



USA Staffing

Applicant Flow Data Workgroup Meeting

September 5, 2019

Created by the OPM Federal Staffing Center

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Agenda

- **Program Updates**
 - Changes to Access of USA Staffing Applicant Flow Data
- **Modifications to Reports and Data Models**
- **Ongoing and Planned Enhancements**
 - Applicant and Application attributes
 - Announcement attributes
 - Vacancy attributes
- **Open Demo and Q&A**

AFD Resources on the USA Staffing Resource Center:

[https://help.usastaffing.gov/USASUpgResCtr/index.php/Reports and Analytics](https://help.usastaffing.gov/USASUpgResCtr/index.php/Reports_and_Analytics)



Program Updates



Changes to Data Access Capabilities

How are users granted access to AFD?

Prior State	New State
<p>The Applicant Flow Data Only user type grants individuals with access to AFD in USA Staffing Cognos.</p>	<p>No changes with regard to the Applicant Flow Data Only user type.</p>
<p>Users with Applicant Flow Data only user accounts are only able to access AFD, and may not be granted access to staffing data.</p>	<p>HR users and Reports Only Users user accounts with the Applicant Flow Data Access checkbox enabled in their user profile are able to access both staffing data and AFD.</p>



Changes to Data Access Capabilities

Transitioning to the New State

Nothing will change with regard to the Applicant Flow Data Only user type. Users that require access to AFD and do not have a need to access staffing data should be set up as an Applicant Flow Data Only user.

Users with a need to access both AFD **and** staffing data should be set up as either an HR User or a Reports Only User with the Applicant Flow Data Access checkbox enabled in their user profile. Users with permissions to edit other users' profiles are able to either change the user's user type or enable the Applicant Flow Data Access checkbox.

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



Changes to Data Access Capabilities

Transitioning to the New State

It is up to the discretion of each agency to make the determination of whether specific users have a need to access both AFD and staffing data, based on the AFD Rules of Behavior.

- *Note:* Users with multiple user types (e.g., Hiring Manager User and HR User) may be granted access to AFD. It is critical to ensure that any and all users with access to AFD agree and adhere to the AFD Rules of Behavior.

The Applicant Flow Data Access checkbox is currently visible in the Production environment, and transmission of data from this checkbox to USA Staffing Cognos is now available in Production following the August 24, 2019 release.

Applicant Flow Data Only users **do not** need to have the Applicant Flow Data Access checkbox enabled on their user account in order to access AFD.

- *Note for Cognos Report Authors:* Report Author Access is granted on the basis of user ID (email address), therefore Report Author Access does not need to be re-requested if a user is already set up as a report author.



Changes to Data Access Capabilities

Why is this change being made?

By enabling certain users to have access to both staffing and AFD, when appropriate based on AFD Rules of Behavior, the USA Staffing Program Office is supporting Equal Employment Opportunity (EEO) reporting requirements. Many customers do not have sufficient staff for separate reporting between staffing data and AFD, thus OPM's Office of General Counsel approved the change to how users are granted access to AFD and whether these users can also access staffing data, if appropriate.



Changes to Data Access Capabilities

What are the AFD Rules of Behavior?

All USA Staffing users are presented with and must agree to certain rules of behavior when using USA Staffing. Users with access to AFD must agree to the following business rules:

- I acknowledge that I have access to download Confidential Unclassified Information (CUI) about applicants.
- I acknowledge my responsibility to mitigate any risk of the data being used to affect staffing decisions.
- I acknowledge my responsibility that use of this data will be consistent with the 'Purpose and Routine Uses' language provided to applicants in the USAJOBS Demographic profile.
 - "Your voluntary responses are treated in a highly confidential manner. Your responses are not released to the panel rating the applications, to the selecting official, or to anyone else who can affect your application. This is vital information not available from any other source. No individual personnel selections are made based on this information. No information taken from this form is ever placed in your Personnel file."



Changes to Data Access Capabilities

What are the AFD Rules of Behavior? (continued)

- I acknowledge my responsibility that this data shall not be used for:
 - Influencing the decision to close or extend job announcements
 - Influencing the decision to cancel recruitment actions
 - Influencing the decision to use or not use a referral list of applicants
 - Influencing selection decisions
 - Identifying the race, ethnicity, or gender of specific named employees
- I understand that this data can be used for:
 - Aggregate human capital reporting
 - Determining rates of demographic representation in recruitment efforts
 - Determining rates of demographic representation in hiring or merit promotion selections
 - Determining rates of qualifications among demographic groups
 - Evaluating the effectiveness of recruitment in reaching targeted demographic groups



Changes to Data Access Capabilities

What are the AFD Rules of Behavior? (continued)

- I agree to these rules and the appropriate safeguarding of data.
- I assume liability for misuse of data caused by sharing data with other recipients.

What safeguards remain in place to support the AFD Rules of Behavior?

- 1. Data Availability:** AFD is made available only if the vacancy meets the following conditions:
 - The announcement is not currently open.
 - All certificates for a vacancy are either in an audited or cancelled status.
 - *Exception: If all certificates are in a cancelled status, AFD for the vacancy will not be available*



Changes to Data Access Capabilities

**What safeguards remain in place to support the AFD Rules of Behavior?
(continued)**

2. Type of Data Available:

- Personally-identifiable information (PII) about applicants is not included in AFD
- The applicant identifier available in the AFD data package (i.e., Application Applicant Unique Identifier) is distinct from all applicant identifiers in data packages containing staffing data (e.g., Applicant ID, Application Number), thus preventing usage in associating identifying applicant information with demographic characteristics.

3. Cognos Reporting Capabilities: Data from the Applicant Flow Data Analytics package cannot be used in the same report object (e.g., list, chart) as data from another package (e.g., Staffing Reports).

4. User Permissions: Customer agencies are responsible for determining which users should be granted access to both staffing data and AFD.



Modifications to the Applicant Flow Data Model



Applicant Flow Data Analytics

Data Model Changes

Applicant Unique Identifier – deployed June 27th

A new field was added to enable reporting on a unique identifier for an applicant. The identifier is a randomly generated series of numbers or characters used to uniquely identify an individual applicant record. This identifier is distinct from identifiers included in the Staffing Reports data model.

- [Applicant Flow Data Analytics].[Applications].[Application Applicant Unique Identifier]



Applicant Flow Data Analytics

Data Model Changes

Business Logic – deployed August 8th

Recent changes in the USA Staffing interface now enable users to cancel certificates. In association with this new functionality, the vacancy-level business logic that determines whether or not a vacancy's applicant flow data is visible/reportable, as well as the logic associated with application-level indicators are being updated.

- Vacancy-Level Logic:
 - Current: In order for a vacancy's applicant flow data to be visible/reportable, the associated announcement must be in a closed status and all certificates must be in an audited status.
 - New: In order for a vacancy's applicant flow data to be visible/reportable, the associated announcement must be in a closed status and all certificates must be in either an audited or cancelled status.
 - *Exception:* If all certificates for a vacancy are in a cancelled status, the vacancy's applicant flow data will not be reportable.



Applicant Flow Data Analytics

Data Model Changes

Business Logic (continued) – deployed August 8th

- Application-Level Logic:
 - Application Referred Indicator:
 - Current: In order for this field to display “Yes,” an application must have been referred on at least one certificate associated with the vacancy.
 - New: In order for this field to display “Yes,” an application must have been referred on at least one non-cancelled certificate associated with the vacancy.
 - Application Selected Indicator:
 - Current: In order for this field to display “Yes,” an application must have been selected on at least one certificate associated with the vacancy.
 - New: No changes are being made to the Application Selected Indicator, as rules for when a certificate can be cancelled require that no applicant have an audit code and/or return status.



Applicant Flow Data Analytics

Modified Report

Applicant Flow Data Detail Report – deployed August 27th

Includes detailed data related to applicant responses to ethnicity/race and sex demographic questions in the USAJOBS job seeker profile. Information gathered from this report can be aggregated to respond to MD-715 2.0 requirements or to complete other AFD analyses. The report was modified to include the Application Applicant Unique Identifier in the report output.



Ongoing and Planned Enhancements



Applicant and Application Attributes

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



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/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