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USA Staffing

Reporting and Analytics Release Notes

Stage Release Date: October 23, 2019

Production Release Date: October 30, 2019

Reporting and Analytics

Staffing Reports

- Certificates namespace
    - The Certificates namespace is designed with the intent to only report on certificates and applicants/applications from certificates. In coordination with the recent enhancement to enable the cancellation of certificates, the views for the Certificates namespace was updated so that applications appearing only on cancelled certificates do not appear within the Certificates namespace. Of note, certificates that have been cancelled will be reportable in the Certificates namespace, however applications on those certificates will not. This update will ensure that reports on and counts of referred applicants are accurate.
- Production Statistics namespace
    - Production Statistics by Fiscal Year: a new query subject and associated query items was created to enable reporting on the most commonly used production metrics by fiscal year. The existing Production Statistics by Week included a query item for Fiscal Year, however because the data is summarized by week, there is the possibility that reports may include or exclude days at the beginning and/or the end of the Fiscal Year date range. The new Production Statistics by Fiscal Year uses the starting point of October 1 and ending point of September 30 to ensure Fiscal Year reporting is accurate.
        - 'Organization Name': The name for a group of offices within a department (Vacancy Staffing Organization for Applications, Announcements, Certificates, and Selections counts; Request Staffing Organization for the Entry on Duty count).
        - 'Office Name': The office responsible for creating the vacancy (Vacancy Staffing Office for Applications, Announcements, Certificates, and Selections counts; Request Staffing Office for the Entry on Duty count).
        - 'Fiscal Year': Fiscal Year (e.g., 2017) for the staffing action date (Application Last Submitted Date for Applications, Announcement Open Date for Announcements, Certificate Issued Date for Certificates, Certificate Audit Date for Selections, and Actual Start Date for Entry on Duty count).
        - 'Application Count': The number of applications submitted (Application Number Count by Application Last Submitted Date).
        - 'Announcements Opened Count': The number of announcements opened (Announcement Number Count by Announcement Open Date).
        - 'Certificates Issued Count': The number of certificates issued (Certificate Number count by Certificate Issued Date).
        - 'Selections Made Count': The number of selections made (Application Number Count where Audit Code = Selected by Certificate Application Audit Date).
        - 'Entry on Duty Count': The number of entries on duty (New Hire Number count by Actual Start Date).

Reports

- The Applicant Flow Data Detail report was modified. The report includes detailed data related to applicant responses to ethnicity/race and sex demographic questions in the USAJOBS job seeker profile. Information gathered from this report can be aggregated to respond to MD-715 2.0 requirements or to complete other AFD analyses. The report was modified to include the new Vacancy Supervisory Position as a column in the report output. The report was also modified to include optional prompts for Vacancy Supervisory Position and Announcement Appointment Type.
    - Location: Team Content > USA Staffing Packages and Folders > Applicant Flow Data > Applicant Flow Data Analytics

- The MD-715 "A" Tables – Mission Critical Occupations Distribution by Race, Ethnicity, and Sex report was modified. The report includes summarized applicant responses to ethnicity/race and sex demographic questions in the USAJOBS job seeker profile to respond to the MD-715 requirements for the "A" Tables (Mission Critical Occupations Distribution by Race, Ethnicity, and Sex). The report was modified to include optional prompts for Vacancy Supervisory Position and Announcement Appointment Type.
  - Location: Team Content > USA Staffing Packages and Folders > Applicant Flow Data > Applicant Flow Data Analytics

- The MD-715 "B" Tables – Mission Critical Occupations Distribution by Disability report was modified. The report includes summarized applicant responses to disability questions in the USAJOBS job seeker profile to respond to the MD-715 requirements for the "B" Tables (Mission Critical Occupations Distribution by Disability). The report was modified to include optional prompts for Vacancy Supervisory Position and Announcement Appointment Type.
  - Location: Team Content > USA Staffing Packages and Folders > Applicant Flow Data > Applicant Flow Data Analytics