



USA Staffing

USA Staffing Reporting & Analytics

Reporting and Analytics Workgroup Meeting

September 2, 2020

Created by the OPM Federal Staffing Center

OFFICIAL USE NOTICE: This material is intended exclusively for use by USA Staffing Customers and is not to be distributed without approval from the USA Staffing Program Office. This communication may contain information that is proprietary, privileged, confidential or otherwise legally exempt from disclosure. If you have received this presentation in error, please notify the USA Staffing Program Office immediately and delete all copies of the material.



Agenda

- **Program Updates**
 - Cognos Performance Metrics
 - Foresee Survey
 - Business Intelligence (BI) Tool Evaluation Update
- **Modifications to Reports and Data Models**
 - Reports
 - Data Models
- **Cognos Tip**
 - Using HDW Metrics
 - Application Metrics
 - Vacancy Metrics
- **Open Demo and Q&A**



Cognos Performance Metrics

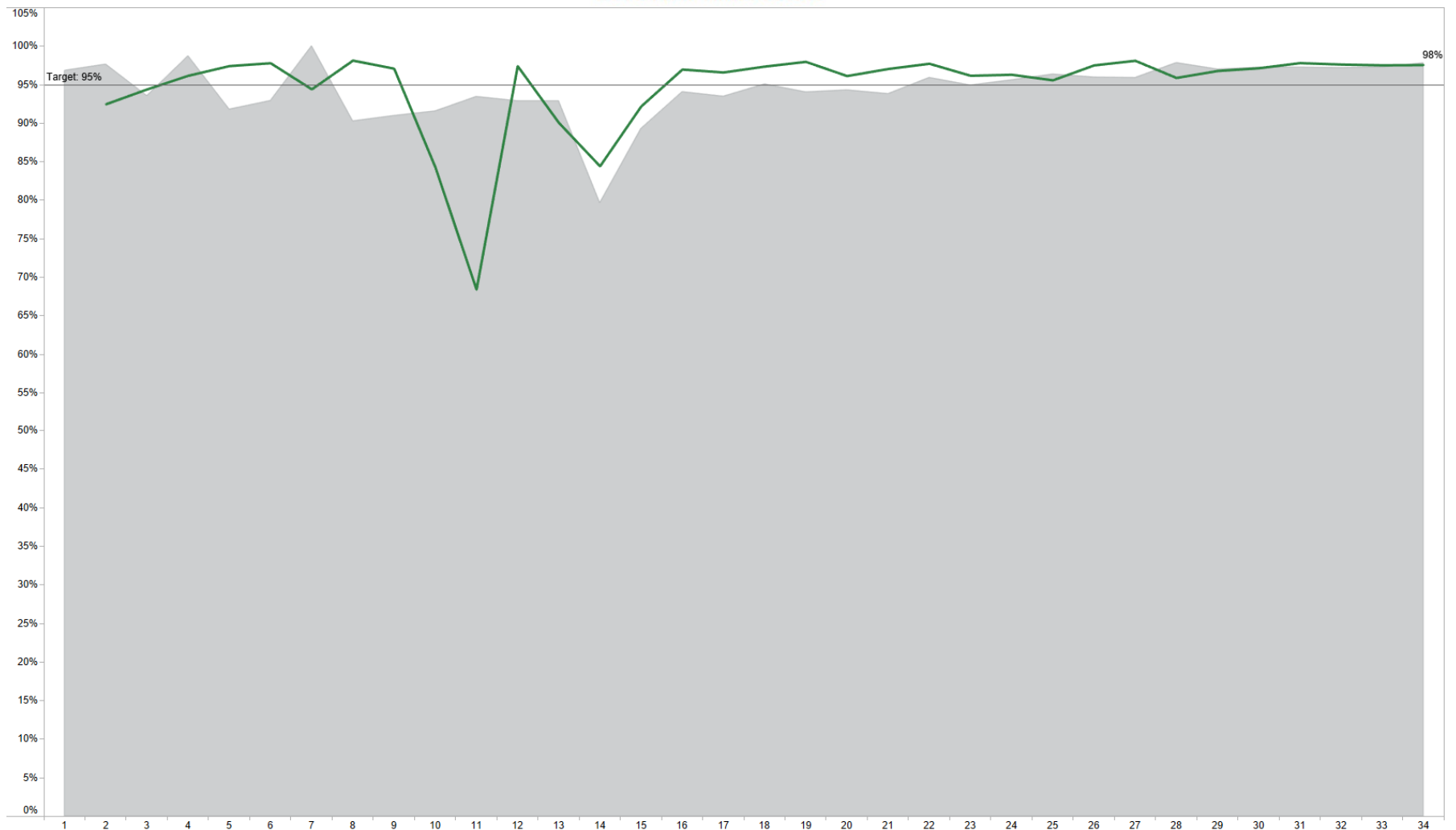


YTD Success Rate

95.3%

Target: 95%

2019 Run Time: 93.8%

