USA Staffing
Reporting and Analytics Release Notes

Stage Release Date: August 12, 2020

Production Release Date: August 19, 2020

Reporting and Analytics

Hiring Data Warehouse

- Applications folder
  - Application Metrics sub-folder: A new folder, query subject, and associated query items were added to enable reporting using built-in metrics related to application rating combinations (pay plan-series-grade-specialty).
    - Application Metric query subject: includes query items to enable reporting on key metrics associated with applications to specific rating combinations for a vacancy. These metrics are designed to be used at the application and application rating combination level (i.e., pay plan-series-grade-specialty). At the application level (e.g., Application Number), each metric will display as either 0 or 1. At the rating combination level, each metric will be automatically summarized to provide totals.
      - 'Applications': Metric indicating if an application was received for the vacancy at a specific rating combination (i.e., 0 if not, 1 if yes).
      - 'Applications Entered on Duty': Metric indicating if an application was selected and has entered on duty for the vacancy at a specific rating combination (i.e., 0 if not, 1 if yes).
      - 'Applications Hired': Metric indicating if an application was selected by the hiring manager (Audit Code = Selected) and audited by the HR Specialist as hired (Return Status = Hired) for the vacancy at a specific rating combination (i.e., 0 if not, 1 if yes).
      - 'Applications Qualified': Metric indicating if an application was qualified for the vacancy at a specific rating combination (i.e., 0 if not, 1 if yes).
      - 'Applications Referred': Metric indicating if an application was referred for the vacancy at a specific rating combination (i.e., 0 if not, 1 if yes).
      - 'Applications Selected': Metric indicating if an application was selected by the hiring manager (Audit Code = Selected) for the vacancy at a specific rating combination (i.e., 0 if not, 1 if yes).
- Vacancies folder
  - JOA Review Information sub-folder: A new folder, query subjects and associated query items were added to enable reporting on Job Opportunity Announcement (JOA) Reviews associated with a vacancy. Data in this area is limited to the JOA Review type.
    - JOA Reviews query subject: includes query items to enable reporting on characteristics of the JOA Review.
      - 'JOA Review Auto Recall Date': The date the Job Opportunity Announcement (JOA) review is set to be automatically recalled from the reviewer(s).
      - 'JOA Review Creation Date/Time': The date/time the Job Opportunity Announcement (JOA) review was created.
      - 'JOA Review Due Date': The date the Job Opportunity Announcement (JOA) review is due for completion by the reviewer(s).
      - 'JOA Review Includes Announcement Questionnaire?': Flag indicating if a Job Opportunity Announcement (JOA) review includes the review of an Announcement Questionnaire.
      - 'JOA Review Includes Announcement Text?': Flag indicating if a Job Opportunity Announcement (JOA) review includes the review of Announcement Text.
      - 'JOA Review Includes Assessment?': Flag indicating if a Job Opportunity Announcement (JOA) review includes the review of an announcement.
      - 'JOA Review Instructions': The instructions for the Job Opportunity Announcement (JOA) review entered by the user.
      - 'JOA Review Last Updated Date/Time': The date/time the Job Opportunity Announcement (JOA) review was last updated.

