OPM | Talent Acquisition Analytics Group

USA Staffing Reporting and Analytics Workgroup

October 31, 2023

We will start at approx. 1:03 PM EDT to allow time for everyone to sign into the meeting.

Draft Pre-Decisional | Internal Use Only
Do not Distribute Without Permission

Agenda

- Cognos Training Program
- Reporting Performance Metrics
- Power BI Updates
- Cognos Updates
- API Updates
- Cognos Tip
- Open Demonstration and Q & A

Cognos Training Program

USA Staffing Reporting Trainings and Forums

	Cognos Consumer Training	Cognos Consumer Forum	Cognos Author Training	Cognos Author Forum
Who?	• New USA Staffing reports users	• Report consumers	• New report authors	• Report authors
What?	• How to navigate to and run reports	• Open forum to ask questions	• How to get started building reports	• Open forum to ask questions
How Long?	• ~ 4 hours	• 1 hour	• 1 ½ days	• 1 hour
When?	• Anytime!	• The third Thursday of each month at 11:00 AM EDT	• Monthly	• The first Thursday of each month at 11:00 AM EDT
How/ Where?	• https://usastaffing.usalearning.net/login/index.php	• Meeting info sent to AB members and completers of virtual training	• Contact your USA Staffing Account Manager to sign-up	• Meeting info sent to all report authors

Upcoming Trainings and Forums

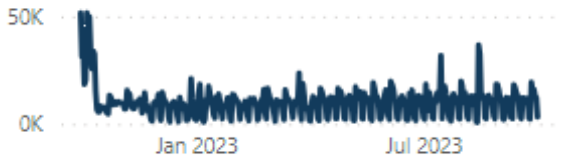
	Cognos Consumer Forum	Cognos Author Training	Cognos Author Forum
Dates	Thursday, November 16 11:00 AM EDT Thursday, December 21 11:00 AM EDT Thursday, January 18 11:00 AM EDT Thursday, February 15 11:00 AM EDT	Tuesday, November 14 10:00 AM – 3:00 PM EDT + Wednesday, November 15 10:00 AM – 3:00 PM EDT Wednesday, December 13 10:00 AM – 3:00 PM EDT + Thursday, December 14 10:00 AM – 3:00 PM EDT	Thursday, November 2 11:00 AM EDT Thursday, December 7 11:00 AM EDT Thursday, January 4 11:00 AM EDT Thursday, February 1 11:00 AM EDT
How to Register	No registration required. Questions can be submitted in advance. USAStaffingData@opm.gov	Contact your USA Staffing Account Manager	No registration required. Questions can be submitted in advance. USAStaffingData@opm.gov

Reporting Performance Metrics

FY23 All Cognos Reports

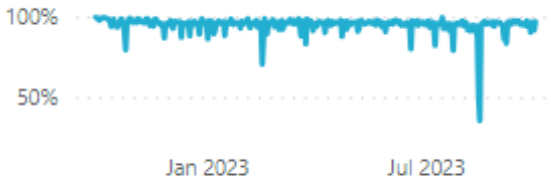
Cognos Total Runs

3,768,717



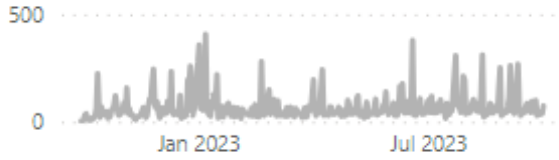
Avg. Success Rate

95.16%

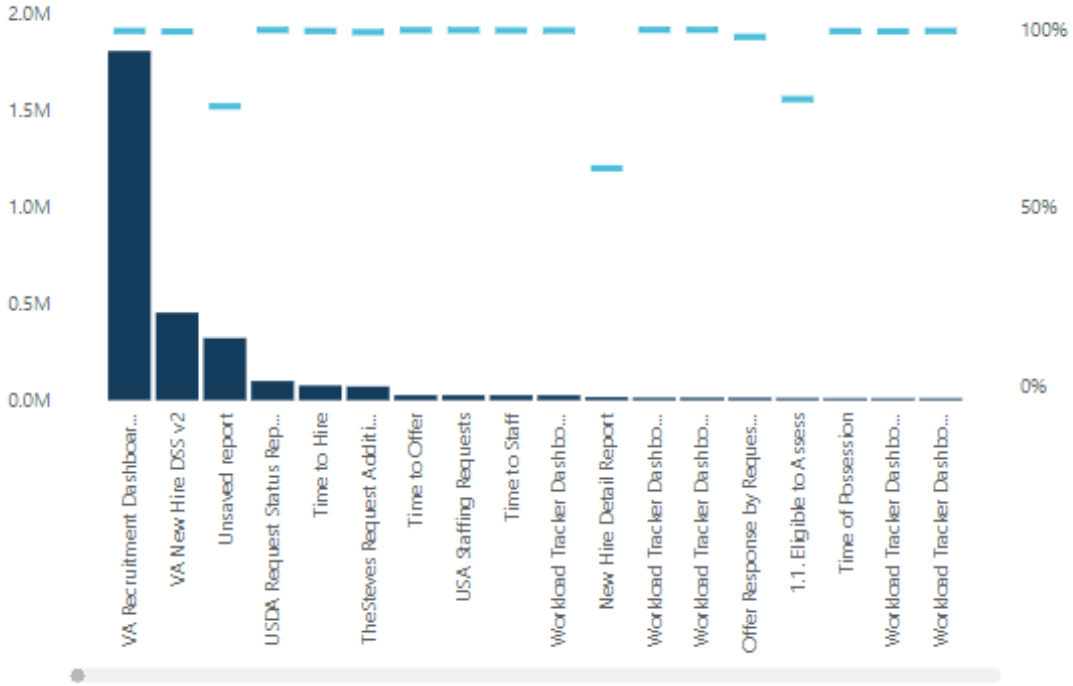


Avg. Runtime (Sec)

46.78



Cognos Total Runs and Cognos Success Rate



Report name	Cognos Total Runs	Cognos Success Rate	Avg Runtime
VA Recruitment Dashboard DSS v1	1,807,706	99.66%	5.40
VA New Hire DSS v2	453,730	99.48%	4.45
Unsaved report	322,200	78.45%	16.30
USDA Request Status Report - Certificate V3	99,530	99.91%	34.96
Time to Hire	76,424	99.64%	15.11
TheSteves Request Additional Information Report	71,474	99.31%	1.71
Time to Offer	26,031	99.87%	2.82
USA Staffing Requests	26,021	99.87%	2.56
Time to Staff	26,000	99.79%	7.60
Workload Tracker Dashboard - Qualification Analysis Phase	25,714	99.79%	16.84
New Hire Detail Report	16,175	61.02%	663.22
Workload Tracker Dashboard - RequestsAnnouncementsCerts	13,274	99.96%	9.86
Workload Tracker Dashboard - NewHireCertSelections	13,267	99.95%	9.42
Offer Response by Request Number	13,157	97.96%	3.02
1.1. Eligible to Assess	11,340	80.46%	104.53
Time of Possession	10,118	99.59%	52.57
Total	**3,768,717**	**95.16%**	**46.78**

Data Source: USAJOBS Data Through: September 2023

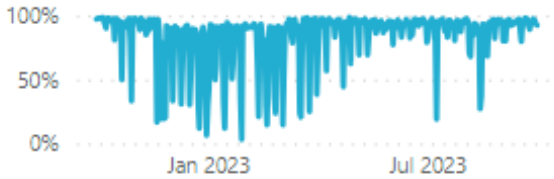
FY23 HDW Reports

HDW Total Runs

132,981

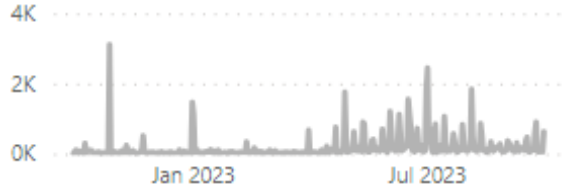
Avg. Success Rate

90.99%

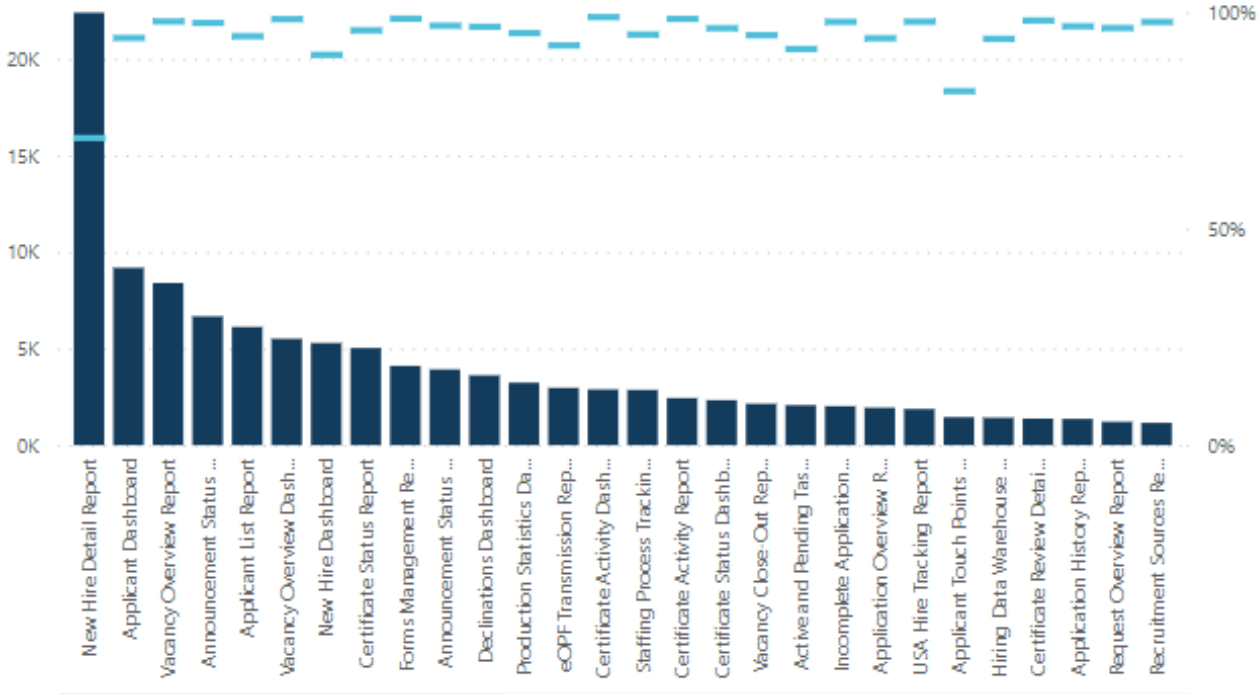


Avg. Runtime (Sec)

82.07



HDW Total Runs and HDW Success Rate



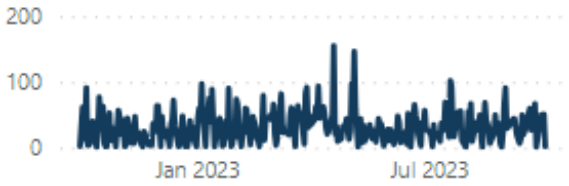
Report name	HDW Total Runs	HDW Success Rate	Avg Runtime
New Hire Detail Report	22,392	71.02%	302.37
Applicant Dashboard	9,184	94.14%	100.01
Vacancy Overview Report	8,395	97.96%	9.25
Announcement Status Report	6,668	97.63%	8.76
Applicant List Report	6,121	94.54%	44.32
Vacancy Overview Dashboard	5,510	98.49%	7.47
New Hire Dashboard	5,287	90.24%	82.16
Certificate Status Report	5,029	95.90%	51.39
Forms Management Report	4,104	98.61%	3.45
Announcement Status Dashboard	3,920	96.96%	10.09
Declinations Dashboard	3,614	96.73%	63.65
Production Statistics Dashboard	3,235	95.27%	64.95
eOPF Transmission Report	2,966	92.41%	49.62
Certificate Activity Dashboard	2,885	98.96%	5.40
Staffing Process Tracking Report	2,861	94.93%	91.85
Certificate Activity Report	2,438	98.56%	4.16
Certificate Status Dashboard	2,331	96.40%	75.99
Vacancy Close-Out Report	2,144	94.78%	72.90
Active and Pending Tasks Report	2,070	91.59%	67.91
Total	**132,981**	**90.99%**	**82.07**

