USA Staffing

Reporting and Analytics Release Notes

Stage Release Date: September 22, 2021

Production Release Date: September 29, 2021

Reporting and Analytics

Reports

- **Account Management Dashboard:** The Account Management Dashboard was created. This report provides visualizations displaying user counts by office, organization, user type, last log in period, and user creation date. The dashboard provides users with the option to filter data using prompts prior to the initial load, as well as to dynamically update data and visualizations using in-page prompts on the dashboard. Additionally, underlined metrics direct the user to drill-down reports aimed at providing additional details about the selected metric.
  - Team Content > USA Staffing Packages and Folders > User License

- **Assessment, Items, and Competency Usage Report:** The Assessment, Items, and Competency Usage Report was modified. This report provides tabular data identifying the number of vacancies that use each assessment type, assessment, competency, and item within the assessment package. The report prompt page was updated to include optional prompts for vacancy series and vacancy grade. The report was also updated to include grouping and to modify the report grouping setting to ungroup rows when exporting to Excel.
  - Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse > Assessment

- **Certificate Activity Dashboard:** The Certificate Activity Dashboard was modified. This report provides visualizations and tabular data summarizing the number of certificates issued, certificates audited, and selections made. The data is provided by vacancy, year, month, organization, and office. The report was updated to include grouping and to modify the report grouping setting to ungroup rows when exporting to Excel.
  - Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse > Certificate

- **Certificate Activity Report:** The Certificate Activity Report was modified. This report provides tabular data summarizing the number of certificates issued, certificates audited, and selections made. The data is provided by vacancy, year, month, organization, and office. The report was updated to include grouping and to modify the report grouping setting to ungroup rows when exporting to Excel.
  - Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse > Certificate

- **Certificate Review Detail Report:** The Certificate Review Detail Report was modified. This report provides tabular data listing the certificate reviews for a vacancy, including detailed information about review status, reviewers, and reviewer assignments. The report was updated to modify the report grouping setting to ungroup rows when exporting to Excel.
  - Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse > Certificate

- **Declinations Dashboard:** The Declinations Dashboard was modified. This report provides visualizations and tabular data providing key metrics as well as tabular data specific to declinations, including total number of declinations, the reason provided for declinations, and timeliness measures. The report was updated to modify the report grouping setting to ungroup rows when exporting to Excel.
  - Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse > Application

- **Referrals by Certificate Report:** The Referrals by Certificate Report was modified. This report provides tabular data displaying details about one or more certificates, to include details about referred applications. The report was updated to modify the report grouping setting to ungroup rows when exporting to Excel.
  - Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse > Certificate

- **Vacancy Close-Out Report:** The Vacancy Close-Out Report was created. This report provides tabular data identifying vacancies where some sort of action (e.g., updating USAJOBS Job Status, auditing certificates, sending applicant notifications) may be required to close out the vacancy.
  - Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse > Vacancy