OPM | USA Staffing

Time to Hire (T2H) in Power BI

Overview of Updated Guidance and Reporting Requirements for Time to Hire

Overview of Updated Guidance and Reporting Requirements for Time to Hire (T2H)

T2H Data Collection

Agency Time to Hire:

1. **T2H-1** - **From Hiring Need Validation to EOD:**
   - Time from when the manager confirms a hiring need to when the new employee begins work.
2. **T2H-2** - **From Hiring Need Validation to Tentative Offer:**
   - Time from hiring need validation to tentative offer being made.
3. **T2H-3** - **From Tentative Offer to EOD:**
   - This is the time between tentative offer being made and when the new employee begins work (EOD).

Applicant Time to Hire:

1. **T2H-4** - **From Application Submission to Tentative Offer:**
   - The time from when an applicant submits their job application to when they receive a tentative job offer.
2. **T2H-5** - **From Application Submission to EOD:**
   - The time from when an applicant submits their job application to the day they start working.

2024 T2H Chart Template

Time to Hire (Oct 1, 2023 to Sept 30, 2024)		T2H 1		T2H 2		T2H 3		T2H 4		T2H 5	
Mission Critical Occupations and Series		Time to Hire (T2H) 1: Average number of calendar days per hire from manager's hiring need validation to Entry on Duty	T2H 1: Manager Validate Need to Entry on Duty Total Number of Hires	T2H 2: Manager Validate Need to Tentative Offer Made	T2H 2: Manager Validate Need to Tentative Offer Made Number of Hires	T2H 3: Tentative Offer Made to Entry on Duty	T2H 3: Tentative Offer Made to Entry on Duty Number of Hires	T2H 4: Application Submitted to Tentative Offer Made	T2H 4: Application Submitted to Tentative Offer Made Number of Hires	T2H 5: Application Submitted to Entry on Duty	T2H 5: Application Submitted to Entry on Duty Number of Hires
Agencywide Time-to-Hire (excluding SES/appointees):											
Governmentwide MCOs											
Occ. Series	**Occupational Series Description**										
0201	Human Resources Management										
1102	Contracting										
2210	Information Technology Management										
	SES Leadership (SES only)										
Cybersecurity											
Occ. Series	**Occupational Series Description**										
0391	Telecommunications (Cybersecurity)										
0855	Electronics Engineering (Cybersecurity)										
0854	Computer Engineering (Cybersecurity)										
1550	Computer Science (Cybersecurity)										
Agency or Sub Agency Specifc MCOs											
Occ. Series	**Occupational Series Description**										
Agency Name **Date of this Report** **Agency Point of Contact (POC)**											

[SSM Resource Charts – Human Capital Collaborations | community.connect.gov]

Modifying the Power BI Report Output

Using the Time to Hire Detail for OPM Reporting

T2H Detail Report (USA Staffing's Power BI)

Displays detail level data on the milestones of the hiring process and the overall time to hire, with many more columns

OPM | Time to Hire Detail

Organizations: Organization One, Organization three, Organization Two

Fiscal Years: 2024

Months: More than 10 Months Selected

Series: More than 10 Series Selected

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

Vacancy Type: Case Exam

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
Organization One	Office A	20180731-95905-0054	Additional Selection	10273828	Case Exam	DE	DE-10273828-18-SC	Bertram Gilfoyle	HNEK7-BLER	2/9/2022	NV - No Preference Claimed	Customer 1 - Linked to Office A
Organization One	Office A	20180731-95905-0070	Additional Selection	10273828	Case Exam	DE	DE-10273828-18-SC	Aubrey Aarone	HTYY4-Y2PJ	5/16/2023	SSP - 0-point Sole Survivorship Preference	Customer 1 - Linked to Office A
Organization											imed	Customer 1 - Linked to Office A
Organization D											imed	Customer 1 - Linked to Office A

Hiring Need Validation Date	Application Originally Submitted Date	Sent Tentative Offer Date	New Hire Actual Start Date	Overall Days To Hire (Hiring Need Validated Date)	Hiring Need Validation To Earliest Tentative Offer Sent
12/15/2021	7/31/2018	2/9/202	11/6/2023	691	56
12/8/2022	7/31/2018		2/13/2024	432	
12/8/2022	7/31/2018	10/11/202	10/10/2023	306	307
12/14/2022	7/31/2018	9/3/202	10/30/2023	320	629

Using Raw Data to Calculate Metrics – Steps (Without Screenshots)

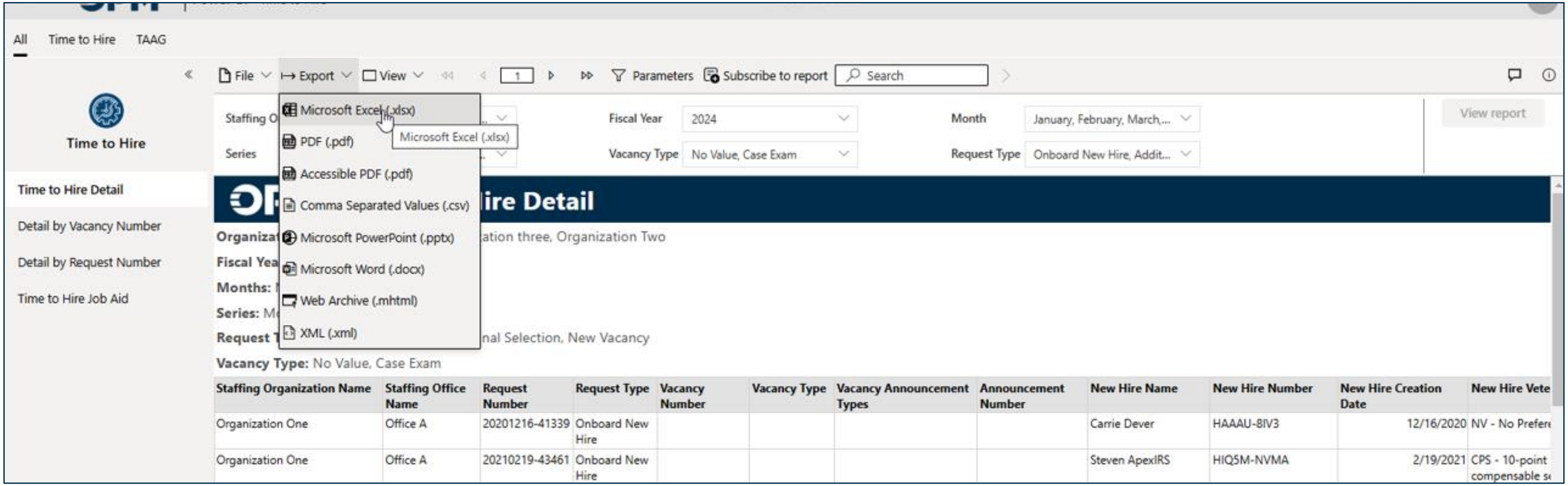
1. Run the Power BI Time to Hire Detail Report for all organizations needed. Export/save to Excel spreadsheet format (XLSX).
2. Delete any rows above the column header rows. Identify any columns that have been merged in the report output (e.g., Column A, B, C). Unmerge the column's, ensuring data is not lost, then delete the empty columns.
3. Select cell A1, then select Insert → Pivot Table. Press “OK” in the window that appears to create the pivot table in a new worksheet.
4. Add “New Hire Pay Plan” as a Filter in the pivot table. Exclude SES/Executive PPs using this filter.
5. Insert New Hire Series as Rows in the pivot table.

Using Raw Data to Calculate Metrics - Steps (Without Screenshots Continued)

6. Insert the following fields as Values in the pivot table twice:
    - Overall Days to Hire (Hiring Need Validated Date) x2
    - Hiring Need Validated to Tentative Offer Sent x2
    - Tentative Offer Sent to Entry on Duty x2
    - Application Originally Submitted to Tentative Offer Sent x2
    - Application Originally Submitted to Entry on Duty x2
7. For the first of each of the fields above, update the Value Field Settings to Summarize Values by Average.
8. For the second of each of the fields above, update the Value Field Settings to Summarize Values by Count.
9. Transcribe metrics and their associated number of new hires for required series into the template spreadsheet for your agency.

Using Raw Data to Calculate Metrics – Step 1 (Run and Export)

- Log in to Power BI, run the Time to Hire Detail report for your organizations.
- Once the Detail Report is run, it can be exported.



Using Raw Data to Calculate Metrics – Step 2A (Delete Rows)

- In Excel, delete all rows above the Column Headers. Some are hidden (row 8).

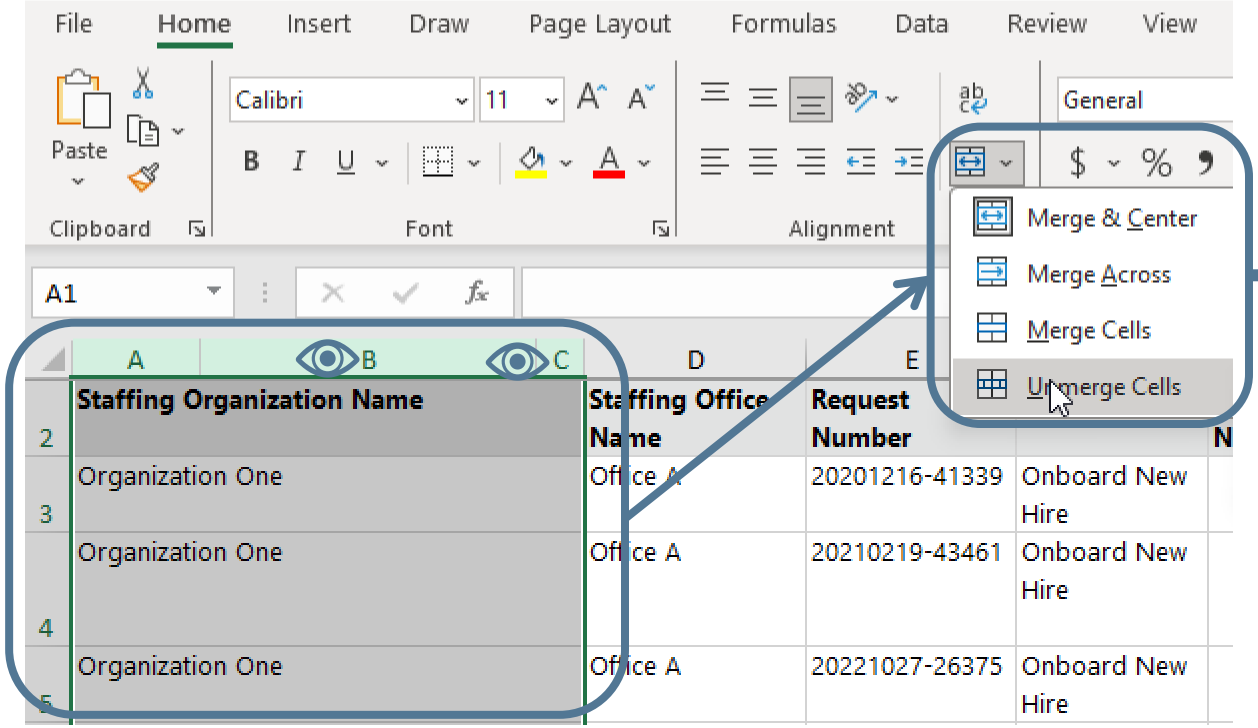
OPM | Time to Hire Detail

Organizations: Organization One, Organization three, Organization Two
Fiscal Years: 2024
Months: More than 10 Months Selected
Series: More than 10 Series Selected
Request Type: Onboard New Hire, Additional Selection, New Vacancy
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 Name	New Hire Number	New Hire Creation Date	New Hire Veterans P
Organization One	Office A	20201216-41339	Onboard New Hire					Carrie Dever	HAAAU-8IV3	12/16/2020	NV - No Preference C
Organization One	Office A	20210219-43461	Onboard New Hire					Steven ApexIRS	HIQ5M-NVMA	2/19/2021	CPS - 10-point prefer compensable service- disability of 30 percer
Organization One	Office A	20221027-26375	Onboard New Hire					Jessica Link	HVXK9-SMJA	10/27/2022	NV - No Preference C
Organization One	Office A	20221210-36210	Onboard New Hire					Bridget Dongarra	H4YE3-JNA3	12/10/2022	
Organization One	Office A	20230921-63045	Onboard New Hire					Joyous FormsTester	HOBR3-ENUJ	9/21/2023	
Organization One	Office A	20231026-35297	Onboard New Hire					Jessica Link	HQHJD-NUF6	10/26/2023	
Organization One	Office A	20231030-17150	Onboard New Hire					Jessica Verify	HOB2D-5H7K	10/30/2023	
Organization One	Office A	20231106-22532	Onboard New Hire					Jessica Link	HLBGS-KSKB	11/6/2023	NV - No Preference C
Organization One	Office A	20231228-42849	Onboard New Hire					Activity Brown	HI9LY-H61N	12/28/2023	

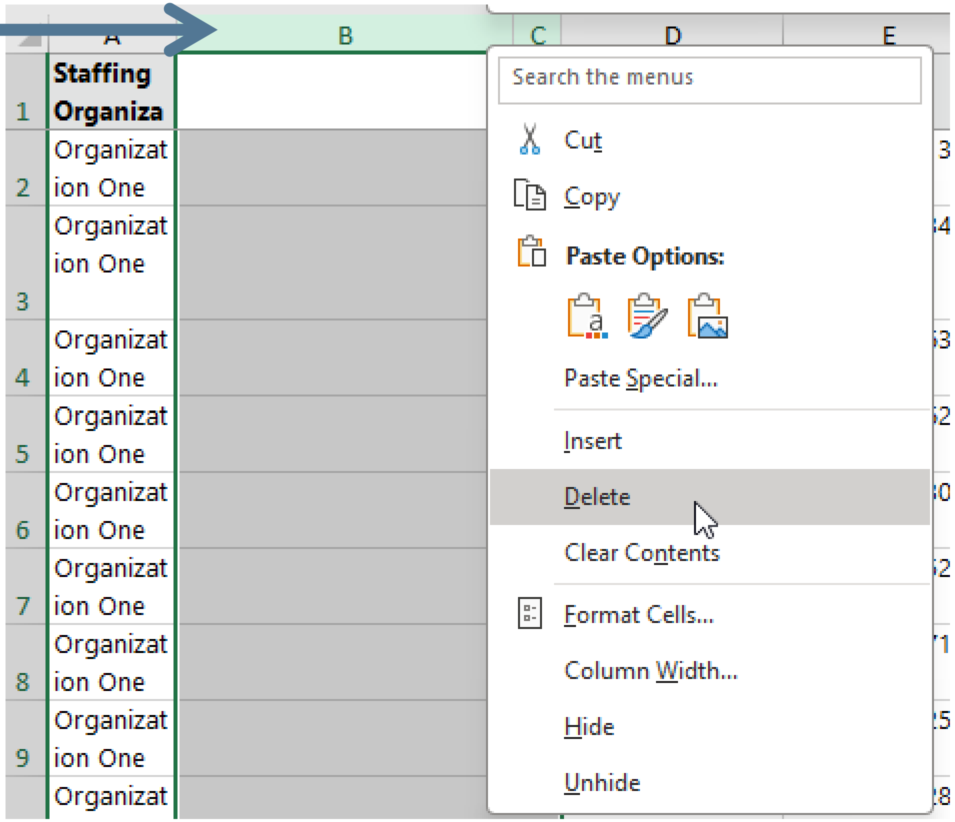
Time to Hire Detail | Data Dictionary

Using Raw Data to Calculate Metrics – Step 2B (Unmerge Columns)



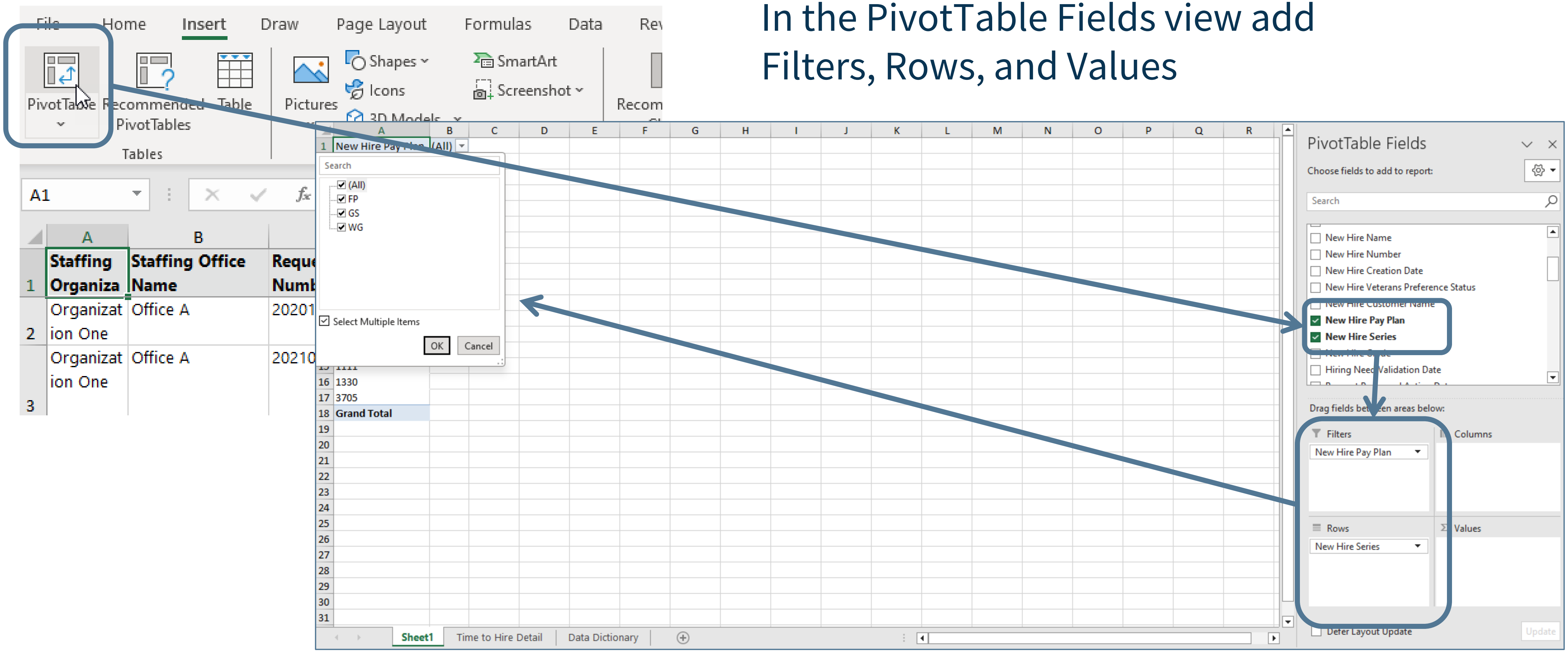
Check for merged or extra columns A – C, Q – S, and AU – AV (as labeled before deleting any columns).

- Identify merged columns (including hidden column A) and Unmerge. Then delete empty columns.

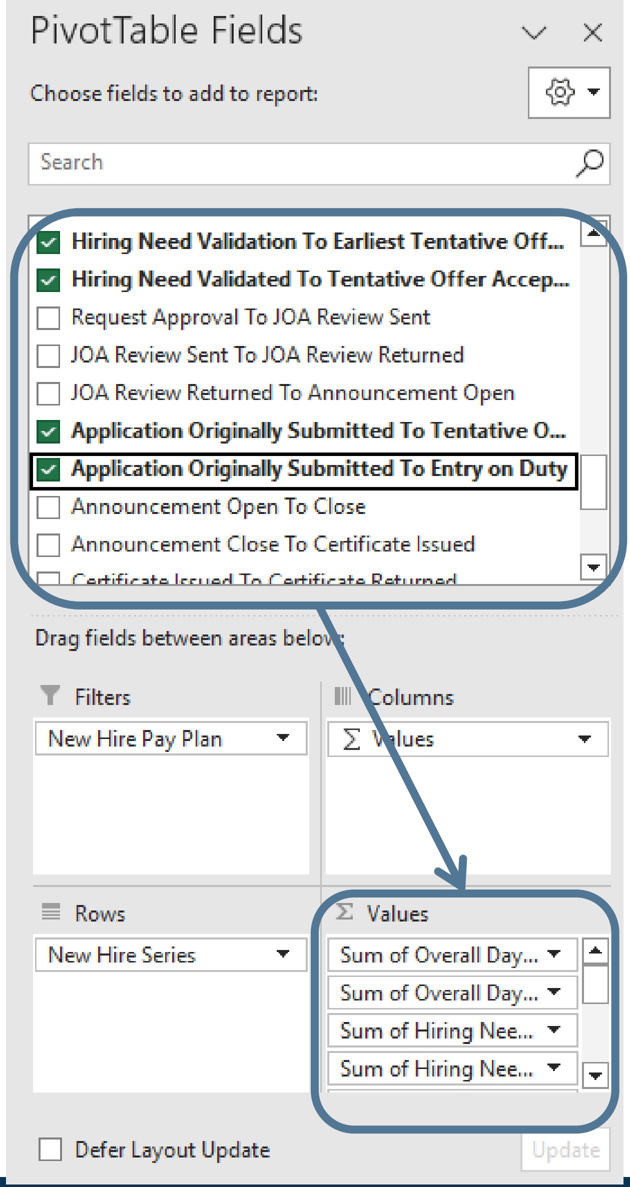


Using Raw Data to Calculate Metrics – Steps 3, 4, and 5 (PivotTable)

In the PivotTable Fields view add Filters, Rows, and Values

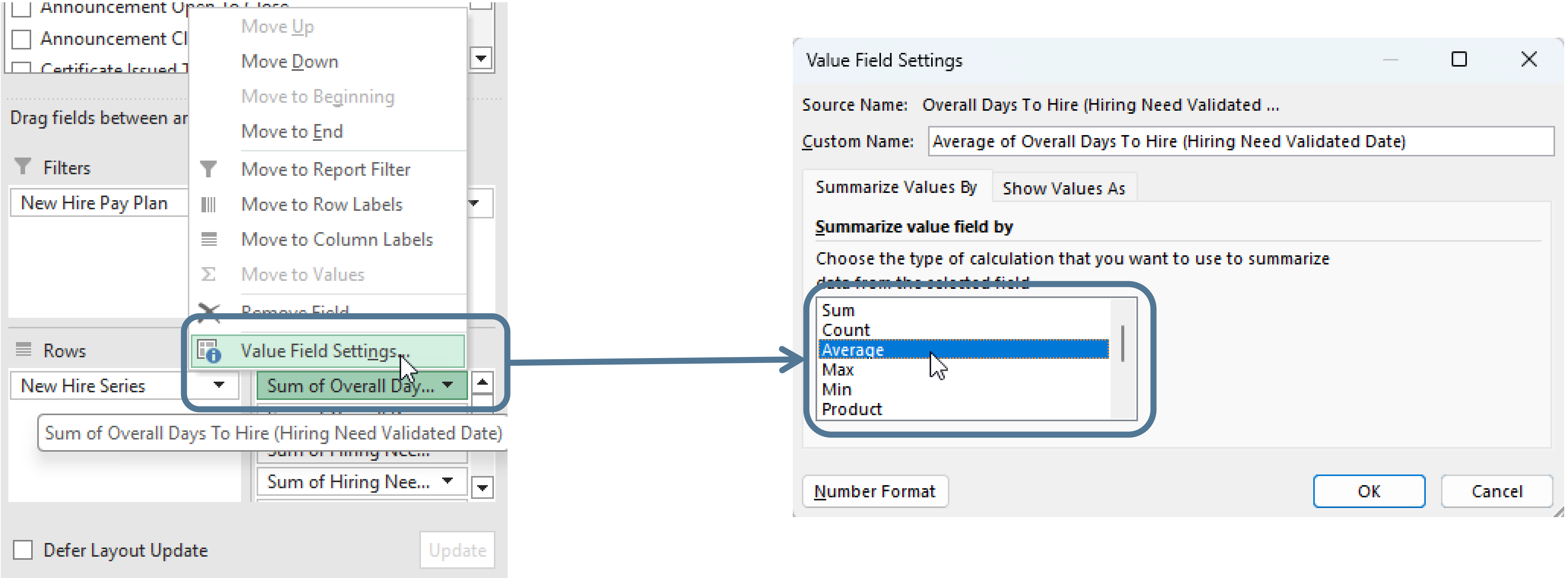


Using Raw Data to Calculate Metrics – Step 6 (Setting Values)



Add each twice

Using Raw Data to Calculate Metrics – Steps 7 and 8 (Value Field Settings)



Using Raw Data to Calculate Metrics – Step 9

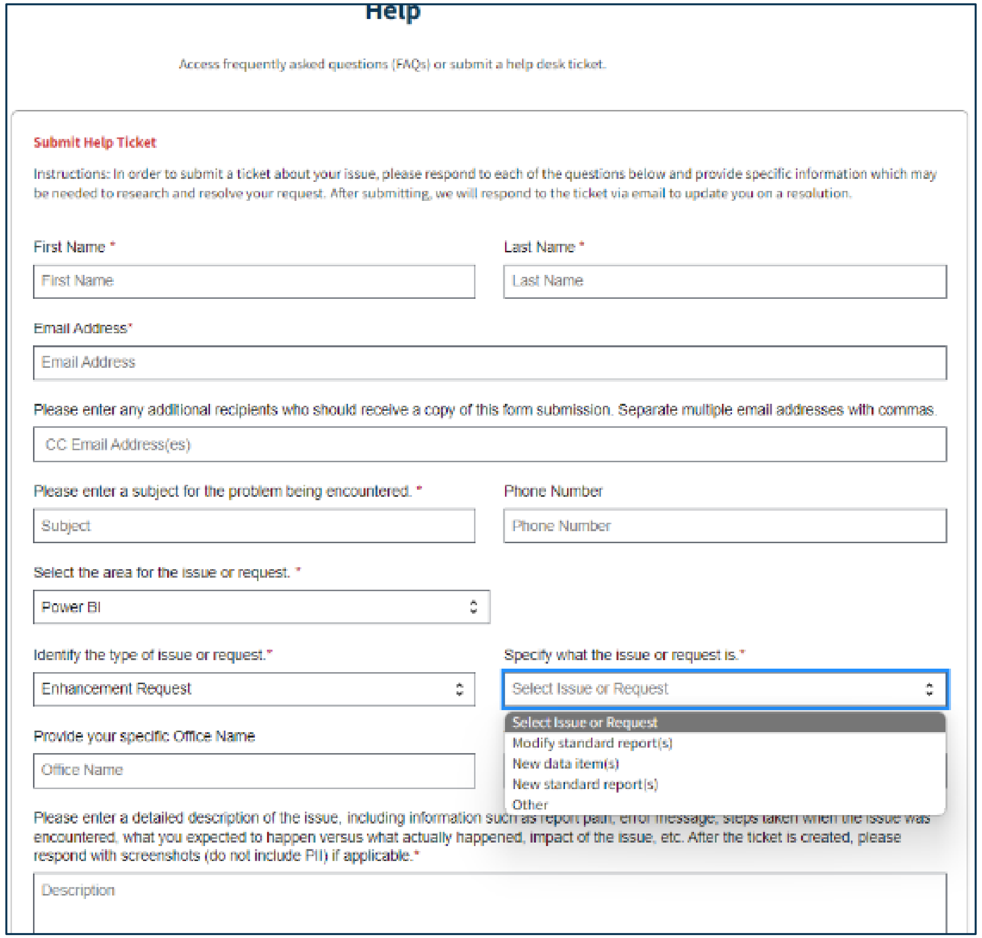
Transcribe metrics into the spreadsheet template for submission

New Hire Pay Plan (All)

New Hire Series	Average of Overall Days To Hire (Hiring Need Validated Date)	Count of Overall Days To Hire (Hiring Need Validated Date)2	Average of Hiring Need Validation To Earliest Tentative Offer Sent	Count of Hiring Need Validated To Tentative Offer Accepted	Average of Earliest Tentative Offer Sent To Entry On Duty	Count of Earliest Tentative Offer Sent To Entry On Duty2	Average of Application Originally Submitted To Tentative Offer Sent	Count of Application Originally Submitted To Tentative Offer Sent2	Average of Application Originally Submitted To Entry on Duty	Count of Application Originally Submitted To Entry on Duty2
0006	2.0	1								
0007	123.3	3	9.0		-4.0	2				
0011	3.3	3	2.0	2	2.0	2				
0017	394.0	1		1					371.0	1
0023	79.0	1							77.0	1
0201	447.3	11	219.1	6	261.6	8	1679.6	5	1488.0	8
0203	113.0	1	1.0		112.0	1				
0301	1091.0	1	2.0	1	1089.0	1				
0343	562.7	3	18.0	2	577.0	2				
0650	1409.0	1	2.0	1	1407.0	1	0.0	1	1407.0	1
1082	94.0	1							92.0	1
1111	649.0	1	2.0	1	647.0	1				
1330	12.0	1								
3705	10.0	1								
Grand Total	**361.4**	**30**	**101.0**	**14**	**361.0**	**18**	**1399.7**	**6**	**1154.3**	**12**

Questions, Help, and Feedback

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



Thank You