



**USA Staffing**<sup>®</sup>  
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# **USA Staffing Reporting & Analytics**

**Reporting and Analytics Workgroup Meeting**

May 14, 2019



**OPM HR SOLUTIONS**  
*by government, for government*

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

# Agenda

- **Program Updates**
  - Cognos Performance Metrics
- **Modifications to Reports and Data Models**
  - Reports
  - Staffing Reports
  - New Hire (End of Day)
  - Technical Enhancements
  - Hiring Data Warehouse
- **Cognos Tips**
  - Using Tabs in Reports
- **Open Demo and Q&A**



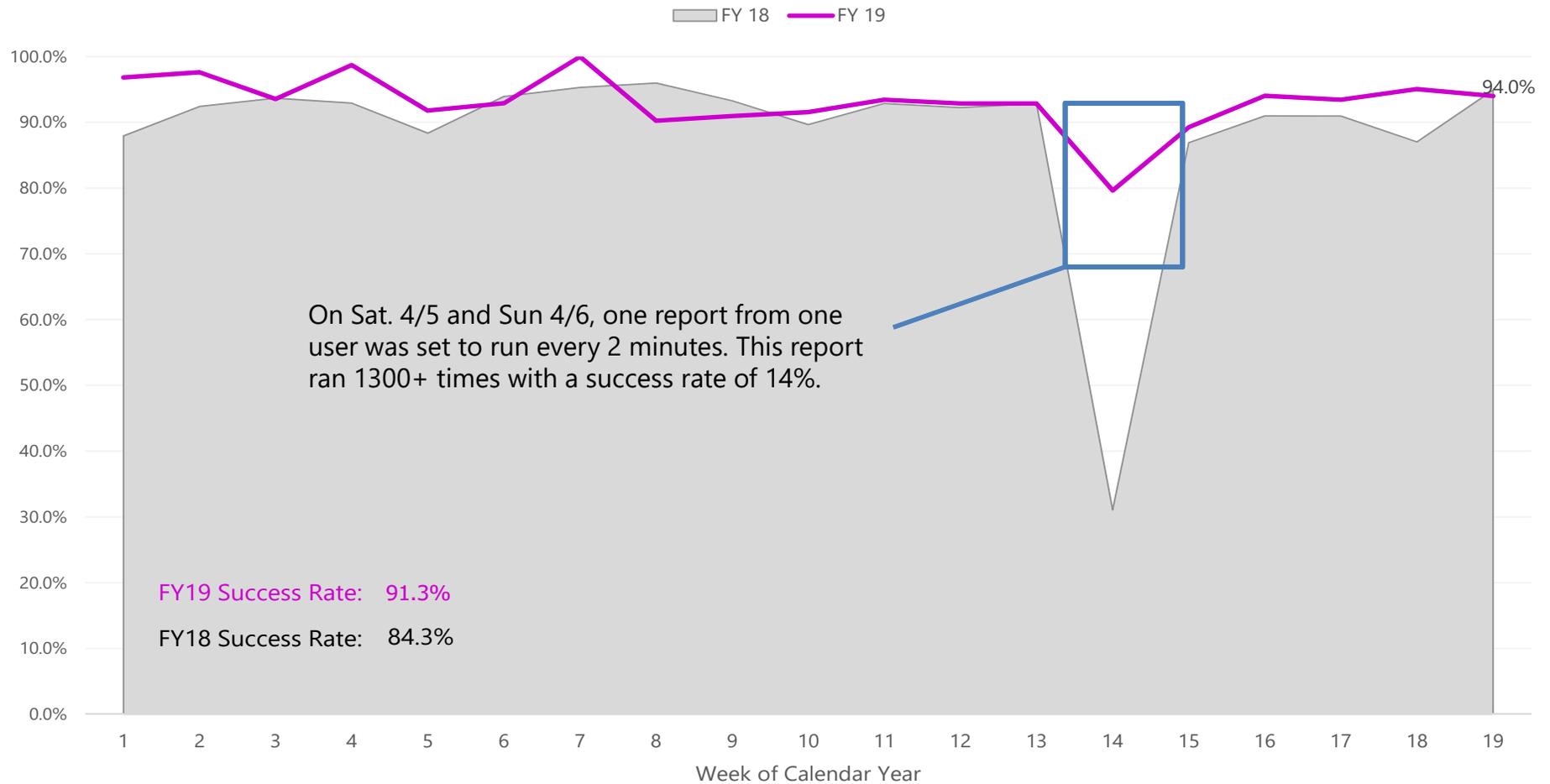
# Cognos Performance Metrics



# Report Run Success Rate

In Progress: Cognos Report Success Rate  $\geq$  95%

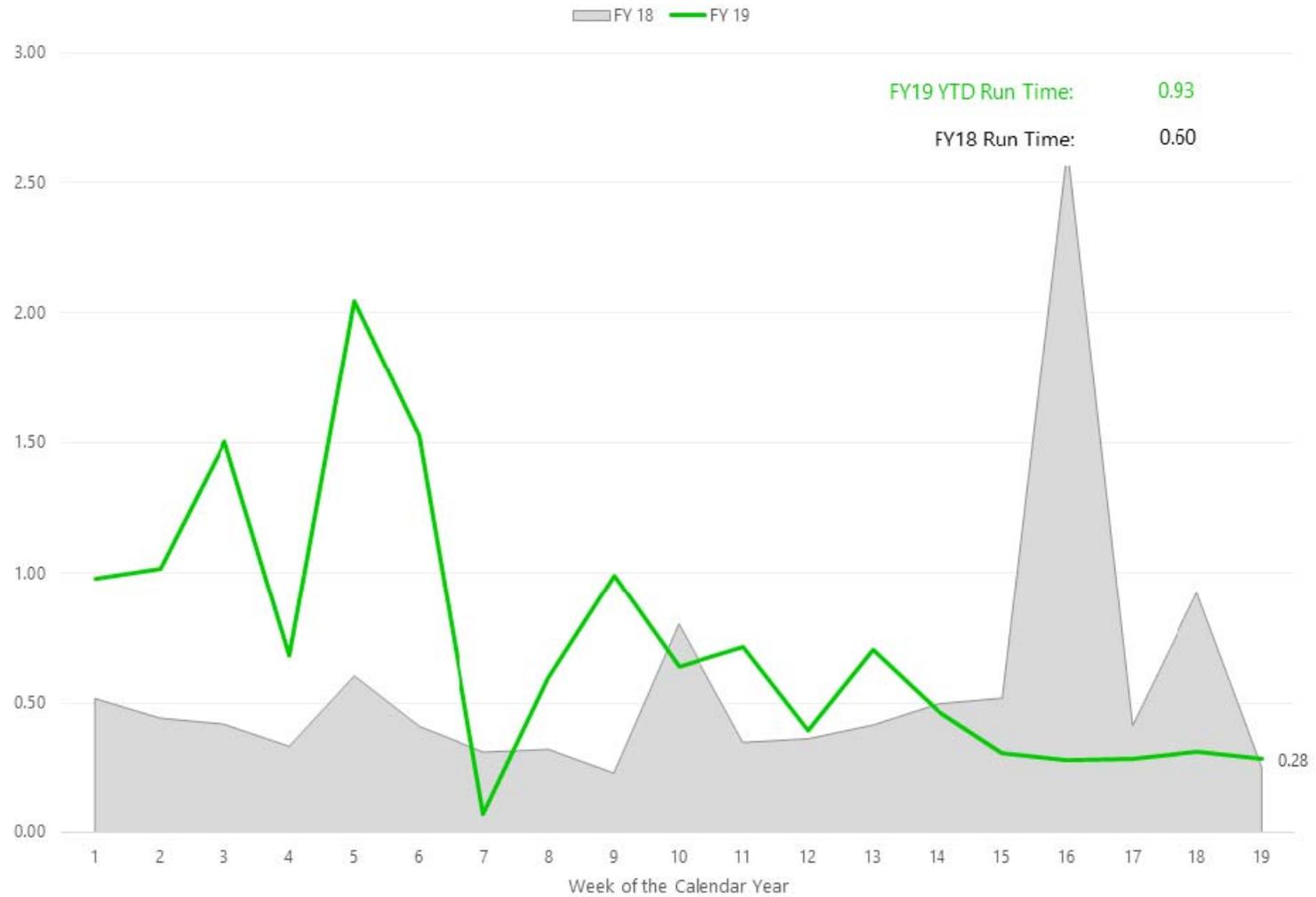
Percent of Successful Reports Run by Week



