USA Staffing
Reporting and Analytics Release Notes

Stage Release Date: July 1, 2020

Production Release Date: July 8, 2020

Reporting and Analytics

Hiring Data Warehouse

- Certificates folder: A new Review Information sub-folder with two new query subjects was added to enable reporting on certificate reviews (Applicant List review type) and the requests associated with/added to those reviews.
    - Review Information sub-folder
        - Certificate Review Requests query subject:
            - 'Certificate Review Request Approved Date/Time': The date/time a request included in an applicant list review was approved.
            - 'Certificate Review Request Customer': The name of the customer designated in the request included in the applicant list review.
            - 'Certificate Review Request Number': The unique identifying number associated with a request included in an applicant list review.
            - 'Certificate Review Request Status': The status of a request (e.g., Pending Recruitment, Selection Made) included in an applicant list review.
            - 'Certificate Review Request Type': The type of request (e.g., New Vacancy, Additional Selection) included in an applicant list review.
            - 'Certificate Review Requester': The name of the requester for a request included in an applicant list review.
        - Certificate Reviews query subject:
            - 'Certificate Review Auto Recall Date': The date the applicant list review is set to automatically be recalled from the reviewer(s).
            - 'Certificate Review Creation Date/Time': The date/time the applicant list review was created.
            - 'Certificate Review Due Date': The date the applicant list review is due for completion by the reviewer(s).
            - 'Certificate Review Instructions': The instructions for the applicant list review entered by the HR user.
            - 'Certificate Review Last Updated Date/Time': The date/time the applicant list review was last updated.
            - 'Certificate Review Name': The name of the applicant list review as entered by the user.
            - 'Certificate Review Owner': The first and last name of the owner of the applicant list review as designated when the review is created.
            - 'Certificate Review Recall Date/Time': The date/time the applicant list review was recalled from the reviewer.
            - 'Certificate Review Recall Reason': The reason the applicant list was recalled, as entered by the user.
            - 'Certificate Review Returned By Name': The name (first name last name) of the person who returned the applicant list review.
            - 'Certificate Review Returned Date/Time': The date/time the applicant list review was returned/completed by the user.
            - 'Certificate Review Sent Date/Time': The date/time the applicant list review was sent to the reviewer.
            - 'Certificate Review Status': The current status of the applicant list review (e.g., Not Sent, Active, Auto Recalled, HR Recalled, Returned).

Time to Hire

- Time to Hire namespace
  - Metrics folder
    - Time to Hire Days query subject: A new query item was added to enable reporting on the time to complete an additional step in the staffing process.
      - 'Certificate Returned (Max) to Tentative Offer Sent': The number of days between the latest date the certificate review was returned and the date the tentative offer is sent.
    - Time to Hire Metrics Dates query subject: A new query item was added to enable reporting on the certificate final audit date.
      - 'Certificate Final Audit Date': The date the certificate was marked complete.

Reports

- **Performance Tuning of Hiring Data Warehouse (HDW) Reports**
  - The effort to improve HDW standard report runtime and success rate continued. The following reports were updated:
    - **Announcement Status Dashboard:** Dashboard and tabular data showing the status of announcements to support HR user workload management. The prompt for Announcement Internal Contact was updated to the Select & Search prompt type rather than a Value prompt that loads when initially opening the prompt page. Additionally, conditional formatting utilized on some of the pages of the report to determine which rows should populate was removed and replaced with a query specific to each page.
    - **Assessment, Items, and Competency Usage Report:** Tabular report identifying the number of vacancies that use each assessment type, assessment, competency, and item within the assessment package. The prompt page was updated to utilize static lists for the Assessment Types, Competency Types, and Item Rating Scales prompts.
    - **Certificate Activity Dashboard:** Visualizations and tabular data summarizing the number of certificates issued, certificates audited, and selections made. The data is provided by vacancy, year, month, organization, and office. The optional vacancy series and vacancy grade prompts were updated to Select & Search prompt types rather than Value prompts that are loaded when initially opening the prompt page. Additionally, the visualizations were updated to have a query specific to the visualization. Finally, an optional Vacancy Number prompt was added.
    - **Request Overview Report:** Tabular data showing the status of requests. The Request Creation Date Range prompt was updated to a Date/Time prompt to be consistent with the data type of the Request Creation Date/Time query item.
    - **USA Hire Tracking Report:** Tabular data showing the vacancies that use one or more USA Hire assessments and the applicants that are pending completion of the required assessment(s). A filter was added to the report to ensure that only vacancies utilizing at least one USA Hire assessment are displayed. Additionally, the first page of the report was updated to only show applicants that are pending completion of the required USA Hire assessment(s) rather than applicants that have already completed the assessment(s). Finally, indexes were added to the database within the application ratings area to speed up the process of pulling data related to those fields.

All standard HDW reports are located here: Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse