



Applicant Flow Data Detail Report Job Aid

Description:

This 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.

Parameters:

This report includes the following parameters that can be utilized to filter the report. Some are required and must be selected prior to launching the report:

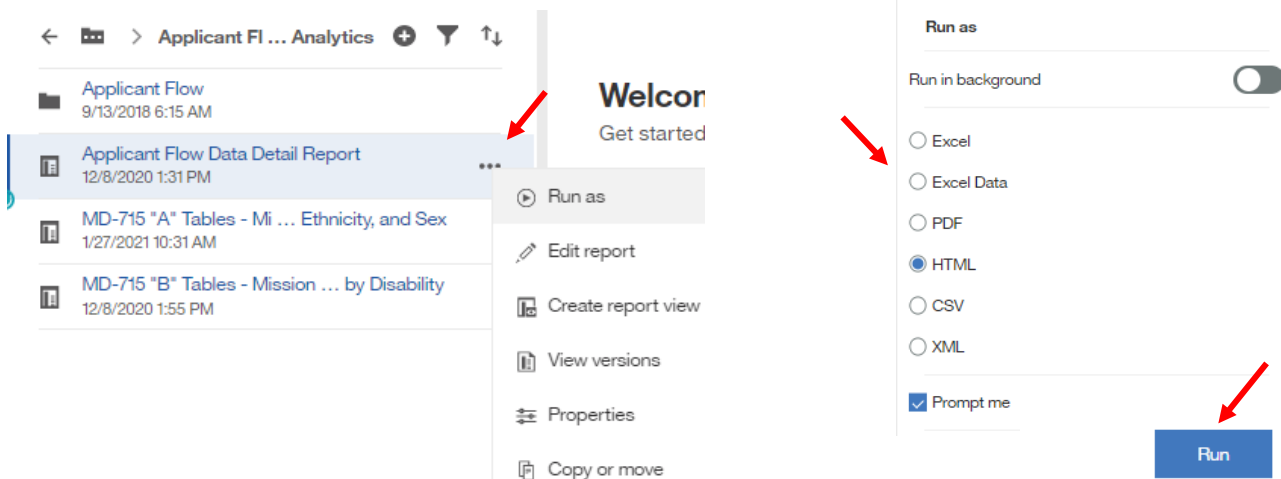
- Organization Name (Required)
- Office Name (Required)
- Customer Name
- Occupational Series
- Grade
- Announcement Type
- Announcement Appointment Type
- Vacancy Number
- Vacancy Supervisory Position
- Announcement Number
- Application Submitted Date Fiscal Year (Required)
- Application Submitted Date Range

Prompt page example for the Applicant Flow Data Detail Report

The screenshot shows the 'Applicant Flow Data Detail Report' prompt page. It includes a description of the report and two required selection steps. The first step is 'Please select one or more Organization Names (Required):' with a list of options: Office of Hearings and Appeals, Office of Inspector General, Office of Medicare Hearings and Appeals, Office of Personnel Management (highlighted), and Office of Special Counsel. The second step is 'Please select one or more Office Names (Required):' with a list of options: HRS OPM Office and Office of Personnel Management HRO. Both steps have 'Next' buttons and 'Select all'/'Deselect all' links.

Running the report:

1. Locate the Applicant Flow Data Detail Report in the Applicant Flow Data Analytics Folder.
2. To run the report:
 - a. HTML: click the name of the report
 - b. Any other format: click the ... icon next to the name of the report. Select Run as and choose the desired format then select Run. If additional analysis or data manipulation is to be performed, the Excel Data format is recommended.



3. Select the parameters you wish to use to filter the report on the prompt page, then click Finish.

Data Items Available:

- Vacancy Organization Name
- Vacancy Office Name
- Vacancy Customer Name
- Vacancy Number
- Vacancy Pay Plan Series Grade
- Vacancy USAJOBS Job Title
- Vacancy Supervisory Position
- *MD-715 Announcement Type*
- Vacancy USAJOBS Announcement Type (Is Internal Merit Promotion)
- Vacancy USAJOBS Announcement Type (Is Public)
- Vacancy USAJOBS Announcement Type (Is Status)
- Announcement Number
- Announcement USAJOBS Control Number
- Announcement Who May Apply Name
- Announcement Who May Apply Override
- Announcement Last Released Date
- Announcement Open Date
- Announcement Close Date
- Announcement External Contact Full Name
- Application Applicant Unique Identifier
- Application Last Submitted Date
- *Applied Count*
- *Qualified Count*
- *Referred Count*
- *Selected Count*
- *Not Referred - Ineligible Indicator*
- *Not Referred - Eligible Not on Certificate Indicator*
- Application Claimed Veterans Preference Description
- Application Adjudicated Veterans Preference Description
- Sex Response
- Sex – Ethnicity and Race Category
- Hispanic or Latino Indicator
- American Indian or Alaska Native Indicator
- Asian Indicator
- Black or African American Indicator
- Native Hawaiian or Other Pacific Islander Indicator
- White Indicator
- Disability Indicator
- Targeted Disability Indicator
- *No Disability (5)*
- *Not Identified (1)*
- *Developmental Disability (2)*
- *Traumatic Brain Injury (3)*
- *Deaf or Serious Difficulty Hearing (19)*
- *Blind or Serious Difficulty Seeing (20)*
- *Missing Extremities (31)*
- *Significant Mobility Impairment (40)*
- *Partial or Complete Paralysis (60)*
- *Epilepsy or Other Seizure Disorders (82)*
- *Intellectual Disability (90)*
- *Significant Psychiatric Disorder (91)*
- *Dwarfism (92)*
- *Significant Disfigurement (93)*

**Italicized* data items indicate a calculation or transformation of data available in the Applicant Flow Data Analytics model. A description of each of these transformations is available in this job aid.