# Report Runtime

In Progress: Cognos Report Runtime <1 min

Average Report Run Time in Minutes



# Modifications to Reports and Data Models

**Sprint 11 deployed to Production on April 4<sup>th</sup>;**  
**Sprint 12 deployed to Production on April 18<sup>th</sup>;**  
**Sprint 13 deployed to Production on May 2<sup>nd</sup>;**  
**Sprint 14 will deploy to Production on May 16<sup>th</sup>**



# Reports

## New/Modified Reports

### **New/Modified: Assessment Content Report - deployed April 4<sup>th</sup> and May 16<sup>th</sup>**

Provides information about the content of an assessment, including screen-out criteria, competency data, and item information. The report was originally deployed on April 4<sup>th</sup> and updated on May 16<sup>th</sup> to include a prompt for vacancy number and to include vacancy number in the report output.

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

### **Modified: DEU Workload Report - deployed April 4<sup>th</sup>**

Summarizes the number of competitive selections made, veterans certified/selected, and certificates used/unused. The report was modified to include FY2019 in the prompt for fiscal year.

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

### **Modified: Standard USA Hire Usage Report - deployed April 4<sup>th</sup>**

For occupational series that have a standard USA Hire assessment available, this report provides a list of vacancies and identifies the assessment(s) used. The report was modified to include Announcement Close Date in the report output.

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



# Staffing Reports

## Data Model Changes

### Application Ratings - deployed May 2<sup>nd</sup>

The query subject and associated query items were updated to ensure that application ratings are populated even for vacancies that do not have an assessment. The query subject and query items were previously limited to only show ratings for vacancies that include an assessment.

- [Applications].[Application Ratings].[Application Augmented Rating]
- [Applications].[Application Ratings].[Application Display Rating]
- [Applications].[Application Ratings].[Application Final or Display Rating]
- [Applications].[Application Ratings].[Application Final Rating]
- [Applications].[Application Ratings].[Application Grade]
- [Applications].[Application Ratings].[Application Rating Availability Status]
- [Applications].[Application Ratings].[Application Rating Category Label]
- [Applications].[Application Ratings].[Application Rating Creation Date/Time]
- [Applications].[Application Ratings].[Application Rating Is Override]
- [Applications].[Application Ratings].[Application Rating Modified Date/Time]
- [Applications].[Application Ratings].[Application Rating Notification Message]
- [Applications].[Application Ratings].[Application Rating Notification Message Code]
- [Applications].[Application Ratings].[Application Series]
- [Applications].[Application Ratings].[Application Series Title]
- [Applications].[Application Ratings].[Application Specialty]



# Staffing Reports

## Data Model Changes

### New Hire (Limited) - **deployed April 18<sup>th</sup>**

A new folder, query subject, and query items were created within the New Hires namespace to improve reporting performance on key data points related to new hires. The new query items provide the same data as existing query items within the New Hire namespace, however use a different methodology to return data from the USA Staffing database. This new methodology should provide improved reporting performance, particularly for larger customers.

