Maximizing Talent Acquisition Data

Sharlis Anthony & Mike D’Andrea
Client Services Division
Office of Human Resources
National Institutes of Health
Agenda

1. What is Talent Acquisition (TA) Data?
2. How Can You use TA Data?
3. Leveraging Cognos in USA Staffing – The NIH Story
4. Examples of Tactical and Strategic Reports
SHARLIS ANTHONY

Chief, Global Recruitment & Metrics Unit, NIH

Sharlis has served 8+ years of Federal Government competitive service in HR Policy, Project Management and recently, Metrics and Global Recruitment roles effectively implementing staffing and recruitment processes at the National Institutes of Health. Sharlis drafted the original Shared Certificate policy for the NIH in 2010. She currently serves as the Chief of the Global Recruitment & Metrics Unit and supervises a staff of eight in globally recruiting for commonly filled NIH positions and the NIH federal Pathways program where Global Recruitment has proven successful.
Your Presenters Today

MIKE D’ANDREA
Chief, Delegated Examining Unit, NIH

Mike D’Andrea has twelve-years of federal service; all of which is in human resources. He started with the Small Business Administration in 2005 as an HR Assistant performing a wide-range of supportive tasks for a small HR office. In 2006, he joined NIH as an HR Specialist providing staffing, recruitment, position management, classification, and consultative services for various program areas. From 2010 to 2015, he served as the Functional Project Lead for the Workflow information Tracking System (WiTS). Here, he oversaw HR system project operations, wrote technical system and interconnection designs, managed system and user acceptance testing, developed user materials, taught training courses, directed the development work of contract staff, and performed a variety development work (e.g., building reminder emails, procedures, reports, and dashboards). As of 2016, Mike has been the Delegated Examining Unit (DEU) Chief at NIH. In addition to the typical work of a DEU, the unit is responsible for a variety of training courses, offering consultative services, and co-managing the Human Resources Classification and Recruitment Documents System (HR CARDS).
What is Talent Acquisition (TA)?

**Definition:** Talent Acquisition encompasses the activities involved in building and maintaining a workforce that meets the needs of the organization.
What is TA Management?

Source: Federal Human Capital Integrated Business Framework
TA Data and Recruitment Strategy

How can TA data be applied to help HR professionals do their jobs more effectively and efficiently and be better consultants?

**Recruitment Strategy Challenges**

- **Defining the Job**
- **Sourcing**
- **Time-to-Hire**
- **Resources**
Hasn’t this applicant applied before? How were they rated and who rated them?

How can I make sure that I entered all of my applicant notes and they were written correctly?

How can I tell who the preference eligibles are without creating a saved list?

How can I find out if there is an open certificate to share with my selecting officials?

How can I provide my selecting officials with a listing of applicant responses to narrative questions?
Questions Managers Ask

WHAT PARTS OF THE COUNTRY ARE APPLICANTS APPLYING FROM FOR SCIENTIFIC POSITIONS ANNOUNCED UNDER DE PROCEDURES?

WHAT PERCENTAGE OF APPLICANTS SCORE 95 OR ABOVE FOR BIOLOGIST POSITIONS?

HOW MANY APPLICANTS DO WE REFER FOR MANAGEMENT ANALYST POSITIONS?

WHAT IS THE LIKELIHOOD OF ISSUING A PREFERENCE ELIGIBLES ONLY CERTIFICATE FOR AN ADMINISTRATIVE OFFICER, GS-0341 POSITION?

WHAT IS OUR SUCCESS RATE OR YIELD RATE FOR SELECTIONS PER ANNOUNCEMENT?
NIH saw the opportunities available and made a huge investment in using Cognos.

Goal is to design and build reporting tools for HR professionals involved in the recruitment and appointment process that are straight-forward, functional, and practical.

Reports are designed by HR professionals for other HR professionals to use with the assistance of one technical expert.
Leveraging Cognos @ the NIH

Reports, Dashboards, and Stories can be built by HR and used by HR.

Almost 2,000 data items in Cognos and the list keeps growing.

Ten reports built and developed with many more in the works.
Example - Applicant Roster Report

**Description:**
Provides applicant information for each individual who applies to a particular announcement. There is one row of data per applicant, per grade, specialty, series, and location.

**Purpose:**
To obtain a complete listing of all applicants and their ratings for each grade, specialty, series, and location; and, to compare applicant ratings against other announcements.
Example - Applicant History Report

**Description:**
This report can be generated for one applicant (person) at a time. It shows the applicant’s entire history for all announcements they have applied to in the USA Staffing Upgrade only.

**Purpose:**
To help HR Specialists make a qualifications determination on an applicant who has previously applied to announcements in the USA Staffing Upgrade. The information on this report can assist in making a decision if there are questions about their qualifications.
Example - Shared Certificate Report

**Description:**
This report identifies active certificates that are available for sharing. The report has two views – a Summary Page and a Details Page. The Summary view will display a count of certificates issued within the selected date range, organized by series.

**Purpose:**
To help HR staff identify certificates for sharing with their program areas.
Example - Narrative Assessment Questions Report

**Description:**
This report provides each applicant’s responses to the assessment questions for any given vacancy. On the prompt page, you may choose between all assessment item responses, or narrative responses only.

**Purpose:**
To consolidate applicant respond narrative responses for qualification purposes or sharing with Managers.
Example – Applicant Geographic Report

Description:
This report provides applicant information on where they are applying from (City, State, Country, etc.).

Purpose:
To identify recruitment and sourcing needs in a particular area of the country.
Example – Referral History for Announcements Open to the Public

Description:
This report presents historical data for certificates issued within the selected date range. The report allows for three views – Summary Series View, Summary Grade & Series View, and Detail View.

Purpose:
To provide customers insight into the results a recruitment could produce. You can easily identify your upcoming recruitment’s series and grade, see how many applicants are usually referred, whether there tends to be veterans on the certificates, etc.
Discussion

How can talent acquisition data change the way you operate?
Contact Information

Sharlis Anthony
National Institutes of Health
sharlis.anthony@nih.gov
301.451.4610

Michael D’Andrea
National Institutes of Health
dandream@od.nih.gov
301.451.1815