Reporting and Analytics Release Notes

Stage Release Date: November 4, 2020

Production Release Date: November 12, 2020

Reporting and Analytics

Hiring Data Warehouse

- New Hires folder
  - New Hire Contacts sub-folder: a new sub-folder, query subjects, and associated query items were added to enable reporting on the benefits, human resources, and payroll contacts for a new hire.
    - Benefits Contacts query subject
      - 'Benefits Contact Email': The email address of the benefits contact for a new hire during the onboarding process.
      - 'Benefits Contact Name': The name of the benefits contact for a new hire during the onboarding process.
      - 'Benefits Contact Phone Number': The phone number of the benefits contact for a new hire during the onboarding process.
    - HR Contacts query subject
      - 'HR Contact Email': The email address of the human resources contact for a new hire during the onboarding process.
      - 'HR Contact Name': The name of the human resources contact for a new hire during the onboarding process.
      - 'HR Contact Phone Number': The phone number of the human resources contact for a new hire during the onboarding process.
    - Payroll Contacts
      - 'Payroll Contact Email': The email address of the payroll contact for a new hire during the onboarding process.
      - 'Payroll Contact Name': The name of the payroll contact for a new hire during the onboarding process.
      - 'Payroll Contact Phone Number': The phone number of the payroll contact for a new hire during the onboarding process.
  - New Hire Information sub-folder
    - New Hire Address query subject: a new query subject and associated query items were added to enable reporting on the address of a new hire.
      - 'New Hire Address Line 1': The first line of the street address (house number and street) of the residence of the new hire.
      - 'New Hire Address Line 2': The second line of the street address of the residence of the new hire.
      - 'New Hire Apt/Suite': The apartment or suite for the new hire, if applicable.
      - 'New Hire City': The city of residence for the new hire.
      - 'New Hire Country': The country of residence for the new hire.
      - 'New Hire State': The state of residence for the new hire.
      - 'New Hire Zip Code': The zip code of the residence for the new hire.
- Tasks folder: a new main folder was added to enable reporting on tasks completed as part of the staffing and onboarding processes. Included within this folder in this release is a new sub-folder, query subject, and associated query items focused on enabling reporting on key characteristics and dates for onboarding tasks included in the standard onboarding workflow.
  - Onboarding Tasks sub-folder
    - Onboarding Task query subject
      - 'Initiate Background Investigation/Security Clearance Active Date': The date the initiate background investigation/security clearance task was activated.
      - 'Initiate Background Investigation/Security Clearance Actual Days to Complete': The number of days between the initiate background investigation/security clearance active date and completion date.

- 'Initiate Background Investigation/Security Clearance Completed Date': The date the initiate background investigation/security clearance task was completed.
- 'Initiate Background Investigation/Security Clearance Due Date': The date the initiate background investigation/security clearance task is due based on active date and target days to complete.
- 'Initiate Background Investigation/Security Clearance Target Days to Complete': The number of days allowed or anticipated for completion of the initiate background investigation/security clearance task.
- 'Initiate Background Investigation/Security Clearance Task Owner Name': The name of the individual responsible for completion of the initiate background investigation/security clearance task.
- 'Initiate Background Investigation/Security Clearance Task Status': The status of the initiate background investigation/security clearance task.
- 'Receive Background Investigation/Security Clearance Active Date': The date the receive background investigation/security clearance task was activated.
- 'Receive Background Investigation/Security Clearance Actual Days to Complete': The number of days between the receive background investigation/security clearance active date and completion date.
- 'Receive Background Investigation/Security Clearance Completed Date': The date the receive background investigation/security clearance task was completed.
- 'Receive Background Investigation/Security Clearance Due Date': The date the receive background investigation/security clearance task is due based on active date and target days to complete.
- 'Receive Background Investigation/Security Clearance Target Days to Complete': The number of days allowed or anticipated for completion of the receive background investigation/security clearance task.
- 'Receive Background Investigation/Security Clearance Task Owner Name': The name of the individual responsible for completion of the receive background investigation/security clearance task.
- 'Receive Background Investigation/Security Clearance Task Status': The status of the receive background investigation/security clearance task.
- 'Receive Official Offer Response Active Date': The date the receive official offer response task was activated.
- 'Receive Official Offer Response Actual Days to Complete': The number of days between the receive official offer response active date and completion date.
- 'Receive Official Offer Response Completed Date': The date the receive official offer response task was completed.
- 'Receive Official Offer Response Due Date': The date the receive official offer response task is due based on active date and target days to complete.
- 'Receive Official Offer Response Target Days to Complete': The number of days allowed or anticipated for completion of the receive official offer response task.
- 'Receive Official Offer Response Task Owner Name': The name of the individual responsible for completion of the receive official offer response task.
- 'Receive Official Offer Response Task Status': The status of the receive official offer response task.
- 'Receive Tentative Offer Response Active Date': The date the receive tentative offer response task was activated.
- 'Receive Tentative Offer Response Actual Days to Complete': The number of days between the receive tentative offer response active date and completion date.
- 'Receive Tentative Offer Response Completed Date': The date the receive tentative offer response task was completed.

