



**USA Staffing®**  
*Great Government Starts Here®*

# **USA Staffing**

## **Reporting and Analytics Release Notes**

**Stage Release Date: February 22, 2023**

**Production Release Date: March 1, 2023**

OFFICIAL USE NOTICE: This material is intended exclusively for use by USA Staffing Customers and is not to be distributed without approval from the USA Staffing Program Office. This communication may contain information that is proprietary, privileged or confidential or otherwise legally exempt from disclosure. If you have received this document in error, please notify the USA Staffing Program Office immediately and delete all copies of the presentation.



**OPM HR SOLUTIONS**  
*by government, for government*

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



## Reporting and Analytics

### Applicant Flow Data Warehouse

- Application Rating Combination namespace
  - Application Metrics folder: new query subjects and associated query items were added to enable reporting on applicant responses to the disability, race, ethnicity, and sex demographics questions in the USAJOBS profile.
    - Disability query subject: enables reporting on the response(s) provided by an applicant to the disabilities/serious health conditions item in their USAJOBS profile.
      - '01 – Do Not Wish to Identify Indicator': Metric indicating whether an application indicated they do not wish to identify their disability or serious health condition (i.e., 0 if not, 1 if yes).
      - '02 – Developmental Disability Indicator': Metric indicating whether an application disclosed a developmental disability (e.g., autism spectrum disorder) (i.e., 0 if not, 1 if yes).
      - '03 – Traumatic Brain Injury Indicator': Metric indicating whether an application disclosed a traumatic brain injury (i.e., 0 if not, 1 if yes).
      - '05 – No Disability Indicator': Metric indicating whether an application disclosed they do not have a disability or serious health condition (i.e., 0 if not, 1 if yes).
      - '06 – Disability or Other Condition Not Listed Indicator': Metric indicating whether an application disclosed they have a disability or serious health condition that is not provided as an option on the form (i.e., 0 if not, 1 if yes).
      - '13 – Speech Impairment Indicator': Metric indicating whether an application disclosed speech impairment (i.e., 0 if not, 1 if yes).
      - '19 – Deaf or Serious Difficulty Hearing Indicator': Metric indicating whether an application disclosed deafness or serious difficulty hearing, benefiting from, for example American Sign Language, CART, hearing aids, a cochlear implant, and/or other supports (i.e., 0 if not, 1 if yes).
      - '20 – Blind or Serious Difficulty Seeing Indicator': Metric indicating whether an application disclosed blindness or serious difficulty seeing even when wearing glasses (i.e., 0 if not, 1 if yes).
      - '31 – Missing Extremities Indicator': Metric indicating whether an application disclosed missing extremities (arm, leg, hand, and/or foot) (i.e., 0 if not, 1 if yes).
      - '40 – Significant Mobility Impairment Indicator': Metric indicating whether an application disclosed significant mobility impairment, benefiting from the utilization of a wheelchair, scooter, walker, leg brace(s), and/or other supports (i.e., 0 if not, 1 if yes).
      - '41 – Spinal Abnormalities Indicator': Metric indicating whether an application disclosed spinal abnormalities, for example spina bifida or scoliosis (i.e., 0 if not, 1 if yes).
      - '44 – Non-Paralytic Orthopedic Impairment Indicator': Metric indicating whether an application disclosed non-paralytic orthopedic impairments, for example chronic pain, stiffness, weakness in bones or joints, and/or some loss of ability to use part or parts of the body (i.e., 0 if not, 1 if yes).
      - '51 – HIV Positive/Aids Indicator': Metric indicating whether an application disclosed HIV Positive/AIDS (i.e., 0 if not, 1 if yes).
      - '52 – Morbid Obesity Indicator': Metric indicating whether an application disclosed morbid obesity (i.e., 0 if not, 1 if yes).
      - '59 – Nervous System Disorder Indicator': Metric indicating whether an application disclosed a nervous system disorder, for example migraine headaches, Parkinson's disease, or multiple sclerosis (i.e., 0 if not, 1 if yes).

- '60 – Partial or Complete Paralysis Indicator': Metric indicating whether an application disclosed partial or complete paralysis (i.e., 0 if not, 1 if yes).
- '80 – Cardiovascular or Heart Disease Indicator': Metric indicating whether an application disclosed cardiovascular or heart disease (i.e., 0 if not, 1 if yes).
- '81 – Depression, Anxiety, or Other Psychiatric Disorder': Metric indicating whether an application disclosed depression, anxiety disorder, or other psychiatric disorder (i.e., 0 if not, 1 if yes).
- '82 – Epilepsy or Other Seizure Disorders Indicator': Metric indicating whether an application disclosed epilepsy or other seizure disorders (i.e., 0 if not, 1 if yes).
- '83 – Blood Diseases Indicator': Metric indicating whether an application disclosed blood disease, for example sickle cell anemia or hemophilia (i.e., 0 if not, 1 if yes).
- '84 – Diabetes Indicator': Metric indicating whether an application disclosed diabetes (i.e., 0 if not, 1 if yes).
- '85 – Orthopedic Impairment Disorder Indicator': Metric indicating whether an application disclosed orthopedic impairments or osteo-arthritis (i.e., 0 if not, 1 if yes).
- '86 – Pulmonary or Respiratory Conditions Indicator': Metric indicating whether an application disclosed pulmonary or respiratory conditions, for example tuberculosis, asthma, or emphysema (i.e., 0 if not, 1 if yes).
- '87 – Kidney Dysfunction Indicator': Metric indicating whether an application disclosed kidney dysfunction (i.e., 0 if not, 1 if yes).
- '88 – Cancer Indicator': Metric indicating whether an application disclosed cancer (present or past history) (i.e., 0 if not, 1 if yes).
- '90 – Intellectual Disability Indicator': Metric indicating whether an application disclosed an intellectual disability (i.e., 0 if not, 1 if yes).
- '91 – Significant Psychiatric Disorder Indicator': Metric indicating whether an application disclosed a significant psychiatric disorder, for example bipolar disorder, schizophrenia, PTSD, or major depression (i.e., 0 if not, 1 if yes).
- '92 – Dwarfism Indicator': Metric indicating whether an application disclosed dwarfism (i.e., 0 if not, 1 if yes).
- '93 – Significant Disfigurement Indicator': Metric indicating whether an application disclosed significant disfigurement, for example disfigurements caused by burns, wounds, accidents, or congenital disorders (i.e., 0 if not, 1 if yes).
- '94 – Learning Disability or ADD/ADHD Indicator': Metric indicating whether an application disclosed learning disability or attention deficit/hyperactivity disorder (ADD/ADHD) (i.e., 0 if not, 1 if yes).
- '95 – Gastrointestinal Disorders Indicator': Metric indicating whether an application disclosed gastrointestinal disorders, for example Crohn's Disease, irritable bowel syndrome, colitis, celiac disease, or dysphagia (i.e., 0 if not, 1 if yes).
- '96 – Autoimmune Disorder Indicator': Metric indicating whether an application disclosed autoimmune disorder, for example lupus, fibromyalgia, or rheumatoid arthritis (i.e., 0 if not, 1 if yes).
- '97 – Liver Disease Indicator': Metric indicating whether an application disclosed liver disease, for example hepatitis or cirrhosis (i.e., 0 if not, 1 if yes).
- '98 – History of Alcoholism or Drug Addiction Indicator': Metric indicating whether an application disclosed history of alcoholism or history of drug addiction (but not currently using illegal drugs) (i.e., 0 if not, 1 if yes).
- '99 – Endocrine Disorder Indicator': Metric indicating whether an application disclosed endocrine disorder, for example thyroid dysfunction (i.e., 0 if not, 1 if yes).
- Ethnicity and Race query subject: enables reporting on the responses provided by an applicant to the race and ethnicity items in their USAJOBS profile.

- ‘American Indian or Alaska Native Indicator’: Metric indicating whether an application identifies as a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment (i.e., 0 if not, 1 if yes).
  - ‘Asian Indicator’: Metric indicating whether an application identifies as a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam (i.e., 0 if not, 1 if yes).
  - ‘Black or African American Indicator’: Metric indicating whether an application identifies as a person having origins in any of the black racial groups of Africa (i.e., 0 if not, 1 if yes).
  - ‘Hispanic or Latino Indicator’: Metric indicating whether an application identifies as a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race (i.e., 0 if not, 1 if yes).
  - ‘Native Hawaiian or Other Pacific Islander Indicator’: Metric indicating whether an application identifies as a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands (i.e., 0 if not, 1 if yes).
  - ‘White Indicator’: Metric indicating whether an application identifies as a person having origins in any of the original peoples of Europe, the Middle East, or North Africa (i.e., 0 if not, 1 if yes).
- Sex query subject: enables reporting on the response provided by an applicant to the sex item in their USAJOBS profile.
  - ‘Female Indicator’: Metric indicating whether an application identifies as a female (i.e., 0 if not, 1 if yes).
  - ‘Male Indicator’: Metric indicating whether an application identifies as a male (i.e., 0 if not, 1 if yes).
- Rating Combination Metrics folder: a new folder, query subject, and query items were added to enable reporting on the flow of applications through the staffing process by rating combination (pay plan, series, grade, specialty).
  - Applicant Flow query subject
    - ‘Entered on Duty Indicator’: Metric indicating if an application was selected and has entered on duty for a specific rating combination for the vacancy (i.e., 0 if not, 1 if yes).
    - ‘Not Referred – Not Qualified Indicator’: Metric indicating whether and application was not referred on any non-cancelled certificate for a specific rating combination because the application was not qualified (i.e., 0 if qualified but not referred, 1 if not qualified and not referred).
    - ‘Not Referred – Qualified Indicator’: Metric indicating whether an application was not referred on any non-cancelled certificate but was qualified for a specific rating combination for a vacancy (i.e., 0 if not qualified and not referred, 1 if qualified but not referred).
    - ‘Qualified Indicator’: Metric indicating whether an application was qualified for a specific rating combination for a vacancy (i.e., 0 if not, 1 if yes).
    - ‘Referred Indicator’: Metric indicating whether an application was referred on at least one non-cancelled certificate for a specific rating combination for a vacancy (i.e., 0 if not, 1 if yes).
    - ‘Selected Indicator’: Metric indicating whether an application was selected (i.e., Audit Code = Selected) for a specific rating combination for the vacancy (i.e., 0 if not, 1 if yes).
    - ‘Sent Official Offer Indicator’: Metric indicating whether an application was sent an official job offer for a specific rating combination for the vacancy (i.e., 0 if not, 1 if yes).

