



USA Staffing

USA Staffing Reporting & Analytics

Reporting and Analytics Workgroup Meeting

March 15, 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 Metrics
 - Cognos Training Program
 - Retiring Data Packages
 - New Hire (End of Day)
 - Staffing Analytics
- **Modifications to Reports and Data Models**
 - Reports
 - Data Models
- **API Updates**
- **Cognos Tip**
 - Hiring Data Warehouse Refresh Process
- **Open Demo and Q&A**

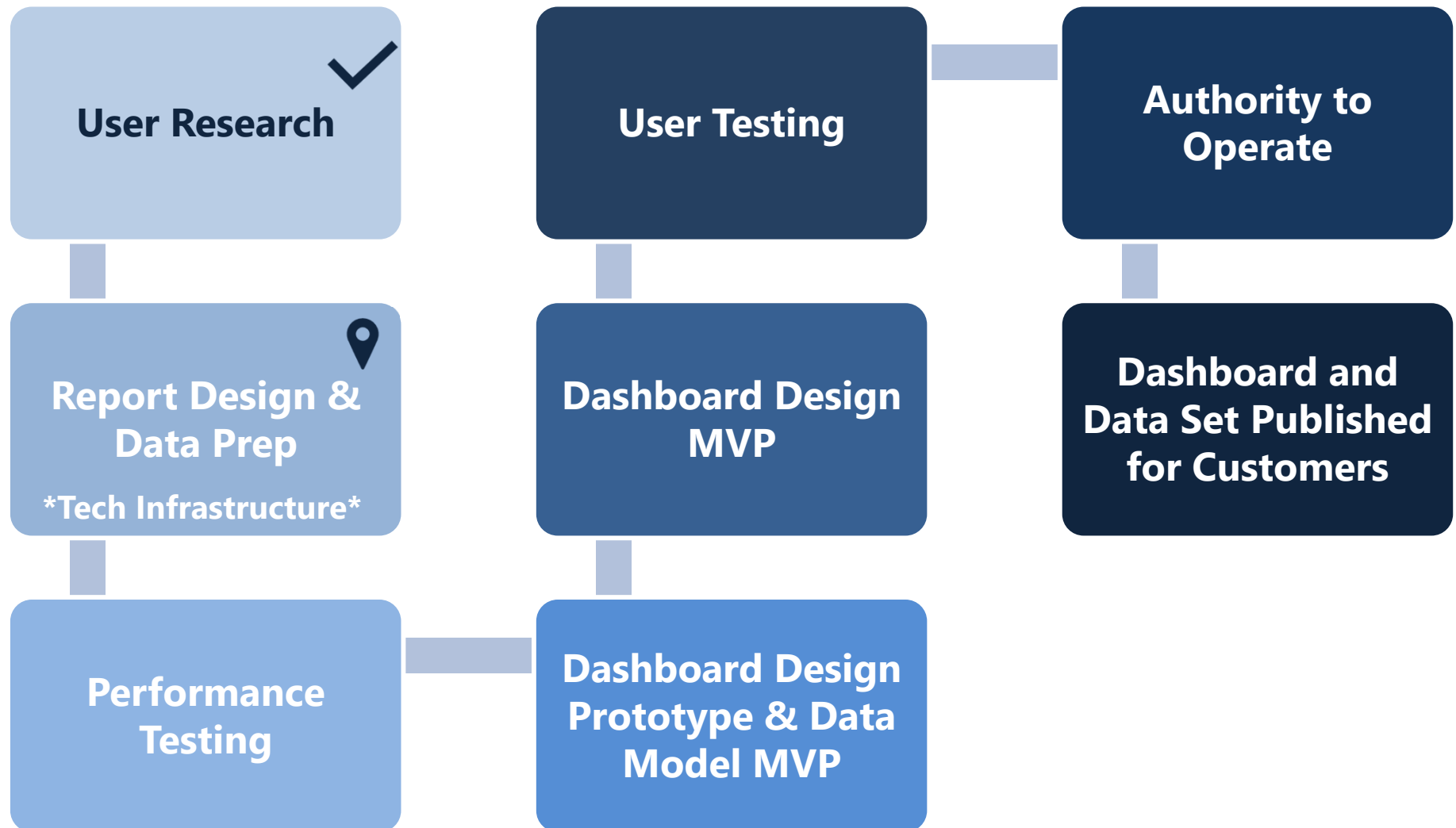


Power BI Update



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

- Azure Active Directory Authentication internal pilot
- Identification of open questions related to Azure Active Directory
- Engaging with Microsoft to secure support through their FastTrack process to provide direct support

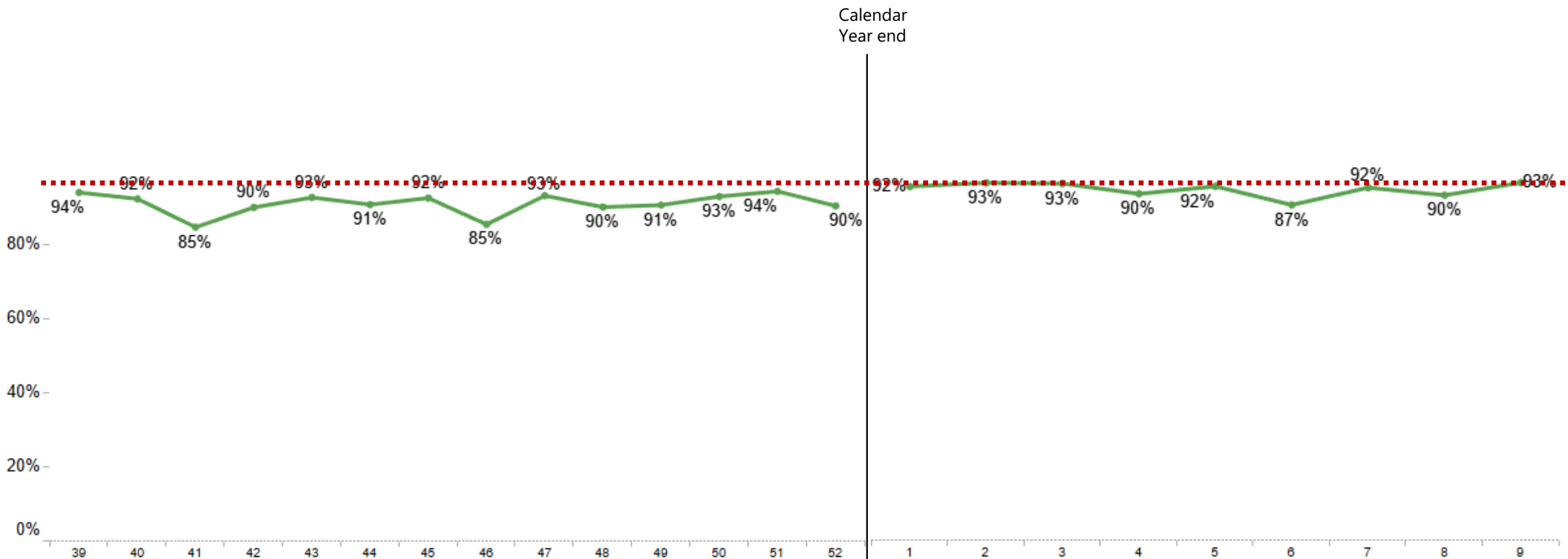


Cognos Performance Metrics



Report Success Rate

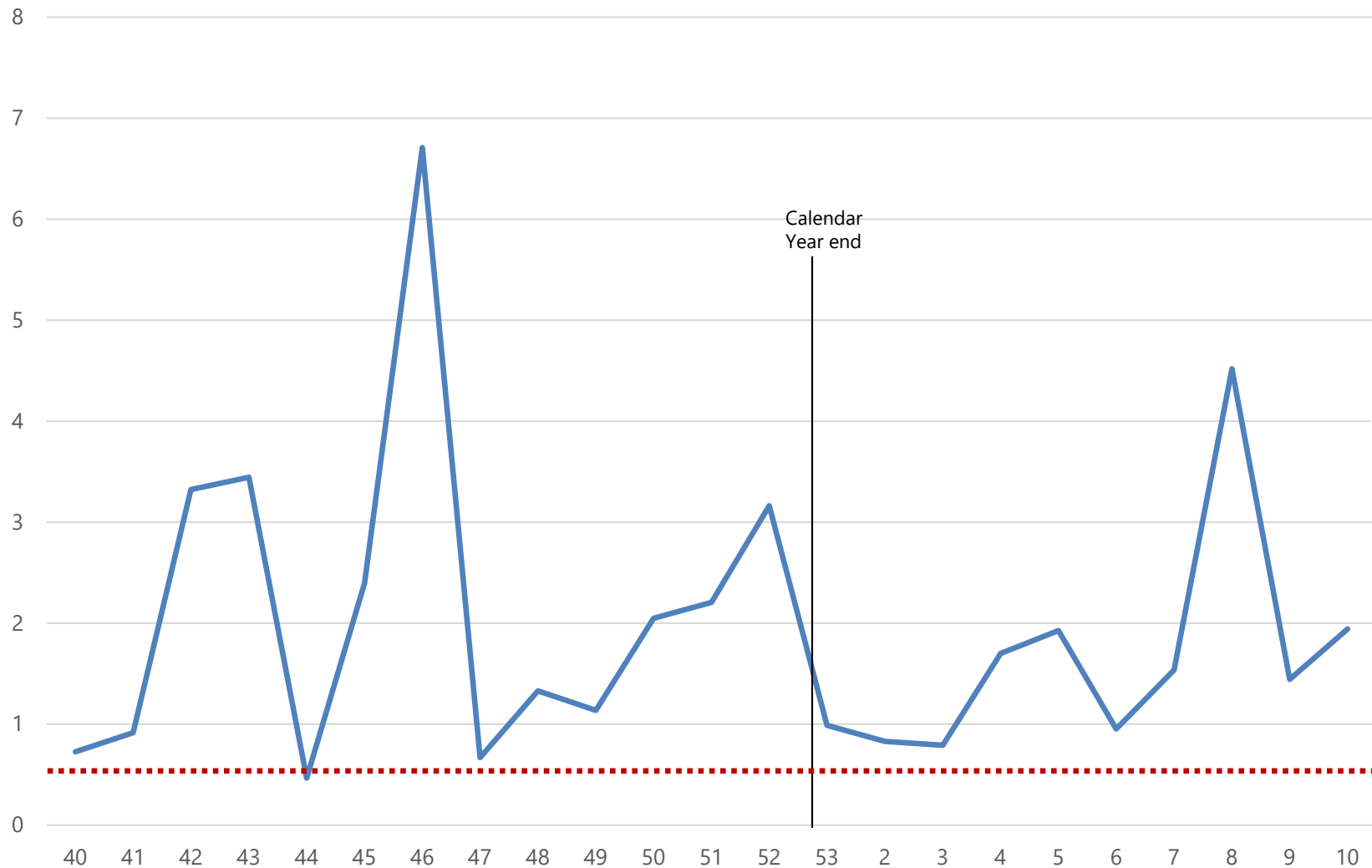
Overall success rate is
91.1%





Runtime Analysis

Overall average runtime
is **1 Minute 56 Seconds**





Cognos Training Program



Cognos Training Program

Report Consumer Training

Report Author Training

Advanced Author Forum

Who?	<ul style="list-style-type: none">• New USA Staffing reports users	<ul style="list-style-type: none">• New report authors	<ul style="list-style-type: none">• Experienced report authors
What?	<ul style="list-style-type: none">• How to navigate to and run reports	<ul style="list-style-type: none">• How to get started building reports	<ul style="list-style-type: none">• Open forum for authors to ask questions
Time?	<ul style="list-style-type: none">• 1/2 day	<ul style="list-style-type: none">• 1 1/2 days	<ul style="list-style-type: none">• 1 hour
When?	One session per month, alternating between each Report Consumer Training and Report Author Training		<ul style="list-style-type: none">• The first Thursday of each month at 11:00 AM EDT
How?	Contact your USA Staffing Account Manager to sign-up.		<ul style="list-style-type: none">• 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 EDT

Tuesday, May 17
1:00 – 4:00 PM EDT

Tuesday, April 19
10:00 AM – 3:00 PM EDT
+

Wednesday, April 20
10:00 AM – 3:00 PM EDT

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

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

Thursday, June 2
11:00 AM – 12:00 PM EDT

Thursday, July 7
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



RETIRED - New Hire (End of Day)

The New Hire (End of Day) data package was retired as of February 4, 2022.

Source Data items

⚠ New Hire (End of Day)

❗ The report could not run because a server error occurred.

Options:

- ↻ Refresh
- Close this report

▼ Details:

The web request failed.
503 - Service Unavailable
URL: ../v1/disp/../reports

IBM Cognos Analytics - Reporting



The latest package information could not be loaded. The package this report is referencing may no longer exist.

Package metadata is required for proper operation of the user interface. Certain elements of the report definition may not be viewable or editable.

OK

These error messages will appear if a report that uses New Hire (End of Day) is run.

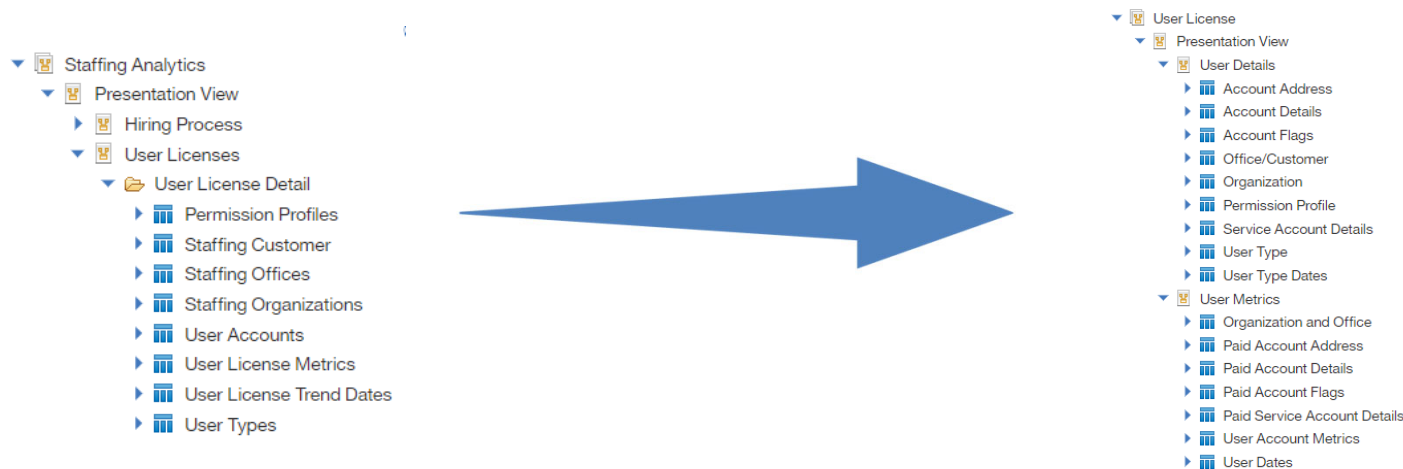


Retiring Staffing Analytics

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.

93 Staffing Analytics reports currently exist



The retirement of Staffing Analytics has been extended to a date TBD.

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 17 deployed to Production on February 16th

Sprint 18 deployed to Production on March 2nd

Sprint 19 will be deployed to Production on March 16th



HDW Reports

New/Modified Reports

Applicant Touch Points Dashboard – deployed February 16th

The Applicant Touch Points Dashboard was created. This report provides key metrics as well as tabular data about the status of applicant touch point notifications as well as tabular data by vacancy and applicant.

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

Hiring Data Warehouse Last Modified Report – will be deployed March 16th

The Hiring Data Warehouse Last Modified report was created. This report provides tabular data displaying the latest date/time for certain fields within the Hiring Data Warehouse to provide an indication of the age of the data currently available for reporting.

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



HDW Reports

New/Modified Reports

New Hire Dashboard – deployed February 16th and March 16th

The New Hire Dashboard was modified. This report provides key metrics as well as tabular data to provide details about new hires. The report was first modified to include optional prompts for new hire appointing authority and mission critical occupation tags, as well as new tabs/pages to display new hire data by tag. Next, the report was modified to change the existing value prompts for mission critical occupation and appointing authority to the select and search prompt type. This change is intended to improve performance of the loading of the prompt page. The report was also modified to replace the columns for Tentative Job Offer Response, Tentative Job Offer Response Date/Time, Official Job Offer Response, and Official Job Offer Response Date/Time with Job Offer Type, Job Offer Response, and Job Offer Response Date/Time.

- Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse > New Hire



HDW Reports

New/Modified Reports

New Hire Detail Report – deployed February 16th and March 16th

The New Hire Detail Report was modified. This report provides tabular data displaying a list of new hires by organization, office, and customer, with detailed information about the request associated with the new hire, new hire status, and completion dates of tasks included in typical onboarding workflows. First, the report was modified to include optional prompts for new hire appointing authority and mission critical occupation tags, as well as new tabs/pages to display new hire data by tag. Next, the report prompt page was modified to change the existing value prompts for mission critical occupation and appointing authority to the select and search prompt type. This change is intended to improve performance of the loading of the prompt page. The report was also modified to replace the columns for Tentative Job Offer Response, Tentative Job Offer Response Date/Time, Official Job Offer Response, and Official Job Offer Response Date/Time with Job Offer Type, Job Offer Response, and Job Offer Response Date/Time.

- Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse > New Hire



User License Reports

New/Modified Reports

Account Management Report – deployed February 16th

The Account Management Report was modified. This report provides tabular data displaying user accounts by organization, office, and customer. Detail data is also provided for all users, inactive users, reports only users, service accounts/bots, and users with access to applicant flow data. The report prompt page was modified to combine the previously separate Office and Customer prompts into a single Office/Customer prompt. The prompt was also made optional vs. required. Finally, to more easily distinguish offices from customers, the word “(Customer)” or “(Office)” will appear after the name in the prompt. These changes will ensure differentiation between offices and customers that may share the same name and that only data for offices and/or customers selected appear in the report output.

- Team Content > USA Staffing Packages and Folders > User License

Permission Profiles Assigned Report – will be deployed March 16th

The Permission Profiles Assigned Report was modified. This report provides tabular data displaying a list of the permission profiles that have been assigned to at least one user. The report was modified to include a required prompt for tenant. The inclusion of this prompt should help to improve performance when loading the prompt page. The report was also updated to include grouping and to modify the report grouping setting to ungroup rows when exporting to Excel.

- Team Content > USA Staffing Packages and Folders > User License



User License Reports

New/Modified Reports

User Account Details Report – will be deployed March 16th

The User Account Details Report was modified. This report provides tabular data displaying a list of users, including account flags, creation date/time, last log-in date/time, and days since last log-in. The report was modified to include a required prompt for tenant. The inclusion of this prompt should help to improve performance when loading the prompt page. The report was also updated to include grouping and to modify the report grouping setting to ungroup rows when exporting to Excel.

- Team Content > USA Staffing Packages and Folders > User License

User Accounts by Office/Customer Report – will be deployed March 16th

The User Accounts by Office/Customer Report was modified. This report provides tabular data displaying a list of users by user type and by organization and office or customer name, including permission profile details, account flags, creation date/time, last log-in date/time, and days since last log-in as a specific user type. The report was modified to include a required prompt for tenant. The inclusion of this prompt should help to improve performance when loading the prompt page. The report was also updated to include grouping and to modify the report grouping setting to ungroup rows when exporting to Excel.

