



## Applicant Flow Data Warehouse Application Metrics for Demographics

### What are Application Metrics for Demographics?

Application Metrics for Demographics are built-in metrics to enable reporting on applicant responses to ethnicity/race, sex, and disability demographics questions reported in their USAJOBS job seeker profile. There are three levels of metrics:

- **Detailed Indicators:** A detailed indicator is provided for each possible response to an ethnicity/race, sex, or disability questions (e.g., Male, Female, Black or African American, Speech Impairment). When used in combination with either the Vacancy Number and Applicant Unique Identifier query items (both together) OR the Application Unique Identifier query item, these indicators will display as 0s or 1s. When used with higher level query items, these indicators are set up to automatically summarize up to the lowest level query item (e.g., Vacancy Number) included in the report. Appendices A – B list and define each of the detailed indicators.
- **Summary Indicators:** Summary indicators are provided for applicant responses to the disability questions to categorize applicants into groups (i.e., Disability, Targeted Disability, Disability Omitted) based on MD-715 reporting rules.
  - **Disability Indicator:** Metric indicating whether an application disclosed one or more disabilities/serious health conditions as defined in MD-715 reporting (i.e., 0 if not, 1 if yes). This indicator uses criteria consistent with the MD-715 B tables, wherein individuals disclosing the SF-256 disability codes 02, 03, or 06-99 will show as 1 (yes). This metric can be used to determine the value for the “Disability (02-03, 06-99)” column of the MD-715 B tables.
  - **Targeted Disability Indicator:** Metric indicating whether an application disclosed one or more targeted disabilities/serious health conditions as defined in MD-715 reporting (i.e., 0 if not, 1 if yes). This indicator uses criteria consistent with the MD-715 B tables, wherein individuals disclosing the SF-256 codes 19, 20, 31, 60, 82, 90, 91, or 92 will show as 1 (yes). This metric can be used to determine the value for the “Persons with Targeted Disability” column of the MD-715 B tables.
  - **Disability Omitted Indicator:** Metric indicating whether an application did not respond to the disability question in their applicant profile in USAJOBS (i.e., 0 if not, 1 if yes). This metric is inclusive of individuals who chose “I do not wish to answer questions regarding disability/health conditions.” This metric can be used to determine the value for the “Not Identified (01)” column of the MD-715 B tables.
- **Summary Category:** Summary categories are provided for applicant responses to the ethnicity/race and sex questions to categorize applicants into groups (e.g., Hispanic or Latino, Male, Two or More Races) based on MD-715 reporting rules.
  - **Ethnicity and Race Category:** The categorization of applicant ethnicity and race responses utilized for MD-715 reporting (e.g., Asian, Two or More Races, Omitted).
  - **Sex Response:** The sex disclosed in an application (e.g., Male, Female, Omitted).

### How are the Summary Categories determined?

Each summary category uses defined criteria to determine the demographic group in which an individual should be considered a member. The criteria for the Ethnicity and Race Category are consistent with EEOC guidelines (<https://www.eeoc.gov/federal-sector/management-directive/instructions-federal-agencies-eeo-md-715-0>) provided in the table below. The Sex Response identifies which option an applicant selected (i.e., Male or Female) and also identifies if an applicant did not respond to the question (i.e., Omitted).



Ethnicity and Race Category	Criteria
American Indian or Alaska Native	The applicant identified as Not Hispanic or Latino and either American Indian or Alaska Native and no other race OR American Indian or Alaska Native and White.
Asian	The applicant identified as Not Hispanic or Latino and either Asian and no other race OR Asian and White.
Black or African American	The applicant identified as Not Hispanic or Latino and either Black or African American and no other race OR Black or African American and White.
Hispanic or Latino	The applicant identified as Hispanic or Latino (regardless of response to the race question).
Native Hawaiian or Other Pacific Islander	The applicant identified as Not Hispanic or Latino and either Native Hawaiian or Other Pacific Islander and no other race OR Native Hawaiian or Other Pacific Islander and White.
Omitted	Applicant did not respond to the ethnicity and race questions. OR Applicant identified as Not Hispanic or Latino and did not respond to the race question.
Two or More Races	The applicant identified as Not Hispanic or Latino and identified with more than two or more of the five races other than White (i.e., individuals identifying as Not Hispanic or Latino, White, and one other race are <i>not</i> included in this category).
White	The applicant identified as Not Hispanic or Latino and identified as White and no other race.

### How should Detailed and Summary Indicators be used?

Detailed and Summary Indicators **can be used** with **application-level** (i.e., query items in the Application query subject) or **higher-level** query items (e.g., Vacancy Number, Staffing Office Name, Staffing Organization Name, including but not limited to the examples provided below).

When used with either the Vacancy Number and Applicant Unique Identifier query items OR the Application Unique Identifier query item (or any query item at the application level), indicators will display as 0s or 1s, which enables the identification of applicant responses individual demographics questions. When used without application-level query items, metrics will automatically summarize up to the lowest level query item in the report.

#### Application-Level

Application Unique Identifier	Disability Indicator	Targeted Disability Indicator	Hispanic or Latino Indicator	Female Indicator	Male Indicator
488C036E2A68C438D77B0A6E6DD22788	1	1	0	0	1
06CAE2523015296F8568B70F10B15683	0	0	0	0	0
47A905468B05ED3B35952BD20443FC1E	0	0	0	0	0
425C6526A1B47237D78A07876EB15D41	0	0	0	0	0
066D406ACD5B03D1062BEE4C96C8016C	0	0	0	0	0

#### Vacancy Number

Staffing Organization Name	Staffing Office Name	Vacancy Number	Disability Indicator	Targeted Disability Indicator	Hispanic or Latino Indicator	Female Indicator	Male Indicator
Organization One	Office A	10000342	7	6	5	5	9
Exceptional Staffing Administration	Eastern Region	10007473	6	5	2	3	6
Organization One	Office B	10000854	5	5	2	3	5
Organization One	Office A	10010103	4	3	1	3	3
Organization One	Office A	10000138	3	2	1	2	4

## Staffing Office

Staffing Organization Name	Staffing Office Name	Disability Indicator	Targeted Disability Indicator	Hispanic or Latino Indicator	Female Indicator	Male Indicator
Demo Organization	USA Staffing Demo Office	4	4	5	3	13
Department of Automated Testing	Office Alpha	0	0	0	4	0
Department of Automated Testing	Office Charlie	0	0	0	0	0
Exceptional Staffing Administration	Eastern Region	6	5	2	4	6
Organization One	Office A	48	42	41	51	100
Organization One	Office B	14	13	6	15	27
Organization One	Office C	7	6	5	12	20
Organization Two	Office D	2	1	1	1	3
Organization Two	Office E	1	1	0	3	2

## Staffing Organization

Staffing Organization Name	Disability Indicator	Targeted Disability Indicator	Hispanic or Latino Indicator	Female Indicator	Male Indicator
Demo Organization	4	4	5	3	13
Department of Automated Testing	0	0	0	4	0
Exceptional Staffing Administration	6	5	2	4	6
Organization One	69	61	52	78	147
Organization Two	3	2	1	4	5

## Claimed Eligibilities\*

Application Unique Identifier	Claimed Eligibility	Disability Indicator	Targeted Disability Indicator	Hispanic or Latino Indicator	Female Indicator	Male Indicator
0255F425D32480DDB9DD28897C8C14BE	30% or More Disabled Veterans	0	0	0	0	0
0255F425D32480DDB9DD28897C8C14BE	Non-Appropriated Fund (NAF)	0	0	0	0	0
0255F425D32480DDB9DD28897C8C14BE	Regression Testing-Oct 2015	0	0	0	0	0
026437C7CA841A071571BFE19053978A	Foreign Service Employees	0	0	0	0	0

## Locations\*

Application Unique Identifier	Application Location Description	Disability Indicator	Targeted Disability Indicator	Hispanic or Latino Indicator	Female Indicator	Male Indicator
0479E027B13F7974D0C2A1886DF92E76	Dollar Bay, MI United States	0	0	0	0	0
048EF4D9C47C9973385D11069B6CCBCD	Honomu, HI United States	0	0	0	0	0
04C4B73BD60A09F6E0BB857515FA9C49	Happy Jack, AZ United States	0	0	0	0	0
04D8D2EEB7590E7D914C3C4A6399115E	San Pablo, CA United States	0	0	0	0	0
04D8D2EEB7590E7D914C3C4A6399115E	Cornish, UT United States	0	0	0	0	0

\*When adding query items, always consider if the relationship between the query item and the application is one-to-one, one-to-many, or many-to-many. If the relationship is not one-to-one, a single application may be included in the metric in more than one row (and therefore rows should not be summed to calculate an overall total for the rating combination).

### How should Summary Categories be used?

Summary Categories **can be used** with **application-level** (i.e., query items in the Application query subject) query items to identify the ethnicity and race and sex categories in which an individual should be considered a member. When used with either the Vacancy Number and Applicant Unique Identifier query items OR the Application Unique Identifier query item (or any query item at the application level), a single row will be provided for each applicant.

## Application-Level

Application Unique Identifier	Ethnicity and Race Category	Sex Response
EA0DFED00051B89C2F9D2A69067DC24A	White	Female
E96DFE6864B19907CBB6550E638CE404	Hispanic or Latino	Male
E8FF4CC8735615DCA28BB7C3968AFFED	2 or More Races	Male

The Application Metrics for Applicant Flow are application-level data, therefore Summary Categories may also be used in combination with those indicators to identify the progression of applicants through the staffing process in combination with their ethnicity and race and sex categories.

### Application Metrics for Applicant Flow

Application Unique Identifier	Ethnicity and Race Category	Sex Response	Qualified Indicator	Referred Indicator	Selected Indicator
FF51208C3B9387800B658C9C1B0047F5	Black or African American	Male	1	0	0
FDD14657E1EFA324AFB0FC867D4EFE28	White	Male	1	1	0
FD491F127FBA332F4D5855ADD4361C35	Black or African American	Male	1	1	1
FD2A0E77FDCC230C3DFC7F2E0F6B4CB9	White	Male	1	1	0

Summary Categories (with or without Application Metrics for Applicant Flow) may also be used with query items at a **higher-level** (e.g., Vacancy Number, Staffing Office Name, Staffing Organization Name), including but not limited to the examples provided below.

### Vacancy Number

Vacancy Number	Ethnicity and Race Category	Sex Response	Qualified Indicator	Referred Indicator	Selected Indicator
10000138	2 or More Races	Male	1	0	0
10000138	Black or African American	Male	1	1	0
10000138	Hispanic or Latino	Male	1	0	0
10000138	Native Hawaiian or Other Pacific Islander	Female	1	1	1
10000138	White	Female	1	1	0
10000138	White	Male	1	0	0

### Staffing Office

Staffing Organization Name	Staffing Office Name	Ethnicity and Race Category	Sex Response	Qualified Indicator	Referred Indicator	Selected Indicator
Demo Organization	USA Staffing Demo Office	2 or More Races	Female	1	1	0
Demo Organization	USA Staffing Demo Office	2 or More Races	Male	1	1	0
Demo Organization	USA Staffing Demo Office	Asian	Male	1	0	0
Demo Organization	USA Staffing Demo Office	Black or African American	Male	1	0	0
Demo Organization	USA Staffing Demo Office	Hispanic or Latino	Female	1	0	0
Demo Organization	USA Staffing Demo Office	Hispanic or Latino	Male	3	3	0
Demo Organization	USA Staffing Demo Office	White	Female	1	1	1
Demo Organization	USA Staffing Demo Office	White	Male	2	2	0

### Staffing Organization

Staffing Organization Name	Ethnicity and Race Category	Sex Response	Qualified Indicator	Referred Indicator	Selected Indicator
Demo Organization	2 or More Races	Female	1	1	0
Demo Organization	2 or More Races	Male	1	1	0
Demo Organization	Asian	Male	1	0	0
Demo Organization	Black or African American	Male	1	0	0
Demo Organization	Hispanic or Latino	Female	1	0	0

### Customer\*

Customer Name	Vacancy Number	Ethnicity and Race Category	Sex Response	Qualified Indicator	Referred Indicator	Selected Indicator
Customer 4 - Linked to Offices D E	10001188	Black or African American	Male	1	0	0
Customer 5 - Linked to Office E,	10001188	Black or African American	Male	1	0	0
Customer 4 - Linked to Offices D E	10001188	Hispanic or Latino	Male	1	0	0
Customer 5 - Linked to Office E,	10001188	Hispanic or Latino	Male	1	0	0
Customer 4 - Linked to Offices D E	10001188	White	Male	1	1	0
Customer 5 - Linked to Office E,	10001188	White	Male	1	1	0

\* When adding query items, always consider if the relationship between the query items is one-to-one, one-to-many, or many-to-many. If the relationship is not one-to-one, a single application may be included in the metric in more than one row (and therefore rows should not be summed to calculate an overall total for the rating combination).

## Appendix A

### Disability Indicators

In the USAJOBS job seeker profile, the disability questions are based on the Demographic Information on Applicants form (OMB No.: 3046-0046; [https://www.eeoc.gov/sites/default/files/2021-01/Applicant\\_data\\_OMB\\_July\\_2020.pdf](https://www.eeoc.gov/sites/default/files/2021-01/Applicant_data_OMB_July_2020.pdf)). In support of MD-715 reporting, the disability indicators in the Applicant Flow Data Warehouse have been mapped to the SF-256 disability codes required for EEOC reporting ([https://www.opm.gov/forms/pdf\\_fill/sf256.pdf](https://www.opm.gov/forms/pdf_fill/sf256.pdf)). A list of the disability indicators, which include the SF-256 code, and a crosswalk to the Demographic Information on Applicants responses is provided below.

SF-256 Code – Disability Indicator Name and Description	Targeted Disability?	Demographic Information on Applicants
01 - Do Not Wish to Identify Indicator: Metric indicating whether an application indicated they do not wish to identify their disability or serious health condition (i.e., 0 if not, 1 if yes).	No	I do not wish to answer questions regarding disability/health conditions. OR Applicant did not respond to the disability question(s).
02 - Developmental Disability Indicator: Metric indicating whether an application disclosed a developmental disability (e.g., autism spectrum disorder) (i.e., 0 if not, 1 if yes).	Yes	Developmental Disability: for example, cerebral palsy or autism spectrum disorder.
03 - Traumatic Brain Injury Indicator: Metric indicating whether an application disclosed a traumatic brain injury (i.e., 0 if not, 1 if yes).	Yes	Traumatic Brain Injury
05 - No Disability Indicator: Metric indicating whether an application disclosed they do not have a disability or serious health condition (i.e., 0 if not, 1 if yes).	No	None of the conditions listed above apply to me.
06 - Disability or Other Condition Not Listed Indicator: Metric indicating whether an application disclosed they have a disability or serious health condition that is not provided as an option on the form (i.e., 0 if not, 1 if yes).	No	Other
13 - Speech Impairment Indicator: Metric indicating whether an application disclosed speech impairment (i.e., 0 if not, 1 if yes).	No	Speech impairment
19 - Deaf or Serious Difficulty Hearing Indicator: Metric indicating whether an application disclosed deafness or serious difficulty hearing, benefiting from, for example American Sign Language, CART, hearing aids, a cochlear implant, and/or other supports (i.e., 0 if not, 1 if yes).	Yes	Deaf or serious difficulty hearing
20 - Blind or Serious Difficulty Seeing Indicator: Metric indicating whether an application disclosed blindness or serious difficulty seeing even when wearing glasses (i.e., 0 if not, 1 if yes).	Yes	Blind or serious difficulty seeing even when wearing glasses

SF-256 Code – Disability Indicator Name and Description	Targeted Disability?	Demographic Information on Applicants
31 - Missing Extremities Indicator: Metric indicating whether an application disclosed missing extremities (arm, leg, hand, and/or foot) (i.e., 0 if not, 1 if yes).	Yes	Missing an arm, leg, hand, or foot
40 - Significant Mobility Impairment Indicator: Metric indicating whether an application disclosed significant mobility impairment, benefiting from the utilization of a wheelchair, scooter, walker, leg brace(s), and/or other supports (i.e., 0 if not, 1 if yes).	Yes	Significant Mobility Impairment: for example, uses a wheelchair, scooter, walker or uses a leg brace to walk
41 - Spinal Abnormalities Indicator: Metric indicating whether an application disclosed spinal abnormalities, for example spina bifida or scoliosis (i.e., 0 if not, 1 if yes).	No	Spinal abnormalities: for example, spina bifida or scoliosis
44 - Non-Paralytic Orthopedic Impairment Indicator: Metric indicating whether an application disclosed non-paralytic orthopedic impairments, for example chronic pain, stiffness, weakness in bones or joints, and/or some loss of ability to use part or parts of the body (i.e., 0 if not, 1 if yes).	No	Non-paralytic orthopedic impairments: for example, chronic pain, stiffness, weakness in bones or joints, or some loss of ability to use parts of the body
51 - HIV Positive/AIDS Indicator: Metric indicating whether an application disclosed HIV Positive/AIDS (i.e., 0 if not, 1 if yes).	No	HIV Infection/AIDS or other immune disorder
52 - Morbid Obesity Indicator: Metric indicating whether an application disclosed morbid obesity (i.e., 0 if not, 1 if yes).	No	Morbid obesity
59 - Nervous System Disorder Indicator: Metric indicating whether an application disclosed a nervous system disorder, for example migraine headaches, Parkinson's disease, or multiple sclerosis (i.e., 0 if not, 1 if yes).	No	Nervous system disorder: for example, migraine headaches, Parkinson's disease, or multiple sclerosis
60 - Partial or Complete Paralysis Indicator: Metric indicating whether an application disclosed partial or complete paralysis (i.e., 0 if not, 1 if yes).	Yes	Paralysis: Partial or complete paralysis (any cause)
80 - Cardiovascular or Heart Disease Indicator: Metric indicating whether an application disclosed cardiovascular or heart disease (i.e., 0 if not, 1 if yes).	No	Cardiovascular or heart disease
81 - Depression, Anxiety, or Other Psychiatric Indicator: Metric indicating whether an application disclosed depression, anxiety disorder, or other psychiatric disorder (i.e., 0 if not, 1 if yes).	No	Depression, anxiety disorder, or other psychological disorder
82 - Epilepsy or Other Seizure Disorders Indicator: Metric indicating whether an application disclosed epilepsy or other seizure disorders (i.e., 0 if not, 1 if yes).	Yes	Epilepsy or other seizure disorder
83 - Blood Diseases Indicator: Metric indicating whether an application disclosed blood disease, for example sickle cell anemia or hemophilia (i.e., 0 if not, 1 if yes).	No	Sickle cell anemia, hemophilia, or other blood disease

