



Understanding the Appointment KPI Report

The **Appointment Key Performance Indicator (KPI) Report** displays measures of the performance of the NIH/OHR's 'in-processing' and onboarding activities as compared to established Service Level Agreements (SLA) for key steps in the appointment process. To make these comparisons, WiTS calculates by counting the days elapsed for certain steps of the appointment process.

Choose a Report List:	Select Your Report:
CSD Report List	Appointment KPI Report
This report provides information about actions associated with the hiring of new employees. ?	
Status of Actions:	All
Generate Report By:	EOD Date
Start Date:	12/14/2015
End Date:	12/28/2015
Sort 1:	WITS#
Sort 2:	IC
Sort 3:	Admin Code
IC:	ALL
Search Admin Code:	Exact ALL
Branch:	ALL
Include GRU Data?	Yes
Display By:	ALL
HR Specialist:	ALL
HR Assistant:	ALL
HR FA:	ALL
Appointment Type:	ALL
Is this a report that you will be running on a regular basis? Learn more about automated report delivery via the WiTS Report Subscription Service	

Report Parameters

- **Status of Actions:** You can choose to view active actions, completed actions, or all actions.
- **Generate Report By:** You can choose to generate your report by the EOD Date, Orientation Date or Effective Date.
- **Start/End Date:** Enter the date range for which you would like to view actions based on your selection above.
- **Sort 1/2/3:** You can specify in which order you would like your report data sorted.
- **IC:** Select a specific Institute or Center you wish to view, or select 'All.'

- **Search Admin Code:** Indicate whether you would like to view actions for specific admin code, a root admin code, or 'All.' By choosing 'By Exact Match' you can enter a specific admin code, and the report will only return actions for that admin code. By choosing 'Begins With,' you can enter the root admin code for an organization. For example, if you enter HN32, the report will return all actions that have an admin code beginning with HN32 (HN3212, HN32A, etc.). Note: Do not separate the codes with a comma when entering multiple codes
- **Branch:** Indicate if you wish to filter actions by a specific Branch or if you wish to view actions for all Branches.
- **Include GRU Data?:** Indicate whether you would like to include GRU data.
- **Display By/HR Specialist/HR Assistant/HR FA:** You can choose to filter your report by a specific HRS, HRA or FA or all staff members.
- **Appointment Type:** Indicate whether you would like your report to include data for specific Appointment types or all Appointment types.

After you have selected your report parameters, click the 'Generate Report' button to retrieve your report.

Report View

The Appointment KPI chart displays a graphical comparison of NIH OHR's performance and compares it to the SLAs established by OHR Divisions.



Appointment KPI Report



Branch: ALL Include GRU Data: Yes

Admin Codes: ALL

IC: ALL

Display By: ALL

Run Date: 12/22/2015 3:22:38 PM

Actions Received in HR with EOD Date between 12/14/2015 to 12/28/2015

Appointment Process by Mean Days (The Average Number of Days)

		Date Decision Received in HR to Date of Tentative Job Offer (SLA - 2 Business Days)	Date Sent to FA to EOD Date (SLA > or = 3 Calendar Days)	EOD Date to Date Action Completed by FA (SLA - 10 Calendar Days)
	Average Number of Days	1	7	2
	Number of Contributing Actions	37	37	42
	Number of Actions Meeting NIH KPI	35	26	34
	Percentage of Actions Meeting NIH KPI	94.59%	70.27%	80.95%
<input type="checkbox"/>	A			
<input type="checkbox"/>	B			
<input type="checkbox"/>	C			
<input type="checkbox"/>	D			
<input type="checkbox"/>	E			
<input type="checkbox"/>	F			
<input type="checkbox"/>	G			
<input type="checkbox"/>	H			
<input type="checkbox"/>	I			
<input type="checkbox"/>	J			

Each block on the graph represents a step in the appointment process and its associated metric (number of days elapsed between the start and end of the step). Please note that the first four SLAs are in business days (which excludes weekends and federal holidays), and the last two are in calendar days.

- Date Hiring Decision Received in HR to Date of Tentative Job Offer**

The number of *business days* elapsed from the date the hiring manager's decision to select a candidate was received in HR to the date that a tentative job offer was extended to the candidate.

- Date Sent to FA to EOD Date**

The number of *calendar days* elapsed from the date that the WITS action was sent to the WRD Final Authorizer to the appointee's Entry on Duty (EOD) Date.

- EOD Date to Date Action Completed by FA**

The number of *calendar days* elapsed from the appointee's Entry on Duty (EOD) Date to the date that the Final Authorizer completed the Appointment action in WITS.

Metrics

The top-level rows of the graph display the average number of days elapsed for each metric, the number of Appointment actions contributing to the metric (based on the parameters you selected) and the number and percentage of those actions which met the accompanying SLA:

			Date Decision Received in HR to Date of Tentative Job Offer (SLA - 2 Business Days)	Date Sent to FA to EOD Date (SLA > or = 3 Calendar Days)	EOD Date to Date Action Completed by FA (SLA - 10 Calendar Days)
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Drill-Down Level 1

You can click on the plus sign next to the Branch to view information about the actions that specific Branch is responsible for:

			Date Decision Received in HR to Date of Tentative Job Offer (SLA - 2 Business Days)	Date Sent to FA to EOD Date (SLA > or = 3 Calendar Days)	EOD Date to Date Action Completed by FA (SLA - 10 Calendar Days)
		Average Number of Days	1	7	2
		Number of Contributing Actions	37	37	42
		Number of Actions Meeting NIH KPI	35	26	34
		Percentage of Actions Meeting NIH KPI	94.59%	70.27%	80.95%
BA		Average Number of Days	2	4	2
		Number of Contributing Actions	10	9	10
		Number of Actions Meeting NIH KPI	8	8	7
		Percentage of Actions Meeting NIH KPI	80.00%	88.89%	70.00%

Drill-Down Level 2

Within each Branch, you can then click on the plus sign next to the IC to drill down further to the details about the actions for that IC:

			Date Decision Received in HR to Date of Tentative Job Offer (SLA - 2 Business Days)	Date Sent to FA to EOD Date (SLA > or = 3 Calendar Days)	EOD Date to Date Action Completed by FA (SLA - 10 Calendar Days)										
		Average Number of Days	1	7	2										
		Number of Contributing Actions	37	37	42										
		Number of Actions Meeting NIH KPI	35	26	34										
		Percentage of Actions Meeting NIH KPI	94.59%	70.27%	80.95%										
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		Average Number of Days	2	4	2										
		Number of Contributing Actions	10	9	10										
		Number of Actions Meeting NIH KPI	8	8	7										
		Percentage of Actions Meeting NIH KPI	80.00%	88.89%	70.00%										
	⊖ NCI														
		Average Number of Days	2	3	2										
		Number of Contributing Actions	10	9	10										
		Number of Actions Meeting NIH KPI	8	8	7										
		Percentage of Actions Meeting NIH KPI	80.00%	88.89%	70.00%										
		<table border="1"> <thead> <tr> <th>WITS Appt #</th> <th>HR Specialist / HR Assistant / HR FA</th> <th>Position Title / Pay Plan / Series / Grade</th> <th>Global Recruit?</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	WITS Appt #	HR Specialist / HR Assistant / HR FA	Position Title / Pay Plan / Series / Grade	Global Recruit?	Status								
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For each action, this drill down displays the:

- WITS Appointment #
- HR Specialist, HR Assistant and HR Final Authorizer responsible for the action
- The Position Title/Pay Plan/ Series and Grade of the Appointee’s position
- Whether or not the Appointment was handled by the CSD’s Global Recruitment Unit
- The Status of the action (Active or Completed)
- The actual elapsed days for each step in the process

Exporting and Printing

The report can be printed and/or exported to Excel, PDF or Word by clicking on the icon on the toolbar:

