USA Staffing

Applicant Flow Data Workgroup Meeting

June 13, 2019

Created by the OPM Federal Staffing Center

Agenda

Program Updates

- Changes to Data Access Capabilities

Ongoing and Planned Enhancements

- Applicant and Application attributes

- Announcement attributes

- Vacancy attributes

Applicant Flow Data Considerations

Open Demo/Q&A

AFD Resources on the USA Staffing Resource Center:

https://help.usastaffing.gov/USASUpgResCtr/index.php/Reports_and_Analytics

Program Updates

Changes to Data Access Capabilities

UPDATE
Cognos Administrators are configuring this change in the **Dev** environment

- Business rules for use of AFD and conditions for data to be available for reporting will remain the same.

- Rules of Behavior will be updated to reflect the change to allow Staffing users to have access to AFD

- The Applicant Flow Data Only user type will be phased out of USA Staffing

  - These users will need to be set up as a different user type (e.g., Reports Only)

  - Users will be provided with instructions and timeline well in advance of the retirement of the Applicant Flow Data Only user type

Future State
Users with an active USA Staffing account **can** have access to AFD

Account Details

Date Account Created
9/12/2014 13:11 EDT

Date of Last Login
Human Resources User: *2/1/2019 10:46 EST*

☐ Applicant Flow Data Access

Ongoing and Planned Enhancements

Applicant and Application Attributes

Ongoing Enhancements:

- Applicant Unique Identifier
  - A randomly generated series of numbers used to identify an individual applicant record
  - The identifier will be unique across all tenants, and will allow tracking specific individuals' applications (no identifying information) for multiple vacancies

Planned Enhancements:

- Override data
  - Override?
    - Flag indicating if an applicant's rating was overridden
  - Qualifications Override?
    - Flag indicating if an applicant's self-reported qualifications rating was overridden
  - Rating Override?
    - Flag indicating if an applicant's self-reported assessment rating was overridden

Applicant and Application Attributes

Planned Enhancements:

- Application Grade data
  - Application Grade
    - Identifies the grade level at which an individual applied for a vacancy
  - Applied, Qualified, Referred, and Selected metrics
    - For each grade level, indicators of whether an individual applied for that grade level, was qualified for that grade level, was referred at that grade level, and was selected at that grade level
- Notification of Results (NOR) data
  - Application NOR Code
    - Code identifying the type of message sent to the applicant (e.g., ELTE, IQID)
  - Application NOR Code Description
    - The message sent to an applicant (e.g., you are tentatively eligible for this position)

Announcement and Vacancy Attributes

Planned Enhancements:

- Announcement Appointment Types data
  - Identifies the type of announcement (e.g., temporary, permanent, term)
- Announcement Work Schedules data
  - Identifies the job as a full time, part time, intermittent, shift work, or job sharing position
- Announcement Hiring Paths data
  - Announcement Hiring Path
    - Identifies the groups of job seekers who are eligible to apply for the announced position
  - Announcement Hiring Path Description
    - Full text description of the hiring path code
- Vacancy Is Supervisory?
  - Flag to indicate if a vacancy is for a supervisory position

Applicant Flow Data Considerations

Applicant Flow Data Business Rules

AFD is made available to users only if the vacancy is inactive, defined by these two conditions:

✓ The announcement is not currently open

✓ All certificates for a vacancy are audited

If either of these conditions is not met, AFD will not be visible to users.

Additionally, if a previously inactive vacancy becomes active (e.g. the announcement is re-opened, an additional cert is issued, or a cert is un-audited), AFD for that vacancy will no longer be visible

- Announcement Opens
- People apply for the job
- Announcement Closes ✓
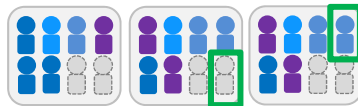
- Certificates Issued to Hiring Manager
- Hiring Manager makes Selections
- HR reviews and audits all certs ✓
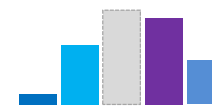
- Inactive vacancies are added to the AFD dataset nightly

When is the best time to pull Applicant Flow Data?

When pulling data for a target Fiscal Year (FY), it is important to consider when the data set is most likely to be complete.

- AFD is updated on a nightly basis – vacancies may be added or removed from the data set based on actions completed within USA Staffing (e.g., announcement is re-opened, new certificate is issued, certificate is taken out of audited status).

➡️ Use data from Staffing Reports to identify the actual number of vacancies opened in an FY

➡️ Identify the ideal point in time to pull data by analyzing trends in the number of vacancies available in AFD

Fluctuations in the number of vacancies in the AFD data set can occur over time
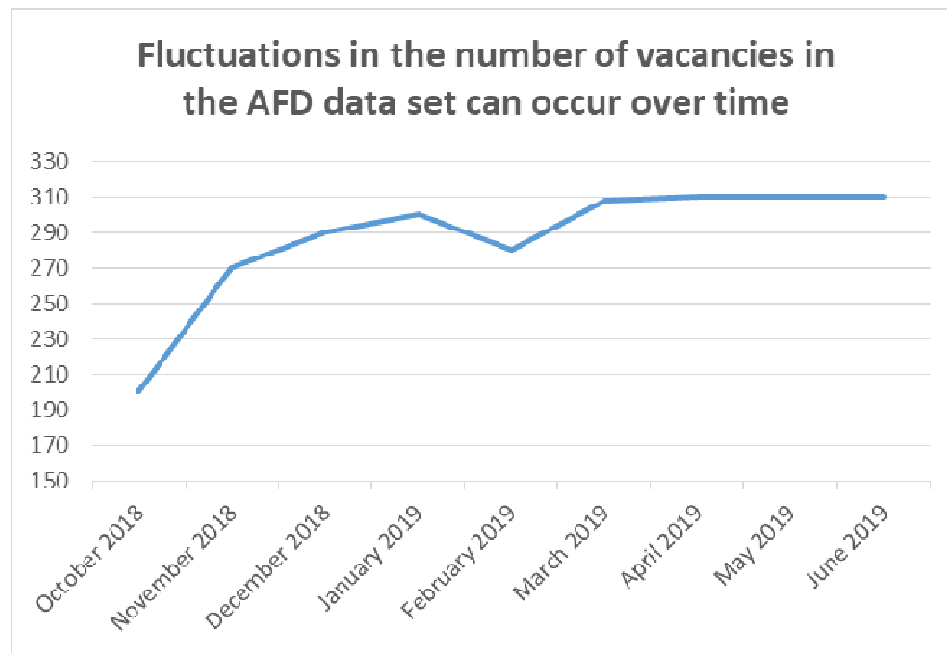
Open Q&A and Demo

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/USASUpgResCtr/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