



# USA Staffing®: Certificate Reporting App Overview

Powered by the USA Staffing Power BI service  
and Talent Acquisition Analytics Group (TAAG)





# **USA Staffing® Certificate Reporting App**

Certificate reporting supports the timely completion of key steps within the selection process, which facilitates coordination of applicant reviews, hiring manager selections, and certificate audits among HR Teams.



# What is a USA Staffing® Certificate?

A list of applicants referred to a hiring manager for consideration. The list of referred applicants have been identified as eligible for a specific position based on their qualifications and the criteria defined in the job announcement. One or more certificates may be issued for a specific vacancy, and each certificate may have differing criteria (e.g., applicant eligibilities, locations, grades)."

Vacancy 10186288

Applicant Overview

Certificates

Certificate: 20241017-AR-001

+

Certificate Number  
20241017-AR-001

Issued  
10/17/2024 11:04 EDT

Issued By  
Jawann Smith

Certificate Type  
Merit Referral List

Status  
Issued

Expiration Date  
1/31/2025

EXPIRED

Applicant List

Certificate Information

Notes 0

History

Certificate Audit Complete

Applicant List (4)

Filters: Arlington, VA 11 0201 Available For Inventory - Yes Eligibles

Create Additional Requests (Advanced) Create Additional Requests (Basic) Show Un-approved Requests Add Filters

<input type="checkbox"/>		Name	Rating	Vet Pref	Audit Code	Return Status	Documents	Eligibility	Notes	Request Number	Date Certified	Flags
<input type="checkbox"/>	+	Clarkson, Elijah	EL	NV - No Preference Claimed			3		0		10/17/2024	👍 🚩 🔄 ⭐
<input type="checkbox"/>	+	Coleman, Jason	EL	NV - No Preference Claimed			3		0		10/17/2024	👍 🚩 🔄 ⭐
<input type="checkbox"/>	+	Cullen, Noah	EL	NV - No Preference Claimed			3		0		10/17/2024	👍 🚩 🔄 ⭐
<input type="checkbox"/>	+	Edward, Jay	EL	NV - No Preference Claimed			3		0		10/17/2024	👍 🚩 🔄 ⭐

- [Certificate Info | USA Staffing Help](#)
- [Certificate \(software interface\) | USA Staffing Help](#)

# Certificate reporting is in the “Apps” area of Power BI



OPM | Power BI Apps

Home

Create

Browse

Data hub

Apps

Metrics

## Apps

Apps are collections of dashboards and reports in one easy-to-find place.

	Name
	Time to Hire
	New Hire
	Request
	Certificate

[Accessing Power BI through USA Staffing | Data Resource Center](#)

# Certificate Status Report: Over 30 Columns



## Output columns include:

- Certificate Info
- Announcement Number
- Vacancy Number
- Vacancy Pay Plan-Series-Grade
- Days Since Issued
- Certificate Totals
  - Selected
  - Referred
  - Hired
  - Declined/Withdrawn

OPM   Certificate Status	
Data Item/Metric	Description
Announcement Number	The unique identifying number associated with an announcement.
Certificate Audited By	The name of the USA Staffing user that audited the certificate.
Certificate Audited?	Flag indicating if the certificate was audited.
Certificate Final Audit Complete Date	The date the most recent audit of the certificate was completed.
Certificate Issue Date	The date an applicant list was issued as a certificate.
Certificate Issuer	The name of the individual that issued the certificate.
Certificate Number	The unique identifying number associated with a certificate.
Certificate Review Due Date	The date the applicant list review is due for completion by the reviewer(s).
Certificate Review Name	The name of the applicant list review entered by the user.
Certificate Review Sent Date	The date the applicant list review was sent to the reviewer(s).
Certificate Review Status	The current status of the applicant list review (e.g., Not Sent, Active, Auto Recalled, HR Recalled, Returned).
Certificate Status	The status of the certificate (e.g., Issued, Issued - Under Review, Returned - Tentative Selection, Complete - Selection Made) to show the progress of a certificate through its lifecycle.
Certificate Total Hired	The number of applications on a certificate with an audit code of 'Selected' and an audit return status of 'Hired'.
Certificate Total Referred	The number of unique applications referred on at least one certificate.
Certificate Total Selected	The number of unique applications with an audit code of 'Selected.'
Certificate Total Veterans Hired	The number of applications submitted by individuals having been





# Certificate Status: Parameters and Sorting

Staffing Organization Name	Required	Staffing Office Name	Required	Vacancy Customer Name	Required
Certificate Issuer	Required	Vacancy Series	Required	Vacancy Grade	Required
From Certificate Issue Date	Required (MM/DD/YYYY)	To Certificate Issue Date	Required (MM/DD/YYYY)		

## Parameters:

1. Staffing Organization Name
2. Staffing Office Name
3. Vacancy Customer Name
4. Certificate Issuer
5. Vacancy Series
6. Vacancy Grade
7. Certificate Issue Date Range

## Default Sort Order of Output:

- Staffing Organization Name
  - Staffing Office Name
    - Vacancy Number
      - Certificate Number



# What are Certificate Metrics?

- Certificate Metrics are calculated data points on the total number of applications referred on a certificate and total number of unique applications in various statuses (based on Return Status, Audit Code, and Veteran status).
- Each metric uses defined criteria to determine the status of applications on a specific certificate.

# Certificate Status Report Metrics



Metric	Criteria
Cert. Total Referred	Count of unique applications referred on a certificate.
Cert. Total Hired	Count of unique applications referred on a certificate where the audit code is Selected and return status is Hired.
Cert. Total Selected	Count of the unique applications referred on a certificate where the audit code is Selected.
Cert. Total Declined Withdrawn	Count of the unique applications referred on a certificate where the audit code is Withdrawn from Consideration, Declined Position, Declined Salary/Grade, Declined Location, Decline Interview/Assessment, Declined During Negotiations, Accepted Another Position with Agency, or Failed to Reply.

[Certificate Info](#) | [USA Staffing Help](#)



# Certificate Status Report Metrics (Veterans)



Certificate Metrics for Veterans use **claimed veterans' preference** to determine veteran status unless the claim has been adjudicated (in which case the adjudicated preference is used). If the Vacancy is not set to collect veteran preference info, each veteran-specific Certificate Metric will be “0” (zero).

Metric	Criteria
Cert. Total Declined Withdrawn Veterans	Count of the unique applications referred on a certificate where veterans preference is not NV nor NP and the audit code is Withdrawn from Consideration, Declined Position, Declined Salary/Grade, Declined Location, Declined Interview/Assessment, Declined During Negotiations, Accepted Another Position with Agency, or Failed to Reply.
Cert. Total Referred Veterans	Count of the unique applications referred on a certificate where veterans preference is not NV nor NP. Total Veterans Referred counts only those with a Certificate Application Veterans Preference Code of <u>CP, CPS, SSP, TP, XP, or XPD</u> .
Cert. Total Selected Veterans	Count of the unique applications referred on a certificate where veterans preference is not NV nor NP and the audit code is Selected.
Cert. Total Hired Veterans	Count of the unique applications referred on a certificate where veterans preference is not NV nor NP, the audit code is Selected, and the return status is Hired.



# Referred Applicants by Certificate Report: 21 Columns

<b>OPM   Referred Applicants by Certificate</b>	
<b>Data Item/Metric</b>	<b>Description</b>
Certificate Application Audit Code	The code associated with the selection decision made by the hiring manager.
Certificate Application Audit Date	The date the selection decision made by the hiring manager is validated by the HR user.
Certificate Application Certified Date	The date the application on the certificate was certified.
Certificate Application Eligibility	The adjudication status (Claimed, Eligible, Ineligible) of the eligibility claimed by an application on a certificate.
Certificate Application Eligibility Claimed	The eligibility claimed by an application on a certificate.
Certificate Application First Name	The first name of an applicant referred on a certificate.
Certificate Application Last Name	The last name of an applicant referred on a certificate.
Certificate Application Marked as	Flag indicating whether or not the application has been marked as a favorite on a certificate.
Certificate Application Marked for	Flag indicating whether or not follow-up is necessary to complete the application review process.
Certificate Application Middle Name	The middle name of an applicant referred on a certificate.
Certificate Application Number	The unique identifying number associated with an application on a certificate.
Certificate Application Priority	The priority description of the application on a certificate.
Certificate Application Rank Order	Numerical ranking indicating the application's place on a certificate.
Certificate Application Rating	The rating received by an application on a certificate.
Certificate Application Return Status	The status of an application on a certificate as marked by the HR user after auditing the hiring manager's decision.
Certificate Application Veterans	The code indicating the veterans preference for the application on the certificate.
Certificate Issue Date	The date an applicant list was issued as a certificate.
Certificate Number	The unique identifying number associated with a certificate.
Staffing Office Name	The name of the office managing the staffing process.
Staffing Organization Name	The name of the organization managing the staffing process.
Vacancy Number	The unique identifying number associated with a vacancy.



# Referred Applicants by Certificate: Parameters and Sorting

Staffing Organization Name	Required	Staffing Office Name	Required	Vacancy Number	<No Selection>
Certificate Number	<No Selection>	Eligibility Claimed	Required	Eligibility Adjudicated	Required
From Certificate Issue Date	Required (MM/DD/YYYY)	To Certificate Issue Date	Required (MM/DD/YYYY)		

## Parameters:

1. Staffing Organization
2. Staffing Office
3. Vacancy Number (optional)
4. Certificate Number (optional)
5. Eligibility Claimed
6. Eligibility Adjudicated
7. Certificate Issue Date Range

## Default Sort Order of Output:

- Staffing Organization Name
  - Staffing Office Name
    - Vacancy Number
      - Certificate Number
        - Certificate Application Rank Order
          - Certificate Application Name (Last Name, then First Name, then Middle Name)



# Caveats and Considerations

- Certificate reporting in Power BI



# Caveats and Considerations

- For all Certificate reports:
  - Cancelled Certificates aren't displayed
  - Certificate Locations data (as seen in Cognos Cert. Overview Report) is not yet implemented
  - USA Staffing® Review data (as seen in Cognos Certificate reports) is handled with the Power BI Review Detail report (Review app)
- For the Referred Applicants by Certificate Report:
  - Certificate Application Veterans Preference Code column displays the veterans preference code and text description



# Questions, Help, and Feedback



# Questions, Help, and Feedback

## Submit Help Ticket | USA Staffing Data Resource Center

### Help

Access frequently asked questions (FAQs) or submit a help desk ticket.

#### Submit Help Ticket

Instructions: In order to submit a ticket about your issue, please respond to each of the questions below and provide specific information which may be needed to research and resolve your request. After submitting, we will respond to the ticket via email to update you on a resolution.

First Name \*

First Name

Last Name \*

Last Name

Email Address \*

Email Address

Please enter any additional recipients who should receive a copy of this form submission. Separate multiple email addresses with commas.

CC Email Address(es)

Please enter a subject for the problem being encountered. \*

Subject

Phone Number

Phone Number

Select the area for the issue or request. \*

Power BI

Identify the type of issue or request. \*

Enhancement Request

Specify what the issue or request is. \*

Select Issue or Request

Select Issue or Request

Modify standard report(s)

New data item(s)

New standard report(s)

Other

Provide your specific Office Name

Office Name

Please enter a detailed description of the issue, including information such as report path, error message, steps taken when the issue was encountered, what you expected to happen versus what actually happened, impact of the issue, etc. After the ticket is created, please respond with screenshots (do not include PII) if applicable. \*

Description

**Thank You**