Data Source: USAJOBS Data Through: September 2023

FY23 Time to Hire

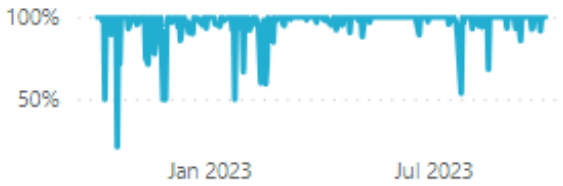
Cognos Total Runs

9,847



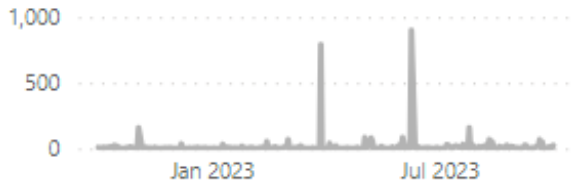
Avg. Success Rate

97.13%

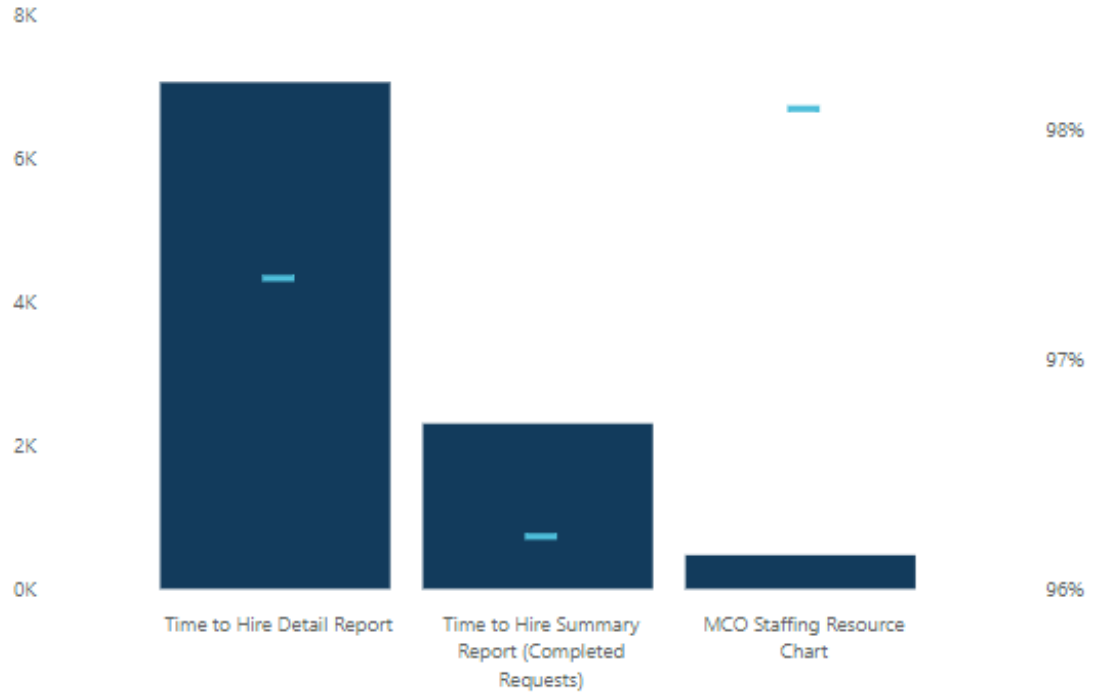


Avg. Runtime (Sec)

13.25



Cognos Total Runs and Cognos Success Rate



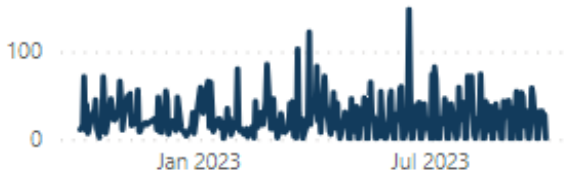
Report name	Cognos Total Runs	Cognos Success Rate	Avg Runtime
Time to Hire Detail Report	7,068	97.35%	5.74
Time to Hire Summary Report (Completed Requests)	2,307	96.23%	35.11
MCO Staffing Resource Chart	472	98.09%	20.16
Total	**9,847**	**97.13%**	**13.25**

Data Source: USAJOBS Data Through: September 2023

FY23 User License

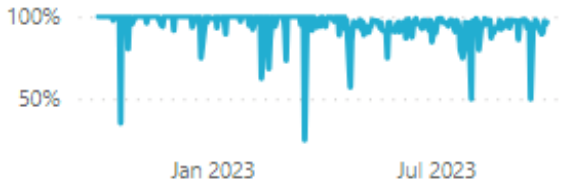
Cognos Total Runs

7,659



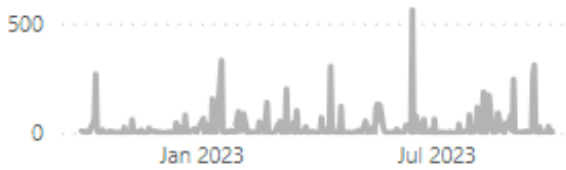
Avg. Success Rate

95.42%

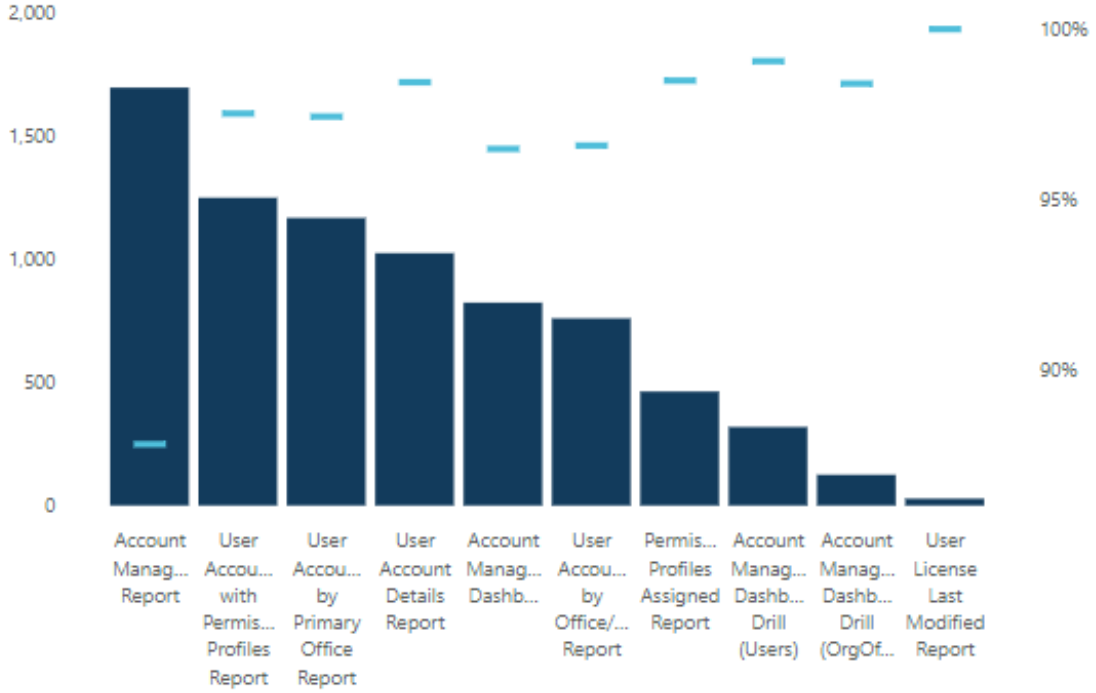


Avg. Runtime (Sec)

27.77



Cognos Total Runs and Cognos Success Rate

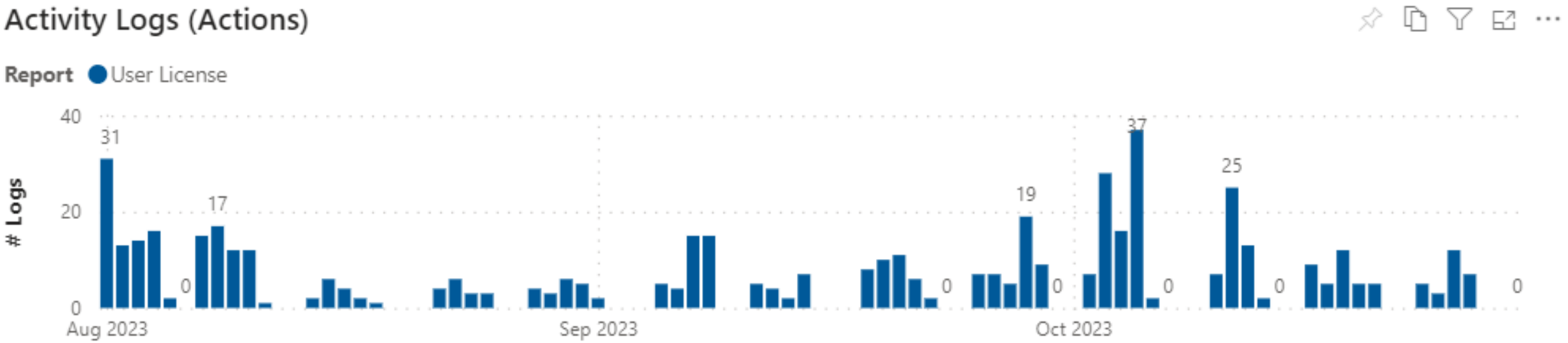


Report name	Cognos Total Runs	Cognos Success Rate	Avg Runtime
Account Management Report	1,697	87.80%	38.72
User Accounts with Permission Profiles Report	1,250	97.52%	27.18
User Accounts by Primary Office Report	1,168	97.43%	3.31
User Account Details Report	1,025	98.44%	21.50
Account Management Dashboard	824	96.48%	46.24
User Accounts by Office/Customer Report	760	96.58%	48.83
Permission Profiles Assigned Report	463	98.49%	13.31
Account Management Dashboard Drill (Users)	319	99.06%	6.66
Account Management Dashboard Drill (OrgOffice)	125	98.40%	47.44
User License Last Modified Report	28	100.00%	1.50
Total	**7,659**	**95.42%**	**27.77**

Data Source: USAJOBS Data Through: September 2023

FY23 Power BI: USAS – User License

All Viewers	External Viewers	Agencies
122	80	35
Total Unique Viewers	Unique External Viewers Only	# Unique Agencies



Activity = A user logs in and views or shares content in the USAS – User License workspace.

Power BI Updates

User Testing and Release

Next Steps

Completed:

- User License:
  - MVP 1 (data, reports, and app) released
  - Job aid published
  - Data refreshes and infrastructure work (updating 3 times daily)
  - MVP 2 (updates to visualizations) released
- Time to Hire Ideation sessions
- New Hire Ideation Session

In Progress:

- Time to Hire:
  - Data lake house pipelines
  - Dataset and report development
- User License MVP 3
- Power BI Training Video Development
- Pro license guidance and communication

Next Steps:

- Identify Power BI Pro license holders (FY24-Q1)
- Host workspace administration session(s) (FY24-Q1)
- Release Power BI training videos

