Understanding the Strategic Hiring Data Report

The *Strategic Hiring Data Report* provides users with the ability to monitor and track the NIH's Time to Hire data, timeliness of applicant notification, and use of hiring flexibilities. The report offers three distinct views: 1) Time to Hire, 2) Use of Hiring Flexibilities, and 3) Applicant Notification. Each view has separate parameters and data elements, but all only report on actions created in WiTS on or after 10/01/2010.

Parameter Page

The parameter page is where you will choose your report view, either *Time to Hire*, *Use of Hiring Flexibilities*, or *Applicant Notification*. The remainder of the fields on this page vary based on the view you select.

Time to Hire View

The Time to Hire view displays Appointment actions created in WiTS on or after 10/01/2010 that originated from a Title 5 Recruitment action. This view does not include cancelled Appointment actions or Appointment actions not originating from a Title 5 Recruitment action (e.g., Title 42 appointments, any Appointment without a related Recruitment action, etc).

Time to Hire View Parameters

- **EOD Start and End Dates:** Select a date range based on the Entry-On-Duty Date.
- **Generate Report Using:** Indicate if you want the Time to Hire metrics to be calculated using Calendar days or Working days. *Working Days excludes weekends and Federal holidays.*

- **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.),*
- **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.
- **Series:** Indicate if you would like to view actions for a specific series, series designated as Most Commonly Filled (MCFs), series designated as Mission Critical Occupations (MCOs), or all series.

    - *MCFs include the following series:* 0080, 0201, 0203, 0303, 0318, 0326 0343, 0401, 0501, 0510, 0560, 1102, 2210
    - *MCOs include the following series: 0070, 0107, 0201, 0301, 0303, 0343, 0601, 0602, 0610, 0640, 0685, 0696, 1001, 1101, 1109, 1102, 2210*
    - *STEM Series (Scientific, Technology, Engineering, and Mathematics):* http://intrahr.od.nih.gov/staffing/title5/documents/STEMpositions.pdf

- **Include Shared Certificates:** Indicate whether you would like Appointments from Shared Certificates included in your report.
- **Select Actual or KPI Days:** Indicate whether you would like the report's metrics calculated based on the actual number of elapsed days or by the sum of the KPI days.
- **Certificate Type**: Select one, multiple, or all certificate types

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

Time to Hire View Summary
The summary table includes the *'Total Number of EODs', 'Total Number of EODs within 80 Days', '% of EODs within 80 Days',* and the *'Average Number of Days per EOD.'*

Time to Hire		ITEM	Title 5 (Non-SES)
	a	Total Number of EODs	45
	b	Total Number of EODs within 80 Days	43
	c	% of EODs within 80 Days	95.56%
	d	Average Number of Days per EOD	49.49

-KPI Days: Metrics are based on the sum of the KPIs for the Appointment Action
-Actual Days: Metrics are based on the actual number of elapsed days for the Appointment Action

Additionally, there is a Time to Hire hyperlink that provides more detailed information about the data.

Time to Hire View Details
After *clicking* on the Time to Hire hyperlink, a detailed view will appear. This expanded view displays all of the data fields related to the NIH's KPIs.
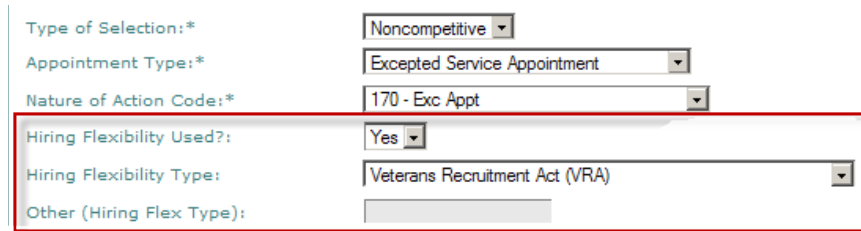
WITS Reor Trans # [Appt. Trans #]	IC Admin Code Org Initials	HR Specialist / Team Leader	Branch	Relationship to Recruitment	Selectee Name	Ann Type / Ann #	Cert Type / Cert #	Position Title -Pay Plan -Series -Grade -FPL	Date Need Validated	Date Ann Posted	Date Ann Opened	Date Ann Closed	Date Cert Sent to SO	Date of Hiring Decision	Date Hire Decision Rec'd in HR	Tent. Job Offer Date	Official Job Offer Date	Official Job Offer Resp Date	Date Security Inves. Initiated	Date Official Offer Letter Sent	EOD Date	Total Number of Actual Days
492043 / [510938] B	CC HNJ132 OFRM	■	GRU	Shared Cert	■	DE / NIH-GR-DE-11-493482	DE / WE-11-DEU-0154350	Management Analyst GS-0343-09 FPL-12					10/20/11	11/07/11	11/07/11	11/07/11	11/09/11	11/09/11	11/09/11	03/07/12	03/26/12	158
494925 / [513485] B	CC HNJ135 OPS CFO	■	E	Addtl Sel	■	DE / NIH-CC-DE-11-523573	DE / WE-11-DEU-0257550	Program Specialist (Protocol) GS-0301-09 FPL-11					11/17/11	12/07/11	12/07/11	12/07/11	12/07/11	12/07/11	12/07/11	12/13/11	01/01/12	45

