



USA Staffing Reporting and Analytics

Applicant Flow Data Workgroup
July 20, 2023

We will start at approximately 2:03 to allow time for people to sign in

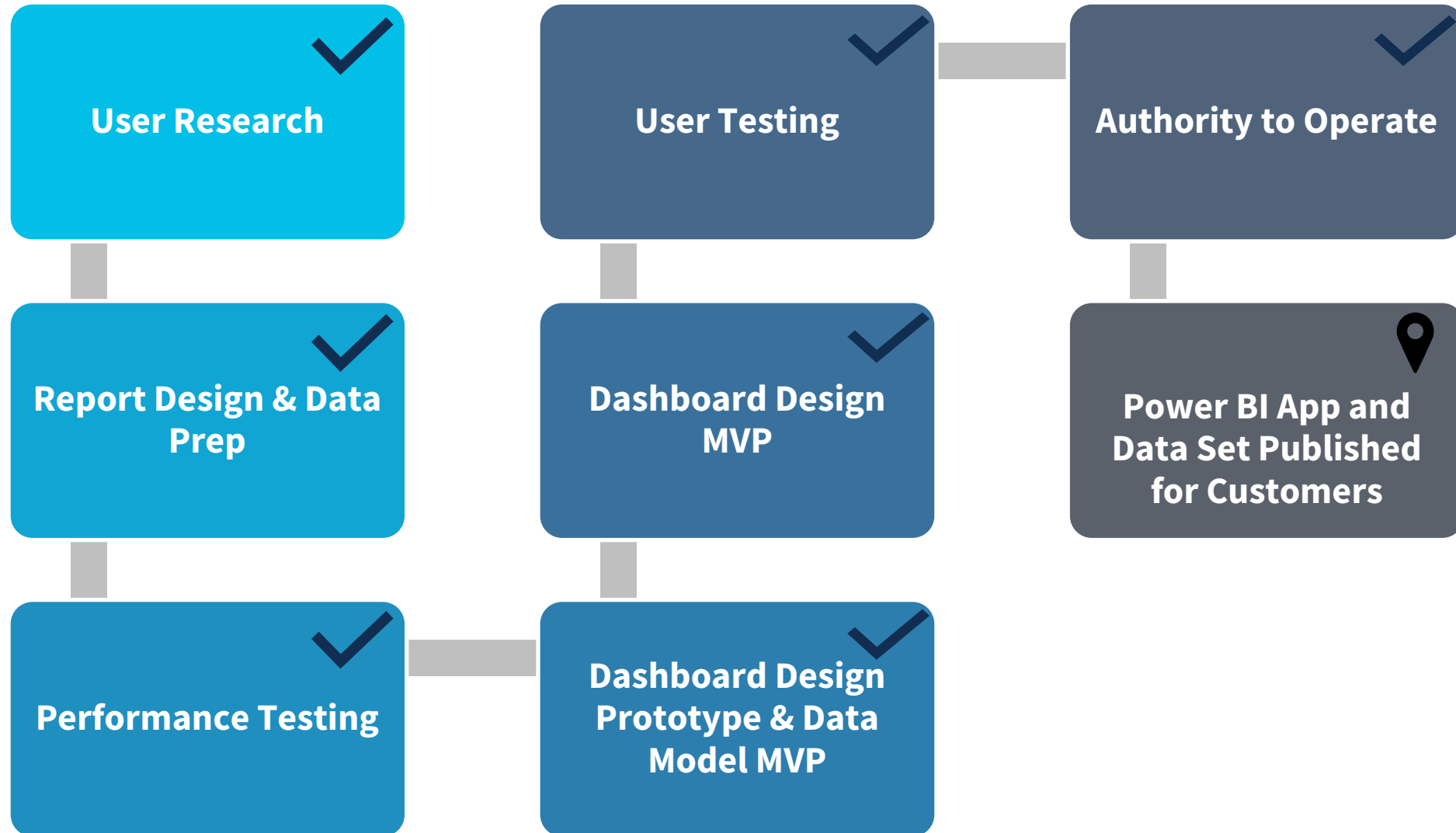
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Agenda