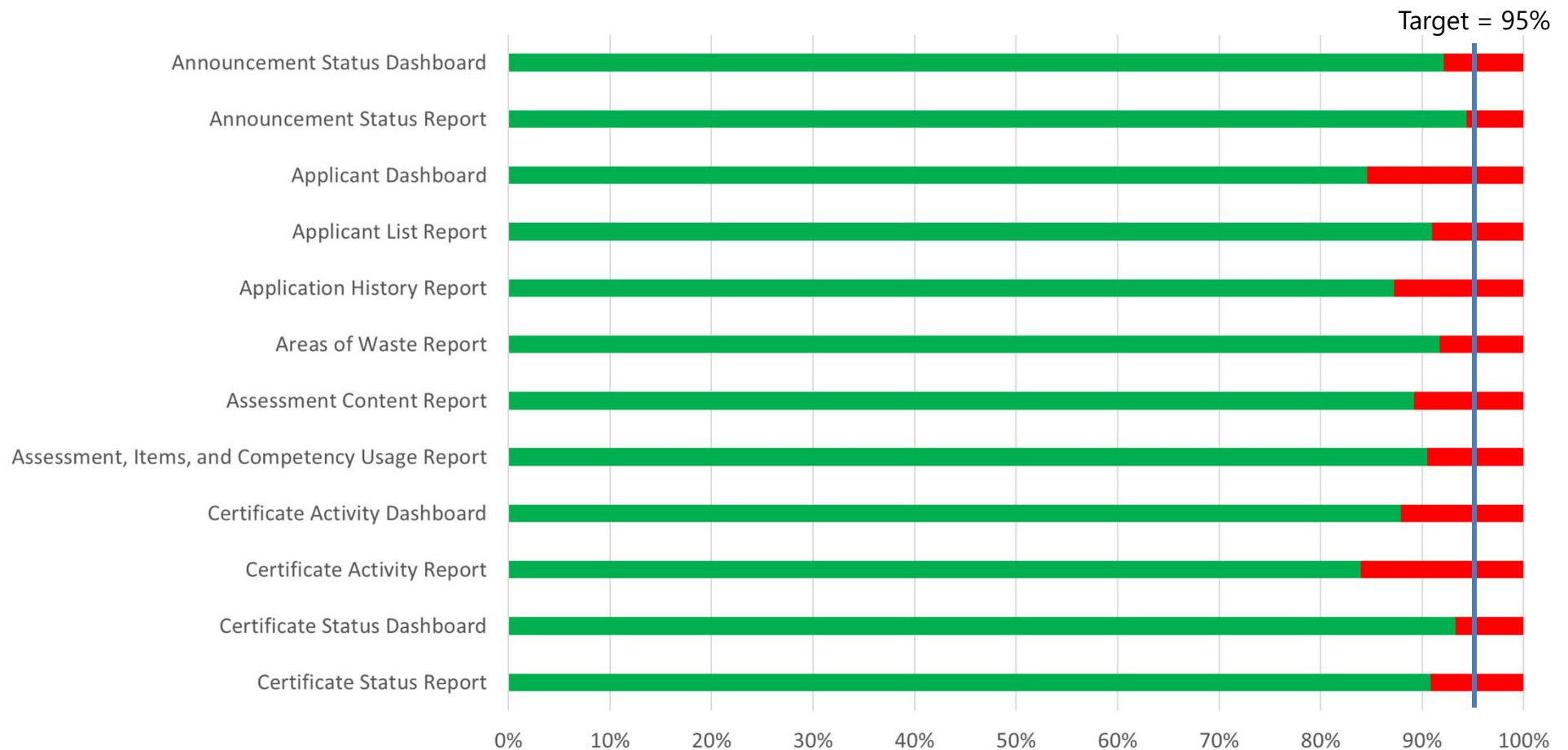




Success Rate
91.2%

HDW Report Performance

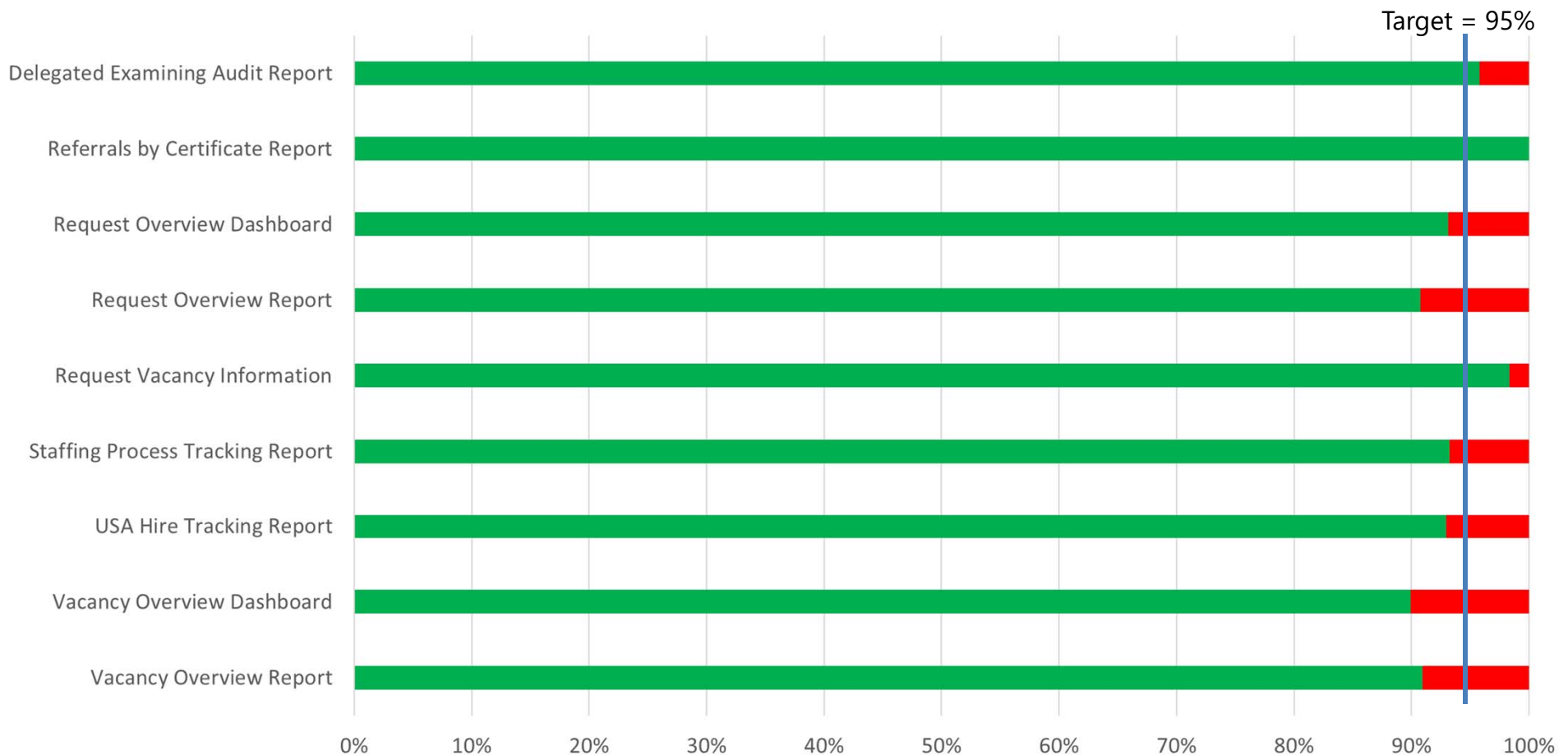
Report Success Rate





HDW Report Performance

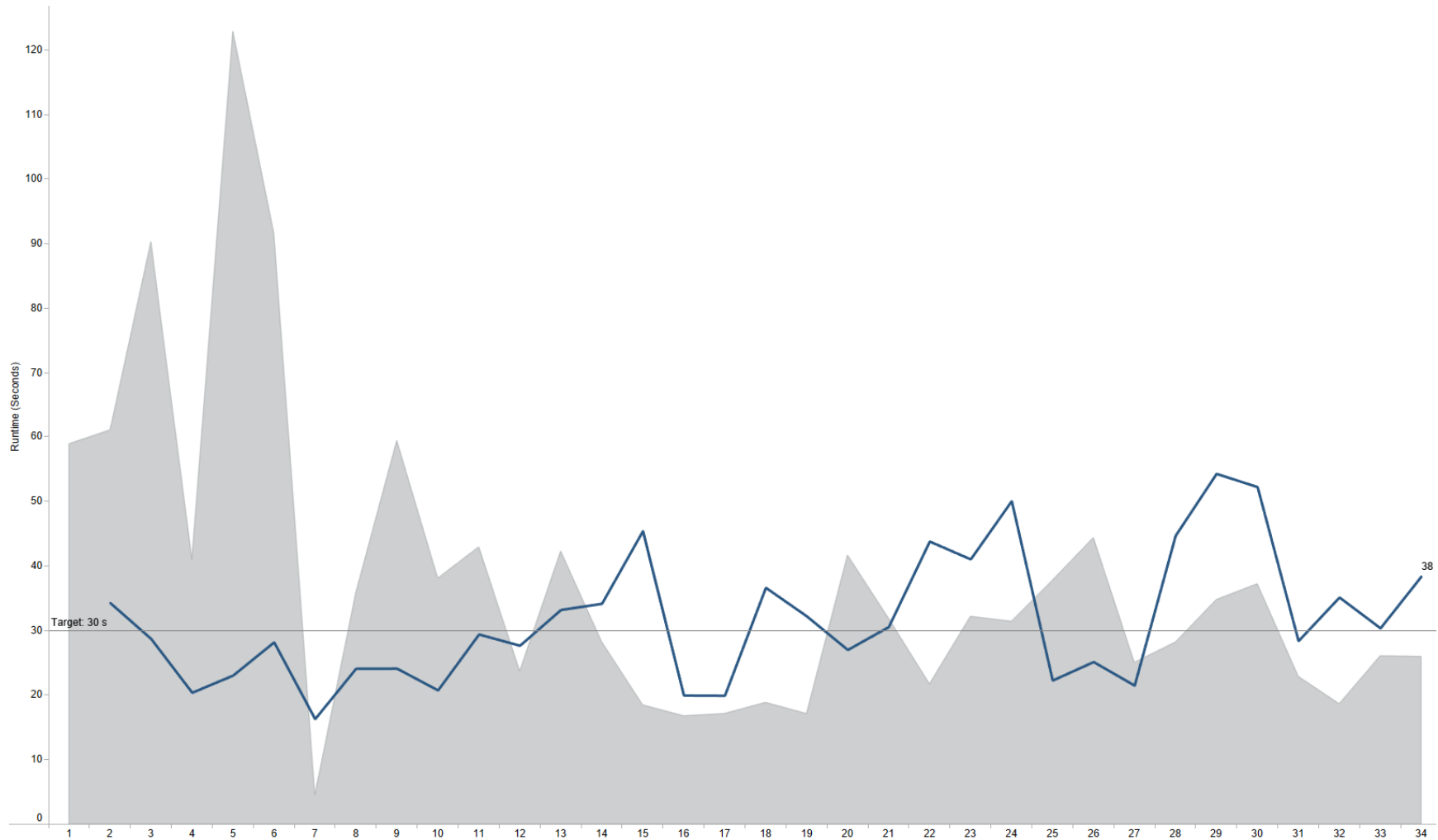
Report Success Rate





YTD Average Runtime
31.3 Seconds

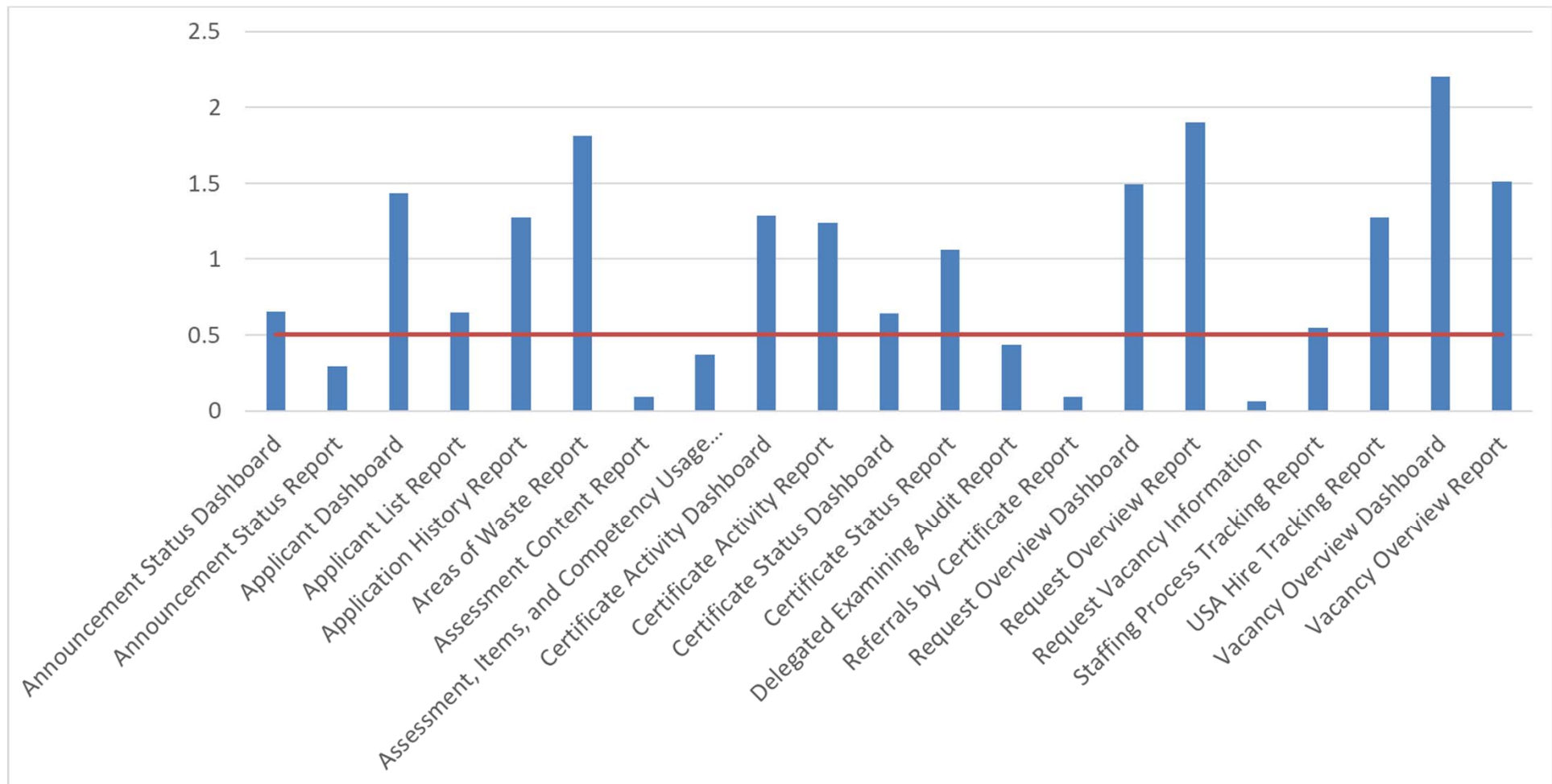
Target: 30 Seconds
2019 Run Time: 45 Seconds





Average Runtime
59.5 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 |

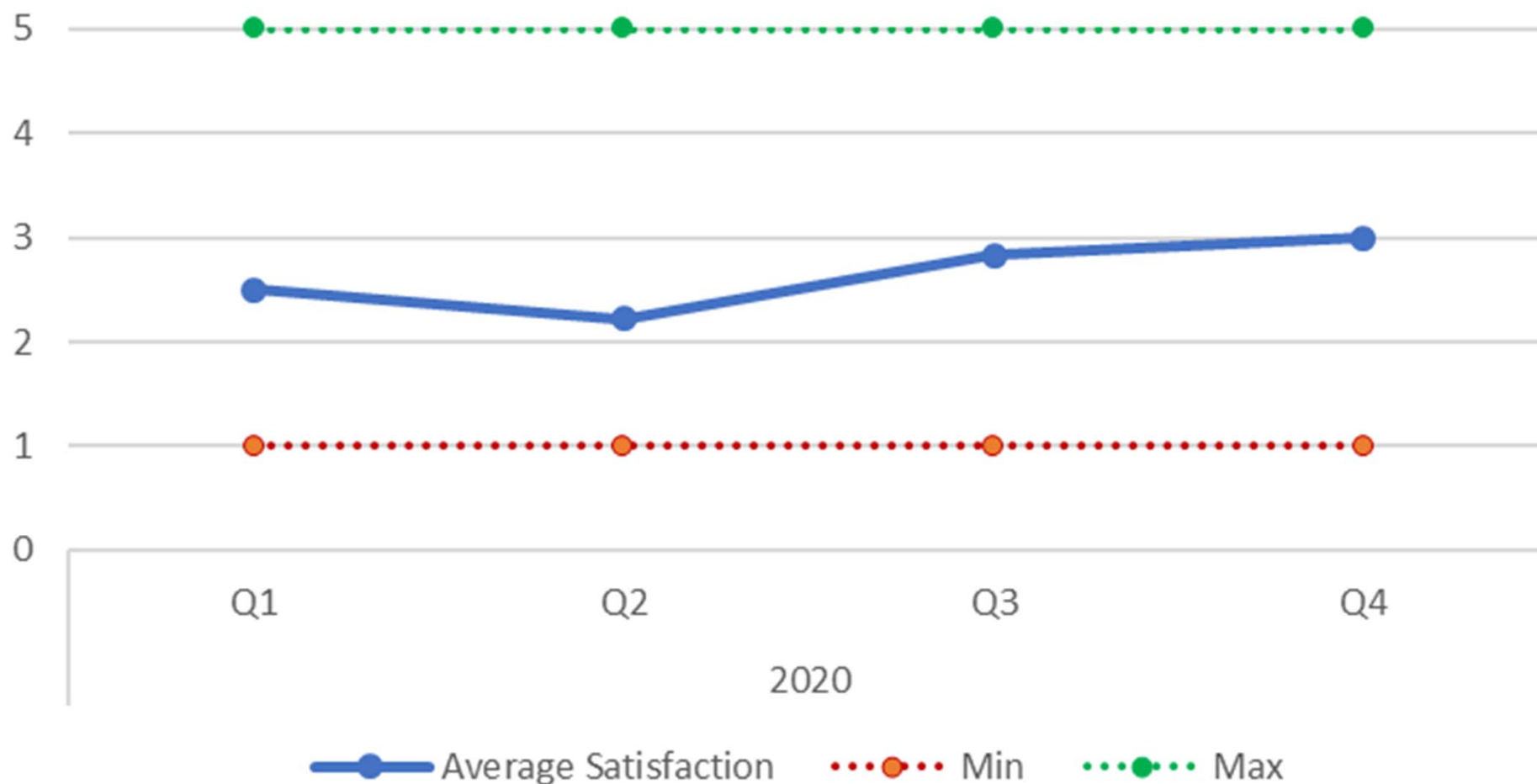
We need and value your *anonymous* feedback!



Overall Satisfaction

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

Overall Average = 2.61 N = 33

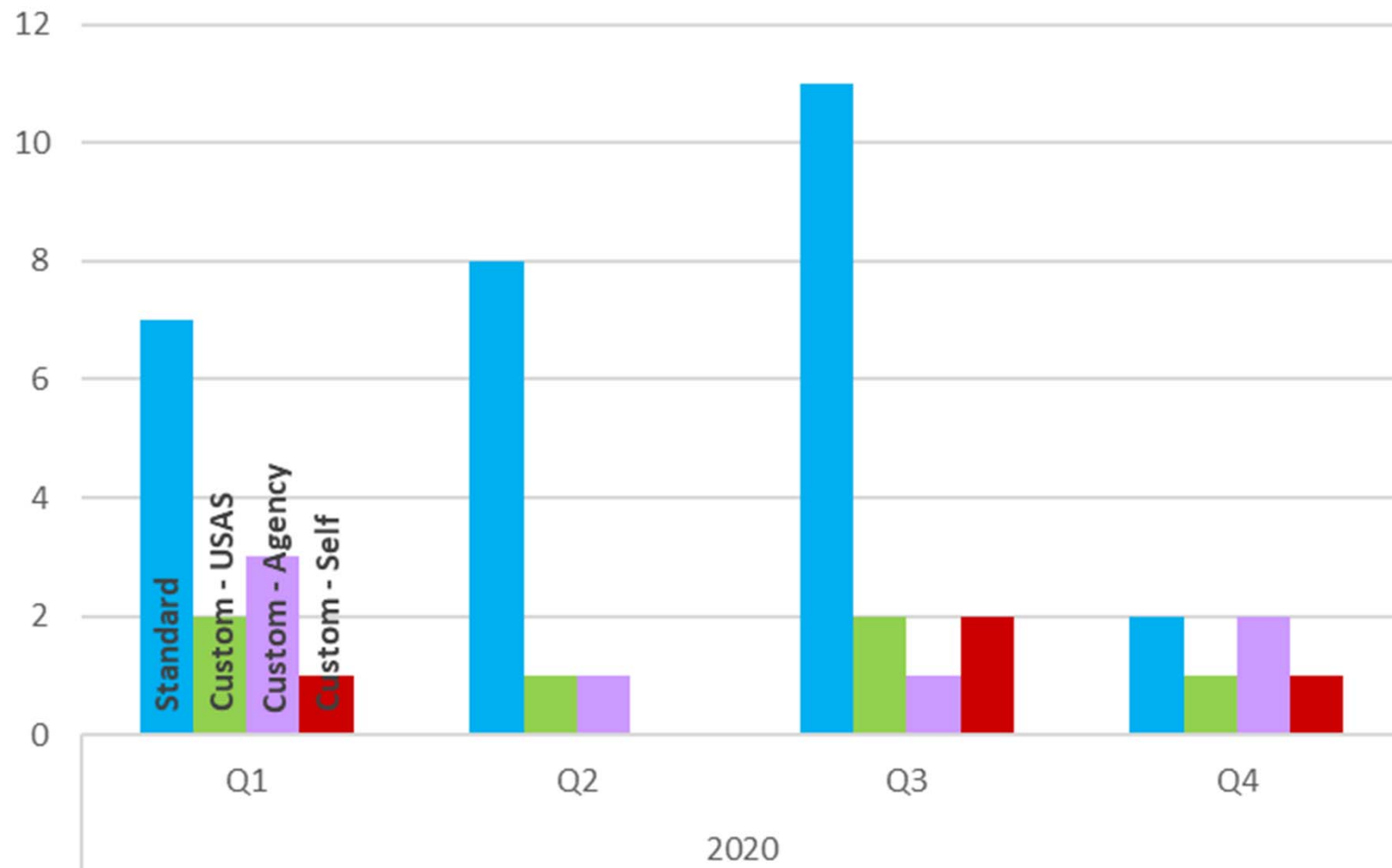




Type(s) of Reports

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

Most respondents are using standard reports





Navigation

I was able to easily navigate the folder structure to find the report(s) I needed.

51% Positive Responses



■ a. Strongly Agree ■ b. Agree ■ c. Neither Agree Nor Disagree ■ d. Disagree ■ e. Strongly Disagree



Report Runtime

I was able to access the data I needed in a reasonable amount of time

33% Positive Responses

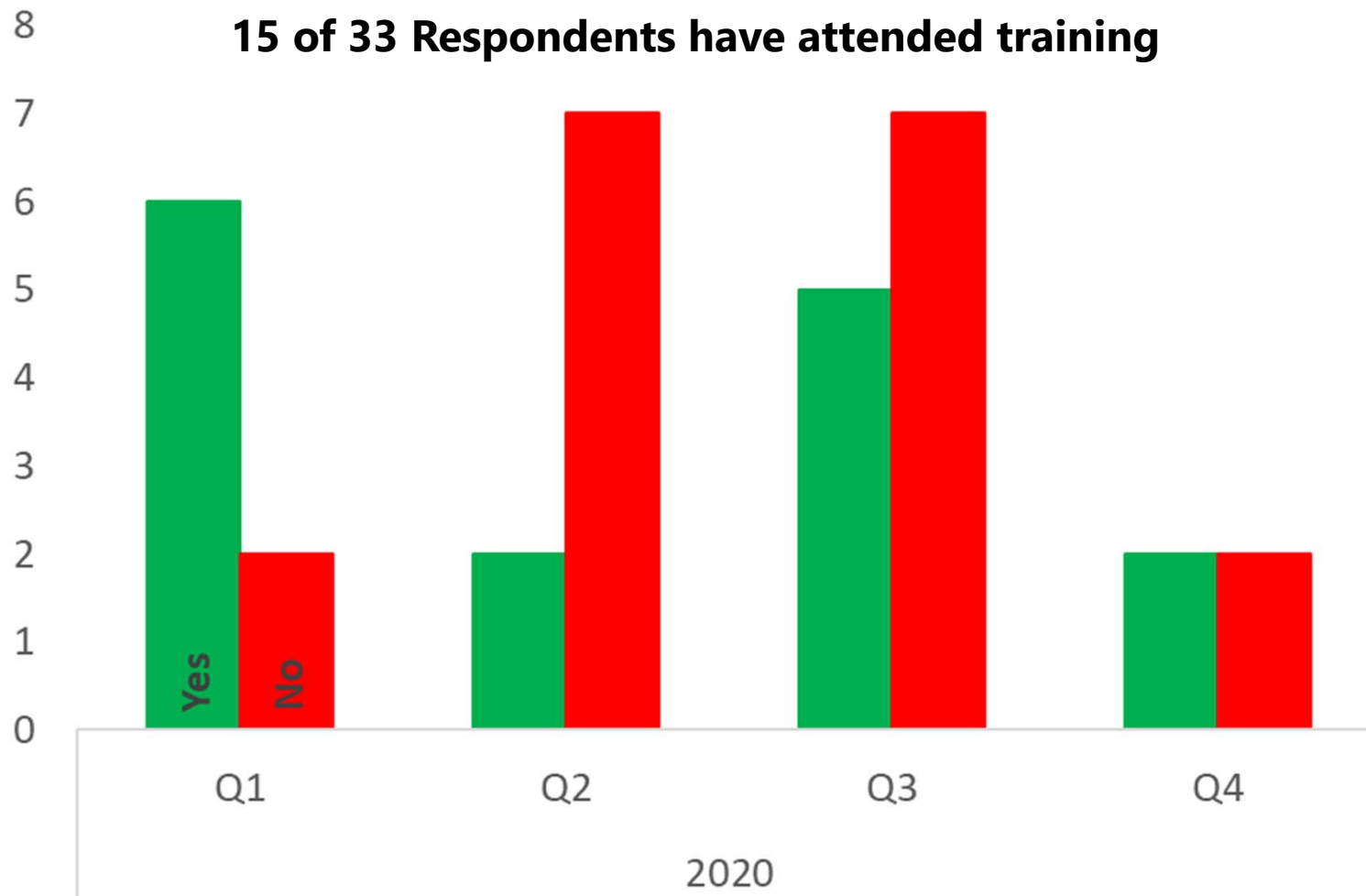


■ a. Strongly Agree ■ b. Agree ■ c. Neither Agree Nor Disagree ■ d. Disagree ■ e. Strongly Disagree



Report Training

Have you attended reports training (for report authors or report consumers) offered by the USA Staffing Program Office?





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

Aug-Sept

Request for Proposals

Receive responses to the RFP

Sept-Nov

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.



Modifications to Reports and Data Models

Sprint 45 deployed to Production on August 5th

Sprint 46 deployed to Production on August 19th

Sprint 47 deployed to Production on September 2nd



Reports

New/Modified Reports

Performance Tuning of Hiring Data Warehouse Reports

The HDW, along with a library of reports utilizing the HDW, was released to Production on April 1, 2020. Following an analysis of the performance of the standard HDW reports conducted at the end of May, we are undertaking an effort to improve performance of any standard HDW reports that are not meeting our report success rate and/or runtime performance goals (95% or higher success rate and average runtime of 30 seconds or less). Each report's runtime and overall success rate, as well as the content and structure, was analyzed to identify opportunities for improvement. Examples of changes include optimization of prompt pages, creation of indexes on query items, and removal of conditional formatting on report pages.

Deployed August 5th

- Announcement Status Report
- Applicant List Report
- Certificate Status Dashboard
- Delegated Examining Audit Report



Reports

New/Modified Reports

Applicant List Report – deployed August 5th

The Applicant List report displays a list of all applicants and applicants by eligibility associated with one or more vacancies. The report was modified to include a new page/tab to display applicants by claimed eligibility and the status of the claims (i.e., claimed, eligible, ineligible).

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

Certificate Status Dashboard – deployed August 5th

The Certificate Status Dashboard provides a dashboard and tabular data displaying the status of issued certificate certificates. The report was modified to include an optional prompt for vacancy number. The report was also updated to include data related to certificate reviews, including new pages/tabs to show certificates that are in progress (i.e., at least one review has been sent and the certificate is not in an audited status) and overdue certificates (i.e., at least one review's due date has passed and the review has not been returned or recalled). Finally, metrics and a chart were added to the Dashboard page/tab to display critical metrics related to certificate reviews.

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



Hiring Data Warehouse

Data Model Changes

Applicant Responses to Announcement Questionnaire Items – deployed September 2nd

A new folder, query subject, and associated query items were added to enable reporting on applicant responses to items on the announcement questionnaire.

- Applications folder
 - Announcement Questionnaire sub-folder
 - Announcement Questionnaire Items and Responses query subject
 - [Presentation View].[Announcement Questionnaire Items and Responses].[Application Announcement Item Header]
 - [Presentation View].[Announcement Questionnaire Items and Responses].[Application Announcement Item ID]
 - [Presentation View].[Announcement Questionnaire Items and Responses].[Application Announcement Item Required?]
 - [Presentation View].[Announcement Questionnaire Items and Responses].[Application Announcement Item Response Option]
 - [Presentation View].[Announcement Questionnaire Items and Responses].[Application Announcement Item Response Text]
 - [Presentation View].[Announcement Questionnaire Items and Responses].[Application Announcement Item Response Type]
 - [Presentation View].[Announcement Questionnaire Items and Responses].[Application Announcement Item Text]
 - [Presentation View].[Announcement Questionnaire Items and Responses].[Application Announcement Item Used for Screen-Out?]
 - [Presentation View].[Announcement Questionnaire Items and Responses].[Application Section Title]



Hiring Data Warehouse

Data Model Changes

Request Organizations and Offices – deployed August 5th

New query subjects and associated query items were added to enable reporting on the organizations and offices associated with requests.

- Requests folder
 - Request Information sub-folder
 - Request Offices query subject
 - [Presentation View].[Request Offices].[Request Office Code]
 - [Presentation View].[Request Offices].[Request Office Name]
 - Request Organizations query subject
 - [Presentation View].[Request Organizations].[Request Organization Code]
 - [Presentation View].[Request Organizations].[Request Organization Name]



A request does not have a direct relationship with an office or organization. Instead, requests are associated with a customer, and a customer may be associated with multiple offices and organizations. Therefore, the Request Offices query items will return all offices associated with the request customer. Request Organizations query items will return all organizations associated with the Request Offices.



Hiring Data Warehouse

Data Model Changes

JOA Reviews – **deployed August 19th**

A new folder, query subject, and associated query items were added to enable reporting on Job Opportunity Announcement (JOA) Reviews associated with a vacancy.

- Vacancies folder
 - JOA Review Information sub-folder
 - JOA Reviews query subject
 - [Presentation View].[JOA Reviews].[JOA Review Auto Recall Date]
 - [Presentation View].[JOA Reviews].[JOA Review Creation Date/Time]
 - [Presentation View].[JOA Reviews].[JOA Review Due Date]
 - [Presentation View].[JOA Reviews].[JOA Review Includes Announcement Questionnaire?]
 - [Presentation View].[JOA Reviews].[JOA Review Includes Announcement Text?]
 - [Presentation View].[JOA Reviews].[JOA Review Includes Assessment?]
 - [Presentation View].[JOA Reviews].[JOA Review Instructions]
 - [Presentation View].[JOA Reviews].[JOA Review Last Updated Date/Time]
 - [Presentation View].[JOA Reviews].[JOA Review Name]
 - [Presentation View].[JOA Reviews].[JOA Review Owner]
 - [Presentation View].[JOA Reviews].[JOA Review Recall Date/Time]
 - [Presentation View].[JOA Reviews].[JOA Review Recall Reason]



Hiring Data Warehouse

Data Model Changes

(continued) JOA Reviews – **deployed August 19th**

- Vacancies folder
 - JOA Review Information sub-folder
 - JOA Reviews query subject
 - [Presentation View].[JOA Reviews].[JOA Review Returned By Name]
 - [Presentation View].[JOA Reviews].[JOA Review Returned Date/Time]
 - [Presentation View].[JOA Reviews].[JOA Review Sent Date/Time]
 - [Presentation View].[JOA Reviews].[JOA Review Status]



Hiring Data Warehouse

Data Model Changes

Reviewed Assessments – deployed August 19th

A query subject and associated query items were added to enable reporting on characteristics of assessments included in a JOA Review.

- Vacancies folder
 - JOA Review Information sub-folder
 - Reviewed Assessments query subject
 - [Presentation View].[Reviewed Assessments].[Reviewed Assessment Created Date/Time]
 - [Presentation View].[Reviewed Assessments].[Reviewed Assessment Name]
 - [Presentation View].[Reviewed Assessments].[Reviewed Assessment Owner]
 - [Presentation View].[Reviewed Assessments].[Reviewed Assessment Rating Method]
 - [Presentation View].[Reviewed Assessments].[Reviewed Assessment Type]



Hiring Data Warehouse

Data Model Changes

Application Metrics – deployed August 19th

A new folder, query subject, and associated query items were added to enable reporting using built-in metrics related to application rating combinations (pay plan-series-grade-specialty).

- Applications folder
 - Application Metrics sub-folder
 - Application Metric query subject
 - [Presentation View].[Application Metric].[Applications]
 - [Presentation View].[Application Metric].[Applications Entered on Duty]
 - [Presentation View].[Application Metric].[Applications Hired]
 - [Presentation View].[Application Metric].[Applications Qualified]
 - [Presentation View].[Application Metric].[Applications Referred]
 - [Presentation View].[Application Metric].[Applications Selected]



Hiring Data Warehouse

Data Model Changes

Vacancy Metrics – **deployed August 19th**

A new folder, query subject, and associated query items were added to enable reporting using built-in metrics related to the vacancy.

- Vacancies folder
 - Vacancy Metrics sub-folder
 - Vacancy Metric query subject
 - [Presentation View].[Vacancy Metric].[Total Applications]
 - [Presentation View].[Vacancy Metric].[Total Eligible Applications]
 - [Presentation View].[Vacancy Metric].[Total Eligible Veteran Applications]
 - [Presentation View].[Vacancy Metric].[Total Entered on Duty]
 - [Presentation View].[Vacancy Metric].[Total Hired Applications]
 - [Presentation View].[Vacancy Metric].[Total Hired Veteran Applications]
 - [Presentation View].[Vacancy Metric].[Total Ineligible Applications]
 - [Presentation View].[Vacancy Metric].[Total Ineligible Veteran Applications]
 - [Presentation View].[Vacancy Metric].[Total Pending Applications]
 - [Presentation View].[Vacancy Metric].[Total Referred Applications]
 - [Presentation View].[Vacancy Metric].[Total Referred Veteran Applications]
 - [Presentation View].[Vacancy Metric].[Total Selected Applications]
 - [Presentation View].[Vacancy Metric].[Total Selected Veteran Applications]
 - [Presentation View].[Vacancy Metric].[Total Suspended Applications]



Hiring Data Warehouse

Data Model Changes

(continued) Vacancy Metrics – **deployed August 19th**

- Vacancies folder
 - Vacancy Metrics sub-folder
 - Vacancy Metric query subject
 - [Presentation View].[Vacancy Metric].[Total Unavailable Applications]
 - [Presentation View].[Vacancy Metric].[Total Veteran Applications]
 - [Presentation View].[Vacancy Metric].[Total Veterans Entered on Duty]



New Hire (End of Day)

Data Model Changes

Request Tags – deployed August 5th

New query subjects and associated query items were added to enable reporting on tags associated with requests.

- New Hire Request Detail Folder
 - New Hire Request Appointing Authorities query subject
 - [New Hires].[New Hire Request Appointing Authorities].[New Hire Request Appointing Authority]
 - [New Hires].[New Hire Request Appointing Authorities].[New Hire Request Appointing Authority Tag]
 - New Hire Request Mission Critical Occupations query subject
 - [New Hires].[New Hire Request Mission Critical Occupations].[New Hire Request Mission Critical Occupation]
 - [New Hires].[New Hire Request Appointing Authorities].[New Hire Request Mission Critical Occupation Tag]



Staffing Reports

Data Model Changes

Request Tags – deployed August 5th

New query subjects and associated query items were added across multiple namespaces to enable reporting on tags associated with requests.

- Applications namespace
 - Request Detail Folder
 - Request Appointing Authorities query subject
 - [Applications].[Request Appointing Authorities].[Request Appointing Authority]
 - [Applications].[Request Appointing Authorities].[Request Appointing Authority Tag]
 - Request Mission Critical Occupations query subject
 - [Applications].[Request Mission Critical Occupations].[Request Mission Critical Occupation]
 - [Applications].[Request Appointing Authorities].[Request Mission Critical Occupation Tag]



Staffing Reports

Data Model Changes

(continued) Request Tags – deployed August 5th

- Assessment Packages namespace
 - Assessment Request Detail Folder
 - Assessment Request Appointing Authorities query subject
 - [Assessment Packages].[Assessment Request Appointing Authorities].[Assessment Request Appointing Authority]
 - [Assessment Packages].[Assessment Request Appointing Authorities].[Assessment Request Appointing Authority Tag]
 - Assessment Request Mission Critical Occupations query subject
 - [Assessment Packages].[Assessment Request Mission Critical Occupations].[Assessment Request Mission Critical Occupation]
 - [Assessment Packages].[Assessment Request Appointing Authorities].[Assessment Request Mission Critical Occupation Tag]



Staffing Reports

Data Model Changes

(continued) Request Tags – deployed August 5th

- Certificates namespace
 - Certificate Request Detail Folder
 - Certificate Request Appointing Authorities query subject
 - [Certificates].[Certificate Request Appointing Authorities].[Certificate Request Appointing Authority]
 - [Certificates].[Certificate Request Appointing Authorities].[Certificate Request Appointing Authority Tag]
 - Certificate Request Mission Critical Occupations query subject
 - [Certificates].[Certificate Request Mission Critical Occupations].[Certificate Request Mission Critical Occupation]
 - [Certificates].[Certificate Request Appointing Authorities].[Certificate Request Mission Critical Occupation Tag]



