

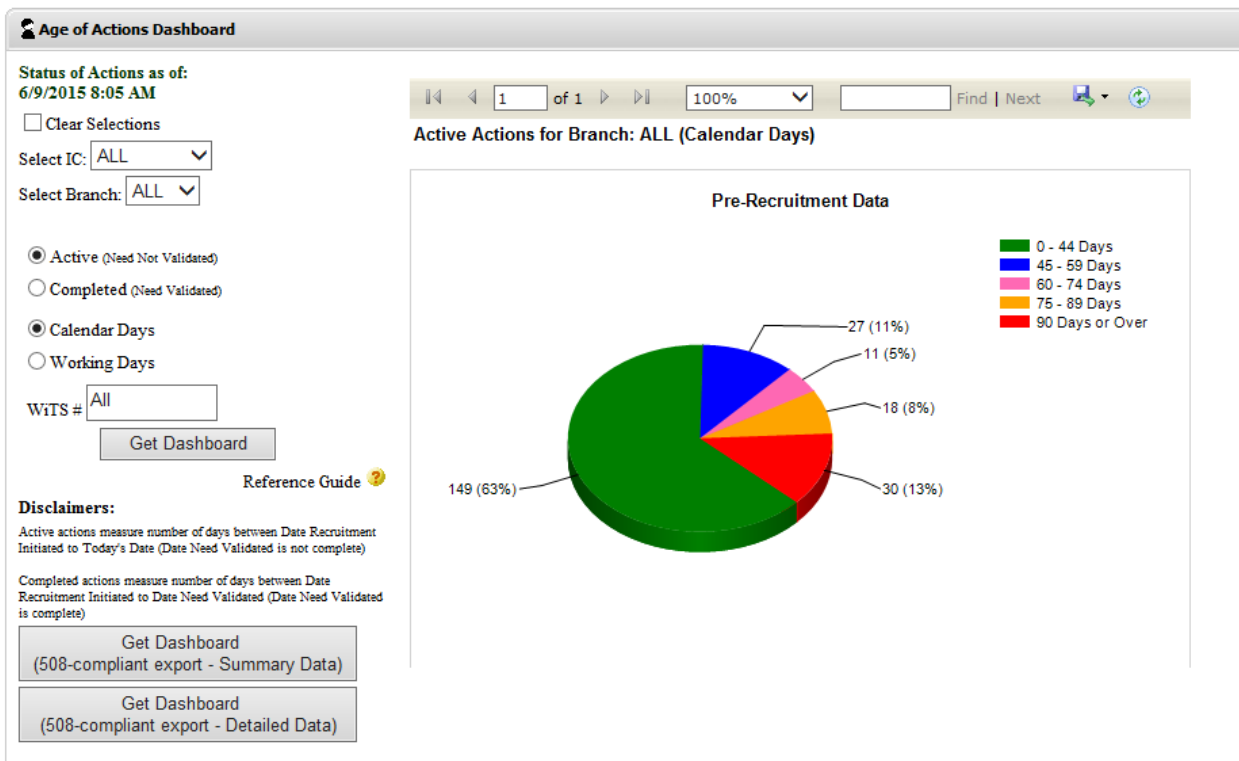


## Understanding Your Age of Actions Dashboard

The WiTS **Age of Actions Dashboard** was designed to provide CSD Leadership officials with the ability to monitor and track actions that have been active for pre-determined periods of time.

The first phase of the Age of Actions Dashboard focuses on the **pre-recruitment** stage in the recruitment process – the time between when the recruitment action was initiated in WiTS and when the recruitment need was validated and the vacancy was ready to be posted in the staffing system.

### Overall View:



The overall view of the dashboard displays information about the number of actions that have spent:

- 0-44 days
- 45-59 days
- 60-74 days
- 75-89 days
- over 90 days

in the pre-recruitment stage.

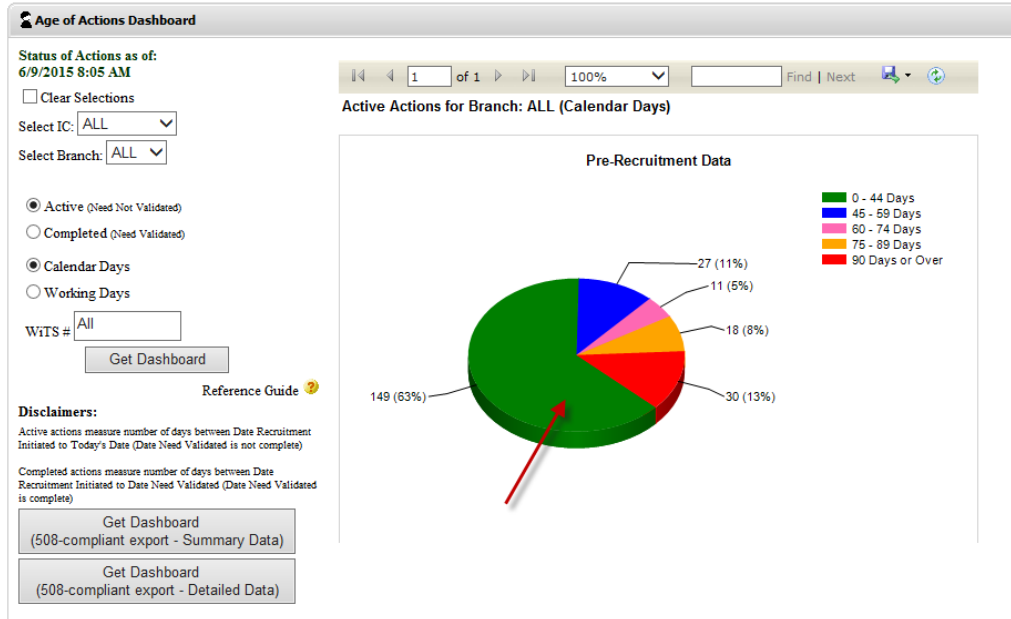
While the default dashboard view displays this information for 'ALL' branches and 'ALL' ICs, you can filter your view to limit the actions to a specific CSD Branch (A-J and the GRU) and specific IC as well as to see active or completed actions.

You also have the option of displaying your data calculated in calendar or working days. Finally, you can limit your dashboard to a specific WiTS action by entering the WiTS number.

After you have made your selections from the criteria panel, click “Get Dashboard” to generate your dashboard.

### Drill Down 1

To get more information about a group of actions, click on the desired color within the pie chart to access your first (1<sup>st</sup>) drill-down.

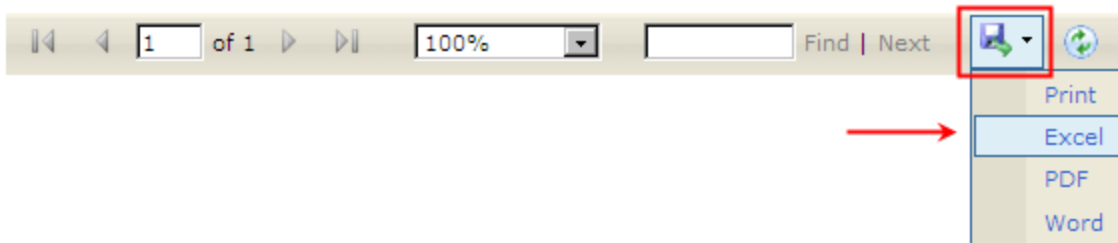


A new window will appear which displays the following information about each action in that date range:

| Active Actions for Branch ALL (Calendar Days   0 - 44 Days)  |        |         |            |  |               |            | IC: ALL                         |                               | Run Date: 6/10/2015 10:15:36 AM      |                                   |  |
|--|--------|---------|------------|--|---------------|------------|---------------------------------|-------------------------------|--------------------------------------|-----------------------------------|--|
| WiTS Number  | Branch | IC      | Admin Code | Requested Position Title<br>Pay Plan-Series-Grade<br>FPL | HR Specialist | IC Contact | Date Recruitment Action Started | Date Job Requisition Approved | Date Need Validated / (Today's Date) | Number of Days WiTS Action Active |  |
| <a href="#">721745</a>   | B      | OD - OM | HNAM277    | Program Analyst GS -0343 - 13 -FPL13                     | ██████████    | ██████████ | 04/27/15                        | [Not Available]               | (06/10/15)                           | 44                                |  |
| SCHEDULED REMINDERS:<br>45 DAYS: 06/11/2015;<br>60 DAYS: 06/26/2015;<br>75 DAYS: 07/11/2015;<br>90 DAYS: 07/26/2015.<br>SELECTING OFFICIAL: ██████████ |        |         |            |  |               |            |                                 |                               |                                      |                                   |  |
| ACTION STATUS/COMMENTS:<br>HOLD - FUTURE/PROJECTED ACTION / OTHER - SPECIFY IN COMMENTS<br>06/01/15: Certificates should be issued to SO 06/03/15      |        |         |            |  |               |            |                                 |                               |                                      |                                   |  |

- **WiTS Transaction #** - the autogenerated number assigned to each action by the system
- **Branch** – the servicing CSD Branch
- **IC** – the Institute or Center
- **Admin Code** – the Administrative code
- **Requested Position Title/Pay Plan/Series/Grade/FPL** – information about the position
- **HR Specialist** – the servicing CSD Branch HR Specialist
- **IC Contact** – the Administrative Contact at the IC
- **Date Recruitment Action Started** – the date the action was entered in WiTS





## Dashboard Email Alerts

The Age of Actions Dashboard also provides a series of email alerts.

Subject: Reminder: Active Recruitment Action (Day 90) WITS #510745 - Action Needed

**Reminder:** WITS Recruitment Action # 510745 (initiated 11/10/11), submitted by Jane Doe in the NEI OD, administrative code HNW has been active for **90** days in the pre-recruitment stage.

Please reference the table(s), comments, and pre-recruitment status below for specific information related to this recruitment action.

Please contact Terrye Verge for more information and to move the recruitment process forward.

|                       |                    |
|-----------------------|--------------------|
| <b>Position Title</b> | Associate Director |
| <b>Pay Plan</b>       | GS                 |
| <b>Series</b>         | 0601               |
| <b>Grade(s)</b>       | 15                 |

**Current Status:** Pending Program Action / Awaiting IC Response

**Comments (If Available):** 1/24 - Rec'd posting date from AO of 2/22/12; sent approved VA to SO for approval. 1/18 - Rec'd DEU approval; SO now wants to post for 15 days; waiting to get posting dates from AO. 1/17 - Rec'd TL approval; submitted to DEU; confirmed with SO that they want 30-day posting. 1/13 - Returned corrected pkg to TL. 1/12 - Rec'd pkg from TL with suggested corrections 12/22 - Submitted pkg to TL for review. 12/21 - Rec'd reformatted final of assessment from AD Team. 12/20 - Rec'd SO approval of assessment 12/15 - Rec'd assessment from USAS-AD Team; sent to SO for approval. 11/22 - Submitted assessment to USAS-AD Team for review/approval.

**Date of Pre-Recruitment Meeting:** 11/07/11

**Date Pre-Recruitment Form Signed:** 11/07/11

Starting from when the Recruitment action was initiated, these emails are sent as follows:

- **On Day 45 if the Date Need Validated field has not been completed**

To: Team Leader

CC: Human Resources Specialist, IC Contact

- **On Day 60 if the Date Need Validated field has not been completed**

To: Branch Chief

CC: Team Leader and Human Resources Specialist, IC Contact

- **On Day 75 if the Date Need Validated field has not been completed**

To: Responsible CSD Deputy Director

CC: Branch Chief, Team Leader, Human Resources Specialist, and IC Contact

- ***On Day 90 if the Date Need Validated field has not been completed***

*To: CSD Director*

*CC: Responsible CSD Deputy Director, Branch Chief, Team Leader, and Human Resources Specialist*