Calculations/Transformations:

Data Item	Calculation/Transformation	Notes
MD-715 Announcement Type	If the Vacancy USAJOBS Announcement Type (Is Public)] = Yes then New Hire is displayed. Otherwise, Internal Competitive Promotion is displayed	A vacancy can have more than one Announcement Type. This attribute assigns the 'New Hire' category to a vacancy if the Vacancy includes the 'Is Public' Announcement Type
Applied Count	Inserts a 1 for every row in the dataset	This field can be used to aggregate individual application records (rows). Since every row represents an application, each row includes a 1 in this data item for counting purposes
Qualified Count	If the Qualified Indicator = Yes, then a 1 is displayed. If the Qualified Indicator = No, then a 0 is displayed	
Referred Count	If the Referred Indicator = Yes, then a 1 is displayed. If the Referred Indicator = No, then a 0 is displayed	
Selected Count	If the Selected Indicator = Yes, then a 1 is displayed. If the Selected Indicator = No, then a 0 is displayed	
Not Referred - Ineligible Indicator	If the Application Record Status Code is Ineligible (IN) and the Referred Indicator = No then a 1 is displayed. Otherwise a 0 is displayed	This field tracks applications that were not referred because they were ineligible for the position
Not Referred - Eligible Not on Certificate Indicator	If the Application Record Status Code is Eligible but not Referred (AA) and the Referred Indicator = 'No' then a 1 is displayed. Otherwise a 0 is displayed	This field tracks applications that were not referred likely because they were not the most highly qualified candidates in the application pool or there were other applications with special hiring eligibilities
No Disability (5)	If the 'None of the conditions listed above apply to me.' Disability Response was selected on an application, then Yes is displayed. Otherwise, a null is created	As applications can claim more than one disability, the aggregation property for disability items is set to Maximum
Not Identified (1)	If the 'I do not wish to answer questions regarding disability/health conditions.' Disability Response was selected or the question was not answered ('Omitted'), then Yes is displayed. Otherwise a null is created	
Developmental Disability (2)	If the 'Developmental Disability' Disability Response was selected on an application, then Yes is displayed. Otherwise, a null is created	
Traumatic Brain Injury (3)	If the 'Brain Trauma' Disability Response was selected on an application, then Yes is displayed. Otherwise, a null is created	
Deaf or Serious Difficulty Hearing (19)	If the 'Deaf' Disability Response was selected on an application, then Yes is displayed. Otherwise, a null is created	

Data Item	Calculation/Transformation	Notes
Blind or Serious Difficulty Seeing (20)	If the 'Blind' Disability Response was selected on an application, then Yes is displayed. Otherwise, a null is created	
Missing Extremities (31)	If the 'Missing Limb' Disability Response was selected on an application, then Yes is displayed. Otherwise, a null is created	
Significant Mobility Impairment (40)	If the 'Mobility Impairment' Disability Response was selected on an application, then Yes is displayed. Otherwise, a null is created	
Partial or Complete Paralysis (60)	If the 'Paralysis' Disability Response was selected on an application, then Yes is displayed. Otherwise, a null is created	
Epilepsy or Other Seizure Disorders (82)	If the 'Epilepsy' Disability Response was selected on an application, then Yes is displayed. Otherwise, a null is created	
Intellectual Disability (90)	If the 'Mental Disability' Disability Response was selected on an application, then Yes is displayed. Otherwise, a null is created	
Significant Psychiatric Disorder (91)	If the 'Psychiatric Disorder' Disability Response was selected on an application, then Yes is displayed. Otherwise, a null is created	
Dwarfism (92)	If the 'Dwarfism' Disability Response was selected on an application, then Yes is displayed. Otherwise, a null is created	
Significant Disfigurement (93)	If the 'Disfigurement' Disability Response was selected on an application, then Yes is displayed. Otherwise, a null is created	

Report Notes:

- Each row in the dataset corresponds to an application. As such, summing on the Applied Count, Qualified Count, Referred Count, and Selected Count data items will result in a full dataset (this is different from USA Staffing Legacy data where a row was only generated if an applicant either disclosed demographic information or made it at least to the referral phase of the process)

Job Aid Change History:

- 9/20/18: Job Aid published
- 11/14/18: Added MD-715 Announcement Type attribute, new Not Referred indicators, and Vacancy and Announcement Number prompts
- 10/25/19: Added Announcement Appointment Type and Vacancy Supervisory Position prompts; added Vacancy Supervisory Position as column in report
- 2/12/21: Added Application Applicant Unique Identifier as a column in the report; removed bullet describing plans for developing a unique applicant identifier. Modified instructions for running the report.

Resources:

- *USA Staffing Resource Center – Reporting and Analytics:*
https://help.usastaffing.gov/USASUpdResCtr/index.php/Reports_and_Analytics