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USA Staffing Reporting & Analytics

Applicant Flow Data Workgroup Meeting

October 4, 2017



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

Agenda

- **USA Staffing Upgrade AFD status**
- **Draft MD-715 workforce data requirements – EEOC**
- **AFD Response Rate**
- **Open Q&A**



USA Staffing Upgrade Status

USA Staffing Legacy

- **AFD Users have direct access to reports and ad-hoc reporting** to respond to MD-715 and other reporting requirements through Cognos

USA Staffing Upgrade

- The technical team is in the process of finalizing work to complete the re-structure of Upgrade AFD in the data warehouse. This work is expected to be completed Fall 2017/Winter 2018
- In the meantime, **USA Staffing will make a limited set of Upgrade AFD available to Cognos users, structured to respond to MD-715 reporting requirements.** A detail report based on this data is expected to be available by the end of October

Interim Upgrade AFD Solution

Expected Data Elements

- Vacancy Staffing Organization
- Vacancy Staffing Office
- Vacancy Customer
- Vacancy Number
- Occupational Series
- Grade
- Announcement Number
- Announcement Close Date
- Application Last Submitted Date
- Qualified Indicator
- Referred Indicator
- Selected Indicator
- Sex
- Hispanic or Latino
- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- RNO Category
- Disability Indicator
- Disability Codes

Data will be made available for all vacancies where all associated certificates have been audited

All application records in the vacancy will be present in the dataset

Proposed Revisions to MD-715 Instructions

Lori Grant, Assistant Director
Equal Employment Opportunity Commission
Office of Federal Operations

October 4, 2017

Reason for Revision

- In January 2017, EEOC issued regulations, 29 CFR 1614.203, in support of the Rehabilitation Act, requiring modifications to the MD-715 instructions.
- The revised MD-715 instructions will collect the data required by the regulations and will automatically generate an Affirmative Action Plan for agencies to post on their external website.

Summary of Changes

- There are three primary data collection components of the MD-715 report:
 - Part Forms
 - Workforce Data Tables
 - Supporting Documents

Proposed Part Forms

- Part A: No significant changes concerning collection of the agency's address.
- Part B: No longer collects non-appropriated workforce.
- Part C: Only requires the name of the Agency Head and the contact information for the Principal EEO Director/Officer, but adds more optional officials in the EEO program.

Implementation of Revised MD-715 Instructions

- The new filing date for the MD-715 report is February 28th.
- Only Part J will be changed for the FY 2017 MD-715 report, which is due on Feb. 28, 2018.
- The remaining Part forms and workforce data tables will be implemented for the FY 2018 MD-715 report.
- Similar to the applicant flow data, we understand that certain new data fields may not be collected by agencies initially.

Proposed Part Forms

- Part D: No change concerning the list of subordinate components, but adds additional mandatory supporting documents, including the agency's:
 - Strategic Plan
 - Anti-Harassment Policy
 - Reasonable Accommodation Procedures
 - Personal Assistance Services Procedures
 - ADR Procedures.

Proposed Part Forms

- Part E (Executive Summary): All agencies must submit Part E.1 (Mission of the Agency), but only agencies with less than 200 employees are required to submit Part E.2 – E.5, including a summary of the Essential Elements, Workforce Analyses, Accomplishments, and Planned Activities.
- Part F (Certification): No change

Proposed Part Forms

- Part G (Self-Assessment Checklist):
 - All agencies are required to submit Part G
 - New questions relate to the regulatory reporting requirements for the disability program as well as other activities required by EEOC regulations, management directives, and other guidance.
 - All questions have a legal citation.
 - A “No” response to any question is a program deficiency, which requires a plan in either Parts E (agencies under 200) or H (agencies with 200 or more).

Proposed Part Forms

- Part H (Plan to Remove Program Deficiencies):
 - Required for agencies with 200 or more employees.
 - Links the deficiencies to specific Part G questions, if applicable.
 - Adds certification that performance standards of the Responsible Official include this plan.
 - Adds certification that the planned activities have sufficient funding and staffing.
 - Adds modified and completion date for the planned activities.

Proposed Part Forms

- Part I (Plan to Identify and Remove Barriers):
 - Required for agencies with 200 or more employees.
 - Links triggers to specific workforce data tables, if applicable.
 - Identifies specific EEO groups with the trigger.
 - Requires agencies to describe the information collected for specific sources of data.
 - Provides “Yes/No” response for status of barrier analysis process.
 - Includes Part H’s requirements involving sufficient funding/staffing and performance standards.

Proposed Part Forms

- Part J (Plan for Persons with Disabilities):
 - All agencies must submit this form.
 - Section I - numerical goals for PWD and PWTD
 - Section II – sufficient funding and staffing for disability program
 - Section III – recruiting and hiring PWD and PWTD
 - Section IV – training, awards, and advancement
 - Section V – separations, accessibility, reasonable accommodation program, and PAS program
 - Section VI – EEO complaint data on harassment and failure to provide a reasonable accommodation
 - Section VII – plans to conduct barrier analysis for PWD and PWTD

Affirmative Action Plan

- EEOC will generate the Affirmative Action Plan after agencies certify their MD-715 reports.
- The plan will include data from Parts G, H, and J.
- EEOC will reproduce Part H plans that involve specific Part G questions concerning the disability program.
- Agencies must post the plan on their public website.
- EEOC will review and approve the plan.

Proposed Workforce Data Tables

- We consolidated the tables to improve agencies' ability to conduct barrier analysis.
- However, that does not mean the tables collect less data.
- Table A/B 10 (Non-Competitive Promotions) has been eliminated.
- New tables involving salary levels (new table A/B 5) and management levels (new table A/B 8) exist.
- Additional applicant flow data for tables A/B 6, 7 & 8.

Proposed Tables

- Table 1 – combines tables 1, 8, and 14, and deletes non-appropriated data
- Table 3 – removes other officials and managers
- Table 4 – adds total senior pay to GS plan and incorporates Wage Grade (former table 5)
- Table 5 – adds salary by \$10,000 increments
- Table 6 – combines tables 6 (with grade levels), 7, and 9
- Table 7 – combines table 11 and 12 with external applicants
- Table 8 – adds management grade levels, internal and external applicants, and career development
- Table 9 – expands types of awards

New Applicant Flow Data

- Table A/B 6 (Mission Critical Occupations):
 - Adds referred applicants and interviewed applicants, which OPM plans to make available in the next year.
- Table A/B 7 (Senior Grade Levels)
 - Adds referred applicants and interviewed applicants for promotions.
 - Adds external applicants for each grade level.
- Table A/B 8 (Management Status)
 - Includes grade levels for each level, internal applicants, external applicants, and career development.

AFD Response Rate



Overview

Demographic information from **the job seeker's USAJOBS Profile** is **included when they submit a job application**

The screenshot shows the USAJOBS Profile page. The user is logged in as 'Eddard'. The profile is marked as 'Profile Complete'. The 'CONTACT' section is 'Required'. The 'ELIGIBILITY' section is 'Required'. The 'DEMOGRAPHICS' section is currently active and shows a 'Your Privacy Is Protected' notice. Below the notice, there is a checkbox to decline to help improve the hiring process, which is currently unchecked. The 'Population Segments' section is partially visible, showing 'Sex' with radio buttons for 'Male' and 'Female', where 'Female' is selected.



The screenshot shows the USAJOBS Job Applications page. The user is logged in as 'Eddard'. The page displays a progress bar with five steps: 1. Select Resume, 2. Select Documents, 3. Review Package, 4. Include Personal Info (currently active), and 5. Continue Application with Agency. Below the progress bar, there is a privacy notice: 'This information will never be used for hiring decisions or sent to the hiring manager. Information about you helps us improve the hiring process.' Below the notice, there is a checkbox to decline to provide demographic information to help improve the hiring process, which is currently unchecked.

USAJOBS Profile

Job seekers provide responses to demographic questions when they build a USAJOBS profile. The USAJOBS profile can be updated at any time by the applicant.

Job Applications

Applicants opt to include the demographic information from their USAJOBS profile to individual job applications. Applicants can opt in or out for each job application.



