

USA Staffing Reporting and Analytics Workgroup

January 23, 2024

*We will start at approx. 1:03 PM EDT to allow
time for everyone to sign into the meeting.*

Draft Pre-Decisional | Internal Use Only
Do not Distribute Without Permission



Agenda

- Reporting Training Program
- Reporting Performance Metrics
- Power BI Updates
- Cognos Updates
- USA Staffing Data Resource Center
- Reporting Tip
- Open Demonstration and Q & A



Reporting Training Program

Joyce Wentz

USA Staffing Reporting Trainings and Forums

	Cognos Consumer Training	Reporting Consumer Forum	Cognos Author Training	Cognos Author Forum
Who?	<ul style="list-style-type: none">• New USA Staffing reports users	<ul style="list-style-type: none">• Report consumers	<ul style="list-style-type: none">• New report authors	<ul style="list-style-type: none">• Report authors
What?	<ul style="list-style-type: none">• How to navigate to and run reports	<ul style="list-style-type: none">• Open forum to ask questions	<ul style="list-style-type: none">• How to get started building reports	<ul style="list-style-type: none">• Open forum to ask questions
How Long?	<ul style="list-style-type: none">• ~ 4 hours	<ul style="list-style-type: none">• 1 hour	<ul style="list-style-type: none">• 1 ½ days	<ul style="list-style-type: none">• 1 hour
When?	<ul style="list-style-type: none">• Anytime!	<ul style="list-style-type: none">• The third Thursday of each month at 11:00 AM EDT	<ul style="list-style-type: none">• Every 6 weeks	<ul style="list-style-type: none">• The first Thursday of each month at 11:00 AM EDT
How/Where?	<ul style="list-style-type: none">• https://usastaffing.usalearning.gov/	<ul style="list-style-type: none">• Meeting info sent to AB members and completers of virtual training	<ul style="list-style-type: none">• Contact your USA Staffing Account Manager to sign-up	<ul style="list-style-type: none">• Meeting info sent to all report authors

Updates to the Consumer Forum



The Cognos Consumer Forum is now the Reporting Consumer Forum!

- Opportunity to ask outstanding questions, develop a deeper understanding of both Cognos and Power BI.
- These forums are 1 hour long and take place the **third Thursday of each month at 11:00 AM ET.**
- Questions or requests for demonstrations may be sent to USASTaffingData@opm.gov. If/when submitting a question or request, please be sure to send it no later than one day prior to the forum.

Upcoming Trainings and Forums

Cognos Consumer Forum

Thursday, February 15
11:00 AM EDT

Thursday, March 21
11:00 AM EDT

Thursday, April 18
11:00 AM EDT

Thursday, May 16
11:00 AM EDT

No registration required.
Questions can be
submitted in advance.

USASTaffingData@opm.gov

Cognos Author Training

Tuesday, January 30
10:00 AM – 3:00 PM EDT

+

Wednesday, January 31
10:00 AM – 3:00 PM EDT

Tuesday, March 12
10:00 AM – 3:00 PM EDT

+

Wednesday, March 13
10:00 AM – 3:00 PM EDT

Contact your USA Staffing
Account Manager

Cognos Author Forum

Thursday, February 1
11:00 AM EDT

Thursday, March 7
11:00 AM EDT

Thursday, April 4
11:00 AM EDT

Thursday, May 2
11:00 AM EDT

No registration required.
Questions can be
submitted in advance.

USASTaffingData@opm.gov

Dates

How to Register



Reporting Performance Metrics

Joyce Wentz

FY24 All Cognos Reports

Cognos Total Runs

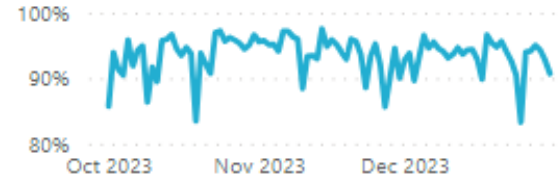
806,283

Avg. Success Rate

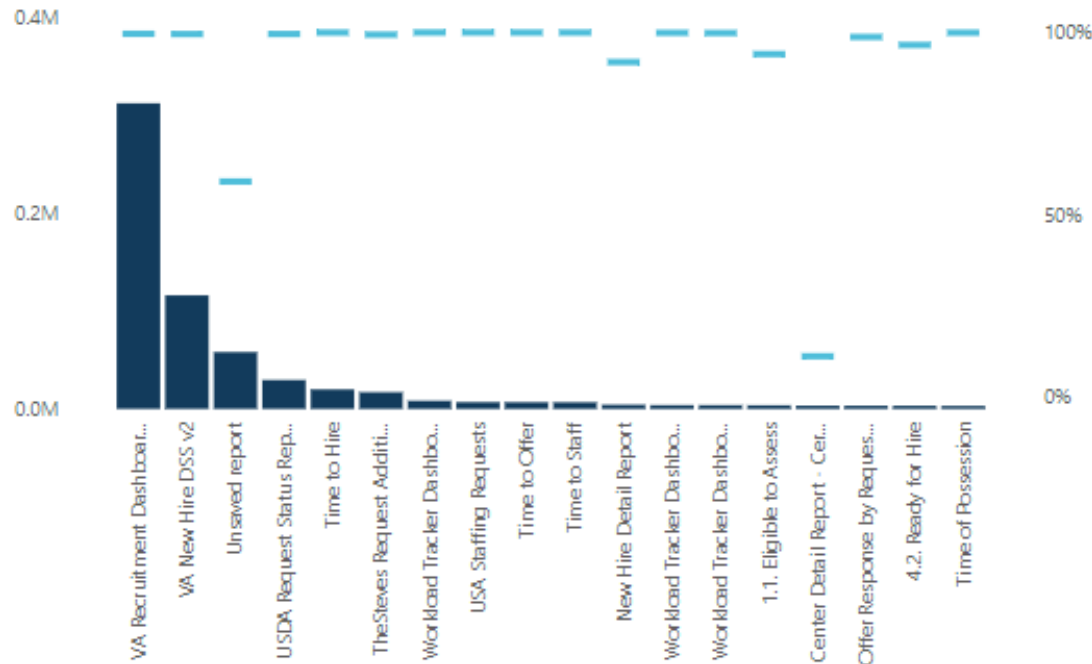
94.39%

Avg. Runtime (Sec)

63.45



Cognos Total Runs and Cognos Success Rate



Report name	Cognos Total Runs	Cognos Success Rate	Avg Runtime
VA Recruitment Dashboard DSS v1	311,448	99.63%	3.87
VA New Hire DSS v2	115,748	99.56%	17.47
Unsaved report	57,939	59.13%	29.11
USDA Request Status Report - Certificate V3	29,520	99.57%	46.58
Time to Hire	19,905	99.96%	5.72
TheSteves Request Additional Information Report	17,049	99.40%	3.09
Workload Tracker Dashboard - Qualification Analysis Phase	8,308	99.99%	25.13
USA Staffing Requests	6,935	99.99%	2.94
Time to Offer	6,852	99.97%	3.21
Time to Staff	6,798	99.97%	7.79
New Hire Detail Report	4,290	91.86%	643.05
Workload Tracker Dashboard - RequestsAnnouncementsCerts	3,850	99.90%	10.98
Workload Tracker Dashboard - NewHireCertSelections	3,843	99.84%	11.22
1.1. Eligible to Assess	3,705	94.06%	21.65
Center Detail Report - Certificate Data	3,275	11.21%	6,950.83
Offer Response by Request Number	3,218	98.76%	7.58
Total	806,283	94.39%	63.45

Data Source: USAJOBS Data Through: December 2023

FY24 HDW Reports



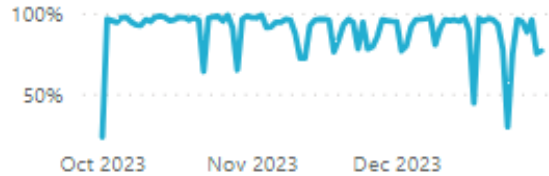
HDW Total Runs

38,091



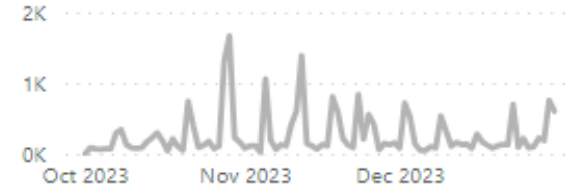
Avg. Success Rate

94.94%

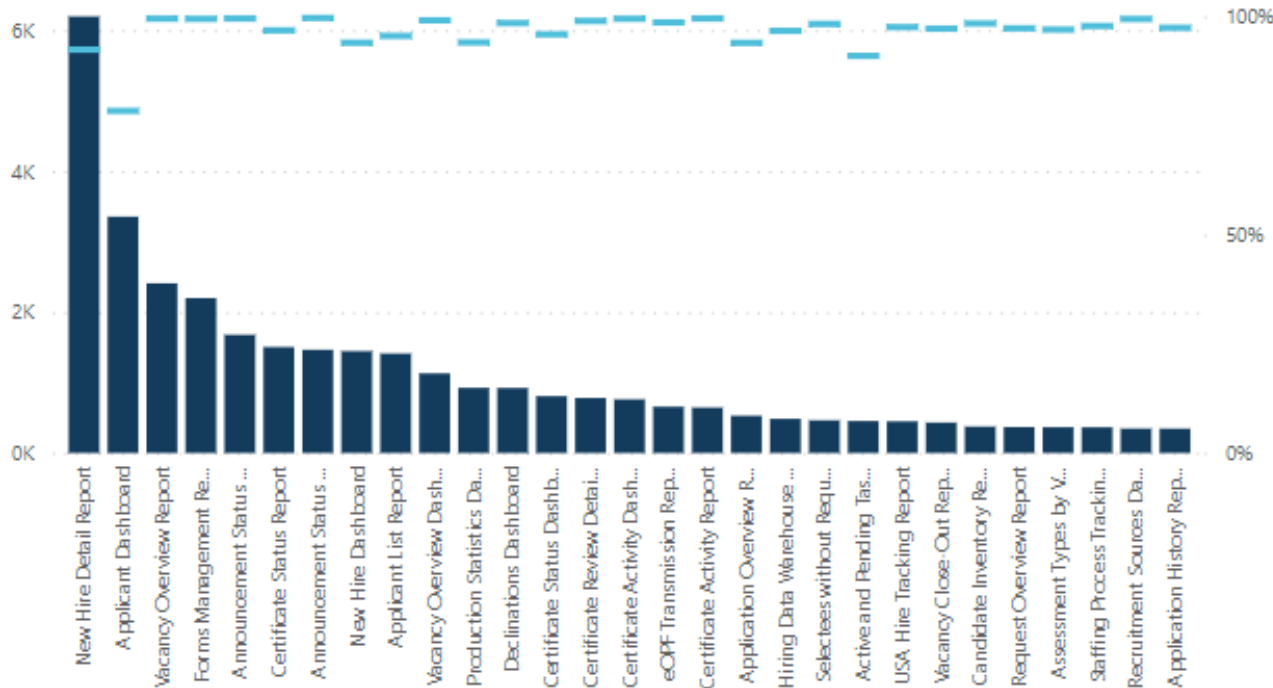


Avg. Runtime (Sec)

127.38



HDW Total Runs and HDW Success Rate



Report name	HDW Total Runs	HDW Success Rate	Avg Runtime
New Hire Detail Report	6,197	92.40%	474.87
Applicant Dashboard	3,355	78.36%	146.37
Vacancy Overview Report	2,409	99.50%	5.30
Forms Management Report	2,199	99.45%	9.07
Announcement Status Report	1,678	99.52%	5.32
Certificate Status Report	1,504	96.81%	203.80
Announcement Status Dashboard	1,465	99.66%	18.55
New Hire Dashboard	1,446	93.98%	72.75
Applicant List Report	1,412	95.54%	45.73
Vacancy Overview Dashboard	1,130	99.12%	6.24
Production Statistics Dashboard	925	94.05%	70.59
Declinations Dashboard	923	98.46%	26.33
Certificate Status Dashboard	807	95.91%	110.55
Certificate Review Detail Report	781	98.98%	4.57
Certificate Activity Dashboard	762	99.48%	5.15
eOPF Transmission Report	657	98.63%	39.13
Certificate Activity Report	645	99.53%	1.86
Application Overview Report	529	93.95%	150.30
Hiring Data Warehouse Last Modified Report	485	96.70%	116.03
Total	38,091	94.94%	127.38

Data Source: USAJOBS

Data Through: December 2023

FY24 Time to Hire



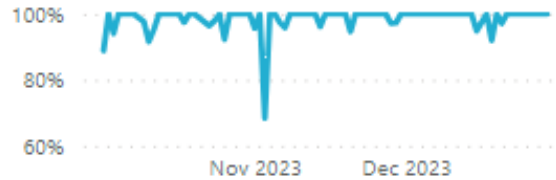
Cognos Total Runs

2,659



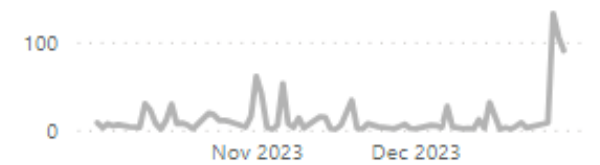
Avg. Success Rate

98.23%

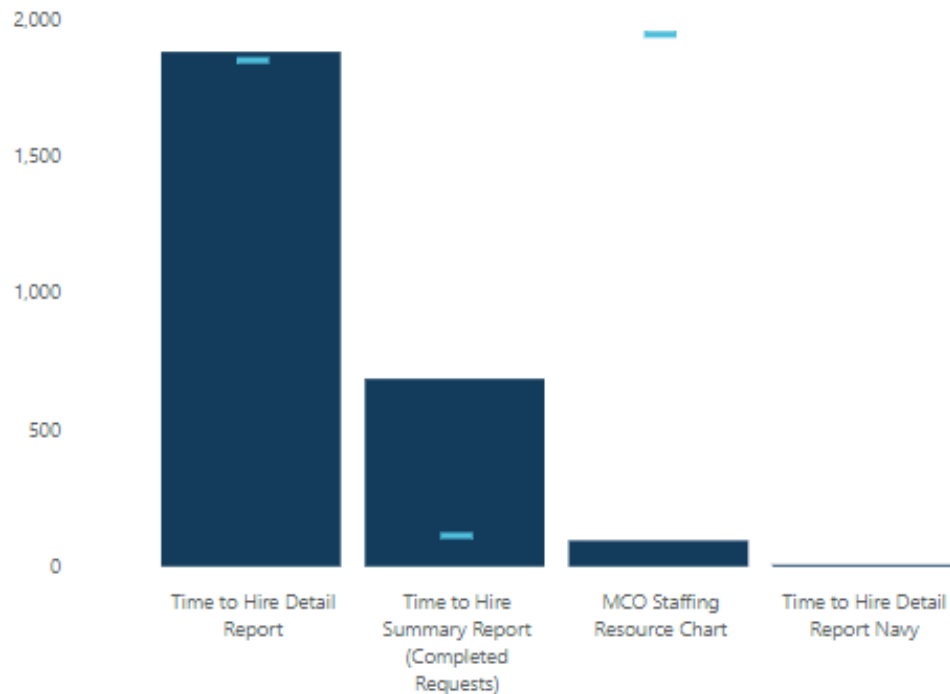


Avg. Runtime (Sec)

13.83



Cognos Total Runs and Cognos Success Rate



Report name	Cognos Total Runs	Cognos Success Rate	Avg Runtime
Time to Hire Detail Report	1,878	98.83%	4.81
Time to Hire Summary Report (Completed Requests)	685	96.64%	35.66
MCO Staffing Resource Chart	95	98.95%	38.27
Time to Hire Detail Report Navy	1	98.23%	13.83
Total	2,659	98.23%	13.83

FY24 User License



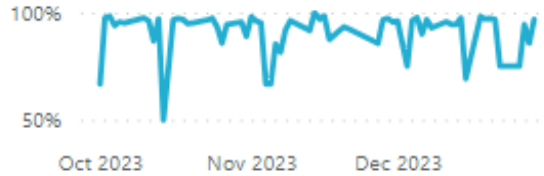
Cognos Total Runs

1,827



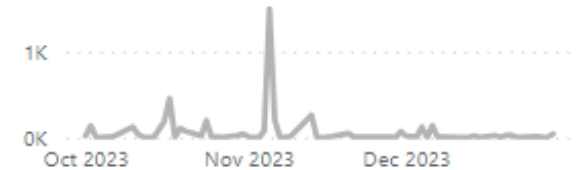
Avg. Success Rate

93.27%

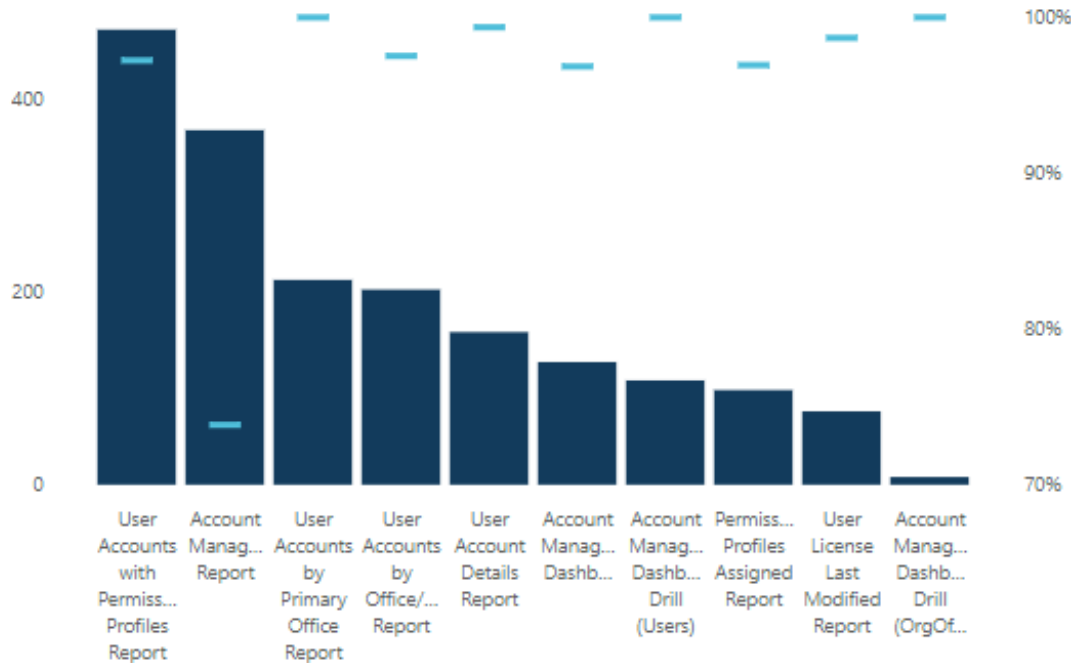


Avg. Runtime (Sec)

47.49



Cognos Total Runs and Cognos Success Rate



Report name	Cognos Total Runs	Cognos Success Rate	Avg Runtime
User Accounts with Permission Profiles Report	471	97.24%	75.61
Account Management Report	367	73.84%	94.50
User Accounts by Primary Office Report	212	100.00%	2.93
User Accounts by Office/Customer Report	202	97.52%	37.60
User Account Details Report	158	99.37%	67.44
Account Management Dashboard	127	96.85%	8.26
Account Management Dashboard Drill (Users)	108	100.00%	3.72
Permission Profiles Assigned Report	98	96.94%	4.12
User License Last Modified Report	76	98.68%	3.10
Account Management Dashboard Drill (OrgOffice)	8	100.00%	4.03
Total	1,827	93.27%	47.49

Data Source: USAJOBS

Data Through: December 2023

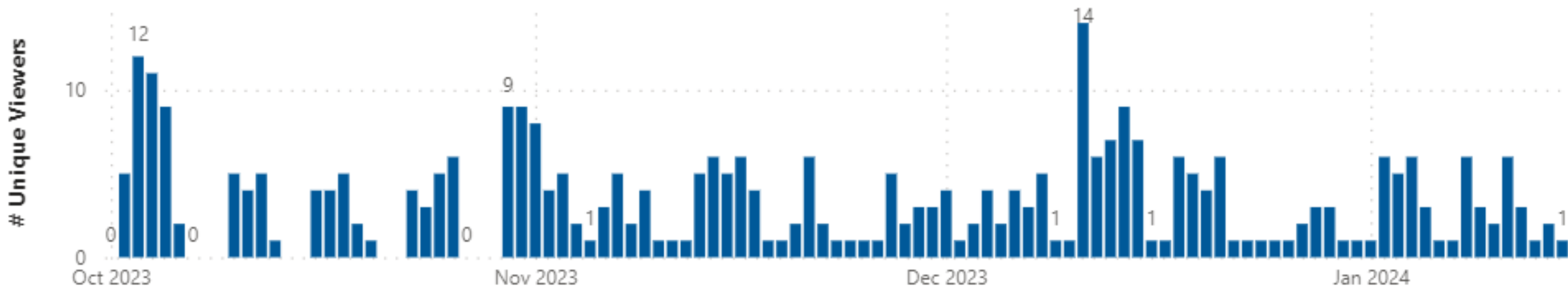
FY24 Power BI: USAS – User License



All Viewers	External Viewers	Agencies
118	75	30
Total Unique Viewers	Unique External Viewers Only	# Unique Agencies

Unique Viewers

Report ● User License



Activity = A user logs in and views or shares content in the USAS – User License workspace.



Power BI Updates

Krista Galvin

Power BI Implementation



Status Updates and Next Steps

Completed:

- User License:
 - MVP3 report and visualization updates released
 - Updated job aid published
- Time to Hire Ideation sessions
- New Hire Ideation Session

In Progress:

- Time to Hire:
 - Data lake house pipelines
 - Dataset and report development
- Release Power BI Training Videos
- Identify Power BI Pro license holders

Next Steps:

- Release Time to Hire Power BI app (FY24-Q2)
- Host workspace administration session(s) (FY24-Q2)
- Develop and release next series of Power BI training videos

USAS – User License Updates

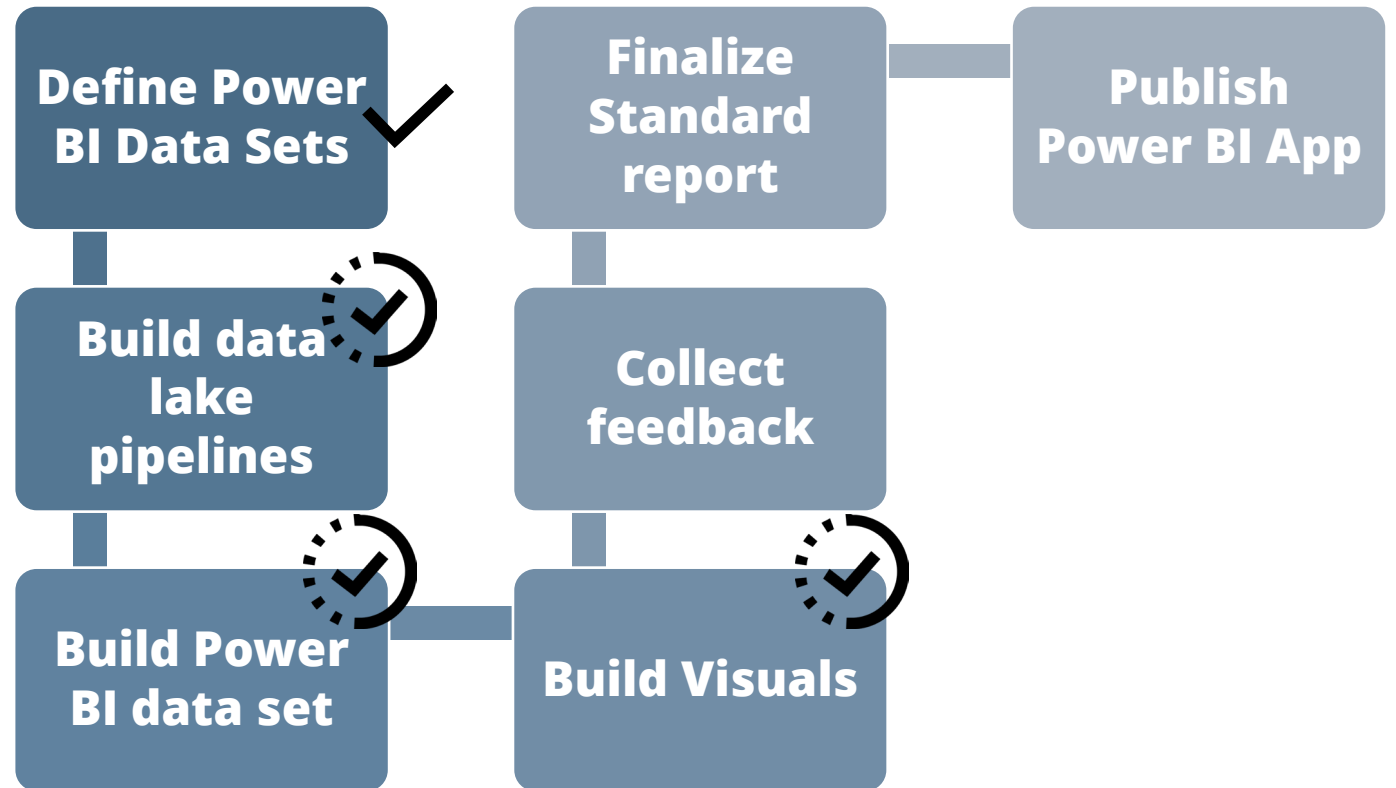


USAS – User License App – deployed December 20th

The USAS – User License app contains simplified, detailed reporting on users and user accounts as well as summary metrics on users, licenses, license allocations, permission profiles, paid status, and associated offices. The USAS – User License app and job aid were modified with report enhancements including fixing the transparency of visual headers, updating the job aid data export instructions, and the following specific updates to the report pages and drill through reports:

- **Paid License:** updated the Paid Licenses KPI visual to more clearly label difference from allocated, updated “Allocated Licenses” to “Paid Licenses Allocated”
- **Staffing Office Permission Profile:** User Details – Permission Profiles drill through now available on the Total Users card, removed paid/unpaid users breakdown from Total Users
- **Drill Through Reports:** adjusted formatting, added row count, updated conditional titles, updated User Details – Permission Profiles to provide same data as User Accounts with Permission Profiles Report in Cognos

Time to Hire Next Steps



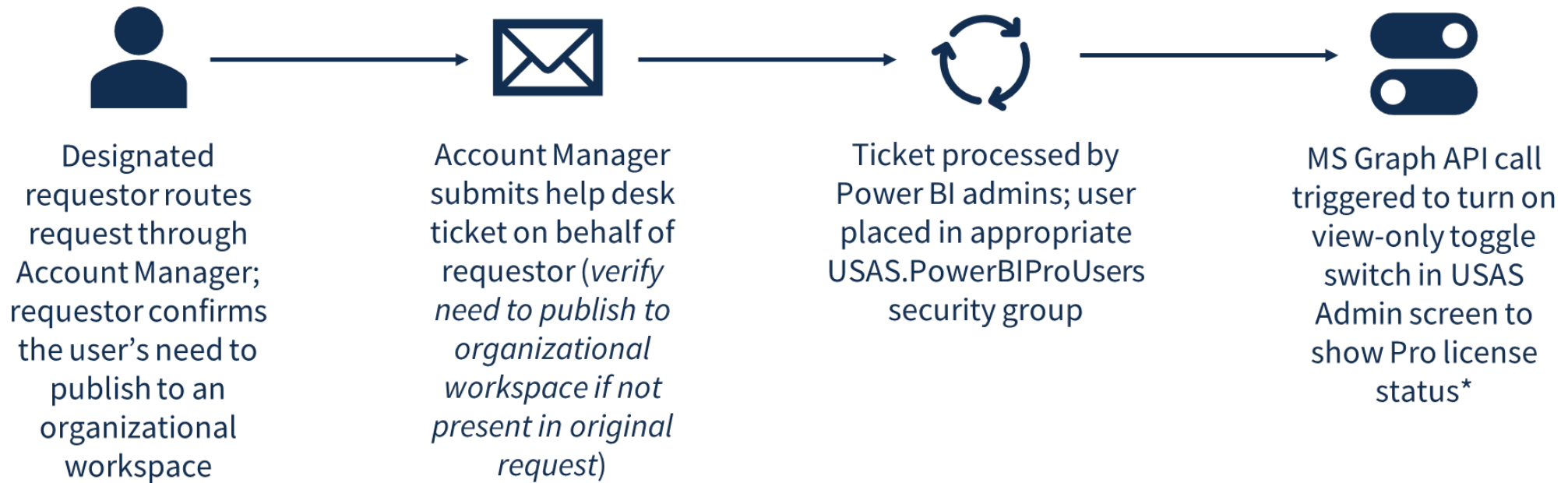
Power BI Pro Users vs. Business Users

Capability	Pro User	Business User
View and interact with a report in a shared workspace.	✓	✓
View bookmarks created by others and add your own bookmarks.	✓	✓
Export report to PowerPoint or PDF; data to Excel; Analyze in Excel.	✓	✓
Download report file (.pbix).	✓	✓
Create, edit, and delete content, such as reports.	✓	✓
Publish reports to an organizational workspace.	✓	

Pro Licenses – Initial Assignment

- Additional details will be provided at the January USA Staffing Advisory Board meeting, to include:
 - Guidance on the identification of Pro License Users
 - Instructions for requesting the initial assignment of Pro Licenses (in bulk)
 - Instructions for requesting ad hoc assignment of Pro Licenses
- Pro Licenses will not be assigned on an ad hoc basis until after initial license assignments have been completed.

