



USA Staffing[®]
Great Government Starts Here[®]

USA Staffing Reporting & Analytics

Reporting and Analytics Workgroup Meeting

February 5, 2019



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U.S. Office of Personnel Management
1900 E Street, NW, Washington, DC 20415

Agenda

- **Program Updates**
 - Cognos Deployment Schedule
 - Cognos Performance Metrics

- **Modifications to Reports/Data Models**
 - Staffing Reports
 - Staffing Reports (End of Day)

 - **Cognos Tips**
 - Running Reports in the Background



Open Q&A

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- **Research Opportunity**

- Evaluating the Impact of Applicant Caps on the Diversity of the Applicant Pool

- **Customer Demo**

- Navy – Using the New Hires (End of Day) data package

- # Cognos Deployment Schedule

Cognos Deployment Schedule

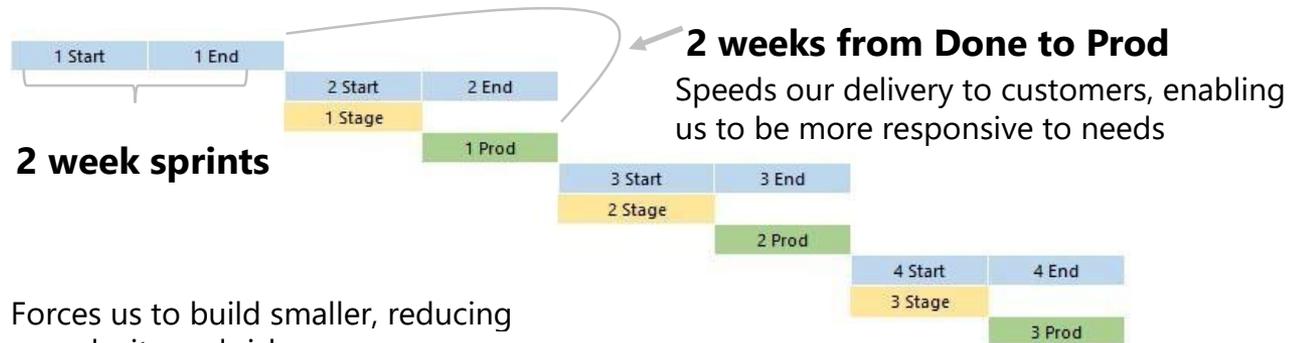


We have established a deployment path separate from the Core Teams to **simplify and speed delivery to customers**

Discovery

- Sprint 1
- Sprint 2
- Sprint 1 - Stage Deploy and Testing
- Sprint 1 - Prod Deploy
- Sprint 3
- Sprint 2 - Stage Deploy and Testing
- Sprint 2 - Prod Deploy
- Sprint 4
- Sprint 3 - Stage Deploy and Testing
- Sprint 3 - Prod Deploy

4 week sprints



2 week sprints

Forces us to build smaller, reducing complexity and risk



Core Team

- Sprint 83 Sprint
- Sprint 82 - Stage Deploy and Testing
- Sprint 82 - Prod Deploy
- Sprint 84
- Sprint 83 - Stage Deploy and Testing
- Sprint 83 - Prod Deploy



Cognos Deployment Schedule

Cognos Sprint #	Sprint End Date	Stage Deployment	Production Deployment
7	1/29/19	1/31/19	2/7/19
8	2/12/19	2/14/19	2/21/19
9	2/26/19	2/28/19	3/7/19
10	3/12/19	3/14/19	3/21/19



11	3/26/19	3/28/19	4/4/19
12	4/9/19	4/11/19	4/18/19

Cognos Release Notes

- Following each Cognos Stage Deployment:
- Available on the USA Staffing Resource Center on the [Reporting & Analytics](#) page
- Sent to members of the Reporting and Analytics Workgroup via email
- Following each Core USA Staffing Stage Deployment, the full system Release Notes will contain a link to the Cognos Release Notes

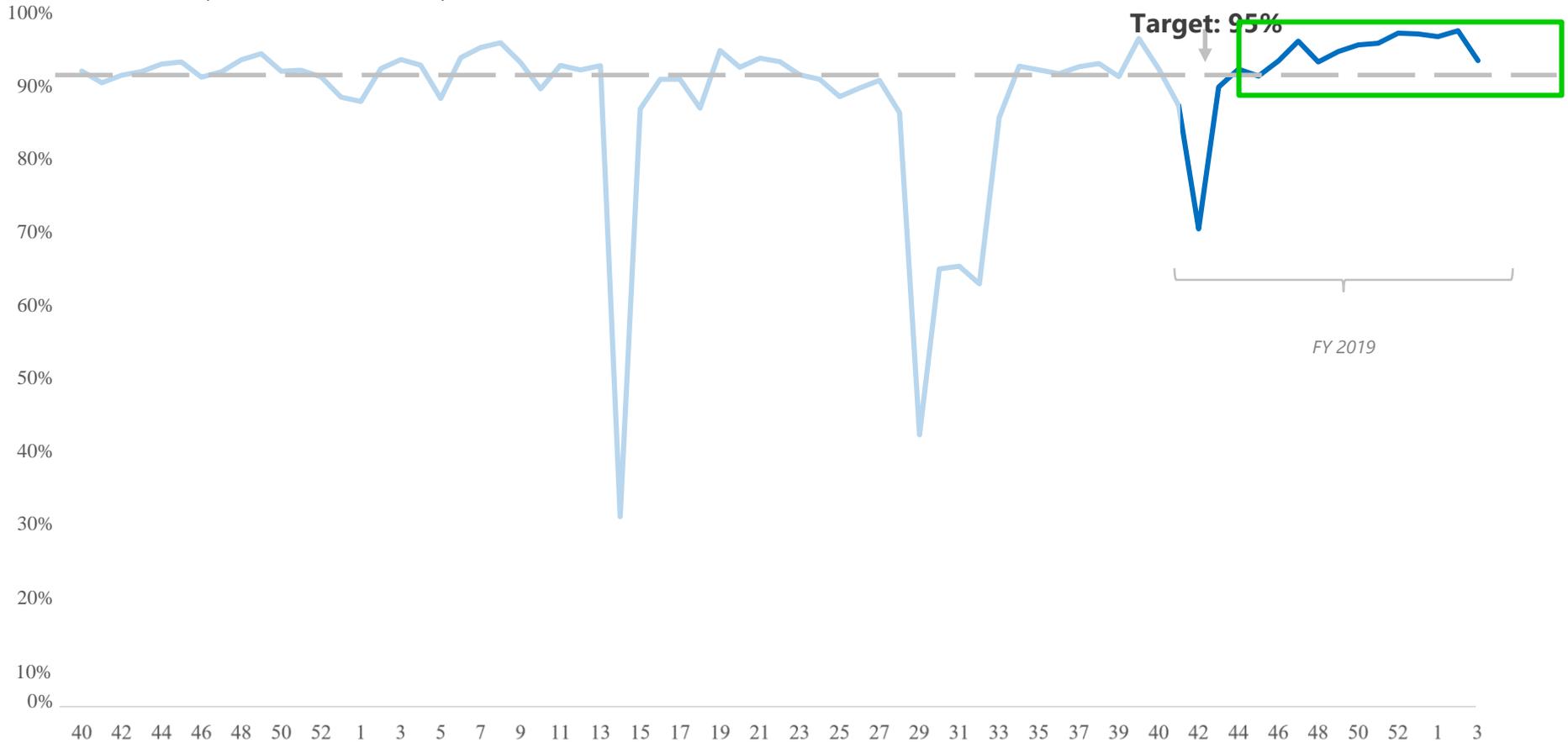
Cognos Performance Updates and Goals



Success Rate Trending Near Target

Report Run Success Rate by Fiscal Week (FY 2018 thru Jan 20th)

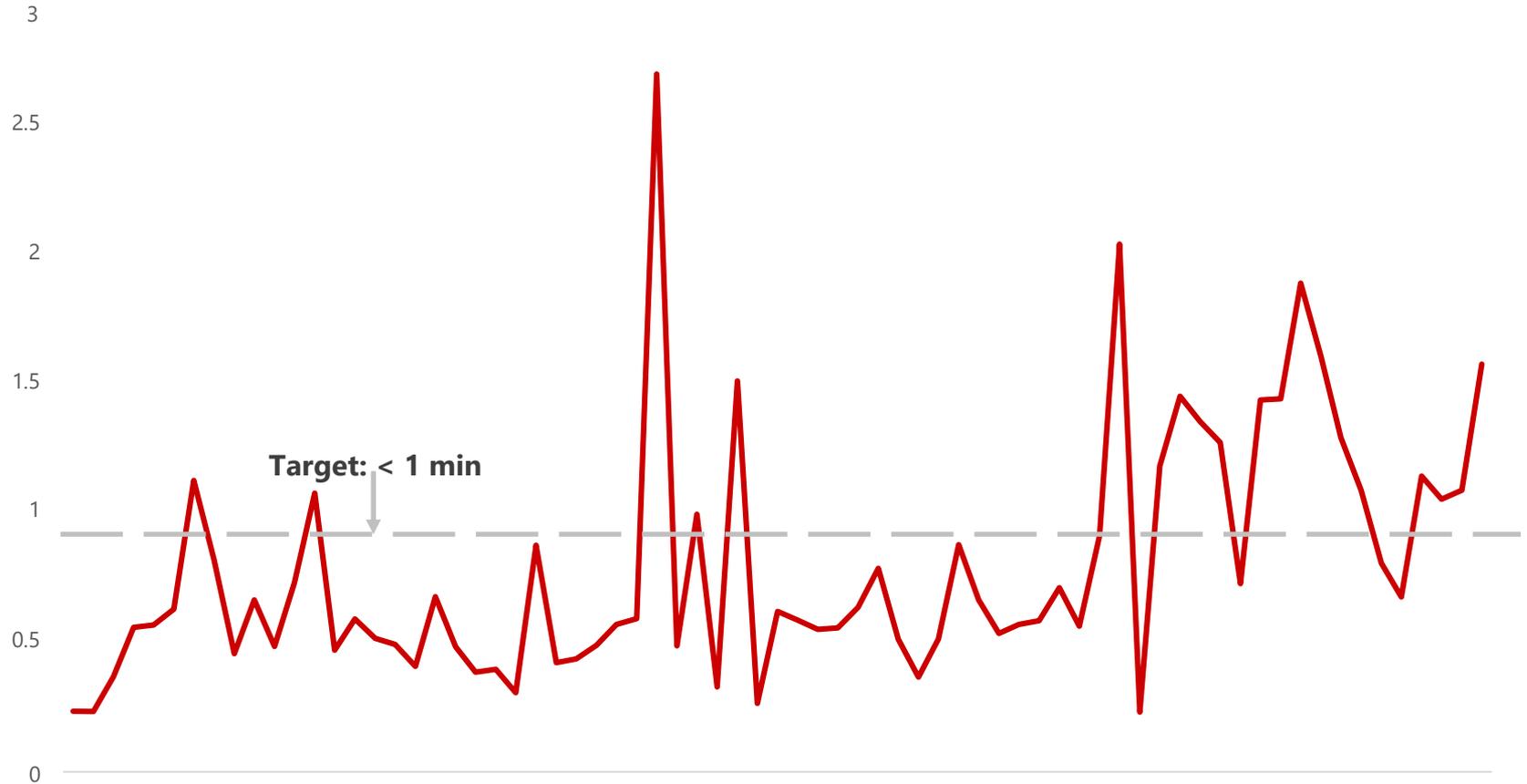
*Includes both reports and batch (scheduled) reports



Runtime Trending Above Target

Average Runtime (Minutes) by Fiscal Week (FY 2018 thru Jan 20th)

**Includes only successfully-run interactive reports by non-DSS users*



40 42 44 46 48 50 52 1

3 5 7

9 11 13 15 17 19 21 23 25 27 29 31 33 35 37 39 40 42 44 46 48 50 52 1

3

Oct 2017

Calendar Weeks

8

Modifications to Reports/Data Models

Discovery Sprint 4 deployed to Production on December 27th;



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Staffing Reports

USA Staffing •

Discovery Sprint 5 deployed to Production on January 10th;
Discovery Sprint 6 deployed to Production on January 24th



New/Modified Reports

Modified: Areas of Waste - deployed December 27th

Displays information to identify potential waste from cancelled vacancies, certificates without selections, recalled reviews, etc. The report was modified to include a number of new fields to identify areas of waste in the hiring process. New fields include the number of opened and released vacancies with 0 applicants, the number of announcements opened but never released, and the number of certificates issued but not sent for a review.

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

New: Assign Categories Based on Augmented Rating Category Setting Usage deployed December 27th

Provides a list of vacancies where the following category setting was selected in the Assessment: Assign Categories based on Augmented Rating (Only use with Demo Projects that do not use Category Rating). This category setting is only allowed for demo projects in

Staffing Reports

some circumstances and misuse can result in error in applicant rating. This report allows users to identify vacancies where this setting may have been used in error.

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

New/Modified Reports

Modified: Claimed Reasonable Accommodation Report - deployed January 10th

Provides a list of applicants who have claimed a reasonable accommodation eligibility so that HR users can track the adjudication process. The report was modified to include a number of new fields, including series, grade, record status code, and notification of results code.

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



Staffing Reports

New: Production Statistics - deployed January 10th

Provides data related to the most common production statistics, and includes tables and charts detailing the number of announcements opened, applications received, certificates issued, selections made, tentative and formal offers sent, and entries on duty. This report is intended to simplify and enhance reporting on these metrics.

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

New/Modified Reports



Staffing Reports

New: Standard USA Hire Usage - deployed December 27th

Provides a list of vacancies that have standard USA Hire assessments available and identifies the assessment(s) used. The report is intended to identify opportunities for the use of USA Hire standard assessments to evaluate applicants.

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

Modified: Vacancy Log with Applicant Totals - deployed December 27th

Displays information about the vacancy and total applicants, total eligible and ineligible applicants, total hire applicants, total suspended applicants, and total pending applicants per vacancy. The report was modified to include the vacancy description so that the report includes information about the pay plan, series, and grade(s) of the vacancy. Sorted was also added to the report prompts and within the report.

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



Staffing Reports

Data Model Changes

Announcement Contact data - **deployed December 27th**

Added new query items to enhance reporting on announcement contacts. The query items are available in the Applications namespace.

- [Applications].[Announcement].[Announcement External Contact Email]
- [Applications].[Announcement].[Announcement External Contact ID]
- [Applications].[Announcement].[Announcement Internal Contact Email]
- [Applications].[Announcement].[Announcement Internal Contact ID]



Staffing Reports

Announcement Application Count data - **deployed January 10th**

Added new query items to enable reporting on the functionality to limit announcement application counts. The query items are available in the Applications and Certificates namespaces.

- [Applications].[Announcement].[Announcement Application Count]
- [Applications].[Announcement].[Announcement Set Application Count]
- [Certificates].[Certificate Announcement].[Certificate Announcement Application Count]
- [Certificates].[Certificate Announcement].[Certificate Announcement Set Application Count]



Staffing Reports

Data Model Changes

Eligibilities Data - **deployed January 24th**

Added new query items to provide concatenated eligibility labels for eligibilities claimed, adjudicated, and accepted for a vacancy. The query items are available in the Applications and Certificates namespaces.

- [Applications].[Application].[Application Eligibilities Adjudicated]
- [Applications].[Application].[Application Eligibilities Claimed]
- [Applications].[Vacancy].[Vacancy Eligibilities Accepted]
- [Certificates].[Certificate Applications].[Certificate Application Eligibilities Adjudicated]
- [Certificates].[Certificate Applications].[Certificate Application Eligibilities Claimed]
- [Certificates].[Certificate Vacancy].[Certificate Vacancy Eligibilities Accepted]



Staffing Reports

Hired Location County data - **deployed January 10th**

Added a new query item to enable reporting on the county of the location for which a selected applicant was hired. The query item is available in the Certificates namespace.

- [Certificates].[Certificate Applications].[Certificate Application Hire Location County]

Data Model Changes

Vacancy Expiration Date - **deployed December 27th**

Added new query items to enable reporting on the expiration date of a vacancy. The query item is available in the Applications, Assessment Packages, Certificates, New Hires, Reviews, and Tasks namespaces.

- [Applications].[Vacancy].[Vacancy Expiration Date]
- [Assessment Packages].[Assessment Vacancy].[Assessment Vacancy Expiration Date]



Staffing Reports

- [Certificates].[Certificate Vacancy].[Certificate Vacancy Expiration Date]
- [New Hires].[New Hire Vacancy].[New Hire Vacancy Expiration Date]
- [Reviews].[Review Vacancy].[Review Vacancy Expiration Date]
- [Tasks].[Task Vacancy].[Task Vacancy Expiration Date]



Staffing Reports



Staffing Reports (End of Day)

New Data Model

Staffing Reports (End of Day) data package - **deployed December 27th**

This new data package was created as the first step in building out a new data warehouse. At maturity, the data warehouse will contain much of the same data available through the Staffing Reports data package, however the data will be structured differently and loaded on a nightly basis rather than real-time. Primary differences in the structure of the data warehouse are in the underlying tables, which will be optimized for metrics and improved performance over the Staffing Reports data package. Additionally, our goal is to have data contained within a single namespace to eliminate the need for joins to include data from different stages in the selection and onboarding process. For ease in locating data necessary for reports, query subjects and items will be organized into folders and sub-folders within the single namespace.



Staffing Reports (End of Day)

The Staffing Reports (End of Day) package will be built out in multiple phases. The first phase will focus on providing foundational data on the various stages of the selection and onboarding process. Later phases will focus on providing more robust data on each of the stages of the selection and onboarding process.

Team Content > USA Staffing Packages and Folders > Staffing Reports (End of Day)

Data Model Changes

Announcement data - deployed January 24th

Added new query items to enable reporting on attributes of announcements.

- [Presentation View].[Announcement].[Announcement Close Date]
- [Presentation View].[Announcement].[Announcement Number]
- [Presentation View].[Announcement].[Announcement Open Date]
- [Presentation View].[Announcement].[Announcement Released Date/Time]



Staffing Reports (End of Day)

- [Presentation View].[Announcement].[Announcement Released?]
- [Presentation View].[Announcement].[Announcement Total Vacancies]
- [Presentation View].[Announcement].[External Contact Name]
- [Presentation View].[Announcement].[Internal Contact Name]
- [Presentation View].[Announcement].[Linked USAJOBS Control Number]
- [Presentation View].[Announcement].[Maximum Salary]
- [Presentation View].[Announcement].[Minimum Salary]
- [Presentation View].[Announcement].[USAJOBS Control Number]

Data Model Changes Staffing Organization and Staffing Office data - **deployed** **December 27th**

Added new query items to enable reporting on attributes of the staffing organization, staffing office, and tenant a vacancy was created in or by.



Staffing Reports (End of Day)

- [Presentation View].[Organization and Office].[Staffing Office Name]
- [Presentation View].[Organization and Office].[Staffing Office Phone Number]
- [Presentation View].[Organization and Office].[Staffing Organization Code]
- [Presentation View].[Organization and Office].[Staffing Organization Name]
- [Presentation View].[Organization and Office].[Staffing Tenant As Of Date]
- [Presentation View].[Organization and Office].[Staffing Tenant Code]

Data Model Changes

Vacancy Data - **deployed December 27th**

Added new query items to enable reporting on attributes of vacancies.

- [Presentation View].[Vacancy].[ACWA Position?]
- [Presentation View].[Vacancy].[Age Formula Used?]



Staffing Reports (End of Day)

- [Presentation View].[Vacancy].[Age Screening Applied?]
- [Presentation View].[Vacancy].[Applicant Response Update Restricted?]
- [Presentation View].[Vacancy].[Apply Online Enabled?]
- [Presentation View].[Vacancy].[Citizenship Screening Applied?]
- [Presentation View].[Vacancy].[Maximum Age]
- [Presentation View].[Vacancy].[Maximum Age Set?]
- [Presentation View].[Vacancy].[Minimum Age]
- [Presentation View].[Vacancy].[Minimum Age Set?]
- [Presentation View].[Vacancy].[Period of Eligibility]
- [Presentation View].[Vacancy].[RNO Data Collected?]
- [Presentation View].[Vacancy].[Under Litigation?]



Staffing Reports (End of Day)

- [Presentation View].[Vacancy].[Vacancy Creation Date]

Data Model Changes (continued) Vacancy Data - **deployed December 27th**

Added new query items to enable reporting on attributes of vacancies.

- [Presentation View].[Vacancy].[Vacancy Number]
- [Presentation View].[Vacancy].[Vacancy Pay Plan-Series-Grade]
- [Presentation View].[Vacancy].[Vacancy Relocation Authorized?]
- [Presentation View].[Vacancy].[Vacancy Security Clearance Required]
- [Presentation View].[Vacancy].[Vacancy Supervisory Position?]
- [Presentation View].[Vacancy].[Vacancy Travel Required]





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Cognos Tips



Running Reports Live vs. In the Background

Users can run reports live or set a report to run in the background and receive a notification when the report has completed.



Live Reports

- Run immediately
- Allow a single output format to be selected for each run
- Allow a single report to be run at a time

Background Reports

- Can be run immediately or scheduled to run at a certain time
- Allow multiple output formats to be selected for each run
- Creates a queue of reports to be run; reports may run simultaneously

Run as

Run in background

Excel

Excel Data

PDF

HTML

CSV

XML

Prompt me

Click the toggle to run a report in the background

Run



Running a Report in the Background



1. Locate Report

Navigate to the desired report through Team Content

-  Closed Announcements Pending Certificates
1/3/2019 8:59 AM
-  Incomplete Applications Report
1/2/2019 10:31 AM
-  Open Announcements
12/21/2018 11:59 AM
-  Open Announcements Not Released
1/2/2019 10:52 AM

2. Click the ... and select Run as

-  Run as
-  Edit report
-  Create report view
-  View versions
-  Properties
-  Copy or move
-  Create shortcut
-  Embed
-  Share
-  Delete

Run as

Run in background

- Excel
- Excel Data
- PDF
- HTML
- CSV
- XML

Prompt me

3. Click Run in background toggle

Run



Running a Report in the Background



4. Select report output(s)

Run as

Run in background

Excel

Excel Data

PDF

HTML

CSV

XML

Prompt me

Advanced

Run

5. Set Advanced Options

Run the report immediately or at a specific time and choose Delivery options

Advanced

Now Later

Languages >

Delivery >

Run

6. Set Delivery method(s) and click "Done"

If the report includes prompts, they will be presented

< Back Delivery

Send report by email

Print report

Save report

Done

< Back Delivery

Send report by email

Attach the report

To: >

Subject:

A new version of Closed Announcements Penc

cc: bcc:



Research Opportunity



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Evaluating the Impact of Applicant Caps on the Diversity of the Applicant Pool

- **Study Goal:**
- Evaluate the impact of applicant caps on the diversity of the applicant pool at the four major steps in the selection process:
- Applied
- Qualified
- Referred
- Selected



- Provide agencies with data to inform decisions surrounding the implementation of applicant caps
- If interested in discussing participation in the study, please contact Joyce Wentz at USAStaffingData@opm.gov

Customer Demo







Department of the Navy's ~~Onboarding Reports~~

Examples:

1. CY2018 onboarding year in review (End of Day and Real Time)
2. Onboarding forms status (End of Day)
3. Onboarding milestones (Real Time)



CY2018 Onboarding Year In Review

What	Data	Query source
New Hire records created	65,313 <ul style="list-style-type: none"> ○ 53% USA Staffing certificate selections ○ 47% Non-certificate selections (e.g., Direct Hires) 17% cancelled 19% completed	New Hire (End of Day) ... New Hire Creation Date <ul style="list-style-type: none"> ○ New Hire Request Type <> Request to Onboard ○ New Hire Request Type = Request to Onboard New Hire Status = Cancelled New Hire Status = Completed



Tasks 935,875 by HRs and New Hires **completed**

Tasks ... Task Purpose = Onboarding and
Task Purpose = Staffing and Task Type
contains
eOPF

Documents 180,617 by HRs **New Hire (End of Day) ... New Hire Onboarding uploaded Documents**

eOPF 164,396 forms and documents
transmissions

New Hire (End of Day) ... New Hire Onboarding
Documents Transmissions and New Hire
Onboarding Forms Transmissions Generally,

reports using End of Day data take few seconds to few minutes to run.

CY2018 Job Offers



Type	# Offered	Median response time	Acceptance
Tentative	50,334	1 calendar day from the offer	85%



➤ Invitation (Tentative, pending priority placement clearance)	399 (Process initiated in June)	1 calendar day from the offer	82%
Official	35,963	Same day as the offer	86%
Declination reasons	Tentative	Invitation	Official
Grade/salary	38%	17%	30%
Location	9%	0%	7%
Another job offer	27%	83%	29%
Another reason	26%	0%	34%

Query sources

☐ Tentative and official offers: New Hire (End of Day) ... New Hire Job Offers ☐ Invitations: New Hire ... New Hire Onboarding Invitations



Onboarding Forms Status

- ❑ **Purpose:** To provide a simple tool for HRs to close out New Hire records in timely manner

- ❑ **How to use the report:** Run prior to and/or after effective date of appointment to determine status of assigned onboarding forms and complete, as appropriate

- ❑ **Key query items: New Hire (End of Day)**
 - ◆ Verified New Hire Arrived For Duty task information





Verified NH Arriv	Verified Owner	Form #	Form HRO Next Action	Form to eOPF	eOPF Task Owner	I9 Upload	I9 to eOPF	OF306 Upload	OF306 to eOPF	SF61 Upload	SF61 to eOPF
11/26/2018	Laren Smith	FMS 2231	Complete			Nov 27, 2018	Confirmed	Nov 27, 2018	Confirmed	Nov 27, 2018	Confirmed
		I 9	Review, Sign, and Accept Form								
		OCHR-EOD 02	Complete								
		OCHR-EOD 03	Complete								
		OF 306	Review and Return for Additional Signature								
		SF 144	Complete	Confirmed	Carlos Barba						
		SF 181	Complete								
		SF 256	Complete								
		SF 61	Pending New Hire Action								
		Tax VA	Complete								
		USAS CEMD-01	Complete								
		USAS EDU-01	Complete								
		W 4	Complete								

- ◆ List of all assigned automated forms and status for a New Hire
- ◆ Custom query items for those forms that are commonly completed outside the system and then uploaded as a document



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Onboarding Milestones

- ❑ **Purpose:** To answer commonly asked questions regarding the duration of key onboarding milestones
- ❑ **Data Source:** Joined from New Hires, Certificates, and Tasks
- ❑ **Key query items**
 - ◆ Completion of HR Tasks to measure the duration of onboarding hurdles such as security clearances, drug tests, etc.
 - ◆ Example: `_days_between ([Physical Confirmed Date],[Physical Init Date])`



Secu Init Date	Secu Clear Date	D (Secu Clear)	Childcare Init Date	Chlldcare Adj Date	D (Childcare)	Drug Test Sched Date	Drug Test Result Retriv Date	D (Drug Test)	License Req Date	License Verified Date	D (License)	Physical Init Date	Physical Confirmed Date	D (Physical)
<Initiate Background Investigation Complete Date>	<Receive Background Investigation/Security Clearance Complete Date>	<D (Secu Clear)>	<Chlldcare Initiate Date>	<Chlldcare Adj Date>	<D (Childcare)>	<Drug Test Sched Date>	<Drug Test Result Retriv Date>	<D (Drug Test)>	<License Req Date>	<License Verified Date>	<D (License)>	<Physical Init Date>	<Physical Confirmed Date>	<D (Physical)>
<Initiate Background Investigation Complete Date>	<Receive Background Investigation/Security Clearance Complete Date>	<D (Secu Clear)>	<Chlldcare Initiate Date>	<Chlldcare Adj Date>	<D (Childcare)>	<Drug Test Sched Date>	<Drug Test Result Retriv Date>	<D (Drug Test)>	<License Req Date>	<License Verified Date>	<D (License)>	<Physical Init Date>	<Physical Confirmed Date>	<D (Physical)>

Open 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 Cente](https://help.usastaffing.gov/ResourceCenter/index.php/USA_Staffing_Upgrade_Resource_Cente)

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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**