

Advisory Board Meeting

November 14, 2023



Ground Rules

Questions:

Use the Chat in Zoom to ask questions. The Q&A will be sent after today's meeting.

Recording:

Today's meeting is recorded. A link to the recording and slides will be posted on the Resource Center.

Captions:

A copy of today's meeting transcript can be requested from your Account Manager after the meeting.

Agenda

1. USAJOBS Portals
2. Cross-Government Actions
3. FY 23 Summary
4. Customer Experience Survey Results
5. USA Staffing Chat Bot
6. USA Staffing Features
7. USA Hire Updates
8. Power BI Updates
9. Customer Sprint Review Opportunities
10. Upcoming Events, Training and Releases





USAJOBS Portals

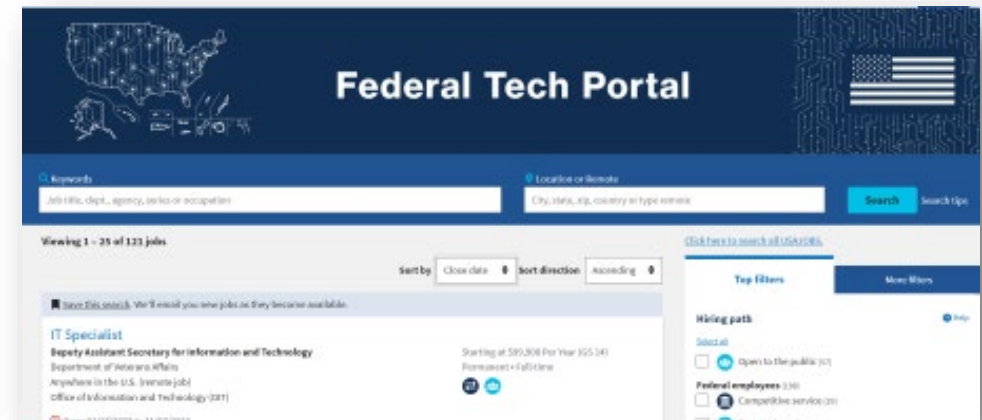
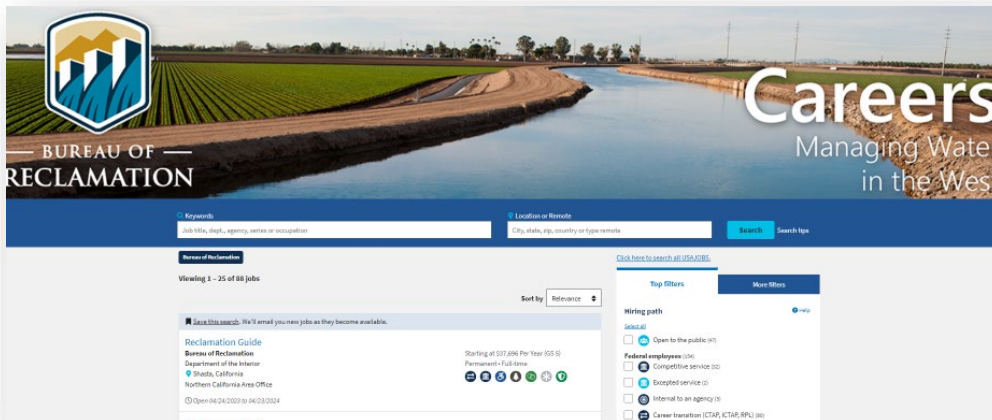
Megan Arens and Kyleigh Russ

Agency Branded Search Pages

- Used to highlight jobs open within the agency
- Created by the agency in the Agency Talent Portal
- Uses a CPDF code and custom created MCO tag
- Agency's responsibility to promote the branded search page during recruitment events

Governmentwide Portals

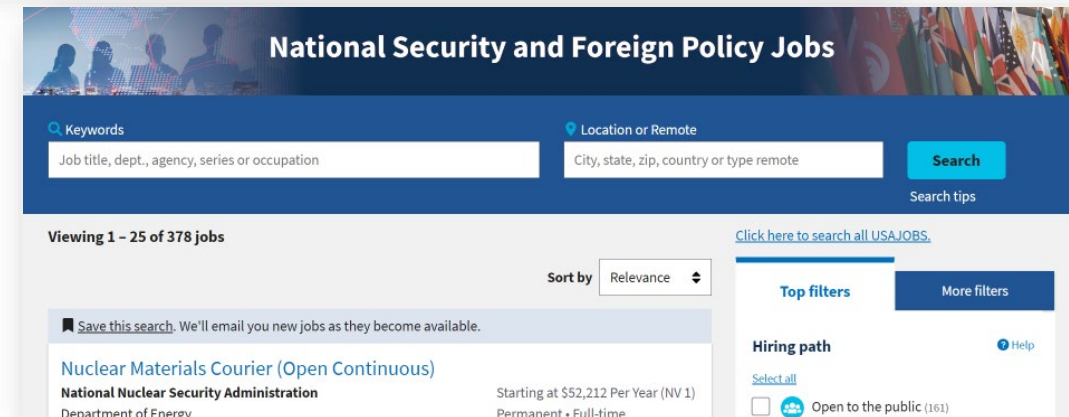
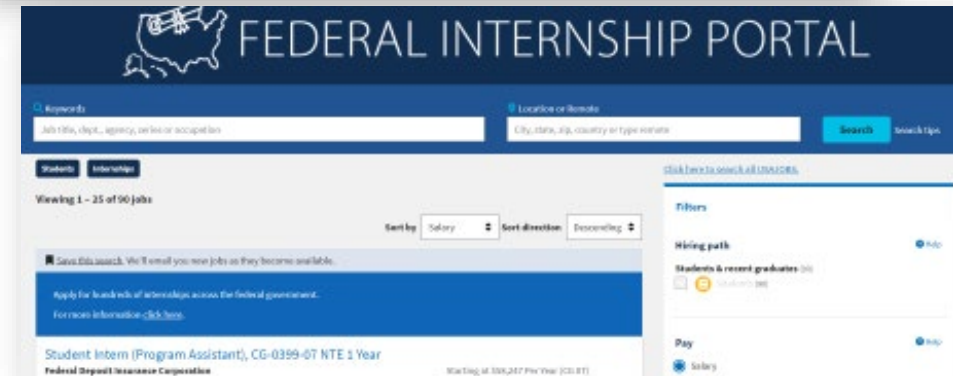
- Used to highlight jobs open across government and usually within a career field
- Initiated by OPM or other agency-led governmentwide hiring campaign
- Uses a custom MCO tag
- Portals are promoted during the hiring campaign events



Portal Benefits

- Portals are shared with a wide variety of talent during governmentwide recruitment events
- Job seekers can access portals from the USAJOBS landing page
- Job seekers can more easily find jobs in their career field
- Leverage free marketing for your open jobs!
- Find all portals and the tags here:

<https://usajobs.github.io/ATP-Support/agency-branded-search/portals>



Identifying Artificial Intelligence Positions

The Administration is asking agencies to hire and develop talent with skills in data, machine learning and AI innovation to best position the Federal Government to meet its mission

- The new USAJOBS AI Portal is a one-stop-shop for job seekers to find AI and AI-enabling jobs across government
- Agencies should tag their AI-related jobs with the Mission Critical Occupation “AI” tag to appear in the AI Portal



Recruiting AI Talent on USAJOBS provides information on the AI Portal and suggested jobs to tag



Cross-Government Actions

Megan Arens and Cathy Lavin

Agency Talent Portal Talent Pools

Provides a secure, accessible platform for hiring managers to quickly view candidates available for selection across government

- Competitive Service Act hiring actions were available in March 2023
- **Cross Government actions are now available!**

ATP Talent Pools

Provides managers with governmentwide access to applicants on shared certificates.

Find and recruit talent interested in federal jobs



[Branded Search](#)

Create a branded search page for your hiring needs. You can tailor the USAJOBS search feature by choosing and predefining the search filters to help job seekers find your open jobs.



[Search Resumes](#)

Search over one million resumes to find potential job candidates. Resumes display in ATP when a job seeker makes their USAJOBS profile and resume searchable by recruiters. Profile and resumes remain searchable for 18 months and can be updated or removed by the job seeker.



[Talent Pool](#)

Share and find talent with our talent pools. Create, manage and access lists of qualified candidates who are already on approved certificates of eligibles and ready to be hired.



[Campaigns](#)

Create campaigns with hiring managers



[Events](#)

Post career-related the [USAJOBS' even](#)

An official website of the United States government [Here's how you know](#)

USAJOBS Agency Talent Portal

Search Resumes Campaigns Events Help Eboni

Welcome Eboni

[Create new talent pool](#)

Action items

There are no action items to display.

Agencies-at-a-glance

Pools copied [Candidates selected](#)

Office of Personnel Management 1

[View more](#)

You have:

1
TOTAL COPIED
POOLS

0
TOTAL CANDIDATES
SELECTED

Pools I created Available pools My copied pools

Talent pool title	Job announcement control number	Series	Grade	Promotion potential	Location	Certificate expiration	Created date
Test 1 515520100	515520100	0201	GS-13	GS-14	Washington	9/24/2023	1/9/23

Cross-Government Hiring Actions

- Uses OPM's examining authority to post multi-agency announcements
- Agencies can select off the certificate if they meet the recruitment criteria
- OPM determines the position, series, and grade(s) with consultation from agency hiring needs
- OPM manages the candidate assessment process and involves participation of agency SMEs
- OPM issues the certificate of eligibles and they remain open for approximately one year

OPM Cross-Gov Talent Pools

Position Title	Series/ Grade	Location	Expires
Grants Management Specialist	1109-11	Varies	1/18/24
HR Specialist	201-9 201-11	Varies	6/8/24
Personnel Psychologist	180-13	Varies	6/11/24
IT Product Manager	2210-13	Varies	7/19/24
Data Analyst	343-13	Varies	8/7/24
Management &/or Program Analyst	343-9 343-11	Varies	10/26/24

CSA Talent Pools

Position Title	Series/ Grade	Location	Agency Owner	Expires
IT Specialist (Systems Analysis)	2210-13	ATL, GA Remote DC	HHS	12/20/23
IT Program Manager (Data Mgt; Data Scientist)	2210-13	Remote	HHS	
Data Scientist	1560-13	DC	HHS	4/13/24

If you are interested in viewing candidates from these talent pools, contact your agency's Shared Certificate Coordinator. If you need help identifying this person, email recruiter-help@opm.gov



FY 23 Summary

Bridget Dongarra

Welcome New Customers!



**DHS (FEMA, FLETC,
Secret Service)**



**Commerce (International Trade
Administration – Foreign Service)**



**National Science
Foundation**



**Office of Special
Counsel**



US Tax Court



ANNOUNCEMENTS AND APPLICATIONS

416,460

Jobs Announced
+12.2% SPLY

15,546,665

Applications Received
+37.5% SPLY

19,183

Announcements Using USA
Hire
+64.0% SPLY



CERTS, SELECTIONS AND TRANSMISSIONS

757,476

Certificates Issued
+16.1% SPLY

728,505

Selections Made
+43.3% SPLY

1,989,986

eOPF Transmissions
+47.5% SPLY



OFFERS AND HIRES

690,537

Tentative Job Offers Accepted
+27.2% SPLY

505,380

Official Job Offers Accepted
+24.7% SPLY

471,357

New Hire EODs
+20.5% SPLY



471,300+
New Hires Onboarded
In FY 2023

FY23 Key Features Delivered

Data Warehouses

Expanded the Hiring Data Warehouse to include more data and calculations related to remote work, applicant notification, hurdles & candidate inventory.

New Hire Interconnection Status (a.k.a. Task Update API)

Handles incoming task status and task results updates so that corresponding changes to USA Staffing tasks may be made automatically.

Enable Verify New Hire Task Status Reset

Office Administrators can now reset an erroneously completed 'Verify the New Hire Arrived for Their First Day of Duty' task status.

Hurdled Assessments

In FY23, 1,554 vacancies (.4%) have used automated hurdles to ensure consistency and reportability when using this advanced assessment method.

Structured Resume Review

Fully automates the SME Resume Review process (in partnership with USDS). 46 announcements from seven unique agencies have used SRR, resulting in nine new employees hired to date.

Selections Page

To support high volume and consolidated hiring, a new page lists all selections from all certificates, the status of each selection, and new hire information.

Copy Assessment Package

The ability to copy an Assessment Package from one Vacancy to another streamlines the HR user experience, particularly when re-announcing a position.

Fall 2023 Customer Experience Feedback

93%

Responded positively that the **product design meets their needs.**

97%

Rated the **appearance of program deliverables** positively

95%

Rated positively for how well we **handle mistakes and problems**

93%

Were **satisfied** with the products and services they received.

“The **customer sprint reviews** do a great job of equipping our team with the knowledge needed to keep our end users informed of system changes.”

“Very good at continued **system updates.**”

“It has always been a positive experience with how **quickly a Help Ticket is answered.**”

“Our Account Manager provides valuable **recommendations to us on how we might better use the product.**”

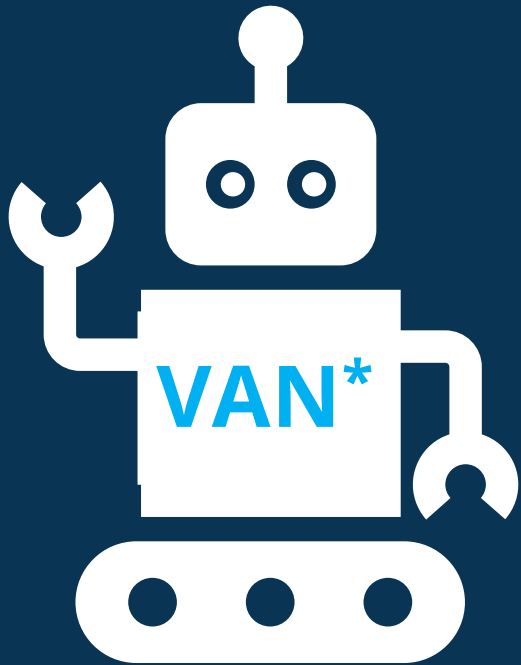
“The customer service and response times are **second to none.**”



USA Staffing User Support Chatbot

Toby Wurschum

User Support Chatbot



Goal:

- Provide on-demand, personalized user support to HR, Hiring Manager, Applicant and New Hire users to improve the user experience.

Status:

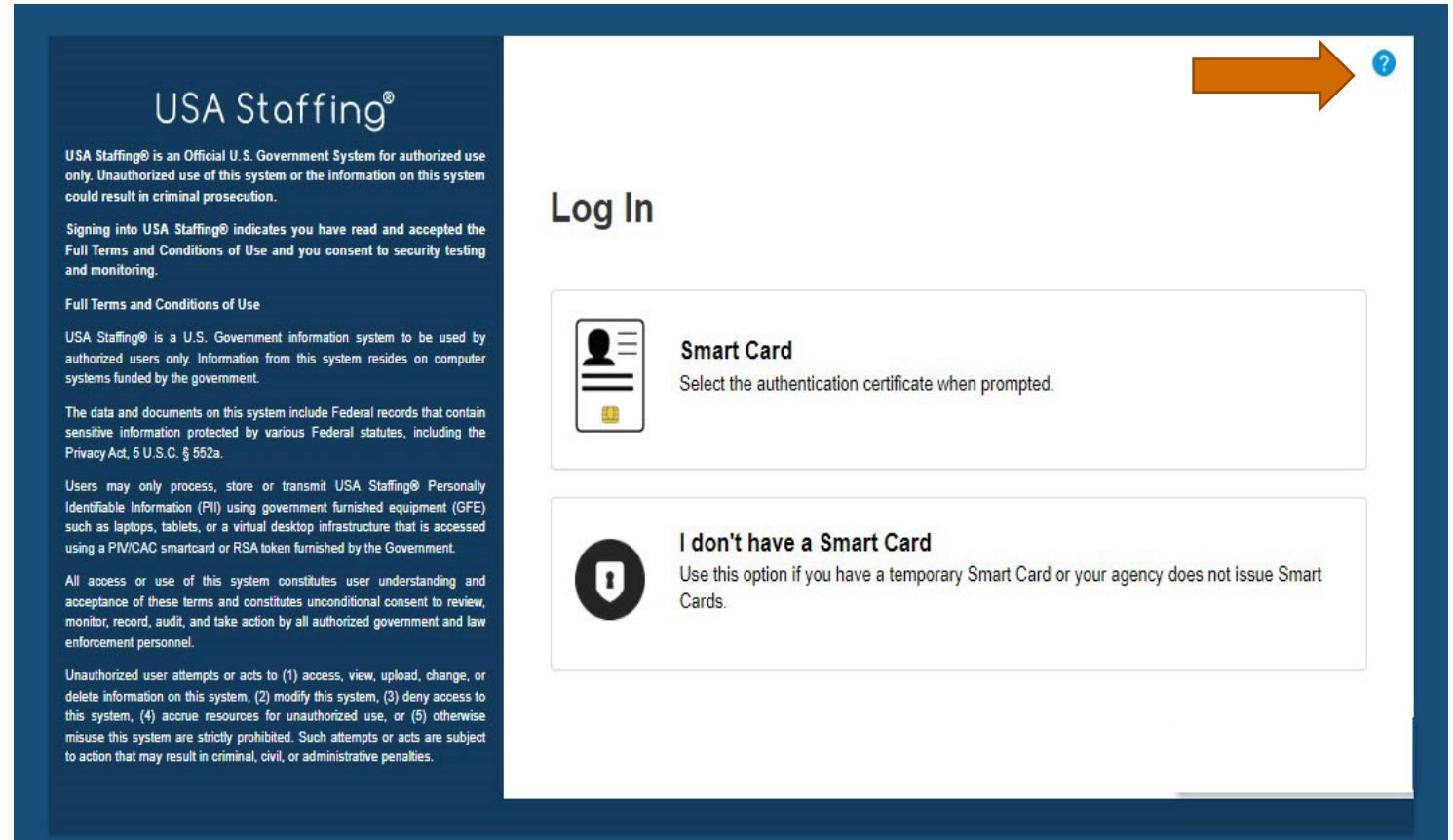
- The chatbot is tentatively scheduled to launch in Production January 5, 2024.

Benefits:

- The chatbot can help users 24 hours a day, 7 days a week to help users resolve their problem in the moment.
- Users who are unable to resolve issues through the chatbot, or who need additional support, will still be able to still open a help desk ticket at the end of the chatbot interaction.
- 40% of USA Staffing's help desk issues are related to login. We anticipate reducing help desk ticket volume by 28% by providing bot support to users struggling to log in.

User Support Chatbot

- Users will be presented with the option to engage the bot under the (?) help icon.
- The bot can handle **54 distinct login issue paths** including:
 - smart card exceptions, extensions, and registrations
 - new smart cards
 - resolving multiple accounts
 - certificate issues
 - email changes
 - inactive accounts
 - access denied messages
 - retiring an account



USA Staffing®

USA Staffing® is an Official U.S. Government System for authorized use only. Unauthorized use of this system or the information on this system could result in criminal prosecution.

Signing into USA Staffing® indicates you have read and accepted the Full Terms and Conditions of Use and you consent to security testing and monitoring.

Full Terms and Conditions of Use

USA Staffing® is a U.S. Government information system to be used by authorized users only. Information from this system resides on computer systems funded by the government.


The data and documents on this system include Federal records that contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

Users may only process, store or transmit USA Staffing® Personally Identifiable Information (PII) using government furnished equipment (GFE) such as laptops, tablets, or a virtual desktop infrastructure that is accessed using a PIV/CAC smartcard or RSA token furnished by the Government.


All access or use of this system constitutes user understanding and acceptance of these terms and constitutes unconditional consent to review, monitor, record, audit, and take action by all authorized government and law enforcement personnel.

Unauthorized user attempts or acts to (1) access, view, upload, change, or delete information on this system, (2) modify this system, (3) deny access to this system, (4) accrue resources for unauthorized use, or (5) otherwise misuse this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.

Log In



Smart Card
Select the authentication certificate when prompted.



I don't have a Smart Card
Use this option if you have a temporary Smart Card or your agency does not issue Smart Cards.

Login Process Chatbot

Example Path: HR User
with Account Disabled Due
to Inactivity



“Hello, welcome to USA Staffing. I am here to try and help you.”



Please let me know how I can help you today by selecting an option from below.”

Human Resources User

Hiring Manager User

Onboarding User

Other



So, you are a
Human Resources User

Login Process Chatbot

Example Path: HR User with Account Disabled Due to Inactivity



“Great. Thank you for that information.



Please select the item below that best describes your issue.”

I need my e-mail changed

I am receiving an Access Denied error message.

My account is disabled due to inactivity. How can I reactivate my account?

How do I create or modify a user account?

How do I clear my browser cache?

I have a user with multiple accounts. Can this be corrected?

Login Process Chatbot

Example Path: HR User with Account Disabled Due to Inactivity



I understand that your account is disabled, and you would like to know how to resolve this.

“To reactivate your account, click the Reactivation Link in the e-mail that has been automatically sent to you from usastaffingoffice@opm.gov. This link will expire in 24 hours. If you do not receive the e-mail, please verify that the e-mail is not in your Junk/Spam folder.”



“Did this resolve your issue?”

Yes

No



“That’s GREAT!! Thank you for interacting with me today.

Try the following links for any additional assistance:

[Login - USAS \(usastaffing.gov\)](https://usastaffing.gov)

[Registering your Smart Card - USAS \(usastaffing.gov\)](https://usastaffing.gov)

[Clearing your cache or temporary internet files - USAS \(usastaffing.gov\)](https://usastaffing.gov)

Bye now!”



USA Staffing Features



Voluntary Product Accessibility Template (VPAT)

Voluntary Product Accessibility Template (VPAT)

- USA Staffing was evaluated against Section 508 standards and the Web Content Accessibility Guidelines (WCAG) 2.0 Level A and Level AA criterion.
- 508 accessibility testing performed on all USAS websites using AMP Access Assistant, ANDI, JAWS and WAVE, along with manual testing, in Windows 10 using Chrome and Edge browsers.
- As outstanding accessibility issues are resolved or new ones identified, the corresponding areas of the VPAT will be updated.
- Beginning January 2024, the VPAT criteria will be continually re-evaluated on a monthly schedule, allowing us to share a current accessibility report at any time.

Please contact your USA Staffing Account Manager for a copy of our current VPAT.



Candidate Inventory

Candidate Inventory Benefits



Hiring Managers

Hiring Managers have easy access to **Pre-Qualified candidates.**



Agencies

Agencies & HR have **improved time to hire** with less effort by filling **Direct Hire & Merit Promotion** positions.



Applicants

Applicants experience efficiency in the hiring process as they **submit a single application.**

Building your Candidate Inventory

All four requirements must be met for candidates from a recruitment to populate Candidate Inventory.

HR may disable sharing from an applicant list at any time or adjust the date range in which the candidates are shared.

Managers can see candidates across their (USA Staffing) Organization.

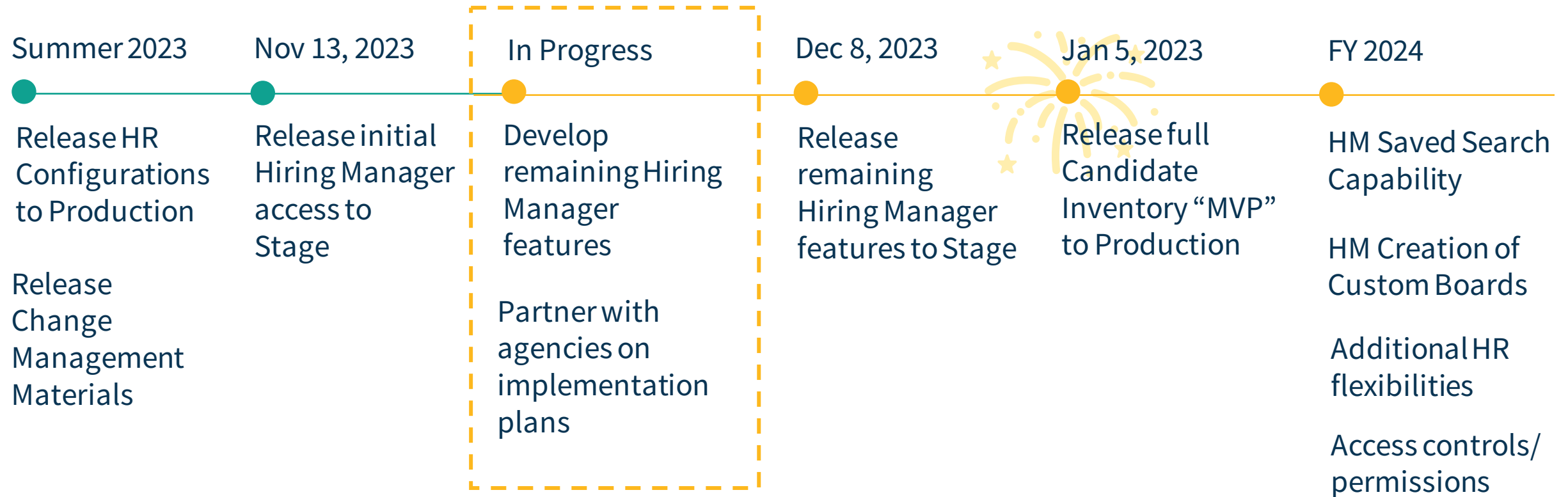




Candidate Inventory Demonstration

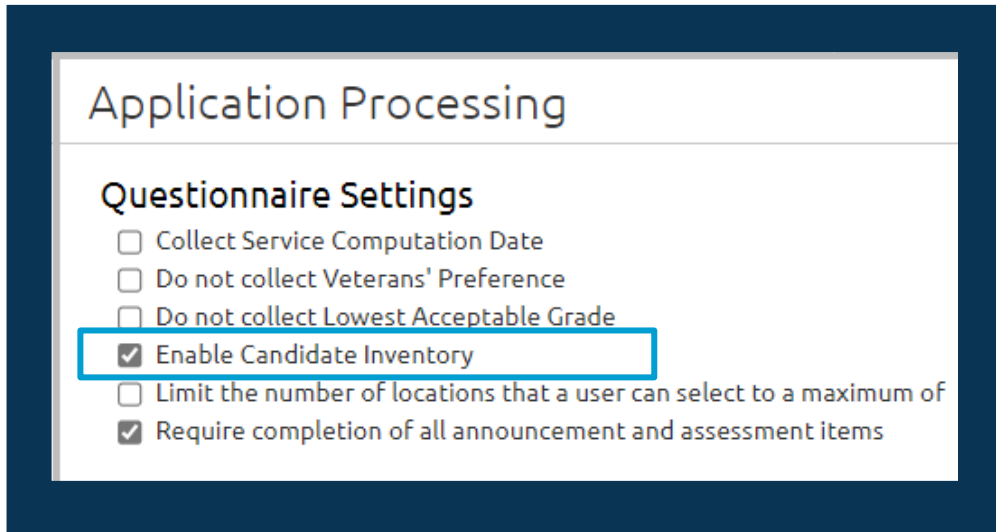
Hiring Manager Experience

Candidate Inventory Timeline



Reporting Capabilities for Candidate Inventory

Initial Reporting Plans



Application Processing

Questionnaire Settings

- ☐ Collect Service Computation Date
- ☐ Do not collect Veterans' Preference
- ☐ Do not collect Lowest Acceptable Grade
- ☒ Enable Candidate Inventory
- ☐ Limit the number of locations that a user can select to a maximum of
- ☒ Require completion of all announcement and assessment items


- Agencies will be able to report on **vacancies** where the Candidate Inventory has been “enabled”
- Agencies will be able to report on **applicants** who “**opt-in**” to having their application on the Candidate Inventory
- Agencies will be able to report **certificate** level information when Candidate Inventory has been enabled

Path to find report in Cognos:

Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse > Production Metrics > Candidate Inventory Report

Implementation Materials now Available

<https://help.usastaffing.gov/ResourceCenter/index.php/Resources>



USA Staffing
Great Government Starts Here®

What is Candidate Inventory

Candidate Inventory is an innovative tool within USA Staffing that allows hiring managers direct access to available candidates without the need to undergo a new recruitment. Hiring managers can search for, review, and curate a list of candidates based on specific position criteria (i.e., series, grade, location) within their organization and engage HR to hire them.

Candidate Inventory allows hiring managers within a single USA Staffing Organization (i.e., Navy is an Organization within Department of Defense and Small Business Administration is its own Organization) to source candidates available on active certificates of eligibles. It supports agencies in reusing certificates of eligibles for similar positions across an organization or making non-competitive hires outside of the normal job announcement process. Candidates available in Candidate Inventory will require verification of qualifications and eligibility before receiving an appointment to a position not associated with the original certificate of eligibles.

How to Use this Guide

This guide is being published before the feature is available for use in USA Staffing so your agency can begin making decisions about how it will complement your current hiring processes.

It is recommended that your agency:

1. Form a team to consider how to implement Candidate Inventory. This team should have the appropriate knowledge of your agency's hiring processes and hiring authorities used.
2. Define and produce guidance for HR Specialist and Hiring Managers to follow when using Candidate Inventory.

Pre-Implementation Guide



Candidate Inventory Overview

May 2023



Briefing Slides

Purpose

The purpose of this document is to provide a starting point for agencies to consider when developing USA Staffing (USAS) Candidate Inventory (CI) processes and procedures within their agency. We recommend you use this example in conjunction with the [Candidate Inventory Pre-Implementation Guide](#). These examples are not all inclusive and only include the most common guidance that should be considered. We recommend you consult with your agency policy personnel when developing agency-specific CI guidance.

System Process Example

Vacancy Eligibility Example

This Vacancy Eligibility example is not all inclusive and only includes the most common guidance that should be considered. We recommend you consult with your agency policy personnel when developing agency-specific CI guidance.

Vacancy announcements may have CI enabled when the position meets one of the following requirements:

- Frequently Recruited Vacancies;
- Difficult to fill;
- Mission Critical Occupation (MCO);
- Staffing Shortage; or
- Has an approved Direct Hire Authority (DHA) [Insert specific approved DHAs, if applicable]

Vacancy and Certificate Ineligibility Example

This Vacancy and Certificate Ineligibility example is not all inclusive and only includes the most common guidance that should be considered. We recommend you consult with your agency policy personnel when developing agency-specific CI guidance.

The following vacancy announcements and certificate types are not eligible for inclusion in CI:

- Delegated Examining Unit (DEU);
- Certificate types that require veterans' preference considerations, such as Category Rating and Rule of Three; and
- Some DHAs [Insert specific DHAs, if applicable.]

NEW: Sample Business Process Rules



Revolutionize Recruiting with Candidate Inventory

Candidate Inventory is an innovative feature that allows Human Resources and Hiring Managers within a single USA Staffing organization direct access to available candidates without the need to undergo a new recruitment. Human Resource officers can easily configure their agency's Candidate Inventory to meet agency-specific hiring needs from previous certificates. Hiring Managers can search for, review, and curate a list of candidates for similar positions across an organization or in making non-competitive hires outside of the normal job announcement process based on their agency-specific position criteria (i.e., series, grade, location).

Candidate Inventory Benefits

Decrease Time to Hire

Marketing Flyer


USA Staffing

Candidate Inventory

Frequently Asked Questions

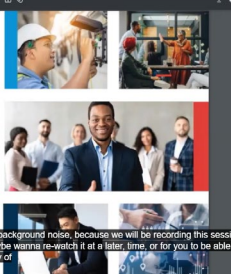
June 2023

Frequently Asked Questions



Candidate Inventory Overview

May 2023



So what we've done is we have muted all lines to make sure there's no background noise, because we will be recording this session, and that way we can send out the recording to any individuals who maybe wanna re-watch it at a later time, or for you to be able to share with any of

Demonstration Recording



Position Description Coversheet

What We Learned

OF-8 is an optional form

OPM Classification Policy does not require the use of the OF-8 or other coversheets.

Certification Statement and Signature

OPM Classification Policy requires that all position descriptions include a statement signed by the supervisor attesting to the accuracy of the description.

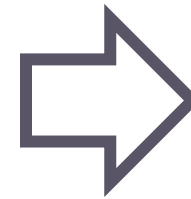
Position Description Coversheet

USA Staffing PD Coversheet meets the OPM Classification requirements as it includes the Certification Statement and Authorizer's Signature.

USA Staffing Coversheet contains majority of OF-8 fields

Additional Fields (not in OF-8)

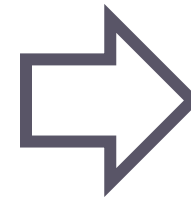
- Promotion Potential
- Functional Classification Code
- Bargaining Unit Status
- Bargaining Unit Code
- Physical/Medical Required
- Firearm Required
- Interdisciplinary Position
- Testing Designated Position
- Acquisition Position
- Acquisition Level



Added value to agencies

Not included in Coversheet

- Reason for Submission
- Duty Station
- Name of Employee
- Employee Review



Not required by policy

USA Staffing Coversheet

Supervisor
Certification



Confirmation Required ✕

I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Authorize **Cancel**

Coversheet
Certification



Required Position Description Authorizations

Supervisory Certification	I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.
Electronically signed by William Grenz	
3/17/2023	



USA Hire

Sharon Wilborn

New USA Hire Series

Aerospace Engineer (0861)

Grades 7-15

Grades	Occupational Reading Assessment	Occupational Interaction Assessment	Occupational Judgement Assessment	Occupational Reasoning Assessment
7-11	X	X		
12	X	X	X	
13-15		X	X	X





Power BI

Krista Galvin

USAS - User License App



Launched August 2023

The User License App enables simplified, detailed reporting on user accounts and permission profiles.

The screenshot displays the Power BI Home page. On the left sidebar, the 'Apps' icon is highlighted with a red box. A red arrow points from this box to a 'USAS - User License' app entry in the 'My apps' list. Another red box highlights the 'USAS - User License' app entry in the 'My apps' list. A second red arrow points from this box to a 'USAS - User License' app entry in the 'Apps' list on the right side of the interface.

Name	Description	Endorsement
USAS - User License	The USAS - User License app enables simplified, detailed reporting on user acc...	—
Usage and Analytics Dashboard	This App displays the Power BI Usage and Web Analytics reports. The Power BI ...	—

Each new data product will be released via apps targeted at the topic area (e.g., Time to Hire, Applicant Flow Data).

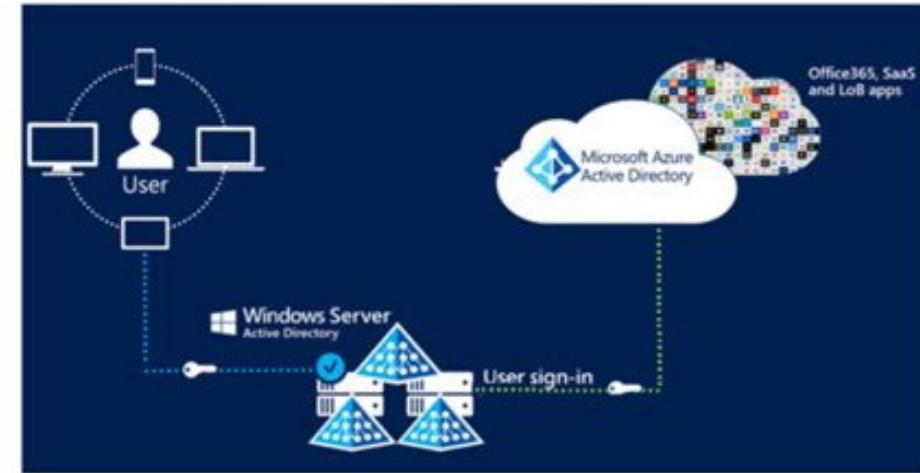
Power BI Authentication

Authentication currently relies on the use of the Microsoft Authenticator App.

Microsoft Authenticator App Alternative

- The **Entra ID Certificate Based Authentication (CBA)** method would remove the app from the sign-in process.
- **Entra ID CBA** meets all requirements for secure authentication.
- Agencies should reach out to their CIO for information about participation in the pilot being led by Microsoft to onboard agencies to **Entra ID CBA**.

Certificate-based authentication with federated AD FS



Azure AD certificate-based authentication



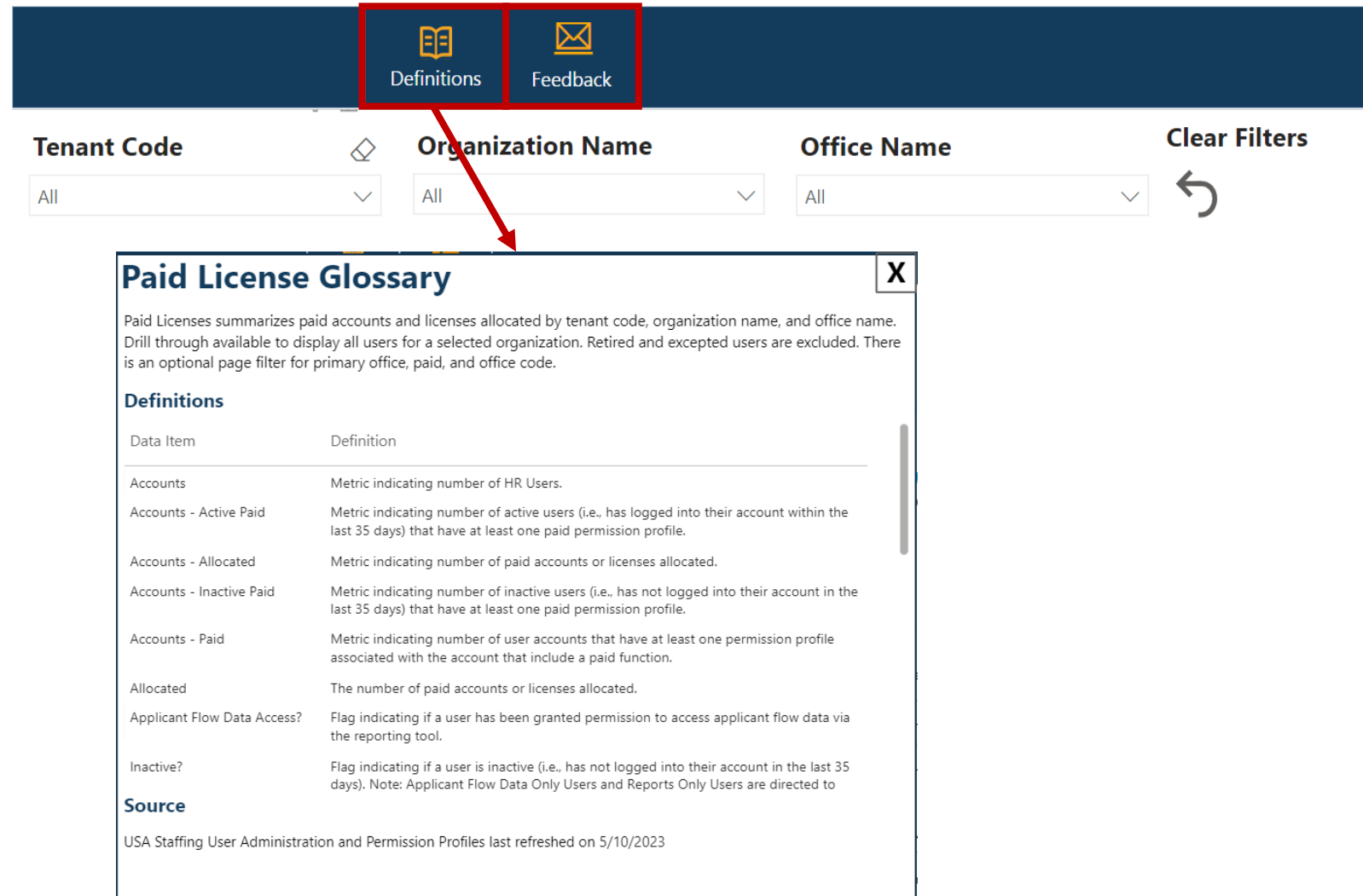
Report Templates

Definitions:

- The Definitions button opens a data glossary with a description of the report page, data source, and definitions of each data item or measure used in the visuals on the page.
- The glossary is specific to each report page.

Feedback:

- The Feedback button opens an email to USASTaffingData@opm.gov to provide feedback on the report.



The screenshot shows the top navigation bar with two buttons: 'Definitions' (book icon) and 'Feedback' (envelope icon). Below the navigation bar are three filter dropdowns: 'Tenant Code' (set to 'All'), 'Organization Name' (set to 'All'), and 'Office Name' (set to 'All'). A 'Clear Filters' button is on the right. A modal window titled 'Paid License Glossary' is open, showing a description of the report and a table of definitions.

Paid License Glossary

Paid Licenses summarizes paid accounts and licenses allocated by tenant code, organization name, and office name. Drill through available to display all users for a selected organization. Retired and excepted users are excluded. There is an optional page filter for primary office, paid, and office code.

Definitions

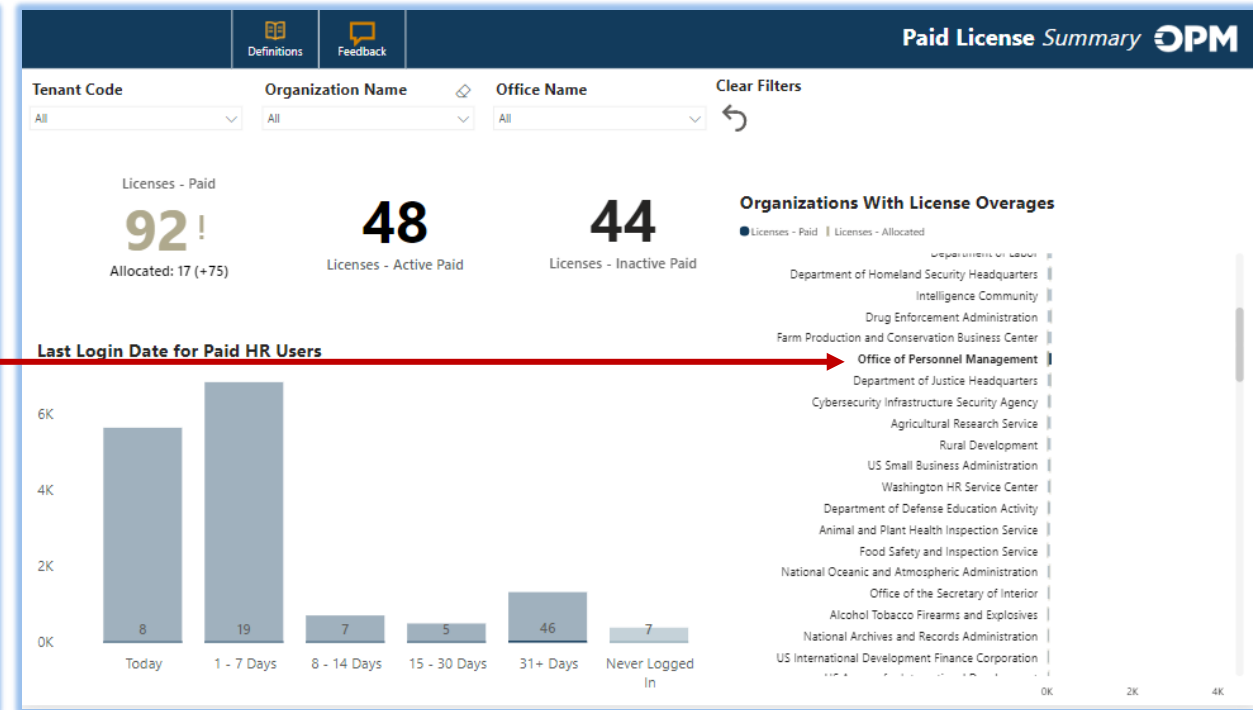
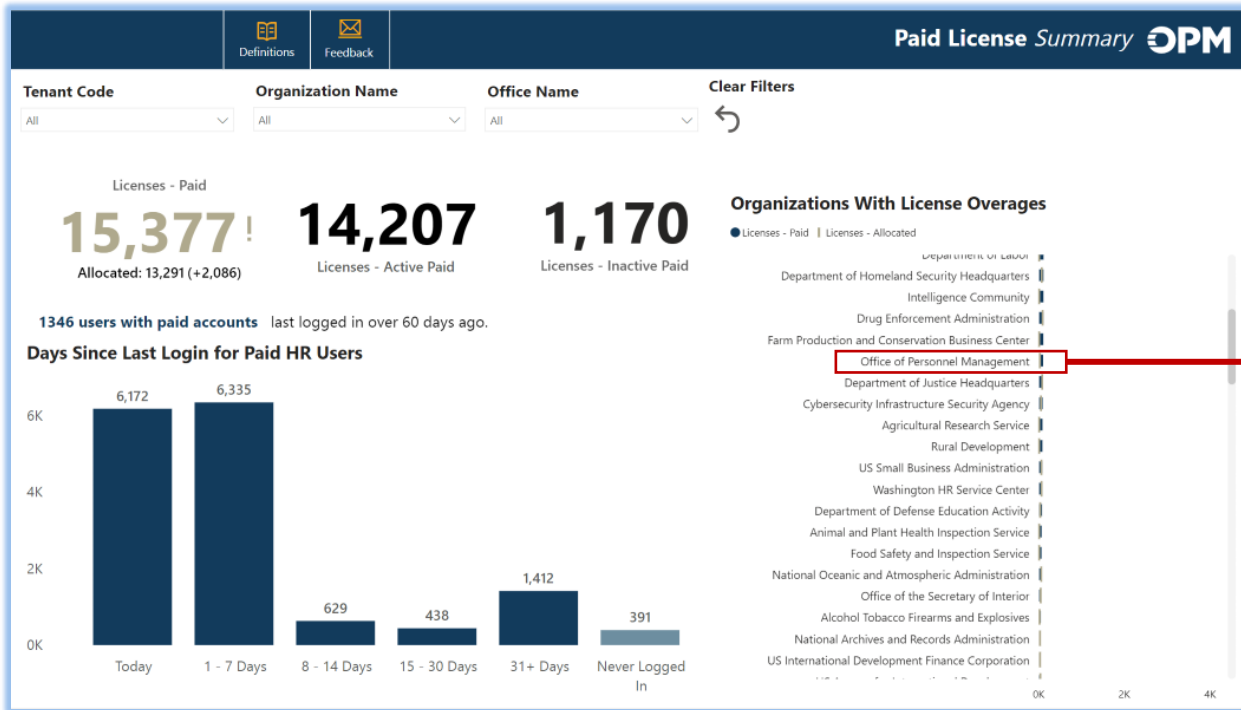
Data Item	Definition
Accounts	Metric indicating number of HR Users.
Accounts - Active Paid	Metric indicating number of active users (i.e., has logged into their account within the last 35 days) that have at least one paid permission profile.
Accounts - Allocated	Metric indicating number of paid accounts or licenses allocated.
Accounts - Inactive Paid	Metric indicating number of inactive users (i.e., has not logged into their account in the last 35 days) that have at least one paid permission profile.
Accounts - Paid	Metric indicating number of user accounts that have at least one permission profile associated with the account that include a paid function.
Allocated	The number of paid accounts or licenses allocated.
Applicant Flow Data Access?	Flag indicating if a user has been granted permission to access applicant flow data via the reporting tool.
Inactive?	Flag indicating if a user is inactive (i.e., has not logged into their account in the last 35 days). Note: Applicant Flow Data Only Users and Reports Only Users are directed to

Source

USA Staffing User Administration and Permission Profiles last refreshed on 5/10/2023

Report Page Visual Interactions

Visuals on the report pages are interconnected. Selecting a data point in one visual will change all related visuals where that data point also appears. To de-select, click again on the selected value in the visual.



Exporting Drill Through Reports

Drill through reports can be exported to Excel. After opening a drill through report, select the **More options** menu, select **Export data** leaving **Data with current layout** selected and select **Export**.

16 Organizations have active Paid or Unpaid licenses.

Philadelphia Services Branch
OPM HR Boyers
Office Alpha
Braavos2
San Antonio Services Branch
Program Office
OPM HR TRB
Dome2
Washington Services Branch
Office Foxrott
San Francisco Services Branch
Pentos

Show as a table
Include
Exclude
Drill through
User Details - Office

Back

Primary Office Users for Program Office

Right click on Name or Email for contact card drill-through.

User Full Name	User Email	User Position Title	Inactive?	User Last Login Date	User Created By	User Created Date	User Createc
CaseTwo, Test	137344.testcase2@opm.gov		True		Corey Hurst	1/7/2022	3:29 PM
Test, Stephanie	30774test2@mail.com		True	4/10/2019	Test HR	2/23/2016	9:23 AM
Usertypes, Dual	9876infinity+12@gmail.com		True	11/7/2018	Test HR	9/21/2016	5:18 PM
Usertypes, Three	9876infinity+13@gmail.com		True	2/10/2021	Test HR	9/21/2016	5:19 PM
Tabor, Abby	AbbyTabor15@outlook.com		True	12/7/2015	Casye Gabbard	12/7/2015	2:26 PM
TestFlow, Andrew	addouglas@gfsafafasmail.com	AFD & Reports	True		Test Admin	7/29/2015	3:28 PM

More options

- Add a comment
- Export data
- Show as a table
- Spotlight
- Get insights
- Sort descending
- Sort ascending
- Sort by

Which data do you want to export?

Export your data in the format that suits your needs. If you have a lot of data, the number of rows you export might be limited depending on the file type you select. [Learn more about exporting data](#)

Data with current layout
Export this data in the same layout you see now but without any icons, colors, or other formatting you added.

Summarized data
Export the summarized data used to create your visual, for example, sums, averages, and medians.

Underlying data
Visual does not have aggregates or measures.

File format:
xlsx (Excel 150,000-row max)

Export Cancel

data (7).xlsx

File Home Insert Page Layout Formulas Data Review View Add-ins Help Acrobat Power Pivot

Clipboard Font Alignment Number Conditional Formatting Styles Cells Editing Sensitivity

Normal Bad Good Neutral Calculation Check Cell Explanatory ... Input

AutoSum Fill Sort & Find & Filter & Select Clear Sensitivity

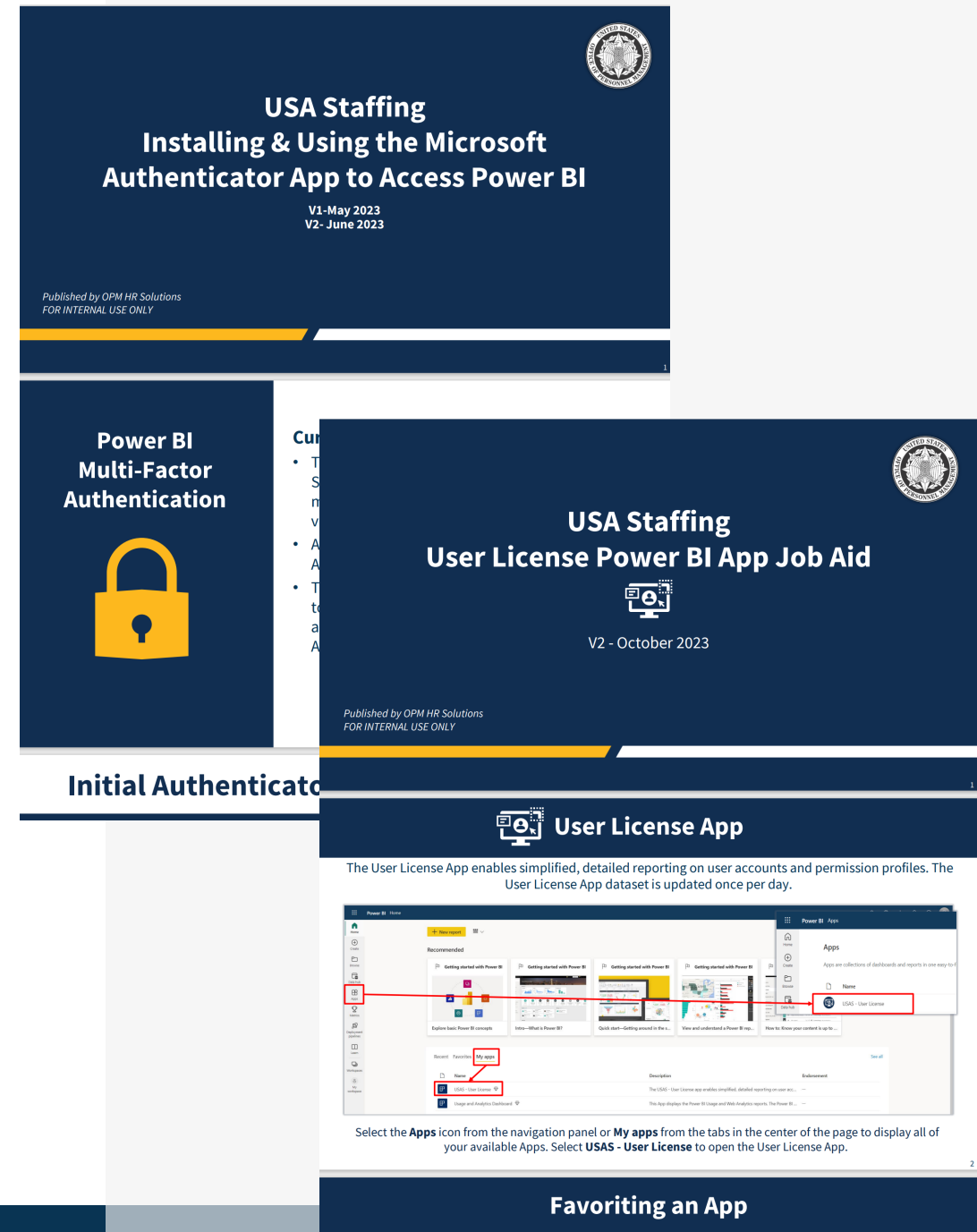
Comments Share

A4 UserTypes, Dual

User Full Name	User Email	User Position Title	Inactive?	User Last Login Date	User Created By
CaseTwo, Test	137344.testcase2@opm.gov		TRUE		Corey Hurst
Test, Stephanie	30774test2@mail.com		TRUE	4/10/2019	Test HR
Usertypes, Dual	9876infinity+12@gmail.com		TRUE	11/7/2018	Test HR
Usertypes, Three	9876infinity+13@gmail.com		TRUE	2/10/2021	Test HR
Tabor, Abby	AbbyTabor15@outlook.com		TRUE	12/7/2015	Casye Gabbard
TestFlow, Andrew	addouglas@gfsafafasmail.com	AFD & Reports	TRUE		Test Admin

Power BI Implementation Resources

- Power BI Training Resources are available on the [Reporting and Analytics](#) page of the USA Staffing Resource Center.
 - User License Power BI App Job Aid
 - Microsoft Authenticator App Job Aid
 - Power BI Self-Guided Learning Resources
- Additional resources are being developed and will be released in conjunction with new data products, including:
 - Job Aids
 - Video vignettes depicting how to perform specific actions
 - Live training





Engagement Opportunities

Customer Sprint Reviews

Who Should Attend?

Advanced Users that directly support end users (e.g., Super Users and Office Admins) and those who have influence on agency business process decisions

When?

Once a Month

Why?

USA Staffing demonstrates functionality recently released to the Stage environment.

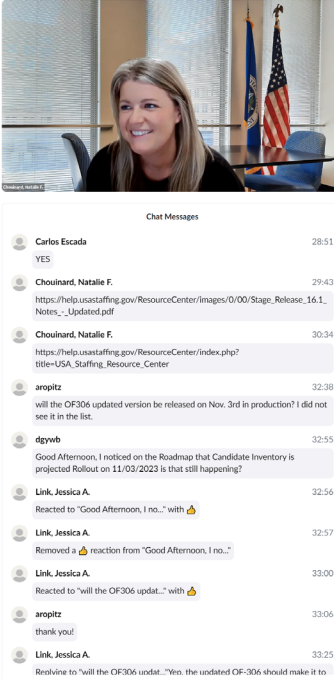
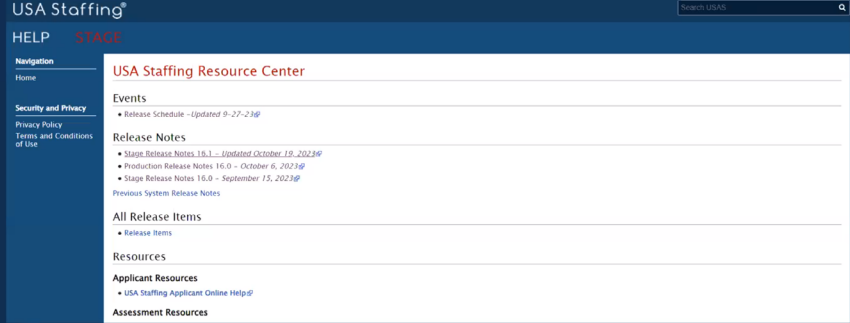
This preview provides insight on how the new functionality can benefit your agency.

Release 16.1 Customer Sprint Review

Stage Release: October 13, 2023
Production Release: November 3, 2023

****Release Notes can be found in the [USA Staffing Resource Center](https://help.stage.usastaffing.gov/USAS/index.php?title=USA_Staffing_Resource_Center) at https://help.stage.usastaffing.gov/USAS/index.php?title=USA_Staffing_Resource_Center**

Questions?
Use the Chat feature in Zoom to ask questions during the meeting!



Recordings are saved on the [USA Staffing Resource Center](https://help.stage.usastaffing.gov/USAS/index.php?title=USA_Staffing_Resource_Center) and emailed to participants.

Events, Training, and Releases



Events

November 16	Cognos Report Consumer Forum
November 16	Customer Sprint Review
December 7	Cognos Advanced Report Author Forum
December 12	Reporting and Analytics Workgroup Meeting
December 13	Customer Sprint Review
December 21	Cognos Report Consumer Forum



Training

November 14 – 15	Cognos Report Author Training
Nov 27 – Dec 1	Virtual Mixed Agency USA Staffing Training with Onboarding (enrollment closed)
December 4 – 8	Virtual Mixed Agency USA Staffing Training with Onboarding (enrollment closed)
December 12	Virtual Mixed Agency Onboarding Training
December 13 – 14	Cognos Report Author Training



Releases

November 29	Cognos Stage Release
December 1	USA Staffing Production Release
December 13	USA Staffing Stage Release

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

**Thank you for your
active participation
in USA Staffing
Advisory Board
meetings.**