Modifications to Language

In the Fall of 2016, the OPM Office of Diversity and Inclusion, USAJOBS, and OMB collaborated on a project to **clarify the language around the collection of AFD in an effort to improve the response rate**

Original

Your demographic information will not be sent to the hiring manager responsible for this position. It is used solely for statistical purposes to assist the agency in the development of recruiting plans and to ensure the agency is reaching all segments of the population

- I volunteer to provide my demographic information to help determine if the government's equal employment opportunity efforts are reaching all segments of the population**

Modified (Dec 2016)

This information will never be used for hiring decisions or sent to the hiring manager. Information about you helps us improve the hiring process

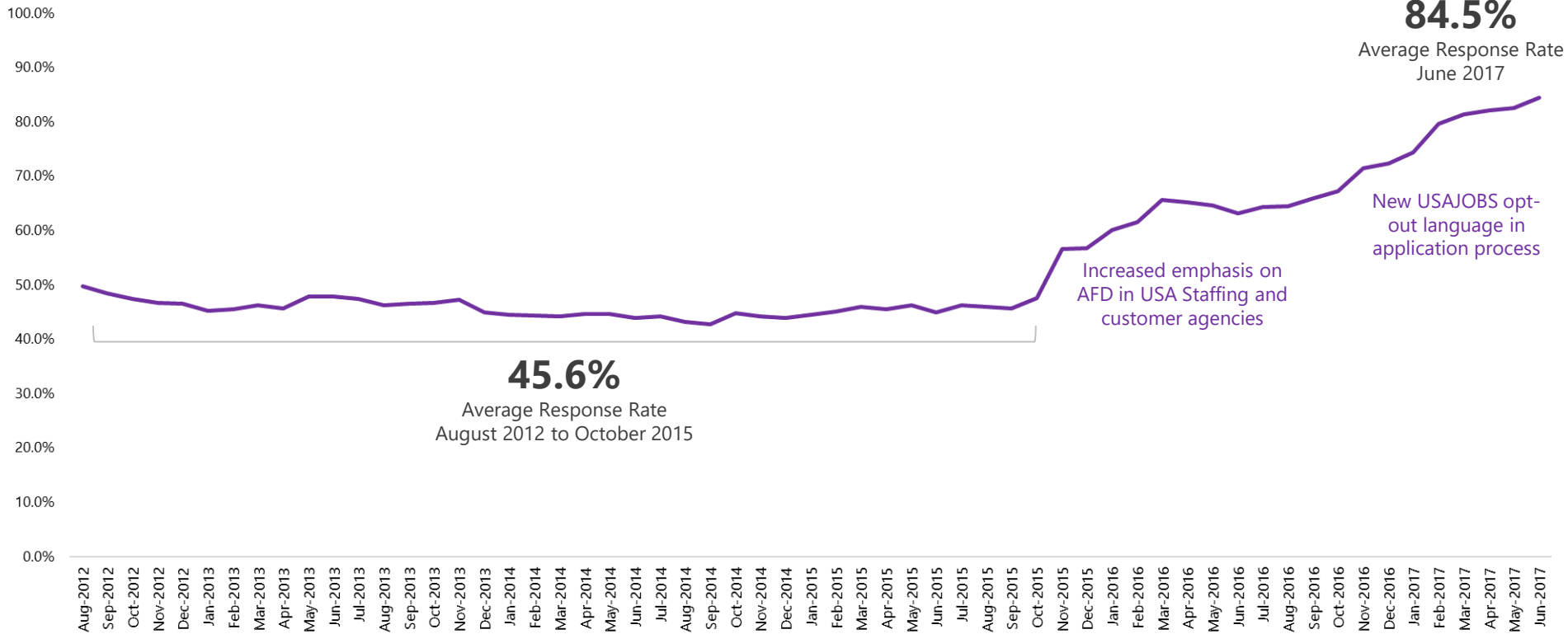
- I do not volunteer to provide my demographic information to help improve the hiring process**

The modified language was the result of extensive A/B testing with multiple options during the Fall of 2016



Response Rate – Aug 2012 to June 2017

Race and Ethnicity Response Rate for USA Staffing Vacancies by Announcement Close Date



Open Q&A/Demo



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Please contact us if you have questions or need assistance

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