- 'Sent Tentative Offer Indicator': Metric indicating whether an application was sent a tentative job offer for a specific rating combination for the vacancy (i.e., 0 if not, 1 if yes).

## Hiring Data Warehouse

- Applicants folder
  - Panel Review Information sub-folder
    - Panel Review Notes query subject: a new query subject and associated query items were added to enable reporting on the notes associated with a panel review.
      - 'Panel Review Note': Text of the note on the panel review.
      - 'Panel Review Note Created By': The name of the user that created the note on the panel review.
      - 'Panel Review Note Created By User Type': The user type of the individual that created the panel review note.
      - 'Panel Review Note Date/Time': The date/time the panel review note was created.
      - 'Panel Review Note Visible to Hiring Manager?': Flag indicating whether then panel review note is visible to the hiring manager.
- Certificates folder
  - Review Information sub-folder
    - Certificate Review Notes query subject: a new query subject and associated query items were added to enable reporting on the notes associated with an applicant list review.
      - 'Certificate Review Note': Text of the note on the applicant list review.
      - 'Certificate Review Note Created By': The name of the user that created the note on the applicant list review.
      - 'Certificate Review Note Created By User Type': The user type of the individual that created the applicant list review note.
      - 'Certificate Review Note Date/Time': The date/time the applicant list review note was created.
      - 'Certificate Review Note Visible to Hiring Manager?': Flag indicating whether or not the applicant list review note is visible to the hiring manager.
- Requests folder
  - Request Information sub-folder
    - Request Notes query subject: a new query subject and associated query items were added to enable reporting on the notes associated with a request.
      - 'Request Note': Text of the note on a request.
      - 'Request Note Created By': The name of the user that created the note on the request.
      - 'Request Note Created By User Type': The user type of the individual that created the request note.
      - 'Request Note Date/Time': The date/time the request note was created.
      - 'Request Note Visible to Hiring Manager': Flag indicating whether the request note is visible to the hiring manager.
- Vacancies folder
  - JOA Review Information sub-folder
    - JOA Review Notes query subject: a new query subject and associated query items were added to enable reporting on the notes associated with a job opportunity announcement (JOA) review.
      - 'JOA Review Note': Text of the note on the Job Opportunity Announcement (JOA) review.
      - 'JOA Review Note Created By': The name of the user that created the note on the Job Opportunity Announcement (JOA) review.

- 'JOA Review Note Created By User Type': The user type of the individual that created the Job Opportunity Announcement (JOA) review.
- 'JOA Review Note Date/Time': The date/time the Job Opportunity Announcement (JOA) review note was created.
- 'JOA Review Note Visible to Hiring Manager?': Flag indicating whether the Job Opportunity Announcement (JOA) review note is visible to the hiring manager.

## Reports

- **Time to Hire Detail Report:** The Time to Hire Detail report was modified. This report provides detail level data on the milestones of the hiring process and the overall time to hire. The report was updated to include a column for the concatenated announcement types as well as a column identifying the number of days from announcement closed to tentative offer accepted.
  - Team Content > USA Staffing Packages and Folders > Time to Hire
- **Time to Hire Summary Report (Completed Requests):** The Time to Hire Summary Report (Completed Requests) was modified. This report provides summary level data on the milestones of the hiring process and the overall time to hire. The report was updated to include a column to identify the average number of days from announcement closed to tentative offer accepted.
  - Team Content > USA Staffing Packages and Folders > Time to Hire