SF-256 Code – Disability Indicator Name and Description	Targeted Disability?	Demographic Information on Applicants
84 - Diabetes Indicator: Metric indicating whether an application disclosed diabetes (i.e., 0 if not, 1 if yes).	No	Diabetes or other metabolic disease
85 - Orthopedic Impairment Indicator: Metric indicating whether an application disclosed orthopedic impairments or osteo-arthritis (i.e., 0 if not, 1 if yes).	No	Orthopedic impairments or osteo-arthritis
86 - Pulmonary or Respiratory Conditions Indicator: Metric indicating whether an application disclosed pulmonary or respiratory conditions, for example tuberculosis, asthma, or emphysema (i.e., 0 if not, 1 if yes).	No	Pulmonary or respiratory impairment: for example, asthma, chronic bronchitis, or TB
87 - Kidney Dysfunction Indicator: Metric indicating whether an application disclosed kidney dysfunction (i.e., 0 if not, 1 if yes).	No	Kidney dysfunction: for example, requires dialysis
88 - Cancer Indicator: Metric indicating whether an application disclosed cancer (present or past history) (i.e., 0 if not, 1 if yes).	No	Cancer
90 - Intellectual Disability Indicator: Metric indicating whether an application disclosed an intellectual disability (i.e., 0 if not, 1 if yes).	Yes	Intellectual Disability (formerly described as mental retardation)
91 - Significant Psychiatric Disorder Indicator: Metric indicating whether an application disclosed a significant psychiatric disorder, for example bipolar disorder, schizophrenia, PTSD, or major depression (i.e., 0 if not, 1 if yes).	Yes	Significant Psychiatric Disorder: for example, bipolar disorder, schizophrenia, PTSD, or major depression
92 - Dwarfism Indicator: Metric indicating whether an application disclosed dwarfism (i.e., 0 if not, 1 if yes).	Yes	Dwarfism
93 - Significant Disfigurement Indicator: Metric indicating whether an application disclosed significant disfigurement, for example disfigurements caused by burns, wounds, accidents, or congenital disorders (i.e., 0 if not, 1 if yes).	Yes	Significant Disfigurement: for example, severe disfigurements caused by burns, wounds, accidents, or congenital disorders
94 - Learning Disability or ADD/ADHD Indicator: Metric indicating whether an application disclosed learning disability or attention deficit/hyperactivity disorder (ADD/ADHD) (i.e., 0 if not, 1 if yes).	No	Learning disabilities or ADHD
95 - Gastrointestinal Disorders Indicator: Metric indicating whether an application disclosed gastrointestinal disorders, for example Crohn's Disease, irritable bowel syndrome, colitis, celiac disease, or dysphagia (i.e., 0 if not, 1 if yes).	No	Crohn's disease, irritable bowel syndrome, or other gastrointestinal impairment
96 - Autoimmune Disorder Indicator: Metric indicating whether an application disclosed autoimmune disorder, for example lupus, fibromyalgia, or rheumatoid arthritis (i.e., 0 if not, 1 if yes).	No	Lupus, fibromyalgia, rheumatoid arthritis, or other autoimmune disorder
97 - Liver Disease Indicator: Metric indicating whether an application disclosed liver disease, for example hepatitis or cirrhosis (i.e., 0 if not, 1 if yes).	No	Liver disease: for example, hepatitis or cirrhosis



SF-256 Code – Disability Indicator Name and Description	Targeted Disability?	Demographic Information on Applicants
98 - History of Alcoholism or Drug Addiction Indicator: Metric indicating whether an application disclosed history of alcoholism or history of drug addiction (but not currently using illegal drugs) (i.e., 0 if not, 1 if yes).	No	Alcoholism OR History or drug addiction (but not currently using illegal drugs)
99 - Endocrine Disorder Indicator: Metric indicating whether an application disclosed endocrine disorder, for example thyroid dysfunction (i.e., 0 if not, 1 if yes).	No	Thyroid dysfunction or other endocrine disorder

## Appendix B

### Ethnicity, Race, and Sex Indicators

In the USAJOBS job seeker profile, the ethnicity, race, and sex questions are based on the Demographic Information on Applicants form (OMB No.: 3046-0046; [https://www.eeoc.gov/sites/default/files/2021-01/Applicant\\_data\\_OMB\\_July\\_2020.pdf](https://www.eeoc.gov/sites/default/files/2021-01/Applicant_data_OMB_July_2020.pdf)). A list of the ethnicity, race, and sex indicators are provided below.

Demographic Type	Indicator Name and Description
Ethnicity	Hispanic or Latino Indicator: Metric indicating whether an application identifies as a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race (i.e., 0 if not, 1 if yes).
Race	American Indian or Alaska Native Indicator: Metric indicating whether an application identifies as a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment (i.e., 0 if not, 1 if yes).
Race	Asian Indicator: Metric indicating whether an application identifies as a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam (i.e., 0 if not, 1 if yes).
Race	Black or African American Indicator: Metric indicating whether an application identifies as a person having origins in any of the black racial groups of Africa (i.e., 0 if not, 1 if yes).
Race	Native Hawaiian or Other Pacific Islander Indicator: Metric indicating whether an application identifies as a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands (i.e., 0 if not, 1 if yes).
Race	White Indicator: Metric indicating whether an application identifies as a person having origins in any of the original peoples of Europe, the Middle East, or North Africa (i.e., 0 if not, 1 if yes).
Sex	Female Indicator: Metric indicating whether an application identifies as a female (i.e., 0 if not, 1 if yes).
Sex	Male Indicator: Metric indicating whether an application identifies as a male (i.e., 0 if not, 1 if yes).