



USA Staffing

USA Staffing Reporting & Analytics

Reporting and Analytics Workgroup Meeting

November 24, 2020

Created by the OPM Federal Staffing Center

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Agenda

- **Program Updates**
 - Cognos Performance Metrics
 - Foresee Survey Metrics
 - Business Intelligence (BI) Tool Evaluation Update
 - Cognos Training Program
 - HDW Scheduled Downtime
 - Reporting Deployment Holiday Schedule
- **Modifications to Reports and Data Models**
 - Reports
 - Data Models
- **Cognos Tip**
 - Page Sets
- **Open Demo and Q&A**



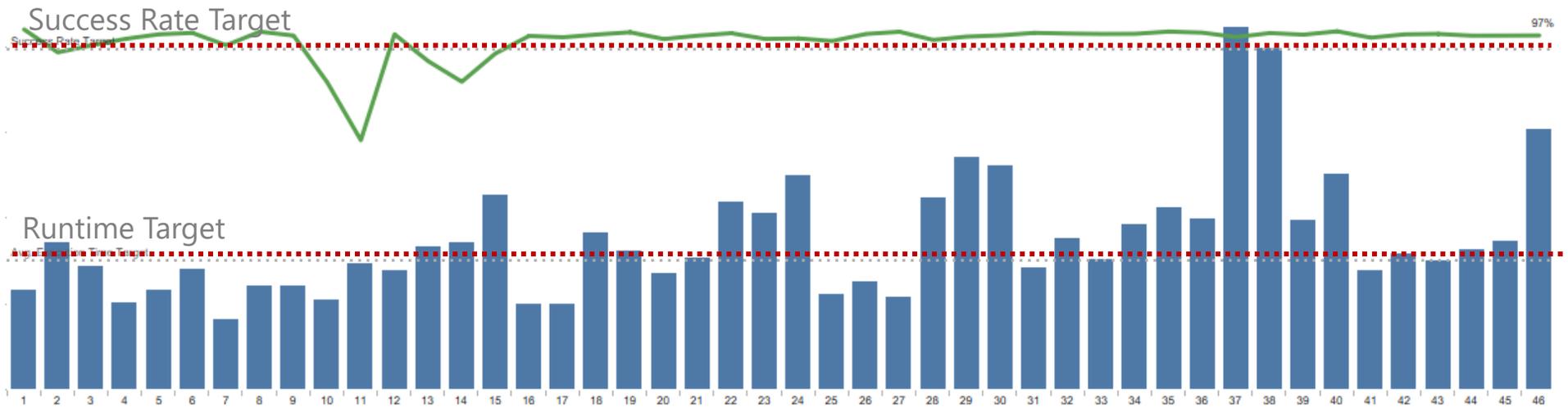
Cognos Performance Metrics



YTD Average Runtime
34.6 Seconds
 Target: 30 Seconds
 2019 Run Time: 45 Seconds



YTD Success Rate
96.0%
 Target: 95%
 2019 Run Time: 93.8%

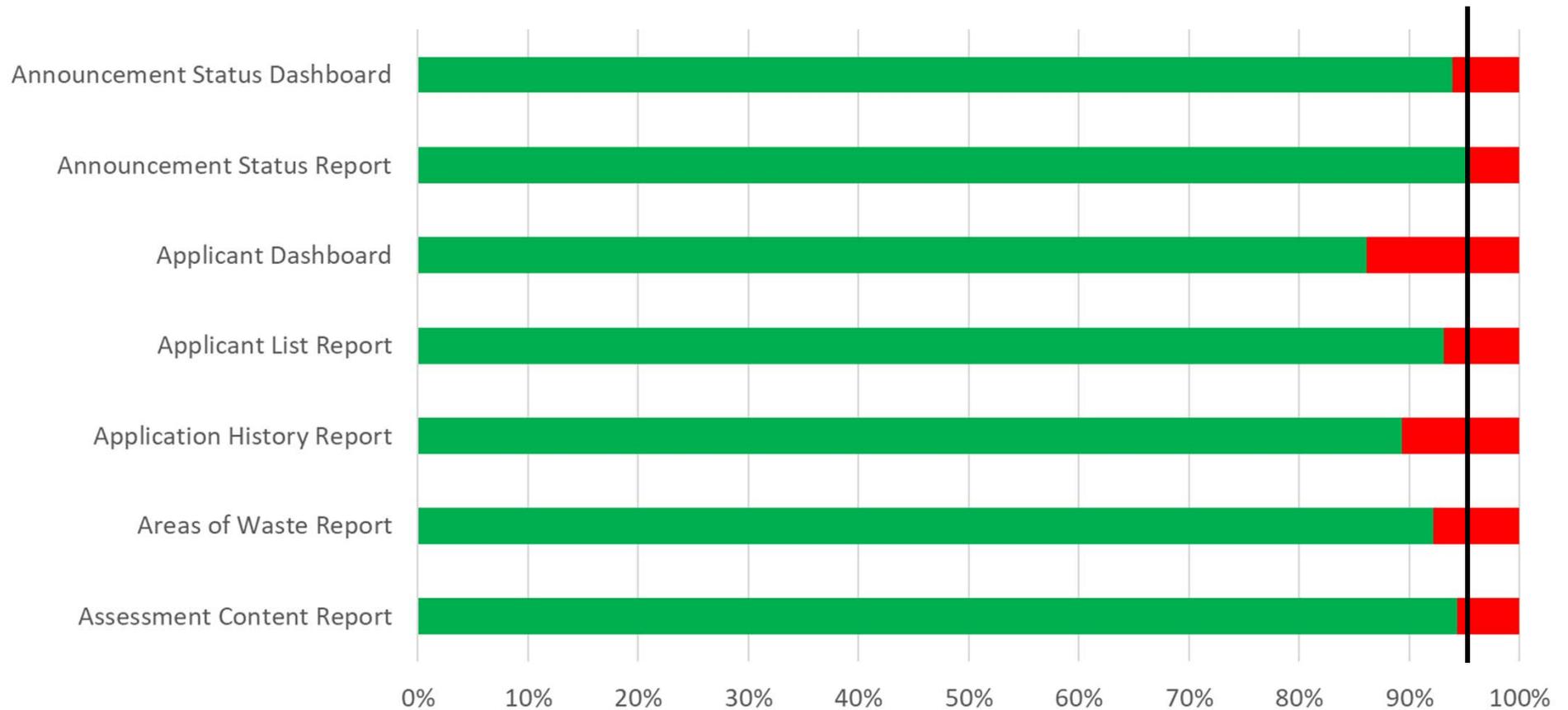




Overall Success Rate
93.0%

Report Success Rate

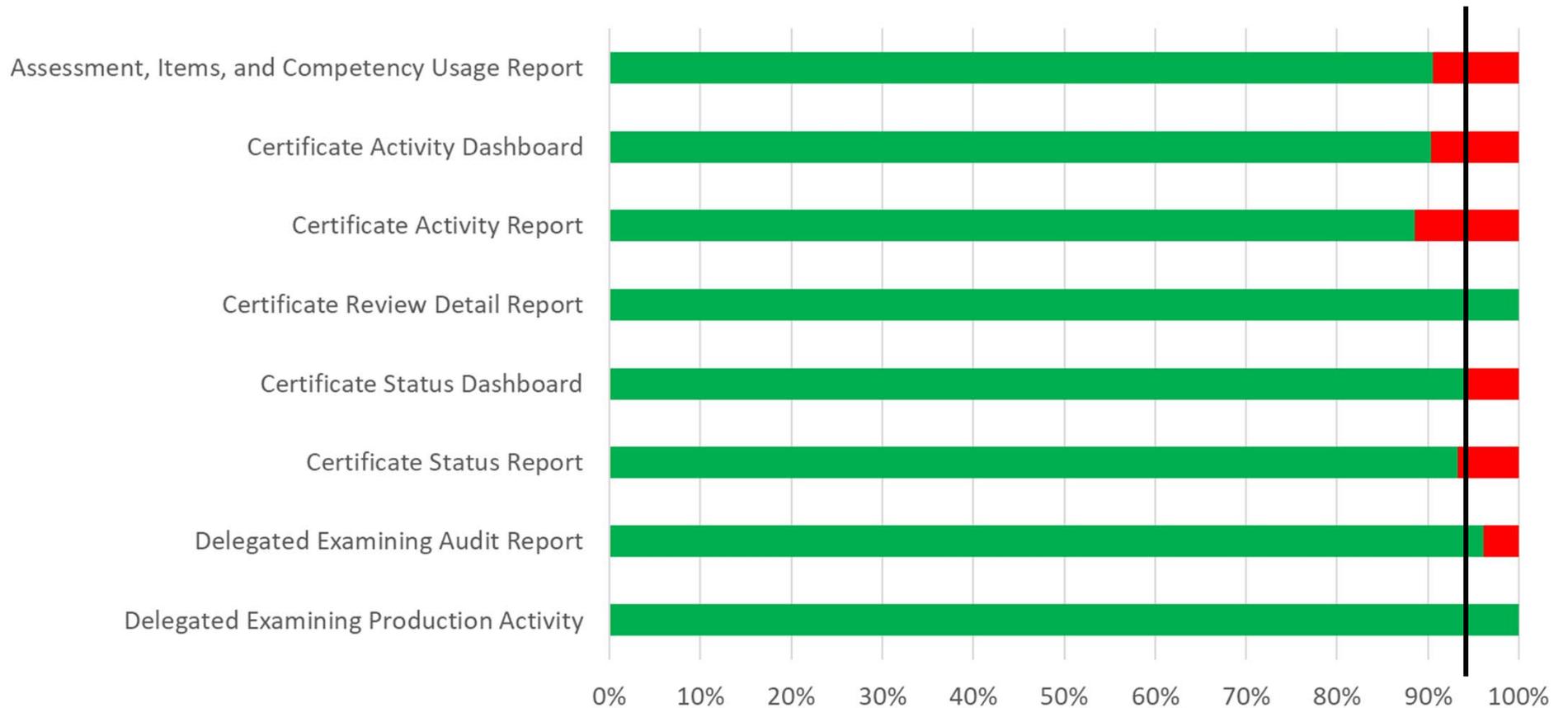
Target = 95%





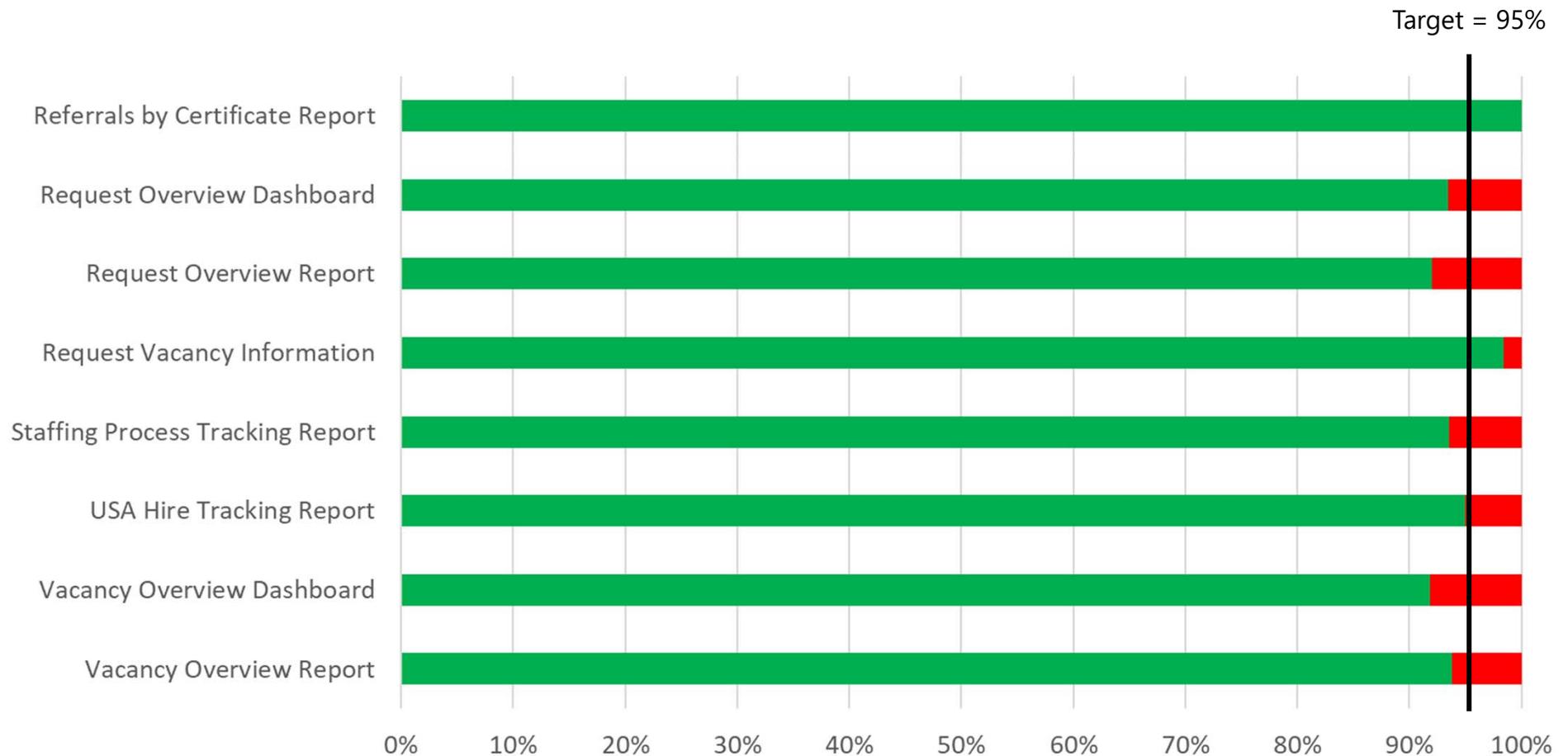
Report Success Rate

Target = 95%





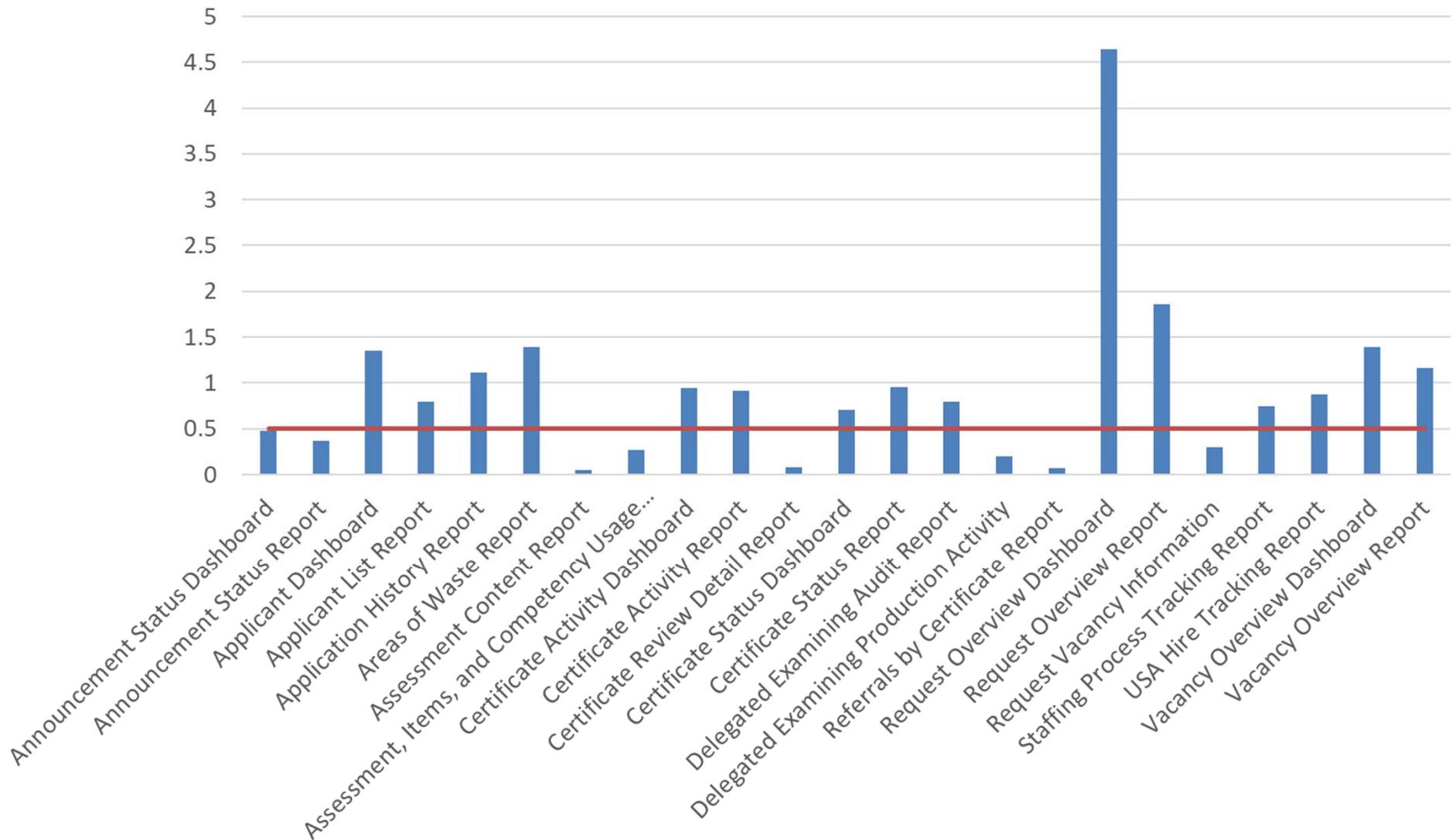
Report Success Rate





Average Runtime
56.7 seconds

HDW Report Performance





Foresee Survey



A **survey** is available in Cognos to **collect feedback** on your experience and **measure the effectiveness** of the interface.

What is your overall level of satisfaction with Cognos reporting today?



What types of reports did you use today? (Select all that apply)

<input type="checkbox"/> Standard reports
<input type="checkbox"/> Custom reports developed by the USA Staffing Program Office
<input type="checkbox"/> Custom reports developed by someone in my organization or office
<input type="checkbox"/> Custom reports that I developed

Additional comments?

<input type="radio"/> a. General Feedback
<input type="radio"/> b. Technical Issue
<input type="radio"/> c. Compliment
<input type="radio"/> d. Suggestion for Improvement

We need and value your *anonymous* feedback!



BI Tool Evaluation Timeline

Oct-Nov

Market research

Initial demos by top BI tools with follow-up technical discussions to inform the development of formal requirements. Tools: PowerBI, Tableau, Qlik, MicroStrategy, Looker, SiSense, ThoughtSpot

Dec-Jan

Formalize Requirements

Finalize requirements for a formal request for proposals from the market

June

Request for Information

Collect information about the capabilities of suppliers

Dec

Request for Proposals

Receive responses to the RFP

Jan - Feb

Technical Evaluation

Conduct rigorous performance and functional testing

2021

Transition

Work with agencies to move reporting and DSS from Cognos to the new tool (Cognos running concurrently). Decommission Cognos.



Cognos Training Program

Report Consumer Training

Report Author Training

Advanced Author Forum

Who?

- New USA Staffing reports users

- New report authors

- Experienced report authors

What?

- How to navigate to and run reports

- How to get started building reports

- Open forum for authors to ask questions

Time?

- 1/2 day

- 1 1/2 days

- 1 hour

When?

One session per month, alternating between each Report Consumer Training and Report Author Training

- The first Thursday of each month at 11:00 AM EDT

How?

Contact your USA Staffing Account Manager to sign-up.

- All report authors are welcome. Questions can be submitted in advance



Cognos Training Dates

Report Consumer Training

Report Author Training

Advanced Author Forum

Dates

Wednesday, January 13
12:30 – 4:30 PM EDT

Tuesday, December 15
10:00 AM – 4:00 PM EDT

Thursday, December 3
11:00 AM – 12:00 PM EDT

+

Wednesday, December 16
10:00 AM – 3:00 PM EDT

Thursday, January 7
11:00 AM – 12:00 PM EDT

Tuesday, February 16
10:00 AM – 4:00 PM EDT

Thursday, February 4
11:00 AM – 12:00 PM EDT

+

Wednesday, February 17
10:00 AM – 3:00 PM EDT

How to Register

Contact your USA Staffing Account Manager.

No registration required.
Questions can be submitted in advance.

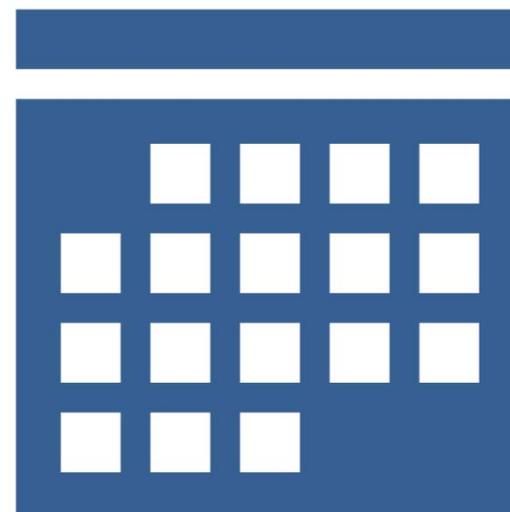


HDW Scheduled Downtime



On the weekend of **December 12 – 13, 2020** the Hiring Data Warehouse will be **unavailable for reporting**.

- HDW is being taken offline to deploy significant updates to the underlying tables.
- Other reporting packages (Staffing Reports, Applicant Flow Data Analytics, etc.) will still be available.



Please **cancel or reschedule** any HDW reports planned for those dates.



Reporting Deployment Holiday Schedule

Stage Deployment

Production Deployment

Sprint 53*

December 2

December 9

Sprint 54*

December 30

January 6

Sprint 55

January 13

January 20

*Sprints 53 and 54 will each be 4 weeks rather than the typical 2 weeks to prevent deployments on or the day prior to a holiday. Sprint 55 will resume the typical 2-week sprint.



Modifications to Reports and Data Models

Sprint 51 deployed to Production on October 28th
Sprint 52 deployed to Production on November 12th



Reports

New/Modified Reports

Certificate Review Detail Report – deployed November 12th

The Certificate Review Detail Report was created. This report provides tabular data listing the certificate reviews for a vacancy, including detailed information about review status, reviewers, and reviewer assignments.

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

Delegated Examining Production Activity – deployed November 12th

The Delegated Examining Production Activity report was created. This report includes a dashboard and tabular data displaying Delegated Examining Unit metrics, including number of vacancies, certificates, and applications.

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

MCO Staffing Resource Chart – deployed November 12th

The Mission Critical Occupation (MCO) Staffing Resource Chart displays time to hire in the format required by OPM for annual reporting. The report was updated to include onboard new hire request type as an option in the existing request type prompt and report output (when selected in the prompt).

- Team Content > USA Staffing Packages and Folders > Time to Hire



Reports

New/Modified Reports

Time to Hire Detail Report – deployed November 12th

The Time to Hire – Detail Report displays detail level data on the milestones of the hiring process and the overall time to hire. The report was updated to include onboard new hire request type as an option in the existing request type prompt. The report was also modified to remove the separate Onboard New Hire page/tab and rename the New Vacancy & Additional Selection Request Types page/tab to reflect the request type(s) selected in the request type prompt. This change was made as a result of the recent update to include all request types in the Time to Hire data package. Previously, the Onboard New Hire page/tab used data from the New Hire (End of Day) data package; with the update to the Time to Hire data package, all data can now be included in a single page/tab and data from New Hire (End of Day) is no longer necessary.

- Team Content > USA Staffing Packages and Folders > Time to Hire

Time to Hire Summary Report – deployed November 12th

The Time to Hire – Summary Report displays summary level data on the milestones of the hiring process and the overall time to hire. The report was modified to include the onboard new hire request type as an option

- Team Content > USA Staffing Packages and Folders > Time to Hire



Hiring Data Warehouse

Data Model Changes

New Hire Data – deployed October 28th

New Hire data has been added to the Hiring Data Warehouse!

A new main folder, sub-folders, and query subjects were added to the Hiring Data Warehouse to enable reporting on details about new hires, including the office and organization managing the staffing process, job offers, onboarding invitations, contacts, forms, and onboarding documents. Also included in the New Hires main folder is a New Hire Request Information sub-folder, which contains the New Hire Request query subject.

When creating a report that contains new hire data, if request information is needed then query items from the New Hire Request query subject should be used rather than data from the main Requests folder in the Hiring Data Warehouse. This will ensure that all new hires (even those that have not yet been assigned a request number, for instance new hires in a Vetting status) will appear in the report. The New Hire Request Information sub-folder currently only contains query items relating to characteristics of a request; additional query subjects will be added in the future to enable reporting on data such as request locations, request work schedules, etc.



Hiring Data Warehouse

Data Model Changes

New Hire Contacts – deployed November 12th

A new sub-folder, query subjects and associated query items were added to enable reporting on the benefits, human resources, and payroll contacts for a new hire.

- New Hires folder
 - New Hire Contacts sub-folder
 - Benefits Contacts query subject
 - [Presentation View].[Benefits Contacts].[Benefits Contact Email]
 - [Presentation View].[Benefits Contacts].[Benefits Contact Name]
 - [Presentation View].[Benefits Contacts].[Benefits Contact Phone Number]
 - HR Contacts query subject
 - [Presentation View].[HR Contacts].[HR Contact Email]
 - [Presentation View].[HR Contacts].[HR Contact Name]
 - [Presentation View].[HR Contacts].[HR Contact Phone Number]
 - Payroll Contacts query subject
 - [Presentation View].[Payroll Contacts].[Payroll Contact Email]
 - [Presentation View].[Payroll Contacts].[Payroll Contact Name]
 - [Presentation View].[Payroll Contacts].[Payroll Contact Phone Number]



Hiring Data Warehouse

Data Model Changes

New Hire Information – deployed October 28th

A new query subject and associated query items were added to enable reporting on details about new hires.

- New Hires folder
 - New Hire Information sub-folder
 - New Hire query subject
 - [Presentation View].[New Hire].[Actual Start Date]
 - [Presentation View].[New Hire].[Effective Date of Appointment]
 - [Presentation View].[New Hire].[New Hire Creation Date]
 - [Presentation View].[New Hire].[New Hire Email]
 - [Presentation View].[New Hire].[New Hire First Logged In Date]
 - [Presentation View].[New Hire].[New Hire Last Name]
 - [Presentation View].[New Hire].[New Hire Last Updated Date/Time]
 - [Presentation View].[New Hire].[New Hire Middle Name]
 - [Presentation View].[New Hire].[New Hire Name]
 - [Presentation View].[New Hire].[New Hire Number]
 - [Presentation View].[New Hire].[New Hire Staffing Customer]
 - [Presentation View].[New Hire].[New Hire Status]
 - [Presentation View].[New Hire].[New Hire Suffix]
 - [Presentation View].[New Hire].[Onboarding Process Owner]



Hiring Data Warehouse

Data Model Changes

New Hire Information – deployed October 28th

- New Hire query subject (continued)
 - [Presentation View].[New Hire].[PCS Eligible?]
 - [Presentation View].[New Hire].[Projected Start Date]
 - [Presentation View].[New Hire].[Prolonged Start Date Reason]

New Hire Address – deployed November 12th

A new query subject and associated query items were added to enable reporting on the address of a new hire.

- New Hires folder
 - New Hire Information sub-folder
 - New Hire Address query subject
 - [Presentation View].[New Hire Address].[New Hire Address Line 1]
 - [Presentation View].[New Hire Address].[New Hire Address Line 2]
 - [Presentation View].[New Hire Address].[New Hire Apt/Suite]
 - [Presentation View].[New Hire Address].[New Hire City]
 - [Presentation View].[New Hire Address].[New Hire Country]
 - [Presentation View].[New Hire Address].[New Hire State]
 - [Presentation View].[New Hire Address].[New Hire Zip Code]



Hiring Data Warehouse

Data Model Changes

New Hire Offices – deployed October 28th

A new query subject and associated query items were added to enable reporting on the office managing the staffing process for a new hire.

- New Hires folder
 - New Hire Information sub-folder
 - New Hire Offices query subject
 - [Presentation View].[New Hire Offices].[New Hire Staffing Office Code]
 - [Presentation View].[New Hire Offices].[New Hire Staffing Office Name]

New Hire Organizations – deployed October 28th

A new query subject and associated query items were added to enable reporting on the organization managing the staffing process for a new hire.

- New Hires folder
 - New Hire Information sub-folder
 - New Hire Organizations query subject
 - [Presentation View].[New Hire Organizations].[New Hire Staffing Organization Code]
 - [Presentation View].[New Hire Organizations].[New Hire Staffing Organization Name]



Hiring Data Warehouse

Data Model Changes

New Hire Phone Numbers – deployed October 28th

A new query subject and associated query items were added to enable reporting on the phone number(s) provided by a new hire.

- New Hires folder
 - New Hire Information sub-folder
 - New Hire Phone Numbers query subject
 - [Presentation View].[New Hire Phone Numbers].[New Hire Phone Number]
 - [Presentation View].[New Hire Phone Numbers].[New Hire Phone Type]



Hiring Data Warehouse

Data Model Changes

Job Offers – deployed October 28th

A new query subject and associated query items were added to enable reporting on job offers extended to a selectee/new hire.

- New Hires folder
 - New Hire Notifications sub-folder
 - Job Offers query subject
 - [Presentation View].[Job Offers].[Declination Audit Code]
 - [Presentation View].[Job Offers].[Declination Audit Description]
 - [Presentation View].[Job Offers].[Job Offer Response]
 - [Presentation View].[Job Offers].[Job Offer Response Date/Time]
 - [Presentation View].[Job Offers].[Job Offer Sent By]
 - [Presentation View].[Job Offers].[Job Offer Sent By Email]
 - [Presentation View].[Job Offers].[Job Offer Sent Date/Time]
 - [Presentation View].[Job Offers].[Job Offer Type]



Hiring Data Warehouse

Data Model Changes

Onboarding Invitations – deployed October 28th

A new query subject and associated query items were added to enable reporting on onboarding invitations sent to a new hire.

- New Hires folder
 - New Hire Notifications sub-folder
 - Onboarding Invitations query subject
 - [Presentation View].[Onboarding Invitations].[Discontinue Reason]
 - [Presentation View].[Onboarding Invitations].[Invitation Response]
 - [Presentation View].[Onboarding Invitations].[Invitation Response Date/Time]
 - [Presentation View].[Onboarding Invitations].[Invitation Sent By]
 - [Presentation View].[Onboarding Invitations].[Invitation Sent By Email]
 - [Presentation View].[Onboarding Invitations].[Invitation Sent Date/Time]



Hiring Data Warehouse

Data Model Changes

New Hire Requests – deployed October 28th

A new query subject and associated query items were added to enable reporting on requests associated with new hires.

- New Hires folder
 - New Hire Request Information sub-folder
 - New Hire Request query subject
 - [Presentation View].[New Hire Request].[New Hire Request Approval Date/Time]
 - [Presentation View].[New Hire Request].[New Hire Request Approver Email]
 - [Presentation View].[New Hire Request].[New Hire Request Approver Name]
 - [Presentation View].[New Hire Request].[New Hire Request Approver Phone Number]
 - [Presentation View].[New Hire Request].[New Hire Request Bargaining Unit Position?]
 - [Presentation View].[New Hire Request].[New Hire Request Cancellation Date]
 - [Presentation View].[New Hire Request].[New Hire Request Cancellation Reason]
 - [Presentation View].[New Hire Request].[New Hire Request Creation Date/Time]



Hiring Data Warehouse

Data Model Changes

New Hire Requests – deployed October 28th

- New Hires folder
 - New Hire Request Information sub-folder
 - New Hire Request query subject (continued)
 - [Presentation View].[New Hire Request].[New Hire Request Customer Address City]
 - [Presentation View].[New Hire Request].[New Hire Request Customer Address Country]
 - [Presentation View].[New Hire Request].[New Hire Request Customer Address Line 1]
 - [Presentation View].[New Hire Request].[New Hire Request Customer Address Line 2]
 - [Presentation View].[New Hire Request].[New Hire Request Customer Address Line 3]
 - [Presentation View].[New Hire Request].[New Hire Request Customer Address State]
 - [Presentation View].[New Hire Request].[New Hire Request Customer Address State Abbreviation]
 - [Presentation View].[New Hire Request].[New Hire Request Customer Address Zip Code]



Hiring Data Warehouse

Data Model Changes

New Hire Requests – deployed October 28th

- New Hires folder
 - New Hire Request Information sub-folder
 - New Hire Request query subject (continued)
 - [Presentation View].[New Hire Request].[New Hire Request Customer Agency Code]
 - [Presentation View].[New Hire Request].[New Hire Request Customer Agency Name]
 - [Presentation View].[New Hire Request].[New Hire Request Customer External Name]
 - [Presentation View].[New Hire Request].[New Hire Request Customer Name]
 - [Presentation View].[New Hire Request].[New Hire Request Customer Phone Number]
 - [Presentation View].[New Hire Request].[New Hire Request Drug Testing Required?]
 - [Presentation View].[New Hire Request].[New Hire Request Financial Disclosure Required?]
 - [Presentation View].[New Hire Request].[New Hire Request Hiring Organization Name]



Hiring Data Warehouse

Data Model Changes

New Hire Requests – deployed October 28th

- New Hires folder
 - New Hire Request Information sub-folder
 - New Hire Request query subject (continued)
 - [Presentation View].[New Hire Request].[New Hire Request Hiring Validation Date]
 - [Presentation View].[New Hire Request].[New Hire Request Last Modified Date/Time]
 - [Presentation View].[New Hire Request].[New Hire Request Number]
 - [Presentation View].[New Hire Request].[New Hire Request Pay Plan-Series-Grade]
 - [Presentation View].[New Hire Request].[New Hire Request Personnel Action Date]
 - [Presentation View].[New Hire Request].[New Hire Request Relocation Authorized?]
 - [Presentation View].[New Hire Request].[New Hire Request Security Clearance Required]
 - [Presentation View].[New Hire Request].[New Hire Request Source]
 - [Presentation View].[New Hire Request].[New Hire Request Status]



Hiring Data Warehouse

Data Model Changes

New Hire Requests – deployed October 28th

- New Hires folder
 - New Hire Request Information sub-folder
 - New Hire Request query subject (continued)
 - [Presentation View].[New Hire Request].[New Hire Request Submission Date/Time]
 - [Presentation View].[New Hire Request].[New Hire Request Supervisory Position?]
 - [Presentation View].[New Hire Request].[New Hire Request Telework Eligible?]
 - [Presentation View].[New Hire Request].[New Hire Request Travel Required]
 - [Presentation View].[New Hire Request].[New Hire Request Type]
 - [Presentation View].[New Hire Request].[New Hire Requester Email]
 - [Presentation View].[New Hire Request].[New Hire Requester Name]
 - [Presentation View].[New Hire Request].[New Hire Requester Phone Number]



Hiring Data Warehouse

Data Model Changes

Onboarding Forms – deployed October 28th

A new query subject and associated query items were added to enable reporting on onboarding forms and form transmissions.

- New Hires folder
 - Onboarding Forms and Documents sub-folder
 - Forms query subject
 - [Presentation View].[Forms].[Form Accepted By]
 - [Presentation View].[Forms].[Form Accepted By Email]
 - [Presentation View].[Forms].[Form Accepted Date/Time]
 - [Presentation View].[Forms].[Form Agency Next Action]
 - [Presentation View].[Forms].[Form Name]
 - [Presentation View].[Forms].[Form New Hire Next Action]
 - [Presentation View].[Forms].[Form Number]
 - [Presentation View].[Forms].[Form Originally Submitted Date/Time]
 - [Presentation View].[Forms].[Form Scheduled Transmit Date]
 - [Presentation View].[Forms].[Form Transmission Date/Time]
 - [Presentation View].[Forms].[Form Transmission Error Code]
 - [Presentation View].[Forms].[Form Transmission Code Error Description]
 - [Presentation View].[Forms].[Form Transmission Status]
 - [Presentation View].[Forms].[Form Transmission Status Date/Time]
 - [Presentation View].[Forms].[Form Transmission Task Owner]



Hiring Data Warehouse

Data Model Changes

Onboarding Documents – deployed October 28th

A new query subject and associated query items were added to enable reporting on onboarding documents and document transmissions.

- New Hires folder
 - Onboarding Forms and Documents sub-folder
 - Onboarding Documents query subject
 - [Presentation View].[Onboarding Documents].[Onboarding Document Name]
 - [Presentation View].[Onboarding Documents].[Onboarding Document Received Date/Time]
 - [Presentation View].[Onboarding Documents].[Onboarding Document Scheduled Transmit Date]
 - [Presentation View].[Onboarding Documents].[Onboarding Document Source]
 - [Presentation View].[Onboarding Documents].[Onboarding Document Transmission Date/Time]
 - [Presentation View].[Onboarding Documents].[Onboarding Document Transmission Error Code]
 - [Presentation View].[Onboarding Documents].[Onboarding Document Transmission Error Description]
 - [Presentation View].[Onboarding Documents].[Onboarding Document Transmission Status]



Hiring Data Warehouse

Data Model Changes

Onboarding Documents – deployed October 28th

- New Hires folder
 - Onboarding Forms and Documents sub-folder
 - Onboarding Documents query subject (continued)
 - [Presentation View].[Onboarding Documents].[Onboarding Document Transmission Status Date/Time]
 - [Presentation View].[Onboarding Documents].[Onboarding Document Transmission Task Owner]
 - [Presentation View].[Onboarding Documents].[Onboarding Document Type]



Hiring Data Warehouse

Data Model Changes

Task Data – **deployed November 12th**

Task data has been added to the Hiring Data Warehouse!

A new main folder was added to enable reporting on tasks completed as part of the staffing and onboarding processes. Included within this folder at the initial release is a new sub-folder, query subject, and associated query items focused on enabling reporting on key characteristics and dates for onboarding tasks included in the standard onboarding workflow.

At maturity, this area will include query subjects and query items focused on enabling reporting on key characteristics and dates for staffing tasks included in the standard staffing workflow as well as query items that will enable reporting on all staffing and onboarding tasks (e.g., those not included in standard workflows).



Hiring Data Warehouse

Data Model Changes

Onboarding Tasks – deployed November 12th

A new query subject and associated query items were added to enable reporting on key characteristics and dates for onboarding tasks included in the standard onboarding workflow.

- Tasks folder
 - Onboarding Tasks sub-folder
 - Onboarding Task query subject
 - [Presentation View].[Onboarding Task].[Initiate Background Investigation/Security Clearance Active Date]
 - [Presentation View].[Onboarding Task].[Initiate Background Investigation/Security Clearance Actual Days to Complete]
 - [Presentation View].[Onboarding Task].[Initiate Background Investigation/Security Clearance Completed Date]
 - [Presentation View].[Onboarding Task].[Initiate Background Investigation/Security Clearance Due Date]
 - [Presentation View].[Onboarding Task].[Initiate Background Investigation/Security Clearance Target Days to Complete]
 - [Presentation View].[Onboarding Task].[Initiate Background Investigation/Security Clearance Task Owner Name]
 - [Presentation View].[Onboarding Task].[Initiate Background Investigation/Security Clearance Task Status]



Hiring Data Warehouse

Data Model Changes

Onboarding Tasks – deployed November 12th

- Onboarding Task query subject (continued)
 - [Presentation View].[Onboarding Task].[Receive Background Investigation/Security Clearance Active Date]
 - [Presentation View].[Onboarding Task].[Receive Background Investigation/Security Clearance Actual Days to Complete]
 - [Presentation View].[Onboarding Task].[Receive Background Investigation/Security Clearance Completed Date]
 - [Presentation View].[Onboarding Task].[Receive Background Investigation/Security Clearance Due Date]
 - [Presentation View].[Onboarding Task].[Receive Background Investigation/Security Clearance Target Days to Complete]
 - [Presentation View].[Onboarding Task].[Receive Background Investigation/Security Clearance Task Owner Name]
 - [Presentation View].[Onboarding Task].[Receive Background Investigation/Security Clearance Task Status]



Hiring Data Warehouse

Data Model Changes

Onboarding Tasks – deployed November 12th

- Onboarding Task query subject (continued)
 - [Presentation View].[Onboarding Task].[Receive Official Offer Response Active Date]
 - [Presentation View].[Onboarding Task].[Receive Official Offer Response Actual Days to Complete]
 - [Presentation View].[Onboarding Task].[Receive Official Offer Response Completed Date]
 - [Presentation View].[Onboarding Task].[Receive Official Offer Response Due Date]
 - [Presentation View].[Onboarding Task].[Receive Official Offer Response Target Days to Complete]
 - [Presentation View].[Onboarding Task].[Receive Official Offer Response Task Owner Name]
 - [Presentation View].[Onboarding Task].[Receive Official Offer Response Task Status]



Hiring Data Warehouse

Data Model Changes

Onboarding Tasks – **deployed November 12th**

- Onboarding Task query subject (continued)
 - [Presentation View].[Onboarding Task].[Receive Tentative Offer Response Active Date]
 - [Presentation View].[Onboarding Task].[Receive Tentative Offer Response Actual Days to Complete]
 - [Presentation View].[Onboarding Task].[Receive Tentative Offer Response Completed Date]
 - [Presentation View].[Onboarding Task].[Receive Tentative Offer Response Due Date]
 - [Presentation View].[Onboarding Task].[Receive Tentative Offer Response Target Days to Complete]
 - [Presentation View].[Onboarding Task].[Receive Tentative Offer Response Task Owner Name]
 - [Presentation View].[Onboarding Task].[Receive Tentative Offer Response Task Status]



Hiring Data Warehouse

Data Model Changes

Onboarding Tasks – deployed November 12th

- Onboarding Task query subject (continued)
 - [Presentation View].[Onboarding Task].[Send Official Offer Active Date]
 - [Presentation View].[Onboarding Task].[Send Official Offer Actual Days to Complete]
 - [Presentation View].[Onboarding Task].[Send Official Offer Completed Date]
 - [Presentation View].[Onboarding Task].[Send Official Offer Due Date]
 - [Presentation View].[Onboarding Task].[Send Official Offer Target Days to Complete]
 - [Presentation View].[Onboarding Task].[Send Official Offer Task Owner Name]
 - [Presentation View].[Onboarding Task].[Send Official Offer Task Status]
 - [Presentation View].[Onboarding Task].[Send Tentative Offer Active Date]
 - [Presentation View].[Onboarding Task].[Send Tentative Offer Actual Days to Complete]
 - [Presentation View].[Onboarding Task].[Send Tentative Offer Completed Date]
 - [Presentation View].[Onboarding Task].[Send Tentative Offer Due Date]
 - [Presentation View].[Onboarding Task].[Send Tentative Offer Target Days to Complete]
 - [Presentation View].[Onboarding Task].[Send Tentative Offer Task Owner Name]
 - [Presentation View].[Onboarding Task].[Send Tentative Offer Task Status]



Hiring Data Warehouse

Data Model Changes

Onboarding Tasks – **deployed November 12th**

- Onboarding Task query subject (continued)
 - [Presentation View].[Onboarding Task].[Verify New Hire Arrival Active Date]
 - [Presentation View].[Onboarding Task].[Verify New Hire Arrival Actual Days to Complete]
 - [Presentation View].[Onboarding Task].[Verify New Hire Arrival Completed Date]
 - [Presentation View].[Onboarding Task].[Verify New Hire Arrival Due Date]
 - [Presentation View].[Onboarding Task].[Verify New Hire Arrival Target Days to Complete]
 - [Presentation View].[Onboarding Task].[Verify New Hire Arrival Task Owner Name]
 - [Presentation View].[Onboarding Task].[Verify New Hire Arrival Task Status]



Hiring Data Warehouse

Data Model Changes

JOA Reviewers – deployed November 12th

A new query subject and associated query items were added to enable reporting on the reviewers assigned to a Job Opportunity Announcement (JOA) review.

- Vacancies folder
 - JOA Review Information sub-folder
 - JOA Reviewers query subject
 - [Presentation View].[JOA Reviewers].[JOA Reviewer Email]
 - [Presentation View].[JOA Reviewers].[JOA Reviewer Name]
 - [Presentation View].[JOA Reviewers].[JOA Reviewer Phone Number]
 - [Presentation View].[JOA Reviewers].[JOA Reviewer Return to HR?]
 - [Presentation View].[JOA Reviewers].[JOA Reviewer Status]
 - [Presentation View].[JOA Reviewers].[JOA Reviewer Title]



Cognos Tip

Page Sets



Page Sets

Page Set is used to break the report output into several pages based on unique data item values.

When exporting reports with page sets, the follow results are produced:

- Excel Data – Page sets are not supported
- HTML/PDF – Pages are created based on grouped value
- Excel – Tabs are created based on grouped value

Note: In Excel, tab names cannot exceed 30 characters. Tab names with more than 30 characters are truncated.



Page Sets

	A	B	C	D	E	F
1	Vacancy Number	Applicant ID	Applicant Name	Application Number	Application Status	Record Status Code
2	10099630	788		AJX82-W4HQ	Received	AA
3	10099630	3274		A1G00-K8ND	Received	AA
4	10099630	6175		AE9MH-I67W	Received	AA
5	10099630	6538		AXPRE-VQQD	Received	AA
6	10099630	8802		AA56Z-XOCN	Received	AA
7	10099630	9371		ABU2I-EJB7	Received	AA
8	10099630	10302		AUWSO-UROJ	Received	AA
9	10099630	12170		A1UM5-XWSQ	Received	AA
10	10099630	15972		AVT4I-CI42	Received	AA
11	10099630	16063		AM53V-WFUP	Received	AA
12	10099630	16699		ADMID-VZ29	Received	AA
13	10099630	17392		A5ZE6-V1YG	Received	AA
14	10099630	18287		AXY55-72PU	Received	AA
15	10099630	18453		AJO51-IZ4N	Received	AA
16	10099630	19812		A3NBR-PEER	Received	AA
17	10099630	19828		ALHJU-1V4F	Received	IN
18	10099630	20486		A6PVW-GGQY	Received	AA
19	10099630	20805		ABRUL-HR46	Received	AA
20	10099630	21099		A6R27-H6AK	Received	AA
21	10099630	23203		AON9J-XYXD	Received	AA

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Page Sets

Create a page set on vacancy number to display applicants per vacancy

1. Click on New Icon (+ button) in the bottom left corner of the Welcome screen. Select a Blank template. Click OK.
2. In the Source pane, click on the Add report data (+button). Select USA Staffing Packages and Folders, Hiring Data Warehouse. Click OK.
3. Click on the Queries icon and add a new query (+ button).
4. Double-click the query to open it, then click the Source icon. From the Applicants namespace, drag and drop (or double click) the items below into the query.
5. From the Applications namespace, drag and drop (or double click) the items below into the query.
6. From the Vacancies namespace, drag and drop (or double click) the Vacancy Number into the query.

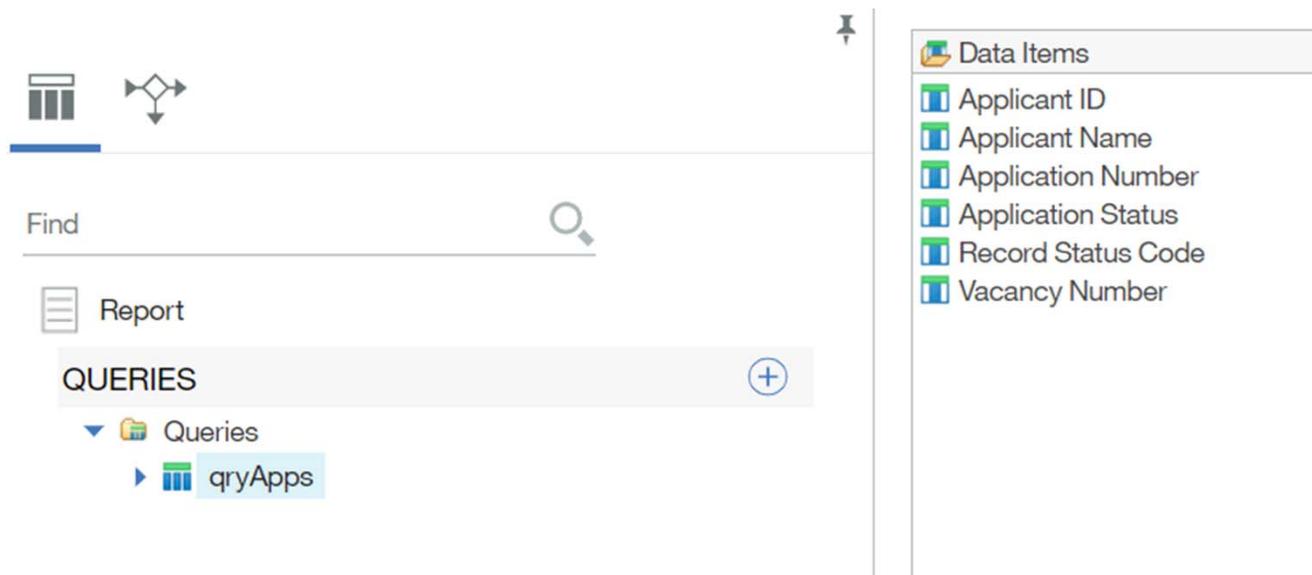
Applicants	Applicant Information	Applicant	Applicant ID
			Applicant Name
Applications	Applications	Application	Application Number
			Application Status
			Record Status Code
Vacancies	Vacancy Information	Vacancy	Vacancy Number



Page Sets

Create a page set on vacancy number to display applicants per vacancy

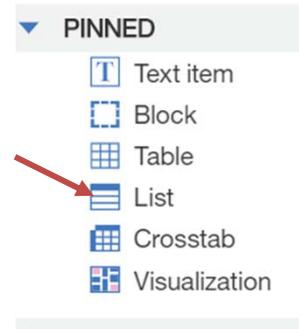
7. Right-click on the newly created query and select *Rename query*. Rename the query *qryApps*.



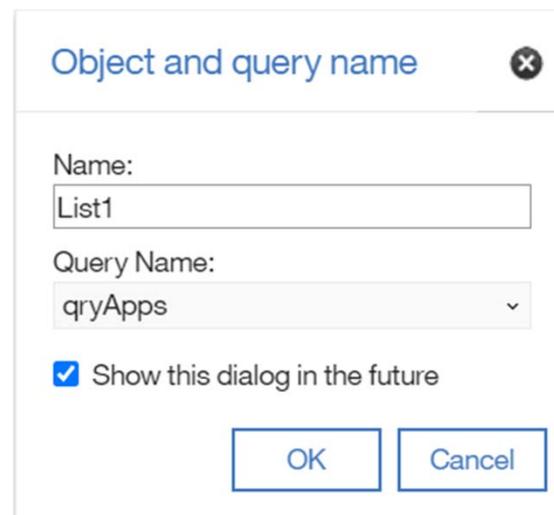


Page Sets

11. Click on the Pages icon. Click the Toolbox and select List to add a list to the page. A query attached to the list is created.



12. Select qryApps from Query Name pull down to attach the newly created query to your list.





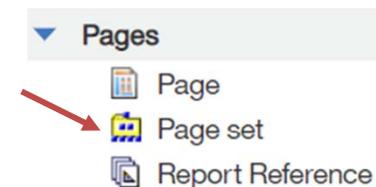
Page Sets

13. Drag Vacancy Number, Applicant ID, Applicant Name, Application Number, Application Status and Record Status Code data items to the list.

Vacancy Number	Applicant ID	Applicant Name	Application Number	Application Status	Record Status Code
<Vacancy Number>	<Applicant ID>	<Applicant Name>	<Application Number>	<Application Status>	<Record Status Code>
<Vacancy Number>	<Applicant ID>	<Applicant Name>	<Application Number>	<Application Status>	<Record Status Code>
<Vacancy Number>	<Applicant ID>	<Applicant Name>	<Application Number>	<Application Status>	<Record Status Code>

14. Click the Pages icon and click Report pages.

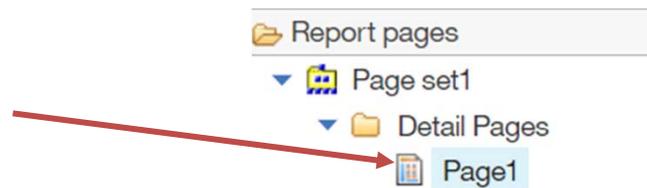
15. Click the Toolbox icon and drag the Page set object to the Report pages pane.





Page Sets

16. Organize the pages in the report by dragging Page1 to the Detail Pages folder. Detail pages are the pages that repeat based on the grouped data item.

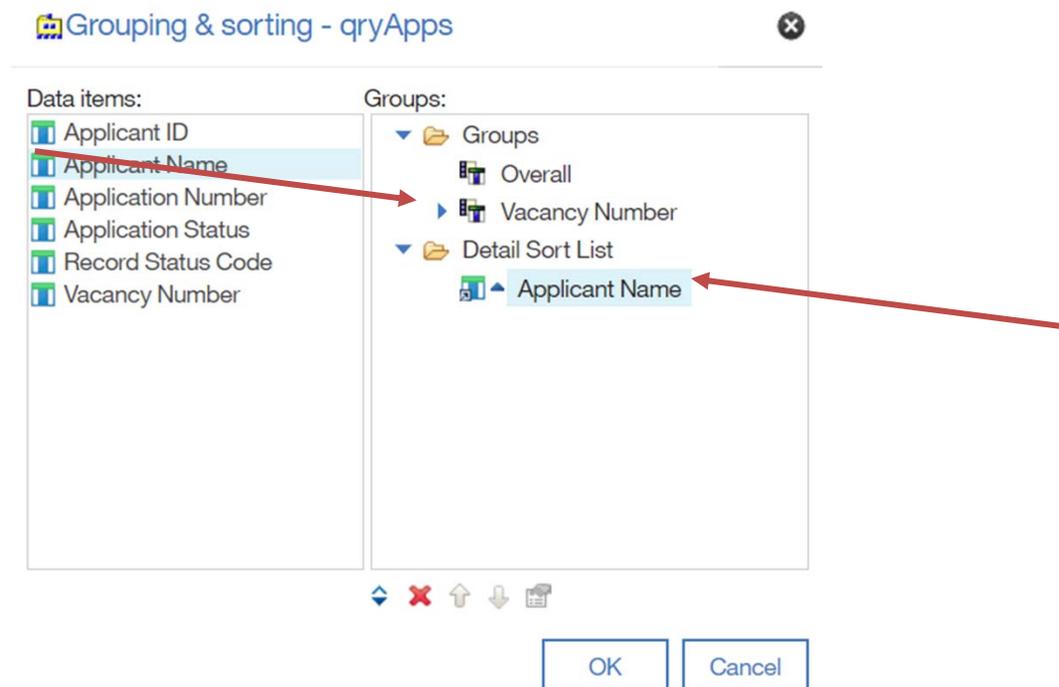


17. Attach the query to the Page set by clicking the page set. In the Properties pane, select qryApps from the Query pull-down.
18. Define the grouping structure for the page set by clicking the page set. In the Properties pane, click the Grouping & sorting ellipsis.
19. In the Data items pane, drag Vacancy Number to the Groups folder



Page Sets

20. Drag the Applicant ID to the Detail Sort List.



21. Run the reports in Excel. Each Vacancy Number is on a separate tab.



Page Sets

	A	B	C	D	E	F
1	Vacancy Number	Applicant ID	Applicant Name	Application Number	Application Status	Record Status Code
2	10099630	788		AJX82-W4HQ	Received	AA
3	10099630	3274		A1G00-K8ND	Received	AA
4	10099630	6175		AE9MH-I67W	Received	AA
5	10099630	6538		AXPRE-VQQD	Received	AA
6	10099630	8802		AA56Z-XOCN	Received	AA
7	10099630	9371		ABU2I-EJB7	Received	AA
8	10099630	10302		AUWSO-UROJ	Received	AA
9	10099630	12170		A1UM5-XWSQ	Received	AA
10	10099630	15972		AVT4I-CI42	Received	AA
11	10099630	16063		AM53V-WFUP	Received	AA
12	10099630	16699		ADMID-VZ29	Received	AA
13	10099630	17392		A5ZE6-V1YG	Received	AA
14	10099630	18287		AXY55-72PU	Received	AA
15	10099630	18453		AJO51-IZ4N	Received	AA
16	10099630	19812		A3NBR-PEER	Received	AA
17	10099630	19828		ALHJU-1V4F	Received	IN
18	10099630	20486		A6PVW-GGQY	Received	AA
19	10099630	20805		ABRUL-HR46	Received	AA
20	10099630	21099		A6R27-H6AK	Received	AA
21	10099630	23203		AON9J-XYXD	Received	AA

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10929474
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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/ResourceCenter/index.php?title=USA_Staffing_Resource_Center

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