- 1 Power BI Update**
- 2 Cognos Performance Metrics**
- 3 Cognos Training Program**
- 4 Reporting User Satisfaction Survey**
- 5 Modifications to Reports and Data Models**
- 6 API Updates**
- 7 Reporting Tip**
- 8 Open Demonstration and Q&A**

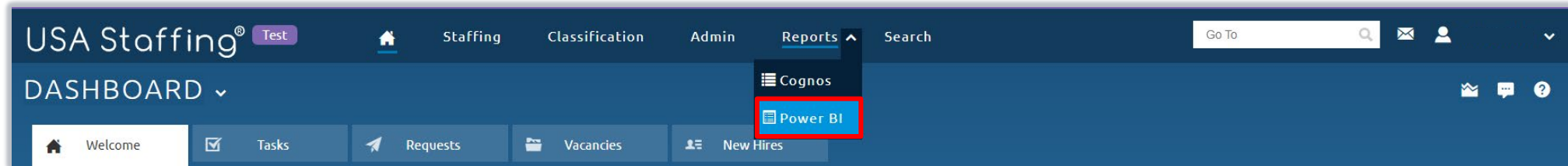
Power BI Updates

Power BI Implementation Milestones



Broader Authentication User Testing

- Power BI link is available in USA Staffing Production environment under the Reports menu



- Reporting users are invited to set up the Microsoft Authenticator App using the job aid published under “Power BI Training Resources” in the Reports and Analytics section of the USA Staffing Resource Center:
 - [Microsoft Authenticator App Job Aid](#)

Broader Authentication User Testing

- After setting up the Authenticator app, use the Power BI link in USAS to verify access to **USA Staffing Dashboards workspace > Human Resources Sample report***

The screenshots illustrate the navigation path: Power BI Home → Workspaces → *USA Staffing Dashboards workspace → Human Resources Sample report.

- * Reporting users from agency customers not onboarded yet will be unable to test. These include:
 - DOD components: Defense Health Agency, Defense Logistics Agency, DOD Education Activity, Department of the Army, Department of the Navy, Department of the Navy NAF, National Guard, Intelligence Community
 - DOJ components: Executive Office for U.S. Attorneys, U.S. Marshals Service
 - IRS, Executive Office of the President, and National Mediation Board

User Testing and Release



Next Steps

What we have completed

- Conduct broader authentication testing with reporting users

Next Steps

- Publish User License data in Power BI Production environment
- Release User License Power BI app and job aid to onboarded customers and collect feedback
- Release User-based Licensing Job Aid and Power BI FAQ
- Power BI Pro Licenses – initial request to submit user names
- Power BI agency access testing with remaining DOD components
- Hold Time to Hire report ideation session
- Host workspace administration session

Cognos Performance Metrics

FY23



All Reports



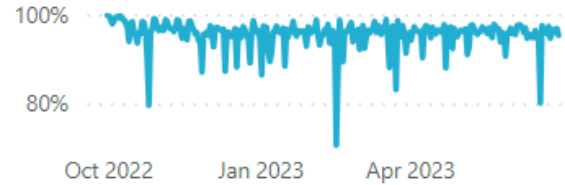
Cognos Total Runs

2,788,098



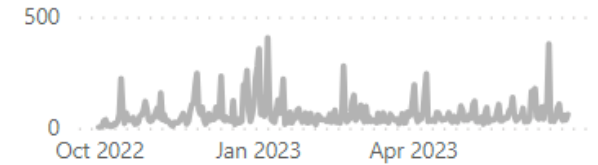
Avg. Success Rate

96.43%

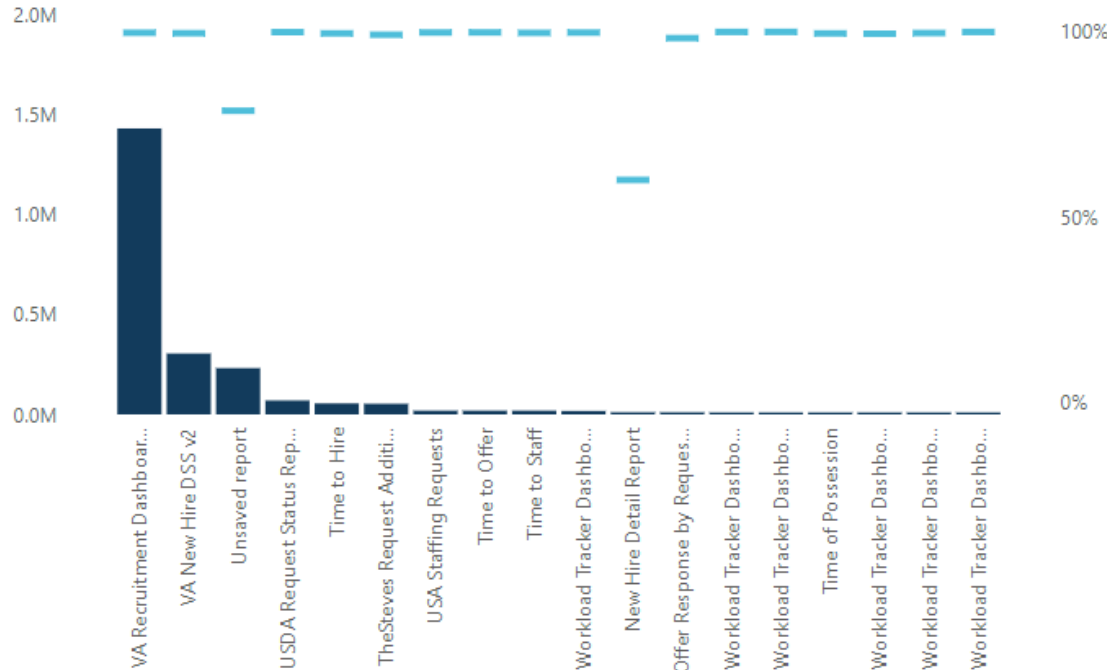


Avg. Runtime (Sec)

43.75



Cognos Total Runs and Cognos Success Rate



Report name	Cognos Total Runs	Cognos Success Rate	Avg Runtime
VA Recruitment Dashboard DSS v1	1,433,743	99.76%	5.92
VA New Hire DSS v2	305,256	99.63%	4.04
Unsaved report	231,948	78.71%	13.45
USDA Request Status Report - Certificate V3	69,669	99.93%	33.31
Time to Hire	55,083	99.59%	16.11
TheSteves Request Additional Information Report	53,202	99.22%	1.63
USA Staffing Requests	18,856	99.82%	2.30
Time to Offer	18,851	99.84%	2.56
Time to Staff	18,821	99.73%	7.73
Workload Tracker Dashboard - Qualification Analysis Phase	17,180	99.80%	13.69
New Hire Detail Report	10,751	60.04%	621.37
Offer Response by Request Number	10,590	98.31%	3.32
Workload Tracker Dashboard - RequestsAnnouncementsCerts	9,415	99.98%	9.81
Workload Tracker Dashboard - NewHireCertSelections	9,383	99.99%	8.62
Time of Possession	7,049	99.57%	66.40
Workload Tracker Dashboard - Interviews and	6,486	99.49%	13.42
Total	2,788,098	96.43%	43.75