- Team Content > USA Staffing Packages and Folders > User License



User License Reports

New/Modified Reports

User Accounts by Primary Office Report – will be deployed March 16th

The User Accounts by Primary Office Report was modified. This report provides tabular data displaying a list of the user accounts that exist for each primary office. The report was modified to include a required prompt for tenant. The inclusion of this prompt should help to improve performance when loading the prompt page. The report was also updated to include grouping and to modify the report grouping setting to ungroup rows when exporting to Excel.

- Team Content > USA Staffing Packages and Folders > User License

User Accounts with Permission Profiles Report – will be deployed March 16th

The User Accounts with Permission Profiles Report was modified. This report provides tabular data displaying a list of user accounts along with their assigned permission profile by office/customer. The report was modified to include a required prompt for tenant. The inclusion of this prompt should help to improve performance when loading the prompt page. The report was also updated to include grouping and to modify the report grouping setting to ungroup rows when exporting to Excel.

- Team Content > USA Staffing Packages and Folders > User License



Hiring Data Warehouse

Data Model Changes

Application Last Submitted – will be deployed March 16th

A new query item was added to enable reporting on the last submitted date of an application.

Applications folder > Application Information sub-folder

- Applications query subject
 - [Presentation View].[Applications].[Application Last Submitted Date/Time]

Application Responses – will be deployed March 16th

In support of USA Staffing functionality that allows applicants to update their responses following submission, the underlying Hiring Data Warehouse tables for application responses to announcement questionnaire and assessment questionnaire items have been updated to only include the current/most recent responses provided by an applicant.

Applications folder > Announcement Questionnaire sub-folder > Announcement Questionnaire Items and Responses

Applications folder > Assessments sub-folder > Application Assessment Items and Responses



Hiring Data Warehouse

Data Model Changes

Assessments – will be deployed March 16th

New query items were added to enable reporting on whether a questionnaire or manual assessment has a passing score as well as details about manual assessments.

Assessment Packages folder > Assessment Information sub-folder

- Assessments query subject
 - [Presentation View].[Assessments].[Manual Assessment Method]
 - [Presentation View].[Assessments].[Manual Assessment Method Details]
 - [Presentation View].[Assessments].[Passing Score?]



Hiring Data Warehouse

Data Model Changes

New Hire Forms and Documents – will be deployed March 16th

New query items were added to be used in combination with New Hire Number as a unique identifier for forms and onboarding documents.

New Hires folder > Onboarding Forms and Documents sub-folder

- Forms query subject
 - [Presentation View].[Forms].[Form ID]
- Onboarding Documents query subject
 - [Presentation View].[Onboarding Documents].[Onboarding Document ID]



Hiring Data Warehouse

Data Model Changes

Reviews – deployed March 2nd

Functionality was recently added to the USA Staffing interface to enable the deletion of certain reviews (e.g., position description reviews) that have not been sent out to reviewers. (See the USA Staffing Production Release Notes for release 13.9 for additional details.)

In support of the ability for certain reviews to be deleted from the interface, the associated tables in the Hiring Data Warehouse have been updated to include fields to identify when a review has been deleted and to exclude deleted reviews from appearing in reports.



Time to Hire

Data Model Changes

Request Details – will be deployed March 16th

New query items were added to enable reporting on additional details about the request approver and the requester.

- Request Information folder > Request query subject
 - [Time to Hire].[Request].[Request Approver Phone Number]
 - [Time to Hire].[Request].[Requester Email]
 - [Time to Hire].[Request].[Requester Name]
 - [Time to Hire].[Request].[Requester Phone Number]

Certificate Review Metrics Date – will be deployed March 16th

A new query item was added to enable reporting on the maximum certificate review sent date.

- Metrics folder > Time to Hire Metrics Dates query subject
 - [Time to Hire].[Time to Hire Metrics Dates].[Max Certificate Review Sent Date]



API Updates



USA Staffing Data APIs

Time to Hire API – will be deployed March 16th

The Time to Hire API was updated. The Time to Hire API provides detailed data about the time it takes to complete subtasks related to hiring a federal employee through USA Staffing. The API will return data about each request including days to hire and critical time to hire dates. In addition to the data specifically related to the time to hire request, direct links to associated APIs are provided in the returned JSON for the announcements, customers, offices, organizations, requests, new hires, and vacancies APIs. The API was updated to include the Max Certificate Review Sent Date.

Announcement Text API – will be deployed March 16th

The Announcement Text API was deployed. The Announcement Text API provides detailed data about the text of USAJOBS announcements. This API is open to the public and allows users to retrieve summary, hiring path, duties, major duties, conditions of employment, qualifications, education, documents, how to apply, how to apply next steps requirements, evaluations, benefits URL, benefits, other information, appointment type override, position schedule override, exclusive clarification text, and video URL.

- Access to this new API endpoint is available using <https://developer-stage.usastaffing.gov/api/historicjoa/announcementtext/>
- The announcement text fields can also be pulled by USAJOBS Control Number using <https://developer-stage.usastaffing.gov/api/historicjoa/announcementtext/{USAJOBSControlNumber}>



USA Staffing Data APIs

Data Dictionary Search Function – will be deployed March 16th

A new search function has been added to the API Developer Platform's Data Dictionary. Users can now find which APIs have which data items using search terms on the data item name or description.

- <https://developer-stage.usastaffing.gov/DataDefinitions/API>

Performance Enhancements – deployed February 16th

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

- Applications
- Certificate Applications

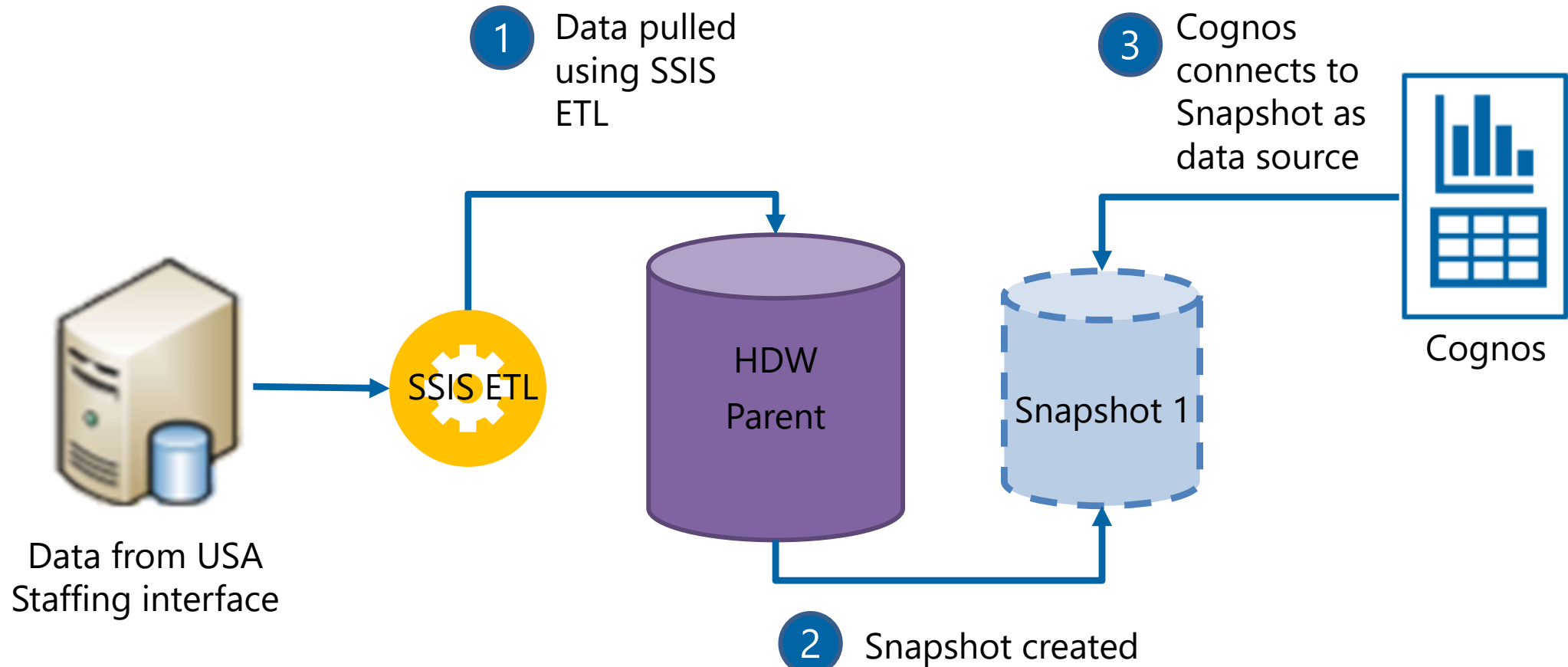


Cognos Tip

Hiring Data Warehouse Refresh Process

Hiring Data Warehouse

Table Loading – Rolling Snapshots

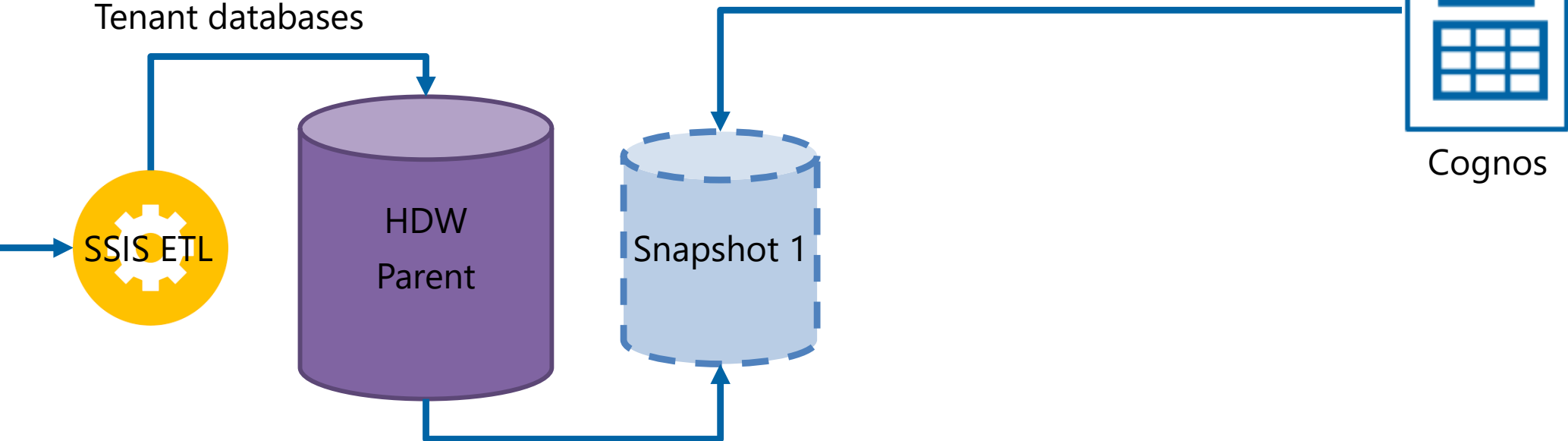




Hiring Data Warehouse

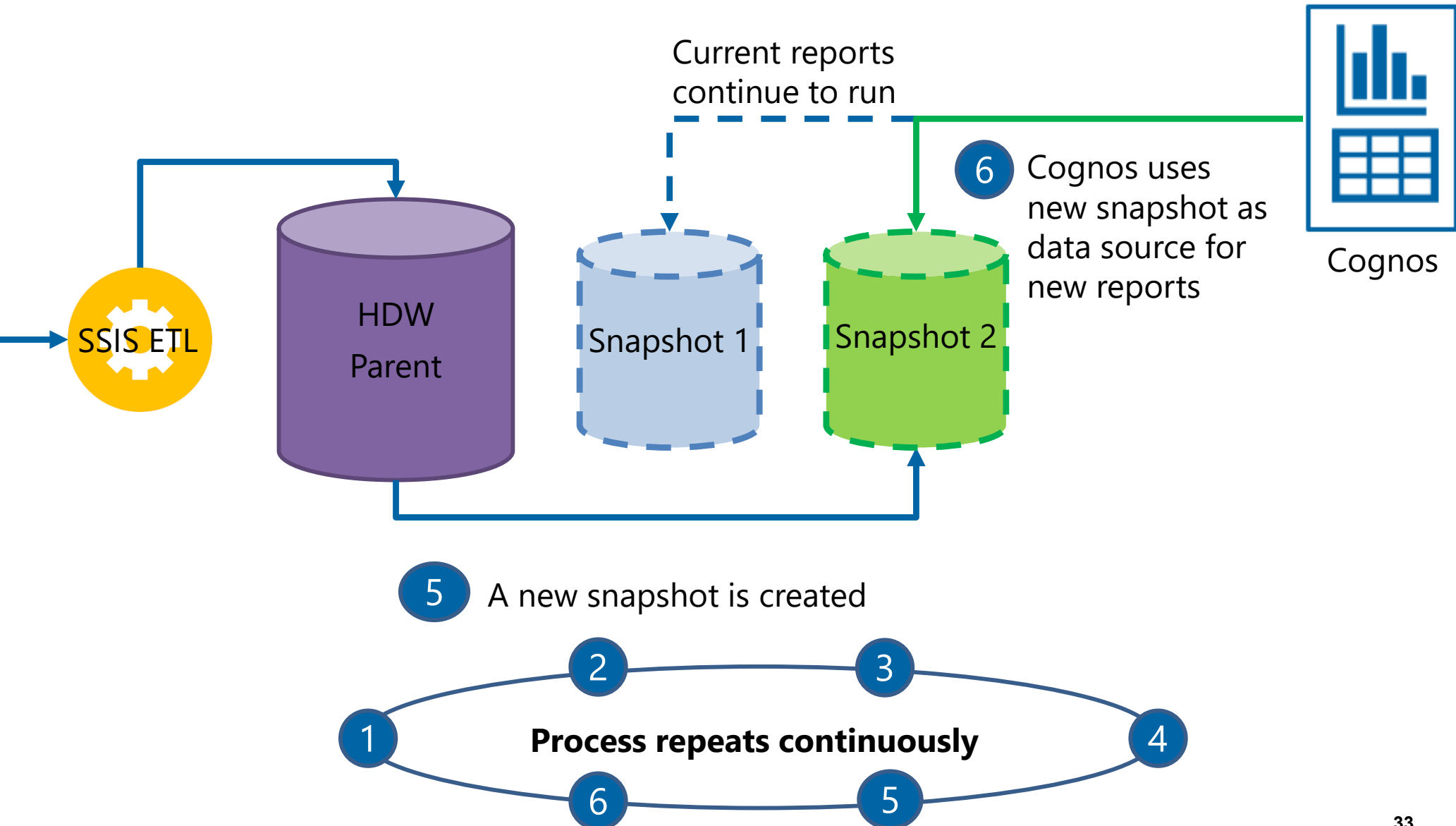
Table Loading – Rolling Snapshots

- 4 SSIS ETL updates HDW Parent based on Staffing Tenant databases



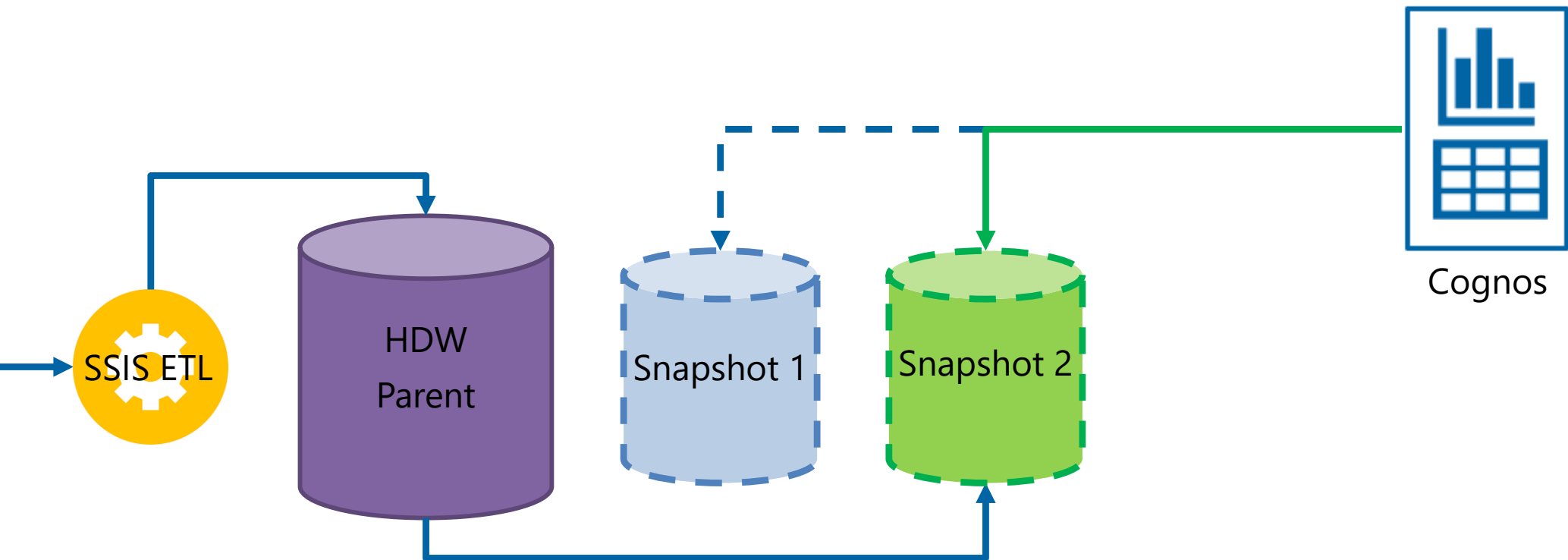
Hiring Data Warehouse

Table Loading – Rolling Snapshots



Hiring Data Warehouse

Table Loading – Rolling Snapshots



- A new snapshot is created when the SSIS ETL completes loading the HDW Parent
- A snapshot is a read only, static copy of the HDW Parent
- An individual Cognos report uses the newest snapshot that exists at the time the user clicks "Run"
- Once all reports using an older snapshot have completed, the snapshot is removed



Hiring Data Warehouse Refresh Process

Rolling Snapshots

- Jobs to update data in the HDW are scheduled to start at:
 - 4:00 AM ET
 - 12:00 PM ET
 - 8:00 PM ET
- The times at which new data is available for reporting varies based on how long each job takes to complete. Times vary based on:
 - Volume of data to be added or updated
 - Reporting activity while the job is running
- If/when a job takes more than 8 hours to complete (i.e., is running at/beyond the start time of the next job):
 - The currently running job continues to run
 - The job scheduled to start does not kick off



Hiring Data Warehouse Refresh Process

Hiring Data Warehouse Last Modified Report

Description: Tabular report showing the latest date/time for certain fields within the Hiring Data Warehouse to provide an indication of the age of data currently available for reporting.

Parameters:

Required Filter(s)

Select a Tenant:

- ☐ DHS
- ☐ DOC
- ☐ DOD
- ☐ DOI
- ☐ DOJ
- ☐ GOV

Select a Last Modified Date/Time Type:

- ☐ Announcement
- ☐ Application
- ☐ Certificate
- ☐ New Hire
- ☐ Request
- ☐ Task



Last Modified Dates

Data Definitions

Hiring Data Warehouse Last Modified Report

Tenant:

OPM

Last Modified Date/Time Type:

Task

Last Modified Date/Time:

Onboarding Task: Feb 23, 2022 6:08:46 PM

StaffingTask: Feb 24, 2022 12:01:16 AM

The date(s)/time(s) above provide a general indication of the age of the data available in the Hiring Data Warehouse. Exceptions will occur when there has not been any activity in an area (e.g., no certificates were created or modified during the time between HDW updates).



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.cognos.ug_cr_rptstd.doc/ug_cr_rptstd.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_Resource_Center

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