

USA Staffing

USA Staffing Reporting & Analytics

Reporting and Analytics Workgroup Meeting

February 1, 2022

We will start at approx. 1:03 EDT to allow time for people to sign in

Created by the OPM Federal Staffing Center

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Agenda

Program Updates

- Power BI Update
- Cognos Performance
- Cognos Training Program
- Retiring Data Packages
 - New Hire (End of Day)
 - Staffing Analytics

Modifications to Reports and Data Models

- Reports
- Data Models

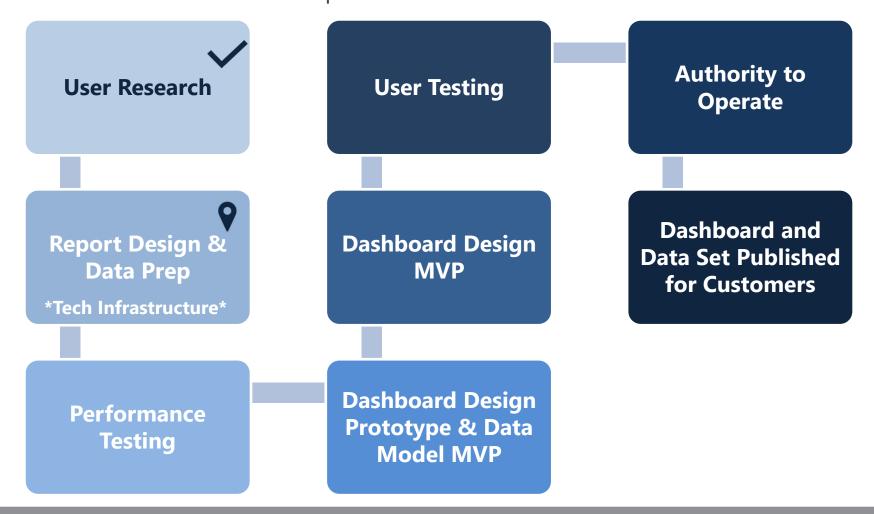
Cognos Tip

- Applicant Flow Data Reporting
- API Updates
- Open Demo and Q&A



Power BI Implementation Milestones

Minimum Viable Product (MVP) 1: A data set and dashboard published in a shared workspace available to customers.





Power BI Implementation Milestones

Report Design and Data Prep 💡

- User authentication
- Dataset development and performance testing
- Move data and sources to the cloud



Cognos Performance

Starting on Friday, January 7, 2022, we experienced a number of issues that resulted in **unscheduled Cognos downtime and availability issues**.

January 7, 2022 (downtime):

- All Cognos servers unable to connect
- Upgrade to Cognos 11.1 (originally scheduled for 1/10/22)

January 8 - 9, 2022 (online – reduced capacity):

Some Cognos servers unable to connect

January 10, 2022 (downtime):

• Some Cognos servers unable to connect

January 11 – AM 13, 2022 (online):

- All Cognos servers able to connect
- Performance issues and errors when attempting to access, edit, and run reports in Cognos 11.1
- Servers upgraded to try to resolve issues and errors





Cognos Performance

January 13 (PM), 2022 (downtime):

Cognos rolled back to 11.0

January 14 - 20, 2022 (online):

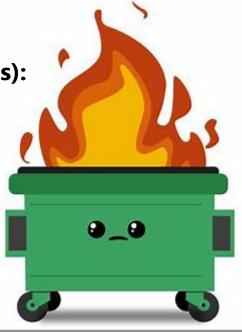
- Some users indicate intermittent issues running, editing, and creating reports
 - Blank white screen; and/or
 - "404 Not Found" errors

January 21, 2022 to present (online – availability issues):

- Users experience SSO errors when attempting to log in to Cognos
- Instructions for clearing VPN cache sent out

January 22, 2022 to present (online):

Normal operations





Cognos Training Program



Cognos Training Program

Report Consumer Training

Report Author Training

Advanced Author Forum

- Who?
- New USA Staffing reports users

- New report authors
- Experienced report authors

- What?
- How to navigate to and run reports
- How to get started building reports
- Open forum for authors to ask questions

• 1 hour

- Time?
- 1/2 day

- 1 ½ days
- When? One session per month, alternating between

each Report Consumer Training and Report

Author Training

How?

Contact your USA Staffing Account Manager to sign-up.

- The first Thursday of each month at 11:00 AM EDT
- All report authors are welcome. Questions can be submitted in advance



Cognos Training Dates

Report Consumer Training

Report Author Training

Advanced Author Forum

Dates

Wednesday, March 30 1:00 – 4:00 PM FDT Tuesday, February 22 10:00 AM – 3:00 PM EDT

Wednesday, February 23 10:00 AM – 3:00 PM EDT Thursday, February 3 11:00 AM – 12:00 PM EDT

Thursday, March 3 11:00 AM – 12:00 PM EDT

Thursday, April 7 11:00 AM – 12:00 PM EDT

Thursday, May 5 11:00 AM – 12:00 PM EDT

How to Register

Contact your USA Staffing Account Manager.

No registration required. Questions can be submitted in advance.



Retiring Data Packages



Retiring New Hire (End of Day)

Data items reportable using New Hire (End of Day) are now all available via the Hiring Data Warehouse.

Run the Cognos Reports List report (selecting New Hire (End of Day) in the prompt) to obtain a list of reports for your office/organization.

236 NHEOD reports currently exist



The retirement of New Hire (End of Day) has been extended to February 4, 2022

USA Staffing Account Managers have been provided with a list of reports using New Hire (End of Day) and will be reaching out to help provide or coordinate support for meeting this timeline.

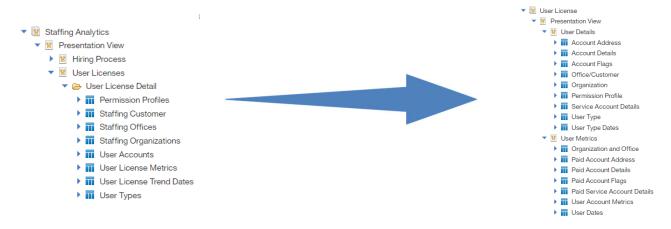


Retiring Staffing Analytics

Data items reportable using Staffing Analytics for user license reporting are now all available via the User License data warehouse.

Run the Cognos Reports List report (selecting Staffing Analytics in the prompt) to obtain a list of reports for your office/organization.

175 Staffing Analytics reports currently exist



The retirement of Staffing Analytics has been extended to February 4, 2022

USA Staffing Account Managers have been provided with a list of reports using Staffing Analytics and will be reaching out to help provide or coordinate support for meeting this timeline.



Modifications to Reports and Data Models

Sprint 15 deployed to Production on January 19th
Sprint 16 will be deployed to Production on February 2nd



HDW Reports

New/Modified Reports

Applicant Touch Points Report – deployed January 19th

The Applicant Touch Points Report was created. This report provides tabular data displaying the applicant touchpoint notification status by vacancy and applicant.

Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse > Application

Declinations Dashboard – deployed January 19th

The Declinations Dashboard was modified. This report provides key metrics as well as tabular data specific to declinations, including total number of declinations, the reason provided for declinations, and timeliness measures. The report was updated to modify the underlying queries for the organization and office prompts to improve prompt page loading time.

• Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse > Application

Eligibility Overview Report – deployed January 19th

The Eligibility Overview Report was created. This report provides tabular data showing various hiring metrics by eligibility for a fiscal year, as well as new hires by series.

 Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse > Production Metrics



HDW Reports

New/Modified Reports

MCO Staffing Resource Chart – deployed January 19th

The MCO Staffing Resource Chart was modified. This report displays Time to Hire in the format required by OPM for annual reporting. The report was updated to include an additional column to show the average number of days between the announcement close date and tentative job offer accepted date. This additional column was added in response to updated time to hire reporting requirements. .

Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse > Time to Hire



User License

Data Model Changes

Customer Details – will be deployed February 2nd

A new query subject and query items were added in the User Details namespace to enable reporting on additional details about customers.

- Customer Details query subject
 - [User Details].[Customer Details].[Agency Code]
 - [User Details].[Customer Details].[Agency Name]
 - [User Details].[Customer Details].[Agency Reference Code]
 - [User Details].[Customer Details].[Department Code]
 - [User Details].[Customer Details].[Department Name]
 - [User Details].[Customer Details].[eOPF Instance]



User License

Data Model Changes

User Metrics – will be deployed February 2nd

The criteria for user inclusion in the User Metrics namespace were updated to ensure accurate accounting for paid users.

Original Criteria	Updated Criteria
 User assigned to a Primary Office User has a paid permission profile associated with their Primary Office User is not retired User is not an excepted user 	 User assigned to a Primary Office User has at least one paid permission profile User is not retired User is not an excepted user



API Updates



USA Staffing Data APIs

Onboarding Tasks API Update – deployed February 2nd

The Onboarding Tasks API was updated to include additional columns for reporting on more details about tasks.

- Task Instructions
- Task Result



USA Staffing Data APIs

Sorting and Performance Enhancements – deployed January 19th

The following APIs were updated to ensure users see their most recently updated records first. Additional updates to improve performance were also made.

- Time to Hire
- Organization
- Office
- Customer
- Announcement
- Assessment
- New Hire

Performance Enhancements – deployed February 2nd

The following APIs were updated to improve performance when using the expand parameter.

- Request
- Customer



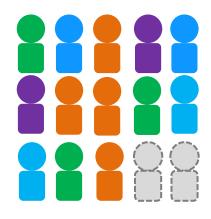
Cognos Tip

Applicant Flow Data Reporting

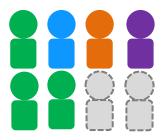


Applicant Flow Data Analytics

- Demographic information collected from job seekers and combined with milestones in the hiring process
- Data is near real-time (nightly load) for vacancies that meet certain criteria
- · Data is optimized for metrics and aggregate data and trend reporting



Applied
All applications received for a Vacancy



Qualified
The applications that meet the minimum qualifications for the job



The applications that v

The applications that were referred to the hiring manager for consideration



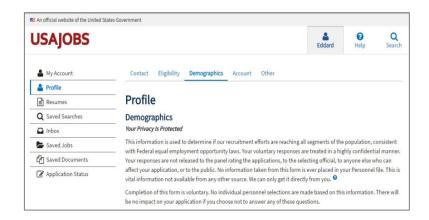
→ Selected

The applications that were audited by HR as "Hired"



How is Applicant Flow Data Collected?

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





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.



How is Applicant Flow Data Collected?

Sex and Ethnicity/Race and National Origin

JSAJOBS		Eddard	? Help	Sear						
A My Account	Contact Eligibility Demographics Account Other									
A Profile										
Resumes	Profile									
Q Saved Searches	Demographics									
■ Inbox	Your Privacy Is Protected									
Saved Jobs	This information is used to determine if our recruitment efforts are reaching	1377	500							
Saved Documents	with Federal equal employment opportunity laws. 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, to anyone else who can affect your application, or to the public. No information taken from this form is ever placed in your Personnel file. This is vital information not available from any other source. We can only get it directly from you. O									
Application Status										
	Completion of this form is voluntary. No individual personnel selections are made based on this information. There will be no impact on your application if you choose not to answer any of these questions.									
	I wish to decline to respond to the demographic questions.									
	1. Sex; Male Female 2. Ethnicity:									
	origin, regardless of race									
	Not Hispanic or Latino									
	3. Race (Check all that apply):									
	American Indian or Alaska Native - 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.									
	Asian - 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.									
	Black or African American - a person having origins in any of the black racial groups of Africa.									
	Native Hawaiian or Other Pacific Islander - a person having									
	origins in any of the original peoples of Hawaii, Guam, Samoa, or									
	other Pacific islands.									
	White - a person having origins in any of the original peoples									
	of Europe, the Middle East, or North Africa.									

Disability

4. Disability/Serious Health Condition:							
The next questions address disability and serious health conditions. Your res	ponses will ensure that our outreach and						
recruitment policies are reaching a wide range of individuals with physical or mental conditions. Consider your a							
without the use of medication and aids (except eyeglasses) or the help of and	ther person.						
A. Do you have any of the following?							
7.00							
Check all boxes that apply to you:							
Deaf or serious difficulty hearing							
Blind or serious difficulty seeing even when wearing glasses							
Missing an arm, leg, hand, or foot							
Paralysis: Partial or complete paralysis (any cause)							
Significant Disfigurement: for example, severe							
disfigurements caused by burns, wounds, accidents, or							
congenital disorders							
Significant Mobility Impairment: for example, uses a							
wheelchair, scooter, walker or uses a leg brace to walk							
Significant Psychiatric Disorder: for example, bipolar							
disorder, schizophrenia, PTSD, or major depression							
Intellectual Disability (formerly described as mental							
retardation)							
Developmental Disability: for example, cerebral palsy or							
autism spectrum disorder							
Traumatic Brain Injury							
Dwarfism							
Epilepsy or other seizure disorder							
Other disability or serious health condition: for example,							
diabetes, cancer, cardiovascular disease, anxiety disorder, or HIV							
infection; a learning disability, a speech impairment, or a hearing							
impairment							
Section Sectio							
If you did not select one of the options above, please indicate							
whether:							
None of the conditions listed above apply to me.							
I do not wish to answer questions regarding disability/health							
conditions.							
If you have indicated that you have one of the above conditions, you may be	eligible to apply under Schedule A Hiring						
Authority. For more information, please see http://www.opm.gov/policy-date							
employment/hiring/#url=Schedule-A-Hiring-Authority.							
Paperwork Reduction and Privacy Act Statement							

Source Form:

https://www.eeoc.gov/federal/upload/Applicant __Tracking_Form_2-19-2014-2.pdf



How is Applicant Flow Data Collected?

Veterans' Preference

Are you a Veteran of the U.S. Armed Forces or are you eligible for "derived" preference? Yes No
 Do you claim <u>Veterans' Preference</u>?
No, I do not claim Veterans' Preference
O-point Sole Survivorship Preference (SSP)
 5-point preference based on active duty in the U.S. Armed Forces (TP)
 10-point preference based on a compensable service connected disability of at least 10% but less than 30% (CP)
 10-point preference based on a compensable service connected disability of 30% or more (CPS)
10-point preference for non-compensable disability or Purple Heart (XP)
10-point preference based on widow/widower or mother of a deceased veteran, or spouse or mother of a disabled veteran (XP)

Definitions

- Job seekers claim veterans' preference in their USAJOBS profile and upload supporting documentation
- HR professionals adjudicate veterans' preference by verifying documentation during the hiring process

Veterans' Preference Guidance: https://www.opm.gov/policy-data-oversight/veterans-employment-initiative/vet-quide/#2Types



Guidelines for Use of Applicant Flow Data

Applicant Flow Data may be used for:

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

Applicant Flow Data may not be used for:

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

Rules of Behavior:

https://help.usastaffing.gov/ResourceCenter/images/c/cf/Applicant Flow Data Access SOP 10-25-19.pdf



Guidelines for Use of Applicant Flow Data

USA Staffing has implemented **safeguards to prevent the misuse** of Applicant Flow Data.

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

responsible for determining which users can access 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

AFD Access SOP:

https://help.usastaffing.gov/ResourceCenter/images/c/cf/Applicant Flow Data Access S
OP 10-25-19.pdf



Guidelines for Use of Applicant Flow Data

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 or cancelled

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



Standard Applicant Flow Data Reports

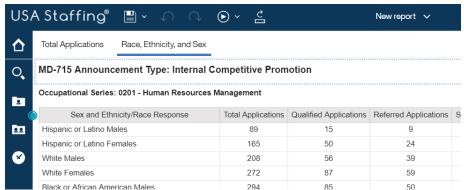


MD-715 "A" Tables

■ Team content > USA Staffing Packages and Folders > Applicant Flow Data > Applicant Flow Data Analytics

This report includes summarized applicant responses to ethnicity/race and sex demographic questions in the USAJOBS job seeker profile to respond to the MD-715 requirements for the "A" Tables (Mission Critical Occupations Distribution by Race, Ethnicity, and Sex).





Required Prompts:

- Organization Name(s)
- Office Name(s)
- Fiscal Year(s)

Optional Prompts:

- Customer Name(s)
- Occupational Series
- Grade(s)
- Announcement Appointment Type(s)
- Supervisory Position
- Announcement Type(s)
- Vacancy Number(s)
- Application Submitted Date Range



MD-715 "B" Tables

Team content > USA Staffing Packages and Folders > Applicant Flow Data > Applicant Flow Data Analytics

This report includes summarized applicant responses to disability questions in the USAJOBS job seeker profile to respond to the MD-715 requirements for the "B" Tables (Mission Critical Occupations Distribution by Disability).





Required Prompts:

- Organization Name(s)
- Office Name(s)
- Fiscal Year(s)

Optional Prompts:

- Customer Name(s)
- Occupational Series
- Grade(s)
- Announcement Appointment Type(s)
- Supervisory Position
- Announcement Type(s)
- Vacancy Number(s)
- Application Submitted Date Range



Applicant Flow Data Detail Report

Team content > USA Staffing Packages and Folders > Applicant Flow Data > Applicant Flow Data Analytics

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.

US	USA Staffing® 🖺 🗸 🗘 🕠 🕟 🗸					New report ∨					$\overline{\nabla}$	△ •		
☆	ent	Application Last Submitted	Application Record Status	Application Record Status Code Description	Applied Indicator	Qualified Indicator	Referred Indicator	Selected Indicator	Not Referred	Not Referred - Eligible	Application Claimed Veterans	Application Adjudicated Veterans	Sex Response	Ethnicity and Race
0,		Date	Code	Codo Dosenpuen					Ineligible Indicator	Not on Certificate Indicator	Preference Description	Preference Description		Category
		12/27/2017	IN	Ineligible for Certificate	1	0	0	0	1	0	NP - No Preference.		Male	Omitted
••		01/05/2018	IN	Ineligible for Certificate	1	0	0	0	1	0	NP - No Preference.		Female	Omitted

Required Prompts:

- Organization Name(s)
- Office Name(s)
- Fiscal Year(s)

Optional Prompts:

- Customer Name(s)
- Occupational Series
- Grade(s)
- Announcement Appointment Type(s)
- Supervisory Position
- Announcement Type(s)
- Vacancy Number(s)
- Announcement Number(s)
- Application Submitted Date Range





The only source for **Applicant Flow Data** derived from the Upgrade version of **USA Staffing.**

Query Subjects:

- Announcements
 - Open and close date, status, who may apply, total openings, and announcement number
- Announcement Appointment Types
 - Appointment type
- Applications
 - Applicant unique identifier, veterans preference, eligibility, record status code, last submitted date, status, and indicators for qualified, referred, and selected.
- Disability
 - Disability response, indicator, and targeted disability indicator
- Ethnicity and Race
 - Indicators for each ethnicity and race as well as the ethnicity and race category of an application

Data Dictionary for the Applicant Flow Data Analytics model:

https://help.usastaffing.gov/USASUpgResCtr/images/f/fb/AFD Analytics - Data Dictionary.pdf



The only source for **Applicant Flow Data** derived from the Upgrade version of **USA Staffing.**

Query Subjects:

- Metrics
 - Counts of the total number of applications, qualified applications, referred applications, and selected applications
- Sex
 - Sex response
- Trend Dates
 - Dates to identify timeframes for announcement close and application last submitted, including month, quarter, and year using both calendar and fiscal dates
- Vacancy Customers
 - Customer information including customer name and the tenant, agency, and department of the customer.

Data Dictionary for the Applicant Flow Data Analytics model:

https://help.usastaffing.gov/USASUpgResCtr/images/f/fb/AFD Analytics - Data Dictionary.pdf



The only source for **Applicant Flow Data** derived from the Upgrade version of **USA Staffing.**

Query Subjects:

- Vacancy Detail
 - Vacancy number, pay plan, series, grade, job title, announcement type, supervisory position indicator, and vacancy status
- Vacancy Offices
 - Office name and code
- Vacancy Organizations
 - Organization tenant, name, and code
- Vacancy Rating Combinations
 - Series, grade, specialty, and title

Data Dictionary for the Applicant Flow Data Analytics model:

https://help.usastaffing.gov/USASUpgResCtr/images/f/fb/AFD Analytics - Data Dictionary.pdf



Open Demo and Q&A



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.cog nos.ug rrptstd.doc/ug rrptstd.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/ResourceCenter/index.php?title=USA_Staffing_ResourceCenter

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