

USA Staffing

USA Staffing Reporting & Analytics

Reporting and Analytics Workgroup Meeting

September 19, 2019

Created by the OPM Federal Staffing Center

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Agenda

- Program Updates
 - Cognos Performance Metrics

Modifications to Reports and Data Models

- Reports
- Data Models
 - New Hire (End of Day)
 - Staffing Analytics
 - Staffing Reports
- Cognos Tips
 - Creating a Report with a Hyperlink
- Open Demo and Q&A



Cognos Performance Metrics



Report Run Success Rate

OPM.GOV

Goal: Cognos Report Success Rate > = 95%

Percentage of Successful Report Runs by Week





Report Runtime

Goal: Cognos Report Runtime <1 min



Modifications to Reports and Data Models

Sprint 21 deployed to Production on August 22nd Sprint 22 deployed to Production on September 5th Sprint 23 will be deployed to Production on September 19th





New/Modified Reports

Applicant Flow Data Detail Report – deployed September 5th

The report was modified to include the Application Applicant Unique Identifier. This report 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 analysis.

Team Content > Applicant Flow Data > Applicant Flow Data Analytics

New Hire Detail Report – will be deployed September 19th

The report was modified to include the option to filter by request creation date and to display a number of new fields in the report output. New fields added to the report include: request status, request creation date, request submission date, and the new hire arrival verified task owner. This report displays a list of new hires by organization, office, and/or customer.

Team Content > USA Staffing Packages and Folders > Staffing Reports > Staffing > New Hire





New/Modified Reports

New Hire Forms Management Report – will be deployed September 19th

The report was created to display new hires with incomplete forms and the next agency action that needs to be taken for each form. The report can be used to manage new hire forms through the completion process.

Team Content > USA Staffing Packages and Folders > Staffing Reports > Staffing > New Hire



New Hire (End of Day)

Data Model Changes

New Hire First Log In Date – deployed August 22nd

Updated the existing query item to show the earliest date a new hire logged in. Previously, the query item was showing the most recent log in date.

• [New Hires].[New Hire].[New Hire First Log In Date]

New Hire Hyperlink – deployed September 5th

Added a new query item to enable creating a report with a hyperlink to a new hire record in the USA Staffing interface. In a report, the query item will display the New Hire Number, but can be set up as a hyperlink when a report is run in HTML output.

[New Hires].[New Hire].[New Hire Hyperlink]

New Hire Vacancy Cancellation Reason – deployed September 5th

A new field was added to enable reporting on the reason given by the HR User for cancelling a vacancy in USA Staffing.

• [New Hires].[New Hire Vacancy].[New Hire Vacancy Cancellation Reason]



New Hire (End of Day)

Data Model Changes

New Hire Onboarding Invitations – will be deployed on September 19th

Added a new query subject and fields to enable reporting on onboarding Invitations and responses to/from new hires.

- [New Hires].[New Hire Onboarding Invitations].[New Hire Onboarding Invitation Date/Time]
- [New Hires].[New Hire Onboarding Invitations].[New Hire Onboarding Invitation Discontinue Reason]
- [New Hires].[New Hire Onboarding Invitations].[New Hire Onboarding Invitation Response]
- [New Hires].[New Hire Onboarding Invitations].[New Hire Onboarding Invitation Response] Date/Time]
- [New Hires].[New Hire Onboarding Invitations].[New Hire Onboarding Invitation Sent By Email]
- [New Hires].[New Hire Onboarding Invitations].[New Hire Onboarding Invitation Sent By First Name]
- [New Hires].[New Hire Onboarding Invitations].[New Hire Onboarding Invitation Sent By Last Name]
- [New Hires].[New Hire Onboarding Invitations].[New Hire Onboarding Invitation Sent By Phone Number]
- [New Hires].[New Hire Onboarding Invitations].[New Hire Onboarding Invitation Sent By User Name]



Staffing Analytics

Data Model Changes

Applicant Flow Data Indicator – will be deployed September 19th

A new field will be added to enable reporting on whether or not a user has the Applicant Flow Data Access checkbox enabled on their user account. The Applicant Flow Data checkbox enables HR Users and Reports Only user types to have access to applicant flow data.

• [Staffing Analytics].[User Licenses].[User License Metrics].[Applicant Flow Data Indicator]



Staffing Reports

Data Model Changes

Certificate Cancelled – deployed August 21st

A new query item was added to enable reporting on whether or not a certificate has been cancelled. A new field was added to enable reporting on whether or not a certificate was cancelled.

• [Staffing Reports].[Certificate].[Certificate Cancelled]

New Hire Hyperlink – deployed September 4th

Added a new query item to enable creating a report with a hyperlink to a new hire record in the USA Staffing interface. In a report, the query item will display the New Hire Number, but can be set up as a hyperlink when a report is run in HTML output.

• [New Hires].[New Hire].[New Hire Hyperlink]





Open Demo and Q&A





Cognos Tips

Creating a Report with a Hyperlink

USA Staffing



Creating a Report with a Hyperlink

Users can build reports with hyperlinks that takes them to the records selected in USA Staffing

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~	New Hire Number	New Hire Name	New Hire Staffing Office	New Hire Status	New Hire Creation Date	New Hire Hyperlink	HTML item				
Ц	H9D1D-L5X2	Doe, John	Philadelphia Services Branch	Active	07/26/2018	H9D1D-L5X2	H9D1D-L5X2				
0	HEIEV-X3ET	Adams, Joy	Philadelphia Services Branch	Cancelled	04/12/2016	HEIEV-X3ET	HEIEV-X3ET				
~	HCU92-9BCQ	Porter, Denise	Philadelphia Services Branch	Active	06/29/2019	HCU92-9BCQ	HCU92-9BCQ				
	H8VMJ-ILMA	Tut, King	Program Office	Active	08/30/2019	H8VMJ-ILMA	H8VMJ-ILMA				
6	HHB92-IVVC	Walton, Sam	Philadelphia Services Branch	Inactive	12/07/2017	HHB92-IVVC	HHB92-IVVC				
In I	H7YQO-IUZI	Hagen, Zachary	Program Office	Cancelled	06/28/2017	H7YQO-IUZI	H7YQO-IUZI				
	HSGRZ-9ICY	voyage, bob	Kansas City Services Branch	Cancelled	07/19/2016	HSGRZ-9ICY	HSGRZ-9ICY				
	HEZBO-YQUC	Grey, Bernard	Kansas City Services Branch	Active	12/04/2018	HEZBO-YQUC	HEZBO-YOUC				
	HZZX9-I9X4	Lyman, Josh	Philadelphia Services Branch	Cancelled	06/13/2017	HZZX9-I9X4	HZZX9-19X4				
	H1DK7-6TLH	Test3, Permission	Mid-Atlantic Services Branch	Inactive	12/18/2018	H1DK7-6TLH	H1DK7-6TLH				
		Franklin, June	Mid-Atlantic Services Branch	Cancelled	03/28/2017						
	HI238-QUZ2	Shanahan, Brendan	OPM Washington DC	Cancelled	12/14/2016	HI238-QUZ2	HI238-QUZ2				
	H4MI2-LK3V	Tabor, Abby	Philadelphia Services Branch	Cancelled	12/07/2015	H4MI2-LK3V	H4MI2-LK3V				
	HF1FU-1KJX	California, Robert	Kansas City Services Branch	Active	05/01/2019	HF1FU-1KJX	HF1FU-1KJX				
	H2Y7W-RHQL	Lermontov, Mike	Program Office	Cancelled	02/09/2016	H2Y7W-RHQL	H2Y7W-RHOL				
	HDL9K-5WKK	Smith, Jason	Kansas City Services Branch	Cancelled	04/03/2017	HDL9K-5WKK	HDL9K-5WKK				
	HGS1T-YFRG	Miller, Carrie	OPM Washington DC	Cancelled	03/03/2016	HGS1T-YFRG	HGS1T-YFRG				
	H95CW-8NDN	Manager, Test	Philadelphia Services Branch	Inactive	02/21/2018	H95CW-8NDN	H95CW-8NDN				
	HHGR2-PGNQ	Lyons, Mike	Program Office	Cancelled	06/29/2017	HHGR2-PGNQ	HHGR2-PGNQ				
		Noble, Donna	Program Office	Cancelled	09/15/2016						



