USA Staffing
Reporting and Analytics Release Notes

Stage Release Date: July 29, 2020

Production Release Date: August 5, 2020

Reporting and Analytics

Hiring Data Warehouse

- Request folder
  - Request Information sub-folder: new query subjects and associated query items were added to enable reporting on the organizations and offices associated with requests.
    - Request Offices query subject
      - 'Request Office Code': The code associated with the office managing the staffing process.
      - 'Request Office Name': The name of the office managing the staffing process.
    - Request Organizations query subject
      - 'Request Organization Code': The code associated with the organization managing the staffing process.
      - 'Request Organization Name': The name of the organization managing the staffing process.

New Hire (End of Day)

- New Hire Request Detail folder: new query subjects and associated query items were added to enable reporting on tags associated with requests.
  - New Hire Request Appointing Authorities query subject
    - 'New Hire Request Appointing Authority': The name provided for a request tag that indicates the request Appointing Authority.
    - 'New Hire Request Appointing Authority Tag Level': Indicates whether the request Appointing Authority (tag) was created by a user (Custom) or available at a system level (System).
  - New Hire Request Mission Critical Occupations
    - 'New Hire Request Mission Critical Occupation': Occupations agencies consider core to carrying out their missions. Such occupations usually reflect the primary mission of the organization without which mission-critical work cannot be completed.
    - 'New Hire Request Mission Critical Occupation Tag Level': Indicates whether the request Mission Critical Occupation (tag) was created by a user (Custom) or available at a system level (System).

Staffing Reports

- New query subjects and associated query items were added across multiple namespaces in Staffing Reports to enable reporting on tags associated with requests.
  - Applications namespace
    - Request Detail folder
      - Request Appointing Authorities query subject
        - 'Request Appointing Authority': The name provided for a request tag that indicates the request Appointing Authority.
        - 'Request Appointing Authority Tag Level': Indicates whether the request Appointing Authority (tag) was created by a user (Custom) or available at a system level (System).
      - Request Mission Critical Occupations
        - 'Request Mission Critical Occupation': Occupations agencies consider core to carrying out their missions. Such occupations usually reflect the primary mission of the organization without which mission-critical work cannot be completed.

- o 'Request Mission Critical Occupation Tag Level': Indicates whether the request Mission Critical Occupation (tag) was created by a user (Custom) or available at a system level (System).
- o Assessment Packages namespace
  - Assessment Request Detail folder
    - Assessment Request Appointing Authorities query subject
      - o 'Assessment Request Appointing Authority': The name provided for a request tag that indicates the request Appointing Authority.
      - o 'Assessment Request Appointing Authority Tag Level': Indicates whether the request Appointing Authority (tag) was created by a user (Custom) or available at a system level (System).
    - Assessment Request Mission Critical Occupations
      - o 'Assessment Request Mission Critical Occupation': Occupations agencies consider core to carrying out their missions. Such occupations usually reflect the primary mission of the organization without which mission-critical work cannot be completed.
      - o 'Assessment Request Mission Critical Occupation Tag Level': Indicates whether the request Mission Critical Occupation (tag) was created by a user (Custom) or available at a system level (System).
- o Certificates namespace
  - Certificate Request Detail folder
    - Certificate Request Appointing Authorities query subject
      - o 'Certificate Request Appointing Authority': The name provided for a request tag that indicates the request Appointing Authority.
      - o 'Certificate Request Appointing Authority Tag Level': Indicates whether the request Appointing Authority (tag) was created by a user (Custom) or available at a system level (System).
    - Certificate Request Mission Critical Occupations
      - o 'Certificate Request Mission Critical Occupation': Occupations agencies consider core to carrying out their missions. Such occupations usually reflect the primary mission of the organization without which mission-critical work cannot be completed.
      - o 'Certificate Request Mission Critical Occupation Tag Level': Indicates whether the request Mission Critical Occupation (tag) was created by a user (Custom) or available at a system level (System).
  - Certificate Selectee Request Detail folder
    - Certificate Selectee Request Appointing Authorities query subject
      - o 'Certificate Selectee Request Appointing Authority': The name provided for a request tag that indicates the request Appointing Authority.
      - o 'Certificate Selectee Request Appointing Authority Tag Level': Indicates whether the request Appointing Authority (tag) was created by a user (Custom) or available at a system level (System).
    - Certificate Selectee Request Mission Critical Occupations
      - o 'Certificate Selectee Request Mission Critical Occupation': Occupations agencies consider core to carrying out their missions. Such occupations usually reflect the primary mission of the organization without which mission-critical work cannot be completed.
      - o 'Certificate Selectee Request Mission Critical Occupation Tag Level': Indicates whether the request Mission Critical Occupation (tag) was created by a user (Custom) or available at a system level (System).
- o New Hires namespace
  - New Hire Request Detail folder

- New Hire Request Appointing Authorities query subject
  - 'New Hire Request Appointing Authority': The name provided for a request tag that indicates the request Appointing Authority.
  - 'New Hire Request Appointing Authority Tag Level': Indicates whether the request Appointing Authority (tag) was created by a user (Custom) or available at a system level (System).
- New Hire Request Mission Critical Occupations
  - 'New Hire Request Mission Critical Occupation': Occupations agencies consider core to carrying out their missions. Such occupations usually reflect the primary mission of the organization without which mission-critical work cannot be completed.
  - 'New Hire Request Mission Critical Occupation Tag Level': Indicates whether the request Mission Critical Occupation (tag) was created by a user (Custom) or available at a system level (System).

  - Reviews namespace
    - Review Request Detail folder
      - Review Request Appointing Authorities query subject
        - 'Review Request Appointing Authority': The name provided for a request tag that indicates the request Appointing Authority.
        - 'Review Request Appointing Authority Tag Level': Indicates whether the request Appointing Authority (tag) was created by a user (Custom) or available at a system level (System).
      - Review Request Mission Critical Occupations
        - 'Review Request Mission Critical Occupation': Occupations agencies consider core to carrying out their missions. Such occupations usually reflect the primary mission of the organization without which mission-critical work cannot be completed.
        - 'Review Request Mission Critical Occupation Tag Level': Indicates whether the request Mission Critical Occupation (tag) was created by a user (Custom) or available at a system level (System).

Time to Hire

- A new folder, query subject, and associated query items were added to enable reporting on task data associated with completed requests.
  - Task Information folder
    - Task query subject
      - 'Task Activation Date/Time': Date the task was activated.
      - 'Task Actual Days to Complete': The total number of days a task took to complete.
      - 'Task Completed Date/Time': Date the task is completed.
      - 'Task Creation Date': Date the task was created.
      - 'Task Days to Complete': System generated number of days to complete the task.
      - 'Task Due Date/Time': Date the task is due.
      - 'Task ID': Task identifier.
      - 'Task Last Update Date/Time': Date the task was last updated.
      - 'Task Name': Name of the task.
      - 'Task Owner Employee ID Number': The employee ID number for the task owner as entered in the Administration section.
      - 'Task Owner First Name': First name of the task owner.
      - 'Task Owner Last Name': Last name of the task owner.
      - 'Task Owner Name': Name of the task owner.

- 'Task Purpose': Purpose of the task.
- 'Task Status': Status of the task.
- 'Task Type': Description for the type of task.

Reports

- **Announcement Status Report:** Tabular data showing the status of announcements to support HR user workload management. The report was modified to optimize performance of the prompt page and the report. Specifically, the prompt for Announcement Internal Contact was updated to the Select & Search prompt type rather than a Value prompt that loads when initially opening the prompt page. Additionally, conditional formatting utilized on some of the pages of the report to determine which rows should populate was removed and replaced with a query specific to each page.
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- **Applicant List Report:** Tabular report displaying a list of all applicants and applicants by eligibility associated with one or more vacancies. The report was modified to include a new page/tab to display applicants by claimed eligibility and the status of the claims (i.e., claimed, eligible, ineligible). The report was also modified to optimize performance of the prompt page and to include an optional prompt for claimed eligibility.
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- **Certificate Status Dashboard:** Dashboard and tabular data displaying the status of issued certificates. The report was modified to include an optional prompt for vacancy number. The report was also updated to include data related to certificate reviews, including new pages/tabs to show certificates that are in progress (i.e., at least one review has been sent and the certificate is not in an audited status) and overdue certificates (i.e., at least one review's due date has passed and the review has not been returned or recalled). Finally, metrics and a chart were added to the Dashboard page/tab to display critical metrics related to certificate reviews.
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- **Delegated Examining Audit Report:** Tabular data displaying Delegated Examining Unit activity, including selected applications when applicable. The report was modified to optimize performance of the prompt page. Specifically, the series and grade prompts were updated to the Select & Search prompt type rather than a Value prompt that loads when initially opening the prompt page.
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