



USA Staffing[®]
Great Government Starts Here[®]

USA Staffing Reporting & Analytics

Cognos Report Author Workgroup Meeting

February 16, 2017



OPM HR SOLUTIONS
by government, for government

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

Agenda

- **Program Updates**
 - Cognos Analytics
- **Modifications to reports/data models**
 - Analytics
 - Staffing Reports
 - Applicant Flow Data
- **Cognos Tips**
 - Staffing Reports Namespaces
- **Open Q&A/Demo**

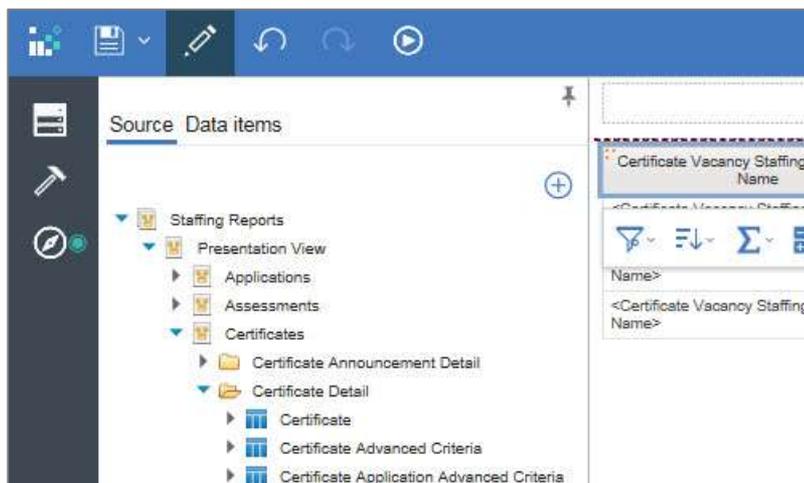


Program Updates



Cognos Analytics

IBM has released a new version of Cognos with **improved usability, enhanced security, and new features**



Reports

(Formerly Report Studio)

Similar Report Authoring functionality to the current version with **improvements to the interface and usability**



Dashboard

(New Feature)

The ability for Report Authors to easily **create visualizations and engaging dashboards for HR users**



Report Consumer Experience

HR users and other standard users will not experience a significant change after the deployment of Cognos Analytics

- Users will continue to navigate to Cognos via the Reports tab in USA Staffing
- The path for current reports will be the same - existing standard and custom reports will be in the same folder location
- Users will run reports by entering values in the report prompts
- Reports can be run and exported as HTML, PDF, or Excel



Report Author Experience

Report Authors will experience significant improvements in usability and a new dashboard functionality

- While the look and feel is different, the core functionality of the Report module (formerly known as Report Studio) has not changed
- The static toolbar in the current version has been replaced with an on-demand and object-specific toolbar
- The location and navigation of the data source, properties, explorer, toolbox, and other features has changed
- The new Dashboard feature allows Report Authors to develop custom, interactive dashboards



Deployment Schedule

Cognos Analytics will be deployed for **both Legacy and Upgrade USA Staffing** by April 1

All standard and custom reports in the current version of Cognos will be available in the new version - no agency intervention is needed

Stage deployment (USA Staffing Upgrade)

- **Development Pause - March 3:** Users should not build new reports or make modifications to existing reports in the USA Staffing Upgrade Stage environment*
- **Deployment - March 10:** USA Staffing Upgrade Stage environment migrates to Cognos Analytics

Production Deployment (USA Staffing Upgrade and Legacy)

- **Development Pause - March 24:** Users should not build new reports or make modifications to existing reports in the USA Staffing Upgrade Production or the USA Staffing Legacy Production environments*
- **Deployment - April 1:** USA Staffing Upgrade Production and USA Staffing Legacy Production environments migrate to Cognos Analytics

**Any report changes during the Development Pause time period may not be automatically migrated to the new version of Cognos*



Cognos Analytics Orientation Schedule

Date	WebEx Link
Monday, Feb 27– 1:30pm to 3pm EST	https://usastaffingeventcenter.webex.com/usastaffingeventcenter/onstage/g.php?MTID=ed86f31b131404c6093b03dc67bf6b237
Tuesday, Feb 28– 1:30pm to 3pm EST	https://usastaffingeventcenter.webex.com/usastaffingeventcenter/onstage/g.php?MTID=ee8157707612c38eedece3cf9e51939e4
Wednesday, Mar 1 – 1:30pm to 3pm EST	https://usastaffingeventcenter.webex.com/usastaffingeventcenter/onstage/g.php?MTID=ef49267c87b1d99c71a1146e28bcf7ead



Modifications to Reports/Data Models



Analytics

Data sourced from the Recruitment Data Warehouse; optimized for metrics and trend reporting (nightly load)

New Reports

Time to Hire Request Report

Overall time to hire (Hiring Need Validated Date to Entry on Duty) by request number compared to the overall target of agency staffing workflows

Public Folders > USA Staffing Packages and Folders > Analytics > Time to Hire > Staffing Time to Hire

Currently Available Reports

Time to Hire Task Report

The days to complete tasks compared to the target days to complete by organization, office, and task owner

Public Folders > USA Staffing Packages and Folders > Analytics > Time to Hire > Staffing Time to Hire

User License Dashboard

Comparison of agency USA Staffing licenses to active user accounts

Public Folders > USA Staffing Packages and Folders > Analytics > User Licenses > Staffing User License



Staffing Reports

Real-time data sourced directly from the USA Staffing database;
optimized for basic list reporting (real-time)

New Reports

DEU Workload Report

This report summarizes the number of competitive selections made, veterans certified/selected, and certificates used/unused.

Public Folders > USA Staffing Packages and Folders > Staffing Reports > Staffing Reports > Staffing > Other

Open Announcements

The Open Announcements report is meant to display all open announcements as of the current day.

Public Folders > USA Staffing Packages and Folders > Staffing Reports > Staffing Reports > Staffing > Announcement

Incomplete Applications Report

The Incomplete Applications Report is meant to identify individuals who started but have not yet submitted an application by announcement number or announcement control number.

Public Folders > USA Staffing Packages and Folders > Staffing Reports > Staffing Reports > Staffing > Announcement



Staffing Reports

Data Model Changes

Applications

- Application Detail
 - Assessment Items, Ratings, and Responses
- Vacancy Detail
 - Vacancy Case File Documents

Assessment Competency Networks

- Competencies, Items, Response Options, Tags, Rating Combos

Assessment Package Templates

- Assessment Package Templates, Categories, Job Analysis, Tags, Rating Combos

Assessment Packages

- Assessments, Competencies, Request Detail, Vacancy Detail

New Hires

- Request Staffing Organization and Office

Certificates

- Certificate Detail
 - Assessment Items, Ratings, and Responses



Applicant Flow Data

Demographic information collected from job seekers and combined with milestones in the hiring process; only Applicant Flow Data users are given permission to access this data

Modifications

Vacancy Detail Report (Legacy)

Added RNO Category and Targeted Disability Flag (March Production release)

Certificate Detail Report (Legacy)

Added RNO Category and Targeted Disability Flag (March Production release)

Planned

Vacancy Demographic List Report (Upgrade) – Spring 2017 (estimated)

MD-715 A7 Table (Upgrade) – Summer 2017 (estimated)

MD-715 B7 Table (Upgrade) – Summer 2017 (estimated)

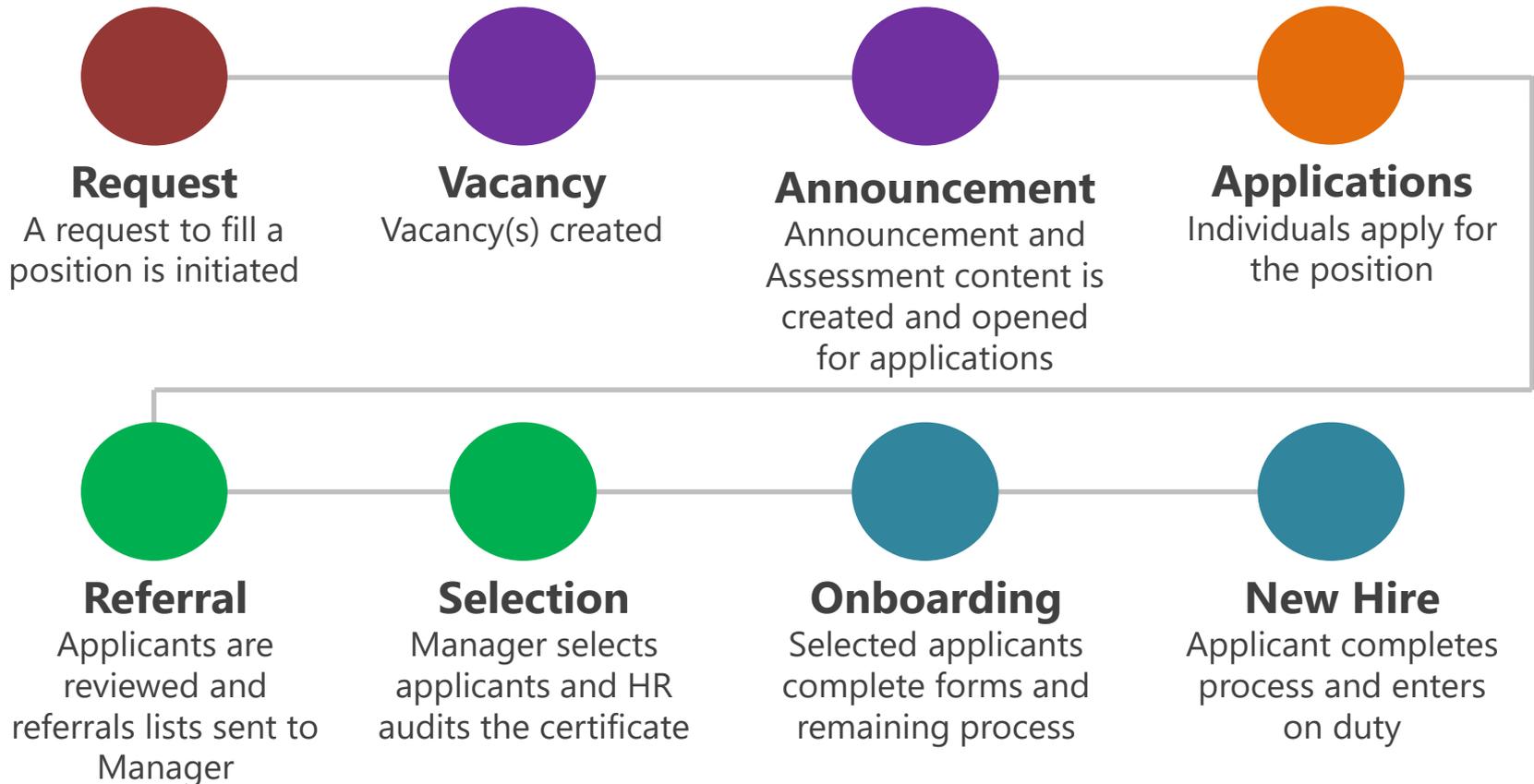


Cognos Tips: Staffing Reports Namespaces (Upgrade)



Staffing Process

USA Staffing is the U.S. Office of Personnel Management's talent acquisition system; it is organized around the staffing process



Data Models

Users have access to different data structures for specific analytical needs



Applicant Flow Data

- **Demographic information collected from job seekers** and combined with milestones in the hiring process
- Only Applicant Flow Data users are given permission to access this data

Staffing Reports (Transactional)

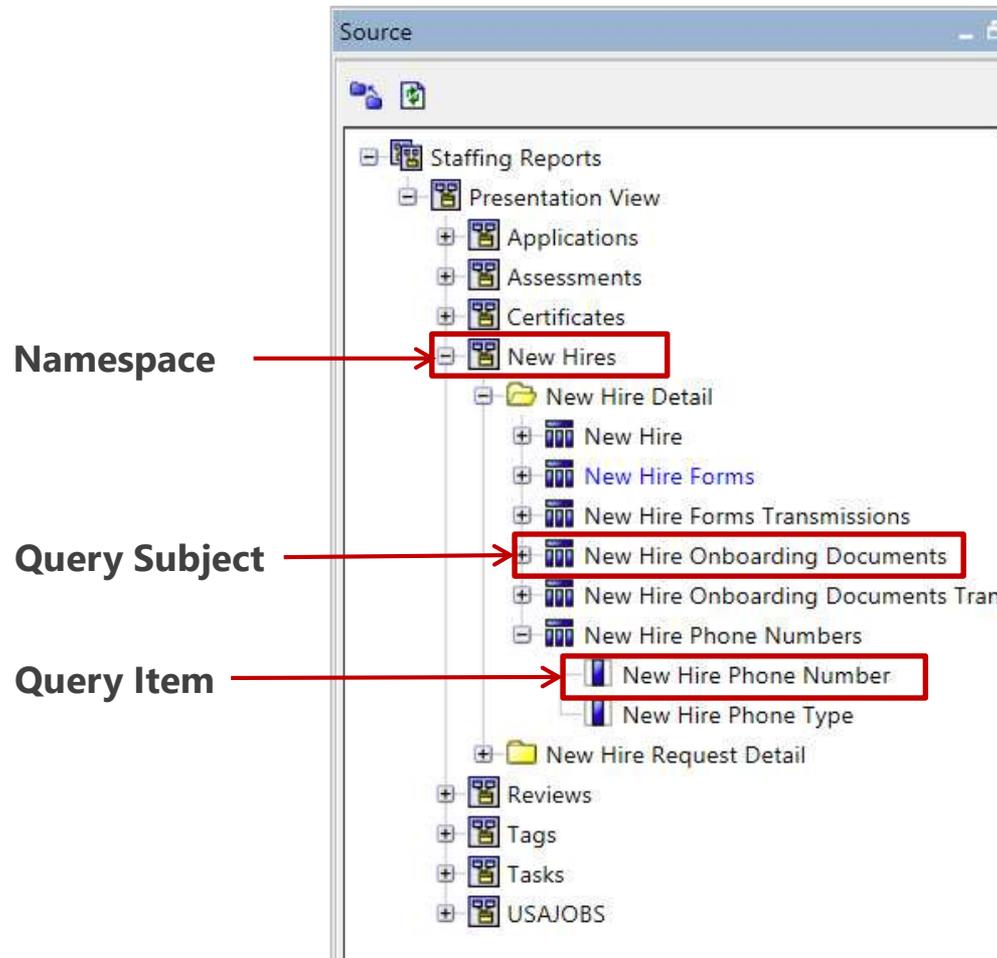
- **Real-time data sourced directly from the USA Staffing database** covering all subject areas
- Data is optimized for basic list reporting

Analytics (Data Warehouse)

- **Data sourced from the Recruitment Data Warehouse**, currently covering Time to Hire and User License data
- Data is near real-time (nightly load)
- Data is optimized for metrics and aggregate data and trend reporting

Staffing Reports Model

The Staffing Reports model is separated into distinct namespaces; each namespace is designed to capture all data needed for analysis on a specific topic



- **Namespaces divide data into analytical areas** to ensure links between data elements are optimized for reporting
- **New query subjects and items are regularly added** to namespaces to ensure users can build reports in one namespace at a time
- **Query items from more than one namespace cannot be added to the same report object**
- If data from more than one namespace is needed in a report, **the individual queries must be joined**



Applications

Data related to **applications** as well as the **development of requests, vacancies, and announcements**

- **Announcement Detail** – Announcement Number, Locations, Reviews
- **Applicant Detail** – Applicant Name, contact info
- **Application Detail** – Application Number, Record Status Code, Eligibilities, Recruitment Sources, Application Rating
- **Request Detail** – Request processing dates, Request Number
- **Vacancy Detail** – Vacancy Number, Vacancy Customer, Organization and Office, Series, Grade
- **Vacancy Assessment Package Assessment Detail** – Assessment items (questions) and Applicant responses

Data Relationships

One **Request** may be related to more than one **Vacancy**

One **Vacancy** may be related to more than one **Request**

One **Vacancy** = One **Announcement**



When to use this Namespace

- Creating Lists of Applicants, Applications, Requests, Vacancies, Announcements
- Analyzing data related to all applications, including responses to assessment items



Assessment Competency Networks

Data on **the content of competency networks** (the structure of competencies and associated assessment items used in assessments for particular positions)

- **Competency Network**– Network Name, Description, Owning Office
 - **Competency Network Competencies**– Competency Title, Definition, Type, Source
 - **Competency Network Competency Levels**– Competency Level (Grade), Is Critical flag
 - **Competency Network Customers**– Customer who has access to network
 - **Competency Network Item Response Options**– Response Option number and text associated with linked assessment items (questions)
 - **Competency Network Items**– Item Stem (text of the question), Level (Grade), Type (Rating, Screenout), Response Type (Single/Multiple select)
 - **Competency Network Position Description Grades**– Grade of a PD linked to Network
 - **Competency Network Position Description Specialties**– Specialties of a PD linked to Network
 - **Competency Network Position Descriptions**– PD Number, Pay plan, Series, Position Title of a PD linked to Network
 - **Competency Network Rating Combinations**– Grade, Pay Plan, Series, Specialty for which a Network is applicable
 - **Competency Network Tags**– Tag and Tag Type (Appointing Authority, Occupational Family, Office/Org, Misc) on a Network
-  **When to use this Namespace**
Reporting to manage Competency Networks (not the use of networks)



Assessment Package Templates

Data on **the content of assessment package templates** (assessment packages that are shared and re-used across an organization)

- **Assessment Package Template**– Template Name, Description, Status
- **Assessment Package Template Assessments**– Assessment Name, Type, Proportional Weight
- **Assessment Package Template Categories**– Category Name (Qualified, Best Qualified, etc), Method, Final Rating Cutpoint
- **Assessment Package Template Competencies**– Competency Title, Definition, Type, Source for competencies used in an assessment in the assessment package template
- **Assessment Package Template External Job Analysis Output**– Output resulting from an external job analysis
- **Assessment Package Template External Job Analysis Sources**– Source utilized when conducting an external job analysis
- **Assessment Package Template Tags**– Tag and Tag Type (Appointing Authority, Occupational Family, Office/Org, Misc) on an assessment package template



When to use this Namespace

Reporting to manage Assessment Package Templates (not the use of templates)



Assessment Packages

Data related to the **content and use of assessment packages** (a package of one or more assessments)

- **Assessment Package Assessment Detail**– Assessment Name, Rating Method, Type, Competencies, Assessment Items and Response Options, Screen-out criteria
- **Assessment Package Detail**– Job Analysis, Assessment Template Name, Assessment Template Owning Office
- **Assessment Request Detail** – Request processing dates, Request Number
- **Assessment Vacancy Detail** – Vacancy Number, Vacancy Customer, Organization and Office



When to use this Namespace

- Reporting on assessment content (not applicant responses)
- Tracking the frequency of the use of assessment packages or content



Certificates

Data related to **referred applications** and the **use and development of certificates/ranking lists**

- **Certificate Announcement Detail**– Announcement Number and other basic info
- **Certificate Detail**– Certificate Number, Issue Date, Audit Date, Referred Applications, Certificate Filters
- **Certificate Review Detail** – Certificate Review Created, Sent, and Returned Dates, Review Assignments
- **Certificate Request Detail** – Request processing dates, Request Number
- **Certificate Vacancy Detail** – Vacancy Number, Vacancy Customer, Organization and Office
- **Certificate Vacancy Assessment Package Assessment Detail** – Assessment items (questions) and Applicant responses

Data Relationships

- One **Request** may have more than one **Certificate**
- One **Vacancy** may have more than one **Certificate**
- One **Certificate** may be related to more than one **Request** and/or **Vacancy**



When to use this Namespace

- Tracking the creation, issuance, review, and audit of certificates/ranking lists
- Analyzing data related to referred or selected applicants (does not include individuals who did not make it to the referral stage)



New Hires

Data related to the **onboarding process**, including New Hires and the transmission of forms and documents

- **New Hire Detail** – New Hire Name and contact info, Actual Start Date, Duty Location, Forms and Documents, Forms and Documents Transmission
- **New Hire Request Detail** – Request processing dates, Request Number, Staffing Office

Data Relationships

One **Request** = One **New Hire**



When to use this Namespace

- Reporting on selected applications during the onboarding process and actual new hires
- Tracking the completion and transmission of onboarding forms and documents



Reviews

Data related to the **communication between HR and hiring managers** on assessment and announcement content and the certificate review/selection process

- **Review Detail** – Review Name, Review processing dates, Review Type, Reviewer Name, Review Status
- **Review Request Detail** – Request processing dates, Request Number
- **Review Vacancy Detail** – Vacancy Number, Vacancy Customer, Organization and Office

Data Relationships

One **Request** and/or **Vacancy** may have multiple **Reviews**

One **Review** = **One Request** and/or **Vacancy**

One **Review** may have multiple **Review Assignments**



When to use this Namespace

- Tracking the overall Review process

Tags

Data related to tags used in USA Staffing to **grant permissions to content** and to **describe vacancies**, including mission critical occupation and appointing authority tags

- **Tag Detail** – Tag Name, Tag Type, Associated Office, Associated Organization

System Tags

- Office
- Occupational Family
- Appointing Authorities
- Mission Critical Occupations

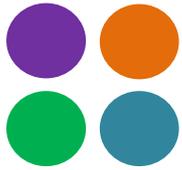
Custom Tags

- Defined by the agency



When to use this Namespace

- Reporting on the system and custom tags used/developed by agencies



Tasks

Data related to the **completion of tasks** throughout the staffing and onboarding process

- **Task Detail**– Task Active and Complete Dates, Task Owner, Task Name, Task Type
- **Task Request Detail** – Request processing dates, Request Number
- **Task Vacancy Detail** – Vacancy Number, Vacancy Customer, Organization and Office

Data Relationships and Tips

One **Task ID** = One **Request and/or Vacancy**

Use “Task Type” when comparing results across offices/orgs

The number of days a task took to be completed = days between “Task Activation Date” and “Task Completed Date”

“Task Days to Complete” = number of days a task was expected to take



When to use this Namespace

- Reporting on the completion of tasks



USAJOBS

Data related to **incomplete applications**

- **USAJOBS Announcement Detail** – Announcement Number, Open and Close Dates, Announcement Number
- **USAJOBS Incomplete Application Detail** – Applicant Name and contact info
- **USAJOBS Vacancy Detail** – Vacancy Number, Vacancy Organization and Office



When to use this Namespace

- Reporting on incomplete applications

Staffing Reports Model Outline

The **Staffing Model Outline report** provides the location, description, and data type for each data item in the Staffing Reports model

Staffing Model Outline				
Namespace	Folder	Query Subject	Query Item	Description
Applications	Announcement Detail	Announcement	Announcement Close Date	The calendar date that an announcement is closed.
			Announcement Control Number	The USAJOBS provided control number.
			Announcement External Contact Name	The first and last name, email address and phone number of the point of contact resp
			Announcement Internal Contact Name	The first and last name, email address and phone number of the point of contact resp
			Announcement Is Released	Flag indicating if the Announcement is currently released.
			Announcement Last Update Date/Time	The timestamp of the last time the announcement was modified.
			Announcement Maximum Salary	Maximum salary associated with the position being posted to USAJOBS.
			Announcement Minimum Salary	Minimum salary associated with the position being posted to USAJOBS.

Public Folders > USA Staffing Packages and Folders > Staffing Reports > **Staffing Model Outline**

Open Q&A/Demo



Resources

Reporting and Analytics Strategy and Consulting

Discuss your organization's reporting and analytics needs and identify a strategy to build reports and analytical projects. Consult and provide guidance to your organization's report authors in developing USA Staffing Cognos reports and dashboards

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 us if you are interested in scheduling a session for the report authors in your organization

IBM Cognos Report Author Training

Listing of paid training opportunities sponsored by IBM Cognos.

<http://www-01.ibm.com/software/analytics/training-and-certification/>

Contact: Caleb Judy
Program Analyst (Data Analytics)
USA Staffing, Product Development Branch
caleb.judy@opm.gov

