **API Updates**

7 **Cognos Tip**

8 **Open Demonstration and Q&A**

Power BI Update

Power BI Implementation Milestones

User Research ✓

Report Design & Data Prep
Tech Infrastructure

Performance Testing

User Testing

Dashboard Design MVP

Dashboard Design Prototype & Data Model MVP

Authority to Operate

Dashboard and Data Set Published for Customers

Report Design and Data Prep

Next Steps

What we have completed

- Coordinating with Account Managers for input and feedback on dashboard design

- Testing (ongoing) the data security checks to ensure users only see the data they have permission to see
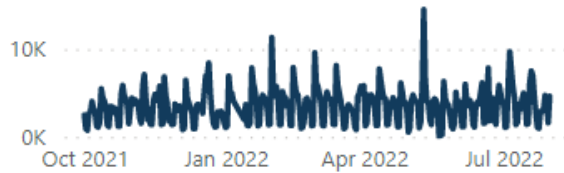
Next Steps

- Drafting the first iteration of the User License Dashboard

- Coordination with limited customers to test authentication designs
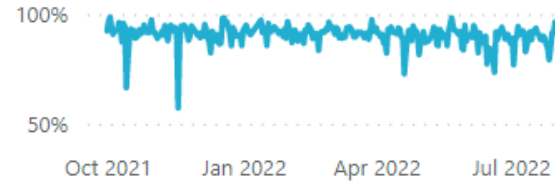
Cognos Performance Metrics
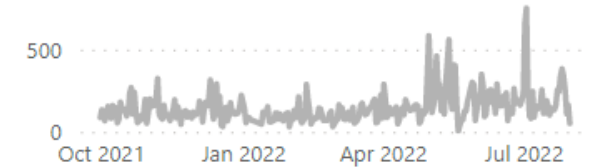
Cognos Total Runs
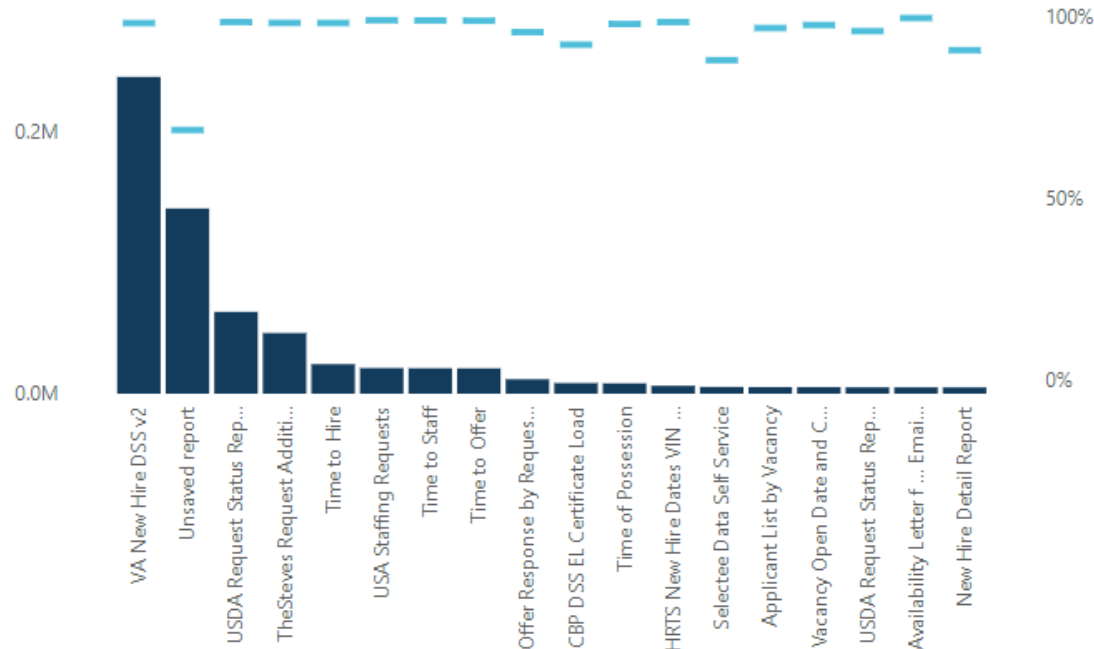
1,055,252

Avg. Success Rate

90.91%

Avg. Runtime (Sec)

130.33

Cognos Total Runs and Cognos Success Rate

Report name	Cognos Total Runs	Cognos Success Rate	Avg Runtime
VA New Hire DSS v2	241,973	98.32%	104.15
Unsaved report	141,461	68.83%	57.45
USDA Request Status Report - Certificate V3	62,489	98.61%	33.98
TheSteves Request Additional Information Report	46,323	98.37%	2.52
Time to Hire	22,538	98.34%	14.24
USA Staffing Requests	19,590	99.11%	2.77
Time to Staff	19,434	99.05%	6.98
Time to Offer	19,348	98.97%	4.91
Offer Response by Request Number	11,025	95.83%	3.71
CBP DSS EL Certificate Load	8,121	92.37%	191.90
Time of Possession	7,912	98.07%	71.22
HRTS New Hire Dates VIN Parameter (New Hire EOD Package)	6,069	98.60%	1.19
Selectee Data Self Service	5,191	88.09%	110.83
Applicant List by Vacancy	5,048	96.95%	12.10
Vacancy Open Date and Close Date by Request Number	5,030	97.79%	2.30
USDA Request Status Report - Announcement V3	4,886	96.11%	87.35
Total	**1,055,252**	**90.91%**	**130.33**

Data Source: USAJOBS   Data Through: July 2022

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All Reports

Cognos Total Runs
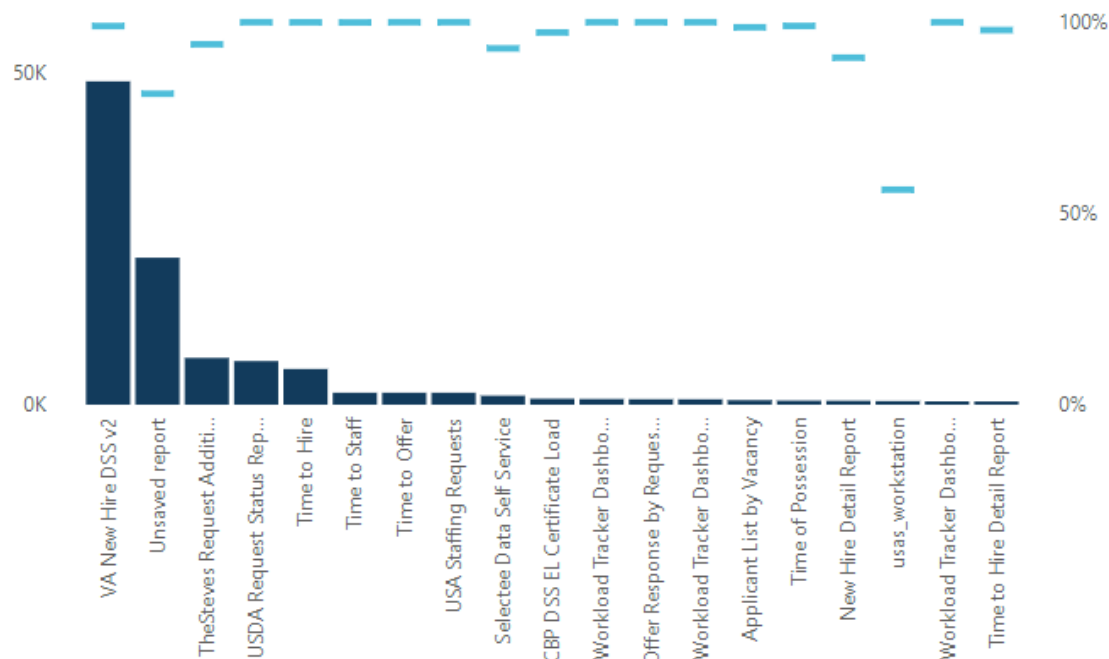
139,816

Avg. Success Rate

93.76%

Avg. Runtime (Sec)

44.64

Cognos Total Runs and Cognos Success Rate

Report name	Cognos Total Runs	Cognos Success Rate	Avg Runtime
VA New Hire DSS v2	48,644	99.00%	2.58
Unsaved report	22,109	81.30%	13.59
TheSteves Request Additional Information Report	7,039	94.23%	0.84
USDA Request Status Report - Certificate V3	6,560	100.00%	30.16
Time to Hire	5,374	99.98%	8.27
Time to Staff	1,801	99.94%	6.73
Time to Offer	1,800	100.00%	2.25
USA Staffing Requests	1,800	100.00%	1.91
Selectee Data Self Service	1,359	93.16%	53.32
CBP DSS EL Certificate Load	897	97.32%	302.91
Workload Tracker Dashboard - RequestsAnnouncementsCerts	849	100.00%	8.14
Offer Response by Request Number	818	100.00%	1.23
Workload Tracker Dashboard - NewHireCertSelections	808	100.00%	6.96
Applicant List by Vacancy	678	98.67%	5.15
Time of Possession	614	99.02%	78.61
New Hire Detail Report	594	90.74%	269.41
usas_workstation	546	56.23%	191.79
Total	**139,816**	**93.76%**	**44.64**

Data Source: USAJOBS   Data Through: August 2022

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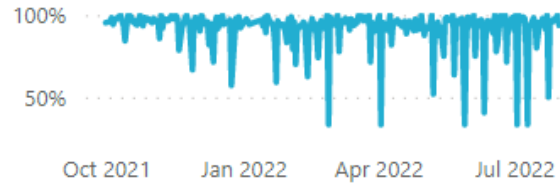
HDW Reports

HDW Total Runs

56,398

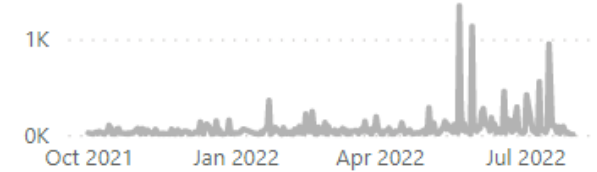**Avg. Success Rate**

94.75%

Avg. Runtime (Sec)

49.86

HDW Total Runs and HDW Success Rate
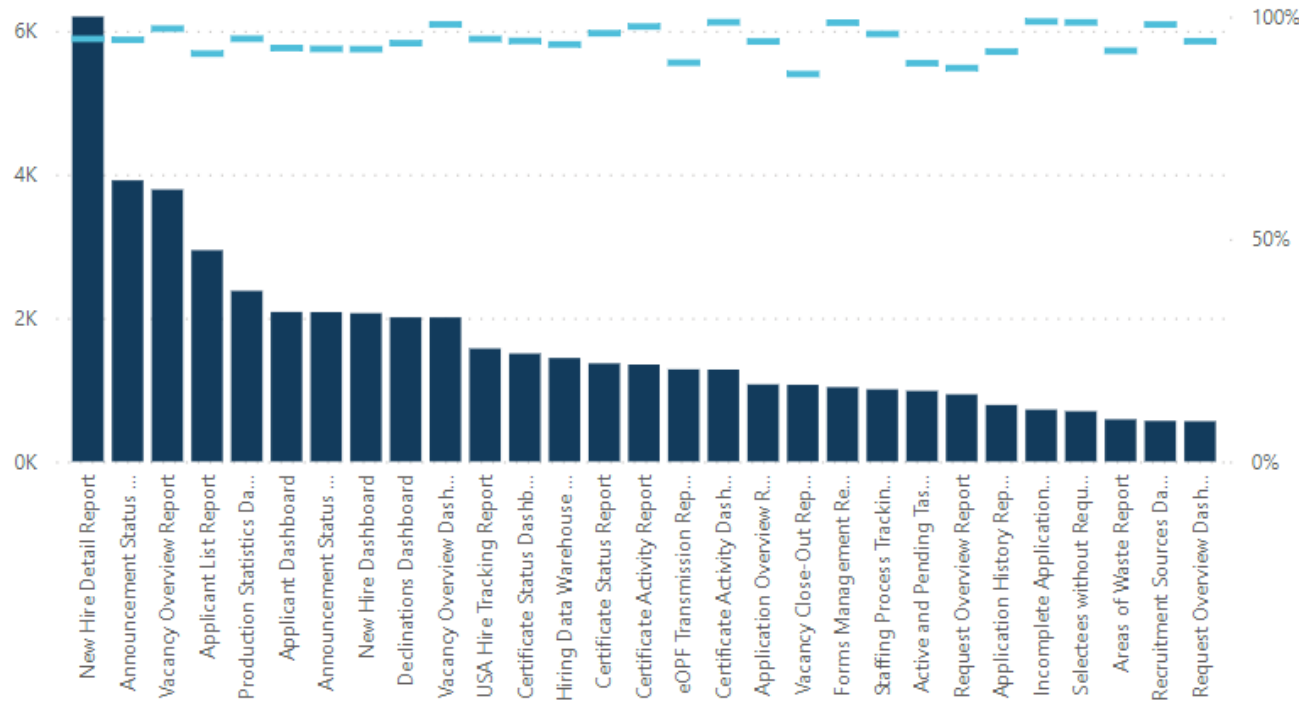
Report name	HDW Total Runs	HDW Success Rate	Avg Runtime
New Hire Detail Report	6,199	95.02%	64.73
Announcement Status Report	3,918	94.79%	9.21
Vacancy Overview Report	3,790	97.31%	19.05
Applicant List Report	2,944	91.68%	67.54
Production Statistics Dashboard	2,378	95.04%	61.94
Applicant Dashboard	2,084	92.95%	75.55
Announcement Status Dashboard	2,082	92.75%	15.76
New Hire Dashboard	2,066	92.69%	73.55
Declinations Dashboard	2,009	94.03%	115.36
Vacancy Overview Dashboard	2,008	98.26%	9.76
USA Hire Tracking Report	1,574	94.98%	15.65
Certificate Status Dashboard	1,504	94.55%	77.44
Hiring Data Warehouse Last Modified Report	1,442	93.76%	32.98
Certificate Status Report	1,367	96.27%	36.44
Certificate Activity Report	1,351	97.78%	7.11
eOPF Transmission Report	1,284	89.64%	56.84
Certificate Activity Dashboard	1,281	98.75%	5.76
Application Overview Report	1,074	94.41%	101.72
Vacancy Close-Out Report	1,069	87.09%	56.28
Total	**56,398**	**94.75%**	**49.86**

Data Source: USAJOBS   Data Through: July 2022

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POST-MIGRATION — HDW Reports

HDW Total Runs
6,987

Avg. Success Rate
95.89%

Avg. Runtime (Sec)
38.78

HDW Total Runs and HDW Success Rate
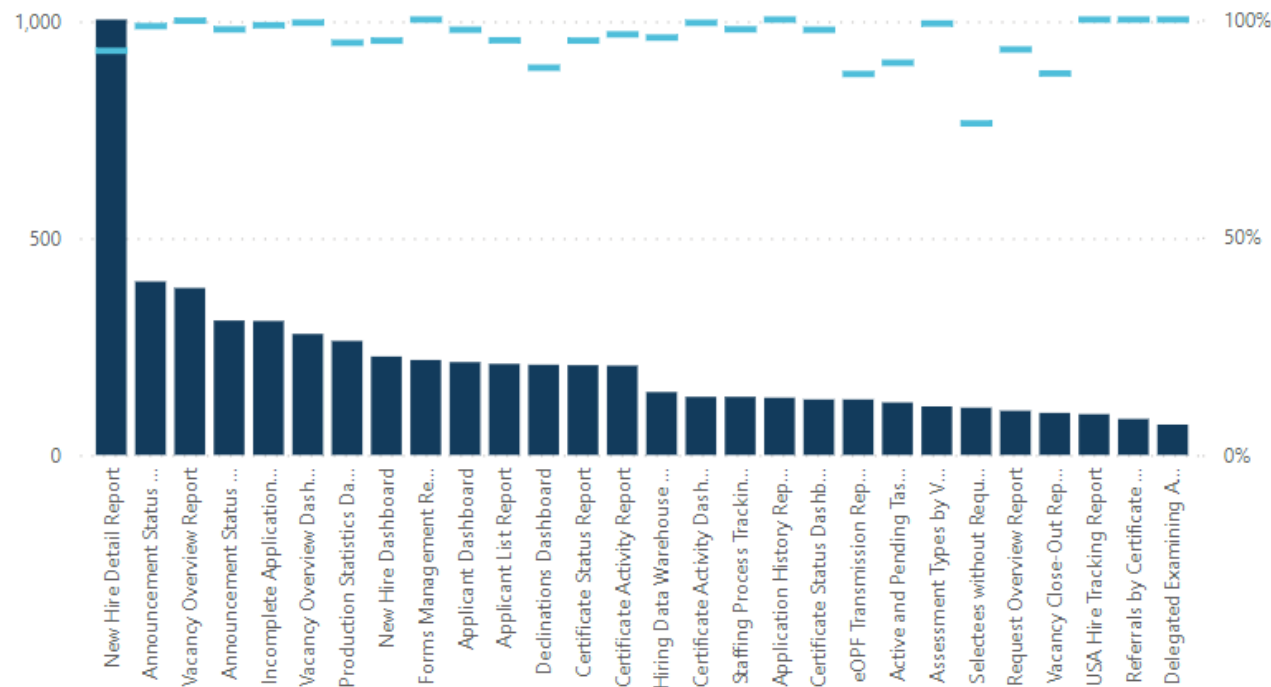
Report name	HDW Total Runs	HDW Success Rate	Avg Runtime
New Hire Detail Report	1,004	92.83%	101.81
Announcement Status Report	400	98.50%	3.95
Vacancy Overview Report	385	99.74%	3.14
Announcement Status Dashboard	310	97.74%	5.77
Incomplete Applications Report	309	98.71%	6.91
Vacancy Overview Dashboard	279	99.28%	3.94
Production Statistics Dashboard	263	94.68%	40.92
New Hire Dashboard	227	95.15%	83.75
Forms Management Report	219	100.00%	2.36
Applicant Dashboard	214	97.66%	23.58
Applicant List Report	210	95.24%	25.19
Declinations Dashboard	208	88.94%	87.86
Certificate Status Report	207	95.17%	7.99
Certificate Activity Report	206	96.60%	1.95
Hiring Data Warehouse Last Modified Report	145	95.86%	22.73
Certificate Activity Dashboard	134	99.25%	1.83
Staffing Process Tracking Report	134	97.76%	62.03
Application History Report	132	100.00%	17.25
Certificate Status Dashboard	128	97.66%	153.09
Total	**6,987**	**95.89%**	**38.78**

Data Source: USAJOBS   Data Through: August 2022
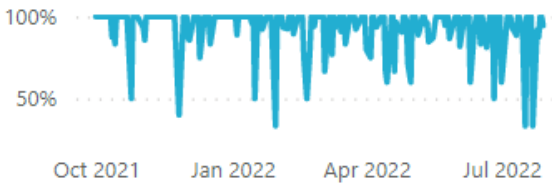
10

Time to Hire

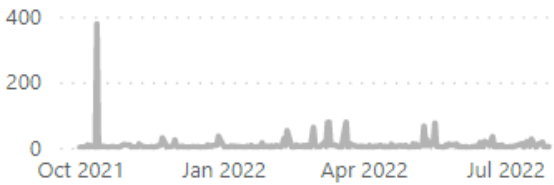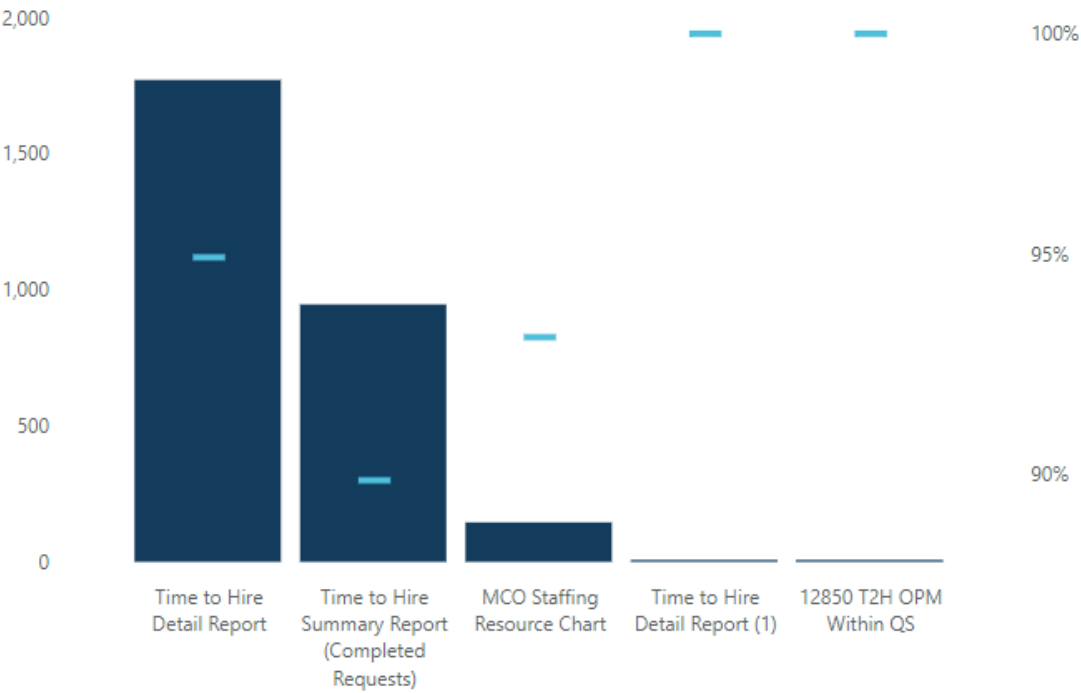## Cognos Total Runs
2,871
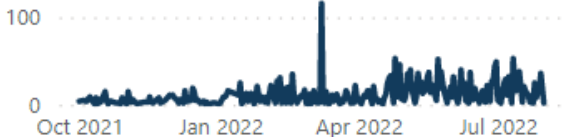
Avg. Success Rate
93.17%

Avg. Runtime (Sec)
9.91

Cognos Total Runs and Cognos Success Rate

Report name	Cognos Total Runs	Cognos Success Rate	Avg Runtime
Time to Hire Detail Report	1,771	94.92%	6.31
Time to Hire Summary Report (Completed Requests)	946	89.85%	14.56
MCO Staffing Resource Chart	145	93.10%	25.65
Time to Hire Detail Report (1)	7	100.00%	7.14
12850 T2H OPM Within QS	2	100.00%	0.34
Total	**2,871**	**93.17%**	**9.91**

Data Source: USAJOBS   Data Through: July 2022

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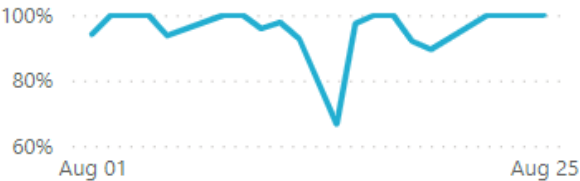
Time to Hire

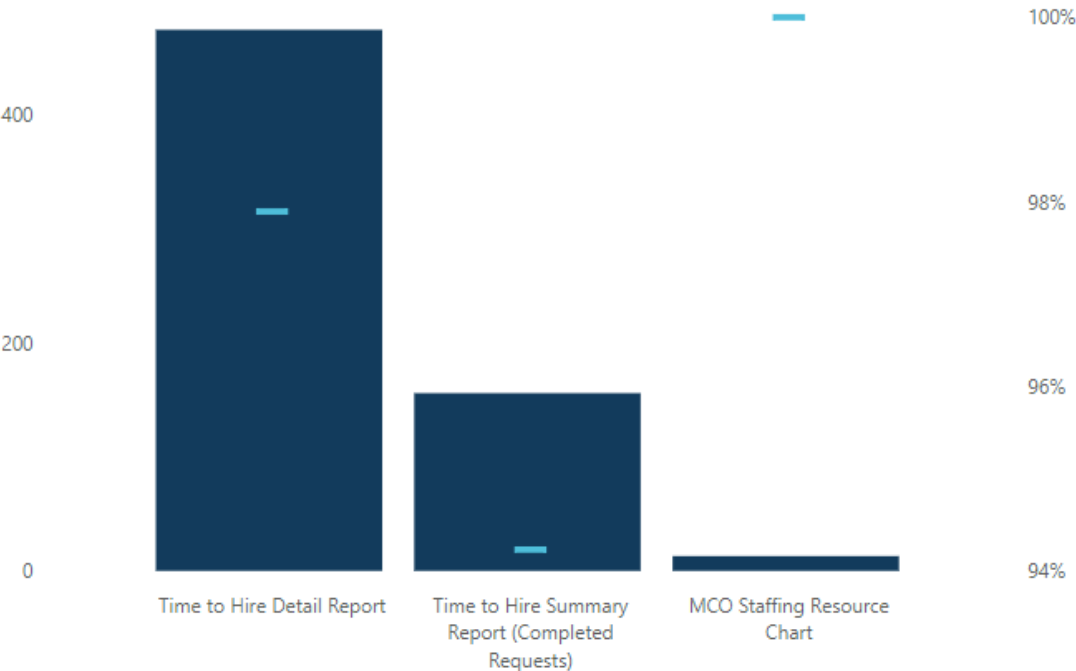## Cognos Total Runs

644

Avg. Success Rate

97.05%

Avg. Runtime (Sec)

3.15
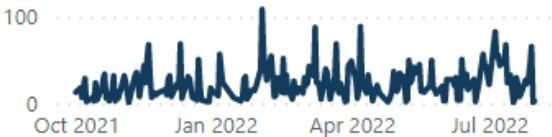

Cognos Total Runs and Cognos Success Rate

Report name	Cognos Total Runs	Cognos Success Rate	Avg Runtime
Time to Hire Detail Report	475	97.89%	2.97
Time to Hire Summary Report (Completed Requests)	156	94.23%	3.97
MCO Staffing Resource Chart	13	100.00%	0.65
Total	**644**	**97.05%**	**3.15**

