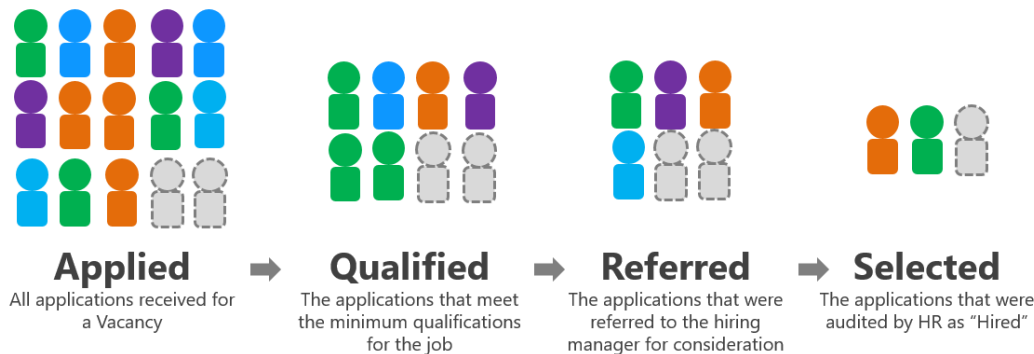# Access to USA Staffing Applicant Flow Data

What is applicant flow data (AFD)?

Applicant flow data is demographic information (i.e., race, ethnicity, gender, disability) collected from job seekers and combined with milestones in the hiring process.

Applied	➡	**Qualified**	➡	**Referred**	➡	**Selected**
All applications received for a Vacancy		The applications that meet the minimum qualifications for the job		The applications that were referred to the hiring manager for consideration		The applications that were audited by HR as "Hired"

How are users granted access to AFD?

Previous State	Current State
The Applicant Flow Data Only user type grants individuals with access to AFD in USA Staffing Cognos.	No changes with regard to the Applicant Flow Data Only user type.
Users with Applicant Flow Data Only user accounts are only able to access AFD, and may not be granted access to staffing data.	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.

Transitioning to the Current State

As indicated above, 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.

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 (defined below).

- *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 will be available in Production following the Production Release scheduled for August 24, 2019.

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 will not need to be re-requested if a user is already set up as a report author.

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.

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."
- 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
- 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*

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 AFD, as well as which users should be granted access to both staffing data and AFD.