

USA Staffing - Time to Hire App Overview

Powered by the USA Staffing Power BI service and Talent Acquisition Analytics Group (TAAG)





Generating Time to Hire Data

USAS Time to Hire app (in Power BI) reports on the hiring phases and milestones within USA Staffing

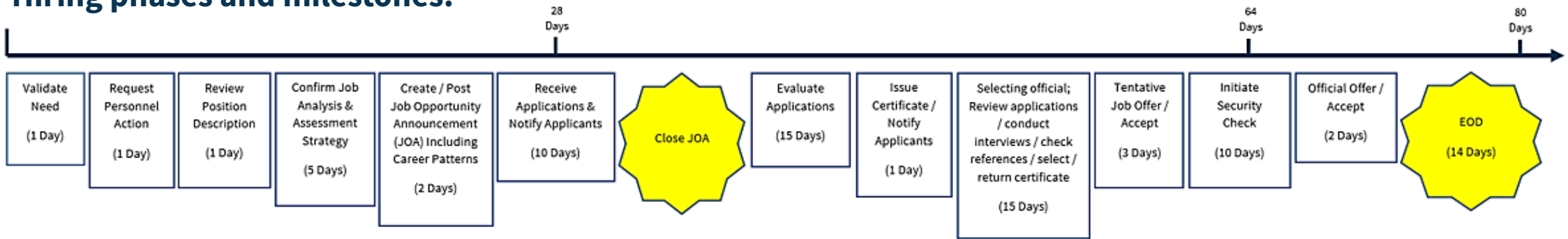
Standard Workflow: OPM 80-day hiring process roadmap

OPM | End to End Hiring Initiative

Hiring Process

- 14 functions
- 80 days (Based on 2-week announcement window)

Hiring phases and milestones:



Overall Time to Hire:

The number of days from when the manager validates the hiring need against agency workforce, staffing, or recruitment plans (Hiring Need Validated Date) to the date the new hire Enters on Duty (Confirm EOD Date)

Hiring Phases and Milestones

Agencies can monitor hiring phases and milestones through standard or agency-specific workflows and tasks to identify potential bottlenecks in the process.

The Power BI Time to Hire Detail Report Receives Data from USA Staffing

- When HR staff perform actions within USA Staffing, Time to Hire (T2H) data is automatically collected
- Overall time to hire is automatically calculated for each request
- Data output is reliant on the use of workflows and tasks, including:
 - Identification of steps in the staffing and onboarding processes
 - Tracking task activation date, completion date, and owner (e.g., HR User, Hiring Manager, New Hire)
 - Documenting expected time to complete each milestone
- Data is provided to comply with OPM's annual time-to-hire reporting mandates

Populating Time to Hire Data: Workflow Setup

Step 1: Data on hiring phases and milestones are only available if a **Workflow and Tasks** are set up appropriately

- A Workflow is a bundle of tasks that can be assigned at the same time and include established due dates for each task
- A Task is an assignment that must be completed by an HR User, Hiring Manager, Onboarding User, and/or New Hire to complete the staffing process.
- An agency can use a standardized workflow or create a custom workflow/task

The screenshot shows the USA Staffing® Admin interface. The top navigation bar includes 'Staffing', 'Classification', 'Recruit', 'Admin', 'Reports', and 'Advanced Search'. The main content area is titled 'ADMINISTRATION' and shows the 'Workflow: OPM 80-day' configuration page. The workflow name is 'OPM 80-day', the ID is '3', and the status is 'Published'. The page is divided into 'Workflow Properties' and 'Workflow Activities' tabs. The 'Workflow Activities' tab is active, showing a list of 9 activities. Each activity has a checkbox, a task name, a task rule count, a purpose, and an owner.

Task Name	Task Rules	Purpose	Owned By
<input type="checkbox"/> Audit Certificates	1	Staffing	Human Resources
<input type="checkbox"/> Complete Assessment Package	1	Staffing	Human Resources
<input type="checkbox"/> Issue Certificates	1	Staffing	Human Resources
<input type="checkbox"/> Notify Applicants Of Referral Disposition	1	Staffing	Human Resources
<input type="checkbox"/> Notify Applicants Of Referral	1	Staffing	Human Resources
<input type="checkbox"/> Release Announcement	1	Staffing	Human Resources
<input type="checkbox"/> Review Applicants	1	Staffing	Human Resources
<input type="checkbox"/> Send Certificates	1	Staffing	Human Resources
<input type="checkbox"/> Make And Return Selections	1	Staffing	Hiring Manager

Populating Time to Hire Data: Assign a Workflow

Step 2: Initiate a Request and assign a Workflow

- The **Hiring Need Validation Date** is the starting point for Time to Hire reporting
 - The date is either:
 - Identified by the HR User when creating the request; or
 - Collected from an agency via an interconnection; or
 - Calculated as 2 days prior to the Request Approval Date (system-generated)
- A Workflow is required to create a vacancy

Request 20141006-11867

Request Number: 20141006-11867 Customer: Office of the Chief Financial Officer Request Type: New Vacancy Status: Incomplete

Request Information | Location Information | **Staffing Approach** | Documents (0) | Notes (0) | History

Vacancy to be Created (1)

Vacancy Type	Office	USAJOBS Announcement Type	Workflow	Rating Combination
<input type="checkbox"/> Case Exam	NARA	<input checked="" type="checkbox"/> Public (U.S. Citizens and Non-Citizens) <input checked="" type="checkbox"/> Status (Federal/Veteran/Other Eligible) <input type="checkbox"/> Internal Merit Promotion	OPM 80-day	<input checked="" type="checkbox"/> 0201-9(Classification) <input checked="" type="checkbox"/> 0201-11(Classification) <input checked="" type="checkbox"/> 0201-9(Employee Relations) <input checked="" type="checkbox"/> 0201-11(Employee Relations)

Populating Time to Hire Data: Complete the Tasks

Step 3: Complete the Tasks

- As HR Users and Hiring Managers work through the staffing process, Tasks are completed and Time to Hire data is automatically populated

Tasks (17) All Add Task

Task	Owner	Due Date
Notify Applicants Of Referral Disposition	Kristi Balant	12/24/2022
Audit Certificates	Kristi Balant	12/24/2022
Schedule Drug Test for Monica Pierce	Kristi Balant	12/25/2022
Complete Assessment Package	Kristi Balant	12/26/2022
Release Announcement	Kristi Balant	12/26/2022
Make And Return Selections	Kristi Balant	01/05/2023
Review Applicants	Kristi Balant	01/05/2023

Request Number	Hiring Need Validation Date	Hiring Need Validated to Request Approval	Request Approval to Announcement Open	Announcement Open to Close	Announcement Close to Certificate Issued	Certificate Issued to Certificate Returned
18MAR6ECW4YN01X123115	03/01/2018	1	10	4	4	6
18MAR6ECW4YN01X123117	03/01/2018	1	10	7	2	6
18MAR6ECW4YN01X123119	03/01/2018	1	10	3	1	4

Populating Time to Hire Data: Finish the Tasks

Step 4: Verify New Hire Entry on Duty (EOD)

- When the new hire successfully completes onboarding tasks and enters on duty, HR Users and/or Onboarding Users complete the "Verify the New Hire Arrived for their First Day of Duty" task, which completes overall time to hire measurement for the request

The screenshot shows a task management interface with the following components:

- Header: "Tasks" with a count of 8, and buttons for "Assign Workflow" and "Add Task".
- Filters: "All Statuses" and "Human Resources".
- Table with columns: Task Name, Owner, Status, Due, Completed Date.
- Task list with 8 rows. The row "Verify the New Hire Arrived for their First Day of Duty" is highlighted with a blue border.

<input type="checkbox"/>	Task Name	Owner	Status	Due	Completed Date
<input type="checkbox"/>	Set Document Type for New Hire Documents	Marius Acklin	Complete		03/05/2021
<input type="checkbox"/>	Send Tentative Offer	Marius Acklin	Complete	03/06/2021	03/05/2021
<input type="checkbox"/>	Send Official Offer	Marius Acklin	Complete	03/06/2021	03/05/2021
<input type="checkbox"/>	Receive Tentative Offer Response	Marius Acklin	Complete	03/07/2021	03/05/2021
<input type="checkbox"/>	Receive Official Offer Response	Marius Acklin	Complete	03/07/2021	03/05/2021
<input type="checkbox"/>	Verify the New Hire Arrived for their First Day of Duty	Marius Acklin	Complete	03/25/2021	03/05/2021
<input type="checkbox"/>	Transmit Documents to eOPF	Marius Acklin	Complete	06/03/2021	06/14/2021
<input type="checkbox"/>	Transmit Forms to eOPF	Marius Acklin	Complete	06/03/2021	06/14/2021

Custom Tasks Are Not Included in Report Output

Custom Tasks won't appear in the standard Power BI Time to Hire Detail paginated report. Other options include:

- USA Staffing's [Time to Hire API](#)
- Custom IBM Cognos reports

Future Power BI solutions are planned to support this need



Viewing Data in the Time to Hire App (Power BI)

Power BI Refresh Expectations

- Data from USA Staffing is refreshed at least 3 times per day
- Goal is for more frequent refreshes

Power BI Paginated Report Format

- Intended for “fits-on-paper” memos/reports
- Effective for viewing a table/spreadsheet
- Offers on-the-fly filtering
- Permits data manipulation (Excel pivoting)

Staffing Organization Name	Staffing Office Name	Request Number	Request Type	Vacancy Number	Vacancy Type	Vacancy
Demo Organization	USA Staffing Demo Office	20230414-42392	Onboard New Hire			
Demo Organization	USA Staffing Demo Office	20230922-94941-STATE-DEMO-0002	Additional Selection	12141177	Case Exam	ST
Demo Organization	USA Staffing Demo Office	20220506-55331	New Vacancy	11492011	Case Exam	DE, ST, IM
Demo Organization	USA Staffing Demo Office	20200818-55416-0001	Additional Selection	10893958	Case Exam	DE
Demo Organization	USA Staffing Demo Office	20200723-66778-0006	Additional Selection	10873894	Case Exam	DE, IMP
Demo Organization	USA Staffing Demo Office	20220502-67101	New Vacancy	11483950	Case Exam	DE, ST
Demo Organization	USA Staffing Demo Office	20230707-55546	Onboard New Hire			
Demo Organization	USA Staffing Demo Office	20231027-68383-0003	Additional	12194691	Case Exam	DE

Staffing Organization Name	Staffing Office Name	Request Number	Request Type	Vacancy Number	Vacancy Type	Vacancy Announcement Types	Announcement Number	New Hire Name	New Hire Number	New Hire Creation Date	New Hire Veterans Preference Status	New Hire Customer Name	New Hire Pay Plan	New Hire Grade	New Hire Salary	Hiring Validation Date	Request Personal Action Date	Request Approval Date
National Park Service	Alaska Region	20230922-94941-STATE-DEMO-0002	Onboard New Hire							2024	NV - No Preference Claimed	GS	0404	9	05/07/2024	May 8, 2024	05/09/2024	
National Park Service	Alaska Region		Onboard New Hire							07/26/2023	NV - No Preference Claimed	GS	0193	12	07/24/2023	Jul 25, 2023	07/26/2023	
National Park Service	Alaska Region		Onboard New Hire							08/17/2023	TP - 5-point Preference based on Active Duty in the U.S. Armed Forces	WG	4749	5	08/15/2023	Aug 16, 2023	08/17/2023	
National Park Service	Alaska Region		Onboard New Hire							08/24/2023	CP - 10-point Preference based on Compensable Service-connected	GS	2210	9	08/22/2023	Aug 23, 2023	08/24/2023	

Power BI Paginated Reports include:

- ✓ Exporting to Excel
- ✓ Scheduling
- ✓ Authoring (dataset access)

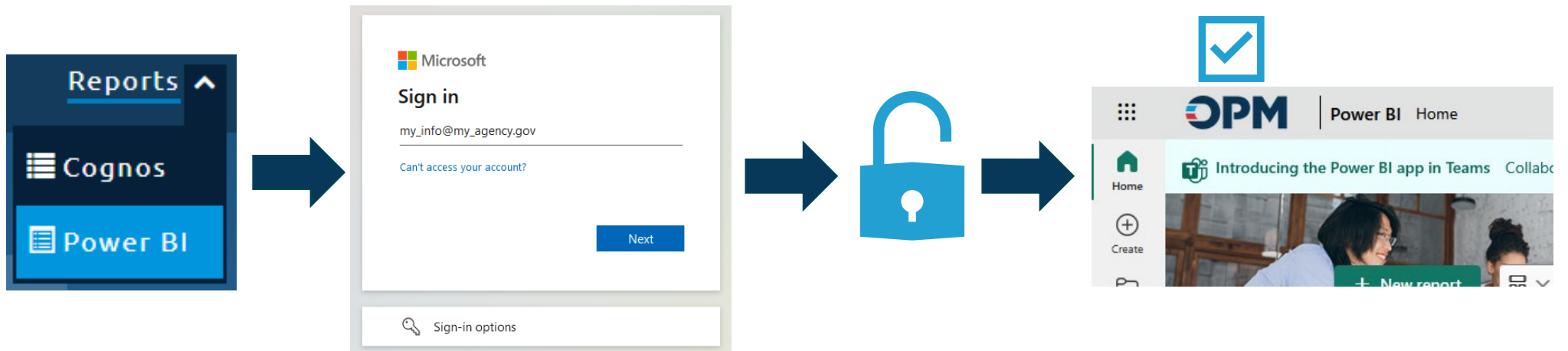
Navigating to Time to Hire App

Access Power BI through USA Staffing:

<https://www.usastaffing.gov> →  → Reports → **Power BI**

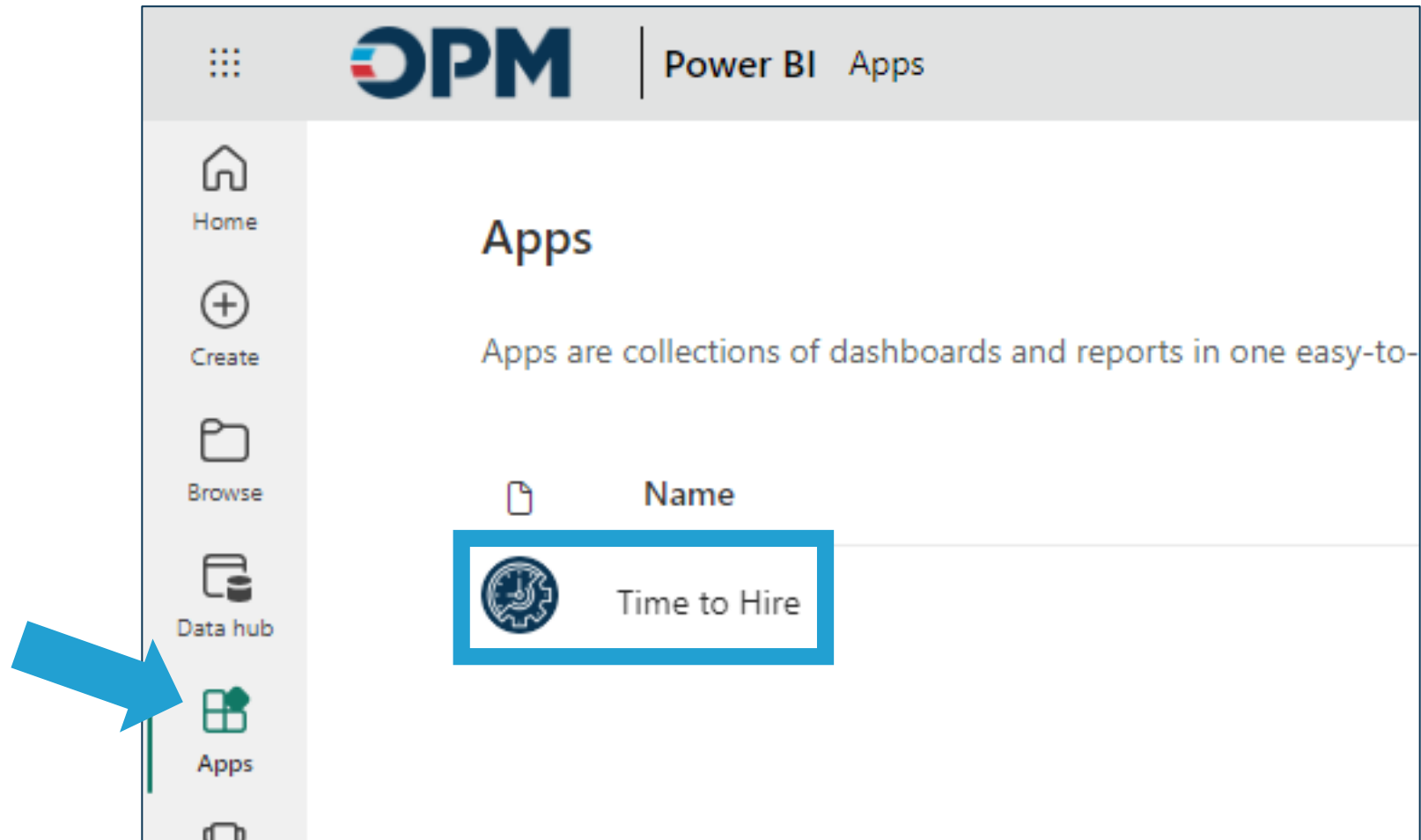
Access roles:

- HR User
- Hiring Manager
- Onboarding User



For help, see related job aids on the Data Resource Center (DRC):
<https://developer.usastaffing.gov>

Time to Hire is in the “Apps” area of Power BI



Time to Hire Detail Paginated Report

Output: Tabular data on hiring process milestones and overall time to hire for an applicant

Power BI Time to Hire

Time to Hire Detail

File Export View 1 Parameters Subscribe to report Search

Staffing Organization: Demo Organization, Orga... Fiscal Year: 2024, 2023, 2022 Month: March, April, May, June, J...
 Series: 0017, 0018, 0130, 0132, 0... Vacancy Type: No Value, Case Exam Request Type: New Vacancy, Additional ...

OPM | Time to Hire Detail

Organizations: Demo Organization, Organization Two, Organization three
Fiscal Years: 2024, 2023, 2022
Months: March, April, May, June, July, August, September, October, November
Series: 0017, 0018, 0130, 0132, 0301, 0343, 2210
Request Type: New Vacancy, Additional Selection, Onboard New Hire
Vacancy Type: No Value, Case Exam

Staffing Organization Name	Staffing Office Name	Request Number	Request Type	Vacancy Number	Vacancy Type	Vacancy Announcement Types	Announcement Number	New Hire
Demo Organization	USA Staffing Demo Office	20230414-42392	Onboard New Hire					Greg CH
Demo Organization	USA Staffing Demo Office	20230922-94941-STATE-DEMO-0002	Additional Selection	12141177	Case Exam	ST	23-CBPK-12141177	Wade W
Demo Organization	USA Staffing Demo Office	20220506-55331	New Vacancy	11492011	Case Exam	DE, ST, IMP	22-CBPK-11492011-OBA	Elizabeth
Demo Organization	USA Staffing Demo Office	20200818-55416-0001	Additional Selection	10893958	Case Exam	DE	20-CBPK-NSA-10893958	Steven A
Demo Organization	USA Staffing Demo Office	20200723-66778-0006	Additional Selection	10873894	Case Exam	DE, IMP	20-CBPK-10873894	Lucy var
Demo Organization	USA Staffing Demo Office	20220502-67101	New Vacancy	11483950	Case Exam	DE, ST	22-CBPK-11483950-RB	Jessica J
Demo Organization	USA Staffing Demo Office	20230707-55546	Onboard New Hire					Another
Demo Organization	USA Staffing Demo Office	20231027-68383-0003	Additional	12194691	Case Exam	DE	24-CBPK-12194691	Lucy var

Time to Hire Detail Contains Over 50 Columns

Output columns include:

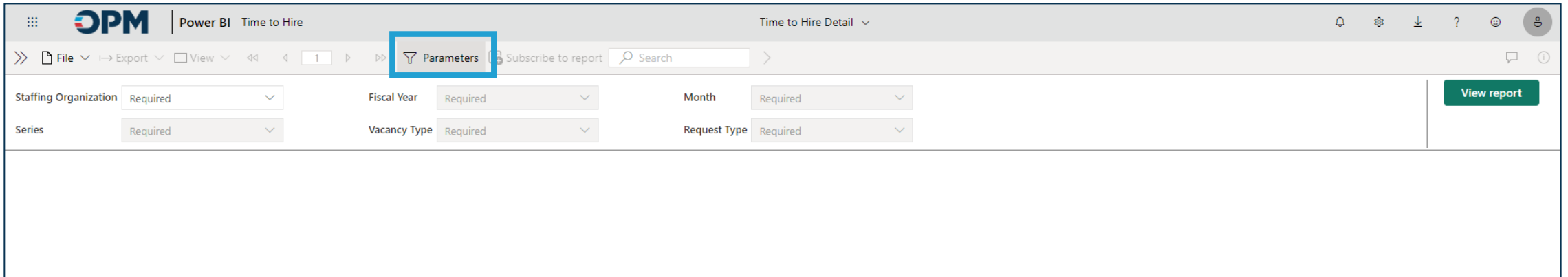
- Overall Days to Hire (Hiring Need Validated Date)
- Request Info
- Vacancy Info
- New Hire Info
- Announcement Date Info
- Certificate Date Info
- New Hire Start Date Info
- Offer Dates
- **NEW** Hiring Need Validation Date to Entrance on Duty
- **NEW** Hiring Need Validation to Tentative Offer Sent
- **NEW** Tentative Offer Sent to Entrance on Duty
- **NEW** Certificate Returned to Certificate Audited
- **NEW** Certificate Issued to Certificate Returned

 **Custom Tasks are not available in this standard report (see previous section)**

Time to Hire Detail: Show/Hide Parameters

Before a paginated report can be viewed, the Parameters must be set

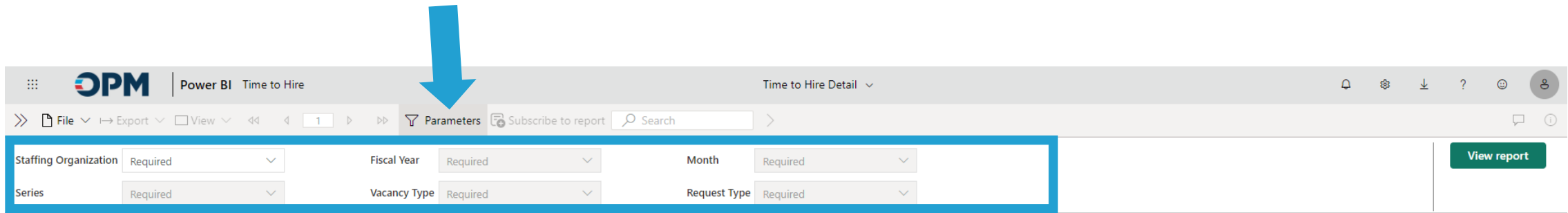
Show or Hide parameters with the menu:



The screenshot displays the Power BI report interface for 'Time to Hire Detail'. The top navigation bar includes the OPM logo, 'Power BI Time to Hire', and 'Time to Hire Detail'. Below the navigation bar, a 'Parameters' menu is highlighted with a blue box. The main content area contains several required parameters: Staffing Organization, Fiscal Year, Month, Series, Vacancy Type, and Request Type. A 'View report' button is located on the right side of the parameter section.

Parameter	Value
Staffing Organization	Required
Fiscal Year	Required
Month	Required
Series	Required
Vacancy Type	Required
Request Type	Required

Time to Hire Detail: Select Parameters



Parameters:

1. Staffing Organization
2. Fiscal Year
3. Month
4. Series
5. Request Type
6. Vacancy Type

Time to Hire Detail: Pick Staffing Organization Name

Power BI Time to Hire

Time to Hire Detail

Staffing Organization Required

Fiscal Year Required

Month Required

Series Required

Vacancy Type Required

Request Type Required

View report

1. Start by selecting the Staffing Organization Name
2. Use the search field can be used to narrow the results
3. Use “Select All” to select all options

Staffing Organization Name organi

Request Type

- Select All
- Demo Organization
- Organization One
- Organization Two
- Organization three
- RPI Testing Organization

Staffing Organization Name Demo Organization, Orga ...

Request Type

- Select All
- Demo Organization
- Organization One
- Organization Two
- Organization three
- RPI Testing Organization

Time to Hire Detail: Choose Parameters

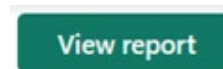
Once Staffing Organization Name is set, the page will reload

Other parameters will be auto-filled

Staffing Organization	Demo Organization, Orga... <input type="text"/>	Fiscal Year	2024, 2023 <input type="text"/>	Month	January, February, March,... <input type="text"/>	<input type="button" value="View report"/>
Series	0006, 0007, 0011, 0017, 0... <input type="text"/> <input checked="" type="checkbox"/>	Vacancy Type	Case Exam <input type="text"/>	Request Type	New Vacancy, Additional ... <input type="text"/> <input checked="" type="checkbox"/>	

Proceed by making selections in all parameters


When all required fields are filled,
the **View Report** button will become active →



NOTE: By default, all possible values (including nulls/No Value) are selected for Vacancy Type so that data for all new hires (including those not selected through a vacancy) are provided.

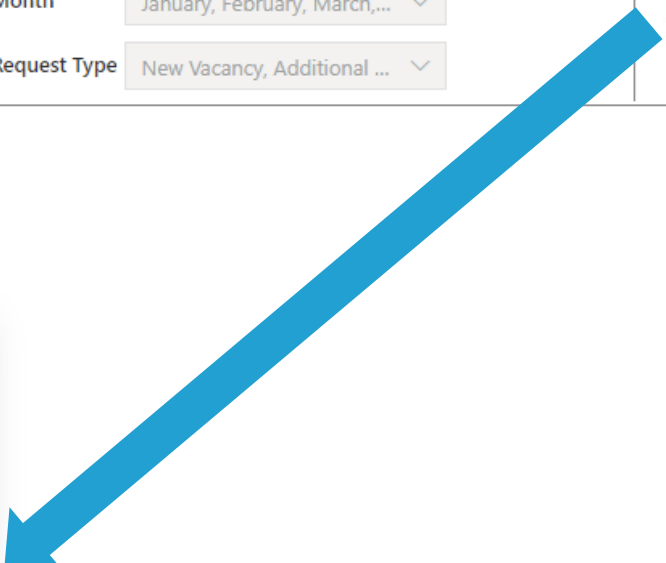
USAS Time to Hire Detail: View Report

Staffing Organization	Demo Organization, Orga... ▾	Fiscal Year	2024, 2023 ▾	Month	January, February, March,... ▾	View report
Series	0006, 0007, 0011, 0017, 0... ▾	Vacancy Type	Case Exam ▾	Request Type	New Vacancy, Additional ... ▾	



Generating report...
123 rows

[Cancel](#)



Pressing **View Report** will generate the report

USAS Time to Hire Detail: Searching and Pagination

OPM | Power BI | Time to Hire

Time to Hire Detail

Staffing Organization Name: Demo Organization, Orga... | Fiscal Year: 2024 | Month: January, February, March... | New Hire Series: 0006, 000

Request Type: Additional Selection, Onb... | Request Number: 20231026-35297, 202403... | Vacancy Type: No Value, Case Exam | Vacancy Number: 12526575

OPM | Time to Hire Detail

Organizations: Demo Organization, Organization One, Organization Two, Organization three, RPI Testing Organization
Months: January, February, March, April, May, June, July, August, October, November
Fiscal Year: 2024
Series: 0006, 0007, 0011, 0017, 0023, 0130, 0201, 0203, 0301, 0343, 0650, 1082, 1111, 1330, 2210, 3705
Request Type: Additional Selection, Onboard New Hire, New Vacancy
Vacancy Type: No Value, Case Exam
Request Number: 20231026-35297, 20240301-33930, 20231030-17150, 20231228-42849, PROD107GREENTEST, 20221027-26375, 20240404-84599,
Vacancy Number: 12526575, 12141177, 10273828, 10677312, 11898302, 12090201, 10874542, 12464032, 12302123, 12347187, 11164010, 12194691

Staffing Organization Name	Staffing Office Name	Request Number	Request Type	Vacancy Number	Vacancy Type	Vacancy Announcement Types	Announcement Number	New Hire Series
RPI Testing Organization	Artemis RPI Testing	RPI-NHIPRODDEPLOY155-JT	New Vacancy	12526575	Case Exam	ST	Test-20240823	Scienc
Demo Organization	USA Staffing Demo Office	20230922-94941-STATE-DEMO-0002	Additional Selection	12141177	Case Exam	ST	23-CBPK-12141177	Wade
Organization One	Office A	20180731-95905-0072	Additional Selection	10273828	Case Exam	DE	DE-10273828-18-SC	Prince
Organization One	Office A	20180731-95905-0074	Additional Selection	10273828	Case Exam	DE	DE-10273828-18-SC	Peanu
Organization One	Office A	20191212-JR-MASSNOTIFICATIONS-0004	Additional Selection	10677312	Case Exam	DE	19-10677312-DE	Steve
Organization Two	Office D	20230322-48428	New Vacancy	11898302	Case Exam	IMP	IMP-23-CDH-11898302	Yellow
Organization One	Office A	20180731-95905-0070	Additional Selection	10273828	Case Exam	DE	DE-10273828-18-SC	Aubre
Organization One	Office A	20230813-52100-0001	Additional	12090201	Case Exam	DE, ST	12090201-DEST-JR-23-234	Megh

Once the report has run, the first page will display.

The Home tab will contain several active buttons, including:

- Page select
- Search (text)
- Export
- Subscribe

1 | Parameters | Subscribe to report | opm | Find next

Default Sort of data

1. Staffing Organization Name (alphabetical/natural sort), then by
2. Staffing Office Name, then by
3. Vacancy Number, then by
4. Request Number.

OPM Time to Hire Detail						
Organizations: Demo Organization, Organization Two, Organization three						
Fiscal Years: 2024, 2023, 2022						
Months: March, April, May, June, July, August, September, October, November						
Series: 0017, 0018, 0130, 0132, 0301, 0343, 2210						
Request Type: New Vacancy, Additional Selection, Onboard New Hire						
Vacancy Type: No Value, Case Exam						
Staffing Organization Name	Staffing Office Name	Request Number	Request Type	Vacancy Number	Vacancy Type	Vacancy
Demo Organization	USA Staffing Demo Office	20230414-42392	Onboard New Hire			
Demo Organization	USA Staffing Demo Office	20230922-94941-STATE-DEMO-0002	Additional Selection	12141177	Case Exam	ST
Demo Organization	USA Staffing Demo Office	20220506-55331	New Vacancy	11492011	Case Exam	DE, ST, IN
Demo Organization	USA Staffing Demo Office	20200818-55416-0001	Additional Selection	10893958	Case Exam	DE
Demo Organization	USA Staffing Demo Office	20200723-66778-0006	Additional Selection	10873894	Case Exam	DE, IMP
Demo Organization	USA Staffing Demo Office	20220502-67101	New Vacancy	11483950	Case Exam	DE, ST
Demo Organization	USA Staffing Demo Office	20230707-55546	Onboard New Hire			
Demo Organization	USA Staffing Demo Office	20231027-68383-0003	Additional	12194691	Case Exam	DE

[Natural sort order | Wikipedia](#)

Subscribing to Time to Hire Detail

Time to Hire Detail: Subscribe

The screenshot shows the Power BI interface for the 'Time to Hire Detail' report. The top navigation bar includes the OPM logo, 'Power BI Time to Hire', and 'Time to Hire Detail'. The main content area displays report filters and a data table. A blue arrow points from the 'Subscribe to report' button in the top navigation bar to the 'New subscription' button in the 'Subscriptions' pane.

Staffing Organization: Demo Organization, Orga...
Fiscal Year: 2024, 2023
Series: 0006, 0007, 0011, 0017, 0...
Request Type: New Vacancy, Addition...

OPM | Time to Hire Detail

Organizations: Demo Organization, Organization three, Organization One, Organization Two
Fiscal Years: 2024, 2023
Months: January, February, March, April, May, June, July, August, September, October, November
Series: 0006, 0007, 0011, 0017, 0018, 0021, 0023, 0030, 0130, 0132, 0188, 0201, 0203, 0301, 0343, 0650, 09... 1082
Request Type: New Vacancy, Additional Selection, Onboard New Hire
Vacancy Type: Case Exam

Staffing Organization Name	Staffing Office Name	Request Number	Request Type	Vacancy Num
Organization One	Office A	20221216-84250-0001	Additional Selection	
Organization One	Office A	20180731-95905-0074	Additional Selection	
Organization One	Office A	20180731-95905-0067	Additional Selection	
Organization One	Office A	20191212-JR-MASSNOTIFICATIONS-0004	Additional Selection	

Subscriptions

Keep track of your data by subscribing to this paginated report.
Manage all

> Time to Hire Detail for my colleagues

Save **New subscription**

USAS Time to Hire Detail: Standard Subscription

The screenshot shows a 'New subscription' dialog box with the following content:

- Back arrow and close button (X) in the top corners.
- Title: **New subscription**
- Text: Keep track of your data by subscribing to this paginated report.
- Text: Manage all
- Section: **Choose a subscription type**
- Option 1: **Standard** (highlighted with a blue box and arrow). Description: Generate and deliver one report. Icon: envelope with pencil.
- Option 2: ~~**Dynamic per recipient**~~ (crossed out with a large black X). Description: Connect to a dataset and send a unique view of the report to each recipient. Icon: three vertical bars.

Time to Hire Detail: Subscription Details

Subscriptions

Keep track of your data by subscribing to this paginated report.

[Manage all](#)

Time to Hire Detail for 2024 and vacancies ✎ 🗑 🔴

⚠ Unsaved changes

Subscription name *

Recipients * ⓘ

Attach full report

Parameters

Report parameters

> Customize parameters (8)

Scheduled date and time

Start date * **End date**

Repeat *

Scheduled time *

Time zone *

Emails will be sent daily at 12:00 PM (UTC-05:00) Eastern Time (US and Canada) starting Tuesday, September 10, 2024.

> **More options**

Subscription must be saved before sending.



Time to Hire Detail: Send Now and Disable Schedule

Subscriptions [Close]

Keep track of your data by subscribing to this paginated report.
Manage all [Link]

Time to Hire Detail for the DHS 2021 data [Edit] [Delete] [Toggle On]

Subscription name
Time to Hire Detail for the DHS 2021 data

Recipients ⓘ
Steven Prutzman; Jena Frey
⚠ One or more e-mail addresses with the following domains are outside your organization:
opm.gov

Attach full report
Microsoft Excel (.xlsx)

Send to
Email

Parameters
Report parameters
Keep previous subscription values
> Customize parameters (8)

Scheduled date and time
Emails will be sent daily at 12:00 PM (UTC-05:00) Eastern Time (US and Canada) starting Tuesday, September 10, 2024.

> More options
Send now

Save New subscription

Subscriptions [Close]

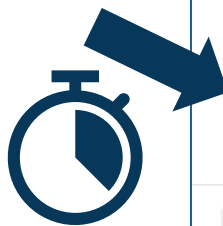
Keep track of your data by subscribing to this report.
Manage all [Link]

> Paid Licenses by Primary Office [Edit] [Delete] [Toggle Off]

> Staffing Organization [Edit] [Delete] [Toggle On]

Unsaved changes

Save New subscription




USAS Time to Hire Detail: Subscription via Email

Subscription for Time to Hire Detail

Microsoft Power BI <no-reply-powerbi@microsoft.com>
To [redacted] Wed 10/2/2024 2:30 PM

If there are problems with how this message is displayed, click here to view it in a web browser.

 Time to Hire Detail.xlsx 40 KB

Microsoft Power BI

Time to Hire Detail for my colleagues

[Open report in Power BI >](#)

OPM | Time to Hire Detail

Organizations: Demo Organization, Organization three, Organization One, Organization Two
Fiscal Years: 2024, 2023
Months: January, February, March, April, May, June, July, August, September, October, November
Series: 0006, 0007, 0011, 0017, 0018, 0021, 0023, 0030, 0130, 0132, 0188, 0201, 0203, 0301, 0343, 0650, 0991, 1082, 1111, 1330, 2210, 3
Request Type: New Vacancy, Additional Selection, Onboard New Hire
Vacancy Type: Case Exam

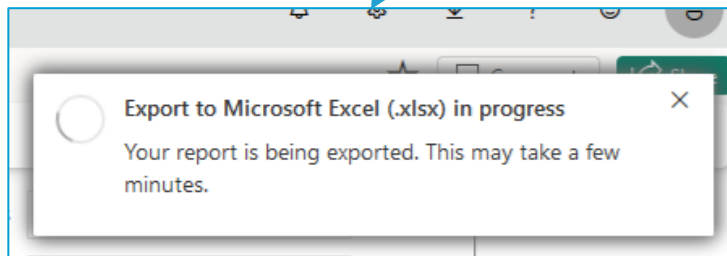
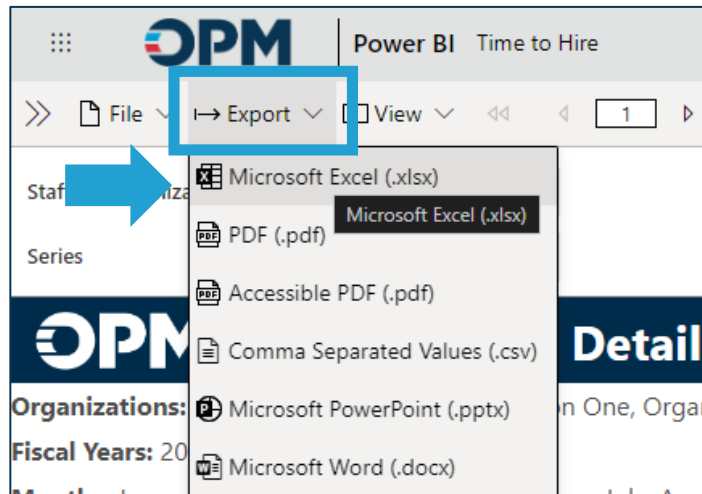
Staffing Organization Name	Staffing Office Name	Request Number	Request Type	Vacancy Number
Organization One	Office A	20221216-84250-0001	Additional Selection	11770970
Organization One	Office A	20180731-95905-0074	Additional Selection	10273828
Organization One	Office A	20180731-95905-0067	Additional Selection	10273828
Organization One	Office A	20191212-IR-MASSNOTIFICATIONS-0004	Additional Selection	10677312
Demo Organization	USA Staffing Demo Office	20230803-79816-0001	Additional Selection	12076904
Organization One	Office A	20240308-39512-VEA	New Vacancy	12347187
Organization One	Office A	20180731-95905-0050	Additional Selection	10273828
Organization One	Office A	20210702-43579-0008	Additional Selection	11164010

You're receiving this email because [redacted] subscribed you to the 'First' page of the 'Time to Hire Detail' report. The image above was generated on October 2, 2024 18:29 UTC.



Exporting Time to Hire Detail

Time to Hire Detail: Export Options



OPM | Time to Hire Detail

Organizations: Demo Organization, Organization three, Organization One, Organization Two

Fiscal Years: 2024, 2023

Months: January, February, March, April, May, June, July, August, September, October, November

Series: 0006, 0007, 0011, 0017, 0018, 0021, 0023, 0030, 0130, 0132, 0188, 0201, 0203, 0301, 0343, 0650, 0991, 1082, 1111, 1330, 2210, 3111, 3705

Request Type: New Vacancy, Additional Selection, Onboard New Hire

Vacancy Type: Case Exam

Staffing Organization Name	Staffing Office Name	Request Number	Request Type	Vacancy Number	Vacancy Type	Vacancy Ann
Organization One	Office A	20221216-84250-0001	Additional Selection	11770970	Case Exam	IMP
Organization One	Office A	20180731-95905-0074	Additional Selection	10273828	Case Exam	DE
Organization One	Office A	20180731-95905-0067	Additional Selection	10273828	Case Exam	DE
Demo Organization	USA Staffing Demo Office	20200818-55416-0001	Additional Selection	10893958	Case Exam	DE
Organization One	Office A	20180731-95905-0070	Additional Selection	10273828	Case Exam	DE
Organization One	Office A	20230813-52100-0001	Additional Selection	12090201	Case Exam	DE, ST

Run Date: 10/2/2024 6:27:42 PM (UTC) USA Staffing Reports - Powered by the Talent Acquisition Analytics Group For Official Use

Time to Hire Detail Data Dictionary

Time to Hire Best Practices

Workflows and Tasks

- Ensure workflows with the appropriate tasks are created and utilized for staffing and onboarding activities
- When using the OPM 80 Day Workflow, the standard Time to Hire reports capture key milestones
- When using custom workflows:
 - Custom reports can be developed to capture key milestones
 - Ensure each step/stage is created to eliminate gaps in time (i.e., one event is the end point of one step and the starting point of the next)
- **Data is only reportable if actions and information are being completed within or entered in USA Staffing!**

Clearly Defined Start and End Points for Hiring Phases

- Standard Time to Hire reports measure the days to complete 10 non-overlapping hiring phases
- Each phase is to be completed by a specified party (e.g., HR user, hiring manager)
- This helps to identify bottlenecks and efficiencies
- Concurrent phases can also be identified to help pinpoint where a bottleneck or efficiency is occurring



Accurate Dates and Tags

- **Hiring Need Validation and Request Personnel Action Dates**

- Ensure dates are accurate, especially if creating request numbers from a certificate using the Create Additional Requests button, to ensure accurate recording of the starting point for overall Time to Hire reporting

- **Verify the New Hire Arrived for their First Day of Duty**

- Ensure this task is completed, and completed in a timely manner as it is the end point for Time to Hire reporting

- **Tags**

- Appointing Authority and/or Mission Critical Occupation tags can be used to track different types of hiring (e.g., Direct Hire)
- Tags can be applied to requests, vacancies, and/or new hires

Close-Out Actions

- **Close Out Vacancies**

- Complete all necessary steps (e.g., notifications sent, certificates audited, USAJOBS Job Status updated) are carried out to fully close out vacancies and requests and ensure robust reporting is available
 - Ensures all relevant dates are available for Time to Hire reporting
 - *Only* fully closed out vacancies are available for Applicant Flow Data reporting

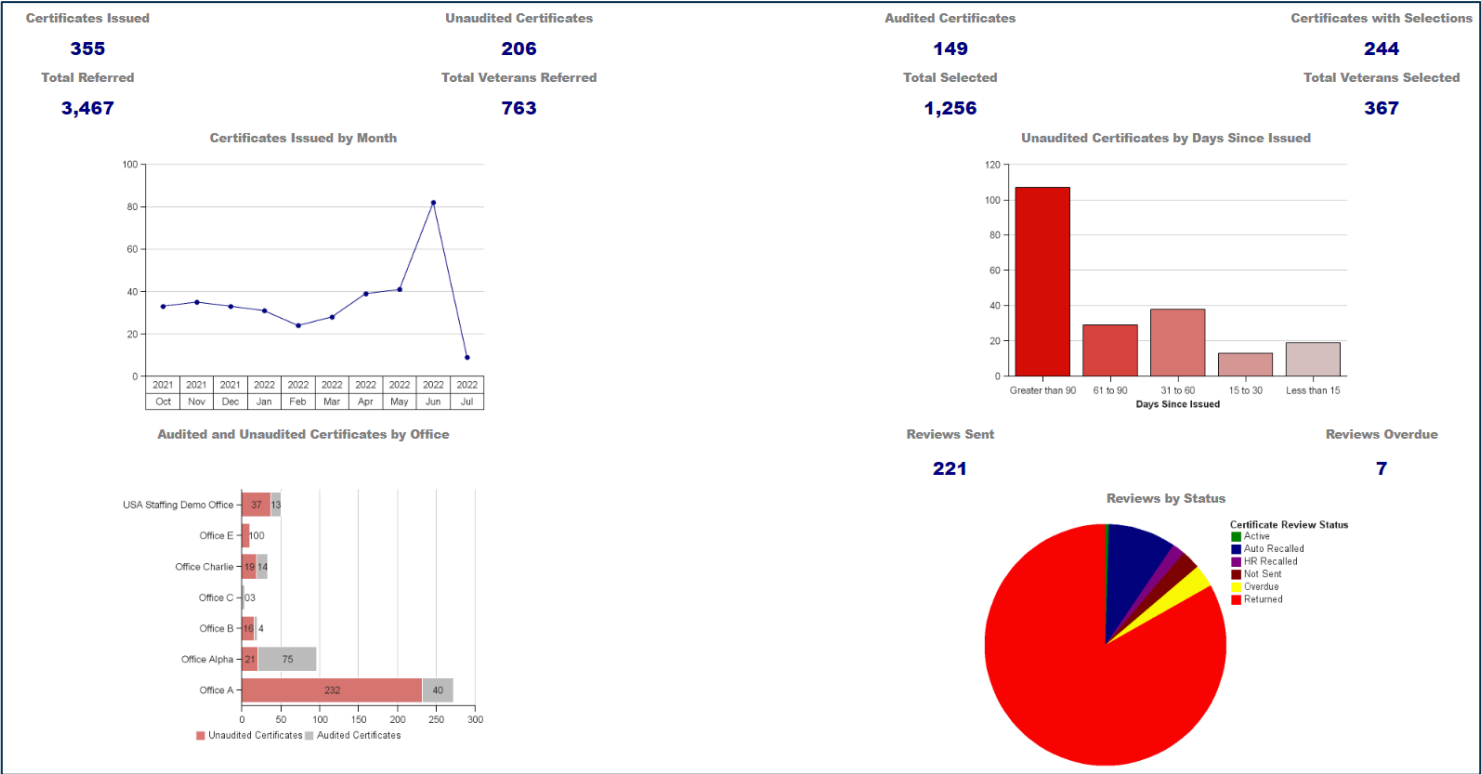
- **Identify Checks and Balances**

- Standard and/or custom reports can be used to identify when best practices are not applied

Closing Out Vacancies: Ensure All Certificates are Audited

Certificate Status Dashboard (IBM Cognos)

Dashboard and tabular data displaying the status of issued certificates, including metrics identifying the number of certificates issued, audited and unaudited, unaudited certificates by days since issued, and certificate review status.



Team Content > USA Staffing Packages and Folders > Hiring Data Warehouse > **Certificate**

Closing Out Vacancies: Send Notifications and Update USAJOBS Job Status

Vacancy Close-Out Report (IBM Cognos)

Report to identify vacancies where some sort of action (e.g., updating USAJOBS Job Status, auditing certificates, sending applicant notifications) may be required to close out the vacancy.

Staffing Organization Name	Staffing Office Name	Vacancy Number	Announcement Number	Internal Contact Name	Announcement Open Date	Announcement Close Date	USAJOBS Job Status	Need to Audit Certificates?	Need to Send Applications Received Notifications?	Need to Send Notice of Results?	Need to Send Notice of Referrals?	Need to Send Dispositions?
Demo Organization	USA Staffing Demo Office	11348906	22-CBPK-11348906-CD	Dollard, Christy	01/07/2022	01/10/2022	Reviewing applications	No	No	Yes	Yes	No
		11368967	22-CBPK-11368967-RB	Bachmann, Robyn	01/26/2022	01/27/2022	Reviewing applications	No	Yes	Yes	Yes	Yes
		11422027	22-CBPK-11422027-CD	Dollard, Christy	03/09/2022	03/11/2022	Reviewing applications	No	No	No	No	Yes
		11446371	22-CBPK-11446371-CV	Viles, Christina	03/30/2022	04/06/2022	Reviewing applications	Yes	No	Yes	Yes	Yes

Updated Guidance on Time to Hire (T2H) Reporting

Updated Guidance and Reporting Requirements for Time to Hire

- Issued by OPM's Office of Workforce Policy and Innovation on September 12, 2024.
- Details new and revised metrics reflecting changes on time to hire measurement.
- Agencies are required to submit FY24 data using the updated guidance by October 31, 2024.

Updated Guidance and Reporting Requirements for Time to Hire

New and Updated Metrics

Agency Time to Hire

T2H 1: Hiring Need Validation Date to Entrance on Duty

T2H 2: Hiring Need Validation Date to Tentative Offer Sent

T2H 3: Tentative Offer Sent to Entrance on Duty

Notes: If multiple tentative offers are sent to a selectee, the date the first tentative offer was sent should be used for the T2H 2 and T2H 3 metrics.

Applicant Time to Hire

T2H 4: Application Submitted Date to Tentative Offer Sent

T2H 5: Application Submitted Date to Entrance on Duty

Notes: Application Originally Submitted Date should be used for the Applicant Time to Hire metrics.

For each metric, identify the number of new hires used to create the calculation.

Exceptions, Caveats, and Considerations

Exceptions, Caveats, and Considerations

- **For data to appear, the USA Staffing Task, “Verify New Hire Arrived” must be completed for an applicant.**

Further details are available in the technical release notes

Questions, Help & Feedback

<https://developer.usastaffing.gov/Help/SubmitTicket>

Help

Access frequently asked questions (FAQs) or submit a help desk ticket.

Submit Help Ticket

Instructions: In order to submit a ticket about your issue, please respond to each of the questions below and provide specific information which may be needed to research and resolve your request. After submitting, we will respond to the ticket via email to update you on a resolution.

First Name * Last Name *

Email Address *

Please enter any additional recipients who should receive a copy of this form submission. Separate multiple email addresses with commas.
CC Email Address(es)

Please enter a subject for the problem being encountered. * Phone Number

Select the area for the issue or request. *

Identify the type of issue or request. * Specify what the issue or request is. *

Provide your specific Office Name

Modify standard report(s)
New data item(s)
New standard report(s)
Other

Please enter a detailed description of the issue, including information such as report path, error message, steps taken when the issue was encountered, what you expected to happen versus what actually happened, impact of the issue, etc. After the ticket is created, please respond with screenshots (do not include PII) if applicable.*

Thank You

