



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

USA Staffing Reporting & Analytics

Reporting and Analytics Workgroup Meeting

March 28, 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
- **Naming the New Data Warehouse**
 - Submit your vote!
- **Modifications to Reports and Data Models**
 - Reports
 - New Hire (End of Day)
 - Staffing Reports
 - Technical Enhancements
- **Cognos Tips**
 - Using a table to structure a prompt page
- **Open Demo and Q&A**



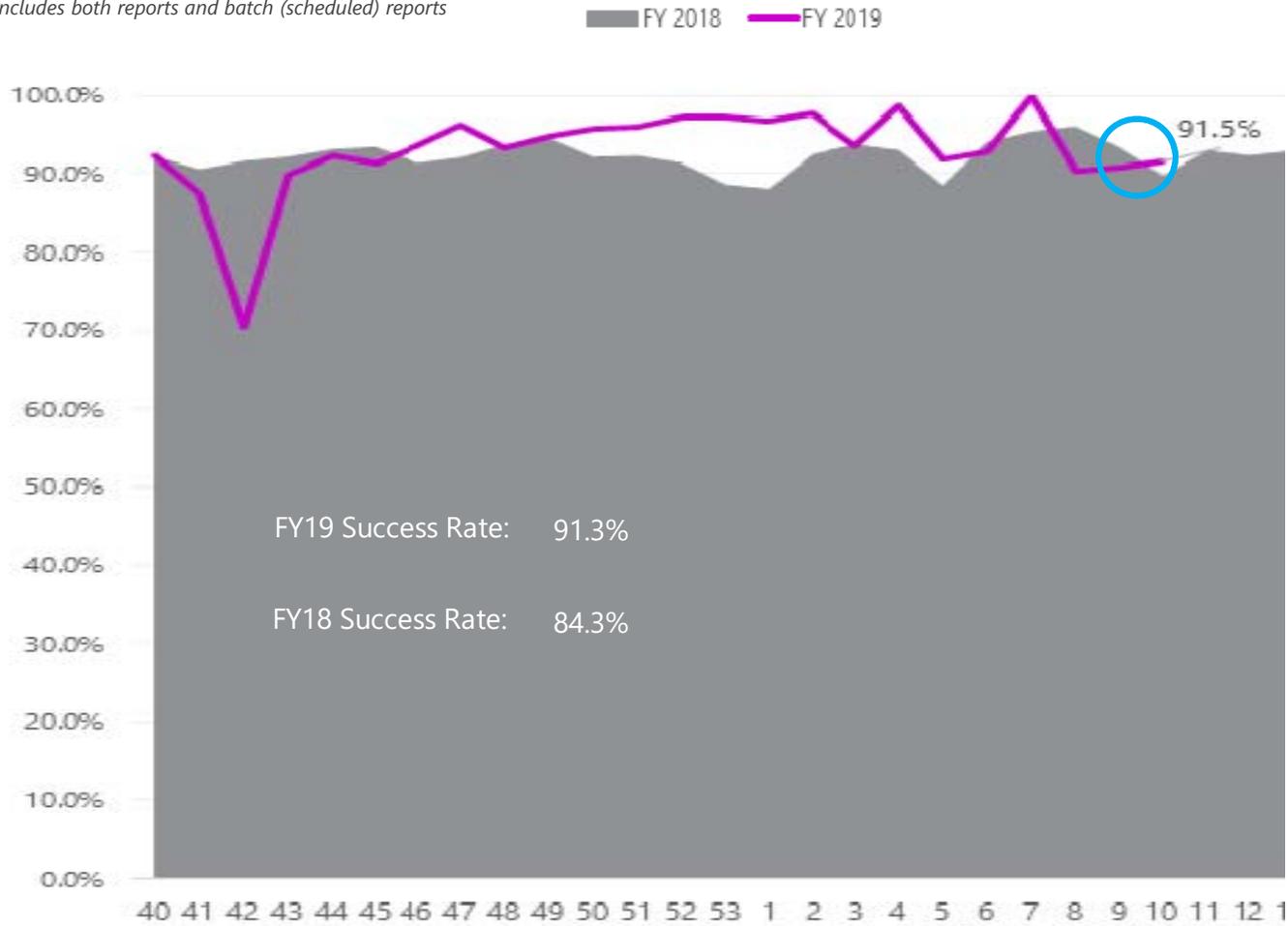
Cognos Performance Metrics



Report Run Success Rate

Report Run Success Rate by Week

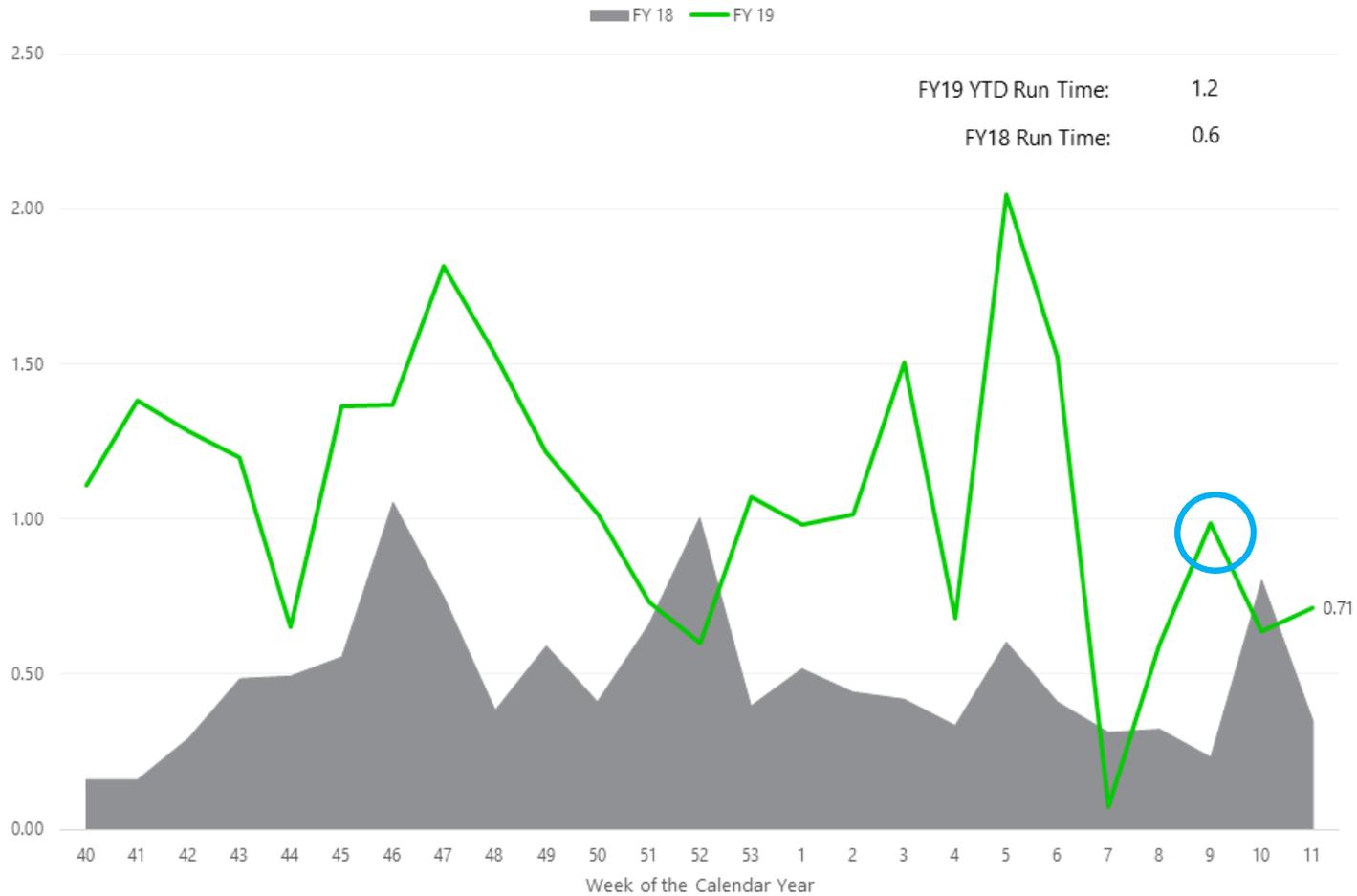
*Includes both reports and batch (scheduled) reports



