



Understanding the Recruitment Actions Report

The **Recruitment Actions Report** provides real-time data and metrics on all recruitment and related appointment actions processed by the Office of Human Resources. WiTS uses the information entered in the data fields on the WiTS Recruitment and Appointment forms to track status, generate counts, and calculate metrics related to recruitment and related appointment activity in the organization/program areas you service. You can use this report to update your organization on the status/location of pending recruitment actions as a tool for discussion points in IC/OHR meetings, etc.

The Recruitment Actions Report offers several views: *Overall View*, *Vacancy Announcement Information View*, *Hiring Decision Information View*, *Certificate Information View*, and *Selection Information View*. The Overall View displays information regarding the entire life cycle of the recruitment or related appointment action. The other views offer specific information regarding the vacancy announcement, hiring decision(s), certificate(s), and selection(s) associated with a recruitment action.

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Parameter Page

The parameter page is where you will choose your report filters.

Choose a Report List:	Select Your Report:
CSD Report List	Recruitment Actions Report
This report provides detailed information about recruitment actions that have been submitted to HR for review and processing. ?	
Status of Actions:	All
Select a View:	Overall
Generate Report By:	Date Action Received in HR
Start Date:	8/25/2014
End Date:	8/25/2014
Generate report using :	Calendar Days
IC:	ALL
Search Admin Code:	Exact ALL
Branch:	ALL
Include GRU Data?	Yes
HR Specialist:	ALL
Pay Plan:	ALL
Priority:	All
Recruitment Type:	ALL
Search Series:	All Series ALL
Legislative Initiative:	ALL
WITS #:	
Select the Report Type:	Metric

Report Parameters

- **Status of Actions:** Indicate if you wish to view actions with a specific status (Active Actions Only or Completed Actions Only) or if you wish to view actions of all status types.
- **Select a View:** This report offers an overall view as well as four views that are specific to different elements of the recruitment/appointment process. The view you select will determine your date filter options and other report parameters.
- **Generate Report By:** Select a date field to filter the report. Note: The date filter options will differ based on the view you select.
- **Start and End Dates:** Enter a date range to filter the report.
- **Generate Report Using:** Indicate whether you would like the metrics in your report calculated using Calendar Days (includes weekends and Federal holidays) or Working Days (excludes weekends and Federal holidays).

- **IC:** Indicate if you wish to filter actions by a specific Institute or Center (IC) or if you wish to view actions for all ICs. Note: Your access/permission level will dictate the IC(s) you may view.
- **Search Admin Code:** Indicate whether you would like to view actions 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 (HN3212, HN32A, 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.
- **HR Specialist:** Indicate if you wish to view actions handled by a specific HR Specialist or all HR Specialists.
- **Pay Plan:** Indicate if you wish view actions with a specific pay plan or all pay plans.
- **Priority:** Indicate if you wish to view actions with a specific priority (High, Medium, or Low) or if you wish to view actions of all priorities. *It is recommended to leave this filter as 'All' unless your organization places a priority on actions.*
- **Recruitment Type:** Indicate if you wish to view actions of a specific recruitment type (Title 5, Title 42, Title 42 CRS) or actions of all recruitment types.
- **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>
- **Legislative Initiative:** Indicate if you wish to view actions supporting a specific legislative initiative or all actions. *It is recommended to leave this filter as 'All.'*
- **WiTS#:** Enter a WiTS number if you wish to view a specific action. Leave this filter blank if you wish to view all actions. *Note: Entering a WiTS number in this field will nullify all other filters.*
- **Select the Report Type:** Select the type of report you wish to view.
 - **The Metric report** will display a count of days between each step of the recruitment/appointment process as well as the comparative metrics against benchmarks.
 - **The Non-Metric report** will display only dates.

Views in the Recruitment Actions Report

Overall View

The Overall view is broken into two sections: 1) Pre-Recruitment Information, and 2) Vacancy Announcement /Certificate/Hiring Decision/Selection Information.

Pre-Recruitment Information						Vacancy Announcement / Certificate / Hiring Decision / Selection Information																	
WITS Recr Trans # / [Appt. Trans #]	IC Admin Code Org Initials	HR Specialist	Recruit Type / Legislative Initiative Supported / Global Recruitment	Area of Cons. / Open Cont. Ann.	Ann Type / Ann #	Cert Type / Cert # / Relation to Recruitment	Position Title - Pay Plan -Series -Grade (Cluster/Band) -FPL	Date Rec'd In HR / (Date Complete Package Rec'd In HR)	Date Need Valldate	Date Ann Posted	Date Ann Opened	Date Ann Closed	Date Cert Sent to Select Official	Date of Hiring Decision	Date Hire Dec Rec'd In HR	Tent. Job Offer Date	Date Pckg Sent for Add'l Appr	Date Appr Dec Rec'd In HR	Official Job Offer Date	Official Job Offer Resp Date	Date Security Inves. Initiated	Date Official Offer Letter Sent	EOD Date
516004/ [531093]	NLM HNL 242 DLO PSD	Jones , Mike	Title 5 / N/A	All sources / No	DE / NIH- NLM -DE- 12- 6159 42	DE / WE -12-DEU - 03862S O / Additional Selection	Librarian GS-1410- 11 FPL 12						03/27/12	05/25/12	05/25/12	05/29/12			07/19/12	07/19/12	07/19/12	07/26/12	10/09/12

[\[+\] View Related Recruitment](#)

59	4		0	75
138				

ADDITIONAL SELECTION FOR FRANK THOMAS

Comments: 09/05: CLS PENDING FINAL OHR APPROVAL. TENTATIVE EOD 10/09.
 08/23: CLS MEMO SENT BACK TO SO FOR CORRECTION OF DATES AND MEMO.
 07/20: EOD ON HOLD PENDING APPROVAL OF CLS PER SO.
 06/06/12: EOD PENDING ATM APPROVAL.
 06/05/12: SELECTEL FRANK THOMAS . FROM NIH-NLM-DE-12-615942. SELECTION TIED TO RECRUITMENT WITS 516004.

Pre-Recruitment Information

This section displays basic transactional information about the recruitment.

Pre-Recruitment Information					
WiTS Recr Trans # / [Appt. Trans #]	IC Admin Code / Org Initials	HR Special ist	Recruit Type / Legislativ e Initiative Supporte d / Global Recruitm ent	Area of Cons. / Open Cont. Ann.	Ann Type / Ann #
516004/ [531093] 	NLM HNL 242 DLO PSD	Jones . Mike	Title 5 / N/A / No	All source s / No	DE / NIH- NLM -DE- 12- 6159 42

- **WiTS Recr Trans# [Appt. Trans #]:** the WiTS transaction number of the Recruitment and [related Appointment action]. Note: Appointment actions, which are the “1st Selection” from the recruitment are noted with an asterisk (*)
- **IC / Admin Code / Org Initials:** the name of the Institute or Center, the organization’s administrative code and initials.
- **HR Specialist:** the CSD HR Specialist responsible for the recruitment. The annotation of “GRU” after the Specialist’s name indicates that the action is with the Global Recruitment Unit.
- **Recruit Type / Legislative Initiative Supported / Global Recruitment:** the type of recruitment (Title 5, Title 42, Title 42 CRS); the legislative initiative the recruitment supports (ARRA, Roadmap, Stem Cell), if applicable; whether or not the action is a global recruitment action.
- **Area of Cons./Open Cont. Ann.:** the area of consideration for the recruitment; whether or not the recruitment is open continuous (open for an extended period of time with multiple cut-off dates).
- **Ann Type/Ann#:** the announcement type; the announcement number.

Drill down options: For Recruitment actions, you can click on *View Related Appointments* to view additional information about any appointments that are related to the recruitment action; for Appointment actions, click on *View Related Recruitment* to view information about the “parent” recruitment action.

Vacancy Announcement/Certificate/Hiring Decision/Selection Information

This section displays information related to the vacancy announcement, the issuance of the certificate, any needed approvals, the Selecting Official's hiring decision and the selection of a candidate.

Vacancy Announcement / Certificate / Hiring Decision / Selection Information																	
Cert Type / Cert # / Relation to Recruitment	Position Title / Pay Plan / Series / Grade (Cluster/Band) / FPL	Date Rec'd in HR / (Date Complete Package Rec'd in HR)	Date Need Validated	Date Ann Posted	Date Ann Opened	Date Ann Closed	Date Cert Sent to Select Official	Date of Hiring Decision	Date Hire Dec Rec'd in HR	Tent. Job Offer Date	Date Pkg Sent for Add'l Appr	Date Appr Dec Rec'd in HR	Official Job Offer Date	Official Job Offer Resp Date	Date Security Inves. Initiated	Date Official Offer Letter Sent	EOD Date
NC - MP / WE-12- NCM- 05620SD / 1st Selection	Administrative Officer GS-0341-09 FPL 12	08/03/12	08/03/12	08/06/12	08/07/12	08/11/12	08/24/12	09/26/12	09/26/12	10/02/12			10/02/12	10/02/12	10/02/12	10/10/12	10/22/12
		0	3	5	13	33	1						0	12			
								67									

- **Cert Type/Cert #/Relation to Recruitment:** the type of certificate issued; the certificate number; the relationship to the recruitment action (1st Selection, Additional Selection, Shared Certificate).
- **Position Title / Pay Plan / Series / Grade (Cluster/Band) / FPL:** Position details.
- **Date Rec'd in HR/ (Date Complete Package Rec'd in HR):** the date the recruitment package was received in HR; the date the recruitment was approved to post by HR.
- **Date Need Validated:** the date the recruitment was approved to post by HR.
- **Date Ann Posted:** the date the announcement was posted in the staffing system.
- **Date Ann Opened:** the date the announcement opened (the first day when applicants were able to apply).
- **Date Ann Closed:** the date the announcement closed (the last day applicants were able to apply).
- **Date Cert Sent to Select Official:** the date the certificate of eligibles was sent to the Selecting Official.
- **Date of Hiring Decision:** the date the Selecting Official made the decision to select a candidate or not.

- **Date Hire Dec Rec'd in HR:** the date HR was notified of the Selecting Official's hiring decision, and for selections, was authorized to make the tentative job offer .
- **Tent. Job Offer Date:** the date HR made a tentative job offer to the selected candidate.
- **Date Pckg Sent for Add'l Appr:** the date the appointment package (ATM, Student Loan Repayment, etc.) was sent for approval.
- **Date Appr Dec Rec'd in HR:** the date the appointment package was returned to HR with a decision.
- **Official Job Offer Date:** the date HR made an official job offer to the selected candidate (if no additional approval is required, the tentative job offer date and the official job offer date will likely be the same).
- **Official Job Offer Resp Date:** the date the selected candidate responded to the official job offer.
- **Date Security Inves. Initiated:** the date the security investigation was initiated (will be the same as the Official Job Offer Response date).
- **Date Official Offer Letter Sent:** the date the official offer letter was sent to the appointee.
- **EOD Date:** the appointee's scheduled Entry-On-Duty date (the day the appointee is expected to start work).

About Metrics in the Overall View

WiTS counts the number of elapsed days between the established key performance indicators (KPIs) for the recruitment/appointment process for each action (Metric view only):

Metrics Legend										
# Days from Date Complete Pkg Rec'd in HR to Need Validated	# Days from Need Validated to Posting	# Days from Ann. Open to Ann. Close	# Days from Ann. Close to Cert Sent to SO	# Days from Cert Sent to SO to Hiring Decision	# Days from Hiring Decision Rec'd in HR to Tent. Job Offer	# Days for Additional Approvals	# Days from Additional Approvals to Official Job Offer	# Days from Official Job Offer Response to Security Invest. Initiated	# Days from Official Offer Letter Sent to EOD Date	
# Days from Need Validated to EOD Date										

WiTS provides comparative metrics for the established KPIs on the last page of the report:

COMPARATIVE METRICS DATA*											
Contributing Actions	# Days from Date Complete Pkg Rec'd in HR to Need Validated	# Days from Need Validated to Posting	# Days from Ann. Open to Ann. Close	# Days from Ann. Close to Cert Sent to SO	# Days from Cert Sent to SO to Hiring Decision	# Days from Hiring Decision Rec'd in HR to Tent. Job Offer	# Days for Additional Approvals	# Days from Additional Approvals to Official Job Offer	# Days from Official Job Offer Response to Security Invest. Initiated	# Days from Official Offer Letter Sent to EOD Date	# Days from Need Validated to EOD Date
Avg	0	1	6	9	20	1	44	23	0	14	42
Median	0	0	5	9	15	0	28	0	0	12	37
Min	0	0	5	2	0	0	0	0	0	0	0
Max	0	31	17	66	365	13	93	93	0	88	369
OPM Hiring Standard	1	9	10	16	15	3	-	2	10	14	80
HHS Key Performance Indicators	-	10	-	15	30	3	-	-	-	-	
NIH Hiring Standard	1	2	10	16	25	2	-	2	1	21	80

Vacancy Announcement Information View

The Vacancy Announcement Info view displays information that is specific to the vacancy announcement.

