



USA Staffing

Reporting and Analytics Workgroup November 22, 2022

We will start at approximately 1:03 to allow time for people to sign in

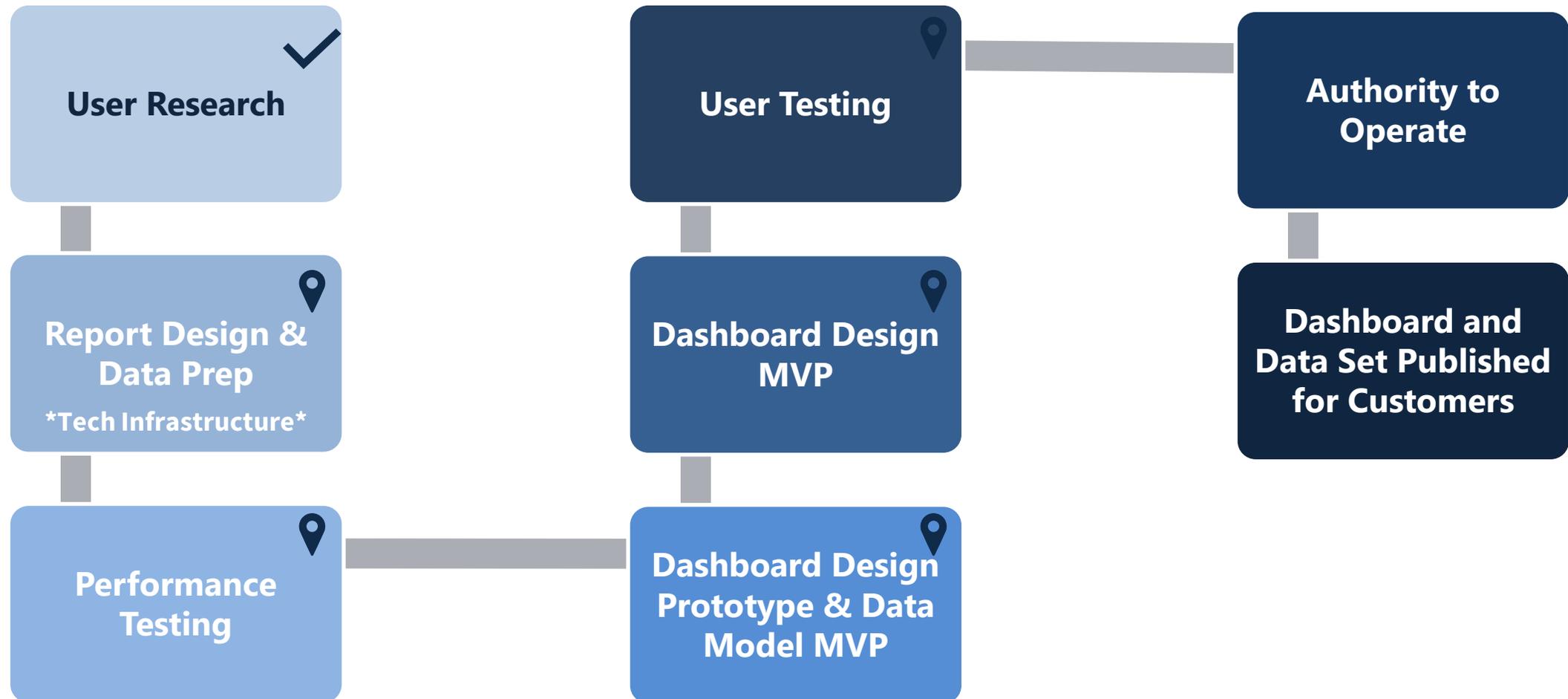
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Agenda

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

Power BI Update

Power BI Implementation Milestones



Report Design and Data Prep



Next Steps

What we have completed

- Published, tested, and made improvements to the dataset in our Sandbox environment
- Updated the dataset in the Sandbox to include data security checks
- Tested the data security checks to ensure users only see the data they have permission to see
- Hosted an ideation session with Account Managers for input and feedback on dashboard design

Next Steps

- Drafting the first iteration of the User License Dashboard
- Coordination with customers to test authentication designs

Cognos Performance Metrics

FY22



All Reports



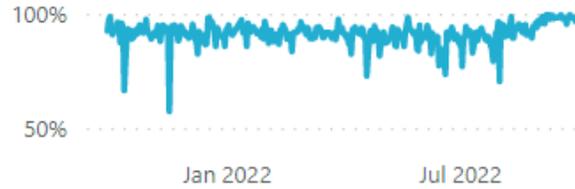
Cognos Total Runs

2,012,815



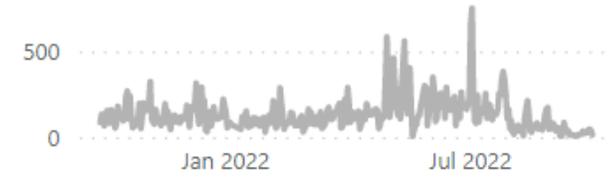
Avg. Success Rate

94.28%

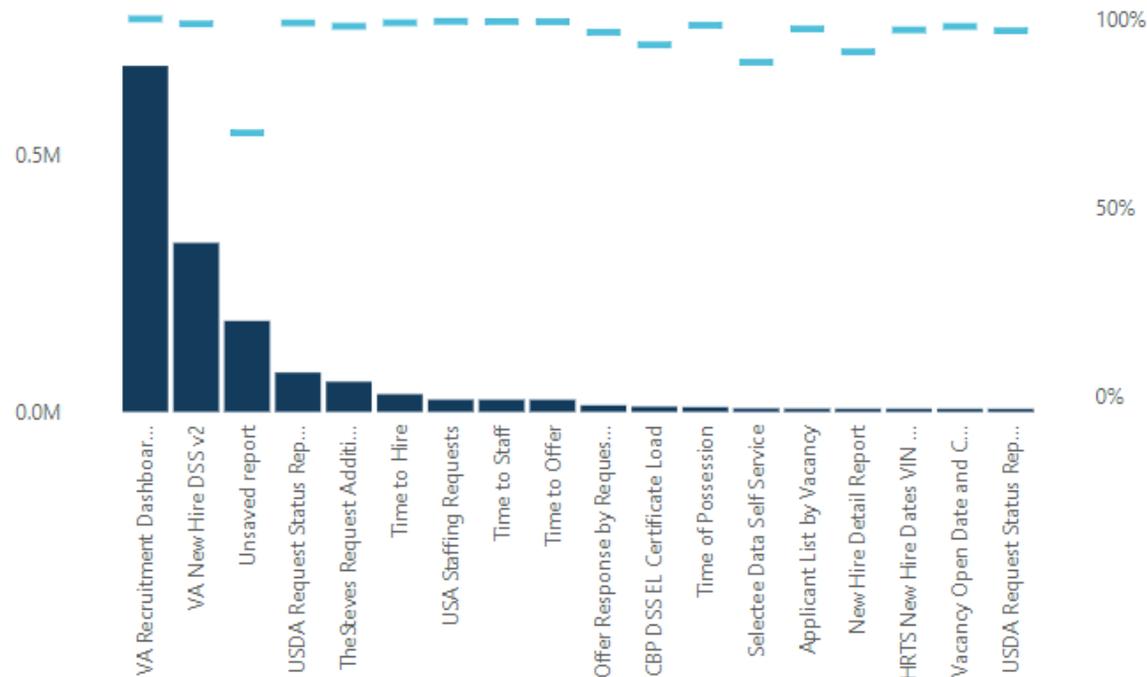


Avg. Runtime (Sec)

78.40



Cognos Total Runs and Cognos Success Rate



Report name	Cognos Total Runs	Cognos Success Rate	Avg Runtime
VA Recruitment Dashboard DSS v1	674,912	99.91%	3.61
VA New Hire DSS v2	329,771	98.61%	77.01
Unsaved report	177,544	69.78%	49.53
USDA Request Status Report - Certificate V3	76,642	98.86%	33.53
TheSteves Request Additional Information Report	58,907	97.98%	2.30
Time to Hire	34,461	98.90%	16.02
USA Staffing Requests	23,941	99.27%	2.65
Time to Staff	23,778	99.22%	7.04
Time to Offer	23,699	99.16%	4.45
Offer Response by Request Number	12,864	96.39%	3.36
CBP DSS EL Certificate Load	10,286	93.05%	337.69
Time of Possession	9,330	98.24%	72.49
Selectee Data Self Service	6,787	88.45%	104.26
Applicant List by Vacancy	6,369	97.25%	10.75
New Hire Detail Report	6,192	91.20%	170.09
HRTS New Hire Dates VIN Parameter (New Hire EOD Package)	6,169	97.00%	1.19
Vacancy Open Date and Close Date by Request	6,049	97.93%	2.08
Total	2,012,815	94.28%	78.40

FY23

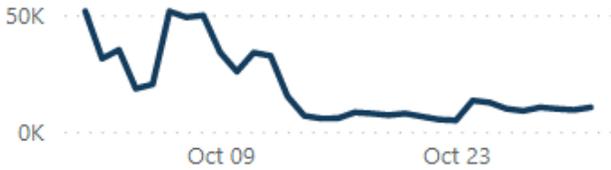


All Reports



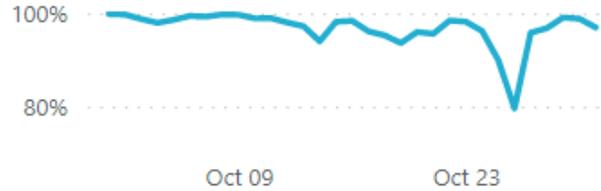
Cognos Total Runs

597,717



Avg. Success Rate

98.12%

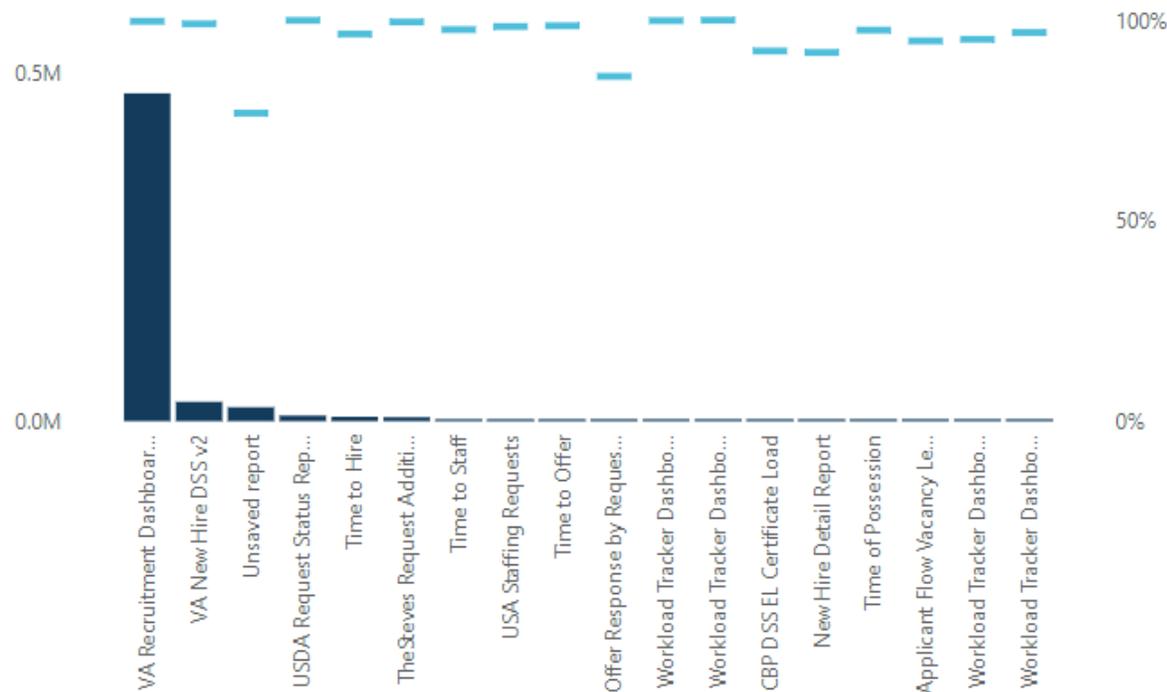


Avg. Runtime (Sec)

26.21



Cognos Total Runs and Cognos Success Rate



Report name	Cognos Total Runs	Cognos Success Rate	Avg Runtime
VA Recruitment Dashboard DSS v1	470,561	99.75%	2.72
VA New Hire DSS v2	27,814	99.09%	11.39
Unsaved report	20,070	76.82%	16.59
USDA Request Status Report - Certificate V3	8,118	99.96%	35.73
Time to Hire	6,457	96.58%	28.78
TheSteves Request Additional Information Report	5,774	99.57%	5.42
Time to Staff	2,189	97.67%	7.76
USA Staffing Requests	2,177	98.44%	2.23
Time to Offer	2,174	98.62%	2.60
Offer Response by Request Number	1,043	86.00%	13.70
Workload Tracker Dashboard - NewHireCertSelections	1,037	99.90%	7.63
Workload Tracker Dashboard - RequestsAnnouncementsCerts	1,032	100.00%	9.41
CBP DSS EL Certificate Load	809	92.34%	1,327.43
New Hire Detail Report	759	91.96%	269.50
Time of Possession	732	97.54%	81.53
Applicant Flow Vacancy Level Detail Report	699	94.85%	176.98
Workload Tracker Dashboard - Interviews and	696	95.26%	11.24
Total	597,717	98.12%	26.21

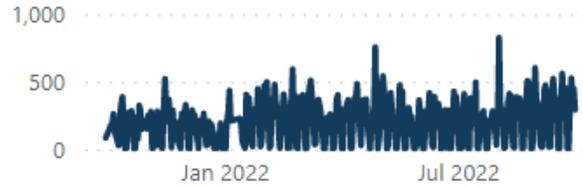
FY22



HDW Reports

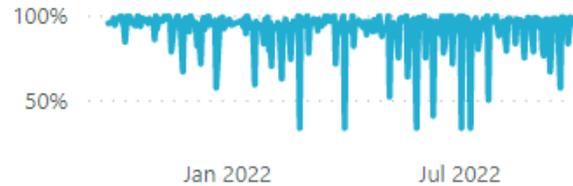
HDW Total Runs

73,181



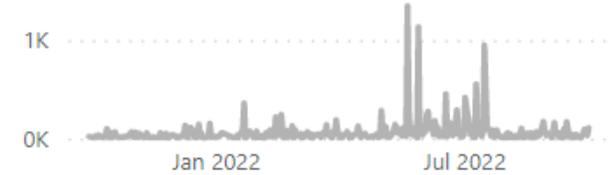
Avg. Success Rate

95.12%

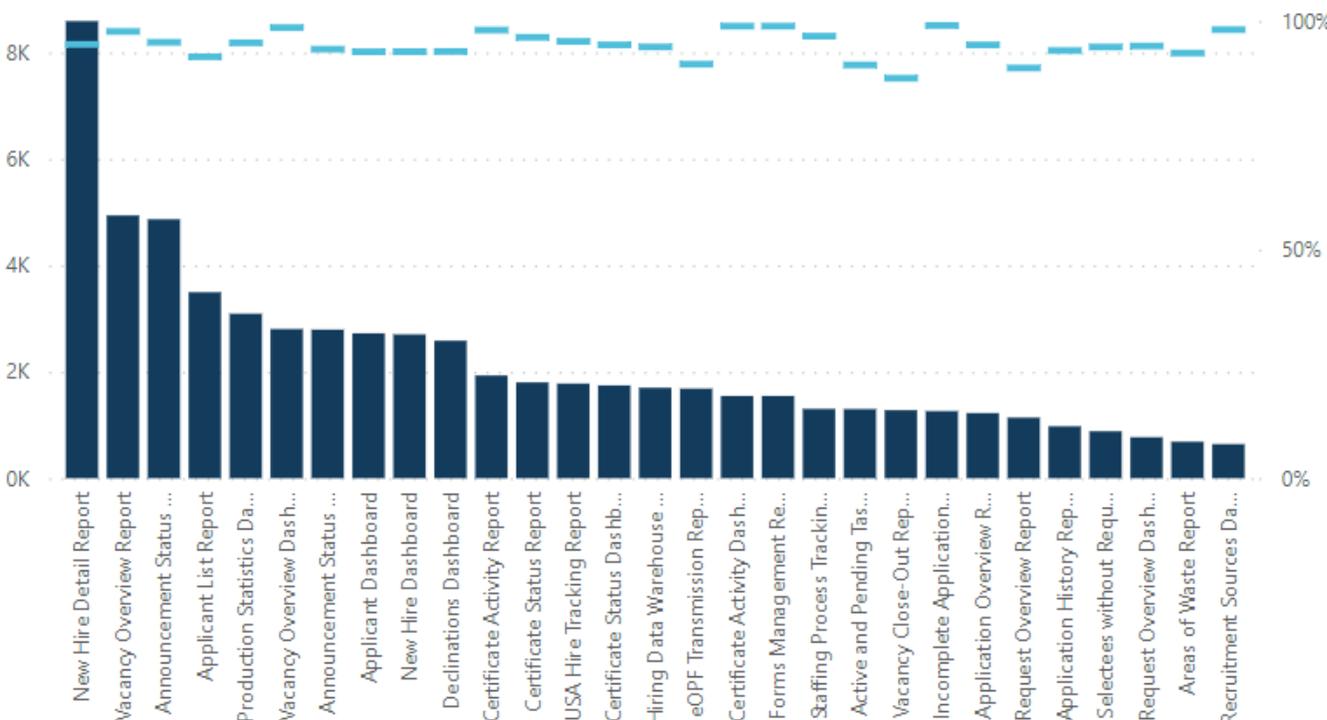


Avg. Runtime (Sec)

49.26



HDW Total Runs and HDW Success Rate



Report name	HDW Total Runs	HDW Success Rate	Avg Runtime
New Hire Detail Report	8,590	94.90%	78.98
Vacancy Overview Report	4,938	97.73%	15.35
Announcement Status Report	4,867	95.36%	8.24
Applicant List Report	3,496	92.19%	61.42
Production Statistics Dashboard	3,092	95.25%	57.23
Vacancy Overview Dashboard	2,804	98.57%	8.68
Announcement Status Dashboard	2,793	93.84%	13.15
Applicant Dashboard	2,724	93.28%	67.99
New Hire Dashboard	2,703	93.30%	83.18
Declinations Dashboard	2,585	93.35%	121.44
Certificate Activity Report	1,932	98.03%	5.74
Certificate Status Report	1,802	96.45%	30.64
USA Hire Tracking Report	1,780	95.56%	15.76
Certificate Status Dashboard	1,745	94.79%	84.67
Hiring Data Warehouse Last Modified Report	1,701	94.36%	30.16
eOPF Transmission Report	1,686	90.57%	58.97
Certificate Activity Dashboard	1,548	98.90%	5.19
Forms Management Report	1,548	98.90%	4.17
Staffing Process Tracking Report	1,304	96.70%	43.12
Total	73,181	95.12%	49.26

FY23



HDW Reports

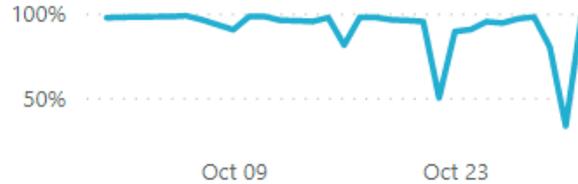
HDW Total Runs

9,171



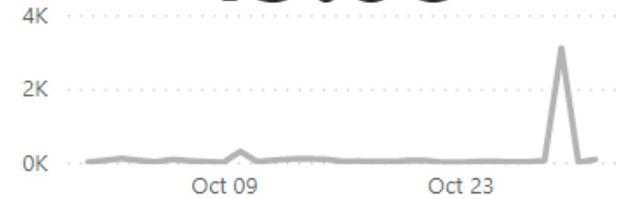
Avg. Success Rate

96.13%

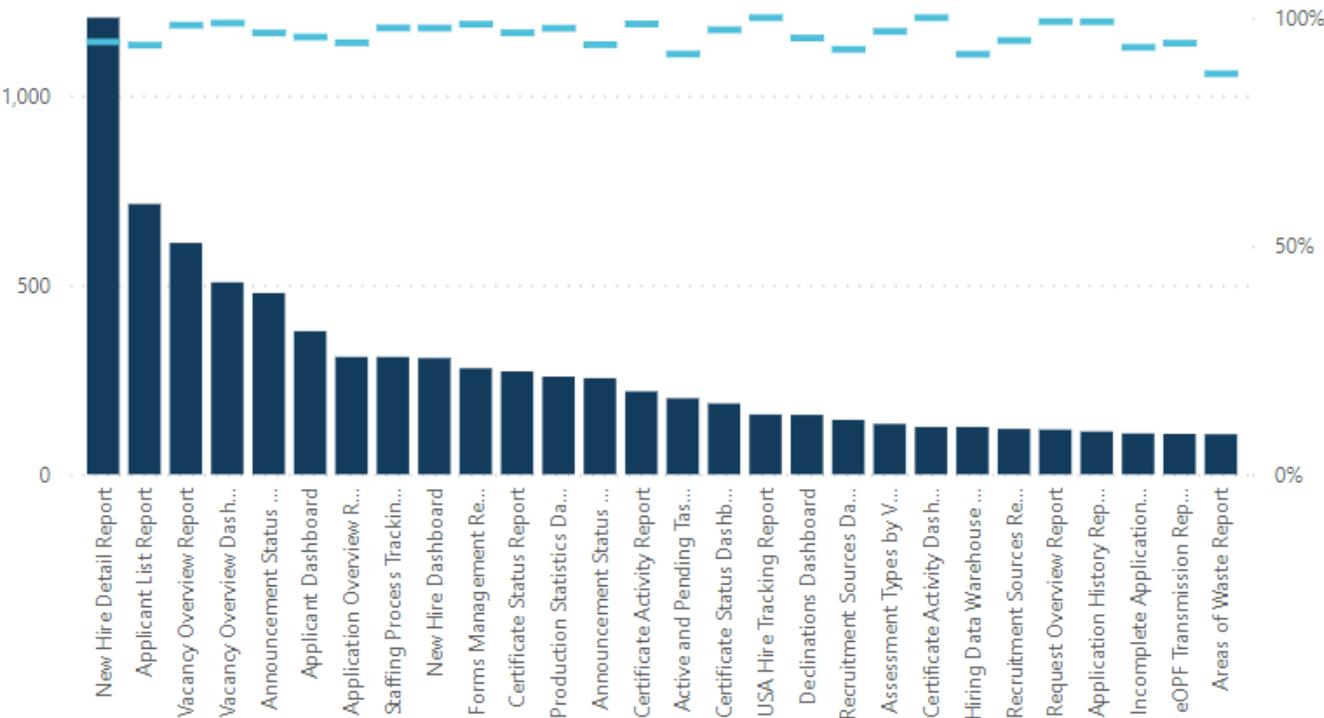


Avg. Runtime (Sec)

49.08



HDW Total Runs and HDW Success Rate



Report name	HDW Total Runs	HDW Success Rate	Avg Runtime
New Hire Detail Report	1,206	94.69%	43.06
Applicant List Report	714	93.98%	50.63
Vacancy Overview Report	611	98.36%	6.06
Vacancy Overview Dashboard	507	98.82%	5.99
Announcement Status Report	479	96.66%	5.28
Applicant Dashboard	378	95.77%	34.44
Application Overview Report	310	94.52%	46.69
Staffing Process Tracking Report	310	97.74%	43.57
New Hire Dashboard	307	97.72%	111.40
Forms Management Report	280	98.57%	2.46
Certificate Status Report	272	96.69%	24.01
Production Statistics Dashboard	258	97.67%	38.21
Announcement Status Dashboard	254	94.09%	5.65
Certificate Activity Report	219	98.63%	4.10
Active and Pending Tasks Report	201	92.04%	188.32
Certificate Status Dashboard	187	97.33%	78.14
USA Hire Tracking Report	158	100.00%	4.39
Declinations Dashboard	157	95.54%	290.83
Recruitment Sources Dashboard	144	93.06%	26.50
Total	9,171	96.13%	49.08

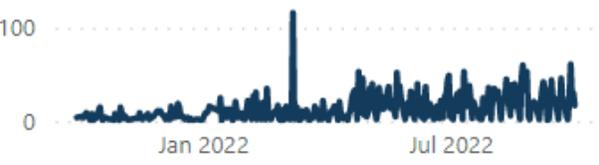
FY22



Time to Hire

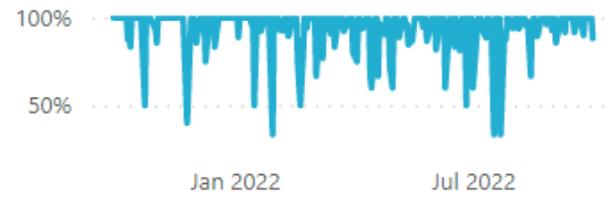
Cognos Total Runs

4,216



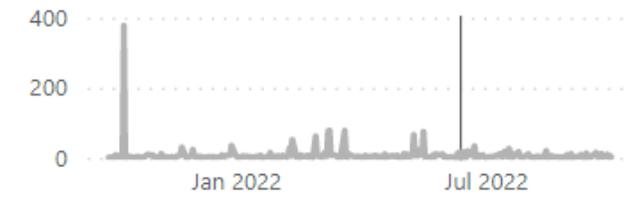
Avg. Success Rate

94.33%

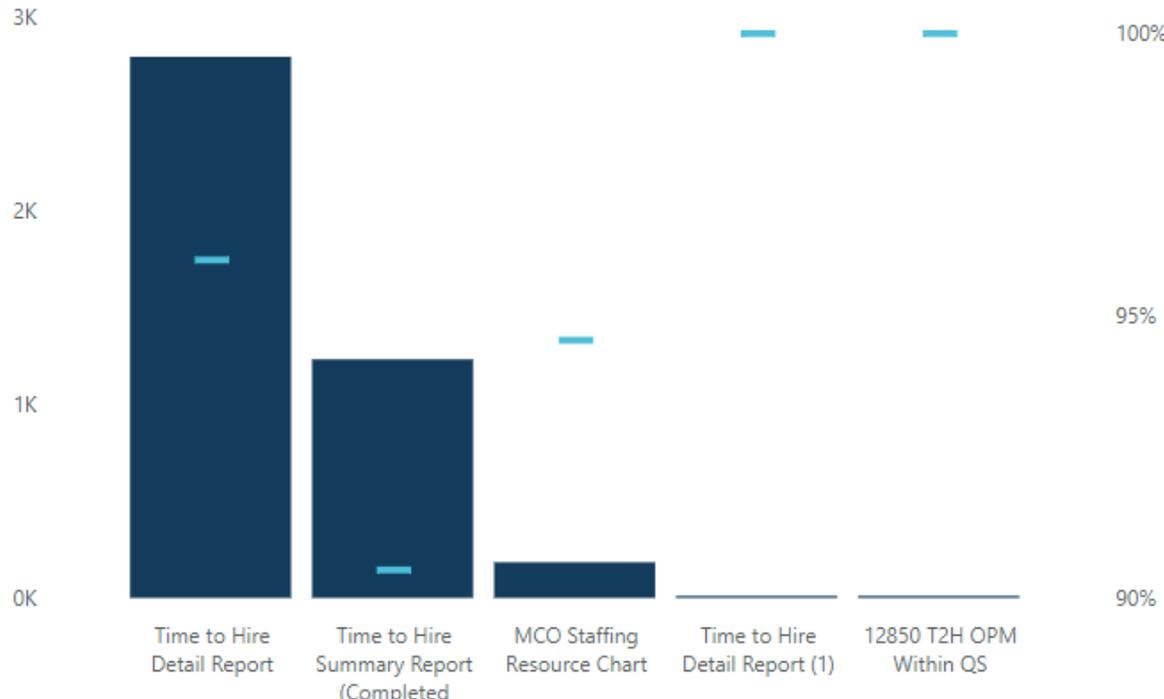


Avg. Runtime (Sec)

8.12



Cognos Total Runs and Cognos Success Rate



Report name	Cognos Total Runs	Cognos Success Rate	Avg Runtime
Time to Hire Detail Report	2,792	95.99%	5.51
Time to Hire Summary Report (Completed Requests)	1,231	90.50%	12.39
MCO Staffing Resource Chart	184	94.57%	21.03
Time to Hire Detail Report (1)	7	100.00%	7.14
12850 T2H OPM Within QS	2	100.00%	0.34
Total	4,216	94.33%	8.12

FY23



Time to Hire

Cognos Total Runs

816



Avg. Success Rate

94.00%



Avg. Runtime (Sec)

8.28



Cognos Total Runs and Cognos Success Rate



Report name	Cognos Total Runs	Cognos Success Rate	Avg Runtime
Time to Hire Detail Report	557	94.25%	3.96
Time to Hire Summary Report (Completed Requests)	222	93.24%	20.11
MCO Staffing Resource Chart	37	94.59%	3.15
Total	816	94.00%	8.28

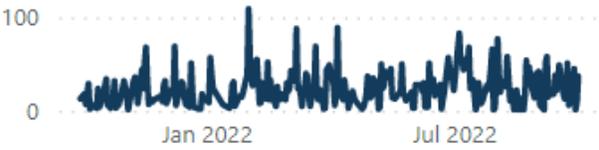
FY22



User License

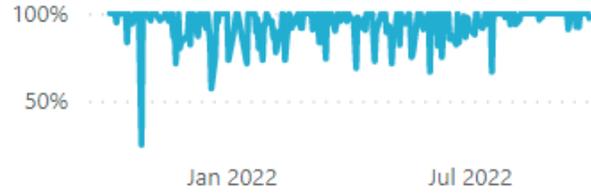
Cognos Total Runs

6,261



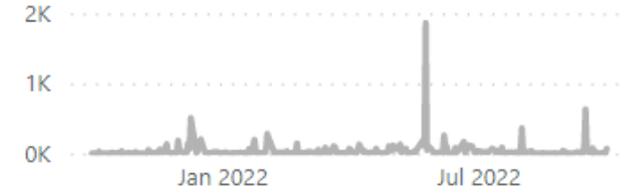
Avg. Success Rate

94.79%

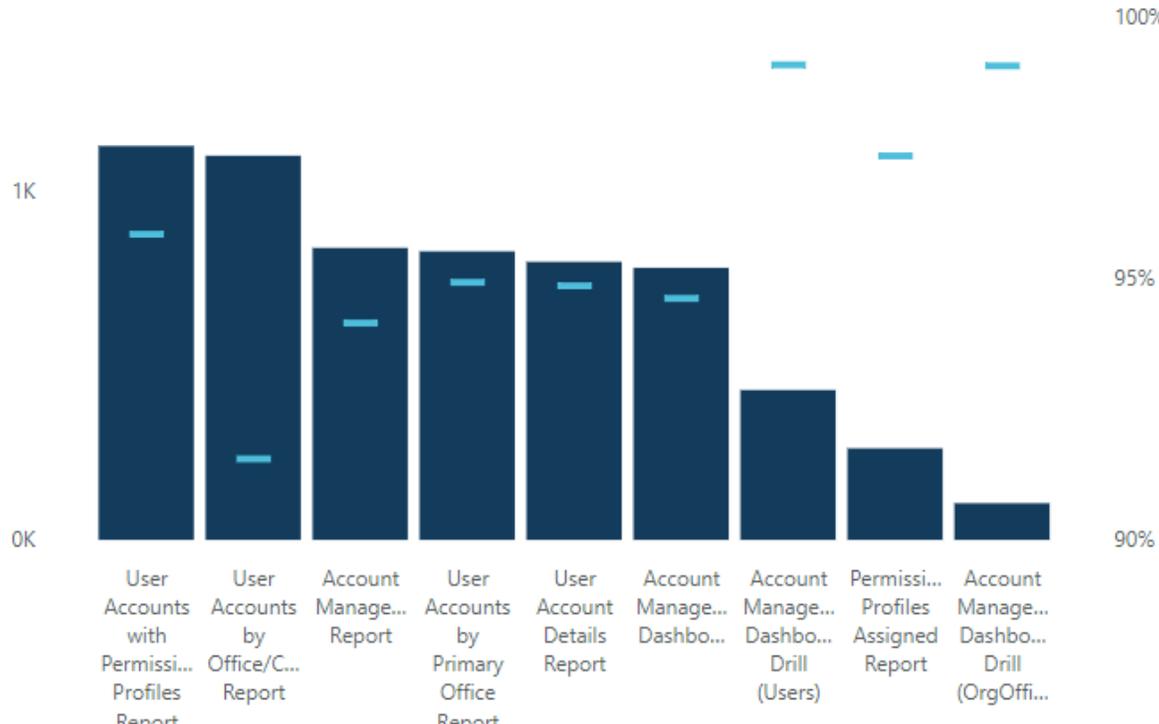


Avg. Runtime (Sec)

45.74

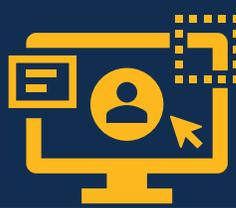


Cognos Total Runs and Cognos Success Rate



Report name	Cognos Total Runs	Cognos Success Rate	Avg Runtime
User Accounts with Permission Profiles Report	1,128	95.83%	31.80
User Accounts by Office/Customer Report	1,100	91.55%	45.30
Account Management Report	836	94.14%	109.04
User Accounts by Primary Office Report	826	94.92%	27.34
User Account Details Report	796	94.85%	59.74
Account Management Dashboard	779	94.61%	33.04
Account Management Dashboard Drill (Users)	429	99.07%	19.34
Permission Profiles Assigned Report	262	97.33%	21.31
Account Management Dashboard Drill (OrgOffice)	105	99.05%	10.68
Total	6,261	94.79%	45.74

FY23



User License

Cognos Total Runs

610



Avg. Success Rate

90.66%

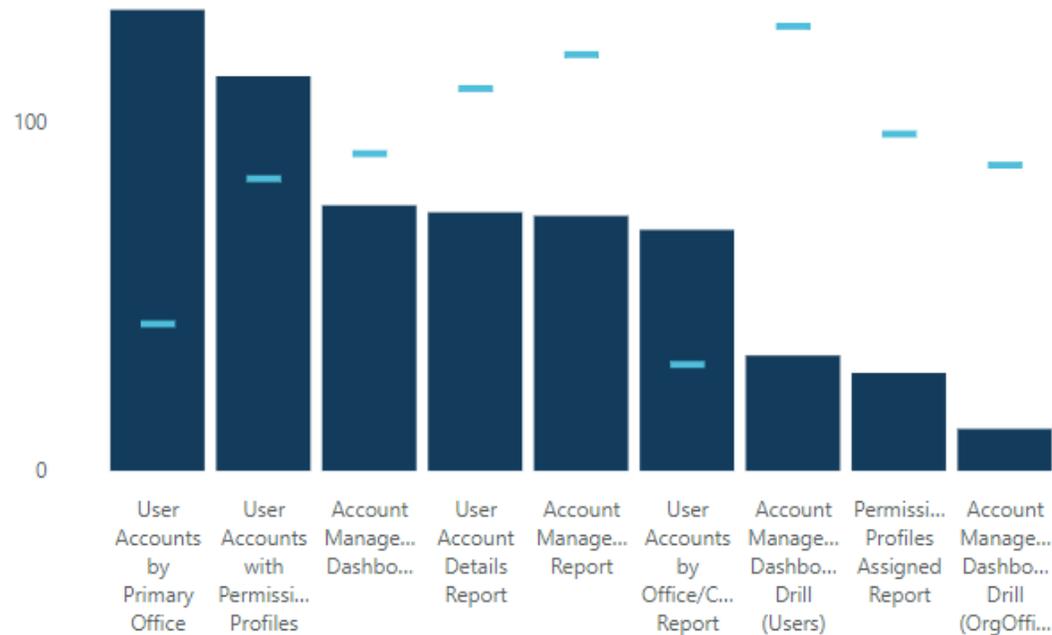


Avg. Runtime (Sec)

21.50



Cognos Total Runs and Cognos Success Rate



Report name	Cognos Total Runs	Cognos Success Rate	Avg Runtime
User Accounts by Primary Office Report	132	85.61%	3.85
User Accounts with Permission Profiles Report	113	91.15%	4.46
Account Management Dashboard	76	92.11%	7.87
User Account Details Report	74	94.59%	5.17
Account Management Report	73	95.89%	136.38
User Accounts by Office/Customer Report	69	84.06%	2.43
Account Management Dashboard Drill (Users)	33	96.97%	3.02
Permission Profiles Assigned Report	28	92.86%	2.88
Account Management Dashboard Drill (OrgOffice)	12	91.67%	20.05
Total	610	90.66%	21.50

Reporting User Satisfaction Survey

Reporting User Satisfaction Survey

The bi-annual customer satisfaction survey will launch on Monday, November 28 and will be open until Friday, December 16.

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 will be sent from USASurvey@opm.gov

Cognos Training Program

Available Trainings

Report Consumer Training

Report Author Training

Advanced Author Forum

Who?

- New USA Staffing reports users

- New report authors

- Experienced report authors

What?

- How to navigate to and run reports

- How to get started building reports

- Open forum for authors to ask questions

Time?

- ½ day

- 1 ½ days

- 1 hour

When?

One session per month, alternating between each Report Consumer Training and Report Author Training

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

How?

Contact your USA Staffing Account Manager to sign-up.

- All report authors are welcome. Questions can be submitted in advance

Upcoming Trainings

Report Consumer Training

Wednesday, January 18
1:00 – 4:00 PM EDT

Report Author Training

Wednesday, December 14
10:00 AM – 3:00 PM EDT
+
Thursday, December 15
10:00 AM – 3:00 PM EDT

Advanced Author Forum

Thursday, December 1
11:00 AM – 12:00 PM EDT

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

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

Dates

How to Register

Contact your USA Staffing Account Manager.

No registration required. Questions can be submitted in advance.

Modifications to Reports and Data Models

Sprint 35 deployed to Production on October 26th

Sprint 36 deployed to Production on November 9th

New or Modified Reports



Hiring Data Warehouse Reports

Assessment Types by Vacancy Dashboard – deployed October 26th

The Assessment Types by Vacancy Dashboard was modified. This report shows what assessments type(s) are used by vacancy to support agency reporting in response to EO 13932, Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates. The dashboard was updated to include a new optional exclusionary prompt for Vacancy Series to allow for easy exclusion of series that are not covered by the Executive Order. Additionally, two new pages were added to the report. The first new page is titled “Manual Assessments.” This page includes metrics and visualizations to provide details about the manual assessment methods and manual assessment method details to identify the types of assessments used via the manual assessment functionality. The second new page is titled “Selection Rates.” This page includes a table showing the selection rate by occupational series at both the application-level (Total Selected Applications/Total Applications) and the vacancy-level (Total Vacancies with at Least 1 Selection/Total Vacancies). This data is provided to serve as a baseline when evaluating selection rates as shown on the main Dashboard page of the report and aid in agency evaluation of the effectiveness of recruitment, assessment, and staffing processes.

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

New or Modified Reports



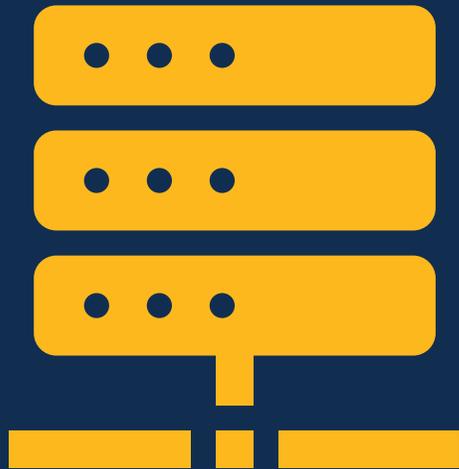
Hiring Data Warehouse Reports

Vacancy Close-Out Report – deployed November 9th

The Vacancy Close-Out Report was modified. This report identifies vacancies where some sort of action (e.g., updating USAJOBS Job Status, auditing certificates, sending applicant notifications) may be required to close out the vacancy. The report was updated to utilize the recently released pre-built metrics for application notifications rather than manual calculations built within the report.

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

Data Model Changes



Hiring Data Warehouse

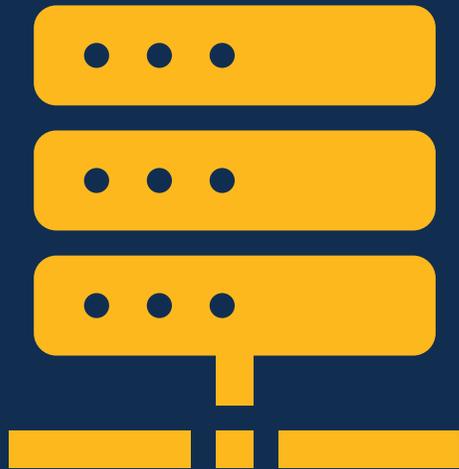
Application Notifications – deployed October 26th

New query items were added to the existing query subject to enable reporting on the status of each notification type and whether a notification type is required for the application.

Applications folder > Application Information sub-folder

- Application Notifications query subject
 - [Presentation View].[Application Notifications].[Application Notification Type Required?]
 - [Presentation View].[Application Notifications].[Application Notification Type Status]

Data Model Changes



Hiring Data Warehouse

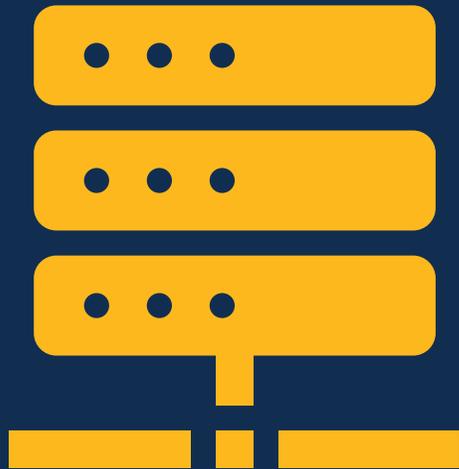
New Hire Request Information – deployed November 9th

New query items were added to the existing query subject to enable reporting on the request hyperlink, concatenated position description numbers and titles, and the remote job flag.

New Hires folder > New Hire Request Information sub-folder

- New Hire Request query subject
 - [Presentation View].[New Hire Request].[New Hire Request Hyperlink]
 - [Presentation View].[New Hire Request].[New Hire Request Position Description Numbers]
 - [Presentation View].[New Hire Request].[New Hire Request Position Description Titles]
 - [Presentation View].[New Hire Request].[New Hire Request Remote Job?]

Data Model Changes



Hiring Data Warehouse

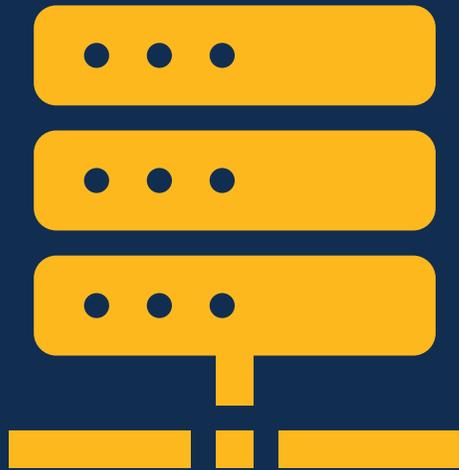
Notifications Metrics – deployed October 26th

A new query subject and associated query items was added to enable reporting on the percentage of each application notification type that has been sent to applications where the notification type is required. These metrics are calculated at the vacancy level and can also be rolled up to the office and/or organization levels.

Vacancies folder > Vacancy Metrics sub-folder

- Notification Metrics folder
 - [Vacancies Consolidation].[Percent Application Received Notifications]
 - [Vacancies Consolidation].[Percent Final Disposition Notifications]
 - [Vacancies Consolidation].[Percent Notice of Referral Notifications]
 - [Vacancies Consolidation].[Percent Notice of Results Notifications]

Data Model Changes



Hiring Data Warehouse

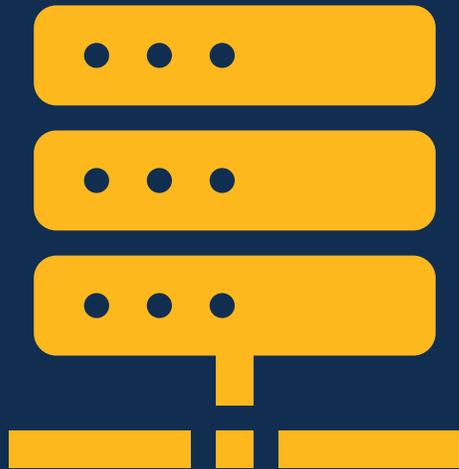
Request Information – **deployed November 9th**

New query items were added to the existing query subject to enable reporting on the request hyperlink, concatenated position description numbers and titles, and the remote job flag.

Requests folder > Request Information sub-folder

- Request query subject
 - [Presentation View].[Request].[Request Hyperlink]
 - [Presentation View].[Request].[Request Position Description Numbers]
 - [Presentation View].[Request].[Request Position Description Titles]
 - [Presentation View].[Request].[Request Position Sensitivity and Risk]
 - [Presentation View].[Request].[Request Remote Job?]

Data Model Changes



Hiring Data Warehouse

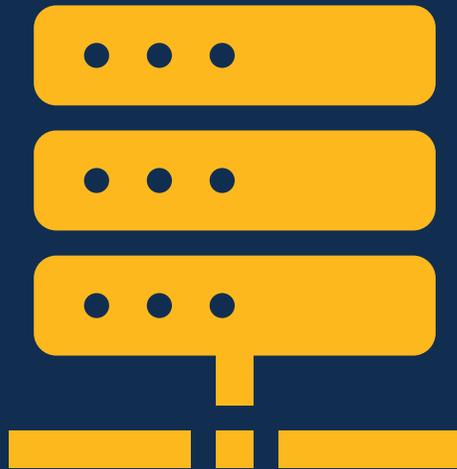
Vacancy Information – **deployed November 9th**

New query items were added to the existing query subject to enable reporting on the vacancy hyperlink, concatenated position description numbers and titles, and the remote job flag.

Vacancies folder > Vacancy Information sub-folder

- Vacancy query subject
 - [Presentation View].[Vacancy].[Vacancy Hyperlink]
 - [Presentation View].[Vacancy].[Vacancy Position Description Numbers]
 - [Presentation View].[Vacancy].[Vacancy Position Description Titles]
 - [Presentation View].[Vacancy].[Vacancy Position Sensitivity and Risk]
 - [Presentation View].[Vacancy].[Vacancy Remote Job?]

Data Model Changes



Applicant Flow Data Warehouse

Vacancy Tags – deployed October 26th

Two new query subjects and associated query items were added to enable reporting on the appointing authority and mission critical occupation tags associated with a vacancy.

Application Rating Combination namespace > Vacancy Information

- Appointing Authorities query subject
 - [Application Rating Combination].[Appointing Authorities].[Appointing Authority]
- Mission Critical Occupations query subject
 - [Application Rating Combination].[Mission Critical Occupations].[Mission Critical Occupation]

Cognos Tip

Creating a Report with a Hyperlink

Reports with Hyperlinks

Users can build **reports with hyperlinks** that take them to a **specific record within the USA Staffing interface**.

The Hiring Data Warehouse includes 4 query items that can be used to create hyperlinks.

- New Hire Hyperlink
- New Hire Request Hyperlink
- Request Hyperlink
- Vacancy Hyperlink

New Hire Number	New Hire Name	HTML item	New Hire Request Number	HTML item
HN26O-GYKN	Nicholas Brody	HN26O-GYKN		
HRY8D-L89K	Blanca Santiago	HRY8D-L89K		
HHOWM-LFGI	Brian Bosworth	HHOWM-LFGI	REQ-7-2017	12939
HJMEB-LZVU	Allison Bailey	HJMEB-LZVU		
H3MRB-AEMV	Omar Little	H3MRB-AEMV		
HPQ6O-527I	Andrew Foster	HPQ6O-527I		
HEM48-HP4G	Abby Tabor	HEM48-HP4G		
H35RA-7X3S	Barney Fife	H35RA-7X3S		
HRX14-173C	Dwight Schrute	HRX14-173C		
H1U1U-HA1U	Abby Tabor	H1U1U-HA1U	20170130-40779	13019

Steps to Create a Hyperlink

The screenshot shows a report designer interface with a table and an 'Insertable objects' panel. The table has four columns: 'New Hire Number', 'New Hire Name', 'HTML item', and 'New Hire Request Number'. The 'HTML item' column contains three rows of '<HTML item >' placeholders. The 'Insertable objects' panel on the left lists various object types, with '</> HTML item' selected. Red boxes and arrows highlight the workflow: from the '</> HTML item' in the panel, an arrow points to the 'HTML item' icon in the top toolbar, and another arrow points to the 'HTML item' cells in the table.

Report > Pages > Page1

Insertable objects

Find

PINNED

- Text item
- Block
- Table
- List
- Crosstab
- Visualization

TEXTUAL

LAYOUT

DATA CONTAINER

PROMPTING

ADVANCED

- Custom control
- Conditional blocks
- </> HTML item**
- Layout component reference

New Hire Number	New Hire Name	HTML item	New Hire Request Number
<New Hire Number>	<New Hire Name>	<HTML item >	<New Hire Request Number>
<New Hire Number>	<New Hire Name>	<HTML item >	<New Hire Request Number>
<New Hire Number>	<New Hire Name>	<HTML item >	<New Hire Request Number>

Steps to Create a Hyperlink

The screenshot shows a software interface with the following components:

- Breadcrumb:** Report > Queries > Query1 (highlighted with a red box).
- Insertable objects:** A tree view containing folders like 'New Hire Contacts', 'New Hire Information', and 'New Hire'. Under 'New Hire', there is a list of items including 'New Hire Hyperlink' (highlighted with a red box).
- Data Items:** A list on the right side containing items like 'New Hire Number', 'New Hire Name', and 'New Hire Hyperlink' (highlighted with a red box).

A red arrow points from the 'New Hire Hyperlink' item in the 'Insertable objects' list to the 'New Hire Hyperlink' item in the 'Data Items' list.

Steps to Create a Hyperlink

The screenshot shows a report designer interface with a table and a dropdown menu. The table has the following structure:

New Hire Number	New Hire Name	HTML item	New Hire Request Number
<New Hire Number>	<New Hire Name>	< HTML item >	<New Hire Request Number>
<New Hire Number>	<New Hire Name>	< HTML item >	<New Hire Request Number>
<New Hire Number>	<New Hire Name>	< HTML item >	<New Hire Request Number>

The dropdown menu is open, showing the following options:

- Source type: Data item value
- Data item value: New Hire Request ...
- DATA
 - New Hire Number
 - New Hire Name
 - New Hire Request Number
 - New Hire Hyperlink
 - New Hire Request Hyperlink
- BOX
 - Border
 - Padding
 - Box type

Red boxes highlight the 'HTML item' column in the table and the 'HTML SOURCE' dropdown menu. A red arrow points from the 'HTML item' column to the 'HTML SOURCE' dropdown menu.

Steps to Create a Hyperlink

New Hire Number	New Hire Name	HTML item	New Hire Request Number	HTML item
HN260-GYKN	Nicholas Brody	HN260-GYKN		
HRY8D-L89K	Blanca Santiago	HRY8D-L89K		
HHOWM-LFGI	Brian Bosworth	HHOWM-LFGI	REQ-7-2017	12939
HJMEB-LZVU	Allison Bailey	HJMEB-LZVU		
H3MRB-AEMV	Omar Little	H3MRB-AEMV		
HPQ6O-527I	Andrew Foster	HPQ6O-527I		
HEM48-HP4G	Abby Tabor	HEM48-HP4G		
H35RA-7X3S	Barney Fife	H35RA-7X3S		
HRX14-173C	Dwight Schrute	HRX14-173C		
H1U1U-HA1U	Abby Tabor	H1U1U-HA1U		

REQUEST REQ-7-2017 ▾

Request REQ-7-2017

Request Number: REQ-7-2017 Customer: Sample Customer Request Type: New Vacancy Status: Complete

Request Information Staffing Approach RPI Event History

! This request is associated with a retired customer

Request Information

Request Number: REQ-7-2017 Request Type: New Vacancy

NEW HIRE DWIGHT SCHRUTE ▾

Overview Assignments Questionnaires Loading...

DWIGHT SCHRUTE Customer: Customer A New Hire Number: HRX14-173C

91SCVOLUMETESTINGSPECIALIST@MAILBOX.COM

Onboarding Information Notification History Data Transmission History

! The Onboarding Process Owner has not been assigned for this New Hire record. Be sure to assign a Process Owner to all New Hire records.

Summary

Name: Dwight Schrute

Pay Plan-Series-Grade: GS-0201-11

PCS Eligible:

Position Title: StephStageTest

Office: Kansas City Services Branch

Customer: Customer A

Open Demonstration and Q&A

USA Staffing Reporting Upcoming Events and Releases

November 3	Advanced Author Forum
November 9	Cognos Consumer Training
November 10	Applicant Flow Data Workgroup Meeting
November 22	Reporting and Analytics Workgroup Meeting
December 1	Advanced Author Forum
December 14 – 15	Cognos Report Author Training

November 2, 30	Reporting Stage
November 9	Reporting Production
December 7, 21	Reporting Production
December 14	Reporting Stage



Events



Releases

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