USA Staffing
Reporting and Analytics Release Notes

Stage Release Date: February 10, 2021

Production Release Date: February 19, 2021

Reporting and Analytics

Hiring Data Warehouse

- Announcements folder
    - Announcement Questionnaire Information sub-folder
        - Announcement Screen-Outs query subject: a new query subject and associated query items were added to enable reporting on the screen-out criteria established for an announcement questionnaire.
            - 'Announcement Screen-Out Ineligibility Code': The ineligibility code (e.g., IQID) associated with the screen-out criteria established for an announcement questionnaire.
            - 'Announcement Screen-Out Item Headers': The concatenated item header(s) used as a screen-out on an announcement questionnaire.
            - 'Announcement Screen-Out Name': The name of the screen-out criteria established for an announcement questionnaire.
            - 'Announcement Screen-Out Rating Combinations': The concatenated rating combination(s) (e.g., 0201-07) for which the announcement questionnaire screen-out criteria is applicable.
            - 'Announcement Screen-Out Type': The type of screen-out criteria (e.g., question, eligibility) established on an announcement questionnaire.
- Applications folder
    - Assessments sub-folder
        - Application Assessment Items and Responses query subject: a new query subject and associated query items were added to enable reporting on the assessment questionnaire items an applicant responded to and the responses provided to those items.
            - 'Application Assessment': The name of an assessment completed by an applicant.
            - 'Application Assessment Item ID': The unique database identifier for an assessment questionnaire item that has been completed by an applicant.
            - 'Application Assessment Item Number': The number corresponding to the order in which assessment questionnaire items appear to an applicant.
            - 'Application Assessment Item Rating Scale': The name of the rating scale (e.g., General Schedule, Item-specific Response Options, Yes/No) used for multiple choice response types for an assessment questionnaire item that has been completed by an applicant.
            - 'Application Assessment Item Required?': Flag indicating whether or not a response to an assessment questionnaire item that has been completed by an applicant is required in order for an applicant to complete their application.
            - 'Application Assessment Item Response Type': The type of response allowed for the assessment questionnaire item (e.g., Multiple Choice – Multiple Select, Multiple Choice – Single Select, Narrative Textbox) that has been completed by an applicant.
            - 'Application Assessment Item Text': The text of an assessment questionnaire item that has been completed by an applicant.
            - 'Application Assessment Item Used for Screen-Out?': Flag indicating whether or not an assessment questionnaire item that has been completed by an applicant is associated with any screen-out criteria.
            - 'Application Assessment Response Option': The response option (e.g., A, B, C, D) selected by an applicant for a multiple choice item on an assessment questionnaire.
            - 'Application Assessment Response Text': The text of the response provided by an applicant for an item on an assessment questionnaire.
            - 'Application Assessment Type': The type of assessment (e.g., Questionnaire, External Assessment) completed by an applicant.

- 'Application Item Linked Competency': The title of the competency an assessment questionnaire item that has been completed by an applicant is intended to measure.
- Certificates folder
  - Certificate Information sub-folder
    - Certificate Applications query subject: new query items were added to the existing query subject to enable reporting on the full name of a referred application, the concatenated eligibilities claimed by a referred application, the concatenated eligibility adjudication status, and for interdisciplinary vacancies, the concatenated series for which an application is eligible for referral.
      - 'Certificate Application Eligibility Adjudication Status': The adjudication status (Claimed, Not Qualified, Qualified) of the eligibility claimed by an application on a certificate.
      - 'Certificate Application Eligibility Claimed': The eligibility claimed by an application on a certificate.
      - 'Certificate Application Eligible Series': For interdisciplinary vacancies, the occupational series for which an application is eligible for referral. For single series vacancies, this field will be null.
      - 'Certificate Application Name': The first, middle, and last names of an applicant referred on a certificate, displayed as Last, First Middle (e.g., Adams, John Quincy).
  - Certificate Metrics sub-folder
    - Workload Metric query subject: a new query subject and associated query items were added to enable the use of built-in metrics for reporting on the number of certificates issued, cancelled, and audited along with other conditions associated with determining the workload of HR Specialists managing vacancies.
      - 'Audited and Unused Certificates': Metric indicating the total number of audited certificates without selections.
      - 'Audited and Unused Certificates with Veterans': Metric indicating the total number of audited certificates without selections that had veterans.
      - 'Audited and Unused Certificates without Veterans': Metric indicating the total number of audited certificates without selection that did not have veterans.
      - 'Audited and Used Certificates': Metric indicating the number of audited certificates with selections.
      - 'Audited and Used Certificates with Veterans': Metric indicating the total number of audited certificates with selections that had veterans.
      - 'Audited and Used Certificates without Veterans': Metric indicating the total number of audited certificates with selections that did not have veterans.
      - 'Audited Certificates': Metric indicating the total number of audited certificates.
      - 'Audited Certificates with Veterans': Metric indicating the total number of audited certificates that had veterans.
      - 'Audited Certificates without Veterans': Metric indicating the total number of audited certificates that did not have veterans.
      - 'Cancelled Certificates': Metric indicating the total number of cancelled certificates.
      - 'Issued Certificates': Metric indicating the total number of certificates issued.
- New Hires folder
  - New Hire Request Information sub-folder
    - New Hire Request Locations query subject: a new query subject and associated query items were added to enable reporting on the locations associated with a request associated with a new hire.
      - 'New Hire Request Location City': The city of the location for a request associated with a new hire.
      - 'New Hire Request Location Country': The country of the location for a request associated with a new hire.

- 'New Hire Request Location County': The county of the location for a request associated with a new hire.
- 'New Hire Request Location Description': The city, state, country or city, country of the location for a request associated with a new hire.
- 'New Hire Request Location Duty Station Code': The duty station code for the location for a request associated with a new hire.
- 'New Hire Request Location State': The state of the location for a request associated with a new hire.
- 'New Hire Request Location State Abbreviation': The abbreviation for the state of the location for a request associated with a new hire.

- Vacancies folder
  - Vacancy Information sub-folder
    - Supporting Documents query subject: a new query subject and associated query items were added to enable reporting on the supporting documents accepted during the application process for a vacancy.
      - 'Supporting Document Required?': Flag indicating whether a supporting document is required for application to a vacancy.
      - 'Supporting Document Type': The type of document (e.g., cover letter, DD-214/Statement of Service, Resume) accepted or required for application to a vacancy.
      - 'Supporting Document Visible in New Hire Record?': Flag indicating whether a supporting document type is visible to onboarding users in the new hire record.
      - 'Supporting Document Visible to Hiring Manager?': Flag indicating whether a supporting document type is visible to the hiring manager.
    - Vacancy query subject: new query items were added to the existing query subject to enable reporting on additional vacancy settings.
      - 'All Items Required?': Flag indicating if individual announcement and assessment question requirement indicators should be overridden to set all items as required.
      - 'Application Confirmation?': Flag indicating if an online application confirmation message should be displayed.
      - 'Application Update Restricted?': Flag indicating if an applicant can update any part of their application after initial submission.
      - 'Automatic Response?': Flag indicating if an automatic response should be sent for all submitted applications.
      - 'Collect Service Computation Date?': Flag indicating if Service Computation Date should be collected from applicants to the vacancy.
      - 'Do Not Age Screen?': Flag indicating if applicants should not be screened out if they fail to meet age requirement(s).
      - 'Do Not Collect Lowest Acceptable Grade?': Flag indicating if Lowest Acceptable Grade should not be collected for the vacancy.
      - 'Do Not Collect Veterans Preference?': Flag indicating if Veterans Preference should not be collected for the vacancy.
      - 'Exclude Land Management Eligibles from Age Screening?': Flag indicating if Land Management Workforce Flexibility Act Eligibles should be excluded from age calculation and screening.
      - 'Exclude Veterans from Age Screening?': Flag indicating if Veterans should be excluded from age calculation and screening.
      - 'Expire Applications?': Flag indicating if applications should expire following the period of eligibility.
      - 'Require Eligibility Documents?': Flag indicating if Eligibility supporting documents should be required for application submission.

- 'Require Veteran Documents?': Flag indicating if Veterans Preference supporting documents should be required for application submission.
- 'USA Hire Notifications?': Flag indicating if agency or assessment-specific USA Hire notification(s) should be sent to applicants.
- 'USA Hire Used?': Flag indicating if a vacancy uses a USA Hire assessment to evaluate applicants.

Reports

- **Applicant Scores by Assessment Report:** The Applicant Scores by Assessment Report was created. This report identifies the score(s) an applicant received on each assessment completed for each rating combination to which they applied.
    - Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse

- **Recruitment Sources Report:** The Recruitment Sources Report was created. This report displays recruitment sources by organization, office, and vacancy.
    - Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse

- **Request Overview Dashboard:** The Request Overview Dashboard was modified. This report provides visualizations and tabular data showing the status of requests. The report was modified to update the queries to use data from the main Requests folder and the New Hire Request area to ensure that all request types are included in the report. For additional context, review the HDW Data Relationships Job Aid on the Reporting and Analytics page of the USA Staffing Resource Center.
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- **Request Overview Report:** The Request Overview Report was modified. This report provides tabular data showing the status of requests. The report was modified to update the queries to use data from the main Requests folder and the New Hire Request area to ensure that all request types are included in the report. For additional context, review the HDW Data Relationships Job Aid on the Reporting and Analytics page of the USA Staffing Resource Center.
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