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USA Staffing
Reporting & Analytics

Applicant Flow Data Workgroup Meeting

March 21, 2019

U.S. Office of Personnel Management
1900 E Street, NW, Washington, DC 20415

Agenda

Applicant Flow Data Access

- Business Rules
- Data Access

Research Opportunity

- Research Opportunity – Evaluating the Impact of Applicant Caps on the Diversity of the Applicant Pool

Open Demo/Q&A

AFD Resources on the USA Staffing Resource Center:

https://help.usastaffing.gov/USASUpgResCtr/index.php/Reports_and_Analytics

Applicant Flow Data Business Rules

Applicant Flow Data may be used for:

- Aggregate human capital reporting
- Determining rates of demographic representation in recruitment efforts
- Determining rates of demographic representation in hiring or merit promotion selections
- Determining rates of qualifications among demographic groups
- Evaluating the effectiveness of recruitment in reaching targeted demographic groups

Applicant Flow Data may not be used for:

- Influencing the decision to close or extend job announcements
- Influencing the decision to cancel recruitment actions
- Influencing the decision to use or not use a referral list of applicants
- Influencing selection decisions
- Identifying the race, ethnicity, or gender of specific named employees

Rules of Behavior: http://help.usastaffing.gov/USAStaffing/images/3/34/User_Guide_-Requesting_Acess_for_USAS_Cognos_Applicant_Flow_Data_v2_FINAL_12_8_14_smh.pdf

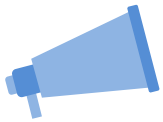
Applicant Flow Data Business Rules

AFD is made available to users only if the vacancy is inactive, defined by these two conditions:

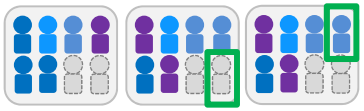
- ✓ **The announcement is not currently open**
- ✓ **All certificates for a vacancy are audited**

If either of these conditions is not met, AFD will not be visible to users.

Additionally, if a previously inactive vacancy becomes active (e.g. the announcement is re-opened, an additional cert is issued, or a cert is un-audited), AFD for that vacancy will no longer be visible



- Announcement Opens
- People apply for the job
- Announcement Closes ✓



- Certificates Issued to Hiring Manager
- Hiring Manager makes Selections
- HR reviews and audits all certs ✓

- Inactive vacancies are added to the AFD dataset nightly

Data Access: Current Safeguards in Place

Your voluntary responses are treated in a highly confidential manner. Your responses are not released to the panel rating the applications, to the selecting official, or to anyone else who can affect your application. This is vital information not available from any other source. No individual personnel selections are made based on this information. No information taken from this form is ever placed in your Personnel file.

Access
Users with an active USA Staffing account cannot have access to AFD

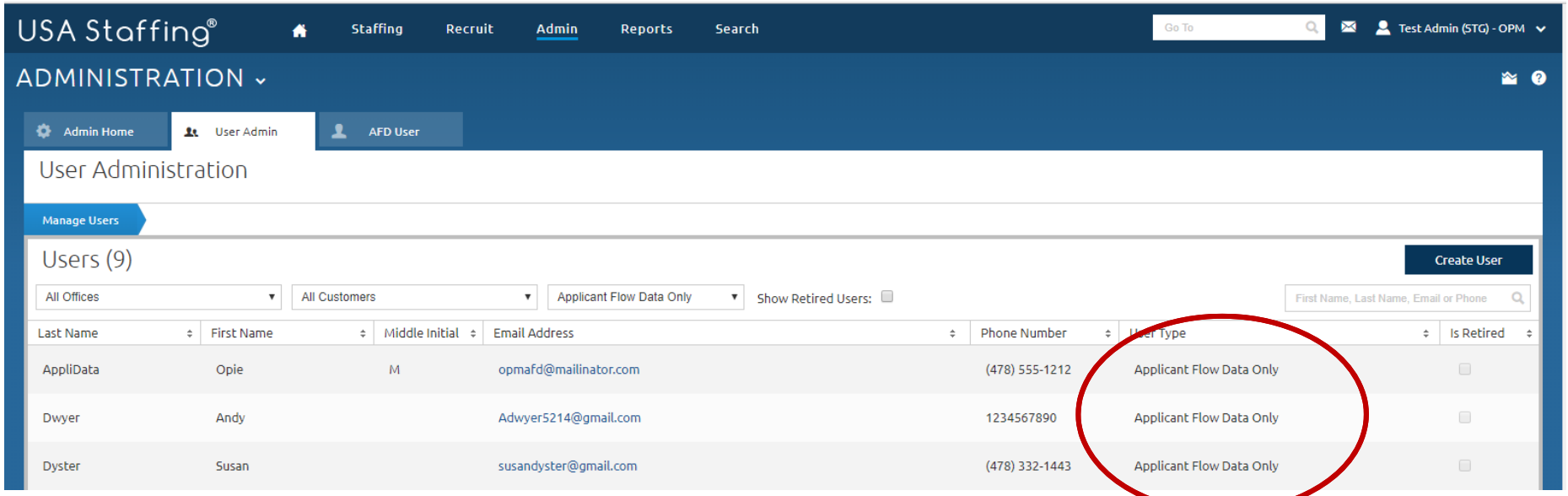
Availability
Data are only released after hiring actions are complete (certificates audited)

No PII
Personally-identifiable information is not included in the data provided

Data Access: Current Safeguards in Place

Access

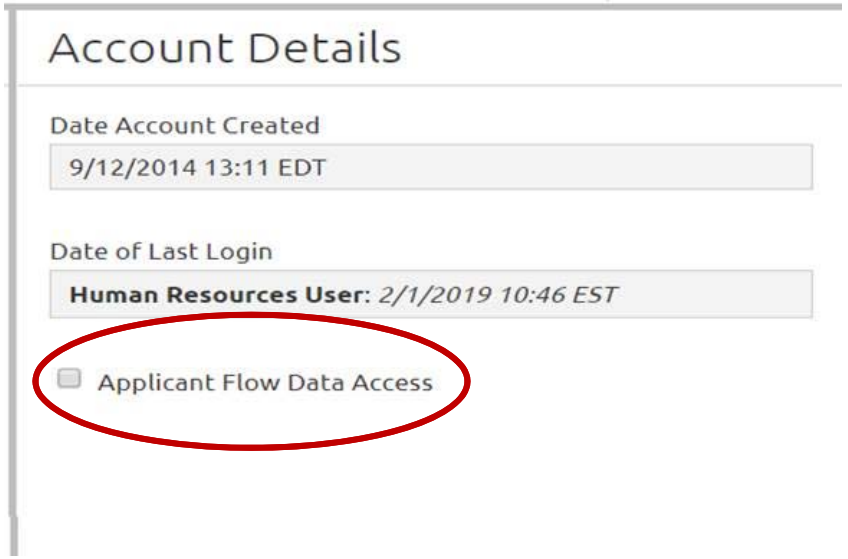
Users with an active USA Staffing account **cannot** have access to AFD



Data Access: Future State

Access
Users with an active USA Staffing account **can** have access to AFD

- Business rules for use of AFD and conditions for data to be available for reporting will remain the same.
- Rules of Behavior will be updated to reflect the change to allow Staffing users to have access to AFD
- The Applicant Flow Data Only user type will be phased out of USA Staffing
  - These users will need to be set up as a different user type (e.g., Reports Only)
  - Users will be provided with instructions and timeline well in advance of the retirement of the Applicant Flow Data Only user type



Evaluating the Impact of Applicant Caps on the Diversity of the Applicant Pool

- **Study Goal:**
  - Evaluate the impact of applicant caps on the diversity of the applicant pool at the four major steps in the selection process:
    - Applied
    - Qualified
    - Referred
    - Selected
  - Provide agencies with data to inform decisions surrounding the implementation of applicant caps
- If interested in discussing participation in the study, please contact Joyce Wentz at USAStaffingData@opm.gov

Open Q&A and Demo

Resources and Contacts

IBM Cognos Analytics User Guide

The official IBM user guide for Reporting via Cognos Analytics:
https://www.ibm.com/support/knowledgecenter/SSEP7J_11.0.0/com.ibm.swg.ba.cognos.ug_cr_rptstd.doc/ug_cr_rptstd.pdf?view=kc

USA Staffing Resource Center

Under the Reports and Analytics section, you'll find presentations from previous workgroup sessions and other resources:
https://help.usastaffing.gov/USASUpgResCtr/index.php/USA_Staffing_Upgrade_Resource_Center

Cognos Report Author Training Sessions

An overview of USA Staffing data with practical exercises in running standard reports and developing custom reports in Cognos. Contact your Account Manager if you are interested in scheduling a session for the report authors in your organization

Need Help?

If you are experiencing issues accessing Cognos or need help to create or troubleshoot a report, submit a HelpDesk ticket through USA Staffing. If you are unable to submit a HelpDesk ticket, please contact us at **USAStaffingData@opm.gov**