Understanding the Timeliness of Recruitment
Related Hiring Decisions Report

The *Timeliness of Recruitment Related Hiring Decisions Report* provides users with the ability to monitor and track the timeliness of recruitment-related hiring decisions that are made by Institutes and Centers.   The report provides information about the time elapsed between when the certificate of eligibles was sent to the Selecting Official to when he/she made a decision to select one of the certified candidates.

This report displays data on all (*Title 5 and Title 42*) recruitment-related selections that resulted in a hire where the WiTS Appointment action was created on or after 10/01/2010; it does not display data on hiring decisions without a related WiTS Recruitment action.

Parameter Page
The parameter page is where you will choose what data you would like displayed on your report.

Report Parameters
- **Date of Hiring Decision Start and End Dates:** Select a date range, based on the *Date of Hiring Decision*.
- **Generate Report Using:** Indicate if you would like the report's metrics to be calculated using calendar or working days.   *Working days excludes weekends and Federal holidays.*
- **IC:** Select a specific Institute or Center or select 'All.' For IC Staff, this parameter will default to your IC.
- **Search Admin Code:** Indicate if you would like to view data 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 (HN32A, HN32123, 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 to include Appointments from Shared Certificates or not.
- **Select Announcement Type:** Select a specific announcement type:

  - *DE:* Only includes hiring decisions originating from a Delegated Examining announcement
  - *Non-DE:* Only includes hiring decisions originating from a Merit Promotion, Direct Hire, and Other announcement types
  - *All:* Includes hiring decisions from DE and Non-DE announcements.

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

Report Summary

The summary table includes the number of total selections, the number of DEU and Non-DEU selections, and the percentage of hiring decisions for each that were made in 25 days or less.

Please note that the counts and percentages in this table exclude actions causing negative metrics (*i.e., Hiring Decisions where the Date Certificate Sent to Selecting Official is greater than the Date of Hiring Decision*); however, these actions are listed in the 'Total # of Contributing Actions' view.

	Selections from Non-DEU Certificates	Selections from DEU Certificates	Total Selections
Total # of Actions with Selections made within 25 Days	335	99	434
Total # of Actions with Selections exceeding 25 Days	95	60	155
Total # of Contributing Actions	430	159	589
Percent of Actions with Selections made within 25 Days	77.91	62.26	73.68

Report Notes:
* Report only includes actions that resulted in a hire.
Metric used is # of days from Date Cert Sent to SO to Date of Hiring Decision.
Report only contains data on actions that were initiated on or after 10/01/2010.

Additionally, this summary table includes three hyperlinks that provide detailed information about the actions.

Report Details

After you click on one of the hyperlinks in the summary table, a detailed view of the contributing actions will be displayed.

WiTS Recr Trans # / [Appt. Trans #]	IC	Admin Code Org Initials	HR Specialist	Position Title Pay Plan-Series-Grade	Selectee	Relationship to Recruitment	Cert Type	Date Cert Sent to SO	Date of Hiring Decision	Total # of Days
507361 / [516579]	NHLBI	HNH NHLBI	▮	Grants Management Specialist GS-1109-13	▮	Shared Certificate	MP	1/3/2012	1/10/2012	7
508958 / [516641]	CC	HNJ123 OCPR	▮	Information Development Specialist GS-1001-13	▮	1st Selection	MP	12/20/2011	1/5/2012	16
511044 / [516663]	OD - ORS	HNAM59 M ORS DRS	▮	Program Support Assistant GS-0303-06	▮	Shared Certificate	DE	12/22/2011	1/10/2012	19

Report Metrics

The report calculates the number of days between the 'Date Cert Sent to SO' and the 'Date of Hiring Decision' in the 'Total # of Days' column.

Exporting and Printing

The detailed views of this report can be printed or exported to Excel, PDF, or Word by clicking on the icon on the toolbar: