



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

USA Staffing Reporting & Analytics

Cognos Report Author Workgroup Meeting

September 21, 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
 - USA Staffing Upgrade Applicant Flow Data
- **Modifications to reports/data models**
 - Staffing Administration
 - Staffing Analytics
 - Staffing Reports
 - Staffing Steady State v2 (Legacy)
- **Cognos Tips**
 - Building Report Prompts
- **Open Q&A/Demo**

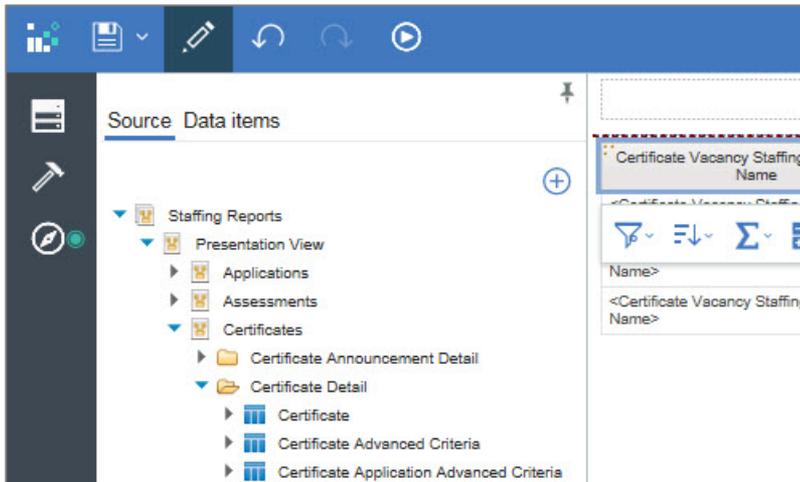


Program Updates



Cognos Analytics

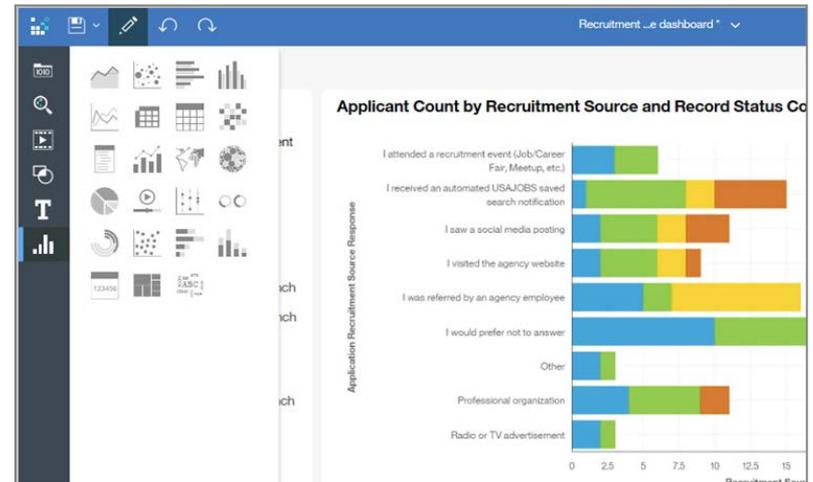
IBM has released a new version of Cognos with **improved usability, enhanced security, and new features**



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**

Once deployed, Cognos Analytics will replace the current version of Cognos used in Legacy and Upgrade (for USA Staffing and Applicant Flow Data users)



Current Status

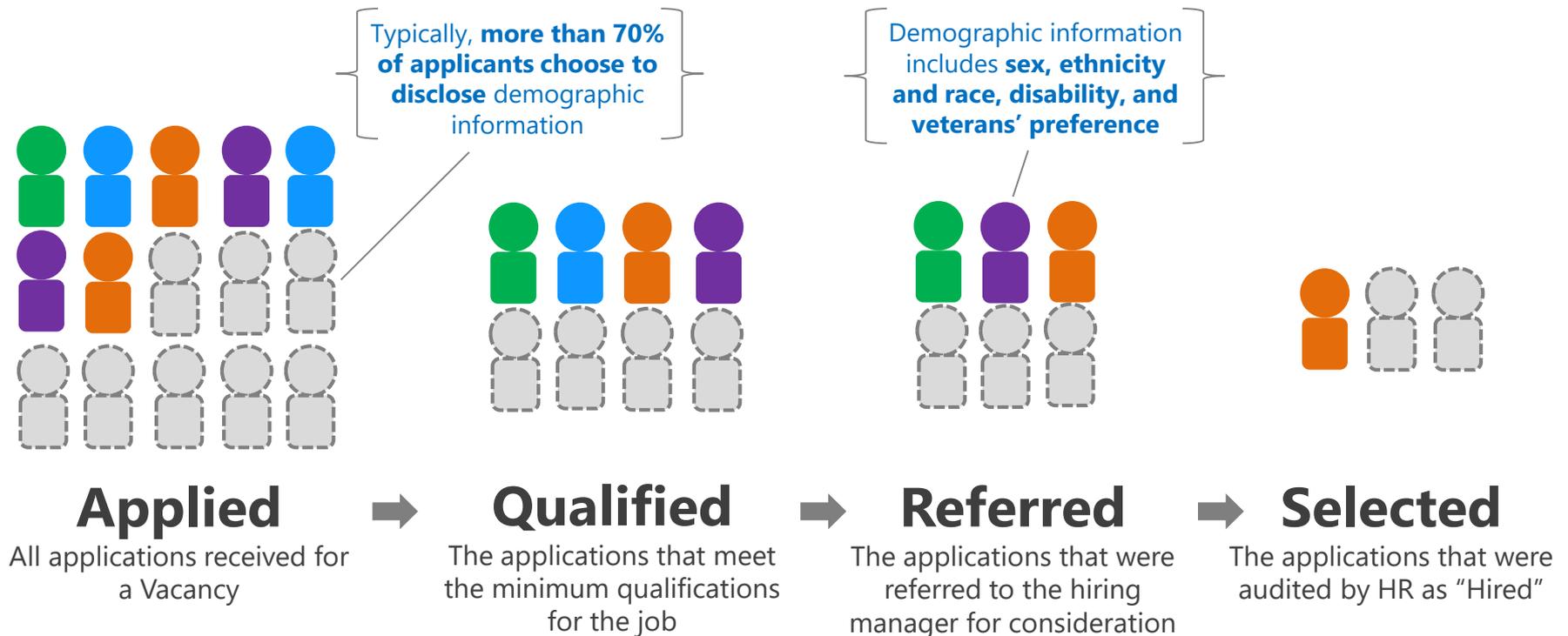
Deployment in Progress

- A new version of Cognos Analytics was released by IBM in early September (v11.0.7)
- The deployment was previously on hold due to technical issues related to the single sign-on capability that allows users to go directly from USA Staffing to Cognos without re-entering their credentials
- Our technical team is in the process of deploying and testing the new version on our development and test environments
- Once we complete testing, we will notify users when we expect to deploy Cognos Analytics to Stage and Production



How Applicant Flow Data Works

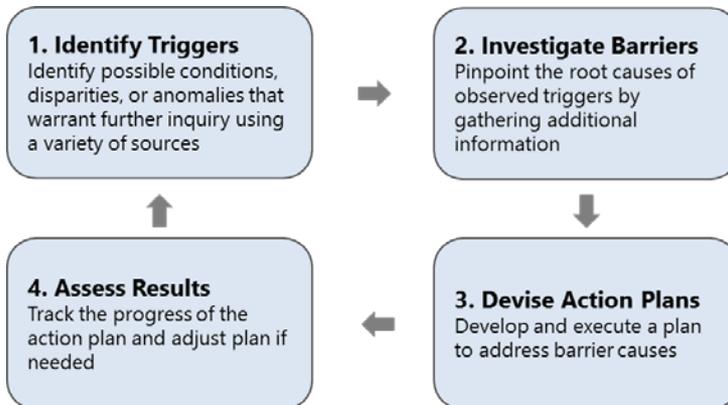
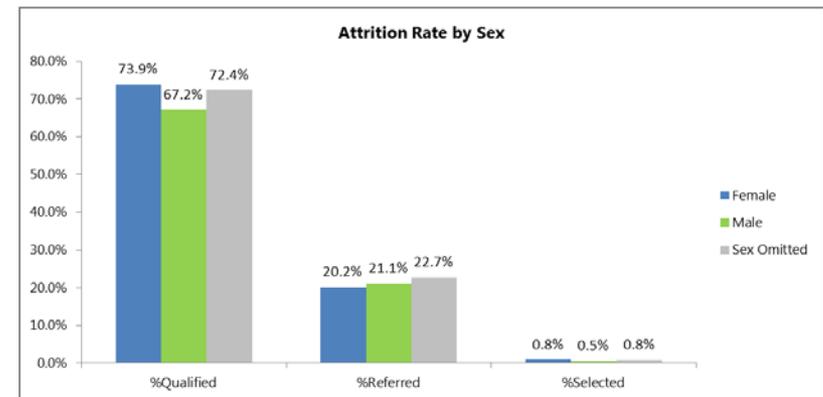
Demographic information is voluntarily collected from job seekers in the USAJOBS profile and combined with **milestones in the hiring process** in USA Staffing



Applicant Flow Data Use

AFD is utilized to **identify potential barriers in the hiring process for particular groups**. Data is also sent to EEOC and other agencies to respond to mandatory reporting requirements

- Applicant Flow and Attrition rate analysis by sex, race and ethnicity, disability, and veterans preference



- Barrier analysis
- MD-715 reporting
- FEORP reporting

EEOC Presentation on Conducting Barrier Analysis, 2016



Applicant Flow Data Guidelines

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:

[http://help.usastaffing.gov/USASTaffing/images/3/34/User_Guide -
_Requesting_Access_for_USAS_Cognos_Applicant_Flow_Data_v2_FINAL_12_8_14_smh.pdf](http://help.usastaffing.gov/USASTaffing/images/3/34/User_Guide_-_Requesting_Access_for_USAS_Cognos_Applicant_Flow_Data_v2_FINAL_12_8_14_smh.pdf)

Safeguards

Access

Users with an active USA Staffing account cannot have access to 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

Current Status

Legacy USA Staffing

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

Upgrade USA Staffing

- **AFD Users do not currently have direct access to reports or ad-hoc reporting**
- The technical team is in the process of finalizing work to structure Upgrade AFD in the data warehouse. This work is expected to be completed Fall 2017/Winter 2018
- In the meantime, USA Staffing will make Upgrade AFD available to users upon request. The data will be structured to respond to MD-715 reporting requirements

USA Staffing will provide guidance for requesting Upgrade AFD during the AFD Workgroup Meeting on Wednesday, October 4th

Modifications to Reports/Data Models



Staffing Administration

Data on administrative content created in USA Staffing; sourced directly from the USA Staffing database (real-time)

Data Model Changes

Cognos User – **Sept 16 (Production)**

The Cognos User namespace includes information on report authors for an organization and office. This data can be used to build a list of report authors with either Staffing or AFD access for an organization or office

Public Folders > USA Staffing Packages and Folders > Staffing Administration



Staffing Administration

New Reports

Cognos Report Author List – Oct 14 (Production)

Lists basic user information for all Report Authors for a given Organization/Office

Public Folders > USA Staffing Packages and Folders > Staffing Administration

Customer List by Office Report– Oct 14 (Production)

Displays the list of customers associated with each office, including customer attributes like the Agency Reference Code

Public Folders > USA Staffing Packages and Folders > Staffing Administration



Staffing Reports

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

Data Model Changes

New Application Email Notification query subject – Oct 14 (Production)

Includes the subject, body, and date/time for all notifications sent to an applicant including the template name and type (if a template was used)

[Applications].[Application Email Notifications]

New Announcement Questionnaire Screen-out query subject – Oct 14 (Production)** *still in testing*

Data on Announcement Questionnaire screen-out names, types, and conjunction used (and/or)

[Applications].[Announcement Questionnaire Screen-Outs]

Modified Assessment Name for USA Hire vacancies – Oct 14 (Production)

For USA Hire assessments, added "USA Hire" + the rating combination + Assessment name to mimic what users see in the USA Staffing interface

Multiple namespaces



Staffing Reports

Data Model Changes

New Application Notes query subject – Oct 14 (Production)

Includes information on notes attached to applicant records, including the body of the note, the user who created the note, when it was created, and other attributes
[Applications].[Application Notes]

Added Eligible Series query item – Oct 14 (Production)

Added the series for which an applicant is eligible for referral in the Certificates namespace
[Certificates].[Certificate Applications].[Certificate Application Eligible Series]

Added New Hire Creation Date query item – Oct 14 (Production)

Added the date the new hire record was created in the New Hires namespace
[New Hires].[New Hire].[New Hire Creation Date]



Staffing Reports

New Reports

Vacancy Case File Documents Audit Report – Oct 14 (Production)

Displays a list of case file documents that have been uploaded to the vacancy
Public Folders > USA Staffing Packages and Folders > Staffing Reports > Staffing > Vacancy

Time to Hire Milestone Report – Oct 14 (Production) *** still in testing*

Includes key time to hire metrics for active and completed requests
Public Folders > USA Staffing Packages and Folders > Staffing Reports > Staffing > Other

Time to Hire Milestones

- Complete Assessment Package Days
- Release Announcement Days
- Announcement Open Days
- Applicant Review Days
- Send Certificate Days
- Make and Return Selections Days
- Certificate Audit Days
- Tentative Offer Days
- Background Investigation and Security Clearance Days
- Formal Offer Days
- Formal Offer to New Hire Arrival Days
- Overall Days to Hire



Staffing Steady State v2 (Legacy)

Real-time data sourced directly from the USA Staffing Legacy database

New Reports

USA Hire Impact Report – July 22 (Production)

This report compares key hiring metrics on vacancies using USA Hire to those using standard assessments

Public Folders > Staffing Packages and Folders > Staffing Steady State v2 > Assessment



Cognos Tips

Building Report Prompts



Prompts

Prompts allow report users to **easily filter custom reports** using standard filters **without modifying the report**

Closed Announcements Pending Certificates

Please select 1 or more Organization Names (Required)

- Office of New Personnel Management-03
- Office of New Personnel Management-07
- Office of New Personnel Management-10
- Office of New Personnel Management-11
- Office of New Personnel Management-12
- Office of New Personnel Management-14
- Office of New Personnel Management-15
- Office of New Personnel Management-16
- Office of New Personnel Management-17
- Office of New Personnel Management-19
- Office of New Personnel Management-22

[Select all](#) [Deselect all](#)

Please select 1 or more Office Names (Required)

- Office-037
- Office-39
- Office-525
- Office-638
- Office-657
- Office-67
- Office-955

[Select all](#) [Deselect all](#)

Please select an Announcement Close Date Range (Required)

From:

Dec 20, 2016

12 : 00 AM

To:

Dec 20, 2016

11 : 59 PM

[Cancel](#) [< Back](#) [Next >](#) [Finish](#)

Prompt

Please select one or more Organization Names:

- Organization A
- Organization B
- Organization C

Parameterized Filter

[Task Vacancy Staffing
Organization Name]

Data Item

in

Operator

?Organization
Name?

Parameter

Report Output

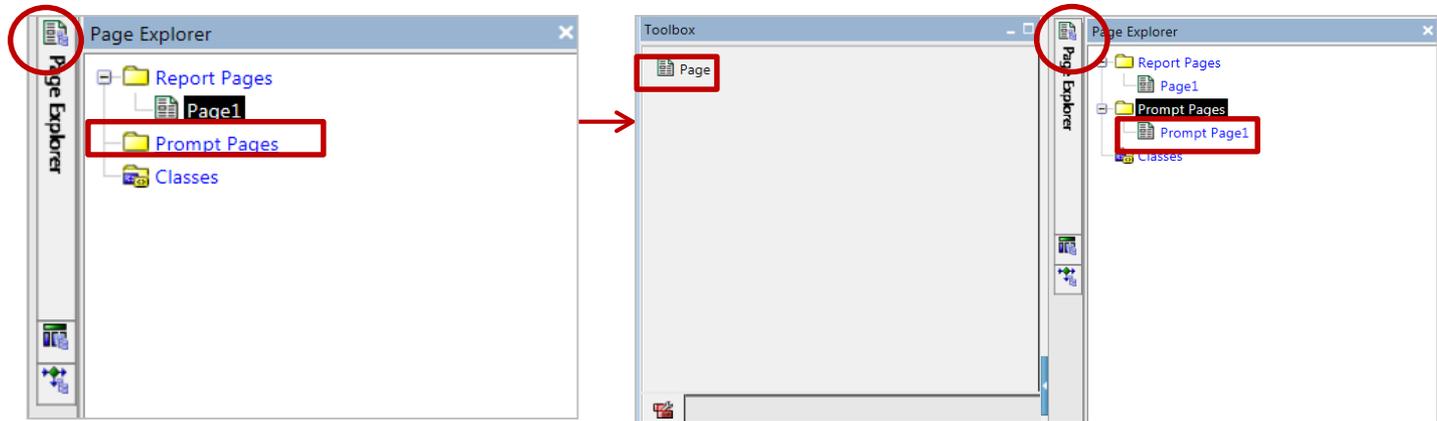
Organization Name	Task Name	Days Late
Organization B	Review Applicants	6
Organization C	Issue Certificates	0
Organization C	Issue Certificates	15

Prompt Page Design

Users can design a prompt page or develop custom parameterized filters

Prompt Page Design

The Cognos wizard drives the process of creating prompts

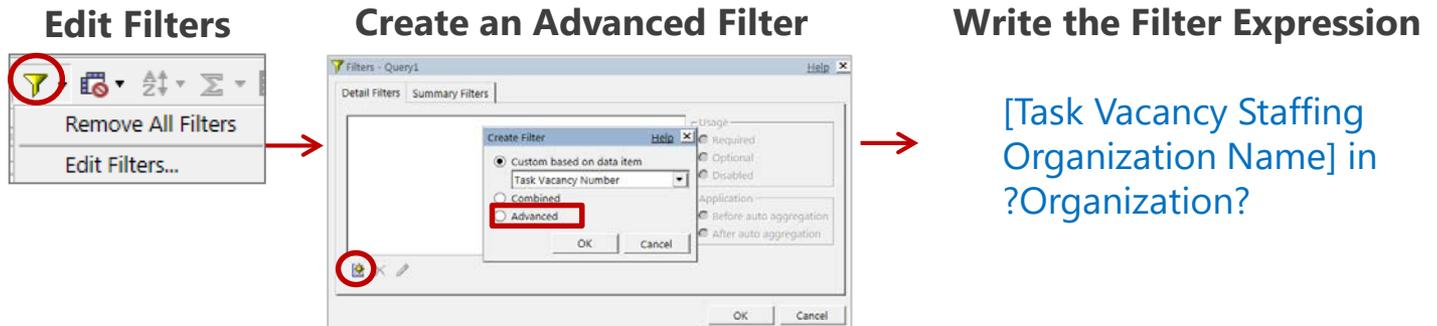


- Hover over the Page Explorer Tab
- Click on Prompt Pages

- Double-click on Page
- Hover over the Page Explorer Tab
- Click on Prompt Page 1

Custom Parameterized Filter

The user writes Filter Expressions and Prompts are available on a basic page



Prompt Options

Users can select from a variety of prompt item options

Please select 1 or more Organization Names (Required)

- ALJ Program Office
- American Battle Monuments - Potential Cust - Test
- ASMG Internal Release Testing
- Infinity Regression
- Office of Personnel Management
- OPM Program
- OPM Reimbursable
- Security Testing
- US Office of Personnel Management
- USAJOBS UAT Testing

[Select all](#) [Deselect all](#)

Value Prompt

Allows user to pick from a list of values

Please select an Announcement Close Date Range (Required)

From:

Dec 20, 2016

12 : 00 AM

To:

Dec 20, 2016

11 : 59 PM

Date Prompt

Users select a date range

Please enter 1 or more Announcement Control Numbers (Required)

Insert

Remove

Choices:

[Select all](#) [Deselect all](#)

Select and Search Prompt

Allows user to search from a list of values in the database and select criteria

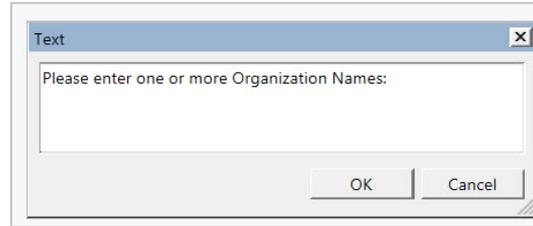
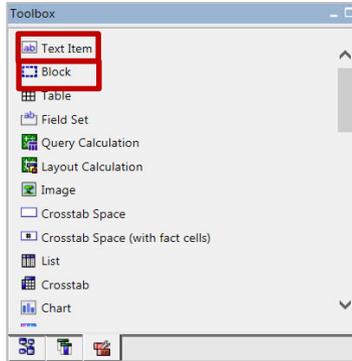
Please enter an Application Number (Required)

Text Box Prompt

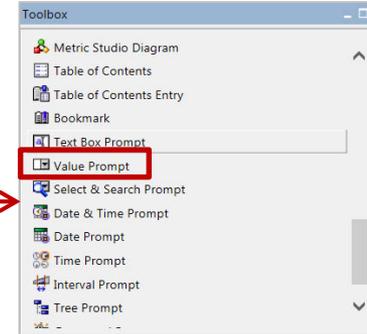
Users directly enter the search criteria

Creating a Prompt

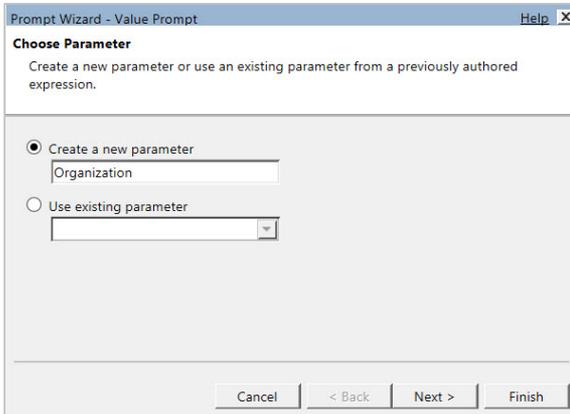
Double-click on a Block item to create containers to drop parameter instructions and prompts



Drag over a Text Item to create parameter instructions

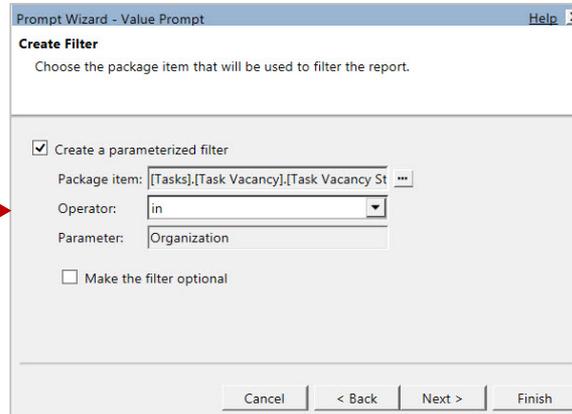


Drag a Value Prompt into a block



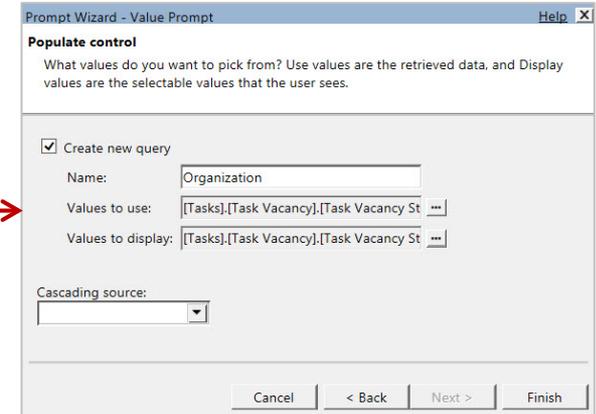
Create a Parameter

Create a new parameter or use an existing one. This is what the user will use to filter the report



Create the Filter

Select the data item to be used for the filter. The "In" operator allows for multi-select; the "=" operator is single-select



Decide what data to display

Name the new query the same as the parameter; "Values to use" is the data you are using to filter the report, "Values to display" is what the user will see in a list for the parameter

Open Q&A/Demo



Contacts

Please contact us if you have questions or need assistance

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Agency/Area of Expertise

- Department of Homeland Security and Department of Justice
- Data-Self Service Interconnections
- Department of Defense, Department of Health and Human Services, Office of Personnel Management, and Social Security Administration
- Time to Hire Reporting
- Applicant Flow Data
- Department of Veterans Affairs, Department of the Interior, and Small and Other Independent Agencies