Report Runtime

Average Runtime (Minutes) by Week

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



Naming the New Data Warehouse



Data Warehouse Name

Current Name and Structure

- ▼  Staffing Reports (End of Day)
 - ▼  Presentation View
 - ▼  Announcements
 - ▼  Announcement Information
 - ▶  Announcement
 - ▼  Vacancies
 - ▼  Vacancy Information
 - ▶  Organization and Office
 - ▶  Vacancy

We would like to re-name Staffing Reports (End of Day) to something more appropriate given our goals to:

- Provide updated data as frequently as possible
- Provide data as or more robust as Staffing Reports
- Incorporate metrics into the data warehouse

Using the WebEx poll, vote for the name you would prefer for the new data warehouse:

- Federal Hiring Process
- Hiring Data Warehouse
- Staffing Process
- Staffing Reports (TDW)
- Talent Acquisition Reports
- Reporty McReportface



Modifications to Reports and Data Models

Sprint 7 deployed to Production on February 7th;
Sprint 8 deployed to Production on February 21st;
Sprint 9 deployed to Production on March 7th;
Sprint 10 deployed to Production on March 21st



Reports

New/Modified Reports

New: Applicant List by Vacancy with Override Data - deployed March 7th

An enhanced version of the Applicant List by Vacancy report, this report provides a list of all applicants for a vacancy, including data on rating or eligibility overrides

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

Modified: Overdue Certificate Log - deployed February 21st

Provides details about overdue certificates with total days overdue. The report was modified to:

- Show only certificates where an associated review is both past its due date and not in a returned status
- Remove the Review Returned Date (values will be null given only certificates not in a returned status will appear in the report)
- Add sorting based on the number of days a certificate is overdue
- Update the prompt page to enhance readability

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



Reports

New/Modified Reports

Modified: User Accounts Customer Totals - deployed February 21st

Displays counts of Hiring Manager and Onboarding accounts by organization and customer. The report was modified to ensure support users are not included in counts of paid accounts and add logic to exclude retired users.

Team Content > USA Staffing Packages and Folders > Staffing Analytics > User Licenses

Modified: User License Dashboard - deployed February 21st

Displays a summary of paid and unpaid accounts by organization. The report was modified to ensure support users are not included in counts of paid accounts and add logic to exclude retired users.

Team Content > USA Staffing Packages and Folders > Staffing Analytics > User Licenses



Reports

New/Modified Reports

Modified: User License Office Totals - deployed February 21st

Provides a summary of paid and unpaid licenses by offices within an organization. The report was modified to ensure support users are not included in counts of paid accounts and add logic to exclude retired users.

Team Content > USA Staffing Packages and Folders > Staffing Analytics > User Licenses

Modified: User License Organization Totals - deployed February 21st

Displays counts of paid and unpaid user licenses allowed next to a count of accounts in use. The report was modified to ensure support users are not included in counts of paid accounts and add logic to exclude retired users.

Team Content > USA Staffing Packages and Folders > Staffing Analytics > User Licenses



Reports

New/Modified Reports

Modified: User License User Accounts - deployed February 21st

Displays details about the user accounts within an office. The report was modified to ensure support users are not included in counts of paid accounts and add logic to exclude retired users.

Team Content > USA Staffing Packages and Folders > Staffing Analytics > User Licenses

Modified: User License User Accounts by Customer - deployed February 21st

Displays details about the Onboarding and Hiring Manager user accounts within a customer. The report was modified to ensure support users are not included in counts of paid accounts and add logic to exclude retired users.

Team Content > USA Staffing Packages and Folders > Staffing Analytics > User Licenses



Staffing Reports

Data Model Changes

Customer Agency Reference Code - **deployed February 7th**

Added new query items to enable reporting on the customer agency reference code. The query items are available in the Applications, Assessment Packages, Certificates, New Hires, Reviews, and Tasks namespaces.

- [Applications].[Request].[Request Customer Agency Reference Code]
- [Applications].[Vacancy Customers].[Vacancy Customer Agency Reference Code]
- [Assessment Packages].[Assessment Request].[Assessment Request Customer Agency Reference Code]
- [Assessment Packages].[Assessment Vacancy Customers].[Assessment Vacancy Customer Agency Reference Code]
- [Certificates].[Certificate Request].[Certificate Request Customer Agency Reference Code]
- [Certificates].[Certificate Selectee Request].[Certificate Selectee Request Customer Agency Reference Code]
- [Certificates].[Certificate Vacancy Customers].[Certificate Vacancy Customer Agency Reference Code]
- [New Hires].[New Hire Request].[New Hire Request Customer Agency Reference Code]
- [Reviews].[Review Request].[Review Request Customer Agency Reference Code]
- [Reviews].[Review Vacancy Customers].[Review Vacancy Customer Agency Reference Code]
- [Tasks].[Task Request].[Task Request Customer Agency Reference Code]
- [Tasks].[Task Vacancy Customers].[Task Vacancy Customer Agency Reference Code]



Staffing Reports

Data Model Changes

Customer External Name - **deployed February 7th**

Added new query items to enable reporting on customer external name. The query items are available in the Applications, Assessment Packages, Certificates, Reviews, and Tasks namespaces.

- [Applications].[Request].[Request Customer External Name]
- [Assessment Packages].[Assessment Request].[Assessment Request External Customer Name]
- [Certificates].[Certificate Request].[Certificate Request Customer External Name]
- [Certificates].[Certificate Selectee Request].[Certificate Selectee Request Customer External Name]
- [Reviews].[Review Request].[Review Request Customer External Name]
- [Tasks].[Task Request].[Task Request Customer External Name]

New Hire Supervisor/Manager - **deployed February 7th**

Added a new query item to enable reporting on the supervisor/manager of a new hire.

- [New Hires].[New Hire].[New Hire Supervisor/Manager]



Staffing Reports

Data Model Changes

New Hire Onboarding Benefits Contacts - deployed February 7th

Added a new query subject and new query items to enable reporting on the onboarding benefits contact(s) for a new hire.

- [New Hires].[New Hire Onboarding Benefits Contacts].[New Hire Onboarding Benefits Contact]
- [New Hires].[New Hire Onboarding Benefits Contacts].[New Hire Onboarding Benefits Contact Email]
- [New Hires].[New Hire Onboarding Benefits Contacts].[New Hire Onboarding Benefits Contact Phone Number]

New Hire Onboarding HR Contacts - deployed February 7th

Added a new query subject and new query items to enable reporting on the onboarding HR contact(s) for a new hire.

- [New Hires].[New Hire Onboarding HR Contacts].[New Hire Onboarding HR Contact]
- [New Hires].[New Hire Onboarding HR Contacts].[New Hire Onboarding HR Contact Email]
- [New Hires].[New Hire Onboarding HR Contacts].[New Hire Onboarding HR Contact Phone Number]



Staffing Reports

Data Model Changes

New Hire Onboarding Payroll Contacts - deployed February 7th

Added a new query subject and new query items to enable reporting on the onboarding payroll contact(s) for a new hire.

- [New Hires].[New Hire Onboarding Payroll Contacts].[New Hire Onboarding Payroll Contact]
- [New Hires].[New Hire Onboarding Payroll Contacts].[New Hire Onboarding Payroll Contact Email]
- [New Hires].[New Hire Onboarding Payroll Contacts].[New Hire Onboarding Payroll Contact Phone Number]

Task Owner Employee ID Number - deployed February 7th

Added a new query item to enable reporting on the employee identification number of the individual responsible for completion of a task.