- New Hire Actual Start Date
- New Hire Application Number
- New Hire Creation Date
- New Hire Effective Date of Appointment
- New Hire First Log In Date
- New Hire First Name
- New Hire Grade
- New Hire Last Name
- New Hire Middle Name
- New Hire Number
- New Hire Onboarding Process Owner
- New Hire Pay Plan
- New Hire Position Title
- New Hire Projected Start Date
- New Hire Prolonged Start Date Reason
- New Hire Request Approval Date
- New Hire Request Hiring Validation Date
- New Hire Request Number
- New Hire Request Personnel Action Date
- New Hire Series
- New Hire Staffing Customer
- New Hire Staffing Office Code
- New Hire Staffing Office
- New Hire Staffing Organization Code
- New Hire Staffing Organization
- New Hire Vacancy Number
- New Hire Veterans Preference Status



# Staffing Reports

## Data Model Changes

### New Hire Onboarding Documents - deployed May 2<sup>nd</sup>

The query subject and associated query items were updated to include documents submitted by the new hire during the application stage of the selection process. The query subject and query items were previously limited to only show documents submitted during the onboarding process.

- [New Hires].[New Hire Onboarding Documents].[New Hire Onboarding Document File Name]
- [New Hires].[New Hire Onboarding Documents].[New Hire Onboarding Document Name]
- [New Hires].[New Hire Onboarding Documents].[New Hire Onboarding Document Number]
- [New Hires].[New Hire Onboarding Documents].[New Hire Onboarding Document Source]
- [New Hires].[New Hire Onboarding Documents].[New Hire Onboarding Document Upload Date]



# Staffing Reports

## Data Model Changes

### Request Bargaining Unit Position - deployed April 4<sup>th</sup>

Added new query items to enable reporting on the request-level setting to indicate whether or not a position is covered by a bargaining unit. The query items are available in the Applications, Assessment Packages, Certificates, New Hires, Reviews, and Tasks namespaces.

- [Applications].[Request].[Request Bargaining Unit Position]
- [Assessment Packages].[Assessment Request].[Assessment Request Bargaining Unit Position]
- [Certificates].[Certificate Request].[Certificate Request Bargaining Unit Position]
- [Certificates].[Certificate Selectee Request].[Certificate Selectee Request Bargaining Unit Position]
- [New Hires].[New Hire Request].[New Hire Request Bargaining Unit Position]
- [Reviews].[Review Request].[Review Request Bargaining Unit Position]
- [Tasks].[Task Request].[Task Request Bargaining Unit Position]



# Staffing Reports

## Data Model Changes

### Request Drug Testing Required - **deployed April 4<sup>th</sup>**

Added new query items to enable reporting on the request-level setting to indicate whether or not a position requires drug testing. The query items are available in the Applications, Assessment Packages, Certificates, New Hires, Reviews, and Tasks namespaces.

- [Applications].[Request].[Request Drug Testing Required]
- [Assessment Packages].[Assessment Request].[Assessment Request Drug Testing Required]
- [Certificates].[Certificate Request].[Certificate Request Drug Testing Required]
- [Certificates].[Certificate Selectee Request].[Certificate Selectee Request Drug Testing Required]
- [New Hires].[New Hire Request].[New Hire Request Drug Testing Required]
- [Reviews].[Review Request].[Review Request Drug Testing Required]
- [Tasks].[Task Request].[Task Request Drug Testing Required]



# Staffing Reports

## Data Model Changes

### **Request Financial Disclosure Required - deployed April 4<sup>th</sup>**

Added new query items to enable reporting on the request-level setting to indicate whether or not a position requires a financial disclosure. The query items are available in the Applications, Assessment Packages, Certificates, New Hires, Reviews, and Tasks namespaces.

- [Applications].[Request].[Request Financial Disclosure Required]
- [Assessment Packages].[Assessment Request].[Assessment Request Financial Disclosure Required]
- [Certificates].[Certificate Request].[Certificate Request Financial Disclosure Required]
- [Certificates].[Certificate Selectee Request].[Certificate Selectee Request Financial Disclosure Required]
- [New Hires].[New Hire Request].[New Hire Request Financial Disclosure Required]
- [Reviews].[Review Request].[Review Request Financial Disclosure Required]
- [Tasks].[Task Request].[Task Request Financial Disclosure Required]



# Staffing Reports

## Data Model Changes

### Request Telework Eligible - **deployed April 4<sup>th</sup>**

Added new query items to enable reporting on the request-level setting to indicate whether or not a position is telework eligible. The query items are available in the Applications, Assessment Packages, Certificates, New Hires, Reviews, and Tasks namespaces.

- [Applications].[Request].[Request Telework Eligible]
- [Assessment Packages].[Assessment Request].[Assessment Request Telework Eligible]
- [Certificates].[Certificate Request].[Certificate Request Telework Eligible]
- [Certificates].[Certificate Selectee Request].[Certificate Selectee Request Telework Eligible]
- [New Hires].[New Hire Request].[New Hire Request Telework Eligible]
- [Reviews].[Review Request].[Review Request Telework Eligible]
- [Tasks].[Task Request].[Task Request Telework Eligible]



# New Hire (End of Day)

## Data Model Changes

### New Hire Onboarding Documents - deployed May 2<sup>nd</sup>

The query subject and associated query items were updated to include documents submitted by the new hire during the application stage of the selection process. The query subject and query items were previously limited to only show documents submitted during the onboarding process.

- [New Hires].[New Hire Onboarding Documents].[New Hire Onboarding Document File Name]
- [New Hires].[New Hire Onboarding Documents].[New Hire Onboarding Document Name]
- [New Hires].[New Hire Onboarding Documents].[New Hire Onboarding Document Number]
- [New Hires].[New Hire Onboarding Documents].[New Hire Onboarding Document Source]
- [New Hires].[New Hire Onboarding Documents].[New Hire Onboarding Document Upload Date]



# Technical Enhancements

## Testing Procedures

The Reporting and Analytics team conducted a full review of testing activities completed by the technical team as part of the development process. This review provided the opportunity to identify efficiencies, ensure testing activities are standardized across technical team members, and document procedures.



# Hiring Data Warehouse

## Foundational Work

The Reporting and Analytics team has been working on creating the foundation for the new Hiring Data Warehouse. While the work is not yet visible to customers, it is critical this work be completed first to ensure quality and accuracy of the data. Below are examples of the key activities completed and in progress.

- Developed and tested a prototype for a more efficient method of applying organization and office security in Cognos.
- Designed and built tables within the data warehouse, including tables for the areas listed below. Next steps involve testing the tables and developing the Cognos model to make the data available for reporting.
  - Tenants
  - Agencies
  - Organization
  - Office
  - Customers
  - Countries
  - States
  - Counties
  - Addresses
  - Locations
  - Vacancies
  - Series
  - Grade



# Cognos Tips



# Using Tabs in Reports

Tabs are separate pages within a report, however when pages are formatted as tabs, users can **more easily navigate between pages** of the report output.

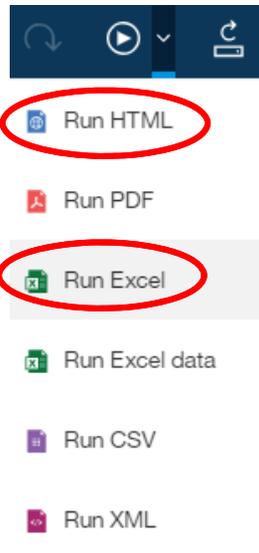
Can be used to separate report objects (e.g., lists, charts)



The screenshot shows a report interface with a navigation bar at the top containing five tabs: "By Organization and Office", "By Month and Week", "Job Offers by Organization and Office", "Job Offers by Month and Week", and "Applications by Month Chart". A red oval highlights these tabs. Below the navigation bar is a table with the following data:

Organization Name	Office Name	Application Count	Announcements Opened Count	Certificates Issued Count	Selections Made Count	Entry on Duty Count
Office of Personnel Management	OPM HR Boyers	26	7	3	1	1
	OPM HR Macon	4	1	1	1	
	OPM HR TRB	33	1	6		
<b>Office of Personnel Management - Total</b>		<b>63</b>	<b>9</b>	<b>10</b>	<b>2</b>	<b>1</b>
<b>Overall - Total</b>		<b>63</b>	<b>9</b>	<b>10</b>	<b>2</b>	<b>1</b>

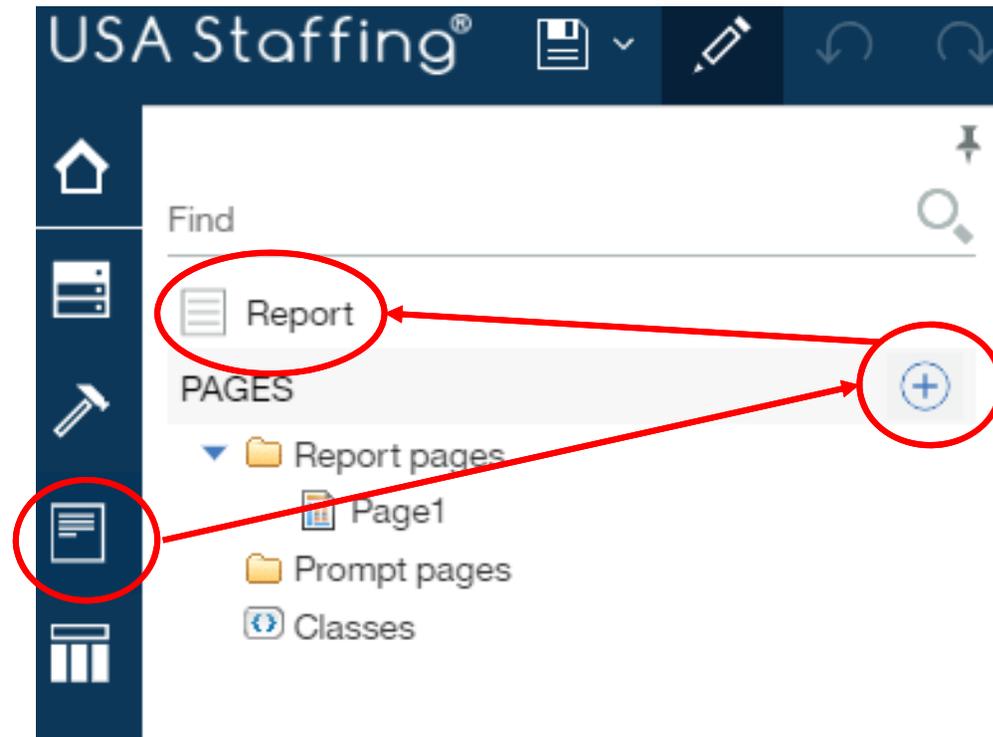
Work best in HTML and Excel outputs



When exported to Excel, each tab will be shown as a separate worksheet



# Using Tabs in Reports



# Using Tabs in Reports

New report \* ▾

Report overview

Report description:  
None

Validation Validate Now

Data Staffing Reports

Report

RUNNING & VALIDATING	
Run options	
Validate options	
Burst options	
Upgrade information	
Run with full interactivity	Yes

STYLE	
Theme	

REPORT	
Language	English (Un...
Name	
Report styles	11.4 styles
Page break for interactive HTML	
View pages as tabs	▾
Paginate saved HTML output	No
Use 1.x CSV export	
Group repeating cells - export to Excel	
PDF page setup	
Conditional layouts	

DATA	
Data formats	
Package-based drill-through source	Yes
Dynamic filtering	Yes

**View pages as tabs**  
In HTML output, specifies whether to show each report page in its own tab, and the location where the tabs appear in browsers.



# Open Demo and 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](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/USASUpgrResCtr/index.php/USA\\_Staffing\\_Upgrade\\_Resource\\_Center](https://help.usastaffing.gov/USASUpgrResCtr/index.php/USA_Staffing_Upgrade_Resource_Center)

## 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**