WITS Recruitment #	IC Admin Code Org Initials	HR Specialist	Recruitment Type	Position Title - Pay Plan-Series-Grade -FPL	Area of Consideration / Open Continuous Announcement	Announcement Type / Announcement Number	Duty Location	Date Received in HR	Date Need Validated	Date Announcement Posted	Date Announcement Opened	Date Announcement Closed	Appt. / Date Appls. Notified of Qual Elig	Cert Issued?
771940	CIT HNU14 OD EO		Title 5	Management Analyst GS-0343-11, 12, 13 FPL 13	All sources / No	DE / NIH-CIT-DE-16-1607421	Montgomery County, MD	01/21/16	02/15/16	02/15/16	02/22/16	02/29/16	- / -	No
				Management Analyst GS-0343-11, 12, 13 FPL 13	All sources / No	MP / NIH-CIT-MP-1607896	Montgomery County, MD	01/21/16	02/15/16	02/15/16	02/22/16	02/29/16	- / -	No
772525	NIDDK HNK6P4 I PE CRB		Title 5	Biological Science Laboratory Technician GS-0404-07 FPL 07	All sources / No	DE / NIH-NIDDK-DE-16-1612420	Other	01/27/16	02/17/16	02/17/16	02/22/16	02/26/16	83 / 03/02/16	Yes
				Biological Science Laboratory Technician GS-0404-07 FPL 07	All sources / No	MP / NIH-NIDDK-MP-16-1612743	Other	01/27/16	02/17/16	02/17/16	02/22/16	02/26/16	7 / 03/02/16	Yes

In addition to the transactional information related to the recruitment (WITS #, IC, Admin Code, Org Initials, HR Specialist, Position details), this view displays:

- **Recruit. Type:** the type of recruitment (Title 5, Title 42, Title 42 CRS).
- **Area of Consider. / Open Continuous Ann.:** the area of consideration for the recruitment; whether or not the recruitment is open continuous (open for an extended period of time with multiple cut-off dates).
- **Ann Type/Ann#:** the announcement type and the announcement number.
- **Duty Location:** the advertised location of the vacancy announcement.

- **Date Rec'd in HR:** the date the recruitment package was received in HR.
- **Date Need Validated:** the date the recruitment was approved to post by HR.
- **Date Ann Posted:** the date the announcement was posted in the staffing system.
- **Date Ann Opened:** the date the announcement opened (the first day when applicants were able to apply.)
- **Date Ann Closed:** the date the announcement closed (the last day applicants were able to apply).
- **# Appls./ Date Appls. Notified of Qual/Elig:** the total number of applicants; the date the applicants were notified of their qualification/eligibility.
- **Cert Issued?:** indicates whether or not at least one certificate has been issued related to each announcement

Certificate Info view

The Certificate Info view displays information that is specific to certificates related to a vacancy announcement.

WiTS Recr Trans #	IC Admin Code Org Initials	HR Specialist	Position Title - Pay Plan-Series-Grade	Certificate Type	Certificate Number / Ann Number	Date Ann. Closed	Date Applicants Notified of Qual/Elig	Date Cert Issued	Date Cert Sent to Select Official	Date Applicants Notified of Referral	Date Cert Expires	New Cert Date Expires
534183	OD - ORS HNAMSM2 ATB	Jones, Mike	Quality Assurance Specialist GS-1910-12	DE	WE-12-DEU-0596750 / NIH-ORS-DE-12-737951	09/16/12	09/28/12	09/25/12	09/26/12	09/28/12	11/23/12	
							12			2		
							9					
			Quality Assurance Specialist GS-1910-12	NC - MP	WE-12-NCM-0599550 / NIH-ORS-MP-12-740033	09/16/12	09/28/12	09/26/12	09/26/12	09/28/12		
							12			2		
							10					
			Quality Assurance Specialist GS-1910-12	MP	WE-12-MPP-0599450 / NIH-ORS-MP-12-740033	09/16/12	09/28/12	09/26/12	09/26/12	09/28/12		
							12			2		
							10					

In addition to the transactional information related to the recruitment (WiTS #, IC, Admin Code, Org Initials, HR Specialist, Position details), this view displays:

- **Certificate Type:** the type of certificate issued .
- **Certificate Number/ Ann. Number:** the certificate number; the announcement number.
- **Date Ann. Closed:** the date the announcement closed (the last day applicants were able to apply).
- **Date Applicants Notified of Qual / Elig:** the date the applicants were notified of their qualification/eligibility
- **Date Cert Issued:** the date the certificate was issued.
- **Date Cert Sent to Select Official:** the date the certificate of eligibles was sent to the Selecting Official.
- **Date Applicants Notified of Referral:** the date applicants were notified of their referral status (referred on a certificate or not).
- **Date Certificate Expires:** the date the original certificate expires.
- **New Expiration Date:** for extended certificates, the updated or new certificate expiration date .

Hiring Decision Info view

The Hiring Decision Info view displays information that is specific to hiring decisions made by Selecting Officials.

WITS Recr Trans #	IC Admin Code Org Initials	HR Specialist	Position Title - Pay Plan-Series-Grade	Certificate Type	Certificate Number	Date Cert Sent to Select Official	Date of Hiring Decision	Date Hire Dec Rec'd in HR
547383	CC HNJ32A OCNO NURS ACS	Jones, Mike	Program Support Assistant GS-0303-06	DE	WE-12-DEU-0598080	09/26/12	10/16/12	10/16/12
						20		
			Program Support Assistant GS-0303-06	MP	WE-13-MPP-0605080	10/01/12	10/16/12	10/16/12
						15		
			Program Support Assistant GS-0303-06	NC - DE	WE-12-NCD-0597980	09/26/12	10/16/12	10/16/12
						20		
			Program Support Assistant GS-0303-06	NC - MP	WE-13-NCM-0604980	10/01/12	10/16/12	10/16/12
						15		

In addition to the transactional information related to the recruitment (WITS #, IC, Admin Code, Org Initials, HR Specialist, Position details), this view displays:

- **Certificate Type:** the type of certificate issued.
- **Certificate Number:** the certificate number.
- **Date Cert Sent to Select Official:** the date the certificate of eligibles was sent to the Selecting Official.
- **Date of Hiring Decision:** the date the Selecting Official made the decision to select a candidate or not.
- **Date Hiring Decision Received in HR:** the date HR was notified of the Selecting Official's hiring decision, and for selections, was authorized to make the tentative job offer.

Selection Info view

The Selection Info view displays information that is specific to selections.

WITS Recr Trans # / [Apt. Trans #]	IC Admin Code / Org Initials	HR Specialist	Selectee Name - Position Title - Pay Plan -Series -Grade -FPL	Certificate Type / Certificate Number	Date Hire Dec Rec'd in HR	Tent. Job Offer Date	Tent. Job Offer Resp Date	Date Pckg Sent for Add'l App	Date Appr Dec Rec'd in HR	Official Job Offer Date	Official Job Offer Resp. Date	Date Security Inves. Initiated	Date Official Offer Letter Sent	EOD Date	Effective Date
528242 / 531976	NIAMS HNB-2-5 IPR OCD	Jones, Mike	Toms, Nick Medical Officer (Clinical) GS-0602-15 FPL 15	DH / WE-12-DRH-0453380	05/30/12	05/31/12	06/05/12	05/31/12	09/19/12	09/19/12	09/19/12	09/19/12	09/20/12	09/24/12	09/23/12
						5		111					4		
528984 / 532229	CC HNJEB ODDCC DCRI	Jones, Mike	Smith, Bruce IT Specialist (APPSW) GS-2210-12 FPL 12	DE / WE-12-DEU-0452880	06/04/12	06/06/12	06/06/12			06/06/12	06/06/12	06/06/12	08/02/12	08/13/12	08/12/12
						0							11		

In addition to the transactional information related to the recruitment (WITS #, IC, Admin Code, Org Initials, HR Specialist, Position details), this view displays:

- **Selectee Name**
- **Certificate Type / Certificate Number:** the type of certificate issued; the certificate number.
- **Date Hire Dec Rec'd in HR:** the date HR was notified of the Selecting Official's hiring decision, and for selections, was authorized to make the tentative job offer.
- **Tent Job Offer Date:** the date HR made a tentative job offer to the selected candidate.
- **Tent Job Offer Response Date:** the date the selected candidate responded to the tentative job offer.
- **Date Pckg Sent for Add'l App:** the date the appointment package (ATM, Student Loan Repayment, etc.) was sent for approval.
- **Date Appr Dec Rec'd in HR:** the date the appointment package was returned to HR with a decision.
- **Official Job Offer Date:** the date HR made an official job offer to the selected candidate (if no additional approval is required, the tentative job offer date and the official job offer date will likely be the same).
- **Official Job Offer Resp Date:** the date the selected candidate responded to the official job offer.
- **Date Security Inves. Initiated:** the date the security investigation was initiated (will be the same as the Official Job Offer Response date).
- **Date Official Offer Letter Sent:** the date the official offer letter was sent to the appointee.
- **EOD Date:** the appointee's scheduled Entry-On-Duty date (the day the appointee is expected to start work).
- **Effective Date:** the effective date of the Appointment action (SF-50).