Staffing Reports

Data Model Changes

(continued) Request Tags – deployed August 5th

- Certificates namespace
 - Certificate Selectee Request Detail Folder
 - Certificate Selectee Request Appointing Authorities query subject
 - [Certificates].[Certificate Selectee Request Appointing Authorities].[Certificate Selectee Request Appointing Authority]
 - [Certificates].[Certificate Selectee Request Appointing Authorities].[Certificate Selectee Request Appointing Authority Tag]
 - Certificate Selectee Request Mission Critical Occupations query subject
 - [Certificates].[Certificate Selectee Request Mission Critical Occupations].[Certificate Selectee Request Mission Critical Occupation]
 - [Certificates].[Certificate Selectee Request Appointing Authorities].[Certificate Selectee Request Mission Critical Occupation Tag]



Staffing Reports

Data Model Changes

(continued) Request Tags – deployed August 5th

- New Hires namespace
 - New Hire Request Detail Folder
 - New Hire Request Appointing Authorities query subject
 - [New Hires].[New Hire Request Appointing Authorities].[New Hire Request Appointing Authority]
 - [New Hires].[New Hire Request Appointing Authorities].[New Hire Request Appointing Authority Tag]
 - New Hire Request Mission Critical Occupations query subject
 - [New Hires].[New Hire Request Mission Critical Occupations].[New Hire Request Mission Critical Occupation]
 - [New Hires].[New Hire Request Appointing Authorities].[New Hire Request Mission Critical Occupation Tag]



Staffing Reports

Data Model Changes

(continued) Request Tags – deployed August 5th

- Reviews namespace
 - Review Request Detail Folder
 - Review Request Appointing Authorities query subject
 - [Reviews].[Review Request Appointing Authorities].[Review Request Appointing Authority]
 - [Reviews].[Review Request Appointing Authorities].[Review Request Appointing Authority Tag]
 - Review Request Mission Critical Occupations query subject
 - [Reviews].[Review Request Mission Critical Occupations].[Review Request Mission Critical Occupation]
 - [Reviews].[Review Request Appointing Authorities].[Review Request Mission Critical Occupation Tag]



Staffing Reports

Data Model Changes

Review Status Updates – **deployed August 19th**

The Review Status query items were updated across multiple namespaces to enable reporting on the recall types associated with recalled reviews.

- Applications namespace
 - Announcement Detail folder
 - Announcement Review query subject
 - [Applications].[Announcement Review].[Announcement Review Status]
- Certificates namespace
 - Certificate Review Detail folder
 - Certificate Review query subject
 - [Certificates].[Certificate Review].[Certificate Review Status]
- Reviews namespace
 - Review Details folder
 - Review query subject
 - [Reviews].[Review].[Review Status]



Time to Hire

Data Model Changes

Tasks – deployed August 5th

A new folder, query subject, and associated query items were added to enable reporting on task data associated with completed requests.

- Task Information folder
 - Task query subject
 - [Time to Hire].[Task].[Task Activation Date/Time]
 - [Time to Hire].[Task].[Task Actual Days to Complete]
 - [Time to Hire].[Task].[Task Completed Date/Time]
 - [Time to Hire].[Task].[Task Creation Date]
 - [Time to Hire].[Task].[Task Days to Complete]
 - [Time to Hire].[Task].[Task Due Date/Time]
 - [Time to Hire].[Task].[Task ID]
 - [Time to Hire].[Task].[Task Last Update Date/Time]
 - [Time to Hire].[Task].[Task Name]
 - [Time to Hire].[Task].[Task Owner Employee ID Number]
 - [Time to Hire].[Task].[Task Owner First Name]
 - [Time to Hire].[Task].[Task Owner Last Name]
 - [Time to Hire].[Task].[Task Owner Name]
 - [Time to Hire].[Task].[Task Purpose]
 - [Time to Hire].[Task].[Task Status]
 - [Time to Hire].[Task].[Task Type]

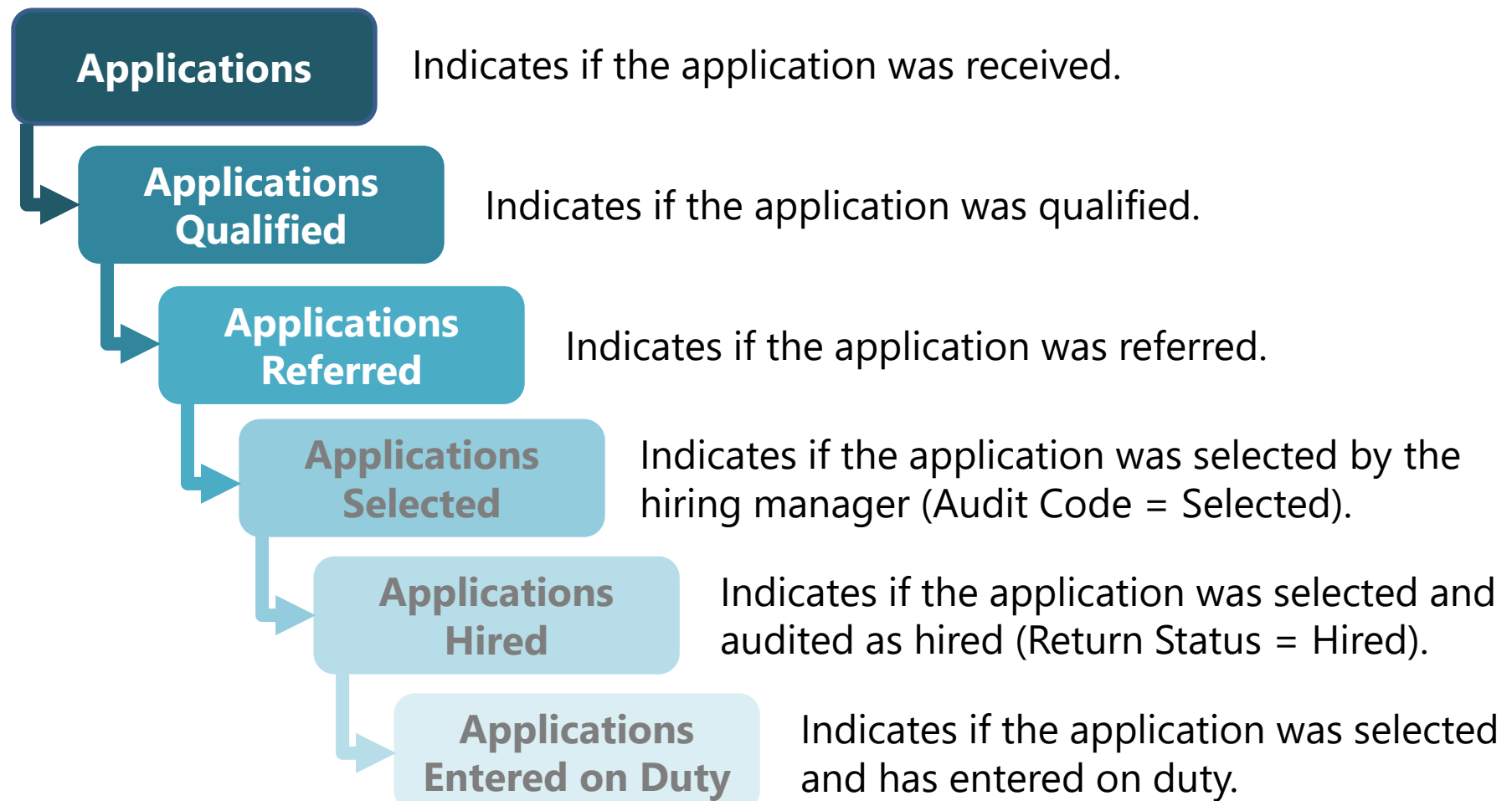


Cognos Tip



Application Metrics

Metrics to enable reporting on the **applications through the hiring process by rating combination** (series-grade-specialty).





Application Metrics

Each metric uses **defined criteria** to determine the **progression** of an application **through the hiring process**.

Application Metric	Criteria
Applications	Any Application Number that exists for the rating combination = 0; all else = 1.
Applications Qualified	Meets criteria for Applications + has a Notification Message Code that starts with "E" = 1; all else = 0.
Applications Referred	Meets criteria for Applications Qualified + is on at least one non-cancelled certificate for that rating combination = 1; all else = 0.
Applications Selected	Meets criteria for Applications Referred + has an audit code of "Selected" for the rating combination = 1; all else = 0.
Applications Hired	Meets criteria for Applications Selected + has a return status of "Hired" for the rating combination = 1; all else = 0.
Applications Entered on Duty	Meets criteria for Applications Hired + has a new hire record where the Verify New Hire has Entered on Duty task has a status of "Complete" for the rating combination = 1; all else = 0.



Application Metrics

Application Metrics **must be used with application rating combination** query items and **can be used** with higher level query items (e.g., Vacancy Number, Staffing Office Name, Staffing Organization Name).

