USA Staffing

Reporting and Analytics Release Notes

Stage Release Date: May 6, 2020

Production Release Date: May 13, 2020

Reporting and Analytics

Hiring Data Warehouse

- Certificates folder
  - o Certificate Information sub-folder
    - Certificate Applicants query subject: A new query subject and query items were added to enable reporting on details related to referred applicants.
      - 'Certificate Applicant Address City': The city of a referred applicant's address.
      - 'Certificate Applicant Address Country': The country of a referred applicant's address.
      - 'Certificate Applicant Address Line 1': The first line of the street address (house number and street) of a referred applicant.
      - 'Certificate Applicant Address Line 2': The second line of the street address (apartment, unit number, etc.) of a referred applicant.
      - 'Certificate Applicant Address Line 3': The third line of the street address (apartment, unit number, etc.) of a referred applicant.
      - 'Certificate Applicant Address State': The state of a referred applicant's address.
      - 'Certificate Applicant Address State Abbreviation': The abbreviation of the state of a referred applicant's address.
      - 'Certificate Applicant Address Zip Code': The zip code of a referred applicant's address.
      - 'Certificate Applicant Citizenship': The referred applicant's country of citizenship.
      - 'Certificate Applicant Email Address': The email address provided by a referred applicant.
      - 'Certificate Applicant First Name': The first name of a referred applicant.
      - 'Certificate Applicant ID': The unique identifying number associated with an individual referred applicant.
      - 'Certificate Applicant Last Name': The last name of a referred applicant.
      - 'Certificate Applicant Middle Name': The middle name of a referred applicant.
      - 'Certificate Applicant Name': The first, middle, and last names of a referred applicant, displayed as Last, First Middle (e.g., Adams, John Quincy).
      - 'Certificate Applicant Suffix': The suffix of a referred applicant's name (e.g., Jr., Sr., III).
      - 'Certificate USAJOBS Profile ID': The unique identifying number associated with a referred applicant's USAJOBS profile.
- Requests folder
  - o Request Information sub-folder
    - Request Position Descriptions query subject: A new query subject and associated query items was added to enable reporting on the position descriptions associated with a request.
      - 'Request Grade': The pay rate level as indicated on the position description associated with a request.
      - 'Request Is Interdisciplinary?': Flag indicating if the request is for an interdisciplinary position (i.e., a position with multiple possible occupational series).
      - 'Request Pay Plan': The table or array of pay rates as indicated on the position description associated with a request.
      - 'Request Pay Plan Description': The description of the pay plan as indicated on the position description associated with a request.
      - 'Request Position Description Number': The code identifying a position description associated with a request.
      - 'Request Position Description Title': The job title of a position as indicated on the position description associated with a request.
      - 'Request Series': The occupational code identifying the position as indicated on the position description associated with a request.

- 'Request Series Title': The title of the occupational series of a position as indicated on the position description associated with a request.
- 'Request Specialty': The specialty area of a position as indicated on the position description associated with a request.
- Vacancies folder
  - Vacancy Information sub-folder
    - Vacancy query subject: A new query item was added to the Vacancy query subject to enable reporting on all the pay plan(s), series, and grade(s) of the position description(s) associated with a vacancy in a single row.
      - 'Vacancy Pay Plan-Series-Grade': The concatenated pay plan, series, and grade(s) associated with a vacancy.

New Hire (End of Day)

- New Hire Task Detail folder
  - Staffing and Onboarding Tasks query subject: A new query subject and query items were added to enable reporting on the staffing and onboarding tasks associated with a new hire.
    - 'Task Activation Date/Time': Date task was activated.
    - 'Task Actual Days to Complete': The total number of days a task took to complete.
    - 'Task Completed Date/Time': Date task is completed.
    - 'Task Creation Date': Date task was created.
    - 'Task Days to Complete': System generated amount of days to complete the task.
    - 'Task Due Date/Time': Date task is due.
    - 'Task ID': Task identifier.
    - 'Task Last Update Date/Time': Date task was last updated.
    - 'Task Name': Name of the task.
    - 'Task Owner Employee ID Number': The Employee ID number for the task owner as entered in the Administration section.
    - 'Task Owner First Name': First name of the task owner.
    - 'Task Owner Last Name': Last name if the task owner.
    - 'Task Owner Name': Name of the task owner.
    - 'Task Purpose': Purpose of the task.
    - 'Task Request Number': The unique identifying number of the request associated with the task.
    - 'Task Status': Status of the task.
    - 'Task Type': Description for the type of task.

Staffing Administration

- Position Description Library namespace
  - Position Evaluation Detail folder
    - Classifier Determination query subject: A new query subject and query items were added to enable reporting on the final classification determination of a position.
      - 'Classification Standard Final Points': The total number of factor points assigned across all factors from the classification standard used to classify a position that determines the position's grade level.
      - 'Classifier's Evaluation Statement': The text of the evaluation statement input by the classifier to provide a rationale for the classification determination.
      - 'Evaluation References': The text input by the classifier to provide references for the determination of factor levels.

- 'Functional Guide Final Points': The total number of factor points assigned across all factors from the functional guide used in combination with the classification standard to classify a position that determines a position's grade level.
- 'Classifier's Grade Determination': The grade level assigned to the PD by the classifier following the evaluation process.
- 'Classifier's Series Determination': The occupational series assigned to the PD by the classifier following the evaluation process.

Time to Hire

- Time to Hire namespace
  - Vacancy Information folder
    - Appointing Authorities query subject: A new query subject and associated query item was added to enable reporting on the appointing authorities associated with a vacancy.
      - 'Appointing Authority': The name of the vacancy tag indicating the appointing authority of the vacancy.
    - Mission Critical Occupations query subject: A new query subject and query item was added to enable reporting on the mission critical occupations associated with the vacancy.
      - 'Mission Critical Occupation': The name of the vacancy tag indicating whether the vacancy is for a mission critical occupation.
    - Vacancy query subject: New query items were added to the vacancy query subject to enable reporting on additional details related to the vacancy.
      - 'Vacancy Announcement Types': A concatenation of Announcement Types is Competitive, is Status, and is Merit Promotion into a single field for the associated vacancy.
      - 'Vacancy Pay Plan-Series-Grade': A list of all the scale, position, and grade combinations associated with a vacancy.
      - 'Vacancy Status': A status of a vacancy as determined by the completion of the tasks related to the vacancy.
      - 'Vacancy Type': Indicates the type of vacancy.

Reports

- Applicant Dashboard: The Applicant Dashboard provides a dashboard and tabular data showing total applicants by eligibility and veterans preference for one or more vacancies. The report was modified to include data on application series, application grade, application eligibilities, application rating notifications, and final rating data.
  - Team Content > USA Staffing Packages and Reports > Hiring Data Warehouse
- Assessment, Items, and Competency Usage Report: This new report provides tabular data identifying the number of vacancies that use each assessment type, assessment, competency, and item within the assessment package.
  - Team Content > USA Staffing Packages and Reports > Hiring Data Warehouse
- USA Hire Tracking Report: This new report provides tabular data showing the vacancies the use one or more USA Hire assessments and the dates that applicants complete the required assessment(s).
  - Team Content > USA Staffing Packages and Reports > Hiring Data Warehouse