- [Tasks].[Task].[Task Owner Employee ID Number]



Staffing Reports

Data Model Changes

Vacancy Bargaining Unit Position - deployed March 7th

Added new query items to enable reporting on the vacancy-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].[Vacancy].[Vacancy Bargaining Unit Position]
- [Assessment Packages].[Assessment Vacancy].[Assessment Vacancy Bargaining Unit Position]
- [Certificates].[Certificate Vacancy].[Certificate Vacancy Bargaining Unit Position]
- [New Hires].[New Hire Vacancy].[New Hire Vacancy Bargaining Unit Position]
- [Reviews].[Review Vacancy].[Review Vacancy Bargaining Unit Position]
- [Tasks].[Task Vacancy].[Task Vacancy Bargaining Unit Position]



Staffing Reports

Data Model Changes

Vacancy Drug Testing Required - **deployed March 7th**

Added new query items to enable reporting on the vacancy-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].[Vacancy].[Vacancy Drug Testing Required]
- [Assessment Packages].[Assessment Vacancy].[Assessment Vacancy Drug Testing Required]
- [Certificates].[Certificate Vacancy].[Certificate Vacancy Drug Testing Required]
- [New Hires].[New Hire Vacancy].[New Hire Vacancy Drug Testing Required]
- [Reviews].[Review Vacancy].[Review Vacancy Drug Testing Required]
- [Tasks].[Task Vacancy].[Task Vacancy Drug Testing Required]



Staffing Reports

Data Model Changes

Vacancy Financial Disclosure Required - **deployed March 7th**

Added new query items to enable reporting on the vacancy-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].[Vacancy].[Vacancy Financial Disclosure Required]
- [Assessment Packages].[Assessment Vacancy].[Assessment Vacancy Financial Disclosure Required]
- [Certificates].[Certificate Vacancy].[Certificate Vacancy Financial Disclosure Required]
- [New Hires].[New Hire Vacancy].[New Hire Vacancy Financial Disclosure Required]
- [Reviews].[Review Vacancy].[Review Vacancy Financial Disclosure Required]
- [Tasks].[Task Vacancy].[Task Vacancy Financial Disclosure Required]



Staffing Reports

Data Model Changes

Vacancy Telework Eligible - deployed March 7th

Added new query items to enable reporting on the vacancy-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].[Vacancy].[Vacancy Telework Eligible]
- [Assessment Packages].[Assessment Vacancy].[Assessment Vacancy Telework Eligible]
- [Certificates].[Certificate Vacancy].[Certificate Vacancy Telework Eligible]
- [New Hires].[New Hire Vacancy].[New Hire Vacancy Telework Eligible]
- [Reviews].[Review Vacancy].[Review Vacancy Telework Eligible]
- [Tasks].[Task Vacancy].[Task Vacancy Telework Eligible]



New Hire (End of Day)

Data Model Changes

New Hire Interconnection Transmissions - **deployed February 21st**

Added a new query subject and query items to enable reporting on the status and date/time of transmissions via the new hire interconnection.

- [New Hires].[New Hire Interconnection Transmissions].[New Hire Interconnection Transmission Status]
- [New Hires].[New Hire Interconnection Transmissions].[New Hire Interconnection Transmission Status Date/Time]



New Hire (End of Day)

Data Model Changes

New Hire Onboarding Benefits Contacts - **deployed March 21st**

Added a new query subject and new query items to enable reporting on the onboarding benefits contact(s) for a new hire.

- [New Hires].[New Hire Onboarding Benefits Contacts].[New Hire Onboarding Benefits Contact]
- [New Hires].[New Hire Onboarding Benefits Contacts].[New Hire Onboarding Benefits Contact Email]
- [New Hires].[New Hire Onboarding Benefits Contacts].[New Hire Onboarding Benefits Contact Phone Number]

New Hire Onboarding HR Contacts - **deployed March 21st**

Added a new query subject and new query items to enable reporting on the onboarding HR contact(s) for a new hire.

- [New Hires].[New Hire Onboarding HR Contacts].[New Hire Onboarding HR Contact]
- [New Hires].[New Hire Onboarding HR Contacts].[New Hire Onboarding HR Contact Email]
- [New Hires].[New Hire Onboarding HR Contacts].[New Hire Onboarding HR Contact Phone Number]



Staffing Reports

Data Model Changes

New Hire Onboarding Payroll Contacts - **deployed March 21st**

Added a new query subject and new query items to enable reporting on the onboarding payroll contact(s) for a new hire.