Application Rating Combination



Vacancy Number	Application Series	Application Grade	Application Specialty	Applications	Applications Qualified	Applications Referred	Applications Selected	Applications Hired	Applications Entered on Duty
10000041	0201	12		2	2	0	0	0	0
10000041	0201	13		3	3	3	1	1	0



Metrics automatically summarize for each rating combination

*If used without application rating combination query items, each metric will automatically summarize based on the lowest level included. Because a single application could be for multiple rating combinations, this may result in inaccurate data.



Application Metrics

When used with the **Application Number** query item, **metrics will display as 0s or 1s**, enabling the **tracking** of a single application **through the hiring process**.

Vacancy Number	Application Number	Application Series	Application Grade	Application Specialty	Applications	Applications Qualified	Applications Referred	Applications Selected	Applications Hired	Applications Entered on Duty
10000041	A3385-5955	0201	12		1	1	0	0	0	0
10000041	A3385-5955	0201	13		1	1	1	1	1	0
10000041	A4341-3650	0201	13		1	1	1	0	0	0
10000041	A8933-7881	0201	12		1	1	0	0	0	0
10000041	A8933-7881	0201	13		1	1	1	0	0	0

For example, Application Number A3385-5955 applied to and was qualified for both the 12 and 13 grade levels but was only referred for grade 13. They were then selected and hired at grade 13 but they have not yet entered on duty.



Application Metrics

Metrics **can be used** with **other query items** from the **Applications** area.

Veterans Preference (can use Claimed and/or Adjudicated)

Vacancy Number	Application Series	Application Grade	Application Specialty	Veterans Preference Claimed	Applications	Applications Qualified	Applications Referred	Applications Selected	Applications Hired	Applications Entered on Duty
10000041	0201	12		NV	2	2	0	0	0	0
10000041	0201	13		CPS	1	1	1	0	0	0
10000041	0201	13		NV	2	2	2	1	1	0

Claimed Eligibilities*

Vacancy Number	Application Series	Application Grade	Application Specialty	Claimed Eligibility	Applications	Applications Qualified	Applications Referred	Applications Selected	Applications Hired	Applications Entered on Duty
10000041	0201	12		Agency Employees	1	1	0	0	0	0
10000041	0201	12		Reinstatement	2	2	0	0	0	0
10000041	0201	12		Transfer	2	2	0	0	0	0
10000041	0201	13		Agency Employees	1	1	1	1	1	0
10000041	0201	13		Reinstatement	3	3	3	1	1	0
10000041	0201	13		Transfer	3	3	3	1	1	0

Locations*

Vacancy Number	Application Series	Application Grade	Application Specialty	Application Location Description	Applications	Applications Qualified	Applications Referred	Applications Selected	Applications Hired	Applications Entered on Duty
10000041	0201	12		Washington DC, DC United States	2	2	0	0	0	0
10000041	0201	13		Washington DC, DC United States	3	3	3	1	1	0

*Keep in mind that a single application can claim multiple eligibilities and/or apply to multiple locations, so totals across rows may exceed total number of applications.



Application Metrics



Metrics **CANNOT** be used with **query items** from the **Certificates** area.

Application Series	Application Grade	Application Specialty	Certificate Number	Certificate Application Number	Certificate Application Audit Code	Certificate Application Return Status	Applicant Name	Certificate Application Last Name	Certificate Application First Name	Applications	Applications Qualified	Applications Referred	Applications Selected	Applications Entered on Duty
0203	7		20200731-JJWH-003	A49RY-C7Z9	Selected	Hired	Man, Spider T	Stark	Tony	1	1	1	0	0
0203	7		20200731-JJWH-003	A49RY-C7Z9	Selected	Hired	Man, Super	Stark	Tony	1	0	0	0	0
0203	7		20200731-JJWH-003	A49RY-C7Z9	Selected	Hired	Quinn, Harley	Stark	Tony	1	1	1	0	0
0203	7		20200731-JJWH-003	A49RY-C7Z9	Selected	Hired	Stark, Tony I	Stark	Tony	1	1	1	1	0
0203	7		20200731-JJWH-003	A49RY-C7Z9	Selected	Hired	Wayne, Bruce	Stark	Tony	1	1	1	1	0
0203	7		20200731-JJWH-003	A49RY-C7Z9	Selected	Hired	White, James A	Stark	Tony	1	1	1	0	0

There is no direct relationship between the Applications area and the Certificates area, so while data will return, data from the two area will be jumbled.

Name	Rating	Vet Pref	Audit Code	Return Status
Man, Spider TobeMcGuire	79	NV - No Preference Claimed	Not Selected	Available
Quinn, Harley	97	NV - No Preference Claimed	Not Selected	Available
Stark, Tony ironman	100	NV - No Preference Claimed	Selected	Hired
Wayne, Bruce	99	CP -10-point preference based on a compensable service-connected disability of 10 percent or more, but less than 30 percent	Selected	Hired
White, James Archibald	93	NV - No Preference Claimed	Not Selected	Available

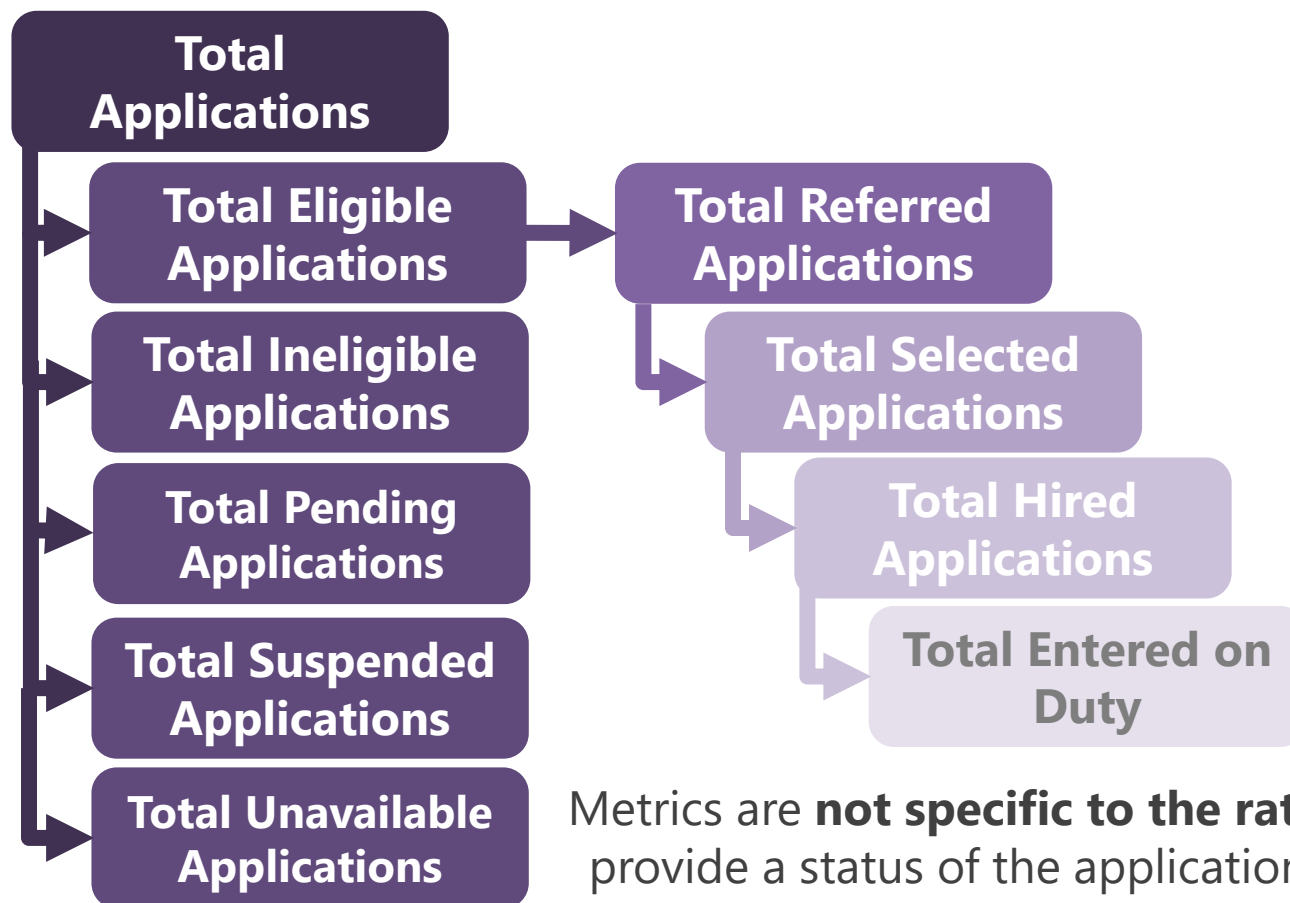
If data about referred applicants or applications is needed, use query items from the Certificate Applicants and/or Certificate Applications query subjects.



Vacancy Metrics

Metrics to enable reporting on the **progression of an applicant** through the hiring process **at the vacancy level and above**.

All Applications



Metrics are **not specific to the rating combination** and provide a status of the application at the vacancy level.