- 'Receive Tentative Offer Response Due Date': The date the receive tentative offer response task is due based on active date and target days to complete.
- 'Receive Tentative Offer Response Target Days to Complete': The number of days allowed or anticipated for completion of the receive tentative offer response task.
- 'Receive Tentative Offer Response Task Owner Name': The name of the individual responsible for completion of the receive tentative offer response task.
- 'Receive Tentative Offer Response Task Status': The status of the receive tentative offer response task.
- 'Send Official Offer Active Date': The date the send official offer task was activated.
- 'Send Official Offer Actual Days to Complete': The number of days between the send official offer active date and completion date.
- 'Send Official Offer Completed Date': The date the send official offer task was completed.
- 'Send Official Offer Due Date': The date the send official offer task is due based on active date and target days to complete.
- 'Send Official Offer Target Days to Complete': The number of days allowed or anticipated for completion of the send official offer task.
- 'Send Official Offer Task Owner Name': The name of the individual responsible for completion of the send official offer task.
- 'Send Official Offer Task Status': The status of the send official offer task.
- 'Send Tentative Offer Active Date': The date the send tentative offer task was activated.
- 'Send Tentative Offer Actual Days to Complete': The number of days between the send tentative offer active date and completion date.
- 'Send Tentative Offer Completed Date': The date the send tentative offer task was completed.
- 'Send Tentative Offer Due Date': The date the send tentative offer task is due based on active date and target days to complete.
- 'Send Tentative Offer Clearance Target Days to Complete': The number of days allowed or anticipated for completion of the send tentative offer task.
- 'Send Tentative Offer Task Owner Name': The name of the individual responsible for completion of the send tentative offer task.
- 'Send Tentative Offer Task Status': The status of the send tentative offer task.
- 'Verify New Hire Arrival Active Date': The date the verify new hire arrival task was activated.
- 'Verify New Hire Arrival Actual Days to Complete': The number of days between the verify new hire arrival active date and completion date.
- 'Verify New Hire Arrival Completed Date': The date the verify new hire arrival task was completed.
- 'Verify New Hire Arrival Due Date': The date the verify new hire arrival task is due based on active date and target days to complete.
- 'Verify New Hire Arrival Target Days to Complete': The number of days allowed or anticipated for completion of the verify new hire arrival task.
- 'Verify New Hire Arrival Task Owner Name': The name of the individual responsible for completion of the verify new hire arrival task.
- 'Verify New Hire Arrival Task Status': The status of the verify new hire arrival task.
- Vacancies folder
  - JOA Review Information
    - JOA Reviewers query subject: a new query subject and associated query items were added to enable reporting on the reviewers assigned to a Job Opportunity Announcement (JOA) review.
      - 'JOA Reviewer Email': The email address of a JOA reviewer.
      - 'JOA Reviewer Name': The first and last name of the JOA reviewer.

- 'JOA Reviewer Phone Number': The phone number of a JOA reviewer.
- 'JOA Reviewer Return to HR?': Flag indicating if a JOA reviewer has the permissions to return a review to HR.
- 'JOA Reviewer Status'; The status of the JOA reviewer's completion of assignments.
- 'JOA Reviewer Title': The user type(s) of a JOA reviewer.

Reports

- **Certificate Review Detail Report:** The Certificate Review Detail Report was created. This report provides tabular data listing the certificate reviews for a vacancy, including detailed information about review status, reviewers, and reviewer assignments.
  - Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse

- **Delegated Examining Production Activity:** The Delegated Examining Production Activity report was created. This report includes a dashboard and tabular data displaying Delegated Examining unit metrics, including number of vacancies, certificates, and applications.
  - Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse

- **Time to Hire Detail Report:** The Time to Hire – Detail Report displays detail level data on the milestones of the hiring process and the overall time to hire. The report was modified to include the onboard new hire request type as an option in the existing request type prompt. The report was also modified to remove the separate Onboard New Hire page/tab and rename the New Vacancy & Additional Selection Request Types page/tab to reflect the request type(s) selected in the request type prompt. This change was made as a result of the recent update to include all request types in the Time to Hire data package. Previously, the Onboard New Hire page/tab used data from the New Hire (End of Day) data package; with the update to the Time to Hire data package, all data can now be included on a single page/tab and data from New Hire (End of Day) is no longer necessary.
  - Team Content > USA Staffing Packages and Folders > Time to Hire