



Understanding Your Hiring Timeline Dashboard

The WiTS Hiring Timeline Dashboard was created to assist the OHR CSD in meeting our hiring goals. This dashboard displays your pending recruitment or appointment actions and the date by which you will need to take certain key actions to keep the process on track. The dashboard displays information related to three major OHR steps in the recruitment/appointment process: Posting the Vacancy Announcement, Issuing the Certificate, and Making the Tentative Job Offer.

WiTS Work Area Pages offer three separate dashboards: CSD Branch Chiefs have a “Branch View” that displays information about their Branch’s actions; HR Team Leaders have a “Team View” that displays information related to their Team’s actions; HR Specialists have an individual view that displays information related to actions, which are assigned to them.

Overall view:

Branch	IC	Hiring Standard Name	# of Actions for Hiring Standard	# of Actions Exceeding Hiring Standard	View Details
C	OD - OHR	Post Announcement	1	1	
C	OD - OHR	Send Certificate to SO	1	0	
C	OD - ORF	Send Certificate to SO	8	0	
C	OD - ORF	Make Tentative Job Offer	1	1	
C	OD - ORS	Send Certificate to SO	2	0	

The overall view lists the Branch, the IC, the Hiring Standard, the number of currently pending recruitment actions, and the number of pending recruitment actions that exceed the hiring standard.

At the end of each row, you can click on the “View Details” icon to see specific information about the actions:

Number of Days to Issue Certificate - 16 Calendar Days

0 - 7 Days: ■ 8 - 15 Days: ■ 16 or More Days: ■

WiTS #	HRS	Announcement #	IC	Org	SAC Code	Position	Announcement Close	Issue Cert by	Today's Date	Number of Calendar Days Elapsed from Announcement Close
20938	D'Andrea, Michael	HHS/NIH-2010-OD-2093	Test	Play/Testing Branch	TEST		07/23/10	08/08/10	08/31/10	39
20916	Unda, Luis	12345	Test	Play/Testing Branch	TEST		08/02/10	08/18/10	08/31/10	29
20917	Unda, Luis	DE-1-HHS-NIH	Test	Play/Testing Branch	TEST		08/11/10	08/27/10	08/31/10	20
20843	Kerr, Ken	123	Test	Play/Testing Branch	TEST		08/30/10	09/15/10	08/31/10	1

The columns and associated data that are displayed within the Detailed view vary with the hiring standard.

Hiring Standard: Post Announcement

NIH says that the vacancy announcement should be posted within 3 calendar days of the recruitment need being validated.

Number of Days to Post Vacancy Announcement - 3 Calendar Days

0 - 1 Days: ■ 2 Days: ■ 3 or More Days: ■

WiTS #	HRS	IC	Org	SAC Code	Position	Date Need Validated	Post Announcement by	Today's Date	Number of Calendar Days Elapsed from Date Need Validated
20879	D'Andrea, Michael	Test	Play/Testing Branch	TEST	Biologist GS-0401-09	07/16/10	07/19/10	08/31/10	46
20916	Unda, Luis	Test	Play/Testing Branch	TEST	IT Specialist GS-1111-04	08/20/10	08/23/10	08/31/10	11
20829	Kerr, Ken	Test	Play/Testing Branch	TEST	--	08/24/10	08/27/10	08/31/10	7
20832	Kerr, Ken	Test	Play/Testing Branch	TEST	spec 2 GS-3434-03, 04 spec 3 RS-4545-06	08/25/10	08/28/10	08/31/10	6
20841	Kerr, Ken	Test	Play/Testing Branch	TEST	spec 1 GS-1212-02, 03 spec 2 RS-2323-03, 04, 05	08/25/10	08/28/10	08/31/10	6
20912	Unda, Luis	Test	Play/Testing Branch	TEST	spec 1 GS-1212-01	08/28/10	08/31/10	08/31/10	3
20970	Unda, Luis	Test	Play/Testing Branch	TEST	Cowboys Receiver GS-0610-13	08/31/10	09/03/10	08/31/10	0

Hiring Standard: Issue Certificate

NIH says that the certificate should be issued to the Selecting Official within 16 calendar days of the announcement close.

Number of Days to Issue Certificate - 16 Calendar Days

0 - 7 Days: ■ 8 - 15 Days: ■ 16 or More Days: ■

WiTS #	HRS	Announcement #	IC	Org	SAC Code	Position	Announcement Close	Issue Cert by	Today's Date	Number of Calendar Days Elapsed from Announcement Close
20938	D'Andrea, Michael	HHS/NIH-2010-OD-2093	Test	Play/Testing Branch	TEST		07/23/10	08/08/10	08/31/10	39
20916	Unda, Luis	12345	Test	Play/Testing Branch	TEST		08/02/10	08/18/10	08/31/10	29
20917	Unda, Luis	DE-1-HHS-NIH	Test	Play/Testing Branch	TEST		08/11/10	08/27/10	08/31/10	20
20843	Kerr, Ken	123	Test	Play/Testing Branch	TEST		08/30/10	09/15/10	08/31/10	1

Hiring Standard: Make Job Offer

NIH says that a tentative job offer should be made to the selected candidate within 3 calendar days of the hiring decision being received in HR.

Number of Days to Make Tentative Job Offer - 3 Calendar Days

0 - 1 Days: ■ 2 Days: ■ 3 or More Days: ■

WITS #	HRS	Certificate #	IC	Org	SAC Code	Position	Date Hiring Decision Received in HR	Make Tentative Job Offer by	Today's Date	Number of Calendar Days Elapsed from Date Hiring Decision Received in HR
21207	Verge, Terrye	123DE-CERT	Test	Play/Testing Branch	TEST		09/27/10	09/30/10	10/01/10	4
21497	Verge, Terrye	HHS/NIH-2010-cert1	Test	Play/Testing Branch	TEST		10/05/10	10/08/10	10/01/10	(-4)