Vacancy Metrics

Each metric uses **defined criteria** to determine the **progression of an applicant** through the hiring process **at the vacancy level**.

Vacancy Metric	Criteria
Total Applications	Count of the unique applications received for a vacancy.
Total Eligible Applications	Count of the unique applications received for a vacancy where the application record status code is AA, AC, or HH.
Total Ineligible Applications	Count of the unique applications received for a vacancy where the application record status code is IN or EX.
Total Pending Applications	Count of the unique applications received for a vacancy where the application record status code is PA, PI, or PS.
Total Suspended Applications	Count of the unique applications received for a vacancy where the application record status code is SS.
Total Unavailable Applications	Count of the unique applications received for a vacancy where the application record status code is UN.
Total Referred Applications	Count of the unique applications received for a vacancy where the application was referred on at least one non-cancelled certificate.



Vacancy Metrics

Vacancy Metric	Criteria
Total Selected Applications	Count of the unique applications received for a vacancy where the audit code on at least one non-cancelled certificate is "Selected."
Total Hired Applications	Count of the unique applications received for a vacancy where the audit code is "Selected" and the return status is "Hired" on at least one non-cancelled certificate.
Total Entered on Duty	Count of the unique applications received for a vacancy where a new hire record exists and the Verify New Hire has Entered on Duty task has a status of "Complete."



Vacancy Metrics

Metrics to enable reporting on the **veteran applications to a vacancy** and their progress through the hiring process **at the vacancy level and above**.

Veteran Applications

Veterans status is based on **claimed status unless status has been adjudicated.**

Total Veteran Applications

Total Eligible Veteran Applications

Total Ineligible Veteran Applications

Total Referred Veteran Applications

Total Selected Veteran Applications

Total Hired Veteran Applications

Total Veterans Entered on Duty

If the vacancy is not set to collect veterans preference information, each metric will be 0.



Vacancy Metrics

Each metric uses **defined criteria** to determine the **progression of veteran applications** through the hiring process **at the vacancy level**.

Vacancy Metric	Criteria
Total Veteran Applications	Count of the unique applications received for a vacancy where veterans preference is not NV or NP.
Total Eligible Veteran Applications	Count of the unique applications received for a vacancy where veterans preference is not NV or NP and application record status code is AA, AC, or HH.
Total Ineligible Veteran Applications	Count of the unique applications received for a vacancy where veterans preference is not NV or NP and application record status code is IN or EX.
Total Referred Veteran Applications	Count of the unique applications received for a vacancy where veterans preference is not NV or NP and the application was referred on at least one non-cancelled certificate.

For all metrics, if veterans preference has not been adjudicated, claimed preference is used. If veterans preference has been adjudicated, adjudicated preference is used.



Vacancy Metrics

Each metric uses **defined criteria** to determine the **progression of veteran applications** through the hiring process **at the vacancy level**.

Vacancy Metric	Criteria
Total Selected Veteran Applications	Count of the unique applications received for a vacancy where veterans preference is not NV or NP and the audit code for the application is "Selected" on at least one non-cancelled certificate.
Total Hired Veteran Applications	Count of the unique applications received for a vacancy where veterans preference is not NV or NP and the audit code for the application is "Selected" and the return status is "Hired" on at least one non-cancelled certificate.
Total Veterans Entered on Duty	Count of the unique applications received for a vacancy where veterans preference is not NV or NP, a new hire record exists, and the Verify New Hire has Entered on Duty task has a status of "Complete."



Vacancy Metrics

Vacancy Metrics can be used with **vacancy-level and higher query items** (e.g., Vacancy Number, Staffing Office Name, Staffing Organization Name).

Staffing Organization Name	Staffing Office Name	Vacancy Number	Total Applications	Total Eligible Applications	Total Ineligible Applications	Total Pending Applications	Total Suspended Applications	Total Unavailable Applications
Office of Personnel Management	OPM HR Boyers	10000028	4	4	0	0	0	0
Office of Personnel Management	OPM HR Boyers	10000029	3	3	0	0	0	0
Office of Personnel Management	OPM HR Boyers	10000031	3	1	1	1	0	0
Office of Personnel Management	OPM HR Boyers	10000032	3	3	0	0	0	0
Office of Personnel Management	OPM HR Boyers	10000033	1	1	0	0	0	0
Office of Personnel Management	OPM HR Boyers	10000380	61	61	0	0	0	0
Office of Personnel Management	OPM HR Boyers	10021976	1	1	0	0	0	0
Office of Personnel Management	OPM HR Boyers	10057538	4	3	1	0	0	0
Office of Personnel Management	OPM HR Boyers	10062401	21	19	2	0	0	0
Office of Personnel Management	OPM HR Boyers	10071040	1	0	1	0	0	0
Office of Personnel Management	OPM HR Boyers	10098090	5	4	0	1	0	0
Office of Personnel Management	OPM HR Boyers	10108303	3	3	0	0	0	0
Office of Personnel Management	OPM HR Boyers	10108760	8	8	0	0	0	0



Vacancy Metrics

When used with higher-level query items and without vacancy-level items, **metrics will automatically roll up** to the lowest level item included in the report.

Vacancy Customer*

Staffing Organization Name	Staffing Office Name	Vacancy Customer Name	Total Applications	Total Eligible Applications	Total Ineligible Applications	Total Pending Applications	Total Suspended Applications	Total Unavailable Applications
Office of Personnel Management	OPM HR Boyers	Christina - Test Customer	26	23	3	0	0	0
Office of Personnel Management	OPM HR Boyers	FIS	14	12	1	1	0	0
Office of Personnel Management	OPM HR Boyers	FIS-BOYERS	61	61	0	0	0	0
Office of Personnel Management	OPM HR Boyers	HR Solutions	5	4	0	1	0	0
Office of Personnel Management	OPM HR Boyers	Internal Program Office	11	11	0	0	0	0
Office of Personnel Management	OPM HR Boyers	z - APO Address	1	0	1	0	0	0

Vacancy Staffing Office

Staffing Organization Name	Staffing Office Name	Total Applications	Total Eligible Applications	Total Ineligible Applications	Total Pending Applications	Total Suspended Applications	Total Unavailable Applications
Office of Personnel Management	OPM HR Boyers	118	111	5	2	0	0

Vacancy Staffing Organization

Staffing Organization Name	Total Applications	Total Eligible Applications	Total Ineligible Applications	Total Pending Applications	Total Suspended Applications	Total Unavailable Applications
Office of Personnel Management	196	171	23	2	0	0

*When adding higher-level query items, always consider if the relationship is one-to-one, one-to-many, or many-to-many with a vacancy. If the relationship is not one-to-one, metrics may be inflated or repeated (e.g., if there is more than one Vacancy Customer for a single vacancy).



Vacancy Metrics

Metrics **can be used** with **other query items** from the **Vacancies** and other areas within the Hiring Data Warehouse.

Appointing Authority*

Staffing Organization Name	Staffing Office Name	Vacancy Number	Appointing Authority	Total Applications	Total Eligible Applications	Total Ineligible Applications	Total Pending Applications	Total Suspended Applications	Total Unavailable Applications
Office of Personnel Management	OPM HR Boyers	10108760	Excepted Service	8	8	0	0	0	0
Office of Personnel Management	OPM HR TRB	10071072	Excepted Service	35	33	2	0	0	0
Office of Personnel Management	OPM HR TRB	10104598	Competitive Service	2	2	0	0	0	0

Mission Critical Occupations*

Staffing Organization Name	Staffing Office Name	Vacancy Number	Mission Critical Occupation	Total Applications	Total Eligible Applications	Total Ineligible Applications	Total Pending Applications	Total Suspended Applications	Total Unavailable Applications
Office of Personnel Management	OPM HR TRB	10104598	Intelligence	2	2	0	0	0	0

Vacancy Eligibilities*

Staffing Organization Name	Staffing Office Name	Vacancy Number	Vacancy Eligibility	Total Applications	Total Eligible Applications	Total Ineligible Applications	Total Pending Applications	Total Suspended Applications	Total Unavailable Applications
Office of Personnel Management	OPM HR Boyers	10000028	30% or More Disabled Veterans Sprint 85	4	4	0	0	0	0
Office of Personnel Management	OPM HR Boyers	10000028	Appointment of Certain Military Spouses (5 CFR 315.612)	4	4	0	0	0	0
Office of Personnel Management	OPM HR Boyers	10000028	Interagency Career Transition Assistance Plan	4	4	0	0	0	0
Office of Personnel Management	OPM HR Boyers	10000028	Reinstatement	4	4	0	0	0	0
Office of Personnel Management	OPM HR Boyers	10000028	Transfer	4	4	0	0	0	0
Office of Personnel Management	OPM HR Boyers	10000028	Veterans Employment Opportunities Act	4	4	0	0	0	0

*Always consider the type of relationship between vacancy and query items from other areas for awareness of whether metrics will repeat and therefore if metrics may be repeated or inflated.



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