Data Source: USAJOBS

Data Through: June 2023

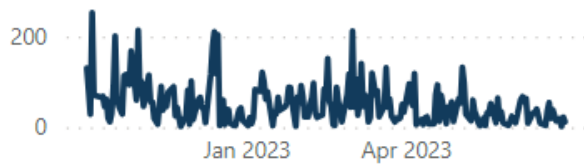
FY23



AFDW Reports

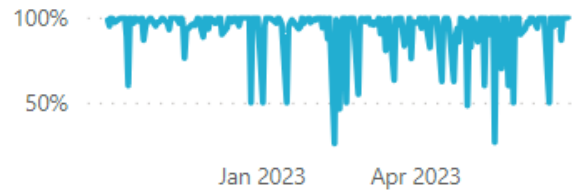
Cognos Total Runs

11,187



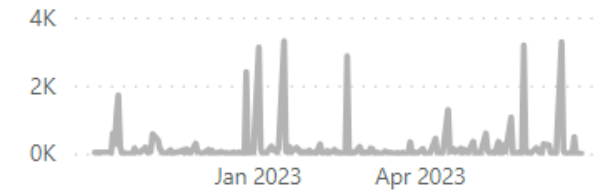
Avg. Success Rate

94.60%

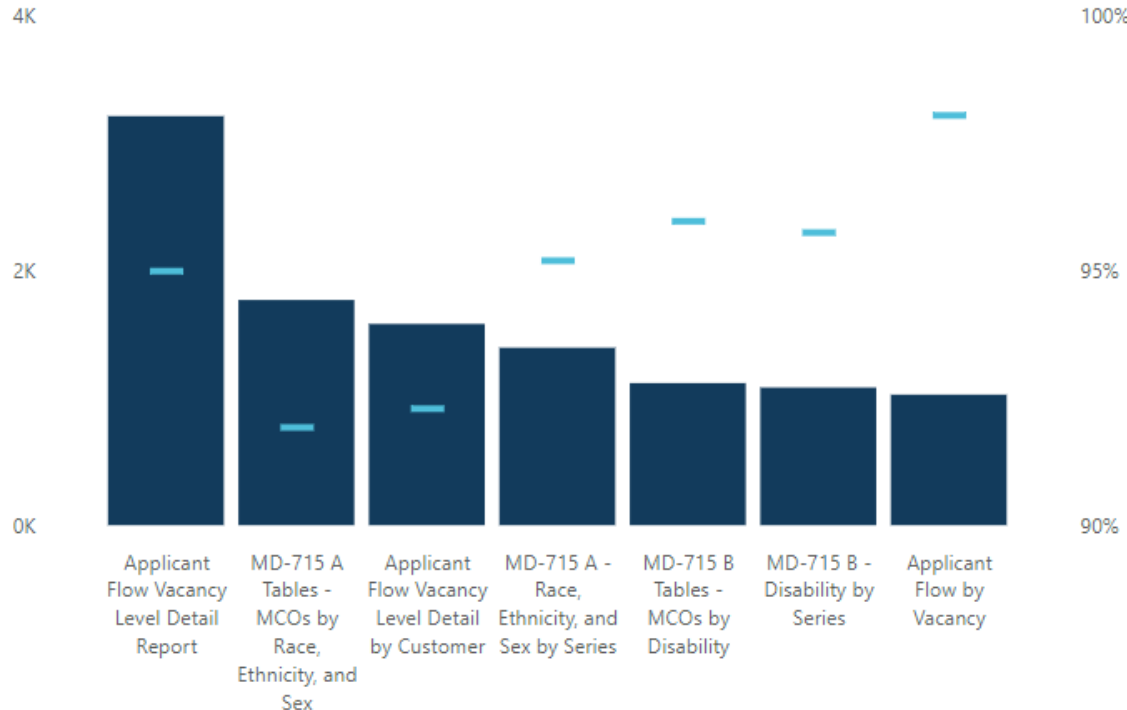


Avg. Runtime (Sec)

66.02



Cognos Total Runs and Cognos Success Rate



Report name	Cognos Total Runs	Cognos Success Rate	Avg Runtime
Applicant Flow Vacancy Level Detail Report	3,215	94.99%	164.86
MD-715 A Tables - MCOs by Race, Ethnicity, and Sex	1,770	91.92%	7.30
Applicant Flow Vacancy Level Detail by Customer	1,582	92.29%	62.99
MD-715 A - Race, Ethnicity, and Sex by Series	1,395	95.20%	13.93
MD-715 B Tables - MCOs by Disability	1,117	95.97%	56.62
MD-715 B - Disability by Series	1,082	95.75%	10.73
Applicant Flow by Vacancy	1,026	98.05%	1.09
Total	11,187	94.60%	66.02

Cognos Training Program

Cognos Consumer Forums



- New forums provide report consumers with the opportunity to ask questions.
- Agenda is determined by the participants – the purpose is to respond to questions and requests for demonstrations.
- Questions or requests for demonstrations may be submitted in advance to USASTaffingData@opm.gov.
- Forums held on the third Thursday of each month at 11:00 AM ET for one hour.
- Pre-requisite: completion of Cognos Consumer Training
- No registration required. Meeting information, including a link to log in to the forum, will be sent to users approximately 1-2 weeks in advance of each forum.

Available Trainings

Report Consumer Training

Cognos Consumer Forum

Report Author Training

Advanced Author Forum

Who?

- New USA Staffing reports users

- Report consumers

- New report authors

- Report authors

What?

- How to navigate to and run reports

- Open forum to ask questions

- How to get started building reports

- Open forum to ask questions

Time?

- ~4 hours

- 1 hour

- 1 ½ days

- 1 hour

When?

- Anytime!

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

- Monthly

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

How?

- <https://lcms.usalearning.net/lcms/CustomExtractions/launch/1380/Course4466/Launch.html>

- All report consumers. Questions can be submitted in advance

- Contact your USA Staffing Account Manager to sign-up.

- All report authors. Questions can be submitted in advance

Upcoming Trainings

Cognos Consumer Forum

Thursday, July 20
11:00 AM – 12:00 PM EDT

Thursday, August 17
11:00 AM – 12:00 PM EDT

Thursday, September 21
11:00 AM – 12:00 PM EDT

Thursday, October 19
11:00 AM – 12:00 PM EDT

No registration required.
Questions can be submitted
in advance.

USASTaffingData@opm.gov

Report Author Training

Wednesday, August 23
10:00 AM – 3:00 PM EDT
+

Thursday, August 24
10:00 AM – 3:00 PM EDT

Tuesday, September 19
10:00 AM – 3:00 PM EDT
+

Wednesday, September 20
10:00 AM – 3:00 PM EDT

Contact your USA Staffing
Account Manager.

Advanced Author Forum

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

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

Thursday, October 5
11:00 AM – 12:00 PM EDT

Thursday, November 2
11:00 AM – 12:00 PM EDT

No registration required.
Questions can be submitted
in advance.

USASTaffingData@opm.gov

Dates

How to Register

Reporting User Satisfaction Survey

Reporting User Satisfaction Survey

The bi-annual customer satisfaction survey launched on Tuesday, June 20 and will close Friday, July 21 (TOMORROW!).

The survey is designed to gather in-depth and comprehensive feedback about products and services provided by the USA Staffing Reporting teams over the last 6 months, including:

- Business Intelligence tool
- Data available for reporting
- Standard reports
- Interconnections
- Workgroups
- Training
- Support

Personalized invitations were sent from USASurvey@opm.gov

Modifications to Reports and Data Models

Sprint 46 deployed to Production on April 26th

Sprint 49 deployed to Production on June 7th

Sprint 50 deployed to Production on June 21st

**Only sprints that had AFD-related updates are listed*

Data Model Changes



Applicant Flow Data Warehouse

Application Originally Submitted – deployed April 26th

New query items were added to the Application query subject in the Application Rating Combination and Vacancy namespaces to enable reporting on the original submission date of applications.

Application Rating Combination Namespace

- Application Information folder > Application query subject
 - [Application Rating Combination].[Application].[Application Originally Submitted Date/Time]

Vacancy Namespace

- Application Information folder > Application query subject
 - [Vacancy].[Application].[Application Originally Submitted Date/Time]

API Updates

USA Staffing Data APIs

Records Filtered by Date

The following APIs were updated to allow users to return a filtered list of records using startDate and endDate based on dwLastModifiedDateTime.

- AFD Announcements API – **deployed June 7th**
- AFD Applications API – **deployed June 21st**
- AFD Vacancy API – **deployed June 21st**



Cognos Tip

AFD and Recruitment Sources Data

“How did you hear about this job?”

How did you hear about this job?

Help us better reach applicants in the future. Please choose the best option available.

- I searched the USAJOBS website.
- I received a USAJOBS saved search email.
- I saw it on social media.
- I saw it on an agency website.
- An agency employee told me about it.
- I went to a recruitment event (Job fair, Meetup, etc.).
- I found it on a job board or search agent other than USAJOBS.
- I heard it on the radio or saw a TV advertisement.
- I found it through a professional organization.
- I saw it on a school or university announcement.
- Other

- I prefer not to answer

I saw it on social media.

Where did you find this job opportunity?

- Facebook
- LinkedIn
- Twitter
- Other

Who Posted the job opportunity on social media?

- A Friend
- USAJOBS
- Hiring Agency
- Other

The recruitment source data items will return data for the lead and follow-up questions and responses.

