

USAS - Time to Hire App Overview

Powered by the USAS 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 USAS

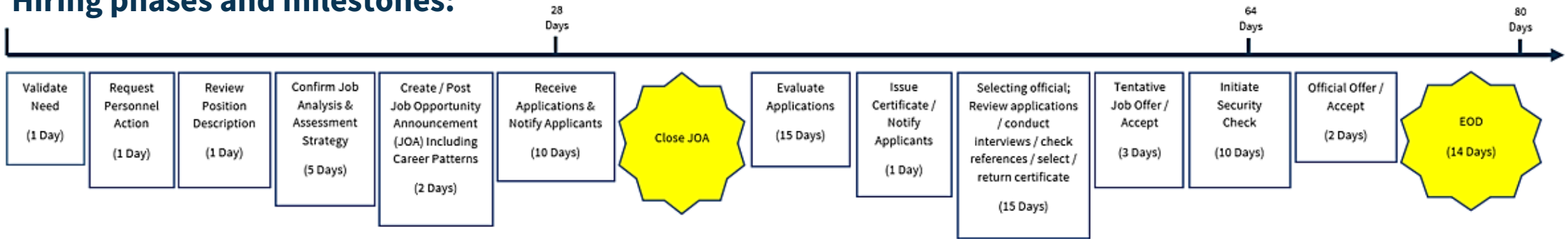
Standard Workflow: OPM 80-day hiring process roadmap

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 USAS

- 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 displays the USA Staffing Admin interface. The top navigation bar includes 'USA Staffing', 'Staffing', 'Classification', 'Recruit', 'Admin', 'Reports', and 'Advanced Search'. The 'ADMINISTRATION' dropdown is open, showing 'Admin Home', 'Workflows', and 'Workflow: OPM 80-day'. The 'Workflow: OPM 80-day' page shows the following details:

Workflow Name	Workflow ID	Status
OPM 80-day	3	Published

Below the details, there are tabs for 'Workflow Properties' and 'Workflow Activities'. The 'Workflow Activities' tab is active, showing a table of activities:

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

A 'Cancel' button is located at the bottom right of the interface.

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

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 data:

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

Future Power BI solutions are planned to support this need

Viewing Data in USAS 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 pivot, etc.)

Staffing Organization Name: Demo Organization, Org ... Fiscal Year: 2022, 2023, 2024 Month: March, April, May, June, J... New Hire Series: 0017, 0018, 0130, 0132, 0...

Request Type: rrd New Hire, New Vacancy Request Number: 20220311-57025, 202307... Vacancy Type: No Value, Case Exam Vacancy Number: 12141177, 11492012, 121...

OPM | Time to Hire Detail

Organizations: Demo Organization, Organization Two, Organization three
Months: March, April, May, June, July, August, September, October, November
Fiscal Year: 2024, 2023, 2022
Series: 0017, 0018, 0130, 0132, 0201, 0301, 0343, 2210
Request Type: Additional Selection, Onboard New Hire, New Vacancy
Vacancy Type: No Value, Case Exam
Request Number: 20220311-57025
Vacancy Number: 12141177

Staffing Organization Name	Staffing Office Name	Request Number	Request Type	Vacancy Number	Vacancy Type	Vacancy Announcement Types	Announcement Number	New Hire Name
Demo Organization	USA Staffing Demo Office	20230922-94941-STATE-DEMO-0002	Additional Selection	12141177	Case Exam	ST	23-CBPK-12141177	Wade Wilson
Demo Organization	USA Staffing Demo Office	20220506-75380MLM	New Vacancy	11492012	Case Exam	ST	22-CBPK-11492012-MLM	Monique McCrary
Demo Organization	USA Staffing Demo Office	20231027-68383-0003	Additional Selection	12194691	Case Exam	DE	24-CBPK-12194691	Lucy van Pelt
Organization Two	Office D	20230322-48428	New Vacancy	11898302	Case Exam	IMP	IMP-23-CDH-11898302	Yellow Leaf
Demo Organization	USA Staffing Demo Office	20230803-79816-0001	Additional Selection	12076904	Case Exam	ST	23-CBPK-12076904	Jane Watson
Demo Organization	USA Staffing Demo Office	20190629-70858	New Vacancy	10541747	Case Exam	IMP	IMP-10541747-19-SH	Willow Tree
Demo Organization	USA Staffing Demo Office	20220506-55331	New Vacancy	11492011	Case Exam	DE, ST, IMP	22-CBPK-11492011-OBA	Elizabeth Edenfield
Demo Organization	USA Staffing Demo Office	20200818-55416-0001	Additional Selection	10893958	Case Exam	DE	20-CBPK-NSA-10893958	Steven Apex
Demo Organization	USA Staffing Demo Office	20200723-66778-0006	Additional Selection	10873894	Case Exam	DE, IMP	20-CBPK-10873894	Lucy van Pelt
Demo Organization	USA Staffing Demo Office	20220502-67101	New Vacancy	11483950	Case Exam	DE, ST	22-CBPK-11483950-RB	Jessica Jones

Time to Hire Detail Report																		
Organizations:		National Park Service, National Science Foundation					Request Types:		All parameter options									
Fiscal Year:		2024					Vacancy Types:		All parameter options									
Month(s):		All parameter options					Request Numbers:		All parameter options									
Series:		All parameter options					Vacancy Numbers:		All parameter options									
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	Hiring Validation Date	Request Personal Action Date	Request Approval Date	
National Park Service	Alaska Region	20220506-75380MLM	Onboard New Hire	11492012	Case Exam	ST	22-CBPK-11492012-MLM	Monique McCrary	11492012	07/26/2023	NV - No Preference Claimed	USA	GS	0404	9	05/07/2024	May 8, 2024	05/09/2024
National Park Service	Alaska Region	20231027-68383-0003	Onboard New Hire	12194691	Case Exam	DE	24-CBPK-12194691	Lucy van Pelt	12194691	08/17/2023	NV - No Preference Claimed	USA	GS	0193	12	07/24/2023	Jul 25, 2023	07/26/2023
National Park Service	Alaska Region	20190629-70858	Onboard New Hire	10541747	Case Exam	IMP	IMP-10541747-19-SH	Willow Tree	10541747	08/17/2023	TP - 5-point Preference based on Active Duty in the U.S. Armed Forces	USA	WG	4749	5	08/15/2023	Aug 16, 2023	08/17/2023
National Park Service	Alaska Region	20220506-55331	Onboard New Hire	11492011	Case Exam	DE, ST, IMP	22-CBPK-11492011-OBA	Elizabeth Edenfield	11492011	08/24/2023	CP - 10-point Preference based on Compensable Service-connected	USA	GS	2210	9	08/22/2023	Aug 23, 2023	08/24/2023

Power BI Paginated Reports include:

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

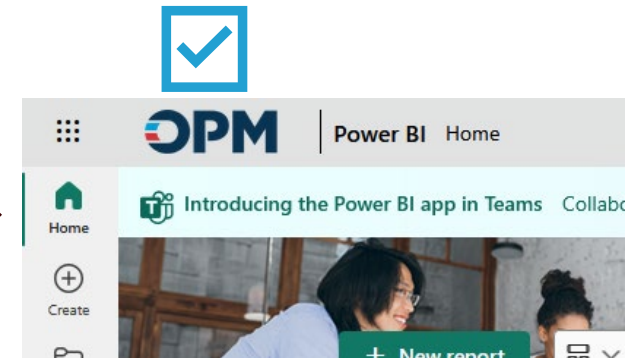
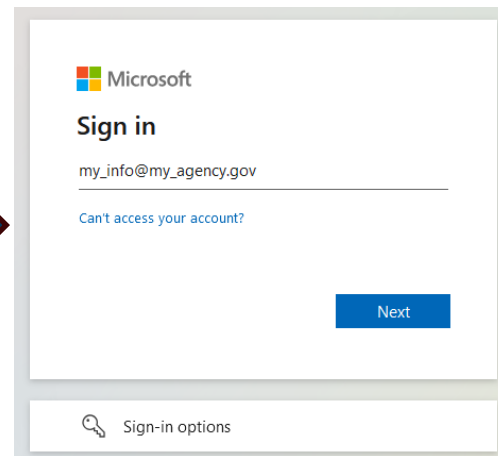
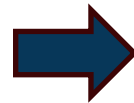
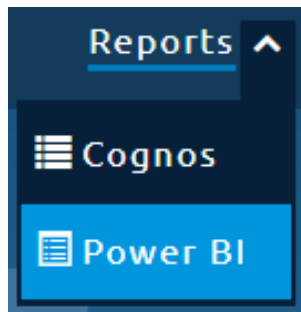
Navigating to USAS Time to Hire App

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>



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

OPM | Power BI Apps

Home
Create
Browse
Data hub
Apps
Metrics
Deployment pipelines

Apps

Apps are collections of dashboards and reports in one easy-to-find place.

	Name	Publisher
	USAS - Time to Hire	Leslie Welch
	USAS - User License	Jesus Lightfoot

USAS Time to Hire Detail Paginated Report

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

Staffing Organization Name	Demo Organization, Org ...	Fiscal Year	2022, 2023, 2024	Month	March, April, May, June, J...	New Hire Series	0017, 0018, 0130, 0132, 0...
Request Type	1rd New Hire, New Vacancy	Request Number	20220311-57025, 202307 ...	Vacancy Type	No Value, Case Exam	Vacancy Number	12141177, 11492012, 121...

OPM | Time to Hire Detail

Organizations: Demo Organization, Organization Two, Organization three
Months: March, April, May, June, July, August, September, October, November
Fiscal Year: 2024, 2023, 2022
Series: 0017, 0018, 0130, 0132, 0201, 0301, 0343, 2210
Request Type: Additional Selection, Onboard New Hire, New Vacancy
Vacancy Type: No Value, Case Exam
Request Number: 20220311-57025
Vacancy Number: 12141177