USAS – User License Updates

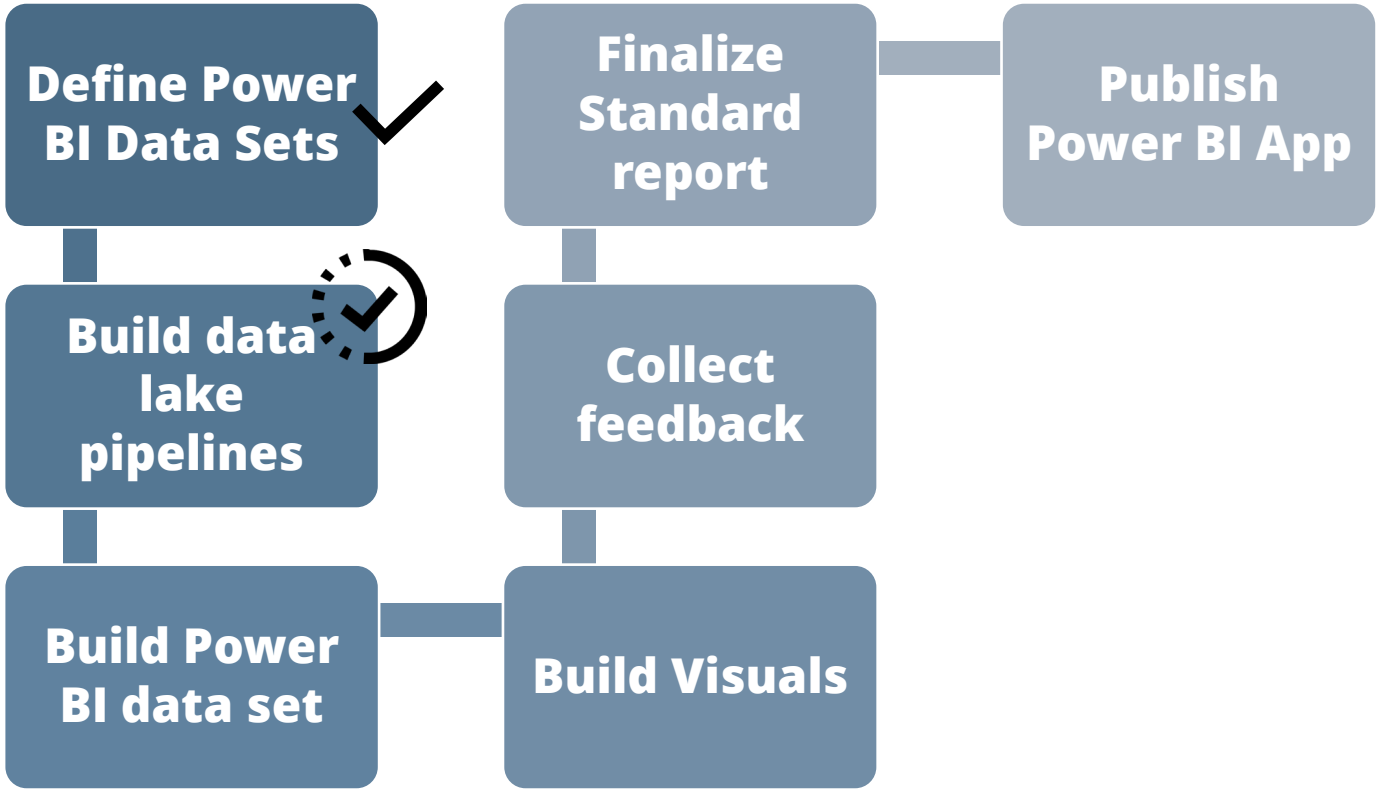
USAS – User License App – deployed October 11th

The USAS – User License app in Power BI was modified. The USAS – User License app contains simplified, detailed reporting on users and user accounts as well as summary metrics on users, licenses, license allocations, permission profiles, paid status, and associated offices. The USAS – User License app was modified with report enhancements including standardization of formatting, feedback and data definition button alignment, and the following specific updates to each page:

- **Paid License:** updated to adjust the page name to “Paid Licenses by Primary Office”, include an Allocated License metric, and rename the “Days Since Last Login for Paid HR Users” visualization to “Days Since Last Login.”
- **Staffing Organization:** updated the “Days Since Last Login” visualization to add differentiation between paid and unpaid permission profiles.
- **Staffing Office Permission Profile:** updated to realign metrics to the left side of the page, add a new metric for paid vs. unpaid licenses to replace the previously used bar chart, and add buttons for “User Details” and “Permission Profiles” to enable navigation between visuals.

14

Time to Hire Next Steps



Cognos Updates

Sprint 57 deployed to Production on September 27

Sprint 58 deployed to Production on October 11

Sprint 59 deployed to Production on October 25

New or Modified Reports

Candidate Inventory Report – deployed October 11th

The Candidate Inventory Report was created. This report provides tabular data about vacancies and certificates with candidate inventory enabled, including counts of the number of applicants opting in to have their application shared by candidate inventory.

The report was updated to include optional prompts for vacancy series, vacancy grade, and hiring paths.

A new metric was also added to the Certificate Summary and Certificate Details pages to identify the total number of unique applicants (people) that were referred on at least one certificate and have opted in to having their application shared on candidate inventory.

- Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse > Production Metrics

Data Model Changes

Hiring Data Warehouse

Applicant List USA Hire Status Filters – deployed September 27th

A new query subject and query items were added to enable reporting on use of USA Hire status filters in applicant lists.

Applicants namespace > Applicant List Information folder

- Applicant List Filters query subject
  - [Presentation View].[Applicant List Filters].[Applicant List USA Hire Status Filters]
- Applicant List USA Hire Status Filters query subject
  - [Presentation View].[Applicant List USA Hire Status Filters].[Applicant List USA Hire Status Filter]

Data Model Changes

Hiring Data Warehouse

Request Process Owner – deployed October 11th

New query items were added to enable reporting on the Request Process Owner name and email address.

Requests namespace > Request Information folder

- Request query subject
  - [Presentation View].[Request].[Request Process Owner]
  - [Presentation View].[Request].[Request Process Owner Email]

Data Model Changes

Hiring Data Warehouse

New Hire Activity Summary – deployed October 25th

A new query item was added to enable reporting on whether a new hire is set to receive the New Hire Activity Summary email.

New Hires namespace > New Hire Information folder

- New Hire query subject
  - [Presentation View].[New Hire].[Activity Summary?]

Data Model Changes

Hiring Data Warehouse

Tasks Owner Email – deployed October 25th

New query items were added to enable reporting on the email addresses of task owners to help differentiate between similar or identical task owner names.

Tasks namespace > Onboarding Tasks folder

- Comprehensive Onboarding Tasks query subject
  - [Presentation View].[Comprehensive Onboarding Tasks].[Onboarding Task Owner Email]

Tasks namespace > Staffing Tasks folder

- Comprehensive Staffing Tasks query subject
  - [Presentation View].[Comprehensive Staffing Tasks].[Staffing Task Owner Email]

Data Model Changes

Hiring Data Warehouse

USA Hire Custom Notifications – deployed October 25th

A query item was renamed and the description updated for reporting clarity. The field was previously named [USA Hire Notifications?].

Vacancies namespace > Vacancy Information folder

- Vacancy query subject
  - [Presentation View].[Vacancy].[USA Hire Custom Notifications?]

Data Model Changes

Time to Hire

Vacancy Assessment Types – deployed October 25th

New query items were added to allow addition of six new flag fields (yes/no) to classify or filter vacancies used in time to hire reporting.