AFD and Recruitment Source Data

The Applicant Flow Data Warehouse includes the capability to **report on applicant responses to the “How did you hear about this job?” question** and the associated follow-ups. These **responses can be combined with demographic data** to assess the diversity of applicants by recruitment source.

- ▼ Applicant Flow Data Warehouse
 - ▼ Presentation View
 - > Application Rating Combination
 - ▼ Vacancy
 - > Announcement Information
 - ▼ Application Information
 - > Application
 - > Application Eligibility
 - > Application Location
 - ▼ Recruitment Source
 - abc Recruitment Source Comment
 - abc Recruitment Source Item
 - abc Recruitment Source Response
 - > Application Metrics
 - > Vacancy Information
 - > Vacancy Metrics

Recruitment Source Item	Recruitment Source Response
How did you hear about this job	An agency employee told me about it.
	I found it on a job board or search agent other than USAJOBS.
	I found it through a professional organization.
	I heard it on the radio or saw a TV advertisement.
	I prefer not to answer
	I received a USAJOBS saved search email.
	I saw it on a school or university announcement.
	I saw it on an agency website.
	I saw it on social media.
	I searched the USAJOBS website.
	I went to a recruitment event (Job fair, Meetup, etc.).
Other	
Where did you find this job opportunity on social media	Facebook
	LinkedIn
	Other
	Twitter
Who posted the job opportunity on social media	A Friend
	Hiring Agency
	Other
	USAJOBS

Reporting on the Lead Question

Reporting on responses to each question individually is recommended to ensure accuracy of results. The Crosstabs data container is a quick and easy way to summarize the data in tabular format.

Step 1: Add Crosstab to the report page

The screenshot displays a report editor interface. At the top, there is a navigation bar with a back arrow, a forward arrow, and the text 'Report > Pages > Page1'. Below this is a toolbar with various icons for editing and formatting. On the left side, there is a panel titled 'Insertable objects' which contains a search bar labeled 'Find' and a list of object types under the 'PINNED' section: Text item, Block, Table, List, Crosstab, and Visualization. Below this list are several expandable categories: TEXTUAL, LAYOUT, DATA CONTAINER, PROMPTING, and ADVANCED. The main workspace on the right shows a crosstab visualization with a grid structure. The top row is labeled 'Columns' and the left column is labeled 'Rows'. The main area of the grid is labeled 'Measures'.

Add Data Items to Query and Filter by Question

Step 2: Add Recruitment Source Item, Recruitment Source Response, and diversity data to query

The screenshot shows a query editor interface. At the top, there are navigation arrows and a breadcrumb path: Report > Queries > Query1. Below this is a toolbar with icons for undo, redo, copy, paste, delete, and refresh. The main area is divided into two panes. The left pane, titled 'Insertable objects', contains a search bar labeled 'Find' and a tree view of data sources. The tree view is expanded to show 'Applicant Flow Data Warehouse' > 'Presentation View' > 'Vacancy' > 'Application'. Under 'Application', several data items are listed: 'Applicant Unique Identifier', 'Application Eligibility End Date', 'Application Eligibility Start Date', and 'Application Expired?'. The right pane, titled 'Data Items', contains a list of items: 'Recruitment Source Item', 'Recruitment Source Response', and 'Ethnicity and Race Category'. The 'Ethnicity and Race Category' item is highlighted with a grey background.

Step 3: Filter query to the lead question

The screenshot shows a query editor interface. At the top, there are navigation arrows and a breadcrumb path: Report > Queries > Query1. Below this is a toolbar with icons for undo, redo, copy, paste, delete, and refresh. The main area is divided into two panes. The left pane, titled 'Detail Filters', contains a list of filters: '[Vacancy].[Recruitment Source].[Recruitment Sou...'. The right pane, titled 'Detail filter expression - Query1', contains a dialog box for defining a filter expression. The dialog box has a title bar with a close button (X) and a toolbar with icons for undo, redo, copy, paste, delete, and refresh. The dialog box contains a section for 'Available Components:' which is expanded to show 'Applicant Flow Data Warehouse' > 'Presentation View'. Below this is a section for 'Expression Definition:' which contains the text: '[Vacancy].[Recruitment Source].[Recruitment Source Item] = 'How did you hear about this job''. At the bottom of the dialog box, there is an 'Information:' section.

Create or Identify the Measure for the Crosstab

Step 4: Create or Identify Measure

The 'measure' in a crosstab is the data that appears in the intersection between rows and columns. The use case for reporting on recruitment data will determine the appropriate measure.

Use Case: Analyze diversity by recruitment source for overall applicant pool.

Measure:

```
count(distinct [Vacancy].[Application].[Application Unique Identifier])
```

Use Case: Analyze diversity by recruitment source for referred applications.

*Measure:

```
[Vacancy].[Applicant Flow].[Referred Indicator]
```

*This measure is a pre-existing field in the Applicant Flow Data Warehouse. It, along with the other fields in the Applicant Flow query subject, can be used as-is as measures in a crosstab.

Add Data Items and Measure to Crosstab

Step 5: Add Content to Crosstab

The screenshot shows a software interface with a left-hand pane titled "Insertable objects" and a right-hand pane showing a crosstab. The "Insertable objects" pane contains a tree view under "Query1" with items: "Recruitment Source Item", "Recruitment Source Response", "Ethnicity and Race Category", and "Total Applications". The right-hand pane shows a crosstab with the following structure:

Total Applications	<#Ethnicity and Race Category#>	<#Ethnicity and Race Category#>
<#Recruitment Source Response#>	<#1234#>	<#1234#>
<#Recruitment Source Response#>	<#1234#>	<#1234#>

The Recruitment Source Response and/or the Ethnicity and Race Category can be sorted. A summary row or column can also be added using the Summarize function (Σ).

The screenshot shows the same software interface as above, but with a summary menu open over the crosstab. The menu is triggered by the Summarize function (Σ) icon in the toolbar. The menu options are:

- Total
- Count
- Count distinct
- Average
- Minimum
- Maximum

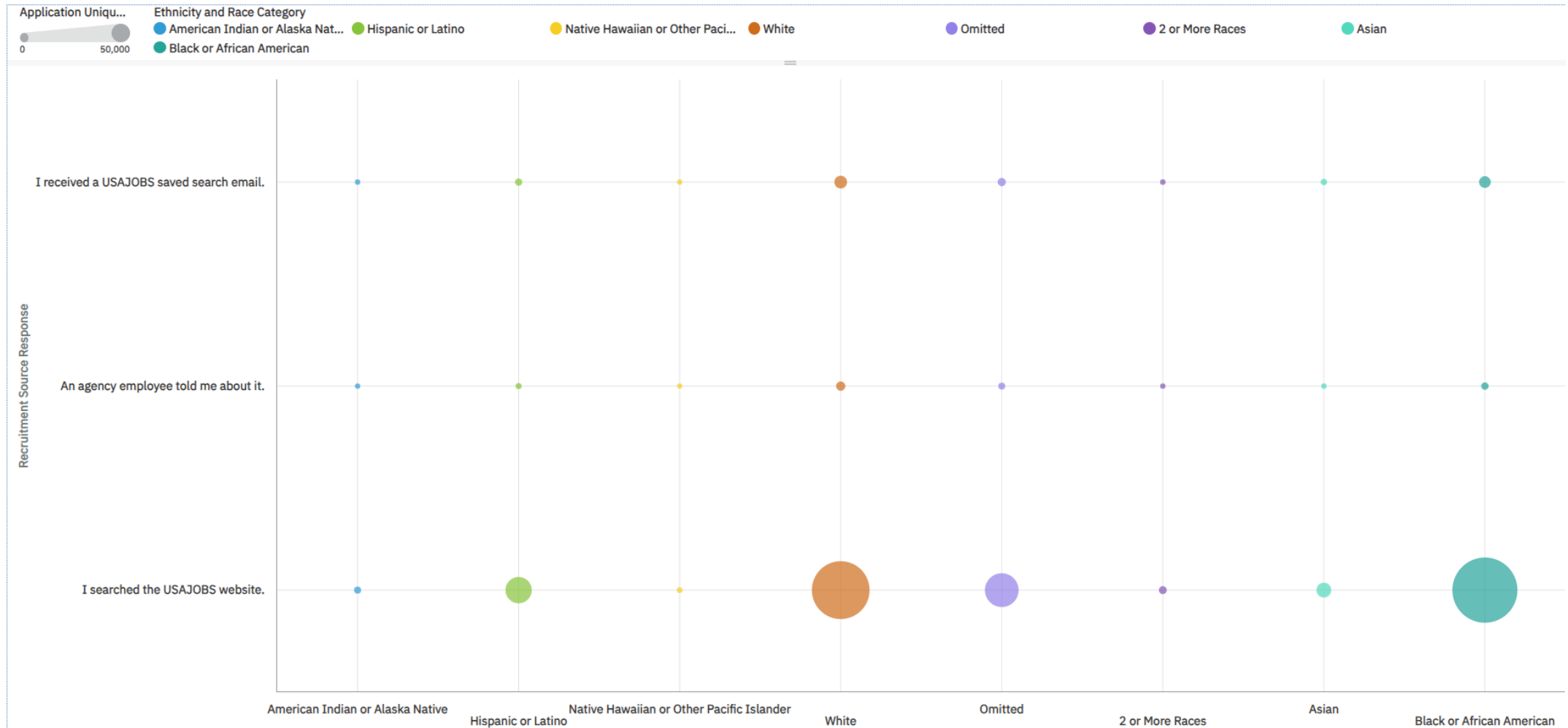
The "Total" option is selected, and the value "<#1234#>" is visible in the summary cell of the crosstab.

Crosstab Output

Total Applications	2 or More Races	American Indian or Alaska Native	Asian	Black or African American	Hispanic or Latino	Native Hawaiian or Other Pacific Islander	Omitted	White	Total
An agency employee told me about it.	124	62	191	1,732	598	19	1,310	3,222	7,258
I found it on a job board or search agent other than USAJOBS.	49	42	226	1,863	510	7	1,046	1,535	5,278
I found it through a professional organization.	17	12	38	264	81	1	235	245	893
I heard it on the radio or saw a TV advertisement.	10	7	17	93	24		102	102	355
I prefer not to answer	34	34	110	675	310	7	4,247	658	6,075
I received a USAJOBS saved search email.	246	165	908	5,126	1,617	34	2,328	5,841	16,265
I saw it on a school or university announcement.	14	3	59	207	83		221	190	777
I saw it on an agency website.	59	23	136	1,065	313	3	605	825	3,029
I saw it on social media.	22	13	83	469	188	5	302	530	1,612
I searched the USAJOBS website.	2,096	1,382	7,437	46,542	16,412	402	22,230	40,914	137,415
I went to a recruitment event (Job fair, Meetup, etc.).	7	3	28	156	72		157	118	541
Other	35	36	110	848	251	4	598	1,264	3,146
Total	2,713	1,782	9,343	59,040	20,459	482	33,381	55,444	182,644

Visualizations

Visualizations can also be created following a similar process and/or using the same query and data items.



Note: Data in the visualization was limited to 3 of the response options for demonstration purposes.

Survey

<https://www.surveymonkey.com/r/DSD7VPH>



AFD Recruitment Sources Report

1. If available, would you use a standard report for applicant flow data and recruitment sources?

Yes

No

2. What questions would you want to be able to answer based on the results of a report for applicant flow data and recruitment sources?

Done

Provide your input by August 4th!

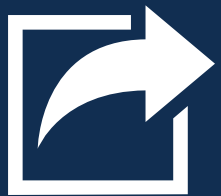
Open Demonstration and Q&A

USA Staffing Reporting Upcoming Events and Releases



Events

July 20	Cognos Consumer Forum
July 20	Applicant Flow Data Workgroup
August 1	Reporting and Analytics Workgroup
August 3	Advanced Author Forum
August 13	Scheduled Downtime
August 17	Cognos Consumer Forum
August 23-24	Report Author Training
September 7	Advanced Author Forum



Releases

July 26	Reporting Stage
August 2	Reporting Production
August 9	Reporting Stage
August 16	Reporting Production
August 23	Reporting Stage
August 30	Reporting Production

The full USA Staffing Release Schedule and Release Notes can be found on the [USA Staffing Resource Center](#).

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