Create a new report that includes the New Hire Hyperlink field, which links to a new hire record in USA Staffing

- 1. Click on the *New* Icon (+ button) in the bottom left corner of the Welcome screen. Select *Report*
- 2. Select a Blank Template. Click OK
- 3. In the Source pane, click on the Add report data icon (+ button). Select USA Staffing Packages and Folders, Staffing Reports. Click Open
- 4. Add a new list by clicking on the + button in the middle of the screen, and select List. Leave the default options, and click *OK*.



5. Double-click the query to open it, then click the Source icon. From the *New Hires* namespace, drag and drop (or double-click) the following query items into the List:

Folder	Query Subject	Query Item
		New Hire Number
		New Hire Name
Now Lline Datail	New Hire	New Hire Staffing Office
New Hire Delail		New Hire Status
		New Hire Creation Date
		New Hire Hyperlink

Once you have added all of those fields, run as HTML to view output.



- 6. Instead of the HTML, we want a clickable link to appear. To add this, go back to the report edit view, then click on the Page icon on the left panel, select Page1, then click on the Toolbox icon on the left panel.
- 7. Click on Advanced on the left hand side, select HTML item, and drag it to the last column on the table.
- 8. Select the cells that read <HTML item> and click on Show Properties, on the top right menu. Under HTML SOURCE, select Source type and select Data item value; and in Data item value, select New Hire Hyperlink.
- 9. Run as HTML; by default, you should see a hyperlink with the New Hire Number displayed
- 10. You can go back to the report in Edit view, and continue formatting the report; for example, you can delete the New Hire Hyperlink field, and replace the New Hire Number field with the new Hyperlink field



Steps 1-2

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			Staffing Analytics
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Steps 4 - 5

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Creating a Report with a Hyperlink

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Step 5

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~	New Hire Number	New Hire Name	New Hire Staffing Office	New Hire Status	New Hire Creation Date	New Hire Hyperlink
	H9D1D-L5X2	Doe, John	Philadelphia Services Branch	Active	07/26/2018	H9D1D-L5X2
0	HEIEV-X3ET	Adams, Joy	Philadelphia Services Branch	Cancelled	04/12/2016	HEIEV-X3ET
	HCU92-9BCQ	Porter, Denise	Philadelphia Services Branch	Active	06/29/2019	HCU92-9BCQ
2	H8VMJ-ILMA	Tut, King	Program Office	Active	08/30/2019	H8VMJ-ILMA
(HHB92-IVVC	Walton, Sam	Philadelphia Services Branch	Inactive	12/07/2017	HHB92-IVVC
22	H7YQO-IUZI	Hagen, Zachary	Program Office	Cancelled	06/28/2017	H7YQO-IUZI
	HSGRZ-9ICY	voyage, bob	Kansas City Services Branch	Cancelled	07/19/2016	HSGRZ-9ICY
×	HEZBO-YQUC	Grey, Bernard	Kansas City Services Branch	Active	12/04/2018	HEZBO-YQUC
	HZZX9-I9X4	Lyman, Josh	Philadelphia Services Branch	Cancelled	06/13/2017	HZZX9-I9X4
	H1DK7-6TLH	Test3, Permission	Mid-Atlantic Services Branch	Inactive	12/18/2018	H1DK7-6TLH
		Franklin, June	Mid-Atlantic Services Branch	Cancelled	03/28/2017	
	HI238-QUZ2	Shanahan, Brendan	OPM Washington DC	Cancelled	12/14/2016	HI238-QUZ2
	H4MI2-LK3V	Tabor, Abby	Philadelphia Services Branch	Cancelled	12/07/2015	H4MI2-LK3V
	HF1FU-1KJX	California, Robert	Kansas City Services Branch	Active	05/01/2019	HF1FU-1KJX
	H2Y7W-RHQL	Lermontov, Mike	Program Office	Cancelled	02/09/2016	H2Y7W-RHQL
	HDL9K-5WKK	Smith, Jason	Kansas City Services Branch	Cancelled	04/03/2017	HDL9K-5WKK
	HGS1T-YFRG	Miller, Carrie	OPM Washington DC	Cancelled	03/03/2016	HGS1T-YFRG
	H95CW-8NDN	Manager, Test	Philadelphia Services Branch	Inactive	02/21/2018	H95CW-8NDN
	HHGR2-PGNQ	Lyons, Mike	Program Office	Cancelled	06/29/2017	HHGR2-PGNQ
		Noble, Donna	Program Office	Cancelled	09/15/2016	



Steps 6 - 7



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Creating a Report with a Hyperlink

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Creating a Report with a Hyperlink

Steps 9 – 10

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∧ Ne	w Hire Number	New Hire Name	New Hire Staffing Office	New Hire Status	New Hire Creation Date	New Hire Hyperlink	HTML item				
Н9	D1D-L5X2	Doe, John	Philadelphia Services Branch	Active	07/26/2018	H9D1D-L5X2	H9D1D-L5X2				
O HE	EIEV-X3ET	Adams, Joy	Philadelphia Services Branch	Cancelled	04/12/2016	HEIEV-X3ET	HEIEV-X3ET				
но	CU92-9BCQ	Porter, Denise	Philadelphia Services Branch	Active	06/29/2019	HCU92-9BCQ	HCU92-9BCO				
H8	VMJ-ILMA	Tut, King	Program Office	Active	08/30/2019	H8VMJ-ILMA	H8VMJ-ILMA				
HF OF HF	B92-IVVC	Walton, Sam	Philadelphia Services Branch	Inactive	12/07/2017	HHB92-IVVC	HHB92-IVVC				
H7	YQO-IUZI	Hagen, Zachary	Program Office	Cancelled	06/28/2017	H7YQO-IUZI	H7YQO-IUZI				
HS	GRZ-9ICY	voyage, bob	Kansas City Services Branch	Cancelled	07/19/2016	HSGRZ-9ICY	HSGRZ-9ICY				
🖌 HE	ZBO-YQUC	Grey, Bernard	Kansas City Services Branch	Active	12/04/2018	HEZBO-YQUC	HEZBO-YOUC				
HZ	ZX9-19X4	Lyman, Josh	Philadelphia Services Branch	Cancelled	06/13/2017	HZZX9-I9X4	HZZX9-19X4				
H1	DK7-6TLH	Test3, Permission	Mid-Atlantic Services Branch	Inactive	12/18/2018	H1DK7-6TLH	H1DK7-6TLH				
		Franklin, June	Mid-Atlantic Services Branch	Cancelled	03/28/2017						
HD	238-QUZ2	Shanahan, Brendan	OPM Washington DC	Cancelled	12/14/2016	HI238-QUZ2	HI238-QUZ2				
H4	MI2-LK3V	Tabor, Abby	Philadelphia Services Branch	Cancelled	12/07/2015	H4MI2-LK3V	H4MI2-LK3V				
HF	1FU-1KJX	California, Robert	Kansas City Services Branch	Active	05/01/2019	HF1FU-1KJX	HE1EU-1KJX				
H2	Y7W-RHQL	Lermontov, Mike	Program Office	Cancelled	02/09/2016	H2Y7W-RHQL	H2Y7W-RHOL				
HD	L9K-5WKK	Smith, Jason	Kansas City Services Branch	Cancelled	04/03/2017	HDL9K-5WKK	HDL9K-5WKK				
HO	GS1T-YFRG	Miller, Carrie	OPM Washington DC	Cancelled	03/03/2016	HGS1T-YFRG	HGS1T-YERG				
H9	5CW-8NDN	Manager, Test	Philadelphia Services Branch	Inactive	02/21/2018	H95CW-8NDN	H95CW-8NDN				
HH	IGR2-PGNQ	Lyons, Mike	Program Office	Cancelled	06/29/2017	HHGR2-PGNQ	HHGR2-PGNQ				
1.00		Noble, Donna	Program Office	Cancelled	09/15/2016						





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.cog nos.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_Reso urce_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