Time to Hire namespace > Vacancy Information folder

- Vacancy query subject
  - [Time to Hire].[Vacancy].[Manual Assessment Used?]
  - [Time to Hire].[Vacancy].[Multiple Hurdles?]
  - [Time to Hire].[Vacancy].[No Assessment Used?]
  - [Time to Hire].[Vacancy].[Questionnaire Used?]
  - [Time to Hire].[Vacancy].[SME Evaluation Used?]
  - [Time to Hire].[Vacancy].[USA Hire Used?]

API Updates

USA Staffing Data API Updates

Applications API Sub-Entities – deployed September 27th

The following Applications API sub-entities were updated to allow direct data pulls (rather than through the Applications API) and to enable sorting of the data based on the DW Last Modified Date/Time.

- Application/AnnouncementItemsandResponses
- Application/AssessmentItemsandResponses

USA Staffing Data API Updates

Vacancies API Sub-Entities – deployed October 11th

The following Vacancies API sub-entities were updated to allow direct data pulls (rather than through the Vacancies API) and to enable sorting of the data based on the DW Last Modified Date/Time.

- Vacancies/AppointingAuthorities
- Vacancies/Eligibilities
- Vacancies/Flags
- Vacancies/MissionCriticalOccupations
- Vacancies/PositionDescriptions
- Vacancies/SupportingDocuments
- Vacancies/TrustDeterminations
- Vacancies/Metrics

USA Staffing Data API Updates

Requests API Sub-Entities – deployed October 25th

The following Requests API sub-entities were updated to allow direct data pulls (rather than through the Requests API) and to enable sorting of the data based on the DW Last Modified Date/Time.

- Requests/AppointingAuthorities
- Requests/Locations
- Requests /MissionCriticalOccupations
- Requests/PositionDescriptions
- Requests/WorkSchedules
- Requests/TrustDeterminations

Cognos Tip

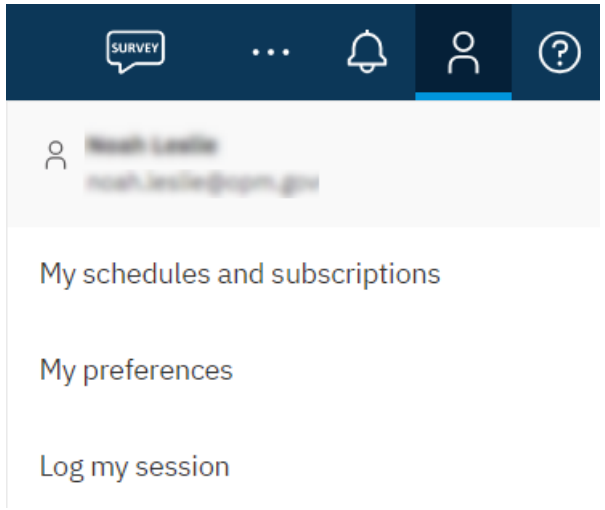
Checking and Updating Subscriptions in Cognos

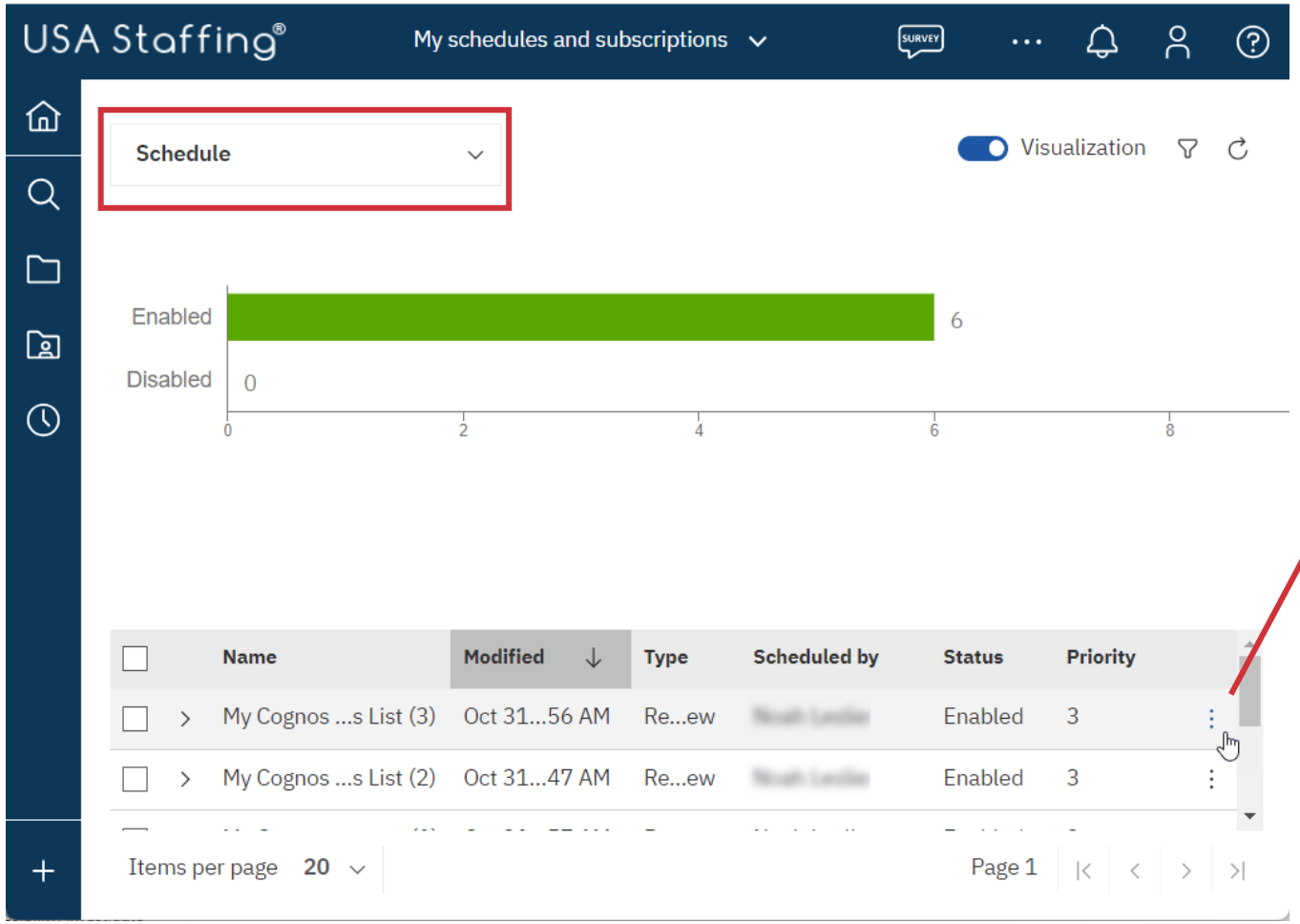
Adjust Cognos Subscriptions

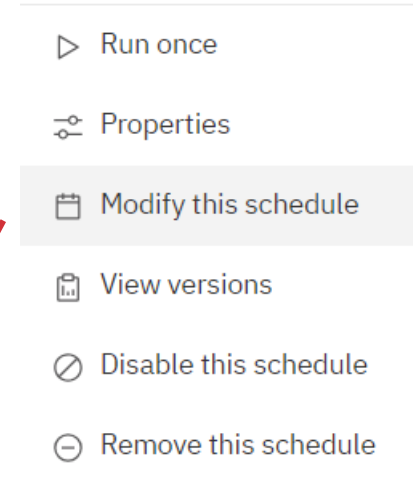
- Need:
  - I would like to know which subscriptions I have scheduled
  - I would like to toggle off unneeded subscriptions
  - I would like to adjust the timing of subscriptions or set an end date
  - I would like to adjust the parameters of current subscriptions (NEW)
  - I would like to see the Subscriptions folder with saved views

Adjust Cognos Subscriptions

Select ‘Schedule’ from the drop-down menu of ‘My schedules and subscriptions’

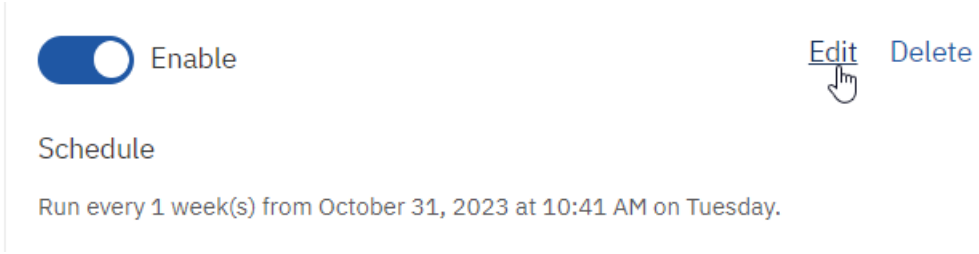


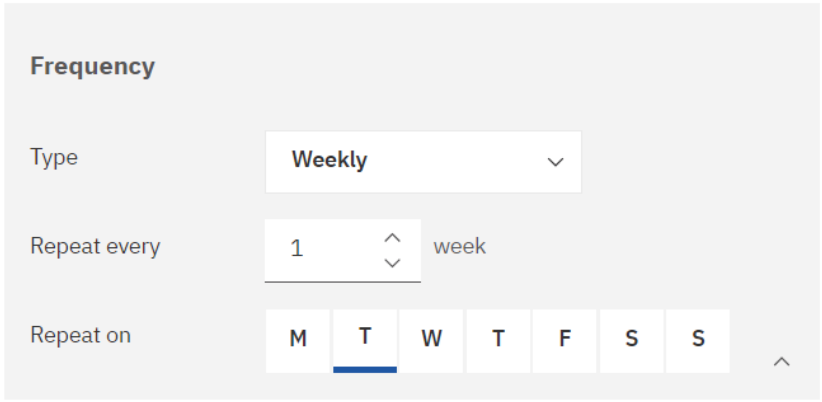


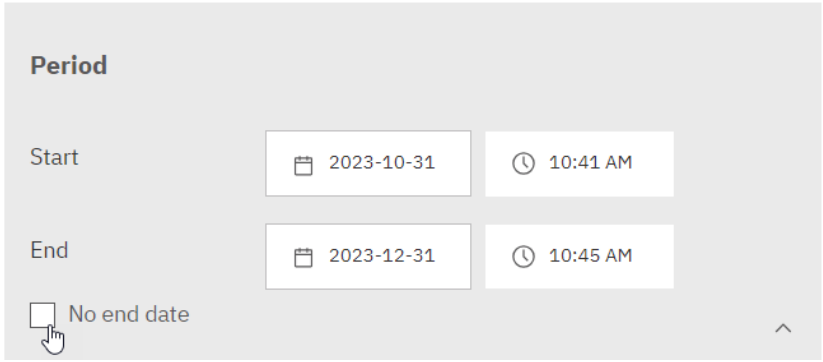


Disable/Adjust Frequency/Add End Date

Disable a schedule or modify its frequency/end date after selecting ‘Modify this schedule’ and ‘Edit’

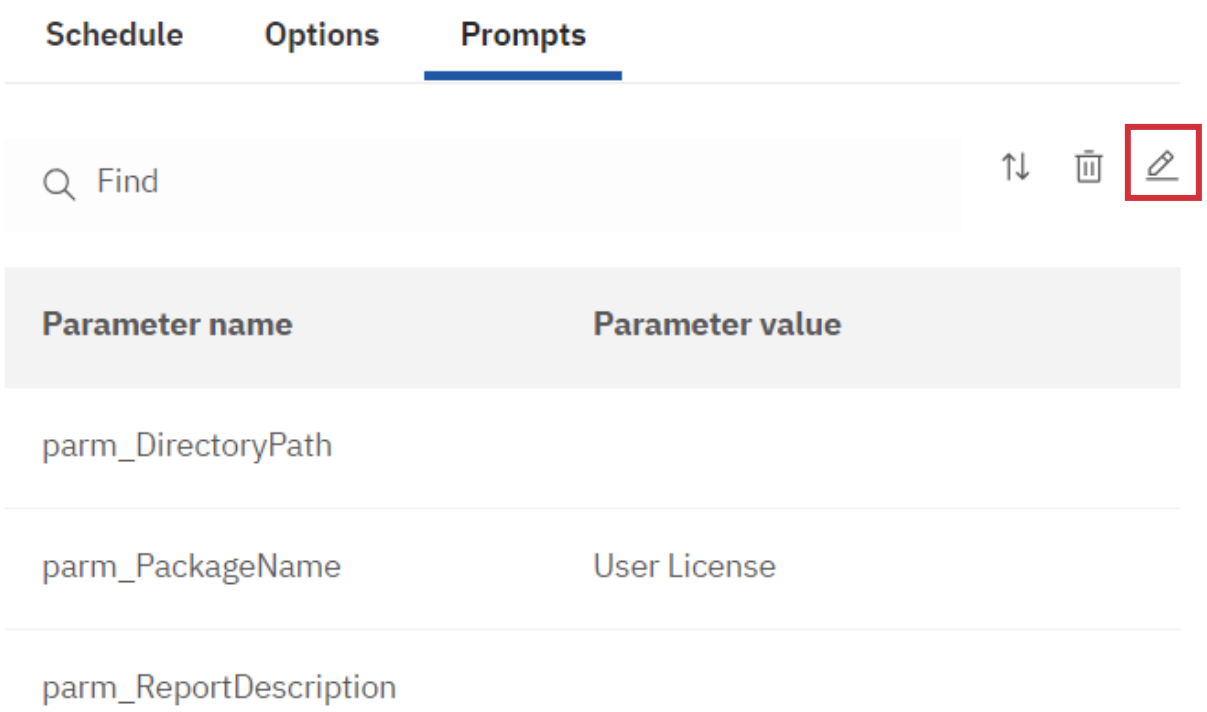






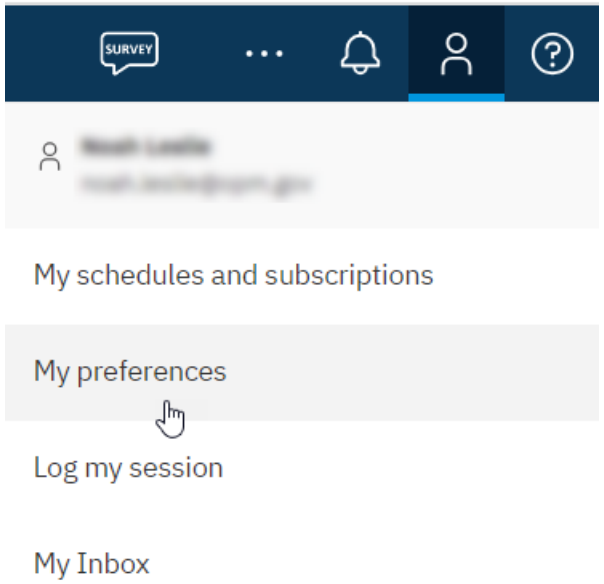
Modify Parameters

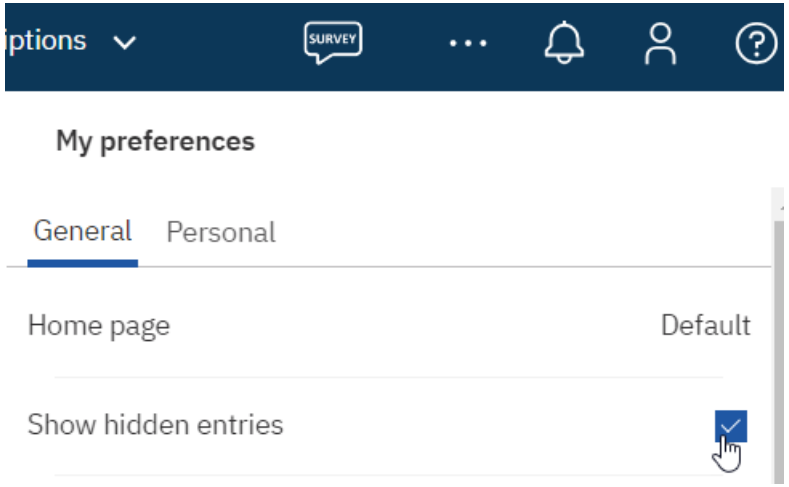
Parameters can now be adjusted after selecting ‘Edit’, then ‘Prompts’

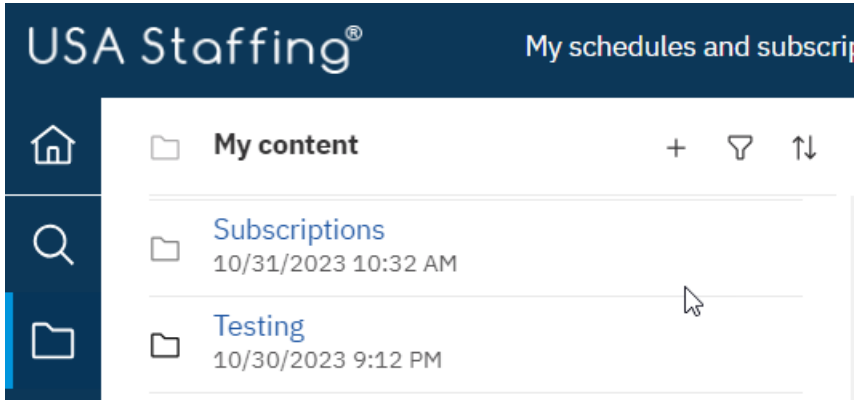


View Subscriptions Folder

Use ‘Show hidden entries’ in ‘My preferences’ to see the Subscriptions folder in ‘My content’







Open Demonstration and Q & A

USA Staffing Reporting Upcoming Events and Releases

Events

November 2	Cognos Author Forum
November 14 – 15	Cognos Author Training
November 16	Cognos Consumer Forum
December 7	Cognos Author Forum
December 12	Reporting and Analytics Workgroup Meeting
December 13 – 14	Cognos Author Training
December 21	Cognos Consumer Forum

Releases

November 1	Reporting Stage
November 8	Reporting Production
November 29	Reporting Stage
December 6	Reporting Production
December 13	Reporting Stage
December 20	Reporting Production

The full USA Staffing Release Schedule and Release Notes can be found on the USA Staffing Resource Center.

Reporting Resources

- **Resource Center** (https://help.usastaffing.gov/ResourceCenter/index.php/Reporting_and_Analytics)
  - **Trainings:** Information about trainings and forums is provided, as well as links to the virtual self-paced Cognos Consumer Training
  - **Job Aids:** Most data packages have job aids available to provide guidance on complex reporting topics.
  - **Release Notes:** Published every other week, the Release Notes identify the most recent modifications to reports and data models.
  - **Workgroup Materials:** slide decks and recordings from prior workgroup meetings are available.
- **Need Help?**
  - If you are experiencing issues accessing Cognos or Power BI, 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**.

Thank You!