- [New Hires].[New Hire Onboarding Payroll Contacts].[New Hire Onboarding Payroll Contact]
- [New Hires].[New Hire Onboarding Payroll Contacts].[New Hire Onboarding Payroll Contact Email]
- [New Hires].[New Hire Onboarding Payroll Contacts].[New Hire Onboarding Payroll Contact Phone Number]



Technical Enhancements

Staffing Reports Data Model

Cognos Reporting Performance Enhancements – deployed February 21st

80+ views underlying existing query subjects and items throughout the Staffing Reports data package were optimized, which should result in improved performance of the query subjects and items.

Sample of Impacted Query Subjects*

[Certificates].[Certificate]	[Applications].[Vacancy]
[Certificates].[Certificate Applications]	[Applications].[Vacancy Customers]
[Applications].[Application Notifications]	[Applications].[Application Eligibilities]
[Applications].[Application Assessment Items]	[Applications].[Application Assessment Responses]
[Applications].[Application]	[New Hires].[New Hire]
[Applications].[Request]	[Applications].[Application Ratings]

*There are multiple instances where the same view is used across multiple namespaces. Optimizations to the view impact all associated namespaces.



Technical Enhancements

Staffing Reports Data Model

Move and Optimize Nightly Jobs to Load Data Warehouse

The nightly jobs to load data are being moved to a different server to reduce contention with customer reports. Jobs are also being reviewed to identify opportunities for efficiencies.

- **New Hire (End of Day) Job – deployed February 21st**
- **Staffing Analytics Job – deployed March 7th**
- **Applicant Flow Data Analytics Job – deployed March 21st**



Cognos Tips



Using a Table to Structure a Prompt Page

The screenshot displays the USA Staffing software interface. At the top, there is a header with the text "USA Staffing®" and several icons. Below the header, a table is visible with the following content:

Vacancy Staffing Office Name	Announcement Open Days
<Vacancy Staffing Office Name>	<Announcement Open Days>
<Vacancy Staffing Office Name>	<Announcement Open Days>

Below the table, a navigation menu is shown. The menu includes a "Find" search bar, a "Report" option, and a "PAGES" section. Under "PAGES", there are three items: "Report pages", "Page1", and "Prompt pages". The "Prompt pages" folder is highlighted with a red box. A red arrow points from the "Prompt pages" folder to a sub-menu that contains a "+" icon and a "Prompt page1" item. Another red arrow points from the "+" icon to the "Prompt page1" item. A third red arrow points from the hammer icon in the left sidebar to the "Prompt pages" folder.



Using a Table to Structure a Prompt Page

The image illustrates the process of inserting a table into a prompt page. It is divided into two main sections:

Top Section: Inserting a Table

- A toolbar contains several icons: Crosstab Visualization, List, Text item, Table (highlighted with a red box), and Block.
- An "Insert table" dialog box is open, showing:
 - Table size:
 - Number of columns: 2
 - Number of rows: 2
 - Table style:
 - Maximize width
 - Show borders
 - Buttons: OK and Cancel.

Bottom Section: Double-clicking the Table Icon

- The "Table" icon in the toolbar is double-clicked, as indicated by the text "Double-click" and a red arrow.
- This action opens a text input field with the following text:
 - Please select one or more Office Names (Required):
 - Please select an Announcement Open Date Range (Required):



Using a Table to Structure a Prompt Page

The screenshot displays the USA Staffing software interface. On the left is a sidebar menu with categories: PINNED, TEXTUAL, LAYOUT, DATA CONTAINER, and PROMPTING. Under PROMPTING, 'Value prompt' is selected. The main area shows a 'Prompt Wizard - Value prompt' dialog box. The wizard has three steps: 'Choose Parameter', 'Select one or more Office Names (Required)', and 'Select an Announcement Open Date Range (Required)'. The 'Choose Parameter' step is active, showing options: 'Create a new parameter' (selected), 'Use existing parameter', and 'Use global parameter'. The 'Create a new parameter' option has a text input field containing 'Office'. A 'Next >' button is highlighted. Red annotations include: a box around the 'Value prompt' menu item; a box around the 'Create a new parameter' radio button; a box around the 'Office' text input; a box around the 'Next >' button; a dashed red box around the top of the wizard with the text 'Double-click to edit text' above it; and two boxes around '+' icons in the top right corner of the wizard area. Red arrows point from the 'Value prompt' menu item to the wizard, from the 'Create a new parameter' radio button to the 'Office' input, and from the 'Next >' button to the top right of the wizard area.