- 'JOA Review Name': The name of the Job Opportunity Announcement (JOA) review entered by the user.
- 'JOA Review Owner': The first and last name of the owner of the Job Opportunity Announcement (JOA) review as designated when the review is created.
- 'JOA Review Recall Date/Time': The date/time the Job Opportunity Announcement (JOA) review was recalled from the reviewer.
- 'JOA Review Recall Reason': The reason the Job Opportunity Announcement (JOA) review was recalled, as entered by the user.
- 'JOA Review Returned By Name': The name (first name last name) of the person who returned the Job Opportunity Announcement (JOA) review.
- 'JOA Review Returned Date/Time': The date/time the Job Opportunity Announcement (JOA) review was returned/completed by the reviewer.
- 'JOA Review Sent Date/Time': The date/time the Job Opportunity Announcement (JOA) review was sent to the reviewer(s).
- 'JOA Review Status': The current status of the Job Opportunity Announcement (JOA) review (e.g., Not Sent, Active, Auto Recalled, HR Recalled, Returned).
  - Reviewed Assessments query subject: includes query items to enable reporting on characteristics of assessments included in a JOA Review.
    - 'Reviewed Assessment Created Date/Time': The date/time the assessment included in the review was created.
    - 'Reviewed Assessment Name': The name of the assessment included in the Job Opportunity Announcement (JOA) review.
    - 'Reviewed Assessment Owner': The owner of the assessment included in the Job Opportunity Announcement (JOA) review.
    - 'Reviewed Assessment Rating Method': The rating method used by an assessment included in the Job Opportunity Announcement (JOA) review.
    - 'Reviewed Assessment Type': The type of assessment included in the Job Opportunity Announcement (JOA) review.
- Vacancy Metrics sub-folder: A new folder, query subject, and associated query items were added to enable reporting using built-in metrics related to the vacancy.
  - Vacancy Metric query subject: includes query items to enable reporting on key metrics associated with applications to a vacancy. These metrics are designed to be used at the vacancy level (e.g., Vacancy Number) and above (e.g., Staffing Office, Staffing Organization). At the vacancy level, metrics will be provided specific to the vacancy. At higher levels, metrics will be automatically summarized.
    - 'Total Applications': Metric indicating the total number of unique applications received for a vacancy.
    - 'Total Eligible Applications': Metric indicating the total number of unique applications received for a vacancy that are eligible for at least one rating combination.
    - 'Total Eligible Veteran Applications': Metric indicating the total number of unique applications received for a vacancy from individuals with veterans' preference and that are eligible for at least one rating combination. If the vacancy is not set to collect veterans' preference information, this metric will be 0.
    - 'Total Entered on Duty': Metric indicating the total number of unique applications selected and entered on duty for at least one rating combination for the vacancy.
    - 'Total Hired Applications': Metric indicating the total number of unique applications selected by the hiring manager (Audit Code = Selected) and audited by the HR Specialist as hired (Return Status = Hired) for at least one rating combination for the vacancy.
    - 'Total Hired Veteran Applications': Metric indicating the total number of unique veteran applications selected by the hiring manager (Audit Code = Selected) and audited by the HR Specialist as hired (Return Status = Hired) for at least one rating combination for the

vacancy. If the vacancy is not set to collect veterans' preference information, this metric will be 0.

- 'Total Ineligible Applications': Metric indicating the total number of unique applications received for a vacancy that are ineligible for all rating combinations for a vacancy (i.e., record status code is IN or EX).
- 'Total Ineligible Veteran Applications': Metric indicating the total number of unique applications that are ineligible for all rating combinations for a vacancy (i.e., record status code is IN or EX) from individuals with veterans' preference. If the vacancy is not set to collect veterans' preference information, this metric will be 0.
- 'Total Pending Applications': Metric indicating the total number of unique applications that are pending for at least one rating combination (i.e., record status code is PA, PI, or PS) for a vacancy.
- 'Total Referred Applications': Metric indicating the total number of unique applications referred on at least one non-cancelled certificate for the vacancy.
- 'Total Referred Veteran Applications': Metric indicating the total number of unique applications referred on at least one non-cancelled certificate for the vacancy from individuals claiming veterans' preference (if not yet adjudicated) or individuals that have been adjudicated as veterans. If the vacancy is not set to collect veterans' preference information, this metric will be 0.
- 'Total Selected Applications': Metric indicating the total number of unique applications selected by the hiring manager (Audit Code = Selected) for at least one rating combination for the vacancy.
- 'Total Selected Veteran Applications': Metric indicating the total number of unique veteran applications selected by the hiring manager (Audit Code = Selected) for at least one rating combination for the vacancy. If the vacancy is not set to collect veterans' preference information, this metric will be 0.
- 'Total Suspended Applications': Metric indicating the total number of unique applications that are suspended for at least one rating combination (i.e., record status code is SS) for a vacancy.
- 'Total Unavailable Applications': Metric indicating the total number of unique applications that are unavailable for at least one rating combination (i.e., record status code is UN) for a vacancy.
- 'Total Veteran Applications': Metric indicating the total number of unique applications received for a vacancy from individuals with veterans' preference. If the vacancy is not set to collect veterans' preference information, this metric will be 0.
- 'Total Veterans Entered On Duty': Metric indicating the total number of unique veteran applications selected and entered on duty for at least one rating combination for the vacancy. If the vacancy is not set to collect veterans' preference information, this metric will be 0.

Staffing Reports

- The Review Status query items were updated across multiple namespaces in Staffing Reports to enable reporting on the recall types associated with recalled reviews.
  - o Applications namespace
    - Announcement Detail folder
      - Announcement Review query subject
        - o 'Announcement Review Status': The current status of the review (e.g., Not Sent, Active, HR Recalled, Auto Recalled, Returned).
  - o Certificates namespace
    - Certificate Review Detail folder

- Certificate Review query subject
  - 'Certificate Review Status': The current status of the review (e.g., Not Sent, Active, HR Recalled, Auto Recalled, Returned).
- Reviews namespace
  - Review Details folder
    - Review query subject
      - 'Review Status': The current status of the review (e.g., Not Sent, Active, HR Recalled, Auto Recalled, Returned).