Data Source: USAJOBS   Data Through: August 2022

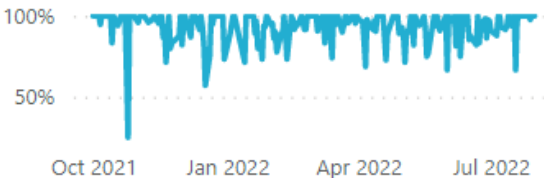# User License

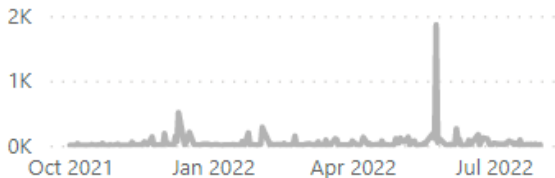## Cognos Total Runs
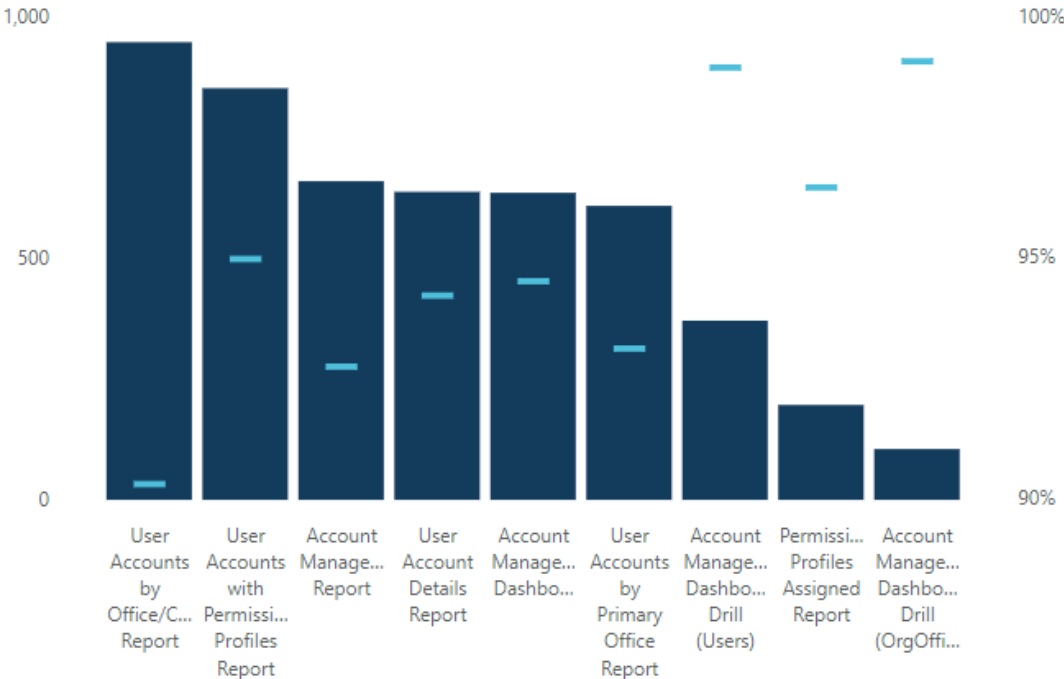
5,001

Avg. Success Rate

93.82%

Avg. Runtime (Sec)

47.86

Cognos Total Runs and Cognos Success Rate

Report name	Cognos Total Runs	Cognos Success Rate	Avg Runtime
User Accounts by Office/Customer Report	945	90.26%	52.35
User Accounts with Permission Profiles Report	850	94.94%	33.73
Account Management Report	658	92.71%	136.04
User Account Details Report	636	94.18%	24.14
Account Management Dashboard	634	94.48%	36.15
User Accounts by Primary Office Report	607	93.08%	36.85
Account Management Dashboard Drill (Users)	370	98.92%	19.69
Permission Profiles Assigned Report	196	96.43%	23.57
Account Management Dashboard Drill (OrgOffice)	105	99.05%	10.68
Total	**5,001**	**93.82%**	**47.86**

Data Source: USAJOBS   Data Through: July 2022

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User License

Cognos Total Runs

566

Avg. Success Rate

98.76%

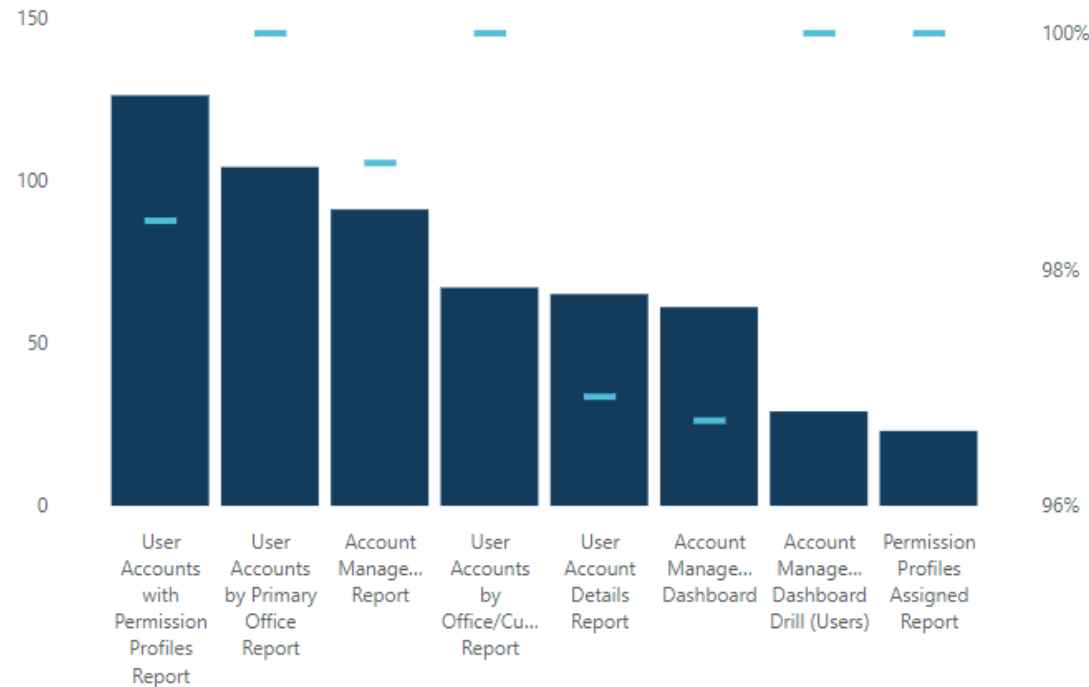## Avg. Runtime (Sec)

25.97
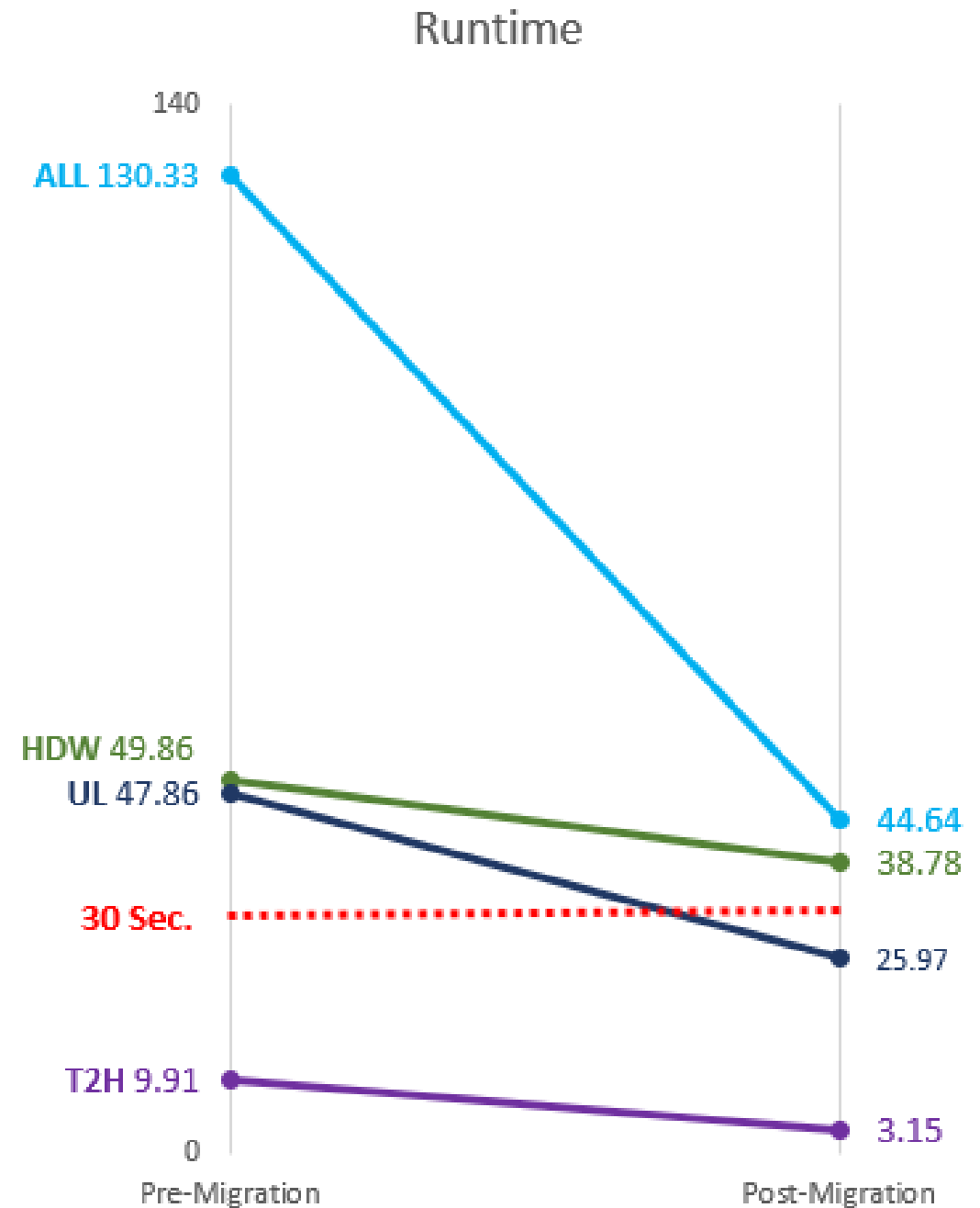

Cognos Total Runs and Cognos Success Rate

Report name	Cognos Total Runs	Cognos Success Rate	Avg Runtime
User Accounts with Permission Profiles Report	126	98.41%	7.76
User Accounts by Primary Office Report	104	100.00%	2.99
Account Management Report	91	98.90%	9.39
User Accounts by Office/Customer Report	67	100.00%	5.09
User Account Details Report	65	96.92%	172.42
Account Management Dashboard	61	96.72%	5.43
Account Management Dashboard Drill (Users)	29	100.00%	27.75
Permission Profiles Assigned Report	23	100.00%	3.09
Total	**566**	**98.76%**	**25.97**

Data Source: USAJOBS   Data Through: August 2022

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Pre- and Post-Migration Comparisons

Success Rate

100

98.76
97.05
95.89
95%
HDW 94.75
UL 93.82
T2H 93.17
93.76
ALL 90.91

90

Pre-Migration   Post-Migration

15

Pre- and Post-Migration Comparisons

Runtime

- 140
- ALL 130.33
- HDW 49.86
- UL 47.86
- 30 Sec.
- T2H 9.91
- 0

- 44.64
- 38.78
- 25.97
- 3.15
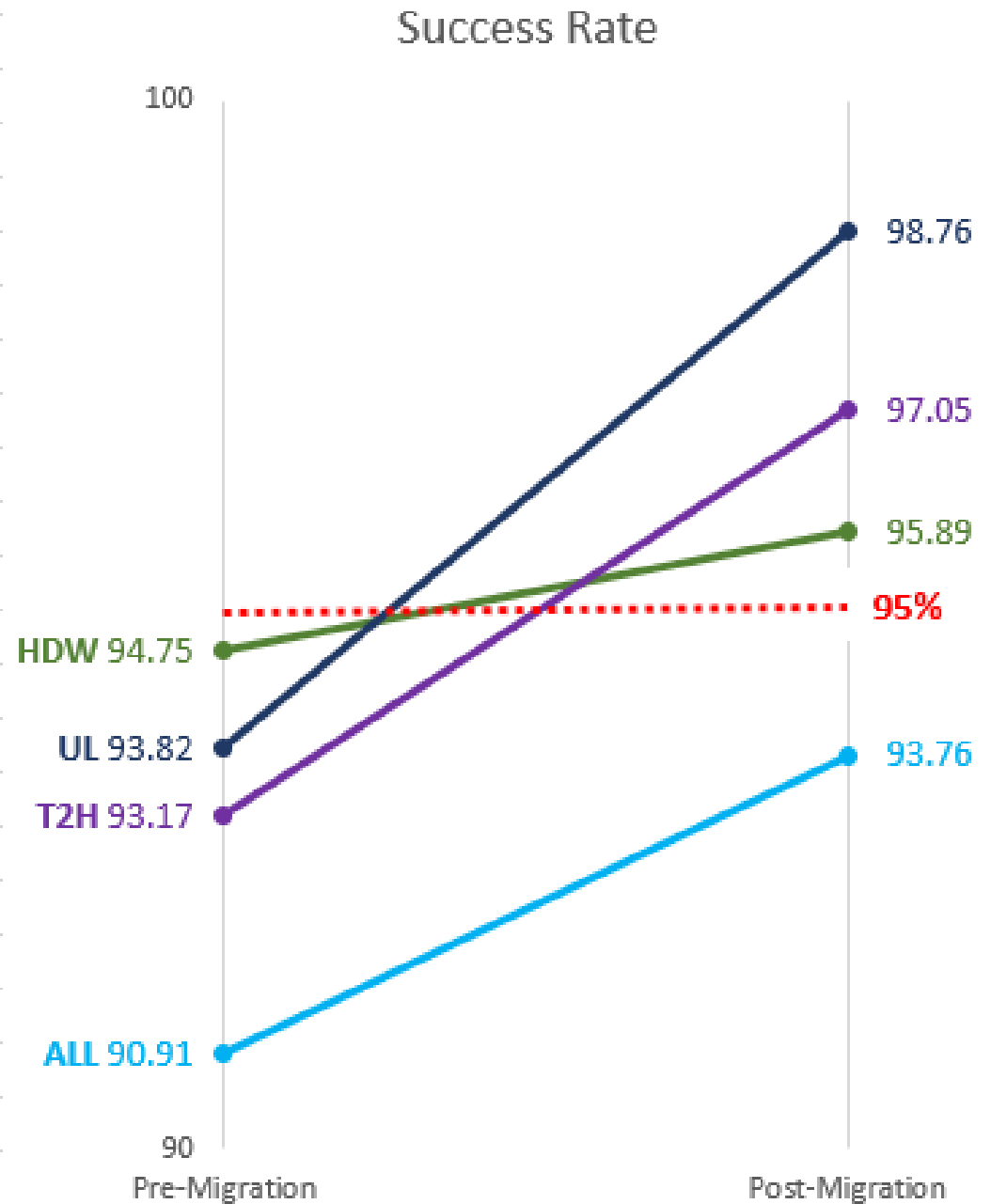
Pre-Migration — Post-Migration

Cognos Training Program

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?	• ½ day	• 1 ½ days	• 1 hour
When?	One session per month, alternating between each Report Consumer Training and Report Author Training		• The first Thursday of each month at 11:00 AM EDT
How?	Contact your USA Staffing Account Manager to sign-up.		• All report authors are welcome. Questions can be submitted in advance

Upcoming Trainings

	Report Consumer Training	Report Author Training	Advanced Author Forum
Dates	Tuesday, September 20 1:00 – 4:00 PM EDT	Tuesday, October 18 10:00 AM – 3:00 PM EDT + Wednesday, October 19 10:00 AM – 3:00 PM EDT	Thursday, September 1 11:00 AM – 12:00 PM EDT Thursday, October 6 11:00 AM – 12:00 PM EDT Thursday, November 3 11:00 AM – 12:00 PM EDT Thursday, December 1 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.

HDW Refresh Process

HDW Refresh Process

Job Start Times

- No designated start times for jobs
- New job starts at the half-hour mark after the prior job completes
- Benefits:
  - Allows for as frequent of updates as possible
  - Eliminates the potential for scheduled jobs to be skipped due to long-running jobs

Job Pause for Indexing

- Planned, strategic pause each Sunday
- Benefits:
  - Ensures processes to remove deleted records from HDW completes each Saturday
  - Allows for database indexing to occur each Sunday
  - Eliminates competition for reporting resources between removal of deleted records and indexing

Modifications to Reports and Data Models

Sprint 29 deployed to Production on August 3rd
Sprint 30 deployed to Production on August 17th
Sprint 31 will be deployed to Production on August 31st

New or Modified Reports

Hiring Data Warehouse Reports

Assessment Types by Vacancy Report – **deployed August 3rd**
The Assessment Types by Vacancy Report was created. This report shows what assessment type(s) are used by vacancy to support agency reporting in response to EO 13932, Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates. This report is designed to serve as an alternative to the Assessment Types by Vacancy Dashboard when only tabular data is needed (i.e., this report is identical to the Assessment Types by Vacancy Dashboard with the exception of the Dashboard page).

- Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse

New or Modified Reports

Applicant Flow Data Warehouse Reports

MD-715 A – MCOs by Race, Ethnicity, and Sex – will be deployed August 31st
The MD-715 A – MCOs by Race, Ethnicity, and Sex report was updated. This report provides summarized applicant responses to ethnicity/race and sex demographic question 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 an optional prompt for Application Last Submitted Date Range.
- Team Content > USA Staffing Packages and Folders > Applicant Flow Data > Applicant Flow Data Warehouse

MD-715 A – Race, Ethnicity, and Sex by Series – deployed August 17th
The MD-715 A – Race, Ethnicity, and Sex by Series report was created. This report provides tabular data with summarized applicant responses to race, ethnicity, and sex demographic questions in the USAJOBS job seeker profile to respond to the MD-715 requirements for the "A" tables. Note that one Vacancy Series at a time must be chosen. Also due to "Omitted" responses, race, ethnicity and sex responses may not add up to total applications. Finally, due to the method used to achieve the EEOC-required format, the report may require a longer runtime.
- Team Content > USA Staffing Packages and Folders > Applicant Flow Data > Applicant Flow Data Warehouse

New or Modified Reports

Applicant Flow Data Warehouse Reports

MD-715 B – MCOs by Disability – will be deployed August 31st
The MD-715 B – MCOs by Disability report was updated. This report provides summarized applicant responses to disability question 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 an optional prompt for Application Last Submitted Date Range.
- Team Content > USA Staffing Packages and Folders > Applicant Flow Data > Applicant Flow Data Warehouse

MD-715 B – Disability by Series – deployed August 17th
The MD-715 B – Disability by Series report was created. This report provides summarized applicant responses to disability questions in the USAJOBS job seeker profile to respond to the MD-715 requirements for the "B" tables in the format required by EEOC. Note that one Vacancy Series at a time must be chosen and due to the method used to achieve the EEOC-required format, the report may require a longer runtime.
- Team Content > USA Staffing Packages and Folders > Applicant Flow Data > Applicant Flow Data Warehouse

New or Modified Reports

Staffing Administration Reports

Position Description Report – deployed August 17th

The Position Description report was created. This report provides tabular data on classification activities including position information, position settings, and position documents.

- Team Content > USA Staffing Packages and Folders > Staffing Administration

New or Modified Reports

User License Reports

User Accounts by Primary Office Report – will be deployed August 31st

The User Accounts by Primary Office Report was updated. This report provides tabular data displaying a list of the user accounts that exist for each primary office. The report was modified to include an additional page titled "Paid Users with Unpaid Primary Office." This new page shows users that have an unpaid permission profile associated with their primary office to support the identification of users whose primary office should be updated to ensure user licenses are properly allocated and counter.

- Team Content > USA Staffing Packages and Folders > User License

Data Model Changes

Hiring Data Warehouse

Announcement Screen-Outs – will be deployed August 31st
A new query subject and associated query item was added to enable reporting on the rating combination for which an announcement questionnaire screen-out item applies.

Announcements folder > Announcement Questionnaire Information
- Announcement Screen-Out Rating Combinations query subject
  - [Presentation View].[Announcement Screen-Out Rating Combinations].[Announcement Screen-Out Rating Combination]

Data Model Changes

Hiring Data Warehouse

Application Documents – will be deployed August 31st
A new query subject and associated query items were added to enable reporting on the documents uploaded to an application.

Applications folder > Application Information
- Application Documents query subject
  - [Presentation View].[Application Documents].[Application Document Name]
  - [Presentation View].[Application Documents].[Application Document Received Date/Time]
  - [Presentation View].[Application Documents].[Application Document Required?]
  - [Presentation View].[Application Documents].[Application Document Source]
  - [Presentation View].[Application Documents].[Application Document Type]
  - [Presentation View].[Application Documents].[Application Document Visible in New Hire Record?]
  - [Presentation View].[Application Documents].[Application Document Visible to Hiring Manager?]

Data Model Changes

Hiring Data Warehouse

Assessment Instructions – deployed August 3rd
A new query subject and associated query item was added to enable reporting on instructions provided to applicants on assessment questionnaires.

Assessment Packages folder > Assessment Information
- Assessment Instructions query subject
  - [Presentation View].[Assessment Instructions].[Assessment Questionnaire Instructions]

Data Model Changes

Hiring Data Warehouse

Job Analysis Sources and Outputs **– deployed August 3rd**
New query subjects and associated query items were added to enable reporting on the sources and outputs of external job analysis.

Assessment Packages folder > Assessment Package Information
- Assessment Package Job Analysis Outputs query subject
  - [Presentation View].[Assessment Package Job Analysis Outputs].[Assessment Package Job Analysis Output]
- Assessment Package Job Analysis Sources query subject
  - [Presentation View].[Assessment Package Job Analysis Sources].[Assessment Package Job Analysis Source]

Data Model Changes

Hiring Data Warehouse

Review Documents – will be deployed August 31st
New query subjects and query items were added to enable reporting on the documents uploaded to JOA reviews, panel reviews, and certificate reviews.

Applicants folder > Panel Review Information
- Panel Review Documents query subject
  - [Presentation View].[Panel Review Documents].[Panel Review Document Name]
  - [Presentation View].[Panel Review Documents].[Panel Review Document Submission Date/Time]
  - [Presentation View].[Panel Review Documents].[Panel Review Document Submitted By]

Certificates folder > Review Information
- Certificate Review Documents query subject
  - [Presentation View].[Certificate Review Documents].[Certificate Review Document Name]
  - [Presentation View].[Certificate Review Documents].[Certificate Review Document Submission Date/Time]
  - [Presentation View].[Certificate Review Documents].[Certificate Review Document Submitted By]

Vacancies folder > JOA Review Information
- JOA Review Documents query subject
  - [Presentation View].[JOA Review Documents].[JOA Review Document Name]
  - [Presentation View].[JOA Review Documents].[JOA Review Document Submission Date/Time]
  - [Presentation View].[JOA Review Documents].[JOA Review Document Submitted By]

Data Model Changes

User License

Customer Retired – will be deployed August 31st
A new query item was added to enable the identification of customers that have been retired.

User Details namespace
- Customers query subject
  - [User Details].[Customer Details].[Customer Retired?]

API Updates

Applicant Flow APIs

AFD APIs – deployed July 27th
Three new APIs that will return Applicant Flow Data are now available.
These APIs will allow customers to retrieve demographic information about applicants who entered the hiring process for vacancies that meet a specific criteria set:

- The associated announcement status must be "Closed" or "Removed".
- All certificates issued for the vacancy must be in either be audited or cancelled.
- EXCEPTION: If all certificates are cancelled, data for the vacancy will not be available.

Applicant Flow APIs

AFD Announcements API – deployed July 27th
Provides details about an announcement created through USA Staffing that meets the criteria for inclusion in the Applicant Flow Data set. In addition to the data specifically related to the announcement, direct links to associated APIs are provided in the returned JSON for Customers, Offices, and AFD Vacancies. The API links to the following sub-entities:

- Appointment Types
- Hiring Paths
- Announcement Locations
- Announcement Work Schedules

Applicant Flow APIs

AFD Vacancies API – deployed July 27th
Provides details about a vacancy created through USA Staffing that meets the criteria for inclusion in the Applicant Flow Data set. In addition to the data specifically related to the vacancy, direct links to associated APIs are provided in the returned JSON for Customers, Offices, AFD Announcements, and AFD Applications. The API links to the following sub-entities:

- Appointing Authorities
- Eligibilities
- Vacancy Flags
- Mission Critical Occupations
- Position Descriptions
- Supporting Documents
- Vacancy Metrics

Applicant Flow APIs

AFD Applications API – deployed July 27th
Provides details about applications and their associated data that meets the criteria for inclusion in the Applicant Flow Data set. In addition to the data specifically related to application, direct links to associated APIs are provided in the returned JSON for Offices and AFD Vacancies. The API links to the following sub-entities:

- AFD Application Locations
- AFD Application Ratings
- AFD Application Recruitment Sources
- AFD Application Metrics
- AFD Application Demographics

Applicant Flow Developer Platform

API Developer Platform – deployed July 27th
The Developer Platform was also updated to include all of the documentation for interacting with the Applicant Flow APIs.

USA Staffing Data APIs

ExternalIDs – will be deployed August 31st
The USA Staffing Data APIs listed below were updated with a new link within the JSON return that will allow customers to retrieve IDs to help create joins between data sets. A new ExternalIDs link has been added to each API, and the expand parameter will have a new optional value '[APIName]externalIDs' which will open a list of IDs for each linked external entity. This will retrieve external IDs with the main data set.
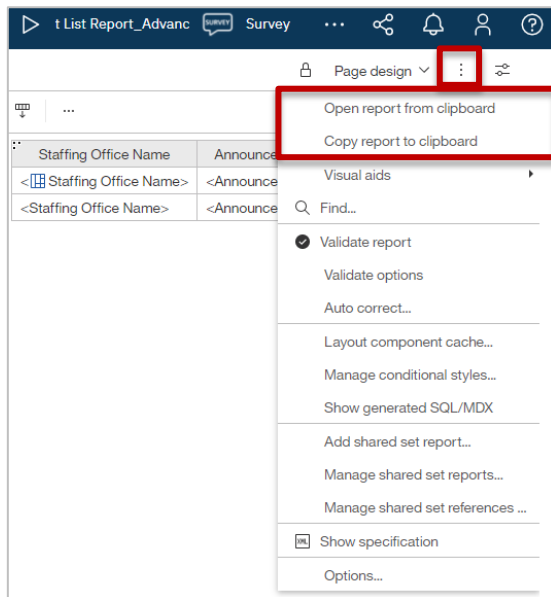
- Certificates

Cognos Tip

Copy Report To/From XML
in Cognos 11.1.7

Copy Report To/From XML

Cognos allows users to **save report specifications in XML** format and **reconstitute the report in another location** (e.g., Stage, Production, another office) using the XML specifications.
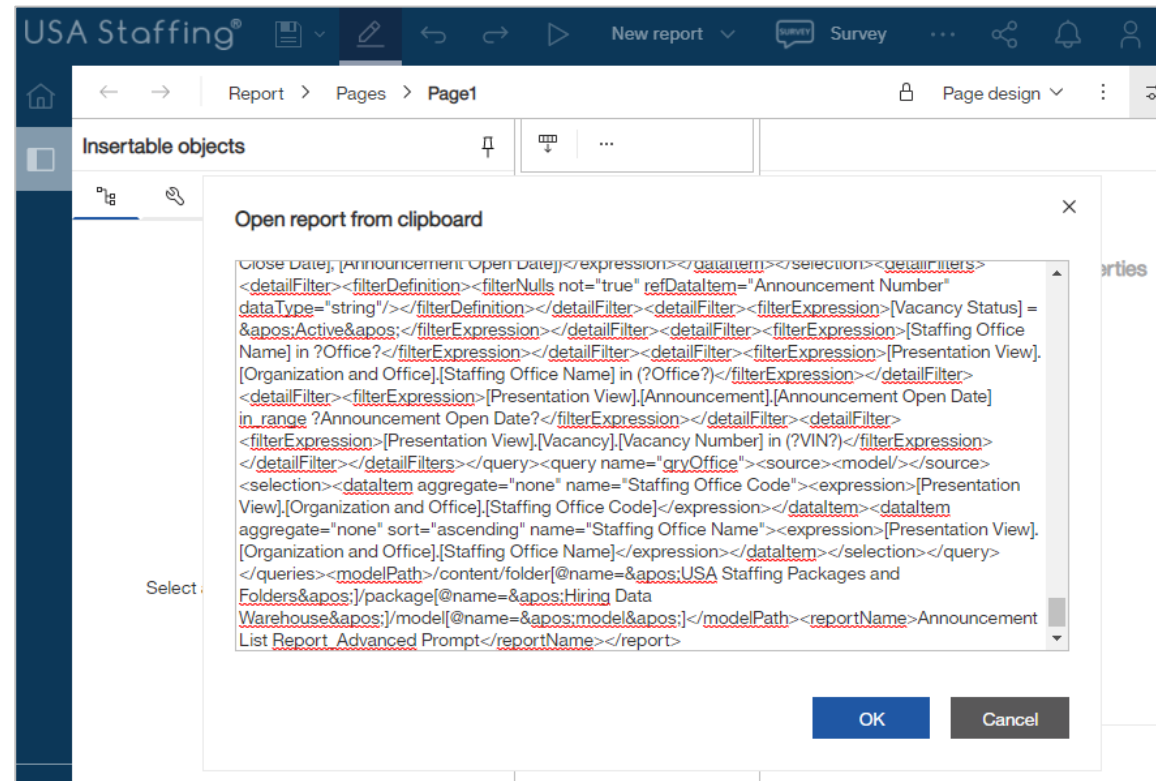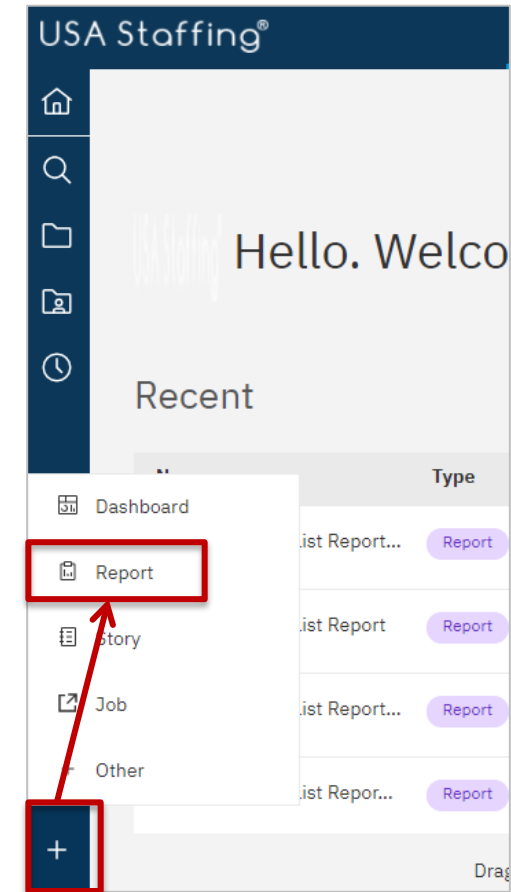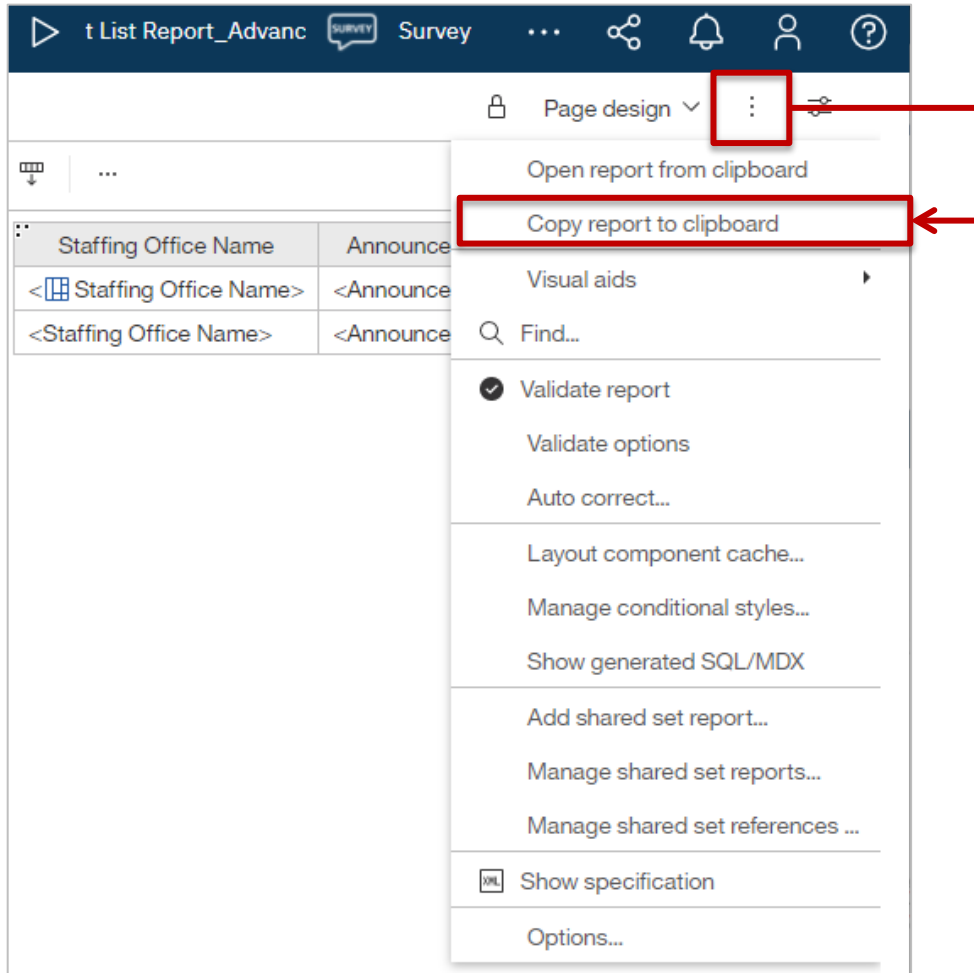
Copy Report To/From XML

Steps

1. Open the report for editing.

2. Click on the *More* ellipses in the upper right corner.

3. Select the *Copy report to clipboard* option. If not using right away, paste the report XML into a Notepad file or Word document.

4. Close the report and create a new report by clicking the + *New* icon in the bottom left corner of the Cognos *Welcome* page and selecting *Report*.

5. Select the *Blank* report template and click *OK*.

6. Click on the *More* ellipses in the upper right corner.

7. Select the *Open report from clipboard* option.

8. Paste the report XML (directly or from the Notepad file or Word document) into the *Open report from clipboard* window and click *OK*. The report will be reconstituted and can be saved, edited, or run in the new location.
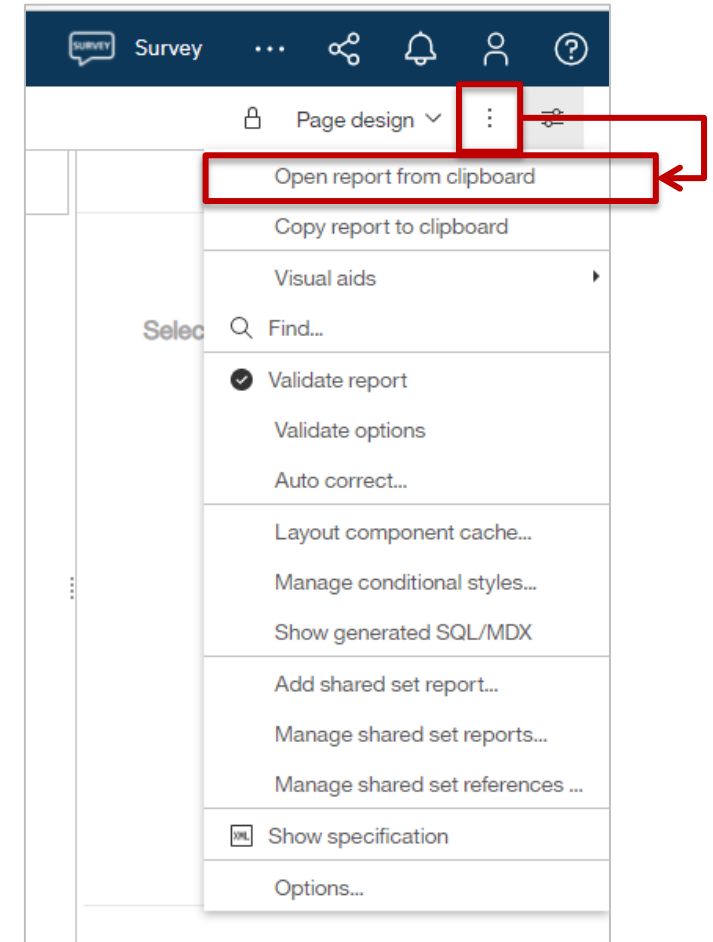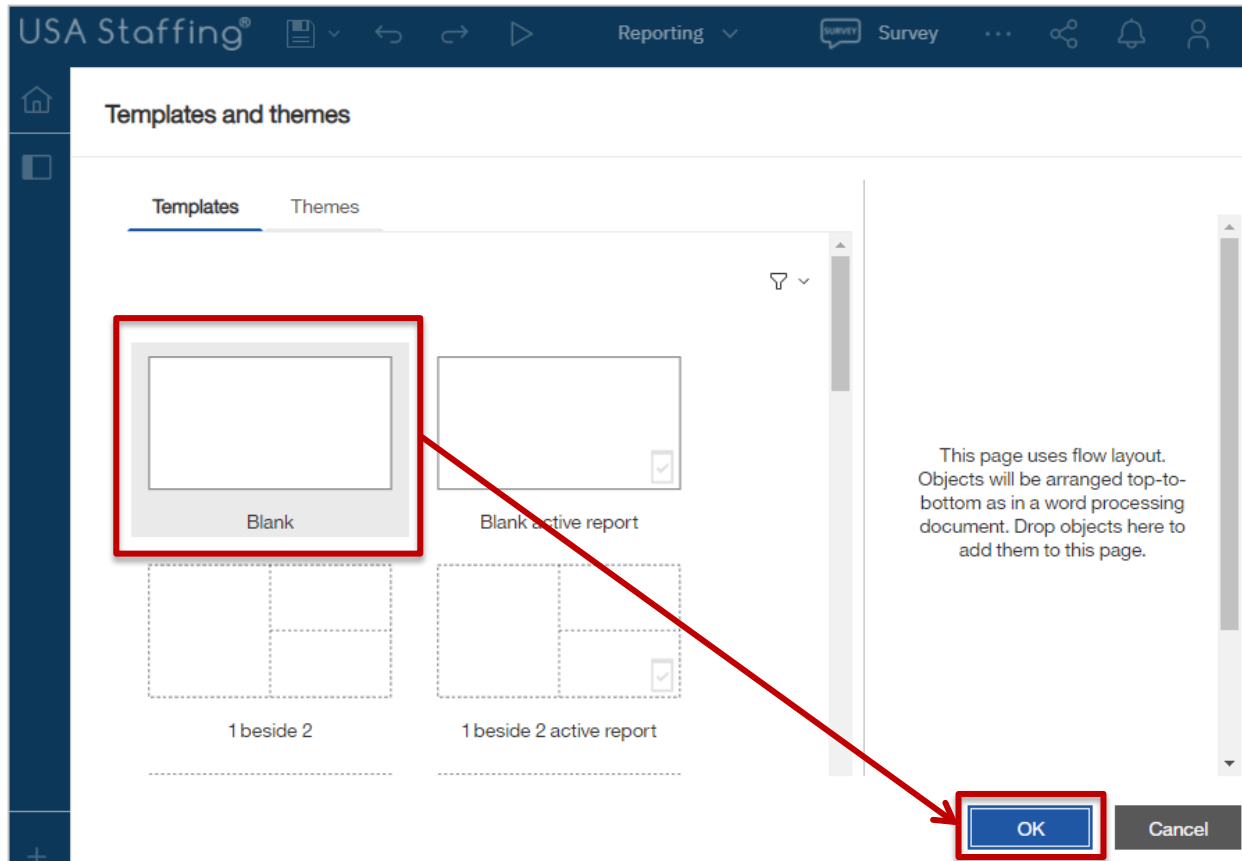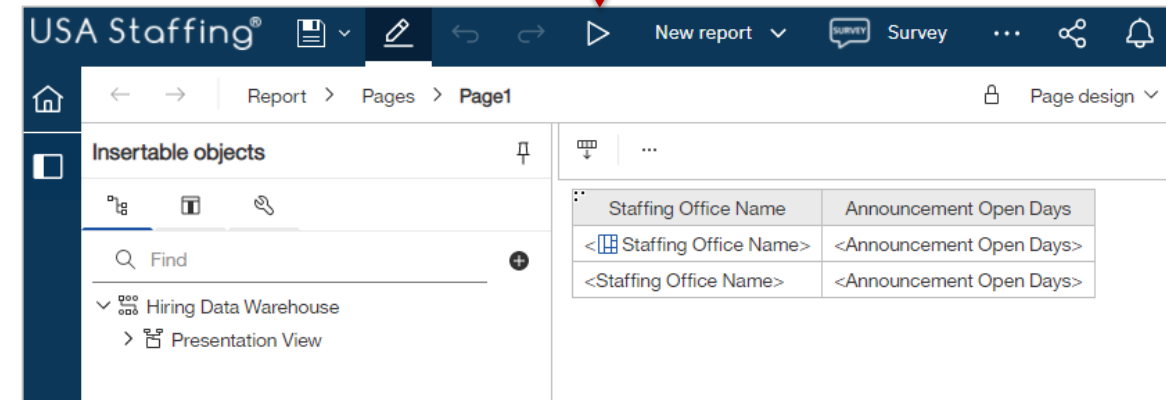
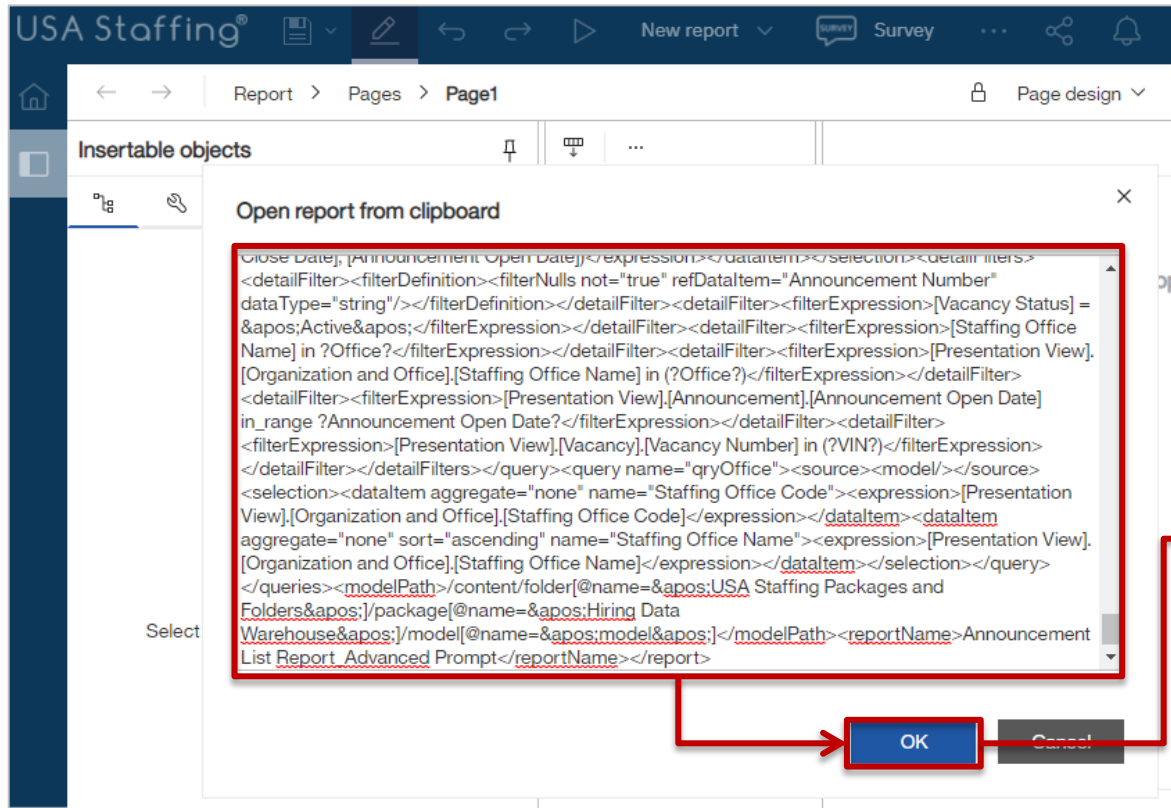# Copy Report To/From XML

Steps 2 - 4

Copy Report To/From XML

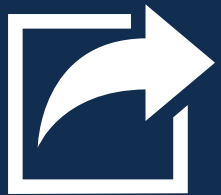## Steps 5 - 7

Copy Report To/From XML

Step 8

Open Demonstration and Q&A

USA Staffing Reporting Upcoming Events and Releases

Events

September 1	Advanced Author Forum
September 20	Report Consumer Training
October 6	Advanced Author Forum
October 11	Reporting and Analytics Workgroup Meeting
October 18 – 19	Report Author Training

Releases

September 7	Reporting Stage
September 14	Reporting Production
September 21	Reporting Stage
September 28	Reporting Production
October 5	Reporting Stage
October 12	Reporting Production
October 19	Reporting Stage
October 26	Reporting Production

The full USA Staffing Release Schedule and Release Notes can be found on the USA Staffing Resource Center.

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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?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**