Pro License Request & Approval Process



*Note about impersonation: Power BI does not allow for impersonating users, so the Pro license toggle will provide visibility to a user's Pro license. A Power BI report will also provide insight into Pro users and their activity.



Cognos Updates

Noah Leslie

Sprint 63 deployed to Production on January 19

Sprint 64 will be deployed to Production on January 31

Data Model Changes



Hiring Data Warehouse

Announcement Locations Bundles – will be deployed January 31st

New query subject and query item added to enable reporting on announcement locations bundles.

Announcements folder > Announcement Information folder

- Announcement Locations Bundles query subject
 - [Presentation View].[Announcement Locations Bundles].[Announcement Locations Bundle Name]

Data Model Changes



Time to Hire

New Hire Activity Summary – will be deployed January 31st

A new query item will be added to the New Hire query subject to enable reporting on use of new hire activity summary emails.

New Hire Information folder

- New Hire query subject
 - [Time to Hire].[New Hire].[Activity Summary?]

Data Model Changes



Staffing Administration

Position Description Reviews – deployed January 19th

A new query subject was added to enable reporting on position description reviews.

Position Description Library namespace > Position Description Detail folder

- Position Description Review query subject
 - [Position Description Library].[Position Description Review].[Position Description Review Allow Authorization?]
 - [Position Description Library].[Position Description Review].[Position Description Review Auto Recall Date]
 - [Position Description Library].[Position Description Review].[Position Description Review Due Date]
 - [Position Description Library].[Position Description Review].[Position Description Review Instructions]
 - [Position Description Library].[Position Description Review].[Position Description Review Last Updated Date/Time]

Data Model Changes



Staffing Administration

- (continued) Position Description Review query subject
 - [Position Description Library].[Position Description Review].[Position Description Review Name]
 - [Position Description Library].[Position Description Review].[Position Description Review Owner]
 - [Position Description Library].[Position Description Review].[Position Description Review Recall Date/Time]
 - [Position Description Library].[Position Description Review].[Position Description Review Recall Reason]
 - [Position Description Library].[Position Description Review].[Position Description Review Returned Date/Time]
 - [Position Description Library].[Position Description Review].[Position Description Review Sent Date/Time]
 - [Position Description Library].[Position Description Review].[Position Description Review Status]

Data Model Changes



Staffing Administration

Position Description Reviewers – deployed January 19th

A new query subject was added to enable reporting on position description reviewers.

Position Description Library namespace > Position Description Detail folder

- Position Description Reviewers query subject
 - [Position Description Library].[Position Description Reviewers].[Position Description Reviewer Allow Authorization?]
 - [Position Description Library].[Position Description Reviewers].[Position Description Reviewer Email]
 - [Position Description Library].[Position Description Reviewers].[Position Description Reviewer Name]
 - [Position Description Library].[Position Description Reviewers].[Position Description Reviewer Phone Number]
 - [Position Description Library].[Position Description Reviewers].[Position Description Reviewer Return to HR?]
 - [Position Description Library].[Position Description Reviewers].[Position Description Reviewer Status]
 - [Position Description Library].[Position Description Reviewers].[Position Description Reviewer Title]

Data Model Changes



Staffing Administration

Position Description Review Documents - **deployed** **January 19th**

A new query subject was added to enable reporting on position description review documents.

Position Description Library namespace > Position Description Detail folder

- Position Description Review Documents query subject
 - [Position Description Library].[Position Description Review Documents].[Position Description Review Document Name]
 - [Position Description Library].[Position Description Review Documents].[Position Description Review Document Submission Date/Time]
 - [Position Description Library].[Position Description Review Documents].[Position Description Review Document Submitted By]



USA Staffing Data Resource Center

Ian Parsons

Coming Soon - New Site for Reporting and Analytics Resources

- We'd like your feedback on the new USA Staffing Data Resource Center.
- If you're interested in attending a facilitated session to get a preview of the site and provide feedback, let us know:

<https://www.surveymonkey.com/r/USASDataResourceCenter>

The top screenshot shows the USA Staffing Data Resource Center website. The header includes the text "An official website of the United States government" and "Here's how you know". The navigation menu includes "Staffing DATA", "Home", "Interconnections", "Training & Resources", "Release Notes", and "Help". The OPM logo is in the top right. A search bar is located below the navigation. The main content area features a heading "Where would you like to go?" and two cards: "Interconnections" and "Training & Resources".

The bottom screenshot shows the "Training & Resource Material" page. The header is identical to the top screenshot. The main content area features a heading "Training & Resource Material" and a list of training materials. A navigation sidebar is visible on the left.

Interconnections

Learn about APIs used for querying and transmitting USA Staffing data, including USA Staffing Data APIs, Request Processing Interconnection (RPI), New Hire Interconnection (NHI), and TaskUpdate API.

Training & Resources

Access training material for the USA Staffing business intelligence platforms, Power BI and Cognos. Learn about available virtual and instructor-led training offerings supported by the USA Staffing data teams.

Training & Resource Material

Training material for the USA Staffing business intelligence platforms, Power BI and Cognos. Learn about available virtual and instructor-led training offerings supported by the USA Staffing data teams.

Consumer Training

For Consumer users, this course will provide a background on how to successfully navigate Cognos to run reports from USA Staffing. This training is an online, self-paced training and is approximately 4 hours long. No pre-registration is required to complete this training. The training is available on the USA Staffing Online Course Portal at: <https://usastaffing.usalearning.gov/login/index.php>. Follow the instructions in the **Accessing the Virtual Cognos Consumer Training** document. For more information, please view the files below:

- Cognos Consumer Quick Start Guide
December 2020
- Cognos 11.1.7 Consumer Training
August 2022
- Cognos Consumer Forum Q and A
October 2023
- Cognos Consumer Training Video
March 2022

The passcode for Zoom recordings is: C0gnosTr@in



Reporting Tip - Querying Responses to Specific Announcement Questionnaire Items

Deborah Bieniecki

Announcement Questionnaire Items and Responses

- Many items that are automatically included on an announcement questionnaire have been set up with pre-built query subjects and query items for easy reporting
 - **Biographic Information section**
 - Applicant query subject
 - Applicant Phone Numbers query subject
 - **Eligibilities section**
 - Application Eligibilities query subject
 - **Preferences section**
 - Application Locations query subject
- If/when an item is not included in a pre-built query subject, the Announcement Questionnaire Items and Responses query subject can be used to report on applicant responses

Announcement Questionnaire Items and Responses

- Query subject should be used when reporting on applicant responses to announcement questionnaire items
 - Items reported on via pre-built query subjects are excluded from this query subject

Hiring Data Warehouse
 Presentation View
 > Announcements
 > Applicants
 > Applications
 > Announcement Questionnaire
 > Announcement Questionnaire Items and Responses
 Application Announcement Item Header
 # Application Announcement Item ID
 Application Announcement Item Required?
 Application Announcement Item Response Option
 Application Announcement Item Response Text
 Application Announcement Item Response Type
 Application Announcement Item Text
 Application Announcement Item Used for Screen-Out?
 Application Section Title


- Used as-is, these query items will return a row per item and response, per application
- Custom query items can be created to return a specific item and the applicant's response

Application Number	Applicant Name	Application Section Title	Application Announcement Item Header	Application Announcement Item Text	Application Announcement Item Response Text
A8SEV-2YV6	Kapowski, Kelly	Preferences	Secret clearance	Are you willing to obtain a secret clearance?	Yes
A8SEV-2YV6	Kapowski, Kelly	Preferences	Willingness to Relocate	Are you willing to relocate for this position without relocation expenses offered?	Yes
A8SEV-2YV6	Kapowski, Kelly	Preferences	Willingness to undergo security check	Are you willing to undergo a security check for this position?	Yes
ABWVU-8KEH	Decker, Dillon	Preferences	Secret clearance	Are you willing to obtain a secret clearance?	Yes
ABWVU-8KEH	Decker, Dillon	Preferences	Willingness to Relocate	Are you willing to relocate for this position without relocation expenses offered?	Yes
ABWVU-8KEH	Decker, Dillon	Preferences	Willingness to undergo security check	Are you willing to undergo a security check for this position?	No

Custom Query Items – Use Case


- **Use Case**

- Agency is using an Announcement Questionnaire item to collect information about recruitment sources
- Located in the Preferences section
- Item from announcement questionnaire item library
- Item is multiple choice – multiple select
- For a specific vacancy, want to report on how many applications selected each possible response

— Treasury - Where did you learn about this job 

Where did you learn about this Department of the Treasury job opportunity?

- A. FedExperience website
- B. USAJOBS website
- C. Community Organization
- D. Employment Office (Federal/State or Local)
- E. Friend/Relative
- F. Job Fair, Conference, or Convention
- G. Magazine
- H. Newspaper
- I. School, College, Counselor
- J. Vacancy Announcement Posting
- K. Professional Organization
- L. Radio/TV
- M. Other

 Multiple Choice - Multiple Select

Custom Query Items – Step 1

- First, add query items for the data needed in your report – excluding responses to the recruitment source announcement questionnaire item
- Note that since the report is at the vacancy level, no data items below that level (e.g., application-level) should be included (yet)

<input type="checkbox"/>	Data Items
<input type="checkbox"/>	Staffing Organization Name
<input checked="" type="checkbox"/>	Staffing Office Name
<input type="checkbox"/>	Vacancy Number
<input type="checkbox"/>	Announcement Number
<input type="checkbox"/>	Announcement Open Date
<input checked="" type="checkbox"/>	Announcement Close Date

Custom Query Items – Step 2

- Add a Query Calculation to the query and create the custom expression to return the item text for the recruitment source item.
- Cognos will be matching text/string data, so we recommend relying on the Item Header rather than the full item text because Item Header is typically shorter
- Make sure the expression uses the exact text of the item header, then click “OK”

Data item expression - Data Item1

Name: Recruitment Source Item

Available Components:

- ▼ Hiring Data Warehouse
 - ▼ Presentation View
 - > Announcements
 - > Applicants
 - ▼ Applications
 - ▼ Announcement Questionnaire
 - ▼ Announcement Questionnaire Items and Responses
 - abc Application Announcement Item Header
 - # Application Announcement Item ID
 - abc Application Announcement Item Required?
 - abc Application Announcement Item Response Option
 - abc Application Announcement Item Response Text
 - abc Application Announcement Item Response Type
 - ▲ Application Announcement Item Text
 - abc Application Announcement Item Used for Screen-C
 - abc Application Section Title
 - > Application Information

Expression Definition:

```
CASE WHEN  
[Presentation View].[Announcement Questionnaire Items and Responses].  
[Application Announcement Item Header] = 'Treasury - Where did you learn  
about this job'  
THEN  
[Presentation View].[Announcement Questionnaire Items and Responses].  
[Application Announcement Item Text]  
ELSE NULL END
```

Information:
case end
Indicates the end of a case or when construct.

Tips Errors

OK Cancel

Custom Query Items – Step 3

- Add a filter to the query to exclude rows where the item text is null

- Drag and drop the newly created custom query item from step 2 into the Detail Filters area

- In the pop-up window that appears, create the Expression Definition to exclude null values

- Click “OK”

The screenshot displays a software interface for configuring a custom query item. It is divided into three main sections:

- Data Items:** A list of items including Staffing Organization Name, Staffing Office Name, Vacancy Number, Announcement Number, Announcement Open Date, Announcement Close Date, and Recruitment Source Item. The Recruitment Source Item is highlighted.
- Detail Filters:** A section containing a filter expression: [Vacancy Number] = 12243530.
- Detail filter expression - Query1 (Pop-up window):** This window is used to define the filter expression. It shows:
 - Available Components:** A tree view showing 'Hiring Data Warehouse' and 'Presentation View'.
 - Expression Definition:** A text field containing the expression: [Recruitment Source Item] <> null.
 - Information:** A message box stating: 'Inserts "null" if the expression conditions are not met.'
 - Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

Custom Query Items – Step 4

- Add a Query Calculation to the query and create the custom expression to return applicants' responses to the recruitment source item.
- Note that only response options selected by at least one application will be returned

Data item expression - Recruitment Source Item1

Name: Recruitment Source Responses

Available Components:

- > Applications
- ✓ Applications
- > Announcement Questionnaire
- > Announcement Questionnaire Items and Responses
- abc Application Announcement Item Header
- # Application Announcement Item ID
- abc Application Announcement Item Required?
- abc Application Announcement Item Response Option
- abc Application Announcement Item Response Text
- abc Application Announcement Item Response Type
- △ Application Announcement Item Text
- abc Application Announcement Item Used for Screen-Out?
- abc Application Section Title

Expression Definition:

```
CASE WHEN  
[Presentation View].[Announcement Questionnaire Items and Responses].  
[Application Announcement Item Header] = 'Treasury - Where did you learn  
about this job'  
THEN  
[Presentation View].[Announcement Questionnaire Items and Responses].  
[Application Announcement Item Response Text]  
ELSE NULL END
```

Information:
case ... end
Indicates the end of a case or when construct.

Tips Errors

OK Cancel



Custom Query Items – Step 5

- Add a query item to the query and create the custom expression to count unique application numbers for each response option, then click “OK”

- Note that if the item is multiple choice – multiple select, the total number of applications across all responses may be greater than the actual number of applications received

Data item expression - Data Item1

Name: Total Applications

Available Components:

- Application
 - Application Eligibility End I
 - Application Eligibility Start
 - Application Expired?
 - Application External Asses
 - Application External Asses
 - Application Last Modified I
 - Application Last Submitted
 - Application Number
 - Application Originally Subr
 - Application Status
 - Candidate Inventory Opt-I
 - Conflict Resolved?
 - Conflict?

Expression Definition:

```
count(distinct [Presentation View].[Application].[Application Number])
```

Information:

distinct dataItem
A keyword used in an aggregate expression to include only distinct occurrences of values. See also the function unique.

Example: count (distinct [OrderDetailQuantity])
Result: 1704

Tips Errors

OK Cancel

Custom Query Items – Step 6: List Report

- Add the data items to your report, adding any prompts, filters, grouping, or other formatting desired
 - List: one row per response

Staffing Organization Name▲	Staffing Office Name▲	Vacancy Number▲	Announcement Number	Announcement Open Date	Announcement Close Date	Recruitment Source Item	Recruitment Source Responses▲	Total Applications
<Staffing Organization Name>	<Staffing Office Name>	<Vacancy Number>	<Announcement Number>	<Announcement Open Date>	<Announcement Close Date>	<Recruitment Source Item>	<Recruitment Source Responses>	<Total Applications>



Staffing Organization Name	Staffing Office Name	Vacancy Number	Announcement Number	Announcement Open Date	Announcement Close Date	Recruitment Source Item	Recruitment Source Responses	Total Applications
Financial Crimes Enforcement Network	ARC FINCEN	12243530	24-FinCEN-9-DH	12/14/2023	01/04/2024	Where did you learn about this Department of the Treasury job opportunity?	Employment Office (Federal/State or Local)	1
							FedExperience website	3
							Friend/Relative	7
							Other	6
							Professional Organization	1
							School, College, Counselor	2
							USAJOBS website	159
							Vacancy Announcement Posting	7

Custom Query Items – Step 6: List Report

- Add the data items to your report, adding any prompts, filters, grouping, or other formatting desired
 - Crosstabs: one row vacancy, with each response option as a column

Total Applications						<#Recruitment Source Responses#>▲	<#Recruitment Source Responses#>
<#Staffing Organization Name#>▲	<#Staffing Office Name#>	<#Vacancy Number#>	<#Announcement Number#>	<#Announcement Open Date#>	<#Announcement Close Date#>	<#1234#>	<#1234#>
					<#Announcement Close Date#>		
						<#1234#>	<#1234#>



Total Applications						Employment Office (Federal/State or Local)	FedExperience website	Friend/Relative	Other	Professional Organization	School, College, Counselor	USAJOBS website	Vacancy Announcement Posting
Financial Crimes Enforcement Network	ARC FINCEN	12243530	24-FinCEN-9-DH	2023-12-14	2024-01-04	1	3	7	6	1	2	159	7



Open Demonstration and Q & A

USA Staffing Reporting Upcoming Events and Releases



Events

January 23	Reporting and Analytics Workgroup Meeting
January 30-31	Cognos Author Training
February 1	Cognos Author Forum
February 15	Reporting Consumer Forum
March 7	Cognos Author Forum
March 12	Reporting and Analytics Workgroup Meeting
March 12-13	Cognos Author Training
March 21	Reporting Consumer Forum



Releases

January 24	Reporting Stage
January 31	Reporting Production
February 7	Reporting Stage
February 14	Reporting Production
February 21	Reporting Stage
February 28	Reporting Production

The full USA Staffing Release Schedule and Release Notes can be found on the [USA Staffing Resource Center](#).

Reporting Resources

- **Resource Center** (https://help.usastaffing.gov/ResourceCenter/index.php/Reporting_and_Analytics)
 - **Trainings:** Information about trainings and forums is provided, as well as links to the virtual self-paced Cognos Consumer Training
 - **Job Aids:** Most data packages have job aids available to provide guidance on complex reporting topics.
 - **Release Notes:** Published every other week, the Release Notes identify the most recent modifications to reports and data models.
 - **Workgroup Materials:** slide decks and recordings from prior workgroup meetings are available.
- **Need Help?**
 - If you are experiencing issues accessing Cognos or Power BI, 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.



Thank You!