Time to Hire View Notes

- **Time to Hire Calculations based on the Relationship to Recruitment**
  - *1st Selections:* Timeline begins at Date Need Validated and ends at EOD Date
  - *Additional and Shared Certificates:* Timeline begins at Date Certificate Sent to Selecting Official and ends at EOD Date
- **Number of Actual Days or KPI Days** is the number of days that make-up the Time to Hire Metrics.
  - *KPI Days:* Calculation is based on the sum of the KPIs for the Appointment action.
  - *Actual Days:* Calculation is based on the actual number of elapsed days for the Appointment action.
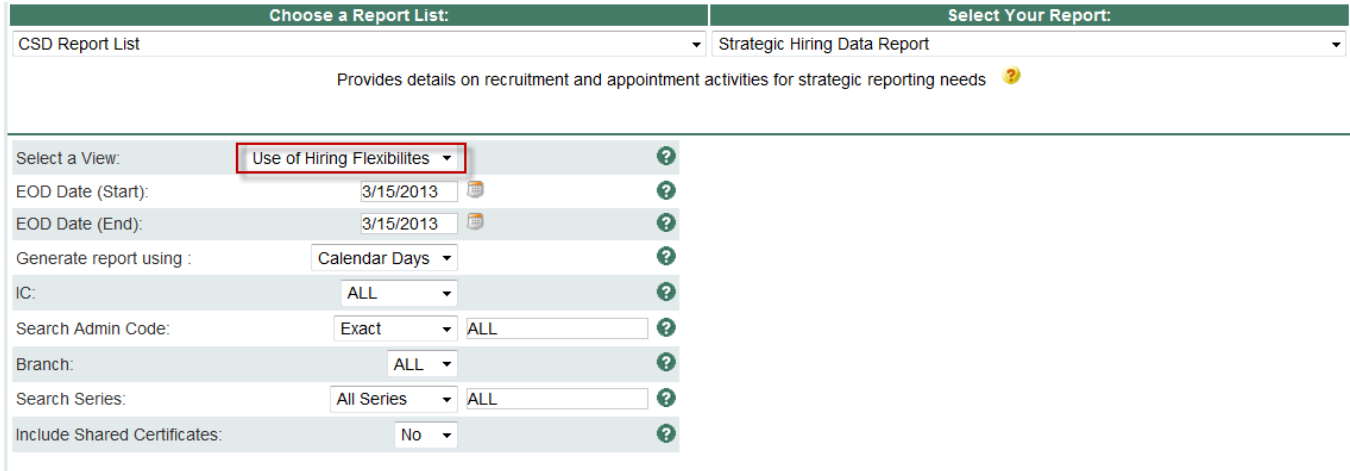
Use of Hiring Flexibilities View

This view displays Appointment actions, created in WiTS on or after 10/01/2010 where a hiring flexibility was used. This view does not include cancelled Appointment actions or Appointment actions where a hiring flexibility was not used.

Type of Selection:*	Noncompetitive
Appointment Type:*	Excepted Service Appointment
Nature of Action Code:*	170 - Exc Appt
Hiring Flexibility Used?:	Yes
Hiring Flexibility Type:	Veterans Recruitment Act (VRA)
Other (Hiring Flex Type):	

Screenshot of Appointment form

Use of Hiring Flexibilities Parameters

Choose a Report List:	Select Your Report:
CSD Report List	Strategic Hiring Data Report

Provides details on recruitment and appointment activities for strategic reporting needs 🔆

Select a View:	Use of Hiring Flexibilites	❓
EOD Date (Start):	3/15/2013	❓
EOD Date (End):	3/15/2013	❓
Generate report using :	Calendar Days	❓
IC:	ALL	❓
Search Admin Code:	Exact	ALL	❓
Branch:	ALL	❓
Search Series:	All Series	ALL	❓
Include Shared Certificates:	No	❓

- **EOD Start and End Dates:** Select a date range based on the Entry-On-Duty Date.
- **IC:** Select a specific Institute or Center you wish to view, or select 'All.'
- **Search Admin Code:** Indicate whether you would like to view a 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.)*
- **Responsible CSD Org:** Indicate whether you would like to view Branch, Global, or All actions. Choosing "All" will return actions that are handled by the servicing Branch and by the Global Recruitment Unit. Choosing "CSD Branch" will only return actions for which the servicing CSD Branch is responsible. Choosing "CSD Global Recruitment Unit" will only return actions for which the Global Recruitment Unit is responsible.
- **Series:** Indicate if you would like to view actions for a specific series, series designated as Most Commonly Filled (MCFs), series designated as Mission Critical Occupations (MCOs), or all series.

  - *MCFs include the following series:* 0080, 0201, 0203, 0303, 0318, 0326 0343, 0401, 0501, 0510, 0560, 1102, 2210
  - *MCOs include the following series:* 0070, 0107, 0201, 0301, 0303, 0343, 0601, 0602, 0610, 0640, 0685, 0696, 1001, 1101, 1109, 1102, 2210
  - *STEM Series (Scientific, Technology, Engineering, and Mathematics):* http://intrahr.od.nih.gov/staffing/title5/documents/STEMpositions.pdf

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

Use of Hiring Flexibilities View Summary
The summary table includes the number of appointments, grouped by the type of Hiring Flexibility.

Use of Hiring Flexibilities	ITEM	Number of Appointments
	Veterans Authorities	
	30% or more Disabled Veterans	1
	Veterans Employment Opportunity Act (VEOA)	3
	Veterans Recruitment Act (VRA)	1
	Direct Hire	
	Direct Hire	2
	Schedule A	
	Schedule A - Agency Specific	0
	Schedule A - Other	0
	Schedule A - Presidential Management Fellows (PMF)	0
	Schedule A(r) - Internship / Fellowship	1
	Schedule A(u) - Disabled	10
	Schedule B	
	Schedule B - Agency Specific	0
	Schedule B - Federal Career Intern Program (FCIP)	0
	Schedule B - Student Career Experience Program (SCEP)	2
	Schedule B - Student Temporary Employment Program (STEP)	11
	Schedule D	
	Schedule D - Internship	0
	Schedule D - Recent Graduate	0
	Schedule D - Presidential Management Fellows (PMF)	0
	Other	
	Other	0

Additionally, there is a Use of Hiring Flexibilities hyperlink that provides more detailed information about the data.

Use of Hiring Flexibilities View Details
After *clicking* on the Use of Hiring Flexibilities hyperlink, a detailed view will appear. This expanded view displays specific appointment and related recruitment data (if applicable).

WITS APPT # [Related Rec #]	IC Admin Code Org Initials	HR Specialist / Team Leader	Global Recruitment	Position Title - Pay Plan -Series -Grade -FPL	Selectee Name	Appointment Type / Nature of Action Code	Announcement # / Announcement Type	Certificate # / Certificate Type	Tentative Job Offer Date	EOD Date	NTE Date	Hiring Flexibility Type
517439 [507963]	CC HNJ122 OAM	■	No	Administrative Officer GS-0341-12, FPL-12	■	Career and Career conditional / 101 - Career Conditional	NIH-NCI-MP-12-553053 / MP	WE-12-MPP-02593SO / MP	01/17/12	01/29/12	N/A	Veterans Employment Opportunity Act (VEOA)
518767 [N/A]	NINR HN213 OSPPL	■	No	Public Health Analyst GS-0685-09, FPL-09	■	Excepted Service Appointment / 171 - Exc Appt NTE (date)	- / -	- / -	01/31/12	02/26/12	03/31/13	Schedule A(r) - internship / fellowship

Use of Hiring Flexibilities View Notes

- **When 'Other (Hiring Flexibility Type)' is selected on the Appointment form**
    - When this value is selected on the Appointment form, the HR Specialist or Assistant writes in the type of Hiring Flexibility used.   The report displays what the HR Specialist or Assistant wrote in the 'Hiring Flexibility Type' column.

- **Recruitment Related Information**
  - o This report displays the related Recruitment action's Announcement #, Announcement Type, Certificate #, and Certificate Type (if applicable).

Applicant Notification View

This view displays data related to Title 5 Recruitment actions, created in WiTS on or after 10/01/2010 where the Date Announcement Closed is completed on the Recruitment form.   This report excludes cancelled Recruitment actions and Recruitment actions that were closed without any applicants being notified.

Application Notification View Parameters

Choose a Report List:	Select Your Report:
CSD Report List ▾	Strategic Hiring Data Report ▾
Provides details on recruitment and appointment activities for strategic reporting needs 🟡	

Select a View:	Applicant Notification ▾	❓
EOD Date (Start):	3/15/2013 📅	❓
EOD Date (End):	3/15/2013 📅	❓
Generate report using :	Calendar Days ▾	❓
IC:	ALL ▾	❓
Search Admin Code:	Exact ▾ ALL	❓
Branch:	ALL ▾	❓
Search Series:	All Series ▾ ALL	❓
Include Shared Certificates:	No ▾	❓
Select Announcement Type:	All ▾	❓

- **Announcement Closed Start and End Dates:** Select a date range based on the Announcement Close Date.
- **Generate Report Using:**   Indicate if you want the report's metrics to be calculated using Calendar days or Working days.   *Working Days excludes weekends and Federal holidays.*
- **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 a 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 (HN3245, HN32B, etc.)*
- **Responsible CSD Org:**   Indicate whether you would like to view Branch, Global, or All actions. Choosing "All" will return actions that are handled by the servicing Branch and by the Global Recruitment Unit. Choosing "CSD Branch" will only return actions for which the servicing CSD Branch is responsible. Choosing "CSD Global Recruitment Unit" will only return actions for which the Global Recruitment Unit is responsible.
- **Series:** Indicate if you would like to view actions for a specific series, series designated as Most Commonly Filled (MCFs), series designated as Mission Critical Occupations (MCOs), or all series.

  - *MCFs include the following series:* 0080, 0201, 0203, 0303, 0318, 0326 0343, 0401, 0501, 0510, 0560, 1102, 2210
  - *MCOs include the following series: 0070, 0107, 0201, 0301, 0303, 0343, 0601, 0602, 0610, 0640, 0685, 0696, 1001, 1101, 1109, 1102, 2210*
  - *STEM Series (Scientific, Technology, Engineering, and Mathematics):* *http://intrahr.od.nih.gov/staffing/title5/documents/STEMpositions.pdf*

- **Select Announcement Type:** Select a specific announcement type:

- o *DE:* Only includes Delegated Examining announcements
- o *Non-DE:* Only includes Merit Promotion, Direct Hire and Other announcements
    - ▪ Note: This report only includes Title 5 Recruitment*s*
- o *All:* Includes both DE and Non-DE announcements.

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

Applicant Notification View Summary

The summary table includes the total number of applicants, total number of qualified applicants, total number of referred applicants, average number of days for applicants to be notified of qualified/eligibility status, average number of days for applicants to be notified of referral/eligibility status, and the average number of days for referred applicants to be notified of disposition/outcome.   All metric calculations start from the Announcement Close Date.

Applicant Notifications		ITEM	Title 5 (Non-SES)
	a	Total Number of Applicants	9,435
	b	Total Number of Qualified Applicants	6,384
	c	Total Number of Referred Applicants	1,932
	d	Average Number of Days Applicants Notified of Qualified/Eligibility Status*	10.09
	e	Average Number of Days Applicants Notified of Referral/Eligibility Status*	11.74
	f	Average Number of Days Referred Applicants Notified of Disposition/Outcome Status*	35.77

*Report Notes: * Calculations start from when the Announcement Closed*

Additionally, there is an Applicant Notification hyperlink that provides more detailed information about the data.

Applicant Notification View Details

After *clicking* on the Applicant Notification hyperlink, a detailed view will appear. This expanded view displays specific recruitment data and various metric calculations:

- *# of days from the Announcement Closed Date to the Date Applicants Notified of Qualified/Eligibility Status*
- *# of days from the Announcement Closed Date to the Date Applicants Notified of Referred/Eligibility Status*
- *# of days from the Announcement Closed Date to the Date Referred Applicants Notified of Disposition / Outcome Status*

WiTS Recruit Trans #	IC Admin Code Org Initials	HR Specialist / Team Leader	Position Title - Pay Plan - Series -Grade -FPL	Ann Number / Ann Type	Evaluation Method	Total Number of Applicants	Date Ann Closed	Date Apps to SME/QRB	Date App Evaluation Completed By SME/QRB	Total Number Qualified of Applicants / Date Applicants Notified of Qualified/Eligibility Status	Total Number of Referred Applicants / Date Applicants Notified of Referred/Eligibility Status	Date Referred Applicants Notified of Disposition /Outcome Status
460217	CC HNJ6B ODDCC DCRI	■	Supervisory IT Specialist (Infosec) GS-2210-14 -FPL 14	CC-10-460217-DH / DH	Traditional	105	02/04/11	N/A	N/A	29 / 02/14/11	29 / 02/14/11	03/23/11
(COMPLETED)								10				
									10			
								47				

Applicant Notification View Notes

- **Multiple Disposition Status Dates for one Announcement**
  - When an announcement has multiple Disposition Status dates, WiTS displays the earliest date.

- **Data Source**
  - The data for this report comes from WiTS directly and not HHS Careers (USA Staffing).

Exporting and Printing

All three views can be printed and/or exported to Excel, PDF or Word by clicking on the icon on the toolbar: