Understanding Your Age of Actions Dashboard

The WiTS Age of Actions Dashboard was designed to provide CSD Leadership officials with the ability to monitor and track actions that have been active for pre-determined periods of time.

The first phase of the Age of Actions Dashboard focuses on the pre-recruitment stage in the recruitment process – the time between when the recruitment action was initiated in WiTS and when the recruitment need was validated and the vacancy was ready to be posted in the staffing system.

Overall View:

The overall view of the dashboard displays information about the number of actions that have spent:

- 0-44 days
- 45-59 days
- 60-74 days
- 75-89 days
- over 90 days

in the pre-recruitment stage.

While the default dashboard view displays this information for ‘ALL’ branches and ‘ALL’ ICs, you can filter your view to limit the actions to a specific CSD Branch (A-J and the GRU) and specific IC as well as to see active or completed actions.

You also have the option of displaying your data calculated in calendar or working days. Finally, you can limit your dashboard to a specific WiTS action by entering the WiTS number.
After you have made your selections from the criteria panel, click “Get Dashboard” to generate your dashboard.

Drill Down 1
To get more information about a group of actions, click on the desired color within the pie chart to access your first (1st) drill-down.

A new window will appear which displays the following information about each action in that date range:

- **WiTS Transaction #** - the autognerated number assigned to each action by the system
- **Branch** – the servicing CSD Branch
- **IC** – the Institute or Center
- **Admin Code** – the Administrative code
- **Requested Position Title/Pay Plan/Series/Grade/FPL** – information about the position
- **HR Specialist** – the servicing CSD Branch HR Specialist
- **IC Contact** – the Administrative Contact at the IC
- **Date Recruitment Action Started** – the date the action was entered in WiTS

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- **Date Job Requisition Approved** – the date Capital HR job requisition was approved by the IC
- **Date Need Validated / Today's Date** – the date the recruitment need was validated, or if the need has not been validated, the date the dashboard was generated (the current date) will be displayed in parenthesis
- **Number of Days WiTS Action Active** – the number of days the action has been active since initiated; for completed actions, this the number of days the action was in the pre-recruitment stage (before the need was validated)

Any comments that have been entered in the WiTS action will also be displayed.

**Drill Down 2**

To get further information on an action, you can click on the hyperlinked WiTS number within the table:

A new window will appear which displays the action's entry in the Recruitment Actions Report:

Note: The Overall view and both Drill Down options can be printed and/or exported to Excel, PDF or Word by clicking on the icon on the toolbar:
Dashboard Email Alerts
The Age of Actions Dashboard also provides a series of email alerts.

Starting from when the Recruitment action was initiated, these emails are sent as follows:

- **On Day 45 if the Date Need Validated field has not been completed**
  
  To: Team Leader  
  CC: Human Resources Specialist, IC Contact

- **On Day 60 if the Date Need Validated field has not been completed**
  
  To: Branch Chief  
  CC: Team Leader and Human Resources Specialist, IC Contact

- **On Day 75 if the Date Need Validated field has not been completed**
  
  To: Responsible CSD Deputy Director  
  CC: Branch Chief, Team Leader, Human Resources Specialist, and IC Contact
On Day 90 if the Date Need Validated field has not been completed

To: CSD Director
CC: Responsible CSD Deputy Director, Branch Chief, Team Leader, and Human Resources Specialist