



USA Staffing

USA Staffing Reporting & Analytics

Hiring Data Warehouse – Data Relationships Job Aid

December 16, 2020

Created by the OPM Federal Staffing Center

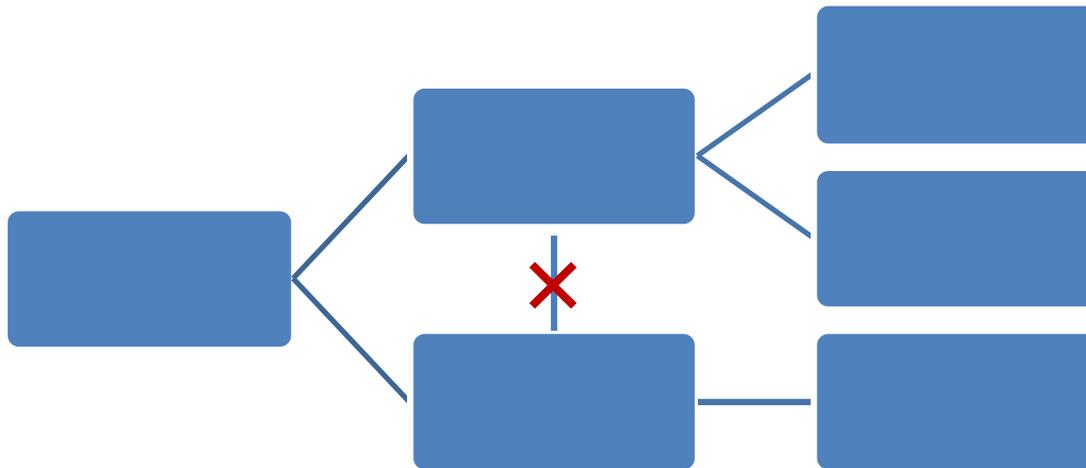
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HDW Goal: Ease of Use for Report Builders

All data contained within the HDW is structured within a single namespace, **however certain query subjects cannot or should not be used together.**

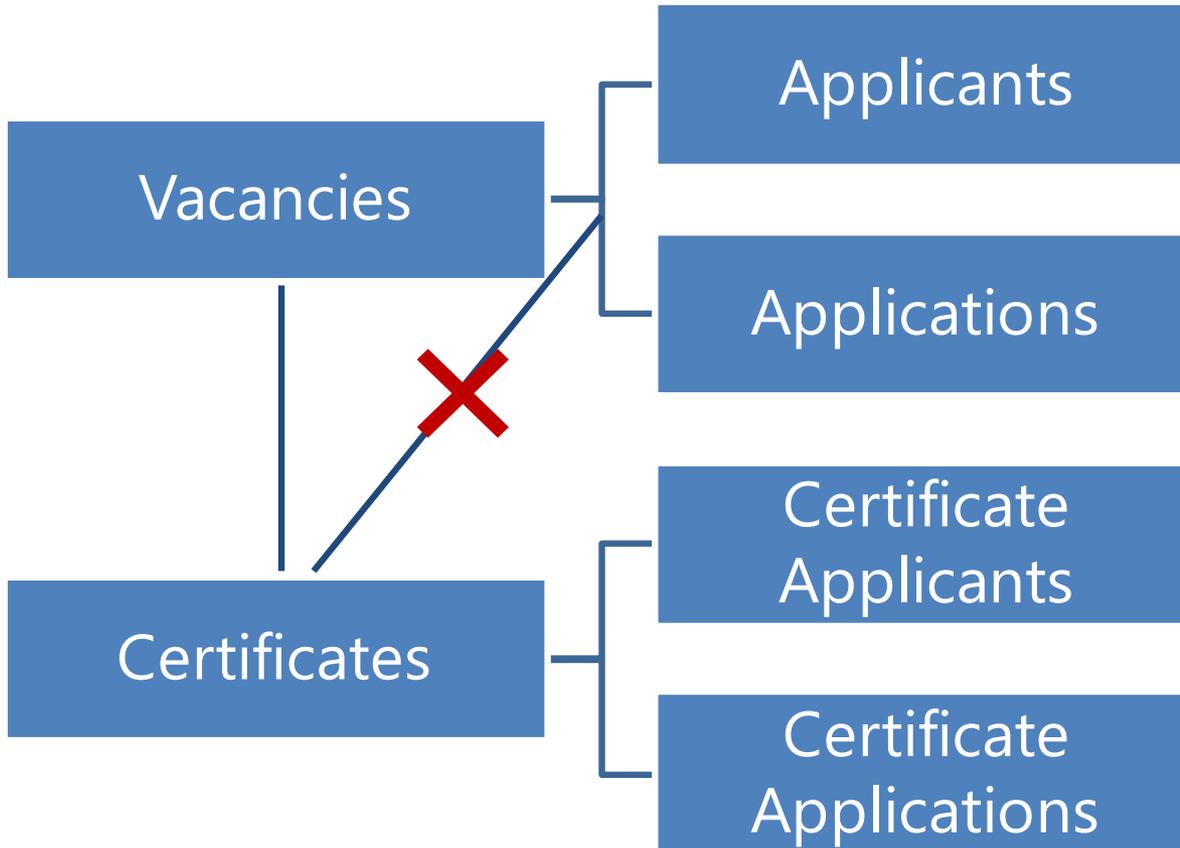
- Due to certain features or flexibilities of the USA Staffing system, it is not always possible to establish relationships between all query subjects.



This job aid will **identify the query subjects that cannot be used in the same report query** and will discuss possible alternatives or solutions should data from these non-compatible query subjects be needed in a single report.



Applicant and Application Query Subjects + Certificate Query Subjects



The Applicant and Application areas provide data about all applicants and applications

The Certificate area is designed to only provide data about referred applicants and applications.

The Certificate area includes query subjects to provide data about referred applicants and applications; use these instead of data from the Applicant and Application areas.



Applicant and Application Query Subjects + Certificate Query Subjects

- If you need to create a report that includes data about all applicants AND referred applicants:
 - Create a query with data from the Applicant and/or Application area
 - Create a query with data from the Certificate area
 - Join the two queries using a common identifier (e.g., Vacancy Number, Applicant ID, Application Number) and identifying the nature of the relationship between the areas (all Certificate Applications have Application data; not all Applications have Certificate data)

Join relationships

[New Link](#)

<p>Application Data</p> <ul style="list-style-type: none"> Vacancy Number Application Number Applicant Name 		<p>Certificate Data</p> <ul style="list-style-type: none"> Vacancy Number Certificate Number Certificate Application Number
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Cardinality: 1..n Operator: = Cardinality: 0..n

Relationship impact: Each "Certificate Data" has one or more "Application Data".
 Each "Application Data" has zero or more "Certificate Data" (outer join).

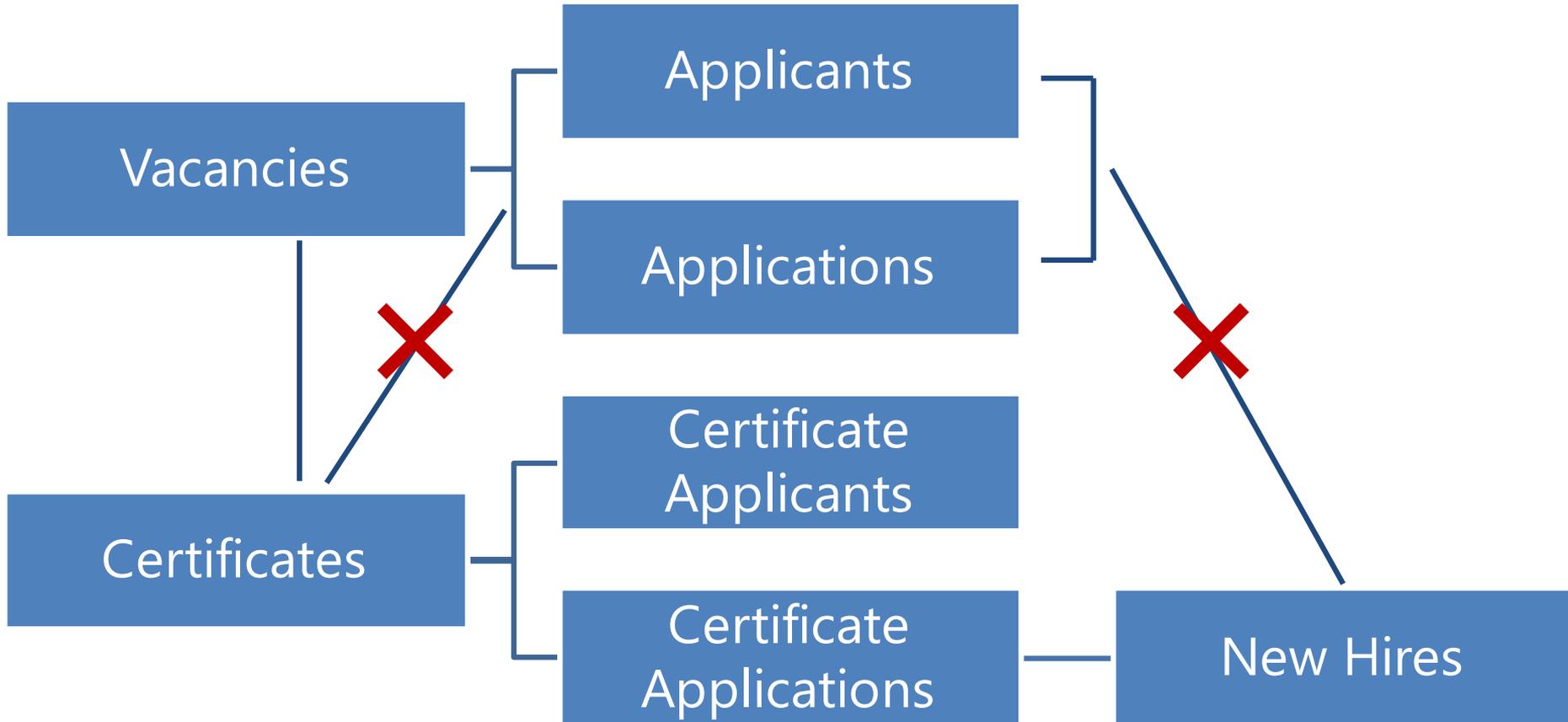
Convert to expression...
OK
Cancel

Vacancy Number	Application Number	Applicant Name	Certificate Number	Certificate Application Number
10000055	A2OXW-PEYU	Evers, Mary		
10000055	A3124-8242	Krause, Jonah		
10000055	A9374-9907	Timmons, Clare		
10000055	A9632-9301	Glatt, David	20151027-NW-001	A9632-9301
10000055	AQLT5-SP76	Holmes, Paul	20151027-NW-001	AQLT5-SP76
10000055	A5280-0949	Pruett, Aria	20151027-NW-001	A5280-0949
10000055	A9632-9301	Glatt, David	20160825-NW-001	A9632-9301
10000055	AQLT5-SP76	Holmes, Paul	20160825-NW-001	AQLT5-SP76
10000055	A5280-0949	Pruett, Aria	20160825-NW-001	A5280-0949

Non-referred applicants/applications will not have an associated Certificate Number or Certificate Application Number.



Applicant and Application Query Subjects + New Hire Query Subjects



The New Hire area is designed to only provide data about selected applications and **can** be used with data from the Certificate area, so if data about referred applicants/applications is needed, use Certificate Applicants and/or Certificate Applications.



Applicant and Application Query Subjects + New Hire Query Subjects

If data about all applicants/applications is needed, follow the same steps as you would to join the Applicant and/or Application area with the Certificate area, including New Hire data in the same query as Certificate data.

Join relationships

Application Data

- Vacancy Number
- Application Number
- Applicant Name

New Link

Certificate and New Hire Data

- Vacancy Number
- Certificate Number
- Certificate Application Number
- New Hire Number
- New Hire Name

Cardinality: 1..n Operator: = Cardinality: 0..n

Relationship impact: Each "Certificate and New Hire Data" has one or more "Application Data". Each "Application Data" has zero or more "Certificate and New Hire Data" (outer join).

Convert to expression... OK Cancel

Vacancy Number	Application Number	Applicant Name	Certificate Number	Certificate Application Number	New Hire Number
10000087	ALARB-E3VS	Aarone, Aubrey D	20141107-NW-001	ALARB-E3VS	
10000087	ANIWX-2W2L	Adamsway, Adam	20141107-NW-001	ANIWX-2W2L	
10000087	A3HV8-9J9S	Birdy, Kevin	20141107-NW-001	A3HV8-9J9S	
10000087	AROYE-EBPA	Dayle, Christopher	20141107-NW-001	AROYE-EBPA	
10000087	AOVAL-VYCP	Eastly, Michael	20141107-NW-001	AOVAL-VYCP	
10000087	AD51X-OSLR	Gator, Gaylin	20141107-NW-001	AD51X-OSLR	
10000087	AKFRX-O1PV	Mason, Duke	20141107-NW-001	AKFRX-O1PV	
10000087	ARIJY-2EHX	Satterly, Jacob	20141107-NW-001	ARIJY-2EHX	
10000087	A9DXE-QGOF	Thornton, Lily	20141107-NW-001	A9DXE-QGOF	
10000087	AICUV-5M4K	Watson, Catilynn	20141107-NW-001	AICUV-5M4K	
10000087	AI4DX-1XG8	Ziglar, Zachary A	20141107-NW-001	AI4DX-1XG8	
10000087	ALARB-E3VS	Aarone, Aubrey D	20150415-NW-001	ALARB-E3VS	HS1KO-LTOL
10000087	A3HV8-9J9S	Birdy, Kevin	20150415-NW-001	A3HV8-9J9S	
10000087	AROYE-EBPA	Dayle, Christopher	20150415-NW-001	AROYE-EBPA	H9D1P-WMSL
10000087	AOVAL-VYCP	Eastly, Michael	20150415-NW-001	AOVAL-VYCP	
10000087	A3HV8-9J9S	Birdy, Kevin	20150423-NW-001	A3HV8-9J9S	HOCL4-CXEF
10000087	AROYE-EBPA	Dayle, Christopher	20150423-NW-001	AROYE-EBPA	

- Non-referred applicants/applications will not have an associated Certificate Number or Certificate Application Number.
- Non-selected applicants/applications will not have a New Hire Number.



Request Query Subjects + New Hire Query Subjects

The query subjects from the Requests and New Hires areas **can be used** together, however **only New Vacancy and Additional Selection request types** will appear, and **only new hires with an assigned request number** will return.



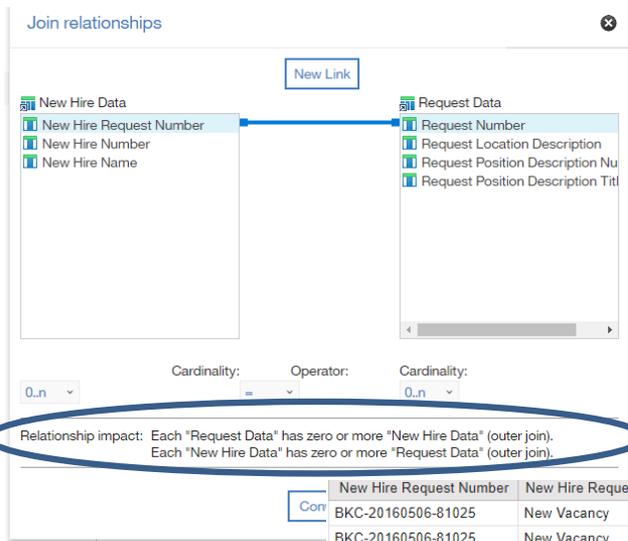
Use the **New Hire Requests query subject** in the New Hires area to include **all request types** as well as **new hires with and without an assigned a request number**.



Request Query Subjects + New Hire Query Subjects

The New Hire Request Information currently only contains the New Hire Request query subject. If additional data is needed about requests (e.g., Request Locations, Request Position Descriptions), a join can be created with the Request area.

- Create a query with data from the New Hire area (including New Hire Request data)
- Create a query with data from the Request area
- Join the two queries using a common identifier (i.e., Request Number) and identifying the nature of the relationship between the areas (not all Requests have New Hire data; not all New Hires have Request data)



- New Hires without an assigned request will not have request data from either area
- Requests not assigned to a new hire will not have New Hire or New Hire Request data

New Hire Request Number	New Hire Request Type	New Hire Number	New Hire Name	Request Number	Request Location Description	Request Position Description Number	Request Position Description Title
BKC-20160506-81025	New Vacancy	HHGR2-PGNQ	Mike Lyons	BKC-20160506-81025	Albany, NY United States	9SOH111	Safety and Occupational Health Manager
BKC-20160506-81025	New Vacancy	HHGR2-PGNQ	Mike Lyons	BKC-20160506-81025	Boston, MA United States	9SOH111	Safety and Occupational Health Manager
BKC-20160506-81025	New Vacancy	HHGR2-PGNQ	Mike Lyons	BKC-20160506-81025	Cleveland, OH United States	9SOH111	Safety and Occupational Health Manager
BKC-20160506-81025	New Vacancy	HHGR2-PGNQ	Mike Lyons	BKC-20160506-81025	South Bend, IN United States	9SOH111	Safety and Occupational Health Manager
BKC-20170217-93362-0001	Additional Selection	H4N5S-T46B	David Keetton	BKC-20170217-93362-0001	Wright-Patterson AFB, OH United States	9PA111	Public Affairs Officer
BLM0OPMEXAMPLE	Onboard New Hire	HTU06-PGLP	BLM One	BLM0OPMEXAMPLE	Alexandria, VA United States	12345 PD	Example BLM Position



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