Using a Table to Structure a Prompt Page

Prompt Wizard - Value prompt

Create Filter

Choose the package item that will be used to filter the report.

Create a parameterized filter

Package item: [Applications].[Vacancy].[Vacancy] ...

Operator: in

Parameter:

Make the filter

in
not in
in_range

Next >

Finish

Prompt Wizard - Value prompt

Populate control

What values do you want to pick from? Use values are the retrieved data, and Display values are the selectable values that the user sees.

Create new query

Name: Office Name Prompt

Values to use: [Applications].[Vacancy].[Vacancy] ...

Values to display:

Cascading source:

Cancel

< Back

Next >

Finish



Using a Table to Structure a Prompt Page

The screenshot displays the USA Staffing software interface. On the left, a navigation pane shows a tree view with categories: PINNED, TEXTUAL, LAYOUT, DATA CONTAINER, and PROMPTING. Under PROMPTING, 'Date prompt' is selected and highlighted with a red box. A red arrow points from this selection to the 'Create a new parameter' option in the main wizard area. The wizard, titled 'Prompt Wizard - Date prompt', has a close button (X) in the top right. Below the title is the instruction 'Choose Parameter' and a sub-instruction: 'Create a new parameter or use an existing parameter from a previously authored expression.' There are three radio button options: 'Create a new parameter' (selected), 'Use existing parameter', and 'Use global parameter'. The 'Create a new parameter' option has a text input field containing 'Announcement Open Date'. A red box highlights this option and its input field. Another red arrow points from this box to the 'Next >' button in the bottom right navigation bar. The navigation bar also includes 'Cancel', '< Back', and 'Finish' buttons.



Using a Table to Structure a Prompt Page

The image shows two overlapping windows from a software application. The left window, titled "Prompt Wizard - Date prompt", has a sub-dialog "Choose package item" open. This dialog contains a list of package items, with "Announcement Open Date" highlighted and enclosed in a red box. Below the list are "OK" and "Cancel" buttons, with the "OK" button also highlighted in a red box. A red arrow points from the "OK" button to the right window. The right window, also titled "Prompt Wizard - Date prompt", is in the "Create Filter" step. It shows a "Package item" field with a dropdown menu, an "Operator" field with a dropdown menu, and a "Parameter" field. The "Operator" dropdown is highlighted in a red box, and a red arrow points from the "Announcement Open Date" selection in the left window to this dropdown. Below the operator field, a list of operators is visible, with "in_range" highlighted in a red box. A red arrow points from the "in_range" operator to the "Next >" button at the bottom right of the window. Other buttons like "Finish" and "Cancel" are also visible.



Using a Table to Structure a Prompt Page

The screenshot displays the USA Staffing software interface. On the left, a sidebar contains several 'Run' options: Run HTML, Run PDF, Run Excel, Run Excel data, Run CSV, and Run XML. The 'Run HTML' option is highlighted with a red box, and a red arrow points from it to a dropdown menu in the main form. The main form has a dark blue header with 'USA Staffing' and 'New report'. Below the header, there is a section for 'Select one or more Office Names (Required):' with a dropdown menu containing the following options: OPM HR Boyers, OPM HR Macon, OPM HR TRB, OPM Washington DC, and Other Security Office. Below this is a 'From:' field with a calendar for July 2018, where the 10th is selected. Below the calendar is a 'To:' field with another calendar for July 2018. A red box highlights the dropdown menu and the calendar fields, with a red arrow pointing from the 'Run HTML' button to the dropdown menu.



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

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

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**