Staffing Organization Name	Staffing Office Name	Request Number	Request Type	Vacancy Number	Vacancy Type	Vacancy Announcement Types	Announcement Number	New Hire Name
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Demo Organization	USA Staffing Demo Office	20220506-75380MLM	New Vacancy	11492012	Case Exam	ST	22-CBPK-11492012-MLM	Monique McCrary
Demo Organization	USA Staffing Demo Office	20231027-68383-0003	Additional Selection	12194691	Case Exam	DE	24-CBPK-12194691	Lucy van Pelt
Organization Two	Office D	20230322-48428	New Vacancy	11898302	Case Exam	IMP	IMP-23-CDH-11898302	Yellow Leaf
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Demo Organization	USA Staffing Demo Office	20200723-66778-0006	Additional Selection	10873894	Case Exam	DE, IMP	20-CBPK-10873894	Lucy van Pelt
Demo Organization	USA Staffing Demo Office	20220502-67101	New Vacancy	11483950	Case Exam	DE, ST	22-CBPK-11483950-RB	Jessica Jones

USAS Time to Hire Detail Contains Over 40 Columns

These columns include:

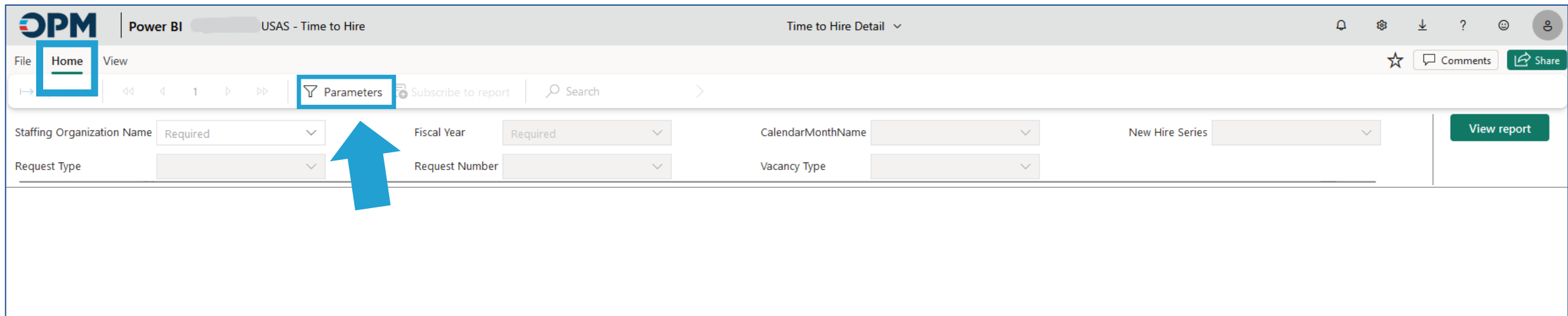
- Overall Days to Hire (Hiring Need Validated Date)
- Request Info
- Vacancy Info
- New Hire Info
- Announcement Date Info
- Certificate Date Info
- New Hire Start Date Info
- Offer Dates

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

USAS Time to Hire Detail: Show/Hide Parameters

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

Parameters are set on the **Home** tab of the report:

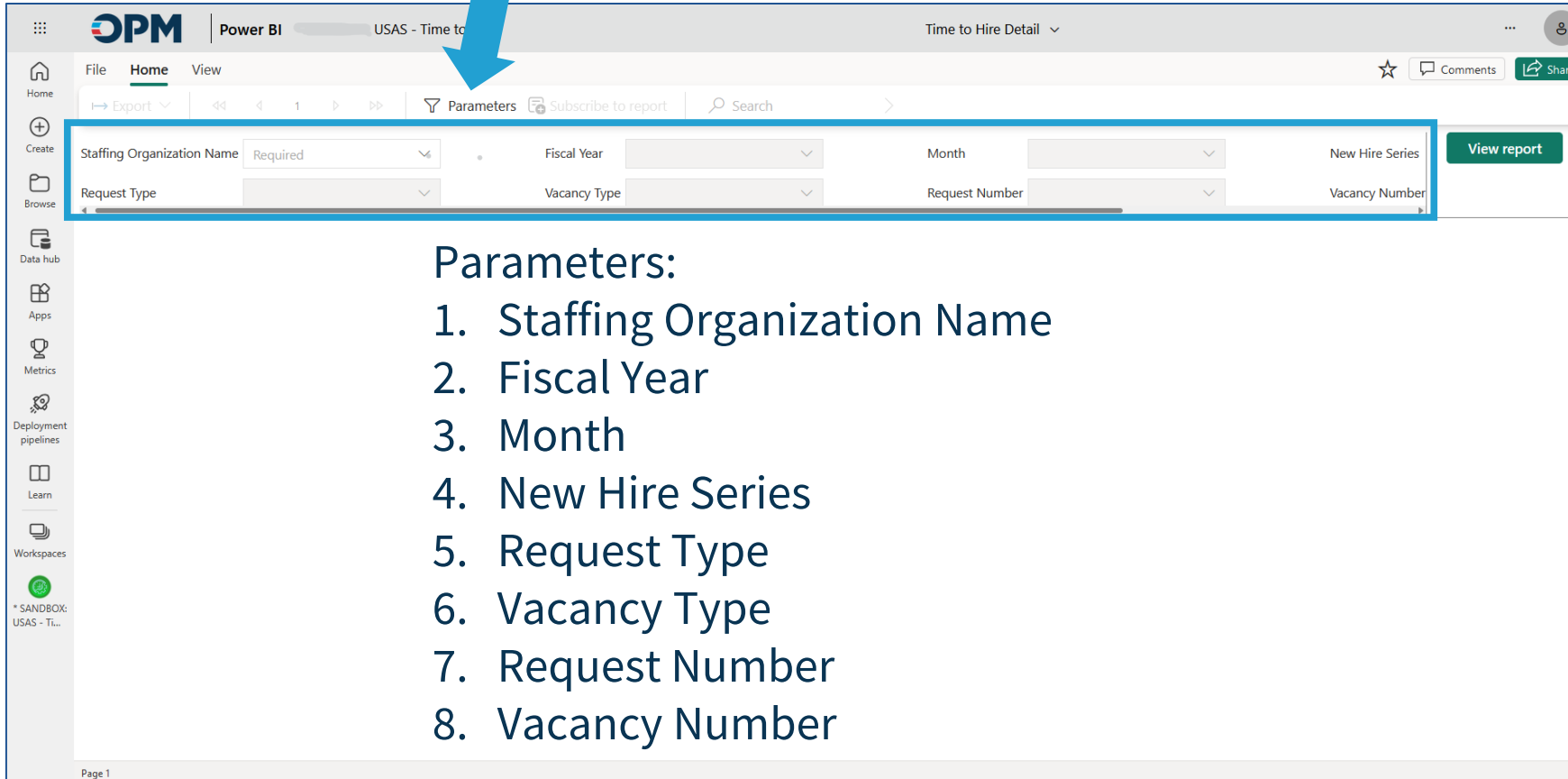


The screenshot displays the Power BI report interface for 'USAS - Time to Hire'. The 'Home' tab is selected in the top navigation bar. Below the navigation bar, the 'Parameters' section is visible, containing several dropdown menus for setting report parameters. A blue arrow points to the 'Parameters' section. The parameters include:

Parameter Name	Value
Staffing Organization Name	Required
Fiscal Year	Required
CalendarMonthName	
New Hire Series	
Request Type	
Request Number	
Vacancy Type	

A 'View report' button is located on the right side of the parameters section.

USAS Time to Hire Detail: Select Parameters



Parameters:

1. Staffing Organization Name
2. Fiscal Year
3. Month
4. New Hire Series
5. Request Type
6. Vacancy Type
7. Request Number
8. Vacancy Number

USAS Time to Hire Detail: Pick Staffing Organization Name

The screenshot shows a report parameter form with the following fields:

Staffing Organization Name	Required	Fiscal Year	Required	Month	Required	New Hire Series	Required
Request Type	Required	Vacancy Type	Required	Request Number	Required	Vacancy Number	Required

Each field is a dropdown menu with a red border and the word "Required" written below it. A "View report" button is located on the right side of the form.

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

The dropdown menu for "Staffing Organization Name" is open, showing a search field with the text "organi". Below the search field is a list of options with checkboxes:

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

The dropdown menu for "Staffing Organization Name" is open, showing the "Select All" option selected with a green checkmark. The other options are also checked with green checkmarks:

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

USAS Time to Hire Detail: Choose Parameters

Once Staffing Organization Name is set, the page will reload

Other parameters will be auto-filled with Fiscal Year, New Hire Series, Request, and Vacancy options

Staffing Organization Name	Demo Organization, Org ...	<input checked="" type="checkbox"/>	Fiscal Year	2024	<input checked="" type="checkbox"/>	Month	April, May, October	<input checked="" type="checkbox"/>	New Hire Series	0017, 0130, 0201, 2210	<input type="button" value="View report"/>
Request Type	Additional Selection, Onb...	<input checked="" type="checkbox"/>	Request Number	20230922-94941-STATE- ...	<input checked="" type="checkbox"/>	Vacancy Type	No Value, Case Exam	<input checked="" type="checkbox"/>	Vacancy Number	Required	

Required

Proceed by making selections in all parameters

When all required fields (including **Vacancy Number**) are filled, the **View Report** button will be active →

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

USAS Time to Hire Detail: View Report

File Home View

Export Parameters Subscribe to report Search

Department of Homeland Security Fiscal Year 2022, 2023, 2024 Month January, February, March, ... New Hire Series

New Vacancy, Additional S... Vacancy Type e Exam, Standing Register Request Number CBP-111283-2-PLCY, FH ... Vacancy Number 12054848, 11197109, 11 ...

View report

Generating report...
1,735 rows
Cancel

Pressing **View Report** will generate the report

USAS Time to Hire Detail: Searching and Pagination

The screenshot shows the Power BI interface for the report 'USAS - Time to Hire Detail'. At the top, there are navigation controls including 'File', 'Export', 'View', and a search bar. Below this, there are several filter controls for 'Staffing Organization Name', 'Fiscal Year', 'Month', 'Request Type', 'Request Number', 'Vacancy Type', 'New Hire Series', and 'Vacancy Number'. The main content area displays a table with columns: Staffing Organization Name, Staffing Office Name, Request Number, Request Type, Vacancy Number, Vacancy Type, Vacancy Announcement Types, Announcement Number, and New Hire Name. The table contains three rows of data. At the bottom, there is a footer with 'Run Date: 9/24/2024 9:58:01 PM (UTC)', 'USA Staffing Reports - Powered by the Talent Acquisition Analytics Group', and 'For Official Use'.

Staffing Organization Name	Staffing Office Name	Request Number	Request Type	Vacancy Number	Vacancy Type	Vacancy Announcement Types	Announcement Number	New Hire Name
Demo Organization	USA Staffing Demo Office	20230922-94941-STATE-DEMO-0002	Additional Selection	12141177	Case Exam	ST	23-CBPk-12141177	Wade Wilson
Demo Organization	USA Staffing Demo Office	20231027-68383-0003	Additional Selection	12194691	Case Exam	DE	24-CBPk-12194691	Lucy van Pelt
Organization Two	Office D	20230322-48428	New Vacancy	11898302	Case Exam	IMP	IMP-23-CDH-11898302	Yellow Leaf

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

This close-up shows the search bar in the Power BI interface. The text 'opm' is entered into the search field, and a 'Find next' button is visible to the right of the search bar.

Subscribing to Time to Hire Detail

USAS Time to Hire Detail: Subscribe

The screenshot shows a Power BI report interface. At the top, the title is 'USAS - Time to Hire' and the report name is 'Time to Hire Detail'. The navigation bar includes 'Export', 'View', 'Parameters', and a highlighted 'Subscribe to report' button. Below the navigation bar are several filter controls: Organization Name (Demo Organization, Org ...), Fiscal Year (2024), Month (April, May, October), Request Number (20230922-94941-STATE- ...), and Vacancy Type (Case Exam). The main content area is titled 'Time to Hire Detail' and lists various parameters: Organizations (Demo Organization, Organization Two, Organization three), Month (April, May, October), Fiscal Year (2024), Request Numbers (7, 0130, 0201, 2210), Request Types (Additional Selection, Onboard New Hire, New Vacancy), Vacancy Type (Case Exam), and Request Number (20230922-94941-STATE-DEMO-0002). Below this is a table with columns: Organization Name, Staffing Office Name, Request Number, Request Type, Vacancy Number, Vacancy Type, Vacancy Announcement Types, and Announcement ID. The table contains three rows of data. On the right side, a 'Subscriptions' panel is visible, showing 'No subscriptions yet' and a 'Create a subscription' button. A large blue arrow points from the 'Subscribe to report' button to the 'Subscriptions' panel.

Organization Name: Demo Organization, Organization Two, Organization three
Month: April, May, October
Fiscal Year: 2024
Request Numbers: 7, 0130, 0201, 2210
Request Types: Additional Selection, Onboard New Hire, New Vacancy
Vacancy Type: Case Exam
Request Number: 20230922-94941-STATE-DEMO-0002

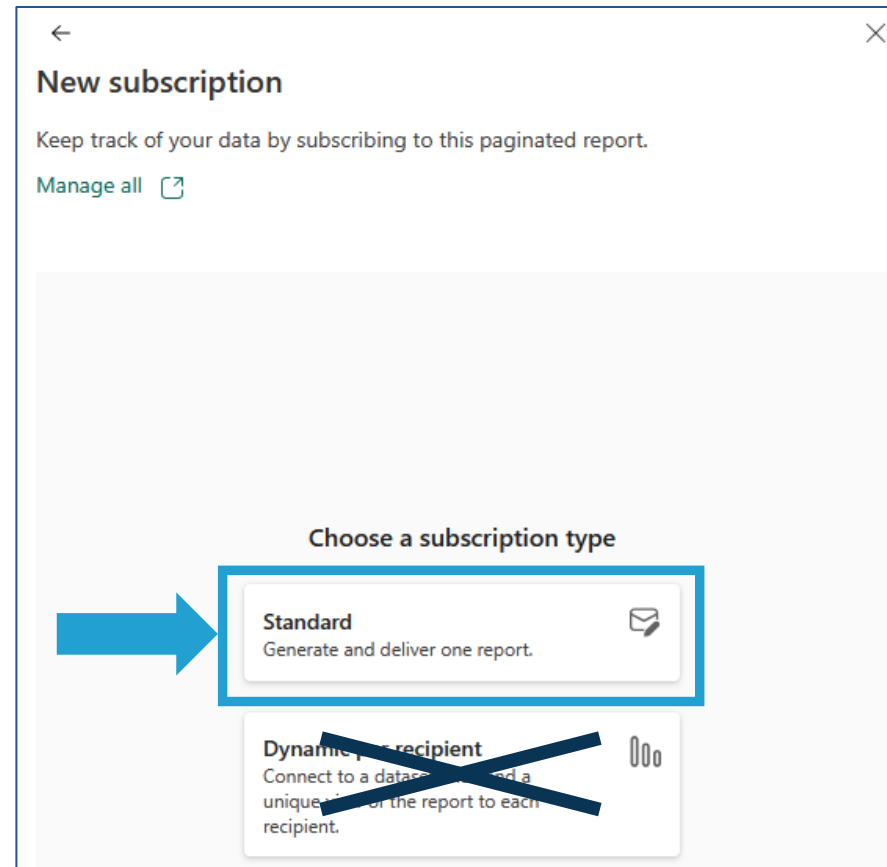
Organization Name	Staffing Office Name	Request Number	Request Type	Vacancy Number	Vacancy Type	Vacancy Announcement Types	Announcement ID
Organization	USA Staffing Demo Office	20230922-94941-STATE-DEMO-0002	Additional Selection	12141177	Case Exam	ST	23-CBPK-12141177
Organization	USA Staffing Demo Office	20231027-68383-0003	Additional Selection	12194691	Case Exam	DE	24-CBPK-12194691
Two	Office D	20230322-48428	New Vacancy	11898302	Case Exam	IMP	IMP-23-CDH-11898302

Subscriptions
Keep track of your data by subscribing to this paginated report.
[Manage all](#)

No subscriptions yet
Stay up-to-date on this paginated report and set up a recurring email for yourself or others.
[Create a subscription](#)

2/24/2024 9:58:01 PM (UTC) USA Staffing Reports - Powered by the Talent Acquisition Analytics Group For Official Use

USAS Time to Hire Detail: Standard Subscription



USAS 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 the DHS 2021 data ✎ 🗑️ 🟢

⚠️ Unsaved changes

Subscription name *

Time to Hire Detail for the DHS 2021 data

Recipients *

FJ Frey, Jena (CTR) × PS Prutzman, Steven P. (CTR) ×

Attach full report

Microsoft Excel (.xlsx)

Send to *

Email

Parameters

Report parameters

Use current (rendered report) values

▼ Customize parameters (8)

Parameter	Value/Field	<input type="checkbox"/>	Default
Staffing Organization N...	Department of Homeland Security ...	<input type="checkbox"/>	

Save New subscription

Scheduled date and time

Start date * 9/10/2024 **End date** Select a date

Repeat * Daily

Scheduled time * 12 00 PM

Time zone * (UTC-05:00) Eastern Time (US and Cana)

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

Subscription must be saved before sending.

Save New subscription



USAS Time to Hire Detail: Send Now and Disable Schedule

Subscriptions

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

Manage all

▼ **Time to Hire Detail for the DHS 2021 data**

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

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Subscriptions

Keep track of your data by subscribing to this report.

Manage all

> **Paid Licenses by Primary Office**

> **Staffing Organization**

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: Prutzman, Steven P. (CTR) Tue 9/10/2024 12:01 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 23 KB

Time to Hire Detail for the DHS 2021 data

[Open report in Power BI >](#)

OPM | Time to Hire Detail

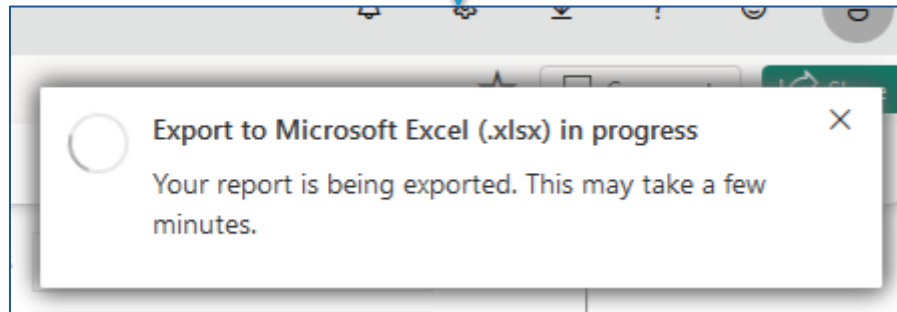
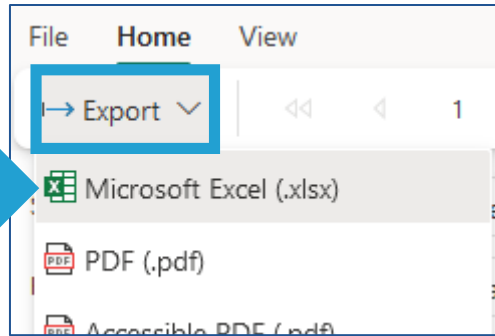
Organizations: Department of Homeland Security
Fiscal Year: 2021
Months: January
Series:
Request Type: New Vacancy
Vacancy Type: Case Exam
Request Number: FHR-90670-ST
Vacancy Number: 11264703

Staffing Organization Name	Announcement Close Date	Staffing Office Name	Announcement Number
Department of Homeland Security Headquarters	3/8/2023	DHS Headquarters	ST-11834984-23-0CHCO
Department of Homeland Security Headquarters	10/20/2021	DHS Headquarters	IMP-11264703-22-CSO
Department of Homeland Security Headquarters	2/12/2021	DHSHQ OPM Office	ST-11020305-21-KKT
Department of Homeland Security Headquarters	5/31/2023	DHSHQ OPM Office	ST-11900073-23-LS
Department of Homeland Security Headquarters	5/10/2021	DHSHQ OPM Office	ST-11072564-21-MH

You're receiving this email because steven.prutzman@connect.opm.gov subscribed you to the 'First' page of the 'Time to Hire Detail' report. The image above was generated on September 10, 2024 16:00 UTC.

Exporting Time to Hire Detail

USAS Time to Hire Detail: Export Options



A screenshot of the 'Time to Hire Detail' report interface. The report displays summary information and a table of data. The summary information includes:

- Organizations:** Demo Organization, Organization Two, Organization three
- Months:** April, May, October
- Fiscal Year:** 2024
- Series:** 0017, 0130, 0201, 2210
- Request Type:** Additional Selection, Onboard New Hire, New Vacancy
- Vacancy Type:** Case Exam
- Request Number:** 20230922-94941-STATE-DEMO-0002
- Vacancy Number:** 12141177

The table below shows the details for each vacancy:

Staffing Organization Name	Staffing Office Name	Request Number	Request Type	Vacancy Number	Vacancy Type	Vacancy Announcement Types	Ann
Demo Organization	USA Staffing Demo Office	20230922-94941-STATE-DEMO-0002	Additional Selection	12141177	Case Exam	ST	23-C
Demo Organization	USA Staffing Demo Office	20231027-68383-0003	Additional Selection	12194691	Case Exam	DE	24-C
Organization Two	Office D	20230322-48428	New Vacancy	11898302	Case Exam	IMP	IMP-

The interface also shows the 'Run Date' as 9/24/2024 9:58:01 PM (UTC) and the report is powered by the Talent Acquisition Analytics Group. The footer includes 'Time to Hire Detail' and 'Data Dictionary'.

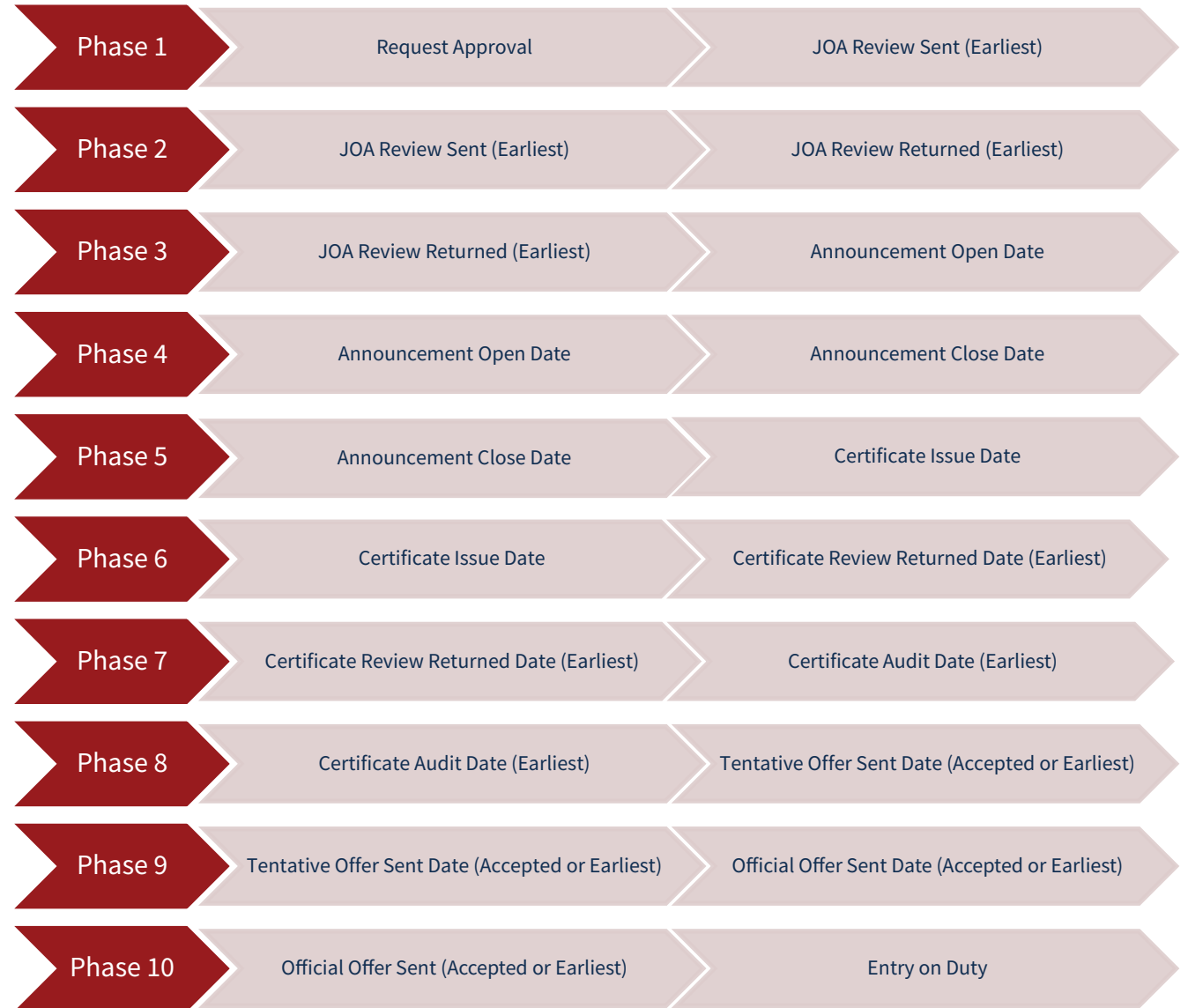
Time to Hire Best Practices

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, 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

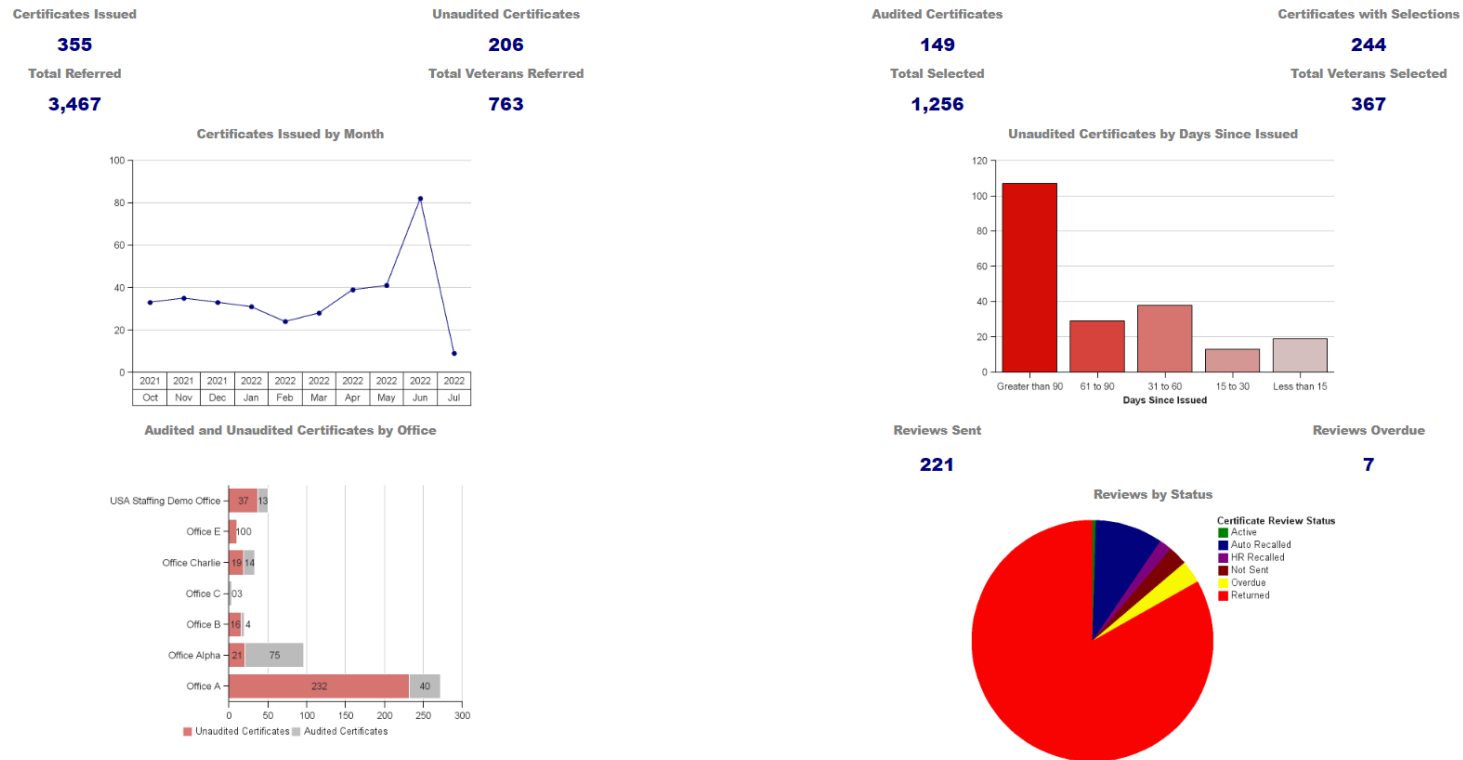
Close-Out Actions

- **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

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

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.

[Hiring Complete](#) [Certificates Complete](#) [Data Definitions](#)

Vacancy Close-Out Report

Organization(s):	Demo Organization, Department of Automated Testing, Exceptional Staffing Administration, Organization One, Organization three, Organization Two	Announcement Closed Date Range:	Between Jan 1, 2022 and Jul 11, 2022
Office(s):	Eastern Region, Office A, Office Alpha, Office B, Office Beta, Office C, Office Charlie, Office D, Office E, OROF3, USA Staffing Demo Office, Western Region	Vacancy Number(s):	All parameter options
Customer(s):	All parameter options		

Notes

- Vacancies included on this list meet the following criteria: 1) A tentative or official job offer has been marked "Accepted" by a new hire; 2) the new hire has been marked as "Selected and Hired"; 3) all requests attached to the vacancy have a status other than "Pending Recruitment" or "Active Recruitment"; and 4) the USAJOBS Job Status is not "Hiring Complete" or "Job Cancelled."
- Notifications sent prior to 2020 may not be accurately accounted for, as functionality to enable accurate reporting was not implemented until mid/late 2019.

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

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

Exceptions, Caveats, and Considerations

Exceptions, Caveats, and Considerations

- Columns not yet supported in Power BI (refer to Cognos):
 - Certificate Review Returned
 - Certificate Returned to Certificate Audited
 - Certificate Issued to Certificate Returned
- Visible parameters are truncated (showing only first selection in the report data)
 - Request Numbers and Vacancy Numbers output
- Metrics for Updated Guidance and Reporting Requirements for Time to Hire Reporting not yet supported
- Excel: leading zeroes not carried over for Series
- Footer: Run Time displays in UTC 0 (time zone)

...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. *

Select Issue or Request
Modify standard report(s)
New data item(s)
New standard report(s)
Other

Provide your specific Office Name

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. *